

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 3, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Captain Charron, Department of Corrections, Representative David Welch, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Walker moved to accept the minutes of December 21, 1993 and December 28, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

**REPORT FROM THE DIRECTOR OF HUMAN SERVICES** - Diane Gill

Mrs. Diane Gill was in attendance at the meeting but had no report to present.

**REPORT FROM THE TREASURER** - Patricia Kelley

Mr. Michael Morin was in attendance at the meeting but had no report to present.

**REPORT FROM THE SHERIFF** - Wayne Vetter

Sheriff Vetter was in attendance at the meeting but had no report to present. Sheriff Vetter wanted to know when the office supply order went in and Comm. Walker responded that his department's order had not been received yet. Sheriff Vetter said he would check with his office, but that he was told the order was sent in. Sheriff Vetter asked if he could buy a case of copy paper until the order went in. Comm. Walker responded that the Sheriff was to check with other county departments to see if he could borrow some and if he couldn't he should buy only enough to get the department through until the State Warehouse order was received.

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**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY  
NURSING HOME** - William Sturtevant

Mr. Sturtevant reported that the count today was 296 with 19 on the waiting list, 72 clients in the Adult Day Care Center and 33 children in the Children's Center.

Mr. Sturtevant presented the Board with a copy of Governor Merrill's Health Care Reform Proposal.

Mr. Sturtevant presented a copy of a print of the front of the Nursing Home which was done by Mark Ford of the Maintenance Department. Comm. Walker moved to accept the print and that the Board send a letter to Mr. Ford expressing their appreciation, that the Board have a black and white print made of the picture and use in on the next Annual Report, seconded by Comm. Henderson and voted on unanimously in the affirmative.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrisette

Mr. Morrisette was in attendance at the meeting but had no report to make.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF  
CORRECTIONS** - Patricia Donovan

Captain Charron presented the report for the House of Corrections in the absence of Mrs. Donovan who was sick. Captain Charron reported the count today was 186 with 80/Pre-Trial, 1/Federal and 105/Sentenced.

Chairman Barka referenced a House Bill in Concord to consolidate county Departments of Correction with the State Department. Captain Charron stated that this was placed on the agenda annually and that he did not agree with it.

Comm. Barka referenced another House Bill which would authorize the expenditure of funds already appropriated for relocation of a day care center on the New Hampshire Hospital campus and stated that these are the same legislators that vote for day care in Concord but voted Rockingham County's day care out. Comm. Barka suggested that maybe the legislators would reconsider their previous decision. He added that they voted against the day care because of the farm and that there was no comparison between kids and pigs and cattle.

Comm. Walker stated that a typed copy of the union contract for the jail had been received and that she would like the Board and Mrs. Donovan to meet beforehand to

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review it before they meet with the negotiator. It was agreed that a date would be set up for this meeting.

Comm. Walker also stated that the Board has completed the policy for the impound area and that it would be sent to the County Attorney.

There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 1:25 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.


Submitted by,



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Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



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Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 10, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Representative David Welch, and Representative Donna Sytek.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Henderson moved to accept the minutes of August 31, 1993, seconded by Comm. Walker and voted on unanimously in the affirmative.

**REPORT FROM THE TREASURER** - Patricia Kelley

Mr. Morin reminded the Board about the Bids for Bonds on Tuesday, January 18, 1994 and reported that he received a letter from the Bond Counselor which stated that the Bids must be posted and must occur during a Commissioners meeting.

Chairman Barka announced that the next Commissioners meeting will be on Tuesday, January 18, 1994 at 10:00 AM.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside

Mr. Woodside commended his staff for their efforts at removing the snow from the snowstorms of last week, the support of inmates from the jail, and the support from the Nursing Home who provided meals for the Maintenance staff. Chairman Barka said the Board would send a letter for posting on the bulletin boards of the respective departments.

Mr. Woodside presented a copy of a bill for the Commissioners' signatures from LM&G, the company who is assuming the engineering work for the Carlisle basement as voted on at a past Commissioners meeting. Comm. Walker said the bill contained the hourly rate, but not the dollar figure for the services. Mr. Woodside said the final figure is not known until the work today is completed. Comm. Walker stated that she preferred to wait until a bill is reviewed to include the total hours because she does not want to sign an open-ended bill and that she will sign it when the hours are placed on the bill.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

January 10, 1994

Mr. Woodside asked the Board's wishes on the Construction Meetings for the Water Treatment Plant since the Board changed their meeting from Tuesdays to Mondays. The Board stated that there was no problem with holding the Construction meetings on Mondays at 10:00 AM before the regular Commissioners meetings and Mr. Woodside said that he would work the next Construction meeting for Tuesday, January 18, 1994 and would get back to the Board with a time.

For the record, Mr. Woodside stated that the Commissioners Calendar stated that his Subcommittee meeting will be taking place on Friday, January 14, 1994 at 11:00 AM and that in actuality the meeting will start at 9:00 AM for a tour of the county property and that the budget review would be done at 11:00 AM.

Mr. Woodside requested a meeting with the Board regarding the Slaughterhouse and the Board said they would get back to Mr. Woodside about a date for that meeting.

Mr. Woodside also asked the Board about the remaining cow on the County Farm. Comm. Walker stated that she had discussed the cow with a doctor who works with the Federal Inspector last week and was told that the cow can be killed in the field, with an inspector present, and the meat can be used for the Nursing Home. Comm. Walker asked the doctor to send a letter to the Board to authorize the slaughtering of this animal.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** - William Sturtevant

Mr. Sturtevant reported that there are 289 residents in-house, with 11 deaths last week. There are 70 on the waiting list, 72 clients in the Adult Day Care and 33 children in the Children's Center.

Mr. Sturtevant also reported that linen bids had been opened at a past Commissioners meeting and the results of the bids were:

Best Manufacturing - \$2,428.10  
Victor Rome - \$563.68  
Star Linen Bid on the Wrong Size  
Walter Mayer - \$769.85  
Boston Trade - \$803.75

Comm. Walker moved to award the linen bid to Victor Rome at \$563.68, seconded by Comm. Barka and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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Mr. Sturtevant reported that last Thursday he had brought Commissioners Walker and Henderson attention to a problem with the washing machines in the laundry. He reports that one machine is down, one is ready to go down, and another anticipated to go down due to the motors. Mr. Sturtevant reported that the motors are manufactured by the Baldor Company and that Mr. Woodside had researched on buying them directly from the company. He states that Baldor will not sell directly and the manufacturer of the machines, Milnor, will not sell directly either. However, he added, Yankee Manufacturing agreed to sell them with a 20% discount. Mr. Sturtevant stated that the washing machines are nine years old and they run 12-16 hours a day. Comm. Walker moved to waive the bid for the purchase of three washing machines motors from Yankee Equipment for \$6,357.27, seconded by Comm. Barka with both Commissioners voting in the affirmative. Commissioner Henderson will be requested to sign the waiver before the vote is unanimous. Mr. Sturtevant added that this purchase was not anticipated when the nursing home budget was sent in.

Mr. Sturtevant stated that he will be in Concord on Thursday to proctor exams for the licensing of nursing home administrators.

Mr. Sturtevant also mentioned a letter received from Aring Schroeder requesting a meeting with the Board and Stabile Construction. The Board will get back to Mr. Sturtevant on a date for that meeting.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan

Mrs. Donovan reported that the count is 186 with 98/Pre-Trial and 88/Sentenced.

Mrs. Donovan said that she would be in Concord tomorrow with reference to House Bill 1296 which will establish a committee to propose a consolidation of county and state Departments of Corrections.

Comm. Walker asked Mrs. Donovan to get the list of legislative bills from the Association of Counties to bring back to the Board.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrisette

Mr. Morrisette was in attendance at the meeting but had no report to make.

Comm. Walker presented and Insurance Report for 1994 which listed the company that the county was insured with in 1993, the premium paid in 1993 and the proposed company for insurance in 1994 along with the premium for 1994. Comm. Walker moved to

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS


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approve honoring the contracts to the companies listed on the report which were reviewed by the Board and agreed upon as being in the best interests of the county, seconded by Comm. Barka and voted on unanimously in the affirmative.

Comm. Walker said there were two areas for the Board to look at next week with regard to insurance. Comm. Walker has asked the Insurance Exchange to provide the Board with a cost for additional coverage for a blanket policy for county buildings and their contents. Comm. Walker does not feel there is adequate coverage for county buildings when contents are factored in and she has been requesting a detailed listing of contents from each of the county departments to determine the costs involved..

There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 2:45 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,



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Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



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Jane Walker, Vice Chairman  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Delegation Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 18, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Delegation Conference Room, Mitchell II, of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Walker and Henderson; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Patricia Donovan, Superintendent of the House of Corrections, Roy Morrisette, Director of Personnel, Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; and Steve Haberman of the *Portsmouth Herald*.

Commissioner Walker opened the meeting at 10:00 AM. The Commissioners present postponed voting on the Minutes of January 3, 1994 and January 10, 1994 because the majority of the Board present at those meetings were not in attendance.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Ernest Woodside

Mr. Woodside presented the Board with copies of the Construction Minutes of January 11, 1994 for the Water Treatment Plant.

Comm. Henderson stated that a letter was received from Mr. Ralph Dumke of Waterline Industries requesting an extension of the February 1, 1994 deadline to February 28, 1994 due to the problems Waterline has had in receiving the last of the filtration equipment. Comm. Henderson states that the letter assures the Board that the extension would not incur any further costs to the county.

Comm. Walker stated that although Waterline is saying there would be no further costs to the county, the engineer from The Turner Group is the responsibility of the county and this extension could cause further expense on the county's part. She added that if Waterline was willing to pay the extra costs for the engineer, she would have no problem with extending the deadline. Mr. Woodside stated that the contract with The Turner Group ends on February 8, 1994 and that it is up to the engineer to check with Waterline to ensure that there is no extra work that needs to be done and that Waterline's issue is separate from Turner Group's contractual deadline. Comm. Henderson asked Mr. Woodside to leave the meeting at this point and to check with Waterline Industries to see if their request for this extension will cover the additional cost of the engineer from The Turner Group.



BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
January 18, 1994.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF  
CORRECTIONS** - Patricia Donovan

Mrs. Donovan reported that the count today is 184 with 96/Pre-Trial and 88/Sentenced. Mrs. Donovan reported that her Subcommittee met yesterday, January 17, 1994, and that everything contained in the proposed budget was approved by the Subcommittee.

Mrs. Donovan requested a Non-Public Session under RSA 91A:3 II, (c) for personnel issues.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY  
NURSING HOME** - William Sturtevant

Mr. Sturtevant reported that the count today is 290 with 72 in the Adult Day Care and 33 children in the Children's Center.

Mr. Sturtevant presented bids for paper for opening by the Clerk. Bids were received from:

Ziff Paper	Total Med	Interboro Packaging
Set Point	Central Paper Products	Beautiful Rags
Bay Colony	Towhill Office Products	Portsmouth Paper Co.

Comm. Walker moved to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson with both Commissioners voting in the affirmative.

Mr. Sturtevant reported that the Red Line is down because of the recent icy weather, that it has been reported and is in the process of being fixed. Mr. Sturtevant also reported that there were several incidents of broken pipes dues to the weather. He stated that at 7:00 AM, January 17, 1994, a pipe broke in a resident's room and that there were no injuries. Mr. Sturtevant stated that the Maintenance Department and the Fire Department responded to the alarm that was set off and that they cleaned the area up. He adds that the heat had to be shut off and when it was turned back on it took a while before heat reached the Fernald building. Additional pipe breaks occurred in the Commissioners Conference Room, the Women's Locker Room and the Activities Room. Mr. Sturtevant commended the staff who responded to the 7:00 AM pipe break and also thanked the Fire Departments of Brentwood and Exeter for responding and helping in the clean up of the rooms.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
January 18, 1994

Mr. Sturevant also reports that all the motors have been replaced in the washing machines.

Commissioner Walker praised the staff who came in to the Nursing Home in the recent bad weather and commended the Maintenance Department and Jail staff who did the necessary plowing and shoveling during the recent bad weather.

**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette was present at the meeting but had no report to make.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Morin presented the report for the Treasurer who was not in attendance and stated that the Board needed to vote to authorize the Treasurer to borrow \$9M to meet the demands upon it beginning January 1, 1994. The Board also needed to order the Deputy Treasurer to roll over \$3M in County Bond Anticipation Notes and to borrow \$1M in new bond money Anticipation Notes.

There being no further business to come before the Board at this time, Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c) to discuss personnel issues on a roll call vot at 10:20 AM. The motion was voted on unanimously in the affirmative.

At 10:50 AM the Board voted on a roll call vote to go back into Public Session.

Comm. Henderson moved that the money in the Treasury being insufficient to meet the demand upon it beginning January 1, 1994, the Deputy Treasurer is hereby ordered to borrow \$9M under RSA 29:8 as amended, seconded by Comm. Walker and voted on by both Commissioners in the affirmative.

Comm. Henderson further moved that the Deputy Treasurer is ordered to roll over \$3M in Bond Anticipation Notes due January 26, 1994 until April 1, 1994 and that the Deputy Treasurer is hereby ordered and authorized to borrow an additional \$1M in new Bond Anticipation Notes to mature on April 1, 1994, seconded by Comm. Walker and voted on by both Commissioners in the affirmative.

The results of the bids taken on this date by Shawmut Bank on \$3M in rollover BANs, \$1M in new BAN money, and \$9M in TANs for 1994 are attached. Mr. Morin recommended the following bids be awarded: \$1M in new BAN money - State Street Bank at 2.32%; \$3M in BAN rollovers - State Street Bank at 2.32%. Mr. Morin further recommended that \$9M in 1994 TANs be awarded in the following manner: \$2M to State

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

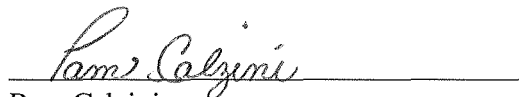
January 18, 1994

Street at 2.64%; \$2M to State Street at 2.68%; \$1M to State Street at 2.72%; \$4M to Oppenheimer with \$10,650 premium NIC 2.716%. Comm. Henderson moved to award the bids per Mr. Morin's recommendation, seconded by Comm. Walker and voted on by both Commissioners in the affirmative.

Mr. Ernest Woodside returned to the meeting at this point and reported that he had spoken with The Turner Group and Waterline Industries and that Waterline Industries will pay for an additional 32 hours (four days) for the engineer from The Turner Group. He adds that The Turner Group will bill the County and the County will deduct that amount from Waterline's bill. Comm. Henderson moved to allow Waterline Industries to extend their contract from February 1, 1994 to February 28, 1994 with the agreement that Waterline Industries will absorb any additional cost up to four days (32 hours) with the understanding that this four-day time period will be sufficient to cover the additional work done by the engineer during the extension, seconded by Comm. Walker and voted on by both Commissioners in the affirmative.

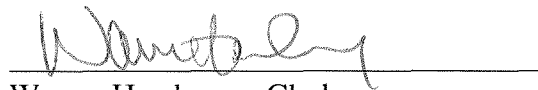
At this point in the meeting the Board moved on a roll call vote to adjourn the regular Commissioners Meeting until 1:30PM.

Submitted by,



Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Delegation Conference Room - Mitchell II**  
**Brentwood, New Hampshire**

At 10:20 AM the Board went into Non-Public Session under RSA 91A:3, II, (c) to discuss personnel issues on a roll call vote.. Those in attendance were: Commissioners Walker and Henderson, Mrs. Patricia Donovan, Superintendent of the Department of Corrections; and Mr. Roy Morrisette, Director of Personnel.

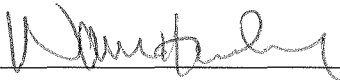
Discussion took place with regard to a moral and compensation issue at the Department of Corrections.

At 10:50 AM, on a roll call vote, the Board went out of Non-Public Session and back into the regular Commissioners Meeting.

At 1:45 PM the Board went into Non-Public Session under RSA 91A:3, II, (c), on a roll call vote, to discuss a workmen's compensation case with legal council.

There being no further business to come before the Board the meeting adjourned at 3:00 PM on a roll call vote.

Approved by,

  
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Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 24, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Diane Gill, Director of Human Services; Mr. Michael Morin, Assistant Treasurer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Mr. Steve Haberman of the *Portsmouth Herald*; and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:10 PM. Commissioner Henderson moved to accept the minutes of January 3, 10, and 18, 1994, seconded by Comm. Walker and voted on unanimously in the affirmative.

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

Mrs. Gill reported that she received the State bill and reports that the Fiscal Officer had estimated a couple of categories for payment and the estimate was low, but still within the budget. Mrs. Gill also reported that there are 405 children with DCYF and 24 placements at YDC, with an average daily rate of \$225/day. Mrs. Gill stated that her department has begun to track the new APTD cases because the criteria for eligibility changed last year and there has been an increase in cases. Mrs. Gill said that she has included a summary of funds collected from parental reimbursement in her report for 1993 and reported that \$93,851.70 was collected. Mrs. Gill stated that a letter of appreciation from Ann Schultz, Director of Guidance for the Exeter Area High School was attached to the report for the efforts of Kathy Francoeur, the Coordinator of the Seacoast Family Mediation Program. Mrs. Gill reports that the Grant Reviews are scheduled for February 11, 1994 for review.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Michael Morin presented the report for the Treasurer in her absence. Mr. Morin reports that on Thursday, January 26, 1994 the County will be funded for the BAN's and RAN's that were done last Tuesday.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside presented the Board with Construction Minutes and a letter of agreement between the H.L. Turner Group and Waterline Industries on extending the deadline for

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

January 24, 1994

completion of the Water Treatment Plant as discussed at last week's Commissioners meeting.

Mr. Woodside presented the contract for the windows which had been reviewed by Mr. Sturtevant and asked the Board if they had had a chance to review it as well. Comm. Walker said she has not had a chance to read it. Comm. Henderson moved to authorize the Clerk to sign the contract on behalf of the Board, within 48 hours, and after the members of the Board had reviewed it and made changes, if needed, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside reported that the deadline has passed for the surplus equipment at the jail and the only town that had responded was Chief Parker from the Town of Kingston. Comm. Henderson moved that the items requested by the Town of Kingston on the list released to Rockingham County municipalities be released to the custody of Chief Parker from the Town of Kingston and that the equipment be removed within the next 14 days, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside requested the signatures of the Board on an Invitation to Bid for replacement of a hot water tank. Mr. Woodside reported that there is a new water tank that has to be installed and the existing tank has to be removed and that this is something that cannot be done in-house. Mr. Woodside states that the bid is to remove the existing tank offsite and replace it with the new tank. Comm. Henderson moved that in addition to the list of bidders that this would be sent to, that it also be distributed to municipalities in Rockingham County so that it can be posted, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside reports that the Environmental Protection Association has sent out a self-evaluation for the Wastewater Treatment Plant which is done yearly and in reviewing it he has found that it was previously signed by a member of the Board, but Mr. Woodside has found that the person who signs the permit is the person who should sign the self-evaluation. Mr. Woodside states that it does not have to be signed by a member of the Board and it is his recommendation that the Board consider having Mr. Woodside sign this document and make the necessary comments since the Board members change. Comm. Henderson moved to grant the Director of Maintenance the authority to sign and review the self-evaluation, seconded by Comm. Walker, and voted on unanimously in the affirmative. Mr. Woodside stated that he would provide the Board with a copy of this document for their records after his review.

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

Mr. Sturtevant reports that the census today is 294 with 10 on the waiting list, 72 clients in the Adult Day Care Center and 33 children in the Children's Center.

Bids were opened for the following:

Fish: Poultry Products  
J.P. Food Service  
Hallsmith Sysco  
Associated Grocers  
S.S. Pierce-Kraft  
Jordans  
Northcenter

Mr. Sturtevant told the Board that haddock was very expensive at this time and that cod may be considered as an alternative. Comm. Walker moved to authorize Mr. Sturtevant to shop the bid and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Juice: Laurel Farms  
Associated Grocers  
Donnahue Brothers  
West Lynn Creamery  
Shaheen Brother  
J.P. Food Service  
Kraft

Comm. Walker moved to authorize Mr. Sturtevant to shop the bid and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reported that the bid for Paper Products were awarded to the following:

Ziff Paper	\$ 143.85
Total Med Co.	\$ 174.80

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
January 24, 1994

Portsmouth Paper	\$7,734.74
Interboro	\$ 56.85
Packaging	
Central Paper Prod.	\$1,353.73
Bay Colony Paper	\$ 993.80
JosephGarland/	\$ 307.60
Beautiful Rags	

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reports that the count is 188 with 89/Pre-Trial and 99/Sentenced.

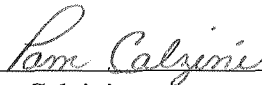
**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette was in attendance at the meeting but had no report to make.

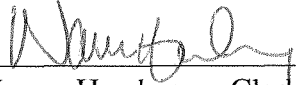
Comm. Walker reported that she has submitted a credit application for Office Max and that there are small catalogs available for the departments to use as well as a large catalog that can be obtained through the Commissioners Office. Comm. Walker states that Office Max prices are lower than Loring, Short and Harmon. Comm. Walker has also obtained small catalogs from Staples and is waiting for a price list from Sam's.

There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 2:30 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,

  
\_\_\_\_\_  
Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners  
/pc



**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 31, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Walker and Henderson; Mr. Michael Morin, Assistant Treasurer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Mr. Dan Reddin, Administrative Assistant for the Sheriff's Department; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Representative David Welch, and Mr. Steve Haberman of the *Portsmouth Herald*.

Commissioner Walker opened the meeting at 2:00 PM and explained that Commissioner Barka would not be in attendance due to illness. The Minutes of the January 24, 1994 were typed and available but had not been reviewed by the Clerk.

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

Sheriff Vetter introduced Attorney Don Reddin, the new Administrative Assistant for the Sheriff's Department. Sheriff Vetter asked Comm. Walker if he could have a copy of the insurance bond to ensure that all areas are covered. Sheriff Vetter explained that once a year the bond must be filed with the circuit court.

Sheriff Vetter spoke to the issue of trailers which the County had purchased last year and that the Manager at the State Warehouse is requesting that the bill be paid. Comm. Walker stated that she was unaware that it had not been paid and that she would look into it.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside presented the Board with minutes from the construction meeting. Mr. Woodside also presented the Board with the second report of the overview of the construction that needs to be done on the Carlisle Building. Mr. Woodside reported that he had just received the report over the weekend and has not had a chance to review it. Mr. Woodside stated that he would report back to the Board next week after he has reviewed the report.

Mr. Woodside requested that two members of the Board be available at next week's construction meeting to address issues.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
January 31, 1994

Mr. Woodside said that he would present the Board with a report on the status of the leaking problem, due to the weather, that had developed on Friday and subsided on Saturday due to the weather. Mr. Woodside reported that at this point everything was almost 100% back on-line in all areas, that the roofers have been on-site, and that there are areas which need to be addressed which cannot be completed due to the substantial amount of ice on the roof. Mr. Woodside added that all roof areas are guaranteed and that the cost factors will come from damage done to inside areas such as the ceilings. Mr. Woodside said he would report on the labor and material costs and present it to the Board. Mr. Woodside thanked the support of the staff from the Nursing Home and his department for the work done over the weekend and during this week relating to the leaks and water problems.. Mr. Woodside requested a Non-Public Session under RSA 91A:3, II, (c), to discuss a personnel issue.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Morin was in attendance at the meeting but had no report to make.

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

Mr. Sturtevant reported that the count for today is 295 with 72 clients in Adult Day Care and 33 children in the Children's Center.

Bids for Frozen Foods were opened and received from:

S.S. Pierce - Kraft  
Shaheen Brothers  
Jordans Food  
Associated Grocers  
Northcenter Food Service  
Hallsmith-Sysco

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Walker and voted on in the affirmative.

Mr. Sturtevant presented the Board with the awards for:

JUICE:	Associated Grocers	\$ 7,395.96
	Associated Grocers	17,097.12

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
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Juice Bids (Continued):

S.S. Pierce-Kraft	7,163.00
Shaheen	<u>9,231.12</u>
TOTAL	\$40,887.20
FISH - COD: Associated Grocers	\$ 8,370.00
Jordan's	<u>8,554.00</u>
	\$16,924.00

Mr. Sturtevant reported the effects of the leaking problem on the Nursing Home and reported that with everyone's help 16 residents were protected and that evacuation occurred in seven residents rooms, one day room, the auditorium, and the pharmacy. Mr. Sturtevant said workers from the Housekeeping department were called in to assist and that the fire departments of Brentwood and Exeter responded and helped with the cleanup. Mr. Sturtevant said that pictures were taken for insurance purposes and would be presented to the Board when they developed. Mr. Sturtevant reported that getting employees to come in on a night where there were bad weather conditions was a challenge.

Comm. Walker stated that this year has been an exception to the rule with regard to weather and that on behalf of the Board, they appreciate all the hard work that employees have done. Mr. Sturtevant asked if the Board would send a letter to the participating fire departments for their help in the cleanup efforts.

**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette reported that the Center for Occupational Health has sent an updated letter on the contract costs and a meeting will be needed to discuss the changes. The Board agreed that they would get to Mr. Morrisette to discuss this issue. Mr. Morrisette reminded the Board that they are scheduled to meet tomorrow with Mr. Renny Perry with regard to union negotiations.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reports that the count today is 200 with 98/Pre-Trial and 102/Sentenced.


Comm. Henderson reported that last week he represented the Board of Commissioners at a fact finding meeting with the Brentwood and Exeter Boards of Selectmen on the issue of fire service. Comm. Henderson stated that the Town of Exeter is looking at what level of compensation, if any, they would be entitled to for providing first call fire service to the

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
January 31, 1994

county. Comm. Henderson said that Brentwood Fire Chief Red Burns and Exeter Fire Chief John Carbonneau were also in attendance at the meeting. Comm. Henderson stated that there is not a current policy for compensation and that, in Exeter's case, there is a need to replace a fire truck. Comm. Henderson said the discussion was broad and covered such issues as how to establish an equitable formula for compensation. Comm. Henderson stated that 1994 should be used as an opportunity to track expenses and that a meeting should be held mid-year to further discuss this issue.

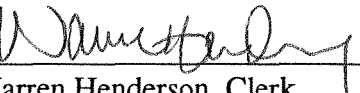
There being no further business to come before the Board, Commissioner Walker moved to go into Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue on a roll call vote at 2:30PM, seconded by Comm. Henderson.

Submitted by,

  
\_\_\_\_\_

Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

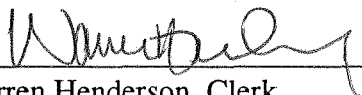
**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Brentwood, New Hampshire  
January 31, 1994**

On January 31, 1994, at 2:30 PM, the Board of Rockingham County Commissioners met in Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue. A roll call vote was taken and those in attendance were: Commissioners Walker and Henderson, Mr. Ernest Woodside, Director of Maintenance and Mr. Roy Morrisette, Personnel Officer.

Discussion took place regarding a probationary employee. No action was taken by the Board.

At 2:50 PM, Comm. Henderson moved to go out of Non-Public Session and adjourn, seconded by Comm. Walker.

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

RM/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Brentwood, New Hampshire**  
**February 4, 1994**

A scheduled meeting of the Board of Rockingham County Commissioners was held at this date in the office of Commissioner Walker.. Those in attendance were: Commissioners Walker and Henderson, Roy Morrisette, Director of Personnel, and Renny Perry, Union Negotiator.

Comm. Walker opened the meeting at 1:30 PM and moved to go into Non-Public Session, on a roll call vote, under RSA 91A:#, II, (c) to discuss union negotiations. Those present moved to the Rockingham County House of Corrections to continue the Non-Public Session. Those in attendance were: Commissioners Walker and Henderson, Roy Morrisette, Renny Perry and Mrs. Patricia Donovan, Superintendent of the House of Corrections, and Captain Charron, Director of Operations at the House of Corrections. Comm. Barka was in attendance via a speaker telephone.

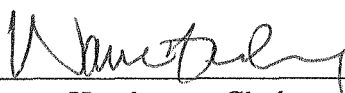
Discussions took place on minor changes to the union contract. Comm. Henderson moved to go back into Public Session, seconded by Comm. Walker on a roll call vote at 4:45 PM.

Comm. Henderson moved to adopt the "Collective Bargaining Agreement by and between the Rockingham County Commissioners for the County of Rockingham Department of Corrections and the State Employees' Association Local 1984, SEIU, AFL-CIO," seconded by Commissioner Walker. Commissioners Walker and Henderson voted on the motion in the affirmative and Commission Barka voted in the affirmative via the telephone.

Comm. Walker moved that the Board of County Commissioners make a recommendation to the Executive Committee that the Board is in agreement to start the transfer of all qualified Correctional Officers from Group I to Group II retirement insurance and request that they, in return, bring it to the Full Delegation for approval on February 5, 1994. The motion was seconded by Comm. Henderson and voted on by Commissioners Walker and Henderson in the affirmative.

There being no further business to come before the Board of County Commissioners, Comm. Walker moved to adjourn at 4:45 PM, seconded by Comm. Henderson and voted on in the affirmative.

Approved by,  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Warren Henderson, Clerk

RM/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 7, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Diane Gill, Director of Human Services; Mr. Michael Morin, Assistant Treasurer; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Captain Gene Charron, Director of Operation, Department of Corrections; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Representative David Welch, and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:00 PM. Commissioner Henderson moved to accept the minutes of January 31, 1994, seconded by Comm. Walker and voted on unanimously in the affirmative.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside presented an approval for certificate of payment for Waterline Industries which was signed by the Clerk of the Board. Mr. Woodside also reported that new State guidelines have been instituted since the Water Treatment Plant was designed with regard to copper, lead and Ph readings and the Clerk signed the Change Order for additional equipment needed in order to comply with the new guidelines. Mr. Woodside said that the money for this will come from the Contingency Allowances line item and will not cause an overexpenditure of the total cost of the bottom line for the project.

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

Mrs. Gill was present at the meeting but had no report to make.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young's report was not coherent on the tape due to a malfunction of the tape recorder.

ROCKINGHAM COUNTY COMMISSIONERS  
February 7, 1994

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Michael Morin was present at the meeting but had no report to make.

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

Mr. Sturtevant reported that the census today is 295, with 72 clients in the Adult Day Care and 32 children in the Children's Day Care Center. Mr. Sturtevant reminded the Board of a meeting on Thursday, February 10, 1994 at 1:00 PM for those groups interested in submitting a bid on the RFP for a day care center.

Mr. Sturtevant talked with regard to the Title XX contract. Comm. Walker moved to amend the Title XX contract to accept additional funding to cover the Title XX clients through June, 1994, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reported the results of the Frozen Foods bid which were:

Hallsmith/Sysco	\$ 406.97
Northcenter	915.50
Jordans	1,692.82
Shaheen Brothers	532.85
S.S. Pierce	537.90
Associated Grocers	<u>1,233.12</u>
TOTAL	\$5,319.16

Bids were opened for the following:

Egg Nog: Donald Young  
Donahue Brothers  
Jordans  
Ross Labs

Comm. Walker moved to authorize Mr. Sturtevant to shop the bids and award the bids to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Pork: Associated Grocers  
Jordans  
Poultry Products



ROCKINGHAM COUNTY COMMISSIONERS

February 7, 1994

Comm. Walker moved to authorize Mr. Sturtevant to shop the bids and award the bids to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Instant Breakfast:   Associated Grocers  
                          Donahue Brothers  
                          Jordans  
                          S.S. Pierce/Kraft

Comm. Walker moved to authorize Mr. Sturtevant to shop the bids and award the bids to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant requested a motion on the Center for Occupational Health. Comm. Walker moved that the Board of Commissioners write a letter to the Center for Occupational Health informing them that the Board will be looking at the possibility of contracting services or hiring in-house additional services. Comm. Walker stated that by contract, the Center for Occupational Health must be notified 90 days in advance, and this letter will serve as the start of that 90-day notice. The motion was seconded by Comm. Henderson. The motion was voted on unanimously in the affirmative. Comm. Walker explained that the contract with the Center for Occupational Health was for a limited number of hours and the Board would like to look into other options.

Comm. Henderson reported that the Rockingham County Community Action Program is looking to establish a central location for the purposes of distributing food to qualified clients. Comm. Henderson stated that there are from 100-200 recipients of food in the program and it is distributed twice a month. Comm. Henderson added that they have modest requirements of a room for storing non-perishable foods between distribution dates and a driveway that is handicapped accessible. Comm. Henderson is in favor of providing a space for this program at the county complex and the group will make a presentation before the Board at a later date.

Mr. Sturtevant reported that the new resident dining room is ready today and the patients will be oriented during the next two days with a target opening for Wednesday for noon meals, with the rest of the meals being phased in over the next couple of weeks

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Captain Charron presented the report for the House of Corrections in the absence of Mrs. Donovan who is on vacation. Captain Charron reported that the count today is 193 with

ROCKINGHAM COUNTY COMMISSIONERS

February 7, 1994

76/Pre-Trial, 117/Sentenced, 11/Females and 2/Federal prisoners (which is incorporated within the total count). Captain Charron reported that 21 prisoners are on work-release which is a significant increase over past figures.

Comm. Walker asked Capt. Charron about the response for the recent settlement of the union contract? Capt. Charron responded that he has not had much opportunity to report on that but that there is a great deal of relief to have it completed. Comm. Walker asked if there was any indication when the contract would be signed? Capt. Charron responded that he has not heard anything on that. Mr. Morrisette said he would check with Renny Perry, the Union Negotiator, because there has been no discussion yet on formally sitting down for signatures.

**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette reported that the Medicare/Medicomp I retirement section of the health plan is encountering problems with the prescription mail order plan. Mr. Morrisette is working closely with Mr. Ben Mancuso from Blue Cross/Blue Shield to rectify the problems. Mr. Morrisette stated that the problem is that three different groups are involved, Blue Cross/Blue Shield, the prescription card company which employees with regular employment currently have, and the mail order company who will be mailing the prescriptions. Mr. Morrisette said the problem is somewhere in between the card company and the mail order company since it is a new venture to have the Medicomp group involved in this program and that the only group affected is the Medicare I group.

The Board announced that starting February 14, 1994, the Board will hold their meetings every other week for a month. This means that the next three Commissioners meetings will be held on February 14th, February 28th and March 14th.

Mr. Sturtevant reported that there has been a lift in morale due to the recent vote of the Delegation for the Commissioners proposed increases in salaries of a \$.20 COLA and a 0 to 4% merit raise. Mr. Sturtevant added that the employees seem to be especially pleased to see that a merit raise was included in the increases. Comm. Henderson suggested either a memorandum from the Board or a meeting to ensure that the employees understand the formula and range that will be used in calculating these increases. Upon questioning from Mr. Morrisette, Comm. Henderson reported that the cost of living increase will take effect as of March 1, 1994. Comm. Walker asked Mrs. Young to present the Board with a report on the amount of money that will be available for each department.

Comm. Henderson spoke about the County Employee Incentive Plan and suggested that it be adopted preliminarily for posting and suggestions which can be incorporated into it for implementation. Discussion took place on suggested changes in the current wording

ROCKINGHAM COUNTY COMMISSIONERS

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before it is posted. Comm. Henderson will incorporate the suggested changes and bring the reversed version back to next week's meeting.

Comm. Walker moved to extend the date for the meeting of the Employee Advisory Committee from January 15, 1994 to March 15, 1994 in order to provide the Board with more time to appoint the Committee since preparations for the vote on the 1994 county budget have been time consuming. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker moved that the Board write a letter of thanks to the members of the Health Committee for their work and support they provided in forming a new health insurance program for county employees, seconded by Comm. Henderson and voted on unanimously in the affirmative. Comm. Henderson volunteered to write the letter to the Health Committee as well as letters the Exeter and Brentwood Fire Departments thanking them for their response to the recent water problems that occurred last week at the nursing home and the Center for Occupational Health.

The Board will set up a date next week to meet with Stabile Construction and the architects to come to a final resolution on the closeout of the nursing home construction.

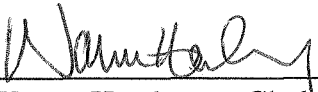
There being no further business to come before the Board, Comm. Henderson moved to adjourn the meeting at 3:30 PM, seconded by Comm. Walker and voted on unanimously in the affirmative.

Submitted by,

  
\_\_\_\_\_

Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 14, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mr. Michael Morin, Assistant Treasurer; Mrs. Theresa Young, Fiscal Officer; Mrs. Jayne Jackson, Staff Accountant/Central Business Office; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Captain Gene Charron, Director of Operation for the Department of Corrections; Mrs. Betty Luce, Register of Deeds; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Representative David Welch, and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:15 PM. Minutes of the January 24, 1994, January 31, 1994, February 4, 1994 and February 7, 1994 meetings were available but have not been signed by the Clerk.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young stated that last week at the Commissioners meeting, the Board voted to draw down the Workmen's Comp, Health and Dental Funds budgeted and deposited in the MBI accounts to accrue as much interest as possible. Mrs. Young added that since the tape recorder from last week's meeting was not working correctly, confirmation of that vote must take place at this week's meeting so that the transfer can be done as soon as possible. The Board confirmed that the vote had taken place at the February 7, 1994 Commissioners meeting.

Mrs. Young asked if the Central Business could receive a copy of the union contract after it has been reviewed and signed so that the proper accounting procedures can be implemented and the Board replied that a copy will be provided once the contract has been signed. Mr. Morrisette stated that he had been questioned on how soon would retroactive benefits begin. Mr. Morrisette said that he had mentioned March, 1994 to allow the business office sufficient time to process the payroll.

Mrs. Young asked if representatives from the Sheriff's office, Human Services, the Nursing Home, Maintenance and the Commissioners' Office could meet to discuss the BDS contract which is still being held back for payment. Comm. Henderson moved to authorize Mrs. Young to represent the Commissioners interests in this issue and to set up a meeting of all parties to provide a resolution to this in the best interests of the county

and to let the Board know when this meeting will take place, seconded by Comm. Walker and voted on unanimously in the affirmative.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Morin presented the report for the Treasurer in her absence and updated the Board on the bonding process. Mr. Morin stated that due diligence will take place in the next two weeks on the \$6.6M bond with Shawmut and the county will go to bond in March.

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

Sheriff Vetter reported that he is updating computer needs for his office and he has had to buy a 270 megabyte memory disk because he was running out of space. Sheriff Vetter is requesting a bid waiver for a Novelle 20 Terminal System which costs \$1,100. Comm. Walker stated one of the things she has been trying to incorporate is a consolidation of county equipment needs and when individual departments order equipment independently it lowers the county's buying power. Discussion ensued on various aspects of this request and Sheriff Vetter was asked to do more research on the issue.

On another issue, Sheriff Vetter reported that Comm. Walker had called his office and questioned the Sheriff's purchase of three lateral files. Comm. Walker had referenced a memo sent to all Department Heads which stated that equipment purchases would be looked at county-wide and requested that no further purchases be done at this time. Sheriff Vetter said that he had not received the memo until February 3, 1994 and he had placed the order for these files on January 21, 1994.

Sheriff Vetter said that he called the insurance company for a quote request and to report an accident and he was told that nothing would be processed until Comm. Walker approved it. Comm. Walker said that a copy of a letter from the Board of Commissioners was sent to all Department Heads and Elected Officials informing them that all insurance issues would be handled by Comm. Walker because it made it easier for the insurance company to deal with one individual rather than several individuals from various departments.

Comm. Henderson spoke to all of the above issues and stated that in order to manage and maintain central coordination there is a need to look at inclusive ways of management which increases the opportunity to make the right decisions in a timely fashion. He adds that this will require a good communication system, that it includes the people involved in these situations and participation in the decision making process by those who actually make the decisions. Comm. Henderson wanted to make sure that all Department Heads and Elected Officials look at the areas where there are common responsibilities and team effort to proceed with the overall process. Comm. Henderson said if individual departments are involved in broad scale purchasing than they should be represented on a team which plans, anticipates broad scale purchasing and executes those purchases. It should not, he states, be done by one individual either in the Commissioners office or any

other office and it should be done in coordination with those actually doing the work. Sheriff Vetter responded that memos should be clear especially with regard to insurance due to the timely fashion in which requests must be made in order to process claims. Sheriff Vetter said he no knowledge that all claims had to be submitted to the Commissioners office before being sent to the insurance company. Comm. Walker stated that she thought it was clear and that she has all the documentation on each claim from the moment it begins and is in the process of setting up a tracking system on the computer.

**REPORT FROM THE REGISTER OF DEEDS** - Mrs. Betty Luce

Mrs. Luce asked the Board for direction on pursuing the purchase of a computer for the Deeds office. Mrs. Luce said one meeting was held with regard to this issue and she wants to go forward with this purchase. Comm. Henderson said he would like to see Mrs. Luce get together with someone from the Commissioners office and present a proposal to the Board for consideration. Mrs. Young suggested that someone from the County Attorney's office should be included in that meeting. Comm. Henderson moved that a representative from the Deeds office, the County Attorney's office and the Commissioner's office meet and present a proposal to the Board at a future date, seconded by Comm. Walker. The motion was voted on and passed unanimously in the affirmative.

Mrs. Luce reported that, contrary to rumors, there will be ample space for the Register of Deeds office at the new courthouse since she has swapped rooms with another occupant of the courthouse which will provide more than enough room for her needs.

Mrs. Luce also reported that the Delegation had not voted on the surcharge for Deeds on February 5, 1994 as had been done on the Commissioners and Executive Committee level. Mrs. Luce said that she contacted Rep. Sytek and that the Delegation will vote on this in Concord when they are in session.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside reported that the next construction meeting will be on Wednesday, Feb. 23, 1994 at 10:00 AM.

Mr. Woodside reported that the following companies presented bids for the removal of the hot water tank in the nursing home:

Token Rigging Company  
Lewis Cote  
Palmer and Sicard  
Crane Rental

Comm. Walker moved to award the bid to the lowest bidder or to the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

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

Mr. Sturtevant reported that the count today is 296 with 76 clients in the Adult Day Care Center and 32 children in the Children's Center.

Mr. Sturtevant reported the companies who were awarded bids for the following:

Pork: Associated Grocers \$1,780 (Pork Loins Boneless Rolls)  
Associated Grocers 485 (Pork Butts)

Instant Breakfast: Donahue Brother - \$3,664.56

Egg Nog: Bernard - \$.21/Serving  
Donahue Brother - \$.34/Serving  
Ross Labs - \$.23/Serving

Mr. Sturtevant reported that a taste test was done on the egg nog products and based on that test, Ross Labs was chosen to be awarded the bid for egg nog.

Mr. Sturtevant reported that committee work has been by the Nursing Home Administrator and the New Hampshire Association for Counties to find a method of recognizing the costs that counties bear in operating Medicaid facilities and Rockingham County will be awarded \$1.2M as a result of that work. Mr. Sturtevant said the money is due in 180 days and is not in addition to the daily rate, it is outside the daily rate. He reports that it is a method of intergovernmental transfers which the state currently uses and that since county nursing homes operate Medicaid facilities they have been shortchanged in what they have been reimbursed and that there are deficits in that area. Mr. Sturtevant stated that the governor signed this with the understanding that the money will be sued for property tax relief. Comm. Walker moved to participate in the plan in order to receive the \$1.2M with the understanding that the additional examination of the situation convinces the Board that there is no undue penalty or burden placed on the county, seconded by Comm. Henderson. The motion was voted on and approved unanimously in the affirmative.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Captain Charron presented the report for the House of Corrections in the absence of Mrs. Donovan. Captain Charron reported that the count today is 193 with 120/Sentenced and 73/Pre-Trial and 2 Federal prisoners.

**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette reported that the Group II process is in motion and that new application form and certification forms will be needed. Mr. Morrisette said that he is making copies of the RSA's and is looking for copies of the criteria for physicals, etc. Mr. Morrisette reported that those who are currently employed have two years from the anticipated entry into the plan, April 1, 1994, and new hires have two years from the date of hire to meet the qualifications in order to be in Group II and if they do not meet the criteria they are terminated.

Comm. Henderson stated that there in December, 1993 there were several conversations and discussion on how to ensure equitable treatment for county employees and a motion was presented to the Personnel Commission at that time and is being submitted today as the "Proposed Amendment to Rockingham County Personnel Policies, Procedures and Regulations Manual - 8-15." comm. Henderson stated that other than the change in date of submission it is precisely the same as the one submitted before and if this motion is approved he intends to recreate a Personnel Commission with changes in makeup and responsibilities.

Comm. Henderson moved that:

"Prior Personnel Commission approval shall be required before any personnel action which would result in a cumulative increase in compensation for any county employee over a 12-month period of more than 6% above the average increase given to comparable employees during that period may take effect.

In its review of such proposed personnel actions, should the Personnel Commission find that the proposed action is reasonable and appropriate within the guidelines of the Rockingham County Policies, Procedures and Regulations Manual, the Commission shall approve the proposed action and the action shall take effect.

In its review of such proposed personnel actions, should the Personnel Commission find that the proposed action is not reasonable and appropriate, that it would serve to undermine the maintenance of an impartial and equitable employment environment within Rockingham County government or that the proposed action would be inconsistent with the guidelines set forth in the Rockingham County Policies, Procedures and Regulations Manual, the Commission shall not approve the proposed action and the proposed action shall not take effect."

The motion was seconded by Comm. Barka. Comm. Walker stated that she felt Comm. Henderson's motion was putting the Commissioners back in the same position they were in last year and if this is approved along with the second motion to create a new Personnel Commission, that Commission can overturn this motion and vote it out. Comm. Henderson said that the Board of Commissioners will always have the authority to absolve



the Personnel Commission just as they did in December, 1993. The motion was voted on 2-1, with Comm. Walker opposed.

Comm. Henderson moved that the Rockingham County Board of Commissioners create a Personnel Commission to be composed of the County Commissioners, the Sheriff, the Register of Deeds, the County Attorney, the Treasurer, the Superintendent of the Nursing Home, the Superintendent of Corrections, the Superintendent of Maintenance, and a representative of Rockingham County employees selected by the Employees Advisory Committee. The Personnel Commission shall select its own chairman by majority vote. The Personnel Commission shall be responsible for the maintenance and enforcement of the policies and procedures governing employee/employer relations and Rockingham County personnel.

The Director of Personnel will serve as coordinator and facilitator for the Rockingham County Personnel Commission. The Director of Personnel will, however, continue to be supervised by and report to the Board of County Commissioners.

It is the recommendation of the County Commissioners that the Personnel Commission undertake a thorough review of the provisions of the Rockingham County Policies, Procedures and Regulations Manual.

The Board of County Commissioners will let stand its orders to the Director of Personnel and the Fiscal Officer relative to prior notification of proposed personnel actions that may be in violation of the compensation guidelines outlined in Section 8-15 of the Rockingham County Policies, Procedures and Regulations Manual. The Board will notify the Personnel Commission if any prospective violation of these guidelines be detected.

The motion was seconded by Comm. Barka. Comm. Walker spoke against the motion and said that this committee would contain four employees who are appointed, not elected, and they will be voting on proposed pay grade changes to their jobs and they could outvote the Commissioners. Comm. Walker said that this motion says that the Commissioners don't know how to be responsible and manage the county which is what they were elected to do under the RSA's. She added that the Board would be giving their power away not only to elected officials but to employees.

Comm. Henderson responded to Comm. Walker's statements and said that he felt the function of a personnel commission was to oversee and account for the treatment of employees and by placing the personnel on the commission further from those who actually supervise people and are involved in the environment in which people work makes it less responsive. Comm. Henderson said the Personnel Director works for the Commissioners and is responsible for notifying the Board of any violation of Section 8-15 and the Fiscal Office and Business Office work for the Commissioners and they, too, have the same responsibilities to report any violation.

Comm. Walker countered that once this committee is in place they can vote to do whatever they wish and the only recourse the Commissioners would have is to dissolve the commission again. Comm. Barka said there are seven elected officials on this committee. Comm. Walker said that seven elected officials are not charged with the duties of being the responsible people for the county, only the three Commissioners are. Comm Walker added that the Commissioners are the ones who will be blamed if there are controversial decisions made by this committee. Comm. Henderson repeated an earlier statement in that there are two ways to govern, exclusively and inclusively. Comm. Henderson stated that politics motivated by power is the wrong motivation and therefore the argument that the Board is dissipating their power has no standing with him whatsoever. Comm. Henderson stated that he wants the personnel commission and the Board to find ways to improve employer/employee relations, facilitate and embrace new ideas, recognize the good work that is done, and open lines of communication. A restrictive power structure, he adds, is not consistent with those goals and he wants the assurance that every employee knows that no matter where you work it is not a question of who you know, but a question of the merit of your case, and that is the way it will be judged with regard to working conditions, compensation and opportunity for reward.

Rep. Welch quoted a statement made by Comm. Henderson on December 28, 1994 which stated that over the last six weeks Comm. Henderson had learned more about the responsibilities and the Board's legal responsibilities under statute which told him that the county could not afford to maintain a system where the Board could be made unwilling parties to inappropriate, perhaps illegal, acts with regard to spending and the only the Board could be assured that they would have control of the spending which the Board is held accountable for is if the Board is controlling the final decisions. Rep. Welch asked Comm. Henderson if he found this inconsistent with that earlier statement? Comm. Henderson responded, no, and that there were two issues here, increased compensation that bring about questions and doubts about equitable treatment but does not overspend the line and thus, the impact is not fiscally on the county, department or a budget line but on employee morale and this is what the Personnel Commission should be dealing with to ensure the inclusive form of management that he spoke about earlier. Comm. Henderson said a separate issue is if a personnel action could be taken which would result in the ultimate overexpenditure of a line item and that is the problem which concerned him and was the basis for his first motion. Comm. Henderson stated that the Board still have an obligation to not violate the law and because safeguards are in effect as it relates to the Personnel Director and Fiscal Officer, it becomes not a personnel issue, but a fiscal decision. Comm. Henderson stated that is why the last part of the motion is important because it separates the issues of fiscal restraint as prescribed by the RSA's from the issues of maintaining the work force and morale, thereof. The motion was voted on and passed 2-1 with Comm. Walker opposed.

Comm. Walker referenced the job description for the Project Manager for discussion and approval. Comm.'s Henderson and Barka stated that they had not seen the job description and that they wished an opportunity to review it. It was decided that this would be taken up at the next Commissioner's meeting.

There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 3:40 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,

  
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Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 17, 1994**


A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Delegation Conference Room, Mitchell II, of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson;

Chairman Barka opened the meeting at 10:45 AM and announced that the purpose of the meeting was to award the first round of grants for 1994.

Comm. Henderson moved to approve the recommendations of the Grant Review Committee for all grants in the amount recommended with the exception of the Juvenile Service Officer, Ms. Dawn Barnes, which the Board disapproves due to technical insufficiencies and the Board will communicate further with the Grants Review Committee. The motion was seconded by Comm. Barka and voted on unanimously in the affirmative.

There being no further business to come before the regular session of the Board, Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c) to discuss personnel issues on a roll call vote, seconded by Comm. Henderson at 10:50 AM.

Submitted by,

  
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Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc


MINUTES  
NON-PUBLIC SESSION  
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS  
February 17, 1994

On this date, February 17, 1994, at 10:50 AM the Board of Rockingham County Commissioners met in Non-Public Session under RSA 91A:3, II, (c) to discuss personnel issues. A roll call vote was taken and those in attendance were: Commissioners Barka, Walker and Henderson and Mr. Roy Morrisette.

Discussion took place on a pending Worker's Comp. case and related paperwork from attorney.

There being no further business to come before the Rockingham County Board of Commissioner in Non-Public Session, Comm. Henderson moved to adjourn at 11:00 AM, seconded by Comm. Walker.

Submitted and approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 22, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Administrative Conference Room, Mitchel I, of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker; Mr. Carl Dubois, Stabile Construction Co., Inc.; Mr. Roomet Aring, Aring Schroeder Architects; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; and Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka opened the meeting at 10:10 AM.

Commissioner Walker spoke about a proposal which Sheriff Vetter had received from Harley Davidson. Harley Davidson proposed sending two new motorcycles on April 1, 1994 which the County must insure and on October 31, 1994 the motorcycles will be returned to Harley Davidson who will sell them. The Harley Davidson Company proposes to do this for three years. Comm. Walker said the motorcycles will be used at the Manchester Airport and that the Insurance Exchange will get back to her on the extra costs involved for insurance. Comm. Walker moved to accept the gift of two motorcycles from Harley Davidson Company contingent upon the pro-rated cost of insurance being paid for by the Manchester Airport Authority. The motion was seconded by Comm. Barka and voted on by both members of the Board in the affirmative.

At this point in the meeting Mr. Charles Thayer entered the Commissioners Meeting and introduced himself to all assembled. Mr. Thayer was recently appointed by a panel of judges to fill the position of Registrar of Probate which was left vacant by Mrs. Elizabeth Powell's retirement. Mr. Thayer stated that he was delighted to be appointed to fill this position and that he wanted to stop by to say hello. He invited anyone who was interested in touring the Registrar's office and said that he hoped to be in this office the best in the state.

The Commissioners met next with Mr. Dubois and Mr. Aring to discuss the progress on the Nursing Home construction.

The first item on the agenda was a discussion on Change Order, Proposed Change Orders and PRs. Mr. Aring reported those Change Orders which had been approved since the last meeting and stated that there is a total retainage of \$32,500 remaining which is being held from the contractor, Stabile Corporation.

## BOARD OF COUNTY COMMISSIONERS

February 22, 1994

Discussion took place on an approval pending on the repairing of a utility tunnel. Comm. Walker did not see why the county had to pay for the repair of this tunnel until Mr. Woodside explained that this repair was not part of the initial tunnel contract. There was discussion on whether Stabile should do these repairs or whether they could be done in-house and Mr. Woodside recommended that it be done in-house. Comm. Walker moved to reject PCO119 and to authorize its being done in-house with the costs of this repair being covered by \$3,500 which is left in the bond money. The motion was seconded by Comm. Barka and was voted on in the affirmative by both members of the Board.

Discussion ensued on the Incomplete Punch List items. The first issue for discussion was the stained carpeting in the Mitchell and Driscoll buildings. It was noted that Stratton supplied the carpeting, that samples had been taken by their representative, that the company has stated that the problem is not with the carpeting and that the carpet adhesive and the underlay beneath the carpet should be looked at. Mr. Aring suggested that an independent testing lab take samples of the carpet to determine the cause of the staining. Mr. Woodside stated that he would accompany the representative from the lab who will be taking the samples and further that he will photograph those areas to ensure an impartial testing of the carpeting. Commissioner Walker stated that there will be another meeting to discuss this issue when the test results come back. Comm. Walker moved that, pursuant to Article 13.5 of the General Conditions, the County Commissioners agree to have samples taken of the carpeting in different places of the aforementioned buildings to be tested at an independent laboratory and that once the testing is completed a decision will be made on determining liability. The motion was seconded by Comm. Barka and voted on in the affirmative by both members of the Board.

Mr. Woodside present confirmed that there are water leaks in the tunnel in Underhill building and noted that 85% of the work needed to repair those leaks has been completed and that retainage will be held until the work is done.

Discussion next took place with regard to goose necks at the lightning protection roof penetrations since there has been extensive water leakage occurring at these sites. It was noted that no one has seen a report yet from Mayo, the roofing contractors. Mr. Dubois stated that Stabile will take back the curbs but takes exception to the expansion joints. Mr. Dubois stated that in his opinion the liability belongs to the roofing inspectors who examined and inspected the roof. Mr. Dubois stated that Stabile will put PVC on goose necks in all areas.

Mr. Dubois also stated that Stabile will caulk the floor joints at the VCT/door frame.

Discussion took place next on the opening and closing of the atrium roof. There is wiring in this area which needs to be repaired and this issue has not been resolved yet. Mr.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
February 22, 1994

Dubois stated that this is Consolidated Electric's issue, that Stabile had already torn out the wiring that they had done and Consolidated had re-wired the area. It was determined that there will be no testing of this area until the spring.

Mr. Woodside mentioned that delamination is occurring in several areas and Mr. Dubois stated that someone from Windham will look into this.


Mr. Aring requested that Mr. Dubois provide the Board with a certified list of the completion of punch list items and Mr. Dubois stated that he will provide the Board with this. Mr. Dubois stated, for the record, that with regard to the start date of warranties, it is his opinion that if it is used for what it was intended, then the warranty starts. Mr. Dubois stated that he has the As-Builts but they are back in his office and he will bring them to the next meeting.

The Commissioners next discussed alternatives to repair the problems with water coming through two doors, one in the back of the nursing home and the other in the front entrance. It was noted that wind blows water and snow at these doors and in the case of the front door, it freezes and cannot be opened. Mr. Aring suggested buying and installing a canopy material which will provide some shelter from the effects of wind, rain, snow and sleet. Comm. Walker suggested digging up the areas in front of the doors and installing perforated pipes for drainage. The Commissioners decided to get prices on material from Carwall and three awning manufacturers and to have a proposal presented to the Board on this issue.

Mr. Sturtevant asked the Board to re-sign the Title XX documentation. Comm. Walker moved to have Comm. Barka sign for the grant, seconded by Comm. Barka and voted on in the affirmative by both members present. Comm. Barka moved to authorize Comm. Walker to sign the grant as Acting Clerk in place of Comm. Henderson who was not in attendance at the meeting. The motion was seconded by Comm. Walker and voted on in the affirmative.

There being no further business to come before the Board, Commissioner Barka moved to adjourn at 12:00 PM, seconded by Comm. Walker and voted on in the affirmative.

Submitted by,

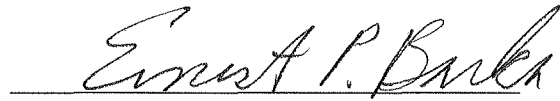
  
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Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners



BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
February 22, 1994

Approved by,

A handwritten signature in cursive script, reading "Ernest P. Barka", is written over a horizontal line.

Ernest P. Barka, Chairman  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 28, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Henderson; Mrs. Diane Gill, Director of Human Services; Mrs. Patricia Kelley, Treasurer; Mr. Michael Morin, Assistant Treasurer; Mrs. Theresa Young, Fiscal Officer; Mrs. Jayne Jackson, Staff Accountant; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mr. Roy Morrisette, Personnel Director; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Representative's Donna Sytek and Kenneth Malcolm; Mr. Jack Spillane of the *Portsmouth Herald*; and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:00 PM. Commissioner Henderson moved to accept the minutes of , seconded by Comm. Walker and voted on unanimously in the affirmative.

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

Mrs. Gill presented the Commissioners with her report for the month of January and announced that the state bills have been late which is why the reports are a month behind. Mrs. Gill reported that the figures are in line with projections with a rise in DCYF numbers. Mrs. Gill reports that there are 24 children at YDC/ADC at \$225/day which is one of the reasons why there is a rise in figures. Mrs. Gill stated that she had also enclosed with her report information on the agreement with DCYF for the "B" cases. Mrs. Gill said that she had provided the Commissioners with figures for the expenses for the "B" cases and the regular cases for comparison. Comm. Henderson clarified that before the Commissioners renewed this agreement to handle these cases in a different way, they had asked for an objective report on whether it was economically beneficial to do it in a different way. Mrs. Gill reports that the other counties in New Hampshire have agreed to this and she presented the agreement to the Commissioners for signature. Mrs. Gill said she has also received a Provider Enrollment Form and tax information from the state with regard to the collectible funding issue. Comm. Barka stated that he wanted to wait until Comm. Walker returned before they acted on this and Mrs. Gill gave Mrs. Young the W-9 Form to fill out in the meantime.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
February 28, 1994

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young provide the Commissioners with a motion with regard to the Workers Comp. fund. Mrs. Young stated that last year there was discussion on retained earnings kept in the fund for liability purposes and that auditor had requested that the Commissioners make a formal motion for the record on this issue. Comm. Henderson asked if this motion would restrict the Commissioners in any way and Mrs. Young said, no. Comm. Henderson moved that in order to formalize the Commissioners' intent with regards to the Workers Comp. retained earnings, any funds transferred or paid to the Workers Comp. fund become assets of the fund. Any remainder will not be returned to any source except in extraordinary cases or where the remaining undesignated retained earnings is in excess of the need. In either case a vote of the Commissioners is required. The motion was seconded by Comm. Barka and voted on in the affirmative by both members of the Board.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mrs. Kelley reported that the Bond sales will be held on Tuesday, March 22, 1994 and asked that the Commissioners be available to accept the bids on that date.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside presented the Commissioners with a copy of the Minutes from the last Construction meeting. Mr. Woodside also presented bills for payment from LMG who did the consulting work on the Carlisle building. At a previous Commissioners meeting the Board had requested that the work be completed and itemized before the Board would sign for payment. Comm. Henderson moved to authorize the Clerk to sign off on the bills from LMG, seconded by Comm. Barka and voted on in the affirmative.

Mr. Woodside presented a proposal to the Commissioners from Mr. and Mrs. Wayne Gates who currently lease a trailer on land at the Ladd Farm. Mr. and Mrs. Gates are requesting the use of extra land, approximately 14,820 square feet, located around their trailer for agricultural and/or beautification purposes. Mr. and Mrs. Gates are offering to pay an additional \$10/month for a total of \$120/year for the use of this land and will move the fences themselves at their own expense. Mr. Woodside recommended that the proposal be approved with an effective date of April 1, 1994. Comm. Henderson moved to allow the parcel of land, designated on the map attached to the Gates' proposal, which is defined by foot measurement and constitutes less than an acre, in the immediate vicinity of the trailer leased by Mr. and Mrs. Gates, to be leased by the Gates as of April 1, 1994 for the period of one year at \$10/month. The motion was seconded by Comm. Barka and voted on in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
February 28, 1994

Mr. Woodside reported that the windows in the Underhill building has been installed and that the contractor did an outstanding job with excellent coordination and professionalism.

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

Mr. Sturtevant reported that the count today is 297 with 76 clients in the Adult Center and 34 children in the Children's Center.

Mr. Sturtevant reported that the proposals for privatization of the Child Day Care Center are due on Friday, March 4, 1994. Mr. Sturtevant also reported that the Board needs to officially notify the employees that as of June 30, 1994 the Child Day Care program will be ending. Comm. Henderson asked Mr. Sturtevant to coordinate this with the Personnel Director.

Bids were opened and received for the following:

Provisions:

Jordan Foods  
Associated Grocers  
Donahue Brothers  
Kraft Foods  
Northcenter Food Service  
Shaheen Brothers

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and award the bid to the lowest bidder or the one deemed in the best interests of the county. The motion was seconded by Comm. Barka and voted on in the affirmative.

Beef:

Lipson  
Associated Grocers  
Jordans  
Shaheen Brothers  
Poultry Products  
PYC Packaging Company

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
February 28, 1994

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and award the bid to the lowest bidder or the one deemed in the best interests of the county. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Sturtevant presented a draft copy of the Resolution to Participate in the Proportionate Share Pool of the Medicaid Program and asked the Commissioners to make any suggested changes to the draft copy before it is submitted. Mr. Sturtevant reported that he will be attending a legislative conference in Washington D.C. on Friday, March 4, 1994 and will back on Monday, March 7, 1994.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reported that the count for today is 192 with 93/Pre-Trial and 99/Sentenced.

Mrs. Donovan presented the Commissioners with a County Inmate Transfer Contract for the state prison for the Commissioners' signatures. Comm. Henderson moved to authorize the renewal of the County Inmate Transfer Contract as provided by Superintendent Donovan. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mrs. Donovan reported that the jail's Director of Nursing left in December, 1993 and was replaced that the person that was hired in her place, Mr. Record, is doing an exceptional job. Mrs. Donovan stated that Mr. Record is requesting permission to hire three part-time Registered Nurses. One of those nurses will work 3PM-11PM every other weekend; one will work 7AM-3PM every weekend; and one will work sixteen hours/week on the 11PM-7AM shift. Mrs. Donovan stated that a full-time person is not needed and that the part time nurses will not receive any benefits. Mrs. Donovan said that \$45,000 was placed in the budget for a Nurse Practitioner and that she cannot fill this position, despite the advertising that was done. Mrs. Donovan stated that Mr. Record does not feel it is necessary to hire a Nurse Practitioner if the RN's are hired which would free him to do the work of the Nurse Practitioner.

Comm. Barka wanted to wait until Comm. Walker returned and asked Rep. Sytek what her opinion was. Rep. Sytek stated that a Nurse Practitioner has specific capabilities that others cannot do such as prescriptions. Comm. Henderson moved to authorize Mrs. Donovan to hire one Registered Nurse at this time. The motion was seconded by Comm. Barka and voted on in the affirmative. The Commissioners instructed Mrs. Donovan to bring up this issue when Comm. Walker returned from her trip to Washington D.C.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
February 28, 1994

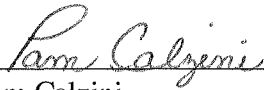
**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette presented two Certifications for Group II for the Commissioners' signatures. Mr. Morrisette said that everything was on track, that forms had been distributed to all union people, new applications are being filled out and they have been given the criteria for fulfillment in a two-year period. Mr. Morrisette said that the goal is to have this all ready by the first payroll in April, 1994.

Comm. Henderson reported that the next Commissioners' meeting will be on Monday, March 7, 1994 at 2:00 PM.

Mr. Sturtevant requested a Non-Public session to discuss a Workers' Comp. issue. There being no further business to come before the Commissioners during their regular meeting, Comm. Henderson moved to go into Non-Public Session under Chapter 91A:3, II, (c) to discuss personnel issues. The motion was seconded by Comm. Barka on a roll call vote at 2:40PM.

Respectfully submitted by,

  
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Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Board of Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

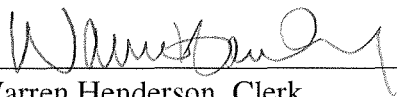
**MINUTES  
NON-PUBLIC SESSION  
ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 28, 1994**

On February 28, 1994 at 2:40PM the Board of Rockingham County Commissioners met in Non-Public Session under RSA 91A:3, II, (c) to discuss a Workers Comp. case. A roll call vote was taken and those in attendance were: Commissioners Barka and Henderson, Mr. William Sturtevant, Administrator of the Nursing Home, Mrs. Nancy Lang, Assistant Administrator of the Nursing Home and Mrs. Mary Ashcroft, Claims Adjuster.

Discussion ensued with regard to the settlement of a Workers' Comp. case. Comm. Barka moved to initiate a settlement with parameters given to Traveler's Insurance.. The motion was seconded by Comm. Henderson and voted on in the affirmative by both members of the Board.

There being no further business to come before the Rockingham County Board of Commissioner in Non-Public Session, Comm. Henderson moved to adjourn at 2:50 PM seconded by Comm. Barka.

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

NL/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 7, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, and Henderson; Mrs. Diane Gill, Director of Human Services; Mr. Michael Morin, Assistant Treasurer; Mr. Ernest Woodside, Director of Maintenance, Mrs. Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mr. Roy Morrisette, Director of Personnel; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Representative David Welch, Mrs. Denise LaRoche, Director of the Children's Day Care Center and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:00 PM. Commissioner Henderson moved to approve the Minutes of February 28, 1994, seconded by Comm. Barka and voted on in the affirmative.

Mrs. LaRoche stated that the Title XX contract had been sent back as it had been done incorrectly. Comm. Henderson moved to re-sign the Title XX contract to correct the placement of the signatures of the Commissioners present at this meeting, seconded by Comm. Barka and voted on in the affirmative.

Mrs. LaRoche requested that she be involved in the bid review process for the Children's Day Care Center.

**REPORT FROM HUMAN SERVICES** - Mrs. Diane Gill

Mrs. Gill presented a request from Ms. Dawn Barnes to address the travel component of her grant funding of the position as Juvenile Intake Officer. Mrs. Gill presented the Commissioners with a copy of the flexible funding policy from DCYF and reminded the Commissioners that there was a contract pending for the Board's signatures.

Comm. Henderson stated that the issue of the contract for DCYF would be taken up at a later date in order to give the Commissioners a chance to review the material presented. Comm. Henderson addressed the Intake Officer issue and stated that this issue would be taken up at the next Commissioners meeting.



BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
March 7, 1994

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Michael Morin stated that the Treasurer's office had no report to make but reminded the Commissioners present that the Bids for Bonds would be taking place on March 22, 1994 at 11:00 AM.

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

Sheriff Vetter presented some Group II forms for the Commissioners signatures and also presented the notification for bids on the Novelle 20 computer system which will opened at 10:00 AM on Friday, March 18, 1994 at the Sheriff's Department. Sheriff Vetter also reported, for the record, that the lockers at the jail have been transferred to the courthouse.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside presented the Commissioners with Construction Minutes for February 23 and February 24, 1994. Mr. Woodside also reported that the Application Certificate for Payment for \$71,192.67 was approved by the Commissioners and a Certificate of Substantial Completion was signed, effective February 28, 1994, with a countdown of 21 days for punch list items to close out the project. Mr. Woodside also reported a Change Order for \$5,113.91 for the Water Treatment Plant which will be encompassed in the 21-day time frame. Mr. Woodside stated that all these items were approved at today's Construction Meeting at 10:00 AM on this date by Commissioners Barka and Henderson. Mr. Woodside presented the Certificate of Substantial Completion to the Commissioners' secretary for Comm. Walker who was not in attendance at this meeting. Mr. Woodside reported that the Water Treatment Plant has been turned on and worked as per design and specs and the Change Order is in regard to the county's existing wells. Mr. Woodside stated that he was concerned about the wells being used for backwashing and that the water tower would be used for backwashing as an alternative design in order to protect the wells.

Mr. Woodside presented bids for valves which were received from:

F.W. Webb  
Northern Plumbing Supply  
W.L. Blake and Comp any

Comm. Henderson moved to authorize Mr. Woodside to shop the bids and award the bid to the lowest bidder or the one deemed in the best interests of the county. The motion was seconded by Comm. Barka and voted on in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 7, 1994

Mr. Woodside presented the Board with list of unneeded equipment from the farm which Mr. Woodside would like to liquidate by auction in order to prevent deterioration and depreciation in value. Mr. Woodside explained that not all of the present inventory of equipment will be needed to maintain the land. Comm. Henderson reminded Mr. Woodside of the County's policy to provide notification of surplus equipment and to distribute this list to the municipalities within Rockingham County for their consideration. Comm. Henderson moved to authorize Mr. Woodside to proceed with identifying an auctioneer to conduct an auction to liquidate the surplus equipment listed in the document presented today, dated March 4, 1994. The motion was seconded by Comm. Barka and voted on in the affirmative.

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

Mrs. Lang, Assistant Administrator of the Rockingham County Nursing Home, presented the report for Mr. Sturtevant who was not in attendance at this meeting. Mrs. Lang reports that the count today is 295 with 73 clients in the Adult Day Care Center and 34 children in the Children's Day Care Center. Mrs. Lang also presented the results of the bid for provisions which were awarded to the following:

Jordans	\$ 72.47
Associated Grocers	788.80
Donahue Brothers	4,413.26
S.S. Pierce/Kraft	2,958.90
Northcenter Food	1,587.08

Total: \$9,820.51

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reported that the count for today was 295 with 107/Pre-Trial and 93/Sentenced.

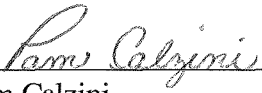
**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette was present at the meeting but had no report to make.

There being no further business to come before the Board, Comm. Henderson moved to adjourn the meeting at 2:35 PM, seconded by Comm. Barka and voted on in the affirmative.

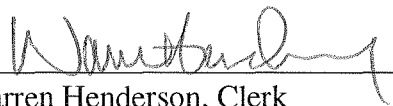
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
March 7, 1994

Submitted by,

  
\_\_\_\_\_

Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**ROCKINGHAM COUNTY COMMISSIONERS OFFICE**  
**Delegation Conference Room - Mitchell II**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 9, 1994**

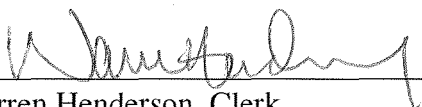
A meeting of the Rockingham county commissioners was held on this date in the Delegation Conference Room, Mitchell II, of the Rockingham county nursing home.

Commissioner Barka called the meeting to order at 12:40 PM and Commissioner Henderson moved to go into Non-Public Session on a roll call vote under RSA 91A:3, II, (c) to discuss personnel and legal issues. Those in attendance were: Commissioners Barka, Walker and Henderson and Mr. Roy Morrisette, Director of Personnel.

At 12:50 PM the Board of county commissioners came out of Non-Public Session on a roll call vote. Commissioner Henderson moved to accept the terms for settlement of a worker's comp. case and to authorize Travelers/Constitutional Insurance to make payment and settlement of a claim on behalf of the Board of county commissioners. The motion was seconded by Commissioner Walker and voted on unanimously in the affirmative.

Commissioner Henderson moved to adjourn at 12:51 PM, seconded by Commissioner Barka.

Approved by,  
ROCKINGHAM COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Warren Henderson, Clerk

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 14, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mr. Michael Morin, Assistant Treasurer; Mrs. Theresa Young, Fiscal Officer; Mrs. Jayne Jackson, Staff Accountant/Central Business Office; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Lt. Al Wright, Department of Corrections; Ms. Dawn Barnes, Human Services; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; d Ms. Denise Breidegam of *Foster's Daily Democrat*; Mr. Jack Spillane of the *Portsmouth Herald*.

Commissioner Barka opened the meeting at 2:00 PM. Commissioner Henderson moved to accept the minutes of March 7, 1994, seconded by Comm. Barka and voted on in the affirmative. Comm. Henderson moved to accept the minutes of March 9, 1994, seconded by Comm. Walker and voted on unanimously in the affirmative. Mr. Sturtevant was unable to stay for the whole meeting and presented his report first.

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

Mr. Sturtevant reported that the count today is 292 with 76 clients in the Adult Day Center and 31 children in the Children's Center. Mr. Sturtevant presented the Board with the nursing home operating statements through the month of February.

Mr. Sturtevant provided the Board with a comparison report on beef and pork purchases through March 2, 1994. Mr. Sturtevant reported that the comparison showed that the nursing home saved \$2,345.96 by not buying beef and pork from the farm. Mr. Sturtevant also reported that the state survey is going on and they will be here through Friday, March 18, 1994 and the results of the survey will be given at the exit interview on Friday.

Child Care bids were opened and received from:

Seacoast Learning Collaborative  
Leap Into Learning

Comm. Walker moved to have the County Commissioners and Mr. Sturtevant shop the bids and report on the results at a future meeting, seconded by Comm. Henderson and

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

voted on unanimously in the affirmative. Comm. Walker stated that Mrs. LaRoche's suggestions can be addressed when the bids were being shopped. Comm. Henderson suggested that there be coordination among all involved with regard to site visits.

Comm. Walker addressed the issue of computer security and stated that Mrs. Theresa Young is the System's Administrator for the county's computer system. Comm. Walker moved that Mrs. Young, Mr. Michael Morin and interested departmental employees look at addressing rules, regulations, and guidelines with regard to computer security, how it will be addressed, who will have access, and report back to the Board with a proposal as soon as possible. Commissioner Henderson seconded the motion and commented that this group will be soliciting comments by talking with computer users to ascertain their concerns and experiences for inclusion in the proposal. The motion was voted on unanimously in the affirmative.

### **REPORT FROM HUMAN SERVICES** - Mrs. Diane Gill

Ms. Dawn Barnes presented the report for Human Services for Mrs. Gill who was not in attendance. Ms. Barnes reported that the state bill remains high, particularly DCYF's portion. Ms. Barnes stated that the delinquent population is skyrocketing. Ms. Barnes also presented the Board with the voluntary agreement between DCYF and the county for the Board's signature. Comm. Henderson moved to accept the terms of the agreement and to affirm this by the Commissioners' signatures, seconded by Comm. Barka and voted on unanimously in the affirmative.

Ms. Barnes discussed the recent grant denial for the Juvenile Intake Officer. Comm. Walker spoke with Renny Perry said that this position could be done on a contract basis providing there it is worded properly. Comm. Henderson suggested that Comm. Walker and Mr. Morrisette get together to come up with the appropriate language.

### **REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Morin updated the Board on the bond issue coming up next week and presented the Commissioners with an example of the proposed debt interest with principle and interest and the amortization schedule which would provide flexibility. Mr. Morin stated that this example attempts to come up with payments that decrease after the fourth year so that if the county needs to go to bond in the future for other issues that there is flexibility.

Comm. Henderson referred to recent press articles that arose with regard to \$1.2M in Medicaid funds and stemmed from a statement by the Treasurer, Mrs. Patricia Kelley, who had spoken about a need to reserve additional monies to ensure the county's bond rating.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

Mr. Morin stated that the \$1.2M would not have to be used to preserve a bond rating and that there is no need to use those funds as the county's bond rating, after recalculation, is not in jeopardy.

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

Sheriff Vetter referenced some motorcycles which had been offered by Harley Davidson and which were discussed at a previous Commissioners meeting. Sheriff Vetter reported that due to the high insurance costs and liability involved, the Sheriff and Manchester Airport have decided not to take advantage of this offer.

Sheriff Vetter also reported that he has received confirmation from the United States Secret Service about his selection for Dignitary Protection School which will take place in April, 1994.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Lt. Al Wright presented the report for Mrs. Donovan who was not in attendance today and reported that the count today is 209 with 114/Pre-Trial and 95/Sentenced.

Lt. Wright presented an Invitation to Bid for radio communications for the Board's signatures. Upon questioning from Comm. Walker Lt. Wright explained that these are for Maxon radios and will be used for portable communications for correctional staff. Comm. Walker suggested talking with Keith Clark about these radios before the bid is sent out.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young reported that the auditors are here and will be here for a little over a week. Mrs. Young also reported on the teams for automation and stated that she and Mr. Morin met with the County Attorney's office and representative from one of the vendors is going to allow them to view a system. Mrs. Young also reported that users from the Sheriff's department, the Maintenance Department, and the Nursing Home met and discussed the contract with BDS. Mrs. Young stated that another company is interested in this and she will contact Mr. Humphrey from BDS to request a delay. Mrs. Young mentioned that the results of the discussion on the wiring for the Human Services building will be presented at a later date when it is written since it will be easier to read the report rather than have it delivered verbally.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside reported that the valve bid was awarded to F.W. Webb for \$4,814.40. Mr. Woodside presented Invitations to Bid for the Ice Pond Dam and for the disposal of solid waste at the dump behind the nursing home for the Board's signatures.

Mr. Woodside requested a bid waiver for a Mustang Sledge Jetter at a cost of \$2,455. Mr. Woodside explained that this product is used in the nursing home kitchen's storm and sewer drains to push and wash out grease and that he has been paying an outside vendor to come in and do that job with this product. Mr. Woodside stated that he pays a private contractor \$500 to perform this service and that this job is done three or four times a year. Mr. Woodside added that this product will be purchased directly from the manufacturer. Comm. Henderson moved to waive the bid for a Mustang Sledge Jetter for \$2,455, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside requested authorization to plant a vegetable garden on a portion of the land that was formerly used for the garden. Mr. Woodside felt that this project could be done by his department, that it would offset some of the costs of vegetables for the nursing home and that if he found that this project was not in the best interests of the county he would not continue doing it. There was general discussion from the Board on this issue. Comm. Henderson was concerned about the costs involved and was assured that the budget already contained money for this project. Comm. Walker was concerned about the manpower involved knowing that the gardens would be ready to be picked at the same time as the haying needs to be done. Comm. Walker said that Mr. Woodside only has one employee and he cannot be in the fields haying and also be available for the supervision of the inmates who will be picking the vegetables. Comm. Henderson moved to allow Mr. Woodside to plant vegetables with the condition that Mr. Woodside keeps the constraints of the budget in mind, seconded by Comm. Barka. The motion was voted on with Comm.'s Henderson and Barka for the motion and Comm. Walker opposed.

Mrs. Young presented the Board with the contract for deferred financing with regard to Blue Cross/ Blue Shield for their signatures. Comm. Walker moved to authorize the Clerk to sign the contract on behalf of the Board of Commissioners, seconded by Comm. Barka and voted on unanimously in the affirmative.

**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette reported that the Employee's Advisory Group met on March 2, 1994 and elected Mr. Mark Pierce to represent them on the Personnel Commission meetings. Mr. Morrisette also reported that the group agreed with the proposed changes to Section 3-6 and 3-7 of the Personnel Policies and Procedures which refers to the makeup of the



## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

Personnel Commission by consolidating members to keep the numbers at a reasonable level. Mr. Morrisette stated that the proposal was brought to the Personnel Commission last week and it was authorized for posting with inclusion of the Treasurer's department with the Commissioners and Fiscal Officer as a department with one representative. Mr. Morrisette announced that the next meeting of the Personnel Commission will be April 19, 1994 at 7:50 AM.

The Board announced that the next Commissioners' meeting will be on Tuesday, March 2, 1994 at 10:00 AM and that the Board will then meet every other Monday at 2:00 PM until further notice with changes in that schedule to be announced in advance as per statute.

The Board discussed charging fees for providing copies of tapes under the Right to Know law. Comm. Walker stated that currently there is a charge of \$.25/page for copies of written material, but that no charge has been set for requests for copies of tapes of meetings. Comm. Henderson moved to charge \$5 a tape for material and labor for requests under the Right to Know law if the county provides the tape and \$4 a tape for labor if the requestor provides the tape. The motion was seconded by Comm. Barka and voted unanimously in the affirmative.

Comm. Walker reported that a recent need for a service call on the postage meter in the Commissioners office brought about attention to the service contracts and leasing fees of all postage meters throughout the county and that Pitney Bowes was asked to present a proposal on the postage meter needs and possible savings for the county. Mr. Morin presented the proposal by Pitney Bowes and stated that the prices will be effective until the end of March, 1994. Mr. Morin stated that if the proposal is accepted it will mean that the county will spend a little more this year than anticipated, but that over the life of a five-year lease there will be a cost savings, a decrease in the amount of paperwork processed, and that all county departments can access postage by phone without paying extra fees. Mr. Morin will write a memo to all departments requesting their response to the recommendations by Pitney Bowes for their particular department and Mr. Morin will bring the results back to the Board at the next Commissioners meeting.

The Board discussed the issue of the Board's dissatisfaction with the current tenant of the slaughterhouse. Comm. Henderson stated that there is currently no lease on the slaughterhouse and asked if the Board wished to look at an alternative tenant. General discussion ensued on the legalities of providing a notice to quit. Comm. Henderson moved to take the steps necessary to sever the county's relationship with the current slaughterhouse tenant as soon as possible, providing the proper notice of time to vacate under legal guidelines effective today, and to authorize the Director of Maintenance to prepare as soon as possible an invitation to bid for alternative slaughterhouse tenants

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

bearing in mind that the Board of County Commissioners reserve the right to refuse all bids. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

Comm. Henderson presented a proposal for Quality Assurance Teams to provide more centralized coordination of such items as purchasing and contracts. Comm. Henderson stated that he would like a system where the people who are involved in the operation of county government are brought together and provide input into the decision on how to award contracts or anticipate purchases. Comm. Henderson suggested that the teams meet and make recommendations to be brought before the Board. Comm. Henderson would like to see the first team set up on coordinated purchasing for office supplies and purchases done by the nursing home and department of corrections. Comm. Henderson said this should involve getting together with key personnel within those departments who can report on what kind of purchases are made, what quantities are ordered, when they are ordered, and what criteria is used to meet those requirements. Those key personnel will meet with a representative of the Commissioners who will report back to the Board for their review and approval of the suggested plan of action. Comm. Barka stated that he wanted to see the entire Board involved in final approvals. Comm. Henderson stated that his objective is to have QAT's seen as a positive tool by county employees with a desire to be involved on the teams and to tap the resources of others who may have suggestions in areas unthought of at this point in time. Comm. Henderson stated that he hoped that formalization of this would make it more attractive.

Comm. Walker asked Comm. Henderson if he had estimated how much time this would take employees away from their assigned jobs and what effect it would have on those jobs? Comm. Henderson replied that he has not set a maximum on time but that the proposal does include having employees tracking their time and resources. Comm. Henderson stated that he is not sure that it's possible to place a set time but that time tracking is a requirement. Comm. Walker stated that she does not think these are necessary and that the Board can appoint individual teams at any point they feel necessary.

Comm. Henderson moved to adopt the concept of Quality Assurance Teams as a way to facilitate increased coordination of purchasing and business operation within Rockingham county government, seconded by Comm. Barka. The motion was voted on with Comm.'s Henderson and Barka for the motion and Comm. Walker opposed. Comm. Walker explained that she felt these were the duties of the commissioners and that they should do the job they were elected to do; that coordination of purchasing and office supplies has been in effect for over four years.

Comm. Henderson moved that the Board establish a QAT to address the coordination of purchasing and that it include representatives from the nursing home, the Department of

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

Corrections, the Department of Maintenance, and one representative from the courthouse and the Commissioners office. The motion was seconded by Comm. Walker with the stipulation that the team include representatives of elected officials and was voted on unanimously in the affirmative. Comm. Walker stated that she feels the Board is asking employees to do the job the Board was elected to do and that the responsibility belongs to the Board. Comm. Henderson responded that it all has to come back to the Board for approval. The Board selected Mr. Michael Morin as the Commissioners representative for QAT's.

The Sheriff reported that he has checked with legal council with regard to a time limit for the Notice to Quit with regard to the slaughterhouse and that because there is not a lease in effect the Board is not required to give a 30-day notice as stipulated in the lease. That being the case, Comm. Walker suggested that a two week notice be given to accommodate federal inspectors. Comm. Henderson moved to modify the earlier motion with regard to the slaughterhouse and that if reflect that notice to quit be given effective in two weeks from today's date. Comm. Walker seconded the motion, voted on unanimously in the affirmative. Comm. Walker moved to authorize whichever Commissioner was available tomorrow to sign the notice to quit. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Henderson moved to authorize Mr. Morin as the Commissioners representative for the QAT's, seconded by Comm. Barka and voted on in the affirmative by Comm.'s Henderson and Barka, with Comm. Walker voting against the motion.

Mr. Woodside asked the Board to set up a time when the Board can walk the facilities to consolidate the buildings with regard to space management and allocation. The Board will get back to Mr. Woodside on this issue when the weather provides an opportunity for the tour. Mrs. Young asked that Mr. Sturtevant be involved in the tour in order to report back to the Space Allocation Committee.

Comm. Walker handed out copies of Chapter 13A of the Personnel Policies and Procedures with regard to sexual harassment. Comm. Walker stated that she wanted to point out the provisions of this policy and remind the Board of what their responsibilities are with regard to this and to ask that the Board re-familiarize themselves with this. Comm. Walker stated that she felt that all three Commissioners are responsible for maintaining a harassment free environment for employees.

There being no further business to come before the Board, Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c), to discuss employee evaluations on a roll call vote at 4:00 PM.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 14, 1994

Submitted by,



Pam Calzini

Temporary Administrative Assistant  
to the Rockingham County Board of Commissioners

Approved by:



Warren Henderson, Clerk

Rockingham County Board of Commissioners

/pc

Enclosures: Price Comparison of Meat Deliveries

DCYF Agreement for Services to Children and Families without Court  
Involvement

Bond Analysis

Crane Valve Bid Abstract

Pitney Bowes Proposal

Memorandum on Slaughterhouse from the Director of Maintenance

QAT Proposal from Comm. Henderson

Chapter 13A Sexual Harassment Policy

**MINUTES**  
**NON-PUBLIC SESSION**  
**ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 14, 1994**

The Board of Rockingham County Commissioners met in Non-Public Session under RSA 91A:3, II, (c) to discuss employee evaluations at 4:00 PM on a roll call vote. Those in attendance were: Commissioners Barka, Walker and Henderson..

Discussion took place on evaluations for department heads.

There being no further business to come before the Board in Non-Public Session, Comm. Walker moved to come out of Non-Public Session at 4:25 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Approved by,



Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 22, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Theresa Young, Fiscal Officer; Mrs. Jayne Jackson, Staff Accountant/Central Business Office; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mrs. Patricia Donovan, Superintendent of the House of Corrections; Mrs. Betty Luce, Register of Deeds; Mrs. Diane Gill, Director of Human Services; Mrs. Mary Currier, Rockingham County Conservation District; Mr. Steve Geller, Rockingham County Community Action; Ms. Karen Moyer, Rockingham County Community Action; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Mr. Clarke Chandler; Mr. Jack Spillaine of the *Portsmouth Herald* and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 10:00 AM. The minutes of March 14, 1994 were typed and available but had not been signed by the Clerk.

The Clerk opened bids for beef which were received from:

Poultry Products  
Jordans Foods  
Associated Grocers

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and award the bids to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Walker and voted on unanimously in the affirmative.

Comm. Henderson introduced Mr. Steve Geller and Ms. Karen Moyer from the Rockingham County Community Action Program. Comm. Henderson stated that the Board had previously discussed the possibility of using the county as a site for a food distribution program which is handled by the Rockingham County Community Action Program.

Mr. Geller stated that Ms. Moyer was the Deputy Director for the Rockingham County Community Action Program and is also the Director of the WIC program which provides supplemental food and nutrition for children. Mr. Geller explained the commodity supplemental food program is an extension to the WIC which directly gives food to qualified families instead of food vouchers which are used at the supermarket. Mr. Geller

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 22, 1994

stated that this distribution program addresses the enormous need for supplemental and nutritious food for low income families with particular emphasis on where the WIC program ends which is at the child's age of five. Mr. Geller stated that there is a large gap between the age of five and when children enter school and this program provides assurances that children are getting nutritious food everyday. Mr. Geller stated that the Community Action Program has been trying to institute this distribution program for some time and in the past had run into problems either with a potential site or available funding. Mr. Geller said that the county is an ideal site because it is centrally located, it is well know by people and is relatively easy to get to from most parts of the county.

Ms. Karen Moyer presented details on the program and stated that because funding for this program is limited, it is critical that there be a centrally located site and one that is not costly. Ms. Moyer stated that there is great concern about the issue of five year old children not having a supplemental source of food from the time they are terminated from the WIC program until they enter first grade where supplemental food is provided through the school programs. Ms. Moyer explained that the program provides non-perishable dry foods and canned foods with the occasional availability of cheese. Ms. Moyer brought a box of food to this meeting to demonstrate what is available for distribution. Ms. Moyer stated that there will be three warehouses, one in Manchester, one in Concord and one in Nashua, and the Manchester/Nashua warehouses will package the food in boxes and transported by truck to counties in New Hampshire. Comm. Barka asked if this program was available to all of the county and who was eligible for the program. Ms. Moyer responded that all towns in Rockingham County will be served, but participants in Londonderry or Derry may find the Manchester site more convenient for them and that the program is offered to current WIC participants to fill the gap that had been mentioned previously. Comm. Walker asked how often the food would be distributed and Ms. Moyer replied monthly with a specific date and an alternate date for those who cannot make the first date and that two months of food will be provided at a given time. Comm. Barka asked what assurances are given to ensure that families do not receive food from multiple sites and Ms. Moyer replied that the program is computerized statewide and that numbers are assigned to each family. Comm. Walker asked how much space was needed and Ms. Moyer responded that space was needed to do paperwork and for food demonstrations by the nutritionists. Comm. Henderson reported that the Commissioners had discussed potential sites and Comm. Walker had recommended the old sewing room in the nursing home which has an outside door for easy access. Ms. Moyer stated that the program would probably run from 9:00 AM to 1:00 PM which would not present a conflict with nursing home employees in the parking lot. Comm. Henderson moved to provide the Rockingham County Community Action Program with space and the appropriate assistance needed to make the program function, seconded by Comm. Walker and voted on unanimously in the affirmative. Comm. Henderson stated that he was glad to be a part of this program and to be in the position to help the county a helpful resource

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 22, 1994

for those in need in Rockingham county. Comm. Barka stated that all three commissioners support this program and are glad to be of assistance to the Rockingham County Community Action Program. Ms. Moyer stated that the program is due to start May 10, 1994.

Mrs. Mary Currier from the Rockingham County Conservation District spoke next and stated that in the last few years the District has used county facilities for a tree planting workshop, a trout pickup site and a tree pickup site. Mrs. Currier reported that the tree planting workshop will occur on April 23, 1994 in the morning and trout pickup in the afternoon. Mrs. Currier reports that there is a tentative date of April 30, 1994 for tree pickup which is dependent upon weather conditions. Comm. Walker suggested that the Commissioners consider the workshop for Christmas tree planting as a possible revenue source for the county in the future. Comm. Walker moved to allow the Conservation District to use the county facilities for the distribution of trees and trout with coordination with Mr. Woodside for the appropriate places to do this, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mrs. Currier reported that using the county for a composting site is not viable because the animals from the farm are gone and spreading material for composting on hay land is a waste of compost. Therefore, the District has withdrawn the county as a site for composting and Mrs. Currier recommends that the county set up a composting site for themselves. The Board will evaluate a composting setup for the county.

Mrs. Currier asked the Board about the possibility of having the Conservation District relocate to the county. Comm. Walker asked about the District's space requirements and Mrs. Currier responded that the District will need 700 square feet. Comm. Henderson stated that once the issue of the day care center has been resolved, there will be a subsequent decision on allocation of space.

### **REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young reported that the auditors have finished their work for this year and a draft is expected by April 15, 1994. Mrs. Young reported that while the self funding insurance is being closed out, the Board agreed to have EBPA administer the claims for three months and Mrs. Young needs the Clerk to sign the necessary paperwork. Mrs. Young is requesting that the Board have EBPA services extended to April because claims are starting to pick up at this point and an amendment the Board signed in December with regard to benefits for people age 55, but less than 65, was not accepted and those claims will start coming in also. Comm. Walker authorized the Clerk, on behalf of the Board, to sign the contract with EBPA for administration of claims through April, 1994, seconded by Comm. Henderson and voted on unanimously in the affirmative.



## BOARD OF ROCKINGHAM CUNTY COMMISSONERS

March 22, 1994

Mrs. Young stated that Mrs. Diane Gill has requested that the Board institute a flexible spending account for DCYF and she needs the Board to sign the W-9 form, the provider enrollment form, and a document which will allow Mr. Morin from the Treasurer's office to open an account for this with the names of the Treasurer, the Assistant Treasurer, and Mrs. Gill as designated signers on the account. Comm. Henderson asked for an example of what this account would be used for and Mrs. Gill replied that a call was received on a family of a mother and two daughters who were living in a corner of a warehouse building and housing was needed. Mrs. Gill stated that the town involved was ready to help with rent but beds were needed for the daughters and Mrs. Gill's office authorized the purchase of mattresses and bed frames. Situations where no other kind of provisions have been made, such as the example just mentioned, are the kinds of things the account would be used for. Mrs. Gill said that the amount to be put into this account has not been decided yet and this request is just to get the paperwork started. Comm. Barka asked why the town couldn't do this and Mrs. Gill replied that it is her responsibility to check all other resources, the towns, community action, local and state welfare, before purchases are authorized. Comm. Walker moved to authorize the creation of this fund, the establishment of a checking account and to authorize the Clerk to sign on behalf of the Board, seconded by Comm. Henderson and voted on unanimously in the affirmative.

### **REPORT FROM THE REGISTER OF DEEDS** - Mrs. Betty Luce

Mrs. Luce requested a bid waiver for copy paper. Mrs. Luce said that she has checked with MacDurgin and Office Max on pricing and MacDurgin has the best price. Mrs. Luce said she is in need of this paper, that she had sent the request to bid to the Commissioners office on February 15, 1994 and that she has not received the paper yet. Comm. Henderson stated that he is in support of having centralized coordination of purchasing and the team that was set up last week was designed to take care of things such as this but he does not want to hold people up while the system is being designed and implemented. Comm. Henderson moved to waive the bid on copy paper for the Register of Deeds, seconded by Comm. Walker and voted on unanimously

Mrs. Luce reported that she will not be running for office in November and that she will complete her term of office which will end on December 31, 1994. Comm. Barka commended Mrs. Luce on the excellent job she has done.

### **REPORT FROM HUMAN SERVICES** - Mrs. Diane Gill

Mrs. Gill asked the Board to set a date for grant reviews. The Board decided that the review for summer programs would be combined with the general reviews. Comm. Henderson reported that there is only \$75,000 available for this quarter and a portion of

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 22, 1994

that has already been earmarked. The Board decided that these reviews will be held on Thursday, May 5, 1994.

Mrs. Gill reported on a couple of conferences coming up if any of the Commissioners were interested in attending them. Child and Family Services is doing a conference on April 9, 1994 in Nashua, New Hampshire and DCYF Family Centered Services Conference will be on April 13 and 14, 1994.

Mrs. Gill also presented the Board with a printed list of the bills that her office had processed for a total of \$106,000. Mrs. Gill provided this list to show the commissioners the daily activity which flows through the Human Services office and stated that this list does not reflect the board and cares that come in the first and fifteenth of the month for all the children in group homes.

### **REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside stated that he was bothered by what Mrs. Gill said about children sleeping on floors and suggested that the bunks from the old jail be donated for distribution to those who need them. Mr. Woodside said these bunks were on the original list of surplus jail equipment which had been distributed to all county municipalities and only one town had taken advantage of this equipment - the bunks were not taken. The Board directed that Mrs. Gill receive the list of surplus equipment to see if there is anything on it which can be used.

Mr. Woodside presented the Board with the bid proposal for the lease of the slaughterhouse for their review and asked that they let him know if it is acceptable.

Mr. Woodside reported that Comm. Walker had asked him to review a list of renovations on the Carlisle building which had been included as part of a bid for a children's day care center. Mr. Woodside presented the Board with his response to the list with a copy given to Mr. Sturtevant.

Mr. Woodside stated that county buys signage from the State of New Hampshire and he is requesting a bid waiver for this signage because it will come to over \$1,000. Mr. Woodside that this sign will be placed at the nursing home and at the Department of Corrections. Comm. Walker moved to waive the bid for signage, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Woodside asked the Board had heard anything from the insurance company so that he could purchase new tools to replace the tools that were stolen from the break-in at the garage? Comm. Walker said that Mr. Morin had the paperwork on that and she hadn't

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
March 22, 1994

seen anything on this. Comm. Walker asked Mr. Woodside to get a list together of the tools he needed so that if it was over \$1,000 it could be put out to bid. Mr. Woodside said he already had a list and Comm. Walker said she would check on this today.

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

Mr. Sturtevant asked about the status on the bid for the nursing home parking lot and Mr. Woodside said that he would put that bid out in the month of April.

Mr. Woodside reported that the census today is 291 with 36 clients in the Adult Day Care Center and 31 children in the Children's Day Care Center.

Mr. Woodside reported on the results of the Medicaid survey that took place last week and stated that there was some recommendations to be worked on over the next year and that for the second year in a row the nursing home had zero deficiencies. Mr. Woodside said it was not an easy survey, the staff underwent a lot of interrogation, the survey team went through a lot of paperwork, and twelve residents and three families were visited.

The Commissioners meeting at this point was interrupted by Mr. Michael Morin who called in to report on the results of the bond bids. Mr. Morin reported that bids were received from:

U.S. Securities - True Interest Cost - 4.9725%  
State Street Bank & Associates - True Interest Cost - 4.7981%  
Fleet Securities & Associates - True Interest Cost - 4.7819%  
Shawmut Bank as agent for Dean Witter & Associates - True Interest Cost - 4.7205%  
Prudential Securities - True Interest Cost - 4.5902%

Mr. Morin reported that these bids were for the full \$6.6M and that Prudential Securities was the lowest bidder with a total interest cost over the life of the bond of \$1,620,389.65 for 11 years. Comm. Walker moved to award the bid to Prudential Securities for a true interest cost of 4.5902%, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant continued with his report and stated that the next survey could occur anytime between the next nine months to fifteen months. Mr. Sturtevant said the survey team complimented the nursing home staff based on the case mix of residents which is heavy in the area of medical needs and people who have psycho-social needs. Mr. Sturtevant said the team said the staff did an excellent job of meeting those needs and have good interaction with the residents. The Board commended the staff and Mr. Sturtevant

## BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 22, 1994

for their work and Comm. Walker stated that if there were no deficiencies it was a reflection of the person in charge. The Board will draft a letter to every employee in the nursing home to congratulate them for the good work they have done in receiving zero deficiencies. Comm. Walker asked Mr. Sturtevant to provide the Board with the list of recommendations from the survey team.

Mr. Sturtevant requested a non-public session to discuss a personnel issue.

Discussion took place on having the Town of Kingston use county vans for transporting people during their upcoming 300th anniversary. The Board was concerned about liability and Mr. Sturtevant stated that the Town of Brentwood had used county vans in the past with the stipulation that they provide the liability insurance and the drivers licensed to drive vans. The Board instructed the Administrative Assistant to call the contact person for this event to see if they will come in to discuss this request with the Board.

Comm. Walker moved to approve the resolution for participation in the proportionate share pool of the Medicaid program, seconded by Comm. Henderson and voted on unanimously in the affirmative.

### **REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reported that the count for today is 199 with 106/Pre-Trial and 93/Sentenced. Mrs. Donovan asked the Board if the bid for radios that was submitted last week went out to bid? Comm. Walker reported that the bid is ready and after the Board's signatures it will be sent out.

Mrs. Donovan is requesting a bid waiver for \$4,500 for uniforms for correctional officers. Mrs. Donovan reports that the uniforms have been bought directly from the manufacturer for the last twelve years. Comm. Henderson moved to authorize the purchase of uniforms for correctional officers, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mrs. Donovan reported that she will be contacting the ankle bracelet monitoring company this week to set up a date when they can come in and demonstrate their product. She stated that she has the policies completed and will provide the commissioners with a copy of these.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
March 22, 1994

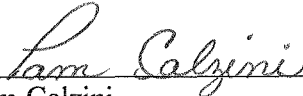
**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette presented a memo to the Board for their signatures on an upgrade of an employee's insurance coverage. Mr. Morrisette explained that an employee has requested to sign up for insurance coverage through the county. He stated that she presently has single coverage and due to the loss of her husband's job, she is requesting an upgrade to family coverage. Mr. Morrisette said that Blue Cross/Blue Shield will need a letter requesting a waiver on the stipulations of the contract because this change was not done during the time periods specified in the contract. The Board signed the memo and Mr. Morrisette will write to Blue Cross/Blue Shield to inform them of the Board's decision. Comm. Walker requested a copy of this letter for the commissioner's files.


Comm. Henderson spoke about the revisions to the employee's incentive program and moved that the Board adopt the Employees Incentive Program with the recommended revisions from Comm. Walker and Mrs. Young, seconded by Comm. Walker and voted on unanimously in the affirmative. Mr. Morrisette asked if it was going into the policies and procedures and if it was it would need to be posted to make employees aware of its existence. The Board decided that the Administrative Assistant would make the recommended changes and would provide Mr. Morrisette with a copy for posting.

There being no further business to come before the regular Commissioners meeting, Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue, seconded by Comm. Henderson on a roll call vote at 11:55 AM.

Submitted by,

  
\_\_\_\_\_  
Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES  
NON-PUBLIC SESSION  
ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 23, 1994**

Under RSA 91A:3, II, (c), Commissioner Walker moved to go into Non-Public Session to discuss a personnel issue. The motion was seconded by Comm. Henderson at 11:55 AM on a roll call vote. Those in attendance were: Commissioners Barka, Walker and Henderson, Mr. Bill Sturtevant and Mr. Roy Morrisette.

Mr. Sturtevant informed the Board of a situation which could cause a potential problem at a later date. No action was taken.

At 12:05 PM, Comm. Walker moved to go out of Non-Public Session, seconded by Comm. Henderson and voted on in the affirmative on a roll call vote.

Submitted and Approved by,  
ROCKINGHAM COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Warren Henderson, Clerk

RM/pc

**MINUTES**  
**ROCKINGHAM COUNTY COMMISSIONERS OFFICE**  
**Delegation Conference Room - Mitchell II**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 29, 1994**

A meeting of the Rockingham County Commissioners was held on this date in the Conference Room, Mitchell I, of the Rockingham County Nursing Home. Those in attendance were Commissioners Barka and Henderson, Mr. William Sturtevant, Administrator of the Nursing Home, and Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka opened the meeting at 2:00 PM and stated that the purpose of this meeting was to open bids. Bids were received and opened for the following:

**FROZEN FOODS**

Jordan Foods  
Associated Grocers  
Hallsmith Sysco  
Northcenter Food Services  
J.P. Food Service  
Shaheen Brothers

Commissioner Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

**PROVISIONS**

Jordans  
Hallsmith Sysco  
Shaheen Brothers  
Donahue Brothers  
Northcenter Foods  
Associated Grocers  
Kraft

Commissioner Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
March 29, 1994

PREVENTATIVE MAINTENANCE

Dowling Corporation  
Delta Mechanical  
Harris Environmental

Commissioner Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

Comm. Henderson moved that the County Commissioners solicit one or two child care providers, independent of the county child care program, who can provide guidance to the Board in selecting a child care group and to authorize Mr. Sturtevant to help find qualified providers who would be willing to assist in the process. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Sturtevant reported that Ms. Carol Mooney, State Coordinator of Child Care Services, has said that she would be willing to assist the Commissioners in making a final determination with regard to the child care bids.

Mrs. Sturtevant also confirmed dates with the Commissioners for site visits to child care agencies who submitted bids on child day care. The Commissioners will visit the Seacoast Learning Collaborative on Thursday, March 31, 1994 at 11:00 AM and Leap Into Learning on Thursday, March 31, 1994 at 3:00 PM.

Mr. Sturtevant requested a Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue.

At 2:15 Comm. Barka moved to go into Non-Public Session under the above mentioned RSA, seconded by Comm. Henderson and voted on in a roll call vote.

Submitted by,

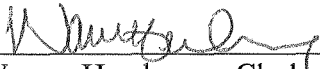
  
\_\_\_\_\_  
Pam Calzini

Temporary Administrative Assistant  
to the Rockingham County Commissioners



BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
March 29, 1994

Approved by,



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Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**NON-PUBLIC SESSION**  
**Mitchell I Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire 03833**  
**March 29, 1994**

At 2:15PM the Commissioners went into Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue on a roll call vote. Those in attendance were: Commissioners Barka, and Henderson, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home and Mr. Roy Morrisette, Director of Personnel.

Mr. Sturtevant reviewed a personnel problem with the Commissioners with regard to a termination following a suspension of fourteen (14) calendar days without pay. Comm. Henderson move to terminate the employee in question, seconded by Comm. Barka and voted on in the affirmative.

Commissioner Henderson moved to go out of Non-Public Session, seconded by Comm. Barka. At 2:30 PM the Commissioners went out of Non-Public Session and adjourned.

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk

Rockingham County Commissioners

RM/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 4, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, and Henderson; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mrs. Patricia Donovan, Superintendent of the House of Corrections; Mrs. Diane Gill, Director of Human Services; Mr. Wayne Vetter, High Sheriff, Mr. Don Reddin, Administrative Assistant/Sheriff's Department; Mr. Michael Morin, Deputy Treasurer; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Mr. Jack Spillaine of the *Portsmouth Herald* and Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:00PM. Comm. Henderson moved to approve the minutes of March 14, 22, and 29, 1994, seconded by Comm. Barka and voted on in the affirmative.

**REPORT FROM HUMAN SERVICES** - Mrs. Diane Gill

Mrs. Gill was in attendance at the meeting but had no report to make and stated that the State bill has not been received yet. Mrs. Gill reported that she will be going to Concord on April 11, 1994 for Senate Bill 748 at the request of Mr. John Disco who has asked Human Service Administrators to attend. Senate Bill 748 concerns interagency and assistance teams. Mrs. Gill will be attending the NH Children's Lobby Day on Wednesday, April 13, 1994; on Thursday, April 14, 1994 she will be attending two Youth Attender Programs for Odyssey House and the Exeter Police Department.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Michael Morin presented the report for the Treasurer's office. Mr. Morin updated the Commissioners by stating that \$6.6M has been bonded with a good interest rate and BAN's have been paid off as of April 1, 1994.

Mr. Morin reported that the Sheriff has requested that a checking account be opened similar to the one requested by the Human Services department. Mr. Morin said that the account would be given money by the New England State Police Information Network (NESPIN) to operate undercover investigations. The account would contain signatory authority for the Commissioners, the Treasurer and Deputy Treasurer, the Sheriff and Special Deputy Patrick Golden. Sheriff Vetter explained that money will be received from

NESPIN to purchase illegal drugs for undercover investigations and that he does not want money received to be laying around the office. Sheriff Vetter said there is accountability by NESPIN and the account would provide an accurate accounting. Sheriff Vetter said that the only time the money would not be seen is if it was for a confidential informant although all paperwork must be processed through NESPIN. Sheriff Vetter stated that the Fiscal Officer will have a record of the transaction but she will not have a name assigned to that transaction in order to protect confidentiality. Comm. Henderson said that the Commissioners do not need signatory authority since the funds are not county funds but that the Treasurer and/or Deputy Treasurer should have that authority since the county will be holding this money for the Sheriff's department. Comm. Henderson moved that the Board of County Commissioners permit the Sheriff of Rockingham County to open a checking account in order to dispense funds provided by NESPIN and that the signatory authorities on the account will be the Treasurer and Deputy Treasurer, the Sheriff of Rockingham County, Wayne Vetter, and Special Deputy Patrick Golden. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Morin presented an update on the Pitney Bowes proposal and stated that he had checked with all departments who would be receiving new equipment and that out of seven departments, two did not want to participate. Mr. Morin reported that Cooperative Extension does not want to participate in this because they have a new postage machine and because the penalty mail situation does not allow them to take advantage of postage by phone. Mr. Morin reported that the proposal would give an increase in lease costs but all departments would have a maintenance contract, postage by phone and new equipment. Mr. Morin added that the County Attorney does not want to participate in this due to the extra costs of the lease. Mr. Morin said that he had notified the County Attorney that lease payments could be apportioned, based on a percentage of what is presently paid, and that the advantages of the new equipment, postage by phone, and maintenance justifies any increase in lease payments. Upon questioning from Comm. Henderson, Mr. Morin recommended that the county take advantage of the Pitney Bowes proposal. Comm. Henderson stated that when he asked Mr. Morin to check with departments on this proposal his purpose was to get feedback and input on the issue not to have unanimity. Comm. Henderson said that since the input was generally positive he moved to accept the recommendation of Mr. Morin to approve the Pitney Bowes proposal. The motion was seconded and voted on in the affirmative.

Mr. Morin reported that he on March 21, 1994 he sent out a memo asking for membership on QAT's (Quality Assurance Teams) and that he has received a response from the Department of Corrections and the Register of Deeds. Mr. Morin said that he will follow up on this to get a first meeting going. Comm. Henderson said that Mr. Morin should contact all county departments as there are others who are interested and to get the process moving on these teams.

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

Sheriff Vetter provided an update on the Novel 20 computer bids and said that all bids have been received and authorization is needed for him to proceed. Upon questioning from Comm. Henderson Mr. Don Redden, Administrative Assistant to the Sheriff reported that out of 14 bids, six were received. Comm. Henderson asked Mr. Redden about the non-standard bid language addressed to the Sheriff in a memo from Comm. Walker. Comm. Henderson said that his understanding of the issue was that a request was made to specific personnel on the Commissioners floor for proper language and that the bid was sent out before the response to the request was received by the Sheriff's department. Comm. Henderson reported that there needs to be some clarification on this. He stated that it appears to be a cross section of all potential bidders which fulfills one aspect of the bidding process and the other aspect is procedure. Comm. Henderson stated that the departments are the ones who know what is needed within their departments and that the process is that the departments work with Mr. Morin to ensure one standard bid list so that vendors can report their requests to be placed on the bid list to one area only which can then be accessed by all county departments. Comm. Henderson said that the Commissioners send the bid out but the department establishes a contact to provide information, additional questions, site visits, and whatever other expertise is needed and the bids are then opened at a Commissioners meeting. Comm. Henderson moved to authorize Sheriff Vetter to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county. The motion was seconded and voted on in the affirmative.

Sheriff Vetter reported on a controversial issue which involves a couple of recent jail investigations. Sheriff Vetter reports that the County Attorney has taken two of the investigations that the Sheriff's department is currently working on and sent them to the State Police because he does not feel that the Sheriff should be doing jail investigations. Sheriff Vetter said that if this is the way the County Attorney wants this done, he will refuse to do any more. Comm. Barka asked what the law was on this? Sheriff Vetter responded that the County Attorney said that the county shouldn't be investigating itself and if that is true, the County Attorney shouldn't be prosecuting, he should be sending it to the Attorney General. Superintendent Donovan stated that county department investigations have been done through the Sheriff's department as long as she has been here and it is a serious problem. Comm. Henderson said the Commissioners need to know what the law dictates with regard to the role of the County Attorney and he feels the Commissioners should provide direction on this if needed. Comm. Henderson requested that Mr. Don Redden from the Sheriff's department check on the legal options so that the County Commission can set policy in this area and to report back to the Commissioners with the results.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS** - Mrs. Patricia  
Donovan

Mrs. Donovan reported that the count for today is 194 with 103/Pre-Trial and 91/Sentenced. Mrs. Donovan said that the electronic bracelet demonstration will happen at next week's bid meeting on Monday, April 11, 1994 at 2:00 PM. Comm. Henderson

commented on the large number of Pre-Trial inmates and Mrs. Donovan stated that throughout the state, Rockingham county has the highest amount of pre-trials with the longest amount of time.

**REPORT FROM THE DIRECTOR OF MAINTENANCE** - Mr. Ernest Woodside

Mr. Woodside presented five copies of an Application for Payment #8 for the water treatment plant which required at least two signatures of the Board.

Sheriff Vetter interrupted the meeting at this point and asked the Chairman if Mr. Don Redden could clarify things said by him with regard to the bid on the Novell 20. Sheriff Vetter said he may have misled the Commissioners to feel that there was a problem with the staff in the Commissioners office. Mr. Redden told the Commissioners that he wanted to make it clear that Mrs. Theresa Young and Mrs. Pam Calzini were exceedingly helpful throughout the process and that after the memo from Comm. Walker which stated there were deficiencies in language, the Sheriff submitted a follow-up memo asking for the specific clauses that should have been included on the bid and that particular Commissioner did not respond to the memo.

Mr. Woodside reported on the invitation to bid on the clean up of the solid waste behind the nursing home and stated that out of twenty people who were asked to submit bids only two showed up, one of whom was Waste Management who showed up only to participate in the process since they are the company who will receive the waste and provide the containers, they do not provide services to clean up the waste. Mr. Woodside said that left one bidder. Comm. Henderson opened the bid for Solid Waste cleanup which was received from Rome Construction of Exeter, New Hampshire. Comm. Henderson moved to authorize Mr. Woodside to shop the bid and to report back to the Commissioners with the results of that bid. The motion was seconded by Comm. Barka and voted on in the affirmative. Comm. Barka wanted assurance that the bid would be shopped thoroughly before the award was given.

Comm. Henderson reported that some inquiries from area farmers have been received on leasing some of the outlying pasture land on county property.

**REPORT FROM THE NURSING HOME ADMINISTRATOR** - Mr. William Sturtevant

Mr. Sturtevant reported that the census for today was 291 with 72 clients in the Adult Day Care Center and 30 children from the Children's Day Care Center.

Mr. Sturtevant further reported that last Thursday, March 31, 1994, Commissioner Henderson, Mrs. Denise LaRoche and Mr. Sturtevant conducted site visits to the two bidders on child care and that Mrs. Carol Mooney, the State Child Care Coordinator, has been asked to participate in reviewing these proposals. Mr. Sturtevant said that when

Comm. Walker returns it is hoped that a decision can be made on the direction the child care center will take.

Bids for janitorial supplies were opened and received from:

Arnold T. Clement  
Towhill  
Lever Brothers  
Advanced Maintenance Products, Inc.  
Pintal's Wholesale Corner  
Brite Technologies  
Banner  
M.D. Stetson  
Clean-O-Rama  
George T. Johnson

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

Mr. Sturtevant reported on results of the bid for Preventative Maintenance for the refrigerator in the nursing home kitchen. Mr. Sturtevant said three bidders responded to the request for bids:

Dowling Refrigeration, Stratham .....	\$15,918
Delta Mechanical, Hookset .....	15,200
Harris Environmental Systems, Andover, MA .....	8,752

Mr. Sturevant reports that the bids were for two years and that the low bidder was called to ensure that the company was aware of what was involved in the bid and that references were thoroughly checked. Mr. Sturtevant recommended awarding the bid to Harris Environmental with the stipulation that if the county is not satisfied with the level of service a 90-day notice will be sent for correction and if the situation is not corrected the project will be re-bid. Comm. Henderson moved to award the bid to Harris Environmental Systems, Andover, MA, with the caveat recommended by Mr. Sturtevant with regard to service satisfaction. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Sturtevant reported that he will present the awards for frozen foods and groceries at the next Commissioners meeting. Mr. Sturtevant reminded the Board that the Nursing Home Subcommittee is scheduled to meet on Friday morning at 10:00 AM.

Mr. Sturtevant stated that there were some projects discussed at budget time that were placed in the nursing home construction account which needed the Commissioners motion in order to be moved over to the Capital Projects account and they were:

Computer Expansion Program  
Carlisle Building  
Water Softener Project  
Jail Roof  
Radio System

Comm. Henderson moved to move funds from the Mitchell Construction Project to the Capital Projects fund for those projects not related to the nursing home, as mentioned above, seconded by Comm. Barka and voted on in the affirmative.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young reported that the auditors sent a list of things to be done which have been completed and a draft from the auditor is due by April 15, 1994.

Mrs. Young also spoke about computer security and stated that the training she attended last week with Mr. Morin provided the name of a company named SPA. Mrs. Young said that SPA has "standards" that are sent when requested and that she has requested they send them to us. Mrs. Young spoke about a software/hardware program requested by Mr. Woodside at a previous meeting. Mrs. Young stated that the Commissioners had requested that Mr. Woodside look at different lease options and he has done that. Mrs. Young said the only response was Landis and Geher who gave good prices for what was needed and included a cancelable option which could be used to trade up to other equipment. Mrs. Young asked that the Commissioner approve this so that Mr. Woodside can continue on this project. Comm. Henderson moved to authorize the expenditure of funds from the proper line item to purchase specified equipment from Landis and Geher.

Comm. Henderson spoke about the courthouse in Exeter and stated that there has not been a contemporary, objective study which tells the Board what the building is worth, what work is needed on the building and what the best uses are for the building. Comm. Henderson said that an appraisal was done in 1989 which valued the building, as is, at a little over \$3.9M with a replacement value of \$4.7M and that there was not any overdue maintenance due on the building. Since that time, changing economic conditions may alter that appraisal value and the building may contain overdue maintenance items since some maintenance may have been withheld pending the status of the building's future uses. Comm. Henderson said the study done in 1989 does not address the issue of what the best use is for the building and since it would be unwise to decide the future of the building without an objective measure of its highest and best economic uses, he moved to authorize the Director of Maintenance to work with Mr. Morin to establish a list of certified commercial appraisers or the equivalent who will receive an invitation to bid on providing a full appraisal of the existing Superior courthouse building. Comm. Henderson stated that the purpose of this bid will not be for insurance reasons primarily as the appraisal in 1989 was but to determine the condition of the building, its worth, costs to rehab, and suggested alternative uses. The motion was seconded by Comm. Barka and voted on in




BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
April 4, 1994

the affirmative. Comm. Henderson said the record should reflect his intention to have a motion to overspend/transfer before the Board at the next meeting and in time for the next Executive Committee meeting to ensure that funds are available to finance this appraisal.

There being no further business to come before the Board of Commissioners, Comm. Henderson moved to adjourn at 3:20, seconded by Comm. Barka and voted on in the affirmative.

Submitted by,

  
\_\_\_\_\_

Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 11, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, and Henderson; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mrs. Patricia Donovan, Superintendent of the House of Corrections; Deputy Mike Alden, Sheriff's Department; Mr. Don Reddin, Administrative Assistant/Sheriff's Department; Mr. Michael Morin, Deputy Treasurer; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Mr. Phil Blampied of the *Portsmouth Herald*, Ms. Denise Breidegam of *Foster's Daily Democrat*, Mr. John Hart of the *Union Leader*; Mr. William McMahan, Director of Correctional Services for VOREC; Mr. Robert Dodge of Gorton Communications, Inc.; and Mr. Dave MacKenzie of R&R Communications.

Chairman Barka opened the meeting at 2:00PM. Comm. Henderson moved to approve the minutes of April 4, 1994, seconded by Comm. Barka and voted on in the affirmative.

Nursing Home bids for the following were opened:

**WHEELCHAIR PARTS**

Mark One Services, Inc.  
Medical Market  
Charron Medical Equipment  
Land & Wheels  
Lifepius Medical Products  
Wheelchairs of New England

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

**MILK**

Lago  
Laurel Farms Dairy, Inc.  
West Lynn Creamery

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

April 11, 1994

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

PAPER

Bay Colony Paper Corp.  
Central Paper Products  
Joseph Garland, Inc.  
Industrial Wiper & Paper Corp.  
Interboro Packing Corp.  
Target Industries  
Total Med Company  
Towhill  
Portsmouth Paper Company

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

The following bids were opened for radios for the House of Corrections:

MAXON RADIOS

Thor Electronics  
R&R Communications, Inc.  
Gordon Communications, Inc.  
CED Twin City Electric Supply  
Communications Specialists Company  
Wright Communications

Comm. Henderson moved to authorize Mrs. Donovan to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

The following bids for radios for the Sheriff's Department were opened:

RADIOS

Cartwright Communications Company  
Sinclair  
Communication Express  
Wright Communications  
Ossipee Mountain Electronics and Police Supply  
Testco

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Radios (Continued):

R&R Communications  
Ericson GE Mobile Radios

Comm. Henderson moved to authorize Sheriff Vetter to shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Barka and voted on in the affirmative.

Mr. Dave McKenzie from R&R Communications spoke to the Commissioners with regard to the radio bids and commented that the bids were sent under the auspices of the County Commissioners and signed by them. Mr. McKenzie stated that the bids for the repeaters and the bay station for the Sheriff's department specifically says that., "...further the County reserves the right to make the award based on equipment manufactured in the United States and the supplies past history of quality and service of similar products." Mr. McKenzie said the bid called for products made in the United States and according to the bid his company submitted, all products were American made. Mr. McKenzie continued that his company, R&R Communications, bid on the portable radios and that bid did not request American made products. Mr. McKenzie said the Maxon radio is not made in America and based on the two bids it would be nice if they were consistent. Mr. McKenzie stated that he bid a Motorola product, manufactured in the United States, and he suggests that it would be nice to see American made products as a requirement on both bids.

Mr. William McMahon, Director of Correctional Services from VOREC Corporation, presented a demonstration for an electronic ankle bracelet for potential use by the House of Corrections. Mr. McMahon stated that electronic monitoring is a standardized program throughout the world and it is a simple principle. There is a transmitter located in a fiber optic cable which signals every second and a half when it is connected appropriately and that signal is transmitted to a receiver that is placed in the home at a strategic location to a telephone outlet and the person wearing the anklet is not allowed to go beyond the confines of 150-200 feet of the receiver. Mr. McMahon stated that their signal is sent out at a higher frequency which provides less interference. Mr. McMahon states that his company's product makes it almost impossible to breach due to the design of the fiber optic cable. In addition to the active system, another piece of equipment is available which signals and the wearer of the anklet must pass a voice test and if the voice test fails the computer signals that the person is out of range. Mr. McMahon said similar products use telephones for voice tests but this product is a self-contained unit which stores fifteen templates of individual voices, three of which are contained within the equipment, and when the person calls in for a voice test the oldest template is kicked out and is replaced by a new template which provides current voice tests. Mr. McMahon stated that another piece of equipment available is a field verifier and a programmer which is used to do random checks on populations and allows one to check on the location of the person wearing the anklet without going into buildings. This equipment lets you know within 1,000 feet if the person is in a certain area. Mr. McMahon reported that this

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equipment does not replace incarceration but is an administrative tool available to the Superintendent of the Jail to better manage her population. Mr. McMahon said the equipment costs less than \$5/day and is paid for by the person who wears it and would cost the county nothing. Mr. McMahon cautions the Commissioners to not look at this as a potential revenue source because of the need to provide for the indigent population of the jail. Comm. Henderson asked where the anklet is being used currently and Mr. McMahon responded that it is in use in Merrimack, Coos and in Cheshire Counties, throughout the United States and the company is looking at the European market. Mrs. Donovan said she has talked with Mr. McMahon and is looking to use this minimally with some of the work release inmates. Mrs. Donovan said it would be paid for by the inmates and would be at no cost to the county. She added that the guidelines for usage of the anklet are a combination of a judge with the recommendation of the Superintendent and there are a lot of policies which state the prerequisites before someone is eligible to use this. Mrs. Donovan would like to start with four or five work release inmates who meet with the appropriate conditions. Comm. Henderson noted that every inmate that can be kept secure under work release is tens of thousands of dollars saved by the county. Comm. Henderson stated that he is not prepared to make a decision today on this issue as he wants to discuss this with other officials and Mrs. Donovan, look at other vendors who offer a comparable device which is consistent with the county's bid procedure and he would like to hear about the experiences of other New Hampshire counties.

Mrs. Theresa Young reported that there are two requests for overexpenditures which need to be approved by the Commissioners. Comm. Henderson stated that the first one involves the courthouse building and the need to determine the appraised value of the building to identify its condition, its cost for rehabilitation and its potential uses. Comm. Henderson said this would require an overexpenditure since there is no appropriate line item for this. Comm. Henderson moved to approve the request for overexpenditure as recommended by the Fiscal Officer by transferring \$5,000 from line item 01-5200-92.00, General Government Bond Payment to line item 01-9150-01.01, General Government Land Survey, seconded by Comm. Barka and approved in the affirmative.

Mr. Michael Morin described the second request and stated that \$32,000 had been budgeted under the Legal Bond Bank Fees line item based on figures from last year and that amount is not sufficient this year because of two unanticipated expenses for the bond. Mr. Morin stated that he was under the impression that paying agents fees were paid over the life of the bond every year but they are not - they are charged up front (\$3,200). Mr. Morin added that Moody's charged \$7,600 to confirm the county's AA rating. Comm. Henderson moved to approve the request for overexpenditure submitted by the Assistant Treasurer on behalf of the Treasurer by transferring \$11,000 from line item 01-5200-92.00, General Government Bond Payment to line item 01-4101-38.00, Legal Bond Bank Fees, seconded by Comm. Barka and voted on in the affirmative.

Comm. Henderson spoke about the investigative jurisdiction which has been discussed at a previous Commissioners meeting. Comm. Henderson said that the Commissioners received documentation from Mr. Don Reddin of the Sheriff's Department and from

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County Attorney Carleton Eldredge with regard to the various interpretations of authority to investigate. Comm. Henderson stated that common consensus is that where it relates to criminal investigations the County Attorney has broad statutory latitude. Comm. Henderson said that he and Comm. Barka have requested, in writing, that the county attorney substantiate any information he has on the statement he made with regard to a conflict of interest between the Sheriff's department and the Department of Corrections. In addition, Comm. Henderson said, it has been alleged that there is some question in the County Attorney's mind with regard to the adequacy of the current Superintendent of Corrections and the management of the Department of Corrections. Comm. Henderson stated that since the Commissioners are the managers of the Department of Corrections, they have requested, in writing, that the County Attorney provide the Commissioners with all information available in order to take appropriate action, if any is needed. Further, in Comm. Henderson's discussions with Mr. Redden, Deputy Alden and Superintendent Donovan, a decision was made to clearly categorize the Sheriff's responses to the Department of Corrections since there may be a misimpression that the Sheriff investigates numerous criminal incidents at the Department of Corrections and in reality, the Sheriff rarely investigates a clearly criminal incident at the Department of Corrections and a huge majority of the incidents reviewed are just that, incidents. Comm. Henderson stated that the Department of Corrections and the Sheriff's office have confirmed that in nearly every case there would not be a criminal case or criminal action taken - it is mostly skirmishes. Comm. Henderson stated he solicited, on behalf of the Board, a way to differentiate between clearly criminal incidents which would require the involvement of the County Attorney and non-criminal incidents that would not require the involvement of the County Attorney in order to provide the proper way for the Department of Corrections and the Sheriff's Department to continue to work together as they have been doing in years past.

Deputy Alden presented an Incident Administrative Review Procedure policy on behalf of the Sheriff who is out of state on a training session and reported that he and Mr. Reddin worked very closely with Superintendent Donovan and feel it is a common goal between the Department of Corrections, the Sheriff's Department and the County Attorney to deter crime and to make Rockingham County. Deputy Alden proceeded to read the procedure established by the Sheriff's Department and Comm. Barka asked Deputy Alden if he had given the County Attorney a copy of this? Deputy Alden replied that he had not and it was his understanding that the County Attorney would be present at this meeting. Comm. Barka said that he did not think the County Attorney would agree with this procedure. Deputy Alden responded that this procedure did not have to do with the County Attorney, this was a procedure adopted by the Sheriff as his policy for his department. Deputy Alden said that it was his understanding that the County Attorney's concern was with investigating criminal acts within the jail - specifically *serious* criminal acts - and this policy was an administrative review procedure for any complaint forwarded to the Sheriff's department which allows them to review the incident at hand and if it is determined that it is a serious criminal matter it will be immediately be forwarded to the County Attorney's office, along with any information obtained while doing the administrative investigation, simultaneously notifying the Commissioners of the serious crime which is to be turned over to the County Attorney's office. Deputy Alden stated that this policy allows the

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Sheriff's department the latitude to look into any incidents occurring within Rockingham County, as the Sheriff's department is prescribed by law to do, and to determine the exact nature of the incident for forwarding, if necessary. Deputy Alden said this procedure would be in effect for all county departments, not just the jail, and this was a procedure to allow the Sheriff's department to reach the goal which the County Attorney is requesting. Comm. Barka reiterated that the County Attorney would not agree with this and Deputy Alden replied that with all due respect to the County Attorney, this was an internal operating procedure which only the Sheriff could institute within his department and he is here today to ask the Commissioners to support these guidelines and if the County Attorney wishes to have input the Sheriff's Department would be glad to talk with him. Comm. Henderson stated that all this policy does is recognize the fact that most of the work that the Sheriff's Department does, in support of the Department of Corrections, has nothing to do with criminal investigations, they are merely a support agency able to provide a valuable service in a timely fashion to the county jail because of the benefit of being housed in the same facility. Comm. Barka said that the County Attorney has stated that "he" will decide on what is criminal. Deputy Alden stated that the Sheriff would supply all records if it is a criminal matter and the County Attorney wishes to investigate. Comm. Henderson said there may be disagreement on this policy but the Commissioners are the ones who are supposed to be managing the Department of Corrections and it is necessary for the Commissioners to find a way to prevent gridlock based on someone saying they have the power and the Commissioners did have the advice and participation of an attorney in drafting the internal administrative procedures.

Comm. Henderson moved that the Rockingham County Commissioners support the Incident Administrative Review Procedure implemented by the Rockingham County Sheriff's Department on this date and recommend that it be utilized throughout the departments in this county. The motion was seconded by Comm. Barka and voted on in the affirmative.

Comm. Henderson moved that the Rockingham County Commissioners support the Incident Administrative Review Procedure implemented by the Rockingham County Department of Corrections on this date. The motion was seconded by Comm. Barka and voted on in the affirmative.

Comm. Henderson said that he hoped the County Attorney would respond to the letter sent to him in order to get a clear understanding of the allegations made.

Mr. Ernie Woodside, Director of Maintenance, reported that at the last Commissioner's meeting one bid for the removal of solid waste from the nursing home was received and opened from Rome Construction and Mr. Woodside awarded the bid to that company for \$53,932. Mr. Woodside said the bid meets the bid specs and as indicated in the bid specs, the prices is for estimated tonnage and if there is more tonnage a change order would be addressed at a future date.

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Mr. Woodside requested a bid waiver for the auction of ten pieces of farm-related equipment. Mr. Woodside explained that he FAXed a questionnaire to eight auctioneers requesting that they respond to those questions and three of the eight complied with that request. Mr. Woodside stated that Mears Tractor in Plaistow has been holding auctions for years which draws approximately 300-3,000 attendees at this auction. Mr. Woodside stated that all advertising would be paid for by Mears and the only charge would be \$25 for each bid the county refused because the price was too low. He noted that Mears charges for the use of the property and he recommends that this is a good approach and one in the best interests of the county. Comm. Henderson said he received a call from an auctioneer and it was determined that no auctioneer in the area has the ability to reach the amount of people that Mears reaches and because this auction will be held very soon it provides the county with an opportunity to reach a large potential of customers. Comm. Henderson moved to waive the bid for the auction of farm equipment consistent with the letter dated April 11, 1994 submitted by the Director of Engineering and Maintenance Services. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Woodside requested a bid waiver for replacements of windows in the Blaisdell building for the sum of \$4,512 which is \$564/each. Mr. Woodside said these windows would be replaced from a fixed type of window to a window which is a duplicate of the windows put into Underhill which would allow air flow and would provide uniformity. Comm. Henderson moved to waive the bid for the purchase of eight window units as stated in a letter dated April 11, 1994 from the Director of Engineering and Maintenance Services. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Woodside requested a bid waiver for \$6400 for parts for jail computer cabinets which controls all the locking devices for the jail and the company is the sole source vendor for this product. There was general discussion among the Commissioners and some department heads as to where the money would come from for this request. Mr. Woodside stated that it would come from the jail account. Mrs. Theresa Young noted that the Commissioners have previously voted to close out the jail account and that only account remaining is the Capital Account for specific projects. Mrs. Young wanted to know if she needed to re-allocate the lines? Mr. Woodside responded no, that the Commissioners closed out the bond portion of the project for the jail and under the Type C account there is allowances in that account for jail-related items. Comm. Henderson stated that the Commissioners would sign this but if there was a problem with the line, it would not be done. Mrs. Young said that approval would be needed from the Executive Committee. Comm. Henderson moved to approve the request for bid waiver for the purchase of spare parts indicated on the letter dated April 11, 1994 from the Director of Engineering and Maintenance Services, seconded by Comm. Barka and voted on in the affirmative. Comm. Henderson reminded Mr. Woodside of the Commissioners stipulation with regard to line items and Mr. Woodside said that he would discuss this with Mrs. Young.



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Mr. Woodside reported that the stamps for the slaughterhouse have been destroyed on this date in front of the federal inspector and the remains of those destroyed stamps are being kept in his office.

Mr. Sturtevant reported that the census for today is 291 with 72 clients in the Adult Center and 31 children in the Children's Center.

Mr. Sturtevant reported the results of the bids for frozen foods and provisions which had been opened at a previous Commissioners meeting. The awards were as follows:

FROZEN VEGETABLES:

Jordans.....	\$ 744.54
Associated Grocers.....	1,812.44
JP Food Service.....	257.85
SS Pierce.....	528.00
Hallsmith/Sysco.....	689.70
Shaheen Brothers.....	80.55
Northcenter Food.....	578.00
TOTAL.....	\$4,691.08

PROVISIONS:

Jordans.....	\$1,426.26
Associated Grocers.....	579.68
SS Pierce.....	3,578.50
Hallsmith/Sysco.....	169.80
Donahue Brothers.....	451.80
Shaheen Brothers.....	1,101.70
Northcenter Food.....	698.00
TOTAL.....	\$8,005.74

Mrs. Donovan reported that the count for today is 194 with 102/Pre-Trial and 92/Sentenced.

Mrs. Donovan presented the Commissioners with correspondence from Williams Communication with regard to their contract. Mrs. Donovan referenced a section of that correspondence which stated that if this company is not allowed to use the county's bucket truck there would be a charge of \$75/hour to rent an outside truck to access the cameras. Mrs. Donovan said she spoke with Mr. Woodside and he is against using the county bucket truck for this purpose. Mr. Woodside stated if the Commissioners want the bucket truck used he would ask for their vote and approval on this but his reasons for not allowing this is that, by law, the driver must have a commercial driver's license and air brakes. Mr. Woodside said there are three county employees who meet those qualifications. Secondly, he stated, the bucket truck is hydraulic and if an outside vendor


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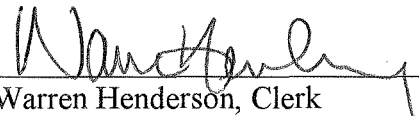
used the truck and has no insurance, the county would be liable and he does not feel it is in the best interests of the county to allow this. Mrs. Donovan stated that she has someone assigned to the jail eight hours a day who can operate the bucket truck and the neither the operator or the truck would be needed often. Comm. Henderson said if the truck and the driver are available it should be used, provided there is proof of adequate insurance.

There being no further business to come before the Commissioners, Comm. Henderson moved to adjourn at 3:40 PM, seconded by Comm. Barka and voted on in the affirmative.

Submitted by,

  
\_\_\_\_\_  
Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 18, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Diane Gill, Director of Human Services; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mr. Wayne Vetter, High Sheriff; Deputy Mike Alden, Sheriff's Department; Mr. Michael Morin, Deputy Treasurer; Mr. Roy Morrisette, Director of Personnel; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Mr. Jack Spillaine of the *Portsmouth Herald*, Ms. Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 2:00PM. Comm. Henderson moved to approve the minutes of April 11, 1994, seconded by Comm. Barka and voted on in the affirmative with Comm. Walker abstaining as she was not in attendance at that meeting.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young reported that UNH Cooperative Extension would like to make a presentation for a pilot program at the Commissioners meeting on Monday, May 2, 1994. The Board agreed to have Cooperative Extension present their proposal on that date.

**REPORT FROM THE TREASURER** - Mrs. Patricia Kelley

Mr. Morin presented the Treasurer's report in the absence of the Treasurer and reported that the first meeting of the QAT's has been held and the next meeting will be on May 3, 1994. Comm. Henderson noted that he has observed progress in the standardizing of bid language. Mr. Morin said that he had sent a memo requesting input from different departments and that he will now be drafting a policy for the bid process.

**REPORT FROM THE SHERIFF** - Mr. Wayne Vetter

Sheriff Vetter reported that the bid for the Novell 20 computer system has been awarded to White Mountain Computer Company from Nashua, NH. Sheriff Vetter reported that the actual low bidder was Obedient Computer but they had not returned his office's phone calls. Sheriff Vetter will report on his recommendations for the radio parts and equipment bid when he has had a chance to review them.

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**REPORT FROM HUMAN SERVICES** - Mrs. Diane Gill

Mrs. Gill presented the state bill and reported that intermediate nursing care costs were high last month; DCYS is still running high with 24 children at YDC; the ATPD numbers are up as a result of the change of guidelines which began December 1, 1993. Mrs. Gill stated that she went back and looked at the numbers and they have been steadily rising since November, 1993 with the count this month at 753 compared to 654 in November. Mrs. Gill reminded the Board of the Mediation Appreciation Dinner which will be held in Derry on Wednesday, April 20, 1994 and reported that Heather Merrill will be there to speak to the volunteers.

**REPORT FROM THE MAINTENANCE DEPARTMENT**- Mr. Ernest Woodside

Bids for the Gas Pump System were opened and received from the following:

Fedco Petroleum Institute  
Gould Equipment Company

Comm. Henderson moved to authorize Mr. Woodside to shop the bids and to report back to the Commissioners with his recommendation for the awarding of the bid. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

Bids for the Ice Pond Dam were opened and received from the following:

Brown Industrial Company  
GZA - Geo Environmental  
Bancroft Contracting Corporation  
Waterline Industries Corporation

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to report back to the Commissioners with his recommendations for the awarding of the bid. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside requested a bid waiver for \$2,000 for VC floor tile for the Fernald corridor located next to the employees' cafeteria. This tile was purchased from BC Floor Tile and is the same tile used in the Driscoll building and he is requesting the waiver since there are no other vendors who can supply this product and who could match A&E Company's price. Comm. Walker moved to waive the bid, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Woodside requested the Board's signatures on an invitation to bid for additional farm equipment which involves grain bins, gates and feed bunks. Mr. Woodside suggested that it be sent to the towns by the Commissioners' Assistant and that it also be announced at the Mears auction. Comm. Walker suggested that it might be more appropriate to place

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this in the Market Bulletin along with the slaughterhouse operator bid as the Bulletin reaches the farmers who would be using this equipment. Comm. Henderson moved that the property listed on Mr. Woodside's Invitation to Bid, dated April 18, 1994, be listed as surplus equipment. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside referenced the Old Business portion of the agenda and asked the Board to set a date for the EPA guideline workshop. The Board agreed to meet with Mr. Woodside on Tuesday, April 19, 1994 at 1:00 PM. Mr. Woodside also referenced the meeting with Mary Currier from the Conservation District and reported that he has talked with Mrs. Currier and is waiting to hear back from her.

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

Mr. Sturtevant reported that the count for today is 295 with 72 clients in the Adult Day Care Center and 31 children in the Children's Day Care.

Mr. Sturtevant reported that the low bidders for the paper products bid which were opened last week are as follows:

Bay Golf Colony.....	\$571.90
Beautiful Rags.....	323.60
Central Paper.....	1,368.25
Portsmouth Paper.....	6,772.03
Total Med.....	139.80
TOTAL.....	\$9,120.58

Mr. Sturtevant reported that the low bidder for the milk bid was Laurel Farms and the low bid for Wheelchair Parts was Medical Mart for \$1,218.10.

Comm. Walker moved to award the bids to the low bidders as recommended by Mr. Sturtevant. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Bids for Beef were opened and received from the following:

Associated Grocers  
Poultry Products

Comm. Walker moved to authorize Mr. Sturtevant to shop the bids and report back to the Commissioners with his recommendations. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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Mr. Sturtevant reminded the Board that National Nursing Home Week will be held during the week of May 8, 1994. Mr. Sturtevant reported that the employee service awards which have been held during the evening in the past will be held throughout the employees' meals this year. Mr. Sturtevant also reported that there will be an Employee of the Month recognition rather than an Employee of the Year. Mr. Sturtevant said he also received a suggestion from two nursing home employees to develop a logo for the nursing home and that he is seeking a graphic designer who can assist in judging those designs - the deadline for submission is May 13, 1994. Mr. Sturtevant reported that the nursing home will be closed on Sunday, May 15, 1994 for Sunday Brunch which is open to employees' families and the public.

Comm. Henderson reported that a search for on-site day care has been underway for some time and that bids from two providers were received, Leap Into Learning from Portsmouth, NH and the Seacoast Learning Collaborative which has several sites located in Rockingham County. Comm. Henderson moved to send a letter of intent to the Seacoast Learning Collaborative designating them as the County's preferred provider for day care services and that the Commissioners enter into a two-week negotiating period to work out the terms of the contract. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative. Comm. Henderson noted that both vendors had high quality programs and provided good care and if agreement is not reached with the Seacoast Learning Collaborative, the County will negotiate with Leap Into Learning. Comm. Henderson stated that the Board's intent was to see if details could be worked out within a two week period and a letter from the Commissioners to the parents and staff of the day care will be sent to inform them of the Board's decision.

Comm. Walker explained that Seacoast Learning Collaborative is a non-profit service agency that is owned and governed by 21 different school districts, mostly in the eastern section of Rockingham County and at the present time provides services in three different locations. Comm. Walker stated they have day care, pre-school, kindergarten, and special Ed programs and the county will be the first program they will be developing for under three-year olds. Comm. Walker reports that their programs have been very successful and they currently have 140 children enrolled in their programs. Comm. Walker stated that one of the most interesting aspects of the Collaborative's programs is the ability to detect special education needs in young children before the age of three which helps the schools in early detection of special needs.

**REPORT FROM THE DIRECTOR OF THE DEPARTMENT OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reported that the count today is 198 with 106/Pre-Trial and 92/Sentenced.

Mrs. Donovan recommended that the Commissioners award the bid for Maxon Radios to Gorton Communications for \$2,723.50. Comm. Walker moved to accept the

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recommendation of the Director of the Department of Corrections, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mrs. Donovan reported that she has received the liability insurance from Williams Communications which will provide sufficient protection for Williams Communication's use of the county's bucket loader.


Mrs. Donovan thanked Williams Communication who responded to an emergency call for their assistance due to a shutdown of equipment at the jail. Mrs. Donovan stated that the main disc went down and Williams Communication responded in thirty minutes. The following day Mr. Williams spoke with Mrs. Donovan and the county received a 50% discount as a result of that conversation. Mrs. Donovan said the bill was \$990 and it was discounted to \$495. Mrs. Donovan stated that she had checked with Javelin Systems from California to see what company would be authorized to service the equipment at the jail and was advised that the only certified Javelin system contractor in the area was Cote and Williams Communication. Mrs. Donovan said that she has called Cote several times and her calls have not been returned and thus, Williams Communication is the only other certified contractor for this system.

**REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette**

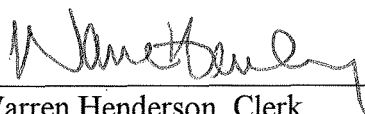
Mr. Morrisette reminded the Board that the Personnel Commission would be meeting on Tuesday, April 19, 1994.

There being no further business to come before the Commissioners, Comm. Henderson moved to adjourn at 2:50 PM, seconded by Comm. Walker and voted on in the affirmative.

Submitted by,

  
\_\_\_\_\_  
Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 25, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mr. Michael Morin, Deputy Treasurer; Sheriff Wayne Vetter, High Sheriff of Rockingham County.

Chairman Barka opened the meeting at 2:00PM. Comm. Henderson moved to approve the minutes of April 18, 1994, seconded by Comm. Barka and voted on in the affirmative.

**REPORT FROM THE MAINTENANCE DEPARTMENT-** Mr. Ernest Woodside

Mr. Woodside discussed the bid results for the Ice Pond Dam. Discussion ensued and Comm. Walker asked why the bid was so much lower than the original estimate? Mr. Woodside explained that the original discussion was with an engineering firm that had provided an estimate in order that the County could submit reimbursement from the Federal Government. Comm. Henderson moved to award the bid for the Ice Pond Dam project to Waterline Industries of Kingston, NH for an amount not to exceed \$84,777. The motion was seconded by Commissioner Walker and voted on unanimously in the affirmative.

Mr. Woodside also reported on the results of the farm equipment that went to auction on Saturday, April 23, 1994 under the direction of Pollack & Sons of Plaistow, NH. Mr. Woodside stated that nine of the ten items offered were auctioned for a total of \$20,900 and that these items will be deleted from the inventory.

Discussion took place on the need to re-submit Bid Waiver requests that have been previously approved by Commissioners Barka and Henderson. Comm. Walker noted for the record that the entire Board of Commissioners had not voted on these waiver requests and therefore they were not properly approved. Comm. Walker stated that she felt it was necessary for these requests to be approved by the full Board, three members, not when there is only two members of the Board present. Comm. Henderson disagreed and read a definition of "unanimous" from the legal dictionary. Comm. Henderson moved that for clarification the definition of "unanimous" would be a vote that recorded no dissent. For example, if the vote was 2-0 with no dissent, it would be a unanimous vote just as a 3-0 vote would be unanimous. The motion was seconded by Comm. Barka and passed 2-1 with Comm. Walker opposed.



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**REPORT FROM THE SHERIFF** - Mr. Wayne Vetter

Sheriff Vetter reported that the bids for radio equipment have been received and reviewed. The Sheriff stated that the bid was in two phases - one was for radio parts with Sheriff Vetter recommending Cartwright Communications and the other was for base station equipment with the Sheriff's recommendation of Erickson GE. Commissioner Walker moved to award the bids to Cartwright Communication for radio parts and to Erickson GE for base station equipment. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative. Mr. Michael Morin was instructed to send letters with the bid results to those vendors who had submitted a bid on the radio equipment.

Mr. Morin's role in the bid process was discussed along with the need for maintaining a central bid list. Comm. Walker explained that the Commissioners office has kept a central bid list over the years. She added that new bid lists may need to be created and the old list needs to be updated.

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

Nursing Home bids for the following were received and opened:

EGGS

Dorothy Egg Farms  
Jaskolka's Egg Farm, Inc.

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to present his recommendation to the Board of the lowest bidder or the one deemed in the best interests of the County. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

BEEF:

Associated Grocers  
PYC Packing  
Jordans

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to present his recommendation to the Board of the lowest bidder or the one deemed in the best interests of the County. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

April 25, 1994

LINENS:

Acme Textiles Co., Ltd.  
Baltic Linen Company, Inc.  
B-Dry  
Boston Trade International, Inc.  
Joseph Garland, Inc.  
New England/Best Manufacturing

Victor Rome  
Signature Textile  
Star Linen  
Star Silk Woolens  
Textile Sales, Inc.  
Universal Textiles

Poseidon

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to present his recommendation to the Board of the lowest bidder or the one deemed in the best interests of the County. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

CARPET EXTRACTOR

Brite Technologies  
G.T. Johnson  
M.D. Stetson  
Arnold D. Clement

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to present his recommendation to the Board of the lowest bidder or the one deemed in the best interests of the County. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Sturtevant reported on the results of the beef bid which had been opened at a previous Commissioners meeting and recommended Associated Grocers. Comm. Walker moved to award the bid for beef to Associated Grocer for \$3,280. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Henderson spoke for the record and reported that his wife, Linda, sits on the Executive Committee of the Board of Directors for the Seacoast Learning Collaborative. Comm. Henderson stated that he was not aware of this possible conflict when the Board had entered into negotiations for a child care center with the Seacoast Learning Collaborative. Comm. Walker stated that she did not see any problem at this time since the Board had not yet awarded the bid to the Seacoast Learning Collaborative.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young requested that the Board discuss a possible shortfall in the Human Services budget. She will submit three options to the Board by Friday, April 29, 1994. Comm.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

April 25, 1994

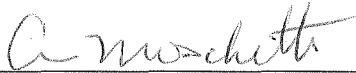
Henderson explained that the Commissioners were in the process of gathering information and this issue would be discussed at a future date once all information has been gathered.

Comm. Walker moved that the Board's position be that Renny Perry represent the County in any present or future formal grievances regarding the union contract at the Corrections Department and that this be on an as-needed basis when the Personnel Officer and the Department of Corrections determine a need. The Personnel Officer and the Corrections Department are to notify the Board before this action is taken. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker stated that she did not realize that non-union members were in Group II retirement when the budget was passed. Comm. Walker moved to authorize non-union employees to be eligible for Group II retirement as of May 1, 1994. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

There being no further business to come before the Board, Comm. Walker moved to adjourn at 3:13 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,



---

Ann Moschetto  
Secretary to the Rockingham County  
Nursing Home Administrator

Approved by,



---

Warren Henderson, Clerk  
Rockingham County Commissioners

/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**May 2, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mr. Michael Morin, Deputy Treasurer; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mrs. Betty Luce, Register of Deeds; Mrs. Diane Gill, Director of Human Services; Ms. Denise Breidegam from Foster's Daily Democrat; Mr. Jack Spillaine of the Portsmouth Herald; Mrs. Robin Wojtusik, Director of UNH Cooperative Extension; Mr. Dave Foot, Computer Technology Specialist and Coordinator at the University of New Hampshire; Mr. Hall Schroeder, Special Projects Coordinator at the University of New Hampshire; Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka opened the meeting at 2:00PM and introduced Mrs. Robin Wojtusik from UNH Cooperative Extension who introduced Mr. Dave Foot and Mr. Hal Schroeder from the University of New Hampshire who were present at this meeting to propose computer technology opportunities. Mrs. Wojtusik stated that a survey of computer needs in the County was done by Mrs. Theresa Young. Mr. Schroeder provided background information and stated that the University of New Hampshire Cooperative Extension wrote a grant for AGSAP (Agriculture Satellite Service) with the intention of enabling all ten counties in New Hampshire to utilize the communications superhighway system. This would provide both down link and up link capabilities at UNH. The up link capability has already been funded which will provide UNH with the ability to broadcast and the hope is that enough money will be received from grants to allow the ten counties to have satellite dishes for down link capabilities. Mr. Schroeder said this system would be used for training personnel and to enable the counties to use the dishes for any of their departments. Mr. Schroeder talked about exploring the possibility of developing training centers in the county which would offer training for county and extension employees. Mr. Schroeder would like to use Strafford and Rockingham Counties to institute pilot programs which if successful could then be used as models for other counties. Comm. Walker moved that the Board of County Commissioners endorse the concept of using Rockingham County, in coordination with UNH Cooperative Extension, for a pilot program for computer technology. The motion was seconded by Comm. Barka and voted on in the affirmative.

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young was present at this meeting but had no report to make.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 2, 1994

**REPORT FROM THE TREASURER** - Mr. Michael Morin

Mr. Morin presented the Treasurer's report in the absence of the Treasurer and announced that he would be attending a seminar this week from Wednesday through Friday which would present a problem with payroll. Mr. Morin said that Mrs. Kelley would be available on Wednesday.

**REPORT FROM THE SHERIFF** - Mr. Wayne Vetter

Sheriff Vetter was in attendance but had no report to make.

**REPORT FROM THE REGISTER OF DEEDS** - Mrs. Betty Luce

Mrs. Luce presented a request for a bid waiver for changing the computer language for the software on the AS400. Comm. Walker requested that this be postponed until next week when all three Board members would be present.

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

Mrs. Gill remind the Board that the Grant review will be held at 9:45 AM on Thursday, May 5, 1994, at the Human Services building. Mrs. Gill also reported that there will be a fund-raiser for the Portsmouth Mediation Program. Dr. Steve Comeau will be providing free massages on May 7, 1994 from 10:00 AM - 2:00 PM at Greenleaf Woods, Suite 101, in Portsmouth. All donations and proceeds will benefit the Seacoast Mediation Program.

**REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reported that the count for today is 207 with 112/Pre-Trial and 95/Sentenced. Mrs. Donovan requested a Non-Public Session to discuss a personnel issue.

**REPORT FROM THE MAINTENANCE DEPARTMENT**- Mr. Ernest Woodside

Mr. Woodside presented a check for \$21,218 for the farm equipment that was sold at auction recently. Mr. Woodside also received the Commissioners signatures on an award letter to Waterline Industries. Mr. Woodside also requested the Board's help, or their authority for him to act on their behalf, in getting the necessary permits in a timely fashion to repair the Ice Pond Dam. Comm. Walker moved to authorize Mr. Woodside to contact the necessary government departments as per Waterline Industries letter of April 28, 1994 along with Councilor Griffin and any other individuals who may provide assistance in speeding up the permit process. The motion was seconded by Comm. Barka and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 2, 1994

Mr. Woodside reported that two weeks ago he met with Commissioners Walker and Henderson with regard to the well head protection program under the Clean Water Act and at that meeting the Commissioners became aware of the seriousness of the Clean Water Act and the work that needs to be done in order to comply with the Act. Comm. Walker moved that the Board of Rockingham County Commissioners authorize the Director of Engineering and Maintenance Services to act as their agent on their behalf to take any and all action necessary for the implementation of a Well Head Protection Program under the Clean Water Act, and to proceed to implement all necessary procedures to ensure full compliance by the County Complex. The motion was seconded by Comm. Barka and voted on unanimously in the affirmative.

Comm. Walker reported that in-line with the above motion it would be in the best interests of the County to protect the existing farm land. Comm. Walker moved that the farm land in the Rockingham County complex not be leased or rented to anyone and that it would stay under the control of the Commissioners in order to guarantee that the County is in compliance with the Clean Water Act. The motion was seconded by Comm. Barka and voted on unanimously in the affirmative.

Mr. Woodside reported that he had inspected the slaughterhouse and found a coil in the walk-in cooler had a leak in it which must be repaired before the slaughterhouse can be leased. Mr. Woodside told the Board that the cost of the coil is \$2,500.

Mr. Woodside reported that the Mitchell parking lot will be closed on Wednesday so that the lot can be striped and swept.

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

Mr. Sturtevant reported that the count for today is 298 with 72 clients in the Adult Day Care Center and 31 children in the Children's Center. Mr. Sturtevant provided his recommendations for the awarding of bids for the following:

LINEN:

Boston Textile.....	\$990.00
NE Company/Best Mfg. ....	4,151.25
Walter Mayer .....	930.00
Textile Sales.....	1675.00
Star Silk Woolens.....	2,003.75
Star Linen.....	537.00
Baltic Linen Co. ....	1,106.88
Victor Rome Co.....	177.94
Boston Trade Int'l.....	375.86

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 2, 1994

Acme Textile.....3,288.30  
TOTAL..... \$15,235.98

Comm. Walker moved to award the bids for linen to those vendors recommended by Mr. Sturtevant. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Sturtevant reported on the beef bid for three-way boneless chucks select 2,000 lbs. and stated that Associated Grocers bid was for \$1.21/lb.; PYC Packing at \$1.23/lb. and Jordans Meat at \$1/26/lb. Comm. Walker moved to award the bid for beef to Associated Grocers for \$1.21/lb. The motion was seconded by Comm. Barka and voted on in the affirmative.

Mr. Sturtevant reported there were two bidders for eggs - Dorothy Farms minus \$.12 from the market price listed in the Boston Herald and Jaskalk as at \$.19 below the market price. Comm. Walker moved to award the bid for eggs to Jaskalkas, seconded by Comm. Barka and voted on unanimously in the affirmative.

Mr. Sturtevant reported three bidders responded to the carpet extractor bid - Clean-O-Rama for \$1,624, GT Johnson for \$1,393.50, and Bright Technologies for \$1,334. Comm. Walker moved to award the bid for the carpet extractor to Bright Technologies, seconded by Comm. Barka and voted on unanimously in the affirmative.

Mr. Sturtevant presented the Board with copies of events for National Nursing Home Week and asked that the Commissioners attend the Volunteer Luncheon on Monday, May 9, 1994; the Resident's Field Day on Tuesday, May 10, 1994, Staff Appreciation Day on Wednesday, May 11, 1994, the Resident's Tea on Thursday evening, and reminded the Board of the Family Brunch on Sunday, May 15, 1994 from 10:30 AM - 2:00 PM.

Mr. Sturtevant reminded the Board of an appointment on Wednesday morning, May 4, 1994, at 9:00 AM with Ben Hoffman to discuss Occupational Health and presented the Board with reading material to be reviewed before that meeting, referencing page 44.

Comm. Walker stated that the Director of Human Services has informed the Board that State Bills are coming in higher than anticipated and budgeted. Comm. Walker requested that the Fiscal Officer look throughout the budget to see if there is any money available on line items which could be used to address the shortfall in Human Services. Comm. Walker moved that in the departments under the Commissioners control any new positions or positions which were open on January 1, 1994 and are still open that they not be filled without the approval of the Board. Comm. Barka stated so there is no misunderstanding this means departments that the Commissioners are in control of and does not include elected officials. Mr. Sturtevant asked if this meant there was a hiring freeze and Comm. Walker replied that it was not a hiring freeze - it may be a temporary measure, it may last a month, but the Board wants to address it. Comm. Barka stated it would be taken case by case. Mr. Woodside asked if this included jobs that were posted and closed with the


BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 2, 1994

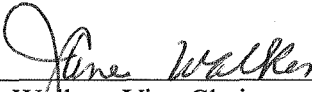
interviews completed and are awaiting decisions and Comm. Walker responded, yes. Comm. Walker reiterated that each individual case would be looked at before they are filled. Comm. Walker stated that the argument is if there was a position open on January 1st and it has not been filled by this time, postponing the filling of the position for another month would not be a "matter of life and death" and it would give the Commissioners a chance to look at the budget to see how the Board can address the expenditures that are coming in higher than anticipated. The motion was seconded by Comm. Barka and voted on unanimously in the affirmative.

There being no further business to come before the regular meeting of the Board of Commissioners, Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue on a roll call vote. The motion was seconded by Comm. Barka and voted on in the affirmative at 3:20 PM.

Submitted by,

  
\_\_\_\_\_  
Pam Calzini  
Temporary Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_  
Jane Walker, Vice Chairman  
Rockingham County Commissioners

/pc

Enclosures



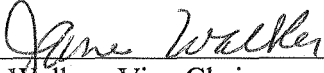
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
May 2, 1994

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 2, 1994**

At 3:20 PM the Board of County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3, II, (c), to discuss a personnel issue. Those in attendance were: Commissioners Walker and Barka and Mrs. Patricia Donovan, Superintendent of the Department of Corrections.

There being no further business to come before the Board in Non-Public Session, Comm. Walker moved to go out of Non-Public Session and to adjourn at 3:30PM, seconded by Comm. Barka, and voted on in the affirmative on a roll call vote.

Approved by,

  
\_\_\_\_\_  
Jane Walker, Vice Chairman  
Rockingham County Commissioners

JW/pc

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**May 9, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker; Mrs. Theresa Young, Fiscal Officer; Mrs. Diane Gill, Director of Human Services; Mr. Ernest Woodside, Director of Maintenance, Mrs. Jude Gates, Administrative Assistant/Maintenance Department; Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mr. Michael Morin, Deputy Treasurer; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Mrs. Patricia Donovan, Superintendent of the Department of Corrections; Mrs. Betty Luce, Register of Deeds; Ms. Denise Breidegam from Foster's Daily Democrat; and Mrs. Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka opened the meeting at 2:00 PM. Comm. Walker moved to accept the minutes of April 18, 1994, April 25, 1994 and May 2, 1994. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker moved to award the bid for providing child care for Rockingham County employees to the Seacoast Learning Collaborative and that the members of the Board be authorized to sign the contract. The motion was seconded by Comm. Henderson. Comm. Henderson stated that the process has been completed with substantial communication between the County and Seacoast Learning Collaborative and the Collaborative has been very forthcoming in addressing the concerns of the Commissioners, the staff and the parent and the agreement should be beneficial to all parties. Comm. Henderson added that the hope is that this is the beginning of a long lasting, cooperative relationship that benefits the community, staff and children. The motion was voted on unanimously in the affirmative. Comm. Henderson wished to note for the record that although most of the negotiations were done in his absence, the Seacoast Learning Collaborative has agreed to retain most of the county's staff which is beneficial for the county's children and their parents and eases the transition process. Comm. Walker asked representatives from the Collaborative if they were expecting the property to be leased furnished or unfurnished? They replied that it was assumed that there would be no other need for the equipment that is presently on-site such as the toys and supplies and that the Collaborative would gladly engage in a buyout of those items at a future date. It was agreed that the Board would discuss this further with the Collaborative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
May 9, 1994

**REPORT FROM THE FISCAL OFFICER** - Mrs. Theresa Young

Mrs. Young was present at the meeting but had no report to make.

**REPORT FROM THE TREASURER** - Mr. Michael Morin

Mr. Morin thanked the Treasurer, Mrs. Kelley, for coming in last week while Mr. Morin was attending a seminar.

**REPORT FROM THE SHERIFF** - Mr. Wayne Vetter

Sheriff Vetter was in attendance but had no report to make.

**REPORT FROM THE REGISTER OF DEEDS** - Mrs. Betty Luce

Mrs. Luce presented a request for a bid waiver for changing the computer language for the software on the AS400. Comm. Henderson moved that the Board of Commissioner revise their policy as to what constitutes a unanimous bid with regard to bid waivers. Comm. Henderson stated that a "unanimous" vote should be used to indicate all *three* members of the Board. Comm. Barka clarified that if two members of the Board are in attendance a bid waiver cannot be waived. The motion was seconded by Comm. Walker and voted on in the affirmative, 2-1, with Comm. Barka opposed. Comm. Barka stated that he felt if two Commissioners were present that should constitute a unanimous vote. Comm. Henderson moved to waive the bid process for writing the program for the AS400 as stated in the May 2, 1994 memorandum from Mrs. Luce. The motion was seconded by Comm. Barka and voted on unanimously in the affirmative.

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

Mrs. Gill was in attendance at this meeting but had no report to make. Comm. Henderson moved to approve the recommendations of the Grant Committee for this quarter to the following:

UNH Cooperative Extension .....	\$5,175.00
Raymond Parks and Recreation Department .....	8,500.00
Portsmouth Prenatal Clinic .....	15,000.00
Seacoast Mental Health - H.B. Program .....	12,000.00
Boy Scouts of America - Camperships .....	2,475.00
Londonderry Police Department - DARE .....	7,600.00
New Heights - Portsmouth P.D. ....	5,000.00
Rockingham County Child-Parent Meditation program .....	5,000.00

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 9, 1994

Recommendations for Grant Committee cont

YMCA Camp Lincoln.....	7,500.00
The Children's Connection.....	10,000.00
Juvenile Intake Officer.....	3,000.00

The motion was seconded by Comm. Walker and voted on unanimously in the affirmative

**REPORT FROM THE MAINTENANCE DEPARTMENT**- Mr. Ernest Woodside

Mr. Woodside reported that the removal work on the non-hazardous material in the dump behind the nursing home has been ongoing but the price for the work has gone beyond the bid estimates submitted by the bidders. Mr. Woodside submitted an Application for Certificate of Payment. Mr. Woodside stated that the original contract was for \$53,932 with a 5% retainage withheld, bringing the total payment to \$50,323.40. Mr. Woodside added that further review of the area for cleanup has been done and at this time the cost already exceeds the contract figure but since there are governmental requirements that this work be completed, Mr. Woodside requested payment of an additional \$30,573.80. Mr. Woodside stated that the estimated total cost of the job at this time will be \$135,055.80. Comm. Walker stated that retainage was held on the original contract and since the cost of this work is being estimated at three times that amount, she recommends that this same percentage be withheld on any future invoices. Mr. Woodside said he will be withholding the 5% retainage on future invoices. The Board signed change orders one and two for payment.

Mr. Woodside requested a Non-Public Session. Mr. Woodside also reported that Mr. Charles Thayer, the interim Register of Probate, has notified him that refrigerator portion of a combination kitchen, refrigerator, stove-unit is gone and he would like it replaced. Mr. Woodside is unable to determine whether the unit belonged to the court system or the county and stated that his understanding was that it belonged to the State. Mr. Woodside said that he will not provide the refrigerator without the permission of the Board. No action was taken on this issue.

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

Mr. Sturtevant reported that the census today is 297 with 72 clients in the Adult Day Care Center and 30 clients in the Children's Center.

Bids were received from and opened for  
PORK:

Poultry Products  
Associated Grocers

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 9, 1994

Comm. Henderson moved to authorize Mr. Sturtevant to shop the bids and to report back to the Board with his recommendations for the lowest bidder or the one deemed in the best interests of the county. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

**BAKERY PRODUCTS:**

S.S. Pierce/Kraft  
Northcenter Food Service  
Associated Grocers  
Jordans  
Donovan Brothers  
Hallsmith/Sysco

Comm. Walker moved to authorize Mr. Sturtevant to shop the bids and to report back to the Board with his recommendations for the lowest bidder or the one deemed in the best interests of the county. The motion was seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant presented the Board with correspondence for their files with regard to a Worker's Comp. claim with the Department of Labor which Comm.'s Walker and Barka had been briefed on last week.

Mr. Sturtevant reminded the Board he would be on vacation for the next two weeks and would return on May 31, 1992.

**REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS** - Mrs. Patricia Donovan

Mrs. Donovan reported that the count for today is 211 with 111/Pre-Trial and 100/Sentenced. Mrs. Donovan requested a Non-Public Session to discuss a personnel issue.

**REPORT FROM THE DIRECTOR OF PERSONNEL** - Mr. Roy Morrisette

Mr. Morrisette presented the Board with information relative to Boston Mutual for their review and changes with the request that this be done in order to be sent with employees' paychecks.

There being no further business to come before the regular meeting of the Board of Commissioners, Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c) to discuss a personnel issue on a roll call vote. The motion was seconded by Comm. Barka and voted on in the affirmative at 2:40 PM.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 9, 1994

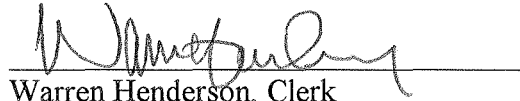
Submitted by,



Martha B. Golden

Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk

Rockingham County Commissioners

/mbg

Enclosures

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 9, 1994

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 9, 1994**

At 2:40 PM the Board of County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3, II, (c), to discuss a personnel issue. Those in attendance were: Commissioners Walker, Henderson, and Barka and Mrs. Patricia Donovan, Superintendent of the Department of Corrections.

1st Session

Mrs. Donovan briefed the Board on two personnel actions that she was recommending. One was the termination of a probationary employee and the other was the recommendation to the board to terminate another regular employee for failure to follow proper jail procedures, placing themselves, other CO's and inmates in a possible riot situation.

Commissioner Walker moved to terminate the CO as recommended by Superintendent Donovan for failure to follow proper procedures according to jail procedures. The motion was seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Commissioner Walker moved to seal the minutes for 24 hours in order that Mrs. Donovan could notify the two CO's of their termination. The motion was seconded by Commissioner Henderson and voted on unanimously in the affirmative.

2nd Session

Those in attendance were: Commissioner Barka, Commissioner Henderson, Commissioner Walker, Mr. Woodside, Director of Maintenance, and Mr. Morrisette, Director of Personnel

Mr. Woodside reported to the Board on the performance of one of his employees which he has serious concerns about.

No action was taken


The employee will meet with the Director of Personnel.

There being no further business to come before the Board in Non-Public Session, Comm. Walker moved to go out of Non-Public Session and to adjourn at 3:30PM, seconded by Comm. Henderson, and voted on in the affirmative on a roll call vote.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 9, 1994

Approved by,

A handwritten signature in black ink, appearing to read "Warren Henderson", written over the printed name.

Warren Henderson, Clerk  
Rockingham County Commissioners

WH/mbg



**MINUTES**  
**BOARD OF ROCKINGHAM COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**ROCKINGHAM COUNTY NURSING HOME**  
**BRENTWOOD, NH**  
**MAY 23, 1994**

A scheduled meeting of the Board of Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Theresa Young, Fiscal Officer; Mrs. Diane Gill, Director of Human Services; Mr. Ernest Woodside, Director of Maintenance; Mrs. Nancy Lang, of the Rockingham County Nursing Home; Mr. Michael Morin, Deputy Treasurer; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Mrs. Patricia Donovan, Superintendent of the Department of Corrections, The Honorable Representatives David Welch, Donna Sytek and Patricia Skinner; Mr. Thomas Battles; Ms. Denise Breidegam from Foster's Daily Democrat; Mr. Ed Puffer from the Derry News; Mr. John Hart of the Manchester Union Leader, Mr. Roomet Aring, Aring Schroeder; and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka opened the meeting at 2:00 PM and introduced Mr. Roomet Schroeder of Aring Schroeder. Mr. Schroeder proceeded to express his concerns regarding the failure of the Stabile Co. in the completion of the project items and his suggestion for the Board to initialize default proceedings. Commissioner Walker asked if there should be one more Commissioners meeting with Stabile and the Commissioners, regarding the time frame for the completion of the project. Mr. Schroeder explained that the Stabile Co. has had more than enough time to complete the project and his recommendation is to initiate the default proceedings. The motion was made by Commissioner Walker to notify the Stabile Co. by letter that the work must be completed within seven (7) days and if the work is not completed in 7 days a second notification would be issued. Mr. Woodside, Director of Maintenance stated that he had no problem with that and he reiterated that the Commissioners need to formally notify the Stabile Co. concerning the closure of the project. Mr. Schroeder suggested that the notice would serve as a push to complete the project. Commissioner Barka questioned Stabile's ability to close within seven (7) days and if a fourteen (14) day time limit might be more realistic. Mr. Schroeder suggested following the guidelines as stated in Article 2.4.1. Commissioner Walker stated that the Board should take the precautions as outlined in Article 2.4.1 of the general contract. Mr. Schroeder explained that the article serves as notice that the project is to be completed within 7 days, and if not completed within the 7 days, another notice of a 7 day time period be sent.

BOARD OF ROCKINGHAM COMMISSIONERS  
MAY 23, 1994

At this point the discussion was stopped due to a conference call placed by County Treasurer Patricia Kelly regarding the nomination and approval of Mr. Michael Morin as the Deputy Treasurer of Rockingham County. The motion was made by Commissioner Walker to accept the Treasurer's recommendation of the appointment of Mr. Michael Morin as Deputy Treasurer and seconded by Commissioner Henderson. All voted in favor. Mrs. Kelly stated that she had no other business to report.

The meeting returned to the discussion of the Stabile Co. issue. Commissioner Walker made the motion that the Board proceed accordingly under Article 2.4.1 of the contract with the Stabile Co. Commissioner Henderson made the second. Mr. Woodside questioned the amount of money it would take to close the project. Mr. Schroeder stated that it would be based on the drawings. The vote was unanimous in agreement of the motion.

**TREASURER'S REPORT**

Deputy Treasurer Michael Morin stated he had nothing to report other than to follow up on the needs of potential borrowing for the middle of the year, meaning July, so the process needs to begin earlier than the July date.

**-SHERIFF'S REPORT- HIGH SHERIFF WAYNE VETTER**

Sheriff Wayne Vetter had one issue to report on, that being the radio situation of the county. He has been working with the Congressional delegation, specifically the assistance of Sen. Judd Gregg and his staff. The Senator has contacted the FCC regarding unused radio frequencies. The result is that the Rockingham Sheriff's Department as well as other offices are being strongly encouraged to buy new equipment in order to avoid additional costs in 1996. This is not going to affect this radio system. The upgrade of the system will not be mandatory and will save much money for the county. It will cost thousands, not millions.

Commissioner Walker cited the current Crime Bill and the money going to each state. Several police departments in New Hampshire have already received money. Sheriff Vetter explained that the Crime Bill will pay 50% of the salary the first year, 25% the second year, and nothing the third year, with the most of the money going to the major cities.

**FISCAL OFFICE REPORT- JAYNE JACKSON**

Jayne Jackson reporting for the Fiscal Office in Theresa Young's absence. She stated that the Commissioners would need to appoint a representative to the DCYF as a trustee of the required trust fund. Commissioner Henderson questioned the length of the term. Commissioner Walker responded that the term would be until the budget of 1995 was approved. Commissioner Barka nominated Commissioner Walker and Commissioner Henderson seconded. The

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nomination passed with no opposition. Jayne Jackson also requested a non-public session to discuss issues related to the employee dental policy. She stated that the sooner the better due to the effect it would have on the individual employees' coverage as of June 1st. It was agreed that it will take place in non-public session to follow the current meeting.

**HUMAN SERVICES REPORT -MRS. DIANE GILL**

Diane Gill reported for Human Services that the DCYS numbers are at their highest juvenile levels ever with 454, the intermediate nursing care is also high and APDT is running a little higher than normal, and old-age is within expectations. Under DCYS the Brattleboro facility has 2 cases at \$450.00 per day, a total of 39 at our state facility. She has included Copies of the DCYS management report, with a note of the delinquency reports for the Derry Court and Salem courts having high numbers. Commissioner Barka expressed his concern over the continual increase of all the numbers. Commissioner Walker stated her understanding of this continual increase and the severity of the cases involved, as it being a sign of society. Commissioner Henderson commented on the costs and types of care will also increase. Mrs. Gill addressed the need in these areas. and to target these areas for additional programs to help with the problems. Commissioner Henderson made comment to the current diversion activities and the correlation. Mrs. Gill said that the money can be targeted to the areas of the most need. Commissioner Henderson asked if there would be a positive influence on these programs and Mrs. Gill stated that she hoped that would be so. Commissioner Walker cited different programs in place in different towns and the assumption that the programs were responsible for the positive influence Mrs. Gill suggested the use of a plastic diversion program used by the JS directors. A panel speaks with the children and their parents about restitution and community service. This aids in keeping the problems out of the court system. There is a difference between the mediation program and the diversion program as they address two different populations of children. She stated that there would be two DCYS Community Forums. One will be held in Portsmouth at Pease at 1:00 PM and one at Salem at 8:00 AM on Thursday May 25, 1994.

**REPORT OF MAINTENANCE DEPARTMENT- MR. ERNEST WOODSIDE**

Mr. Woodside reported the bids for the gas pump system were in from Gould and FEDCO. The Gould bid was \$4,000.00 higher than FEDCO. He suggested that the bid go to FEDCO of Somersworth, NH, based on that difference. The bid was \$12,686.00 Commissioner Henderson moved to award the bid to FEDCO for \$12,686.00. Commissioner Walker seconded. Commissioners questioned if the money is in the budget? Mr. Woodside responded that it is under the Capital Projects. All voted in the affirmative.

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Mr. Woodside also questioned the response to the closure of the slaughter house. There were no bids. The outlaw cow is gone. He further explained the bids for any other farm related items was closed on 5-20-94 and in two weeks he would have a full list of the bidders. Mr Woodside also report that there has been some interest in the farm buildings and it was decided that bids would need to be opened to the public before any action could take place. Commissioner Henderson questioned current status of the slaughter house and what to do with it. Mr. Woodside made the suggestion that the building be converted into the Building and Grounds Building due to the fact that the B&G building is currently in serious disrepair. A vote is not required at today's meeting and Commissioner Walker suggested that more research be done on the matter. Commissioner Walker asked if anything needed to be done to close the building and Mr. Woodside replied "just close it down.

A follow up on the Dump was that no hazardous waste was found, and the Dump is closed. The estimated cost is \$130,000 with a return of about \$60,000.00 to the Board.

The permits for the Ice Pond Dam have been applied for. The last item on his agenda was the hiring freeze. He has since requested the board review a new position which of what he feels is necessary. He would like the Boards approval to go forth and fill the position. Commissioner Henderson asked him to summarize the duties of the position. The position that would be vacant would be the administrative assistant to the Maintenance Department with some responsibilities in inventory control, shipping and receiving support and time cards, This would be a float type position. Commissioner Barka questioned if the position would still be necessary when the weakness in his department had been corrected. Mr. Woodside replied that in order for his department to operate as professionally as he would like, he felt it would. After more discussion relating to the fact that inmates are doing shipping and receiving, the motion was made by Commissioner Barka to grant a waiver of the hiring freeze instructions as relating to the personnel problems of the Maintenance Department. Commissioner Henderson seconded. Commissioners Barka and Henderson voted in favor, with Commissioner Walker voting no. The motion carried with 2 in favor and 1 against. Mr. Woodside will put together a list of the buildings at the Complex, their present use and condition.

**REPORT OF THE NURSING HOME ADMINISTRATOR-MRS. NANCY LANG**

Mr. Stutevant was unable to attend the meeting and was represented by Mrs. Nancy Lang

Mrs. Lang reported that the Nursing Home has a present population of 299 with a new admission expected within the next day to bring the total number to full capacity. There are 68 adults participating in the adult day care program. The bids are in for the bakery items and meats and are as follows:

BOARD OF ROCKINGHAM COMMISSIONERS  
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The bids were shopped and the following represent the low bids.

Bakery Bid Items	SS Pierce/Kraft	\$ 635.00
	Northcenter Food	\$ 1,102.50
	Donahue Brothers	\$ 2,409.00
	Associated Grocers	\$ 516.96
	Jordan's	\$ 1,505.88
	Hallsmith-Sysco	\$ 176.04
Pork Bid	Associated Grocers	\$ 2,620.50
	Pork Loins	
	Pork Butts	

Commissioner Walker made the motion to approve the Bid Items as recommended. Commission Henderson seconded the motion, all voted in favor.

**REPORT OF THE DIRECTOR OF PERSONNEL- MR. ROY MORRISSETTE**

Mr. Morrisette told the Board that Boston Mutual would have their annual opening of the policy, and will be available for employees from May 31, 1994 through June 3, 1994. The Credit Union will also be here for to give the employees the opportunity to meet with them also at this time. This is not mandatory. He also needs to know if the \$200.00 needed to update the Dental Book is OK to proceed with. The book needs to be updated and reformatted. The \$200.00 is for the updating of the book by EBPA. Commissioner Walker questioned the need to have this done by EPBA and not in-house. Mr. Morrisette explained that EPBA would be more current on the items that need to be done in the book. Commissioner Walker stated that the changes in the law would have nothing to do with the benefit coverage and our staff could do a comparison of last years to this years coverage. Commissioner Henderson feels that EBPA should do the review. Commissioner Henderson stated that accuracy was essential. Mr. Morrisette stated again that this was to update the book only. There was much discussion. Commissioner Henderson made the motion to clear the \$200.00 for the updating of the Dental Policy with Commissioner Barka seconding the motion. The vote was 2 yes and 1 no with Commissioner Walker voting no..

**REPORT OF THE DEPARTMENT OF CORRECTIONS- MRS. PATRICIA DONOVAN**

Mrs. Donovan reported that the number in the House of Corrections is currently 194, with 98 pre-trial and 96 sentenced. Discussion with Representative Donna Sytek followed regarding the time frame of pre-trial waiting. Mrs. Donovan requested the upgrade of three CO's to Corporal in order to provide better coverage during vacations and other times when there is not enough supervisory coverage. Discussion followed regarding the way in

BOARD OF ROCKINGHAM COMMISSIONERS  
MAY 23, 1994

which the actual payroll would not be changed due to these upgrades because of the retirement of a Sergeant. The actual payroll will be less as no new personnel is being added and there would be no pay increases involved with the promotions. The promotions would be considered lateral moves and would not effect the payroll expenses.

Commissioner Henderson made the motion to approve the lateral promotions and was seconded by Commissioner Barka. Commissioner Walker said that Mrs. Donovan needs to go before the Personnel Department as this is a change in classification. Mrs. Donovan stated that it was more of an in-house promotion. Discussion followed. Sheriff Vetter spoke of the effectiveness of the Corrections Department Head and he feels Mrs. Donovan should be supported as much as possible. Commissioner Henderson withdrew his motion, and the second was withdrawn by Commissioner Barka, in order to review the personnel policy. It was decided that the issue would come before another Commissioner's meeting, after all involved could become familiar with the County's policies. The meeting will be posted with a 24 hour notice. of the meeting. Mrs. Donovan also stated that she would be away from June 2, 1994 until June 8, 1994.

Commissioner Henderson brought before the Board his Proposal for the Economic Development of Derry. Commissioner Barka made a motion and read the proposal. It is as follows;

I move that the Rockingham County Board of Commissioners approve and support entering onto a inter-municipal agreement with the Town of Derry to apply the County's 1994 allocations of Community Development Block Grant (CDBG) funds to the loan package being prepared for an industrial prospect with which the Town of Derry is currently negotiating. This agreement must be limited to this prospect and transaction; the proceeds must not unduly benefit any group or individual; the county must have no unreimbursable costs; and the county must have no uncovered liabilities. This agreement shall state that one half of the County's \$500,000.00 1994 CDBG allocation shall be paid to the Rockingham Economic Development Corporation, a private, non-profit New Hampshire corporation, to establish a regional revolving loan fund available to any eligible company located in any town within Rockingham County, and that the REDC make quarterly reports on the future use of these funds to the Board of County Commissioners.

Commissioner Walker seconded the motion. There was no further discussion. The vote was 2 yes with Commissioner Henderson abstaining from voting in order to avoid any possible conflict of interest.

Commissioner Walker reported the Commissioners have agreed to allow Human Services and Nutrition them to move within the same building in order to provide them with more space. The move would involve moving the Nutrition Department to the first floor of the old Administration Building due to the fact

BOARD OF ROCKINGHAM COMMISSIONERS  
MAY 23, 1994

the majority of the clients of the Nutrition Department are elderly or handicapped and it would be easier for them to access the first floor. The Nutrition Program will pay for their own renovations. Human Services will occupy the second floor. By doing this the computers would not need to be moved. Ernest Woodside will review and make suggestions for the Board's approval, namely access for handicapped facilities.

Notification was received by the Commissioners' Office that there would be a work session on May 27, 1994 at 10:00 AM in regard to Medicaid money and we have been requested to be present on June 10, 1994 at the Governor's Council Meeting to receive the check for the Medicaid money.

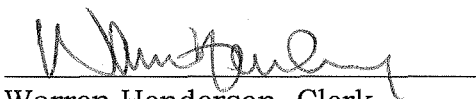
There being no further business to come before the regular meeting of the Board of Commissioners, Comm. Walker moved to go into Non-Public Session under RSA 91A:3 II, c. The motion was seconded by Comm. Henderson. All three Commisisoners voted in the affirmative on a roll call vote.

Submitted by ,



Martha B. Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by



Warren Henderson, Clerk  
Rockingham County Commissioners

/mbg

Enclosures

BOARD OF ROCKINGHAM COMMISSIONERS  
MAY 23, 1994

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
MAY 23, 1994**

At 3: 30 PM the Board of Rockingham County Commissioners went into Non-Public session on a roll call vote under RSA 91A:3,II,(c)to discuss an issue related to an employee and dental benefits coverage given that are not in the Personnel Policy. Those in attendance were: Commissioners Walker, Barka and Henderson and Mrs. Jayne Jackson of the Fiscal Office.

There being no further business to come before the Board in Non-Public Session Commissioner Barker moved to go out of Non-Public Session and to adjourn, seconded by Commissioner Henderson, and all voted in the affirmative on a roll call vote, at 4:30 PM

Approved by,



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Warren Henderson, Clerk  
Rockingham County Commissioners

WH/mbg



**MINUTES**  
**ROCKINGHAM COUNTY COMMISSIONERS**  
**DELEGATION MEETING ROOM**  
**ROCKINGHAM COUNTY NURSING HOME**  
**BRENTWOOD, NEW HAMPSHIRE**  
**MAY 31, 1994**

A scheduled meeting of the Rockingham County Commissioners took place on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Walker and Henderson ; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance; Mrs. Jayne Jackson; CBO/Staff Accountant, Mr. Michael Morin, Deputy Treasurer; Mrs. Patricia Donovan, Superintendent of Corrections; and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

The meeting was called to order by Comm. Walker at 10:00 AM. The first order of business was the opening of bids relating to farm equipment. Commissioner Henderson opened the sealed bids. There were four (4) and are as follows:

1. Bruce Allen
2. Keith Batchelder
3. Eric Sawtelle
4. Kevin C. Scott

Commissioner Walker made a motion to shop the bids. Comm. Henderson seconded and the motion was approved with all in favor

Commissioner Walker requested a postponement of a decision on the dental insurance administration and EBPA's involvement, due to the fact that Mrs. Young and Mrs. Jackson had found additional information pertaining to this matter..

Commissioner Walker moved to approve the Minutes of the Commissioners' Meeting on May 9, 1994. Comm Henderson seconded and all voted in the affirmative.

Commissioner Henderson made the motion to approve the upgrading of three (3) existing positions within the Dept of Corrections from Correctional Officer to Corporal. The motion was seconded by Comm. Walker with an affirmative vote in favor of the motion. Commissioner Henderson wanted the record to reflect that there would be no new positions created by these promotions. He also reminded the Superintendent that there is an ongoing policy directed from the Commissioners that if any personnel action causes any employee to go 6% above the normal of that classification prior approval of the Board is required. Commissioner Walker stated that she wants to see the policy in the Personnel

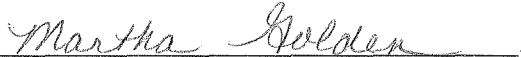
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
MAY, 31, 1994

Manual, as well as the definition of promotion. A need for clarification exists when position are changing. Mrs. Donovan requested a Non-Public Session.

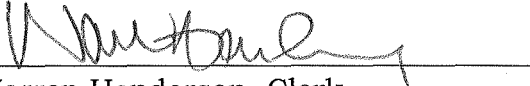
Mrs. Young reported that there is still a problem with the 1990 and 1991 IRS records. The 1990 information tape was loaded incorrectly by Social Security. The tape was shared by SS and the IRS and thus reflects an error for 1991. The Fiscal Office has done what has been required, but the IRS is conducting an audit of the 1991 paperwork, and sending letters to all employees. Comm. Henderson stated that a letter should be drafted for all employees explaining the problem before they receive a letter from the IRS.

There being no further business to come before the regular meeting of the Rockingham County Board of Commissioners, Commissioner Walker moved to go into Non-public Session on a roll call vote under RSA 91A:3, II(c). Commissioner Henderson seconded and the motion was voted on in the affirmative, at 10:25 AM.

Respectfully submitted,

  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved,

  
Warren Henderson, Clerk  
Rockingham County Commissioners

/mbg

Enclosures

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
MAY, 31, 1994

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY DELEGATION MEETING ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
MAY, 31, 1994**

At 10:30 AM the Rockingham County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3,II,(c) to discuss a personnel issue. Those in attendance were Commissioners Jane Walker and Warren Henderson, Mrs. Patricia Donovan; Superintendent of Corrections, Mr. Roy Morrisette; Director of Personnel, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Mrs. Donovan requested the Board to consider a private consulting firm regarding the current Jail procedures in preventing suicide attempts. The Commissioners agreed and an independent firm will be consulted for this matter.

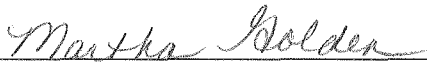
Mrs. Donovan stated that she will have a position to fill due to the notice of intent to leave employment by a nursing staff employee, and her desire to fill the position from within her current staff as quickly as possible.

Mrs. Donovan also requested the promotion of a staff member that would not affect the employee's pay scale. The promotion would be in title only. Commissioner Walker made the motion to accept Mrs. Donovan's request. Commissioner Henderson seconded and was voted on in the affirmative in favor.


There being no further business to come before the Board in Non-Public Session, Comm Walker moved to go out of Non-Public Session and to adjourn at 10:40 AM, seconded by Comm. Henderson. All voted in the affirmative on a roll call vote.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
MAY, 31, 1994

Respectfully submitted,

  
\_\_\_\_\_  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

/mbg

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**ROCKINGHAM COUNTY NURSING HOME**  
**BRENTWOOD, NEW HAMPSHIRE**  
**JUNE 6, 1994**

A scheduled meeting of the Board of Rockingham County Commissioners was held this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. The following were in attendance: Commissioners Walker, Henderson, and Barka; Mr. Ernest Woodside; Director of Maintenance, Mr. Michael Morin; Deputy-Treasurer, High Sheriff Wayne Vetter; Sheriff, Mr. Gene Charron; Deputy Superintendent-Dept. of Corrections, Mr. Roy Morrisette; Director of Personnel, Mrs. Diane Gill; Director of Human Services, Mrs. Theresa Young; Fiscal Officer, Mrs. Jayne Jackson; CBO/Staff Accountant, Mr. William Sturtevant; Nursing Home Administrator, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

Also in attendance were the following: Representative David Welch, Mr. Thomas Battles, Ms. Jody Pellerin; Conservation Committee, Steve Haberman of the Portsmouth Herald, Denise Breidegam of Foster's Daily Democrat, Mr. Jack Spillane of the Portsmouth Herald, and Mr. Dan Hackett of The Exeter Newsletter.

Chairman Barka opened the meeting at 2:08 PM. Commissioner Walker moved to accept the Minutes of the Commissioners Meetings dated 5-23-94 and 5-31-94. Commissioner Henderson seconded. The Minutes were accepted with all in favor.

**REPORT OF THE TREASURER'S OFFICE- MR. MIKE MORIN**

Mr. Morin was present but had nothing to report.

**REPORT OF THE FISCAL OFFICER-MRS. THERESA YOUNG**

Mrs. Young was present but had nothing to report.

**REPORT OF THE CBO-MRS. JAYNE JACKSON STAFF ACCOUNTANT**

Mrs. Jackson reported that a representative of Blue Cross/ Blue Shield of New Hampshire will be here on Friday June 10, 1994 at 11:30 AM to discuss administration of the Dental Program.

**REPORT OF THE SHERIFF- HIGH SHERIFF WAYNE VETTER**

Sheriff Vetter requested the Commissioners grant him the authority to tow abandoned vehicles from the Rockingham County Courthouse Grounds. There is currently an abandoned vehicle that needs to be removed as defined under RSA 262:40 c. Commissioner Walker questioned the County's authority to tow the vehicle in question. Commissioner Henderson moved to authorize Sheriff Vetter to tow, by a private concern, at the cost of the owner, under RSA 262:40 c, abandoned vehicles at the Rockingham County Courthouse. Seconded by Commissioner Walker. The motion was voted on unanimously in the affirmative.

Sheriff Vetter notified the Board that Boston Life Flight would like to set up a demonstration for area Fire and Police Chiefs on June 18, 1994. This would serve as a demonstration of their capabilities in aiding with the transport of the critically injured, and would take place in the vicinity of the Rockingham County Jail. Commissioner Walker moved to allow Boston Life Flight to demonstrate their service on June 18, 1994 with Commissioner Henderson seconding the motion. The vote was unanimous in favor.

The Sheriff also notified the Board of a problem with the Novell 3.2 computer system and specifically with the vendor, White Mountain Computer. He has asked them to remove all equipment for failure to abide by the awarded bid price. He has made contact with the second lowest bidder regarding their availability. Commissioner Walker stated the County's ability to break the contract due to the contingency clause in the contract. Commissioner Walker made the motion to confirm the actions of Sheriff Vetter and to award the bid to IBEX of Rochester, NH as the second low bid, which now becomes the lowest bidder. Commissioner Henderson seconded and all voted in the affirmative.

**REPORT OF HUMAN SERVICES- MRS. DIANE GILL**

Mrs. Gill reported the 5% Incentive Funding Allocation for 1995 will be \$371,864.88.

**REPORT OF THE DIRECTOR OF MAINTENANCE- MR. ERNEST WOODSIDE**

Mr. Woodside reported that the bids for the "as is" farm related equipment had been shopped and he recommends awarding them as follows;

Bruce G. Allen	22 single feed bunk	\$ 440.00
Heath Batchelder	12 pig feeders	\$ 75.00
	2 head gates	\$ 205.00

ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 6, 1994

4 dbl. feed bunks	\$ 25.00
2 rnd hay feeders	\$ 32.00
1 cattle waterer	\$ 26.00
1 calf pull chain	\$ 7.50
1 porkalator wheel	\$ 12.50
1 New Holland wagon	\$ 255.00
	<hr/>
	\$ 638.00

Kevin C. Scott	15-Ton grain bin	\$ 165.00
	15-Ton grain bin	\$ 135.00
	1-READ grain bin	\$ 140.00
		<hr/>
		\$ 440.00

For a total of : \$1,518.00

Commissioner Walker moved to award the bids as read. Commissioner Henderson seconded and all voted unanimously in favor.

Mr. Woodside presented a copy of the letter to Mr. George Carlson of the Industrial Pretreatment Division of the Water Supply & Pollution Control Division for the State of New Hampshire requesting an Industrial Discharge Permit, and a copy of the Lead and Copper Corrosion Report-1994 . The findings will be available when the State responds to Mr. Woodside's letter.

Mr. Woodside reported that due to the inspection of the Nursing Home under NHPA the double doors in the facility will need to be fixed as there can be no more than 1/8" gap between the doors. These doors serve as fire doors and are technically called "astricles". This work will need to be done in order to meet code specs. Commissioner Walker questioned if the repairs are listed in the budget and Mr. Woodside felt that it would come from the construction account. Mr. Woodside stated that the repairs will cost approximately \$1,800.00 . Commissioner Walker requested a check of the budget before signing the bid request. Discussion followed regarding the time frame for bid requests coming before the board. Commissioner Walker questioned Mr. Woodside regarding line items in the budget to cover expenses such as these. Mr. Woodside replied that there was not a line for "Fire Safety", but it would be under carpentry or repair. Commissioner Walker questioned the way in which the bids are being written. Mr. Morin explained that the bids are currently written, with a standard cover letter for all bids which he approves with a more in detail description of the bid specifications being done by the department requesting the bid. Commissioner Walker stated that this was not the way in which she had understood the bid process would be done. Commissioner Henderson stated that method currently being used makes sense, it insures that the bid itself is correctly written and that the specs are being written

ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 6, 1994

correctly according to department guidelines. Commissioner Walker stated that the reason for having the bids go through one person was to centralize the bid process. Mr. Morin asked for a clarification of the ways in which the bid file would be structured. Commissioner Walker asked Mr. Morin if the Bid document was currently on his computer. Mr. Morin replied that it was not, and to do that either each and every bid would need to be entered or all computers at the Rockingham County Complex would need to be compatible in order to access the necessary information from each department. In order for a paperless system to work all paper documents would need to be scanned into the computer.

Mr. Woodside stated that he felt that the cover was the issue revolving around the signing of the bid, and that the details of the bid specs would be his to follow through with. He then makes sure that Mr. Morin and Mrs. Golden have copies of the signed bid for filing. Commissioner Walker stated that this is the same process used before the centralized position was created, and that all the work is being done by individual departments.

Commissioner Henderson moved to assign bid for the Astricles consistent with the document dated 6-6-94. Commissioner Walker stated that very little time would be needed to research the availability of money regarding this repair. Commissioner Barka stated the fact that this issue is one that must be done irregardless of the availability of funds, and that there is a time factor involved. Mr. Morin suggested postponing action on this bid until the next Commissioners Meeting. It was decided that the issue would be addressed in one week.

Mr. Woodside presented the invitation to bid on the Jail roof. The money has been appropriated and reviewed by Mr. Morin. Commissioner Henderson made the motion to authorize the Director of Maintenance to bid out on the Jail roof. Seconded by Commissioner Barka. The vote was 2 in favor and 1 opposed..

Mr. Woodside also presented an invitation to bid on the design for central air for the Fernald and Underhill Wings of the Fernald Nursing Home. Commissioner Walker made the recommendation that future bids should be presented to the Commissioners with at least some advance notice prior to them signing the authorization. Commissioner Henderson agreed with the recommendation. Commissioner Henderson moved to authorize Mr. Woodside to go out to bid on the air conditioners for the Fernald and Underhill Wings of the Fernald Nursing home. Comm. Barka seconded and all voted in the affirmative. The money is in the Bond money, it has already been allocated.

Mr. Woodside presented the invitation to bid for the parking lot. Mr. Morin noted that Mr. Woodside has proposed a security deposit be made payable to the County of Rockingham and that the percentage amount needs to be set by the Board. The security deposit would establish the bidder's ability to bond the amount of the proposed job. Commissioner Henderson moved to authorize the



ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 6, 1994

Superintendent of Maintenance to put the paving construction and re-construction out on bids and stipulate that the bid does require a certified check or cashier's check made payable to Rockingham County equal to 1% of the bid amount as a security deposit. Commissioner Walker seconded and all voted in the affirmative.

**REPORT OF THE NURSING HOME ADMINISTRATOR-MR. WILLIAM STURTEVANT**

Mr. Sturtevant reported that there are currently 298 residents, there were two deaths over the weekend, two new residents are due in on 6-8-94, with eleven new applications on file. There are currently 72 in the Adult Day Care program and 24 children in the Children's Center.

Bids were received for opening for Beef from:

1. Poultry Products
2. Associated Grocers

Commissioner Henderson moved to authorize the Superintendent of the Nursing Home to shop the bids and make a recommendation to the Board of Commissioners as to which vendor the bid will be awarded. Seconded by Commissioner Barka. All voted in favor. Unanimous in agreement.

Mr. Sturtevant reported a leak in the dish machine final rinse tank and the inability to find a source for repair to this point. Approval by the Board would be required if the repair is more than \$1,000.00..

The Stratham Vocational School will again have nursing students at the Nursing Home as part of their 6 week rotation during the month of September.

Mr. Sturtevant requested a non-public session to follow the regular Board of Commissioners meeting.

Mr. Sturtevant will be attending an in-service seminar in Portland, ME. on June, 13, 1994.

**REPORT OF DEPT. OF CORRECTIONS-DEPUTY SUPERINTENDENT GENE CHARRON**

Dep. Superintendent Charron reported that there are currently 193 inmates of which 116 are sentenced and 77 pre-trial. There are currently 17 inmates on work release, 10 females and 2 Federal prisoners.

**REPORT OF THE PERSONNEL DEPARTMENT -MR. ROY MORRISETTE**

Mr. Morrisette was present but had nothing to report. He reminded the Board of two meetings on Wednesday and Thursday with Rene Perry.

Ms. Jody Pellerin of the Conservation Committee addressed the Board regarding the possibility of that department moving to the Rockingham County Complex. This was in follow up to discussions held previously on the availability of space at the County Complex. Much discussion followed regarding square footage needs, time frame for the move, necessity of the move, and a suitable building for the purpose of the department. All present agreed that the issue will need more attention and it will be discussed at a meeting in the future when all parties will be able to be present.

Commissioner Walker reported that the New Hampshire Association of Counties is formulating their committee assignments. They will need to know if anyone is interested in serving on any of these committees. The meeting will be in Nashua. This year's host is Hillsborough County, but all counties take part in the program. Commissioner Walker will make a list available of the committees and what will be on the agenda. Theresa Young questioned the amount of time involved and Commissioner Walker explained that it varies from committee to committee.

There will be an in-house training session for WORD to take place in the Delegation Meeting Room on Thursday at 9:00 AM.

There being no further business to come before the regular meeting of the Board of Commissioners, Commissioner Walker moved to go into Non-Public session under RSA 91A:3 II,c at 3:25 PM. The motion was seconded by Commissioner Henderson. All three Commissioners voted in the affirmative on a roll call vote.

The Rockingham County Board of Commissioners re-convened in Executive Session at 3:35 PM , at which time a motion was made by Commissioner Henderson to approve the termination of a Nursing Home employee as per the request of Mr. Sturtevant under Section 7-32 of the Personnel Policy Manual. Commissioner Walker seconded the motion. The vote was unanimous in the affirmative .

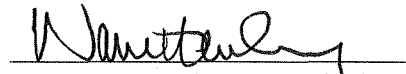
ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 6, 1994

Respectfully submitted.



Martha B. Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk  
Rockingham County Commissioners

/mbg

enclosures

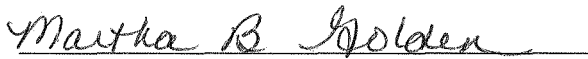
ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 6, 1994

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
JUNE 6, 1994**

At 3:25 PM the Rockingham County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3,II,(c) to hear a personnel issue. Those in attendance were Commissioners Barka, Walker and Henderson, Mr. William Sturtevant; Nursing Home Administrator, Mr. Roy Morrisette; Director of Personnel, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

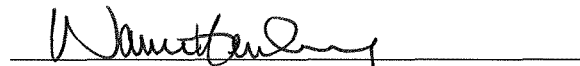
There being no further business to come before the Board in Non-Public Session, Commissioner Barka moved to go out of Non-Public Session at 3:35 PM, seconded by Commissioner Henderson, and all voted in the affirmative on a roll call vote.

Respectfully submitted,



Martha B. Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved,



Warren Henderson, Clerk  
Rockingham County Commissioners

/mbg

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**June 27, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance; William Sturtevant, Administrator of the Rockingham County Nursing Home; Patricia Donovan, Superintendent of the Department of Corrections; Diane Gill, Director of Human Services; Theresa Young, Fiscal Officer; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Roy Morrissette, Personnel Director, Representative David Welch, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Tom Battles and Jennifer Riley, of the *Portsmouth Herald*

Chairman Barka opened the meeting at 2:08 PM. Commissioner Walker moved to accept the Minutes of June 6, 1994, seconded by Comm. Henderson and voted on unanimously in the affirmative.

**REPORT FROM THE TREASURER** - Mike Morin- Deputy Treasurer

Mr. Morin reported that the Revenue Anticipation Notes would be need attention on June 30, 1994 at 11:00 AM and that two Commissioners would need to be present to sign for the award of the sale.

**REPORT FROM HUMAN SERVICES**- Diane Gill-Director

Mrs. Gill presented the Monthly Report for May and the figures are as follows:

Breakdown of State Bill

OAA	\$ 13,044.00	DCYS	\$144,607.90
Number of Cases	256	Number of Cases	426
APTD	\$ 71,271.18		
Number of Cases	771		
INS	\$444,880.31		
Number of Cases	626		

Mediation Programs

Portsmouth/Hampton Program

Auburn/Derry Program

Current Cases :18  
Number of Referrals: 5

Current Cases: 12  
Number of Referrals: 5

CHINS Intakes

Seacoast Area: 13  
Diverted: 9  
Div/arraignment: 0  
Not Diverted: 4

Derry Area: 0

Delinquent Intakes: 8  
Diverted/arraignment: 2  
Not Diverted: 6

Mrs. Gill announced the dates for the Grant Review for DCYF as being August 11, 1994. Commissioner Henderson questioned the deadline time for receiving requests as being one week prior to the date set. Lead time of one month is needed prior to the Grant Review. August 5, 1994 will be the deadline for receiving requests. There are currently twelve requests for the 1st quarter of 1995.

**REPORT OF THE FISCAL OFFICE-** Theresa Young- Fiscal Officer

Mrs. Young stated the figures for Human Services are in good shape.

Mrs. Young also sought approval to seek legal counsel regarding the Seabrook issue in regards to the taxes for 1993. She feels it is time to seek a more firm course of action. Seabrook withheld \$121,000.00 for last year and she fears that the town will withhold it for this year also. Commissioner Walker made the motion to seek legal counsel upon the advise of Mrs. Young. Commissioner Henderson questioned whether the ongoing communications between Rockingham County and Seabrook would be sufficient to resolve the problem. Commissioner Henderson also stated he felt the best course of action would be the one of less cost to the county. Prior to retaining legal consul he suggested contact be made with Seabrook to inform them of the intention by the County to seek legal counsel in the matter. Discussion followed. Commissioner Walker withdrew her original motion. Commissioner Walker made the motion that if communication with the Town of Seabrook is not successful regarding the payment of 1993 taxes, Mrs. Young will be permitted to seek legal counsel regarding the options for the County and the intention would be to retain legal counsel within thirty ( 30 ) days. Commissioner Henderson seconded and was voted on the affirmative unanimously.

Mrs. Young told the Board of a training session for Word 6.0 to take place on June 28, 1994 at 9:00 in the Delegation meeting Room. The morning session would be devoted to basic training and the afternoon session would be for more advanced applications.

Mrs. Young stated the she and Commissioner Henderson have discussed the merits of having a Quality Assurance Team for the County Budget process. Commissioner Henderson explained the team would be comprised of key personnel from various departments to help establish uniformity for the departments during the budget process. Commissioner Henderson made the motion to establish a Quality Assurance Team in the area of county budgeting. The team would be headed by the County Fiscal Officer and that each department be asked to appoint an appropriate staff member to participate. The goals of the committee would be to help to clarify and provide a better understanding of the budget process, and ultimately to show how all the pieces of the budget fit together. Mrs. Young explained that she feels this is a good way to be receptive to the ideas within the different departments and be able to focus on specific concerns. Commissioner Henderson moved to have the original motion reflect that the Committee would provide direction in the development of the budget. Commissioner Walker seconded the motion as amended and the vote was unanimous in agreement.

**REPORT OF THE CENTRAL BUSINESS OFFICE-** Jayne Jackson-Staff Accountant

Mrs. Jackson reported on the work in progress on the Dental Fund, and asked the Commissioners to vote on providing the ability to provide EBPA with a 30-day notice of intent. The County would need to provide EBPA with a 30 -day letter of intent prior to a notice of intent to look into alternative options for the Dental Policy. Commissioner Walker moved to look into the possibility of a written letter of intent to EBPA. Commissioner Henderson seconded and all voted in the affirmative.

**REPORT OF THE SHERIFFS DEPARTMENT-**High Sheriff Wayne Vetter

Sheriff Vetter spoke on the Crime Prevention Bill. Rockingham County is set to receive \$70,200.00. Town's within the county will be receiving funding also, while some will receive nothing. These funds are to be used for crime prevention within the county. Sheriff Vetter would like to earmark these funds for cruiser replacements and not for additional personnel. He feels that the funds will only be available for possibly two years and if additional personnel were hired based on the funding, the County would be left with additional payroll expenses when the funding stops. Commissioner Barka questioned where else the money could be spent. Commissioner Walker stated her understanding of the use as for crime prevention. Sheriff Vetter stated that based on the guidelines as provided by John Disco, NH Assoc. of Counties, the money can be used for anything, including the purchase of equipment. The federal guidelines are very vague, and can be interpreted many ways. Commissioner Walker requested the exploration of other ways in which the funding could be spent, such as additional funding of the D.A.R.E. program in the schools. Sheriff Vetter explained the Officer Phil program that is currently in place in all but two school systems in Rockingham County. Commissioner Barka suggested

waiting until Rockingham County receives the guidelines to be followed before actually deciding on how the fund would be used. Sheriff Vetter stated he feels that the purchase of cruisers for the department with the funding would aid in offsetting tax dollars. Commissioner Walker stated that a program to aid in diversionary tactics for keeping young people out of the court system and avert use of future tax dollars would also be of importance. The preventative tool would be of greater impact on the tax base over the long term. Commissioner Walker also questioned the ability to spend the funds without approval of the Rockingham County Delegation as the funding was not appropriated in the budget process. The funding is for fiscal year 1995 and is released in October of 1994. There would be time to appropriate for the next years budget.

Commissioner Henderson questioned Sheriff Vetter regarding the destination of money derived from speeding fines from radar set up on Route 101 by the Sheriff's Department. Sheriff Vetter explained that the State of New Hampshire receives the money under the Unified Court System. The manpower costs are reimbursed to the county. Discussion followed.

#### **REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside

Mr. Woodside reported that the 4-H and Extension Service will be cleaning the basement area of their building and taking care of the situation. Mr. Woodside provided a copy of the agreement. Commissioner Barka stated that the Co-Operative Extension Service has requested in writing use of the upstairs of the Carlisle Building. Following brief discussion it was decided to hold off on any further action until a later date.

Mr. Woodside explained that there are three areas in the complex that utilize the MITEL system, the three areas being the Nursing Home, Court House, and Sheriff's Department. These areas are under the new construction design installed through ICS. The County is running without a contract. Mr. Woodside has just been given a breakdown of all the costs involved in the three areas and the services that would be performed, for the costs as listed. Mr. Woodside said the area was in his budget. He has given copies of the contract to Mr. Sturtevant and to the Commissioners for their review before deciding on whether the contract is in the best interest of the County. The cost would be \$1,447.50 per month with the contract running for six (6) months. Commissioner Henderson requested the contract be given to Mrs. Golden in order to make copies for the Commissioners for their review prior to discussion at the next Commissioners Meeting.

Mr. Woodside requested the Commissioners' approval of a notice to sell the County's 1994 hay crop. The hay will be sold at \$2.50 per bale at the barn on a first come- first serve basis. Mr. Woodside expects to be able to have between 10,000 and 20,000 bales for sale from this year's crop. Commissioner Henderson made the motion to authorize the distribution of the notice of intent to sell the 1994 hay crop at a fair market value to all the towns in Rockingham County. Commissioner Walker seconded and all voted in the affirmative. Commissioner Walker questioned if budget allowances had been made for the use of Maintenance personnel during the haying process.



Mr. Woodside presented Payment Application #9 for the water line on the Water Treatment Plant. This is the last payment other than items that are still awaiting state approval. Commissioners Walker, Barka and Henderson initialed the application.

Mr. Woodside presented Payment Application #1 for \$14,691.60 for the Ice Pond Dam Repairs Project. The payment includes permit fees and materials on-site. The State has requested copies of payments and invoices.

Mr. Woodside also reminded the Commissioners of the need to conduct the tour of County property. Commissioner Walker suggested combining the semi-annual inspection of the County Jail at the same time. The date of the inspection will be set at a later time.

Mr. Woodside's last item was the bid issue carried over from the previous Commissioners Meeting regarding the Fire Door corrections needed in the Nursing Home. Mr. Woodside gave the information to Mr. Morin to be broken out into two categories. One being the construction work in the Driscoll and Mitchell Wings with the second being the remaining work concerned with the doors throughout the Nursing Home. The issue had been the amount of money available from the construction bond for the repairs. \$816.06 would be the amount necessary for the doors in the Driscoll Wing. The Commissioners will review the matter.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** - William Sturtevant- Administrator

Mr. Sturtevant reported the census as of 6-27-94 was 300. There are thirteen applications for admission. There are 72 clients in the Adult Center and 24 children in the Children's Center. Thursday June 31, 1994 will be the last day of the child day care program. Seacoast Learning Collaborative will assume the responsibility on Friday, July 1, 1994.

Mr. Sturtevant reported the awarding of the bids as follows:

BEEF BID 6-10-94

Poultry Products	2000# Select Rounds	\$1.49/#	\$2,980.00
Poultry Products	1000# 3-Way Boneless		
	Chuck	\$1.08/#	\$1,080.00
	Total		<u>\$4,060.00</u>

Commissioner Walker moved to accept the bids for beef as recommended by Mr. Sturtevant. Commissioner Henderson seconded and all voted in the affirmative.

FROZEN VEGETABLE BIDS 6-23-94

Associated Grocers	\$4,348.62
Jordan's	\$1,048.60
Northcenter Food	\$ 620.00
Total	<u>\$6,017.22</u>

Commissioner Walker Moved to accept the bids for frozen food as recommended by Mr. Sturtevant. Commissioner Henderson seconded and all voted in the affirmative.

Mr. Sturtevant presented a review of beef and pork prices and purchase amounts. The comparison made was from 1993 to 1994.

BEEF

1993 30,210# purchased at \$1.89/#  
1994 12,217# purchased at \$1.42/#

PORK

1993 11,362# purchased at \$1.96/#  
1994 4,354# purchased at \$1.32/#

Commissioner Walker commented on the drop in poundage and cost. Mr. Sturtevant explained that the 1993 figures were purchases from the farm and were hanging weight figures and there was considerable waste associated with those figures. Commissioner Walker commented further on the excellence of the meals even with the cutback in the meats and the substantial savings in this area.

Mr. Sturtevant expressed concern of the reimbursement for the Adult Day Care program. The transportation costs are expensive. The State Treasurer has been contacted in regard to the Medicaid Reimbursement Request to review the County's cost in regard to the Medicaid reimbursement has been made, mainly to the operational costs of the Adult Day Care Program and specifically the transportation costs. Transportation costs \$9.00/day, and help would be beneficial.

Mr. Sturtevant also spoke on the dual certification of the facility for Medicare for the skilled facility. He is drafting a letter to Eleanor Robinson of the Bureau of Health Facilities asking that we be considered for dual certification. The reimbursement under Medicare would be improved by this certification. The Human Services Department would also benefit from this certification. He will continue to pursue this matter.

Mr. Sturtevant reminded the Board that the Fourth of July activities at the Complex would begin on Monday night, July 4, 1994 with refreshments, hay rides and fireworks beginning at 6 PM in conjunction with the Town of Brentwood behind the Nursing Home buildings

Mr. Sturtevant requested a non-public session to discuss a Nursing Home admission and a personnel matter.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan- Superintendent

Mrs. Donovan reported the current census of the Jail as 200 with 104 pre-trial and 96 sentenced. She requested a non-public session to discuss a personnel matter.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrissette-Director

Mr. Morrissette was in attendance at the meeting but had no report to make.

Some items under Old Business were discussed including the Employee Incentive Plan. Mrs. Young requested assistance from the Personnel Director in implementing the program. It was decided that more work needed to be done on the wording of the guidelines and that it could be done soon and the program could become active.

It was requested by Commissioner Walker that the Commissioners' Report be added to the Commissioners Meeting Agenda format.

Commissioner Walker has been appointed by the National Association of Counties to sit on an advisory panel for newly elected county officials at the National Conference in August .

There being no further business to come before the regular meeting of the Board of Commissioners, Comm. Walker moved to adjourn the meeting at 3:10 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative. Commissioner Henderson moved that the Board of Commissioners go to Non-Public session under RSA 91A:3II,c at 3:10 PM. The motion was seconded by Commissioner Walker. All three Commissioners voted in the affirmative on a roll call vote.

The Rockingham County Board of Commissioners re-convened in Executive Session at 3:50 PM to vote on two issues pertaining to the Nursing Home. Commissioner Henderson made the motion to allow an employee of the Nursing Home, who is 6 days short of 1 year of employment, Family Leave to accommodate a medical emergency as recommended by Mr. Sturtevant. The motion was seconded by Commissioner Walker and voted on unanimously in the affirmative.

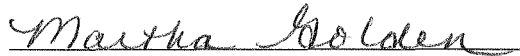
A motion was made by Commissioner Walker to waive the residency requirement for a male client for admission to the Nursing Home for humanitarian reasons as recommended

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 27, 19948

by Mr. Sturtevant. Commissioner Henderson seconded the motion. The vote was unanimous in the affirmative.

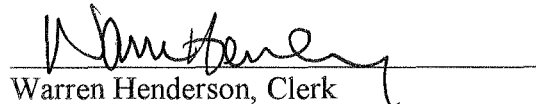
There being no further business to come before the Board of Rockingham County Commissioners in Executive Session, Commissioner Walker moved to adjourn at 4:00 PM. The motion was seconded by Commissioner Henderson. The vote was unanimous in the affirmative.

Submitted by,



Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk  
Rockingham County Commissioners

/mg

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
JUNE 27, 1994**

At 3:10 PM the Rockingham County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3,II,(c) . Those in attendance at the first requested session were Commissioners Walker, Henderson and Barka, Mrs. Patricia Donovan; Superintendent of Correction, Mr. Roy Morrissette; Director of Personnel and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.


The session was to hear a personnel matter. No action was taken.

Those in attendance at the second non-public session were Commissioners Walker, Henderson and Barka, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Roy Morrissette; Director of Personnel, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

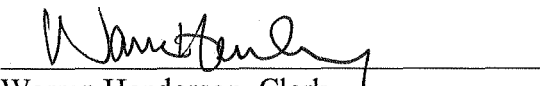
The session was to hear a personnel matter and an admission request.

There being no further business to come before the Board in Non-Public Session, Commissioner Walker moved to go out of Non-Public Session at 3:50 PM, seconded by Commissioner Henderson. All voted in the affirmative on a roll call vote.

Respectfully submitted,

  
\_\_\_\_\_  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved,

  
\_\_\_\_\_  
Warren Henderson, Clerk  
Rockingham County Commissioners

/mg

**MINUTES  
PUBLIC MEETING  
ROCKINGHAM COUNTY COMMISSIONERS OFFICE  
JUNE 30, 1994  
11:05 AM**

A special public meeting of the Rockingham County Board of Commissioners was held on June 30, 1994 at 11:00 AM in the office of Commissioner Jane Walker for the purpose of the bidding process on \$9.0 million in Rockingham County Anticipation Notes.

Present were Commissioners Walker and Barka, Michael Morin; Deputy Treasurer-Rockingham County, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The telephone call from Debbie Powers of Shawmut Bank was taken at 11:05 AM by Mike Morin. There were 6 bidders on the \$9.0 million in Rockingham County Revenue Anticipation Notes.

The bids were as follows:

Bidder	Amount	Rate	Premium	NIC (net interest cost)
1st Nat. Bank of Portland	\$2.0 mil	5.22	0	5.22
State Street Bank	\$3.0 mil	4.5	\$10,750	3.75
	\$4.0 mil	4.5	\$12,422.22	3.85
	\$2.0 mil	4.5	\$ 5,255.55	3.95
Bay Bank	\$4.0 mil	3.5	\$ 3,076.89	3.339**
	\$5.0 mil	3.5	\$ 1,266.11	3.447
Fleet Securities	\$5.0 mil	4.25	\$ 4,777.78	4.05
Shawmut Bank	\$4.5 mil	3.5	0	3.5
	\$4.5 mil	3.75	0	3.75
A.H. Williams	\$3.0 mil	4.0	\$10,128	3.27**
	\$3.0 mil	4.0	\$ 8,888	3.36**(\$2 mil)

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
JUNE 30, 1994

A.H. Williams con't

\$3.0 mil

4.0

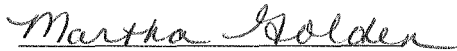
\$ 7,777

3

Commissioner Walker made the motion to accept the bids as noted by the asterisk(\*\*). Commissioner Barka seconded and the bid was voted on in the affirmative by both. This was confirmed to Debbie Powers of Shawmut Bank at 11:12 AM.

There being no further business to come before the Board of Commissioners, Commissioner Walker moved to adjourn at 11:15 AM, the motion was seconded by Commissioner Barka and voted on in the affirmative by both.

Respectfully submitted,



Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Ernest Barka, Chairman  
Rockingham County Commissioners  
enc.

/mg

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**July 5, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Henderson; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance; and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka opened the meeting at 2:08 PM. and announced the purpose for the meeting was the opening of bids.

There were two sealed bids for the air conditioning project.

1. Luchini, Milfort, Goodell and Assoc., Inc.
2. EAF Engineering and Consulting, Inc.

Commissioner Henderson moved that the bids be shopped. Commissioner Barka seconded. The vote was unanimous in favor.

There were two sealed bids for the Parking Lot Paving project.

1. Rome Construction, Inc./ Sea Hill Construction
2. Bell and Flynn

Commissioner Henderson moved that the bids be shopped. Commissioner Barka seconded. The vote was unanimous in agreement.

Mr. Woodside requested the record show that twelve (12) bids were sent out, four (4) firms looked at the job and only two (2) actually bid. Mr. Woodside also informed the board that there would be another bid due in on July 8, 1994 for the roofing project for the jail. These bids are scheduled to be opened on July 11, 1994 at the regularly scheduled Commissioners Meeting.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn, Commissioner Henderson seconded and the vote was unanimous in agreement. The meeting was adjourned at 2:10 PM.



Submitted by,

Martha Golden

Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

Ernest Barka

Ernest Barka, Chairman  
Rockingham County Commissioners

/mg

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**July 11, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance; William Sturtevant, Administrator of the Rockingham County Nursing Home; Patricia Donovan, Superintendent of the Department of Corrections; Dawn Barnes; Human Services; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Roy Morrissette, Personnel Director, Mary Currier, Jody Pellerin and John Conner; Conservation District, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representative David Welch, Denise Breidegam; *Foster's Daily Democrat*, Bill Kenney; Garland Roofing, and Tom Battles.

Chairman Bark opened the meeting at 1:07 PM.

**REPORT FROM THE REGISTER OF DEEDS** - Mrs. Betty Luce

Mrs. Luce presented a request for bids and a list of bidders for a new computer. She also requested an Executive Non-Public Session.

**REPORT FROM THE TREASURER** - Mike Morin- Deputy Treasurer

Mr. Morin stated that there were three bids to be opened at 2:00 PM for the jail roof and had nothing else to report.

**REPORT OF THE CENTRAL BUSINESS OFFICE-** Jayne Jackson-Staff Accountant

Mrs. Jackson was present but had nothing to report..

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside

Mr. Woodside requested being passed over until the time of the bid openings at 2:00 PM

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** - William Sturtevant- Administrator

Mr. Sturtevant reported the census as of 7-11-94 was 300. There are fourteen applications for admission. There are 72 clients in the Adult Center. The Child Care Center has been closed and the transition was smooth. The Nursing Home Sub-

Committee has been scheduled for Tuesday, July 19, 1994 at 10:00 AM in the Commissioners Conference Room. Mr. Sturtevant also had bids to be opened at 2:00 PM.

Commissioner Walker stated that the Seacoast Learning Collaborative has offered to buy the inventory of the Child Care Center for a price of \$5,200.00. Commissioner Walker made the motion to accept the offer by the Seacoast Learning Collaborative of \$5,200.00 for the inventory as listed in the master inventory list. Commissioner Walker requests that if SLC is not going to be using the WINGS Program, that they return it to the county in order that it may be used by other organizations in a suitable manner. Commissioner Barka seconded the motion and it was voted on in the affirmative. The SLC will provide serial numbers from as many items as possible in order that the county may remove them from the insurance inventory

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan- Superintendent

Mrs. Donovan reported the current census of the Jail as 205 with 108 pre-trial and 97 sentenced. She had nothing further to report.

Commissioner Bark spoke of his deep resentment to the press coverage regarding the firings of the CO/O's at the Jail. He specifically addressed the Portsmouth Herald and The Exeter Newsletter. He felt that the comments directed at Superintendent Donovan were groundless.

Commissioner Walker questioned the issue of a prisoner at the jail who requires special duty nurses and care. Mrs. Donovan stated that she has no idea of how long he will be at the jail, as he is being held without bail. He will be held until his appeal and there has been no date set for appeal. Mrs. Donovan stated that there is some question of his needing surgery and the ability or inability of the Sheriff's Department transporting him across state lines for that purpose. She stated that there are many things at issue relating to this case. Commissioner Barka questioned the burden of the cost. Commissioner Walker questioned if the funding from the Crime Bill could be utilized for this purpose.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrisette-Director

Mr. Morrisette presented a certification for group #2 new employee enrollment to be signed by the Commissioners.

**REPORT FROM HUMAN SERVICES**- Dawn Barnes

Ms. Barnes reported for Mrs. Gill in her absence. She presented copies of the June report. Human Services has received an additional \$24,220.50 in 5% Incentive Funds from DCYF as a result of supplemental appropriation of \$4.8 million. The Human Services Department feels that this money may be used at the next grant cycle in addition to the quarterly check that the department will have at that time. Commissioner Walker stated that additional money that has not been appropriated cannot be used. Human Services would need to check on the status of the larger sum of money. Ms. Barnes stated the the training for the two (2) Parent Child Mediation programs will be held in September and the deadline for the receipt of Grant Applications is August. 1, 1994

### COMMISSIONERS REPORT-

Commissioner Walker presented the request of the Correctional Officers for the use of a parking lot to be used during the Muscular Dystrophy Walk to be held on September 4, 1994. The parking lot to be used would be adjacent to the Co-operative Extension Building and any over-flow to use the parking across the street from the Complex. Correctional Officer John McGuinness has organized the walk to cover a five (5) mile distance as part of the Labor Day Muscular Dystrophy Association fund raising activities. The route of the walk is proposed to be as follows: North Rd., left on Prescott Rd. left to 111A, left on Deerhill Rd., left on North Rd. and back to the Jail.

Mrs. Luce questioned the availability of the weekly nursing rounds at the Court House. Commissioner Walker explained that due to the possibility of looking into changing from the Center for Occupational Health, the present coverage would continue on a month to month basis until a decision is made. Mr. Sturtevant inquired as to a time frame for discussion of the proposals. Commissioner Walker stated that it would be done, hopefully within a week. The coverage would remain the same, regardless of the provider.

### REPORT FROM THE CONSERVATION DISTRICT- John Conner, Jody Pellerin, Mary Currier

Mr. Conner reported that the Conservation District wished to follow up on their request for space at the Rockingham County Complex, following the previous postponement of a decision at the prior Commissioners meeting. He presented an activities sheet for the Conservation District that lists services and functions available to the County and to the public. Ms. Jody Pellerin spoke regarding her previous meeting with the Commissioners. The Conservation District has established the John W. York Conservation Center, a long range plan of their department's, that would be in part a library of conservation information, not only historical but current also, available to all residents of Rockingham County. Part of the library would be aerial maps of Rockingham County dating back to 1943. Commissioners Walker stated that the request of the Board had been a list of services available to the county in lieu of rent for the space provided. Mrs. Luce questioned the availability of the aerial maps, and the value to the county.. Ms. Currier stated that many of the maps are the only existing copies and are of value not only for the information contained within but historically also. Mrs. Luce stated that her department is

able to make copies of the films and pictures. Commissioner Walker questioned if the copies could be made available to the public at a fee. Ms. Currier stated that most of the pictures are made available free of charge. Commissioner Walker also questioned the availability of county maps and the ability of the Conservation to provide the Commissioner's Office with these maps. There is an increasing demand for maps of Rockingham County. Ms. Currier stated that there is a book available but the copyright would have to be checked as far as distributing to individuals requesting a particular town's map. Commissioner Barka stated that another two weeks would be needed before a decision could be made due to the absence of Commissioner Henderson at the meeting. The question of the building to be used is the only issue at present. Commissioner Walker stated that The Farmer's House, being the building in question, is rentable property. In lieu of the Carlisle facility not being ready, she is willing to let the Conservation District use the Farmer's House until such time as a permanent location is ready. More discussion followed. Mr. Conner also informed the Board of the death of Jim Hayden on July 7, 1994 at age 57.

There being no further business to come before the regular meeting of the Board of Commissioners, Commissioner Walker moved to go to Executive Non-Public Session under RSA 91A:3 II,c at 1:45 PM to discuss a personnel issue. The motion was seconded by Commissioner Barka. The vote was in the affirmative on a roll call vote.

The Rockingham County Board of Commissioners re-convened in Public Session at 2:15 PM.

Commissioner Walker moved to accept the Minutes of 6-27-94, 7-5-94 and 7-6-94. Commissioner Barka seconded and both voted in the affirmative.

Mr. Woodside reported that bids had been received for opening for the Jail roof repair from :

1. MJ Murphy & Sons
2. Sun Valley Industries
3. Mayo Roofing, Inc.

Commissioner Walker moved to authorize Mr. Woodside to shop the bids and to make a recommendation to the Board of Commissioners as to which vendor the bid will be awarded. The motion was seconded by Commissioner Barka and voted on in the affirmative.

Mr. Woodside presented two bids for the Parking Lot paving project from :

Bell and Flynn	\$280,682.25	67 days
Rome Construction	\$291,774.42	82 days

Mr. Woodside recommended the awarding of the bid on the approval of the Board of Commissioners for the Parking Lot Paving project to:

Bell and Flynn            \$280,682.25    67 days

This bid is for the entire project, excluding lighting.

Commissioner Walker questioned the time frame for the paving project and the installation of the lighting and the need to have it done before winter. Mr. Woodside said the lighting bid would be sent immediately. Mr. Woodside stated that the timing issue had been part of the process and the entire project should be done before winter. The striping of the parking lot is included in the bid price. Commissioner Walker moved to award the bid for the Parking Lot Paving Project to Bell and Flynn not to exceed the price of \$280,682.25 for a total of 67 days. Commissioner Barka seconded and the vote was unanimous in the affirmative. Mr. Sturtevant asked what exceptions there may be to the completion dates. Mr. Woodside replied that there is a fine for running over on the completion date.

Mr. Woodside presented two (2) bids for the Central Air project from:

1. LMG            \$40,000.00
2. EAF            \$25,500.00

The bid is for design only and does include installation.

Mr. Woodside recommended awarding the bid to EAF. Commissioners Walker moved that the award of the bid go to EAF in the amount of \$25,500.00. Commissioner Barka seconded and the vote was unanimous in the affirmative.

Mr. Sturtevant presented bids to be opened from the following:

**BEEF**

1. Associated Grocers
2. Poultry Products

Commissioner Walker moved to authorize Mr. Sturtevant to shop the bids. Commissioner Barka seconded, the vote was affirmative.

**PAPER PRODUCTS**

1. Portsmouth Paper
2. Bay Colony
3. Central Paper Products
4. Beautiful Rags

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
July 11, 1994

Commissioner Walker moved to authorize Mr. Sturtevant to shop the bids. Commissioner Barka seconded, the vote was affirmative.

Mr. Woodside gave a copy of a letter sent to the state in regards to the permit for the Wetlands Board. A copy has been given to Rep. Welch. The permit has not yet been issued, the contractor has been told that the permit would be available early in July, and there has been nothing yet from the state. The abutters need thirty (30) days to protest the work to be done on the dam. The state has approved the the dam request permit, but it is contingent upon the wetlands permit. Mr. Woodside has spoken with Mr. Jim Murn at the New Hampshire Department of Environmental Services, and was told that the application had not been reviewed due to the heavy work volume of that office. Rep. Dave Welch will be at the Wetlands Board in the coming week and will speak with Mr. Murn.

In response to a request of the Board, Mr. Woodside had a list of items for a workshop session. A date will be set for the workshop to address some unfinished projects involving the Maintenance Department. Commissioner Walker questioned if The Aring Schroeder invoice had been attended to. Mr. Sturtevant replied that the warrant had been sent to the CBO

Mr. Woodside inquired if the Emergency bid waiver had been signed by all three commissioners. Emergency repairs need to be done to the Court facilities and to the jail. Commissioners Walker and Barka have signed and Mrs. Golden will have Commissioner Henderson sign upon his return.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to adjourn at 2:40 PM. The motion was seconded by Commissioner Barka. The vote was unanimous in the affirmative.

Submitted by,



Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Jane Walker, Vice- Chairman  
Rockingham County Commissioners

enclosures

/mg

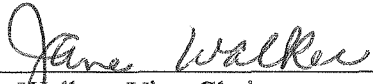
**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
JULY 11, 1994**

At 1:45 PM the Rockingham County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3,II,(c) . Those in attendance were Commissioners Walker and Barka, Mrs. Betty Luce; Register of Deeds, Mr. Roy Morrissette; Director of Personnel and Sheriff Vetter.

The session was to hear a personnel matter.

There being no further business to come before the Board in Non-Public Session, Commissioner Walker moved to go out of Non-Public Session at 2:15 PM, seconded by Commissioner Barka. All voted in the affirmative on a roll call vote.

Approved by,

  
\_\_\_\_\_  
Jane Walker, Vice-Chair  
Rockingham County Commissioners

/mg



**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**July 25, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Henderson, and Walker; Ernest Woodside, Director of Maintenance; William Sturtevant, Administrator of the Rockingham County Nursing Home; Patricia Donovan, Superintendent of the Department of Corrections; Dawn Barnes; Human Services; Roy Morrisette, Personnel Director; Theresa Young, Fiscal Officer; and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representative David Welch, and Denise Breidegam; Foster's Daily Democrat

Chairman Barka opened the meeting at 2:08 PM.

**REPORT FROM HUMAN SERVICES**- Dawn Barnes

Ms. Barnes reported for Diane Gill in her absence. Ms. Barnes gave the Commissioners each a copy of the memo from the New Hampshire Association of Counties in regards to the meeting to take place on Wednesday, July 27, 1994 at 11:00 AM. Discussion followed pertaining to the county's not participating in the state mandated county funding of DCYF.

Commissioner Henderson made the motion that ' The Rockingham County Board of Commissioners resolve that we are opposed to the significant expansion of the county liability expenditures in the area of Human Services, which will result if the state contracts with private providers to perform case work services, and become, in effect, state workers.' Commissioner Walker seconded the motion. All voted in favor of the motion.

Mrs. Young stated that a meeting was scheduled for Monday, August 1, 1994 at 1:00 PM in the Delegation Meeting Room to address the Human Services budget shortfall. Representatives Dowd, Sytek and Welch will be attending as well as Diane Gill, Theresa Young and the Commissioners. Commissioner Walker stated that the issue of Worker's Comp. for the Sheriff's Dept. Airport detail will also be addressed at this meeting.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside

Mr. Woodside reported that the paving project had begun, is progressing well and is currently one day behind. The Ice Pond dam has been demolished.

Mr. Woodside requested a bid approval for a change order for the grease trap project. The timing is good to do this repair of the 3,000 gallon tank while the paving is being done. He has a quote of \$ 5,995.00. \$10,000 was allocated. Commissioner Walker moved to change the order to install the grease trap and 3,000 gal. tank for \$5,995.00. Commissioner Henderson seconded. All voted in favor.

Mr. Woodside also requested repair work to the post-indicator valve and the main sprinkler line isolation line. \$20,000 has been allocated for the sprinkler project. He has a quote for \$5,270.00 to complete this phase of the repair. The sprinkler system in the entire complex will need to be tested. Commissioner Henderson made the motion to allow repairs to the 12 " isolation valve and PIV valve for the price of \$5,270.00. Commissioner Walker seconded. The vote was unanimous in agreement.

Mr. Woodside also requested a sewer line upgrade. He has a quoted price of \$18,420.00 for the job. This would be a major job and would be best done while the paving is taking place, so as not to have to dig up the new pavement. As a result of the work being done on the parking lots, it has been discovered that the main power line crossing the street runs through a storm drain line and should be fixed also. There is \$5,000 available in the operating budget. Mr. Woodside would like to combine that amount with extra amount of \$4,000.00 from the grease trap project. There would still be a shortfall of \$9,000.

Commissioner Walker stated that the repairs should be done now, but wondered where the additional funding would come from. Mr. Woodside suggested the Capital C Account and decrease another project until next year.

Commissioner Walker moved to spend \$18,420 to complete repairs to the sewer system. \$5,000 to come from Mr. Woodside's operating budget, \$4,000 from the remaining funds from the grease trap project and the remainder to come from the Capital C Account. Commissioner Henderson seconded and all voted unanimously in favor.

Mr. Sturtevant requested that all work be done in coordination with the paving project and with as little disruption to the Nursing Home as possible.

Commissioner Henderson asked of the status of the surplus jail equipment as requested by the Town of Atkinson Police Dept. Mr. Woodside replied that all towns had been notified of the surplus equipment and Atkinson's request was one of the few that had come in. Commissioner Walker moved to give to the Town of Atkinson Police Department all items requested in their letter dated 7-18-94. Commissioner Henderson seconded. All voted in the affirmative. Mrs. Golden will send a letter to the Chief of Police in Atkinson to inform that department of their request approval, and to contact Mr. Woodside for further information.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY  
NURSING HOME - William Sturtevant- Administrator**

Mr. Sturtevant reported that the current census of the Nursing Home is 300, there are eighteen (18) applications and there have been two discharges, one to go to a nursing home in Maryland, and the other to go home. There are currently seventy two (72) clients in the Adult Day Care Center.

Mr. Sturtevant had bids to be opened for provisions and beef and are as follows.

**PROVISIONS**

Hallsmith Sysco  
Jordan's  
Donahue Bros.  
North Center Food Service  
Shaheen bros.  
Kraft  
Associated Grocers

Commissioner Walker moved that Mr. Sturtevant shop the bids and recommend the award of the bid to the Board of commissioners. Commissioner Henderson seconded, the vote was unanimous in agreement.

**BEEF**

Associated Grocers  
Sam's Club

Commissioner Walker moved that Mr. Sturtevant shop the bids and recommend the award of the bid to the Board of Commissioners. Commissioner Henderson seconded, the vote was unanimous in agreement.

Mr. Sturtevant informed the Board of Commissioners that it is time to renew the application for the Nursing Home. The application requires the signature of the Chairman of the Board of Commissioners and the Administrator of the Nursing Home. Commissioner Walker moved to authorize the Chairman to sign on behalf of the Board. Commissioner Henderson seconded and all voted in favor, with Commissioner Barka abstaining from the vote.

Mr. Sturtevant requested a bid waiver for a repair to the 75 pound washer. It can not be replaced and Yankee Equipment Systems is the only authorized dealer to make the necessary repairs. The cost of the repair will be \$2450.00 with a 15% discount. Commissioner Henderson moved to waive the bid and allow the repair of the 75 pound

washer by the authorized dealer for the cost of \$2,450. Commissioner Walker seconded and all voted in the affirmative.

Mr. Sturtevant announced that the Belknap County Building Committee would be here to tour the Nursing Home on August 4, 1994 at 10:00 AM. He will not be here at the time. He and Commissioner Walker will be at the National Association of Counties Convention in Las Vegas, NV from Aug. 1 -5. He also presented a request by employees to waive the fee for the use of the Hilton Auditorium in order that they may use the room for a weekly evening sewing bee. Commissioner Walker questioned if it would be disruptive to the residents and Mr. Sturtevant replied that the room is normally empty at night.

Commissioner Henderson made the motion to allow county employees temporary use of the Hilton Auditorium for the purposes of working on and sharing craft talents, on a weekly basis. The fee for the room will be waived until further notice. The Commissioners do ask that this activity does not disrupt the residents and be coordinated through Mr. Sturtevant's office. Commissioner Walker seconded. All voted in favor.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan- Superintendent

Mrs. Donovan reported the census for the jail at 194, with 104 pre-trial and 90 sentenced.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrisette-Director

Mr. Morrisette reported on the Wage Survey work being done by himself and Mr. Morin. Mr. Morin has been to Concord to obtain information from the New Hampshire State Employment Office and plans on further talks with the State relative to attorney, C/O and State Police wage structures. Commissioner Walker requested that spreadsheets be started now and information added as the project progresses.

**COMMISSIONERS REPORT** - Commissioner Jane Walker

Commissioner Walker informed the other members of the Board that a representative must be appointed to represent the County in the ongoing Union Arbitration pertaining to Steven Cooper. She stated that the representative should be one of the commissioners. Commissioner Walker moved that Commissioner Henderson be appointed by the Board to represent the Board of Rockingham County Commissioners in the matter of the Union Arbitration case. Commissioner Barka seconded. The vote was unanimous with Commissioner Henderson abstaining from the vote.

Commissioner Walker moved to accept the Minutes of the Board of Rockingham County Commissioners meeting dated July 11, 1994. Commissioner Henderson seconded and all voted in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
July 25, 1994

Commissioner Walker stated that the Board needed to officially appoint a labor relations specialist to represent the County in union negotiations.

Commissioner Walker made the motion that The Board of Rockingham County Commissioners officially engage the firm of Sheehan, Phinney, Bass and Green to handle the County's labor relations activities in relation to the union activities at the Rockingham County Nursing Home, and any legal services related to those activities. The County understands that Mr. Renny Perry will represent the County in labor relation activities relating to the Rockingham County Nursing Home and will advise the board when the services of counsel is advisable. The board understands that the appropriate personnel, relative to legal services, will be provided based on the situation at hand. The motion was seconded by Commissioner Henderson, and voted on in the affirmative by all.

Commissioner Walker stated that work needs to be done on the occupational health issue. A meeting will take place in the Delegation Meeting Room on Thursday, July, 28, 1993 at 2:00 PM.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to adjourn at 2:40 PM. The motion was seconded by Commissioner Henderson. The vote was unanimous in the affirmative.

Submitted by,



Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk  
Rockingham County Commissioners

enclosures

/mg

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**AUGUST 8,1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Henderson, and Walker; Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Patricia Donovan; Superintendent of the Department of Corrections, Dawn Barnes; Human Services, Theresa Young; Fiscal Officer, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

Also present were Tom Battles and Denise Breidegam; *Foster's Daily Democrat*

Chairman Barka opened the meeting at 2:05 PM.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside

Mr. Woodside gave the Commissioners copies of the permit for the Ice Pond Dam project, and a letter from the Town of Exeter in regard to the sewer discharge from the County Court House. Neither item needed action by the Board.

Mr. Woodside reported that ten bid requests had been mailed for the Roof Replacement for the Jail. Of the ten -two were returned as no longer in business, three companies came for a mandatory site review and subsequently bid on the project. The three companies to bid on the project were:

- Mayo Roofing
- Murphy and Son
- Sun Valley

Mr. Woodside recommended awarding the bid to Mayo Roofing in the amount of \$104,000.

Commissioner Walker moved that the Board award the bid for the Jail Roof Replacement to Mayo Roofing for \$104,000. Commissioner Henderson seconded the motion. The vote was unanimous in agreement. Commissioner Walker further stated that a contract would be drafted to be reviewed by legal counsel prior to signing.

Mr. Woodside reported the parking lot paving project is 75% complete and should be done by the end of August. A problem with the old storm drains was revealed during the installation of the grease trap and the drains will have to be replaced. A phone line was hit during the paving due to the line being twenty five feet from where it had been indicated on the map. Additionally it has been discovered that some storm drains had been installed incorrectly and will need to be corrected also.

Mr. Woodside also informed the Board that he will be on vacation starting August 27, 1994

**REPORT FROM THE FISCAL OFFICER** - Theresa Young

Mrs. Young was present but had nothing to report.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** - William Sturtevant- Administrator

Mr. Sturtevant reported that the current census of the Nursing Home is 300, there are 17 applications for admission. There are currently 73 clients in the Adult Day Care.

Mr. Sturtevant reported that he had bids to be opened for Gloves and Underpads. The Glove Bids were as follows:

- Daley Cardinal Health
- Totalmed
- Beautiful Rags
- Yankee Equipment Systems
- Central Paper Products
- Worldwide Gloves
- Pinnacle Gloves

Commissioner Walker moved that Mr. Sturtevant shop the bids for gloves and make his recommendation to the Board. Commissioner Henderson seconded, and all voted in favor.

The Underpad Bids were as follows:

- Totalmed
- Central Paper products
- ADCO
- Daley Cardinal Health
- Whitestone
- Professional Medical Products

Commissioner Walker moved that Mr. Sturtevant shop the bids for underpads and make his recommendations to the Board. Commissioner Henderson seconded and all voted in favor.

Mr. Sturtevant announced his recommendations to the Board for the bid awards of provisions as follows:

- SS Pierce \$3,654.24
- Associated Grocers \$5,427.25
- Donahue \$3,966.18
- Hallsmith/SYSCO \$1,438.38
- Jordan's \$3,788.70
- Shaheen \$1,277.85
- Northcenter \$2,009.75

Mr. Sturtevant recommended awarding the bid for Beef Chucks to:

- Associated Grocers \$2,340.00

Commissioner Walker moved to award the bids for provisions and beef chuck as per the recommendations of Mr. Sturtevant, seconded by Commissioner Henderson. All voted in the affirmative.

Mr. Sturtevant presented a request by employees in the Nursing Home wishing to donate sick days to an employee needing surgery who has no sick time left. Commissioner Walker asked if this had been done before to which Mr. Sturtevant replied that it had.

Commissioner Walker made the motion to allow donations of an individual sick day per employee on a voluntary basis to be used by the employee in question. Commissioner Henderson seconded. All voted in favor with Commissioner Henderson stating that the action is highly commendable for all.

Mr. Sturtevant presented the Tee shirts and caps that are now available in the Gift Shop. The Tee shirt are available for \$10.00 and the Caps cost \$8.50. Tote bags are coming and there will be aprons also.

**REPORT FROM HUMAN SERVICES**- Dawn Barnes

Ms. Barnes reported for Diane Gill in her absence. There was no report as the July figures are not yet available. Ms. Barnes reminded the Commissioners of the Grant Review to take place on August 11, 1994 at 10:00 AM.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan- Superintendent



Mrs. Donovan reported that the current census is 197 with 101 pre-trial and 96 sentenced. She had no further report to make.

**REPORT OF THE SHERIFF'S DEPARTMENT** - Sheriff Wayne Vetter

Sheriff Vetter asked the Board if floral arrangements were being ordered for the funeral of Mayor Roland Roberge of Rochester, who was killed in a fire at his camp in Milton, NH on August 7, 1994. Mayor Roberge also served as a commissioner for Strafford County. Commissioner Walker said that an arrangement would be sent from all the departments of Rockingham County.

Sheriff Vetter stated that the outside detail issue has been resolved and the Sheriff's Department is following the guidelines as set forth in the Garcia Ruling. Sheriff Vetter has a written statement from the Department of Labor detailing the specifics, copies of which were given to the commissioners. Sheriff Vetter stated that his department is following these guidelines exactly.

Commissioner Barka asked if there is profit to the county. Sheriff Vetter replied that on an average the county will profit \$4-\$5 per hour for the duration of the detail.

Sheriff Vetter brought to the Commissioners attention a letter from Tom Battles of Kingston in which reference has been made to the inadequacy of the Sheriff's computer system by Rep. Welch. Sheriff Vetter checked and found that with the exception of the accounting programs the system used by the Sheriff's Department is the same as that used at the main county complex. The Sheriff would like to have Rep. Welch corrected in his assumption, and to clear up any misconception.

The Workman's Comp. issue has been settled and coverage will be effective August 18, 1994.

**COMMISSIONERS REPORT** - Commissioner Jane Walker

Commissioner Walker stated that a letter had been received from the Exeter and Hampton Electric Co. regarding the street light at the County Courthouse. The Town of Exeter will no longer pay for the service. The county has the ability to assume the payments for the light at a rate of \$22.06 per month.

Commissioner Walker moved to transfer the cost of electricity for the street light at the County Courthouse from the Town of Exeter to the County of Rockingham, with the contract to be signed. Commissioner Henderson seconded and all voted in favor. Mr. Woodside questioned where the responsibility would lie for pole and line work. It was decided that before the contract is signed Mr. Woodside would check with Exeter and Hampton Electric Co. to review the contract. Upon his approval the Commissioner would sign the agreement.

Commissioner Walker requested payment of an unpaid medical bill in the amount of \$32.00 that had been billed incorrectly to the insurance provider.. Commissioner Walker made the motion to pay the bill in the amount of \$32.00. Commissioner Henderson seconded and all voted in the affirmative. Mrs. Young questioned if this was setting a precedent for other insurance claims. Commissioner Walker stated that it was not the employee's fault that this had not been attended to and the situation would not be one to arise again.

Commissioner Henderson introduced a motion pertaining to the job search for a jail Superintendent.

I move that the Board form a search committee to assist in the process of choosing a new superintendent of Corrections for Rockingham County, and that the members of this Search Committee be chosen based upon their ability to add specific areas of expertise to the selection process.

The members of the Search Committee would include:

- An individual previously employed by the Rockingham County House of Corrections in an administrative or management capacity.
- An individual previously employed by the Rockingham County House of Corrections in a Correctional Officer capacity.
- An individual employed in the field of corrections in New Hampshire but outside of Rockingham County.
- An individual actively involved in law enforcement in Rockingham County.
- A Rockingham County resident actively involved in the practice of law.
- A current or former legislator from Rockingham County, chosen by the Chairman of the Rockingham County Delegation, chosen on the basis of experience in corrections or law enforcement matters.

The Board would recruit individuals to fill these Search Committee positions over the course of the next week.

The function of the Search Committee would be to provide valuable expertise by participating in the review of applications for Superintendent of Corrections, participating in the interview process, and making recommendations to the Board. The final selection of Superintendent of Corrections will be made solely by the Board of County Commissioners.

Commissioner Walker seconded the motion as stated. Discussion was opened for the motion, with Commissioner Barka stating his opposition to the Search Committee. He feels that there is no need of a committee and would like to promote an individual from within the Jail. Commissioner Henderson stated that this search would not disallow present employees from applying for the position and in fact should encourage present employees. Commissioner Barka also stated his opinion that Rep David Welch should be on the Committee. Commissioner Henderson stated that the Delegation Chairman would pick the member from the Delegation to serve on the Search Committee and that the Commissioners would pick the remaining five members. Commissioner Henderson stated that expertise from the field would aid in the decision making. The three Commissioners would make the final decision, with the majority ruling.

Superintendent Donovan voiced her concerns that two of the Search Committee members would be previous Department of Corrections personnel, her concern being with personality issues and objectivity. She feels it would be difficult for either the applicant or the Search Committee members to be completely objective in a evaluation, whether it be positive or negative. Sheriff Vetter said there are employees in the Sheriff's Department that would fit the criteria as set in Commissioner Henderson's motion that would be as objective and professional as an individual could be. Commissioner Henderson stated that peers lend a valuable insight into the job and to leave them out would be a shortfall. A negative reaction would also be of value to the decision making process. Commissioner Barka stated that he feels the Board would be biased in their decision. Commissioner Walker stated that it is the Board's duty to eliminate any bias.

Mrs. Donovan asked where the position would be posted. Commissioner Henderson responded that it would be published on a national scale and in national publications. Commissioner Walker suggested NAACO NET and the *County Advisor* as two possible publications, and noted that there are more. Sheriff Vetter stated that the October 1, 1994 date would be hard to meet. Commissioner Walker said that the decision would be made as soon as possible after the date. Commissioner Henderson stated for the record that in no way does forming the Search Committee reflect dissatisfaction with any present jail employees who may seek the position.


Commissioners Walker and Henderson voted in favor of the motion with Commissioner Barka opposed.

Commissioner Walker moved to accept the Minutes of July 25, 1994. Commissioner Henderson seconded. All voted in favor.

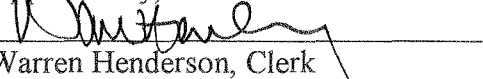
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
August 8, 1994

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to adjourn at 3:15 PM. The motion was seconded by Commissioner Henderson. The vote was unanimous in the affirmative.

Submitted by,

  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

  
Warren Henderson, Clerk  
Rockingham County Commissioners

enclosures

/mg

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**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**AUGUST 15, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson, Mrs. Diane Gill; Director of Human Services, Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners and Mr. John Hart; Manchester Union Leader

Chairman Barka called the meeting to order at 10:17 AM and stated the purpose of the meeting was the awarding of Grant requests. Commissioner Henderson moved to award the requests as follows:

Family Mediation Program Portsmouth	\$11,200.00
First Choice Family Portsmouth	\$10,000.00
Boy Scouts of America Londonderry	\$10,697.00
Winnacunnet High School: Violence Prevention Program	\$4,000.00
Drug/Alcohol Abuse Prevention Counselor Hampton	\$5,000.00
Big Brothers/Big Sisters of Greater Lawrence Salem	\$14,552.00
Plaistow Police Dept. - DARE Program Plaistow	\$2,500.00
Lamprey Health Care Parenting Skills/ Young Parent's Program Newmarket	\$2,720.00
New Outlook Teen Center Exeter	\$10,000.00

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
AUGUST 15, 1994

Create and Discover Tutorial Program Newmarket	\$5,000.00
Frank Stewart, Counselor Salem High School Salem	\$10,000.00
Newmarket Recreation Center Newmarket	\$15,000.00
Salem Boys and Girls Club Salem	\$5,000.00
Brentwood Recreation Department Brentwood	\$2,000.00
Raymond Parks and Recreation Department Raymond	\$5,000.00
Total Grant Awards	\$112,669.00

Commissioner Walker seconded the motion. All voted in the affirmative.

Mrs. Gill wanted to clarify the amount awarded to the Family Mediation Program. \$200.00 of the \$11,200.00 was a donation made specifically to the program and is not actually part of the grant award. For the record the total amount awarded was \$112,669.00 with \$112,449.00 actual grant money. Mrs. Gill also stated that the State Human Services meeting would be held in Brentwood on November 16, 1994 at 10:00 AM in the Commissioners Conference Room in the Rockingham County Nursing Home.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
AUGUST 15, 1994

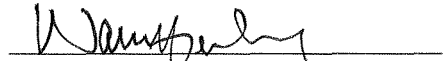
There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Henderson moved to adjourn the meeting at 11:19 AM. Commissioner Walker seconded. All voted in favor.

Respectfully submitted,



Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk  
Rockingham County Commissioners

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**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**August 22, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Patricia Kelly, Treasurer, Mike Morin, Deputy Treasurer; Ernest Woodside, Director of Maintenance; William Sturtevant, Administrator of the Rockingham County Nursing Home; Patricia Donovan, Superintendent of the Department of Corrections;; Roy Morrisette, Personnel Director, Representatives David Welch and Donna Sytek and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were John Hart of the Manchester Union Leader, and Liane Evans of the Portsmouth Herald

Chairman Barka opened the meeting at 2:08 PM. Commissioner Henderson moved to accept the Minutes of August 8, 1994 and August 15, 1994, seconded by Commissioner Walker and voted on unanimously in the affirmative.

**REPORT FROM THE TREASURER** - Patricia Kelley

Mrs. Kelley was present and updated the Board on the cash position of the county. The County currently has \$8,000,000 invested, of which \$5,000,000 is in a CD at Fleet Bank and 1.3 million is with the MBIA pool fund. All the investments are earning about 4.50%. Borrowing was done at a little less than 3.00% The income projections are well ahead of expectations. It had been anticipated at \$130,000.00 for the year and is already at \$125,000.00.

Mike Morin; Deputy Treasurer, presented a progress report on the Wage Survey to date. He has compiled much data from the sources at his disposal and will base his final report on the compiled data. There will be weighted averages available based on the data. Commissioner Walker stated the need to include cities and towns in the data base. Commissioner Henderson stated that areas of concern within the county payroll would need to be compared to private industry also. Mr. Morin explained that the survey would cover a regional base and part of the figures have come from the New Hampshire Department of Employment Security which covers private employers. Commissioner Barka asked Mr. Morin when the survey could be expected to be completed and Mr. Morin replied that it should be done within three weeks. He will continue to work with Mr. Morrisette on the project. Commissioner Walker stated that it would be good to have





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the survey done in that amount of time in order to make recommendations for the 1995 Budget.

**REPORT FROM THE CENTRAL BUSINESS OFFICE** - Jayne Jackson - Staff Accountant

Mrs. Jackson was present but had nothing to report.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside

Mr. Woodside informed the Board that the parking lot paving project should be completed by week's end. The dam project is complete, and through July a total of \$462.69 worth of vegetables have been sold to the Nursing Home. Mr. Woodside gave the Commissioners a copy of the cancellation of the insurance policy for the slaughter house

Commissioner Walker questioned the amount of the 1994 hay crop that has been sold and Mr. Woodside stated that he did not have the exact figure with him, but that he would update Commissioner Walker on the figure.

Rep. Welch asked Mr. Woodside on the status of the Fire Pond. Mr. Woodside responded that no decision had been made regarding the intake pipes as until recently the pipes could not be located. A diver has been able to locate the pipes, the stainless steel cover screens are missing and will need to be replaced. The replacement of the screens will negate the need of raising the pipes or the dredging of the pond. Mr. Woodside stated for the record that he feels the problem can be fixed with a diver replacing the screens.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** - William Sturtevant- Administrator

Mr. Sturtevant reported the census as of August 22, 1994 as being 297, there have been two deaths in the past week. There are currently 18 applications for admission, and there are 72 clients in the Adult Day Care Program.

Mr. Sturtevant reported the awarding of the bid for Underpads to Totalmed for the amount of \$1,664.00 and the award of the bid for Gloves to Totalmed for the amount of \$29,590.00. Commissioner Walker moved to award the bids as recommended by Mr. Sturtevant. Commissioner Henderson seconded and all voted in favor.

Mr. Sturtevant stated that one of the goals for the Nursing Home in the coming year is to receive a dual certification for both Medicare and Medicaid and to take advantage of that dual certification. Mr. Sturtevant has received the necessary paperwork and it does need the authority of the Board of Commissioners to complete.

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Commissioner Walker moved that the Board of County Commissioners authorize Mr. Sturtevant, Nursing Home Administrator, to sign all related documents for applications to the health care financing administration, United States Department of Health and Human Services for the purposes of Rockingham County Nursing Home establishing eligibility for payment under Title 18 of the Social Security Act, (Medicare). Commissioner Henderson seconded the motion and all voted in the affirmative.

Commissioner Walker moved that the Board further authorize Mr. Sturtevant to sign all related documents for application to the New Hampshire Department of Health and Human Services, Division of Public Health, for the purposes of Rockingham County Nursing Home establishing eligibility as a certified provider of skilled and intermediate care. Commissioner Henderson seconded, and all voted in favor.

Mr. Sturtevant explained the benefits of the dual certification for skilled care: allowing the Nursing Home access under Medicare, saving money under Medicaid and resulting in savings to Human Services. Federal money would be drawn down as opposed to state and county funds.

Mr. Sturtevant reported on the filing of the Cost Report submitted in March of 1994. The Desk Review has been received and there is a concern in regard to the disallowance on the interest depreciation line, which amounts to \$109,000.00. Mr. Sturtevant has filed a request for review, the result of which is that money has been put back. This will help with the rate for 1995, bringing the revenue back another \$.79/day.

Rep. Sytek questioned the types of beds currently in the Nursing Home as intermediate care only and that the dual certification would provide the flexibility of skilled care. Mr. Sturtevant explained that not all 300 beds of the Nursing Home would become skilled care and skilled care would be for a limited time. Rep. Sytek questioned the percentage of beds that would become skilled care beds. Mr. Sturtevant explained that it would start slow at first with less than 10% devoted to skilled care.

Mr. Sturtevant stated that there will be an in service held at the Nursing Home in September in conjunction with Catholic Charities Homes to address the issue of Joint Commission accrediting for long term care. The Joint Commission will be at the Rockingham County Nursing Home as well in October to speak to all county nursing home administrators, directors of nursing and key personnel on having all eleven county nursing homes under the joint commission.

Mr. Sturtevant reminded the Board that the union election for the Nursing Home will be held on August 25, 1994 in the Hilton Auditorium. The polling times will be 6:00-8:30 AM, 10:00 AM- 12:00 PM and 2:00-4:00 PM. The votes will be counted after the final polling time. Commissioner Henderson questioned Mr. Sturtevant regarding the rules governing the election and conduct around the polling place. Mr. Sturtevant responded that there could be no members of management present. Commissioner Barka questioned

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the manner in which eligible voters would be able to vote. Mr. Sturtevant responded that it would be done by a check list.

Mr. Sturtevant reported that there have been forty-two residents apply for absentee ballots for the September primary

Mr. Sturtevant requested a non-public session to discuss a Nursing Home personnel matter.

Commissioner Walker discussed the proposals for occupational health. The Commissioners have selected Business Health Management to provide services to the county, and with minor changes to the contract to be made prior to the contract being signed. Commissioner Walker moved that the Board of Rockingham Commissioners accept the proposal submitted by Business Health Management, with the minor changes made, and that Commissioner Walker be authorized to sign the contract after the noted changes have been made. Commissioner Henderson seconded and all voted in the affirmative. Commissioner Henderson noted that this contract has been well done and the county will benefit from the extended benefits being offered.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan- Superintendent

Mrs. Donovan reported the current census of the Jail as 197 with 102 pre-trial and 95 sentenced. Mr. Pawlowski has been returned to the facility. Mrs. Donovan emphasized that the incident was a walk away and not an escape, as has been indicated. Mr. Pawlowski was returned from a Concord, NH shelter after being picked up by the Concord Police, who had been notified by shelter personnel of his suspicious behavior. There is some question as to where he received clothing other than jail issue.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrissette-Director

Mr. Morrissette reported that the position of Jail Superintendent has been posted on all county posting boards and with the New Hampshire Department of Employment Security. Arrangements have been made to run ads in *Corrections Today* and in the *NACO News*. Several other publications were unable to run the ad due to deadline obligations for September issues. The Municipal Association has agreed to post the position in their office. The ad will be run also in *The Boston Globe* and *The Manchester Union Leader* during the first part of September. Commissioner Henderson commented that the original hope had been to have a new Superintendent in place prior to Mrs. Donovan's retirement, but due to the nationwide aspect of the search, there will be a delay in filling the position.

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Commissioner Henderson made the nominations to the Jail Superintendent Search List as follows:

- An individual previously employed by the Rockingham County House of Corrections in an administrative or management capacity.
  - William Vahey, Ret.  
Former Captain Rockingham County House of Corrections  
North Rd.  
Brentwood, NH 03833
  
- An individual previously employed by the Rockingham County House of Corrections in a Correctional Officer capacity.
  - Deputy Steve Warnock  
Former Corrections Officer - Rockingham County House of Corrections (88-94)  
Rockingham County Sheriff's Dept.
  
- An individual employed in the field of corrections in New Hampshire but outside of Rockingham County.
  - Nicholas Pishon  
Assistant Corrections Commissioner  
State of New Hampshire  
271-1801  
c/o State Prison, Concord, NH 03301
  
- An individual actively involved in law enforcement in Rockingham County.
  - Police Chief Robert Mark;  
Chief of Police  
Town of Hampton, NH

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- A Rockingham County resident actively involved in the practice of law.
  - Attorney Patty Blanchette  
Boynton, Waldron, Dolceac, Woodman and Scott,  
P.A.  
82 Court St.  
Portsmouth, NH 03801
  
- A current or former legislator from Rockingham County, chosen by the Chairman of the Rockingham County Delegation, chosen on the basis of experience in corrections or law enforcement matters
  - Donna Sytek Chairman  
Rockingham County Delegation  
9 Garrison Rd.  
Salem, NH 03079

Commissioner Walker seconded the nominations. Commissioners Walker and Henderson voted in favor of the nominations. Commissioner Barka voted against.

Mr. Morrisette had Correctional Officer Replacement forms for the Commissioner to sign.

Mr. Morrisette reported that a check was received in his office in the amount of \$88,726.00 which represented the over-payment and interest dating back to the month of July 1974 when there had been a problem with Group II retirements. Upon research by the Retirement System, it was discovered that Rockingham County had been over-charged. Commissioner Walker asked if there is a special fund for retirement. Mr. Morrisette responded that retirement is built into the Accrued Liability budget, under General Government. The item has been paying the buy-back for ten years. Group I has been paid off already. Mr. Morrisette stated that the \$88,726.00 may be placed in General Revenues.

Commissioner Walker made the motion that Rockingham County continue the contract with the Insurance Exchange as the agent for insurance for the County for the year 1995. Commissioner Henderson seconded. Commissioner Henderson stated that the Insurance Exchange is doing an excellent job for the County, to which Commissioner Walker agreed. The vote was unanimous in favor of the motion.

Commissioner Walker explained that she has been contacted regarding the possibility of Rockingham County's involvement in the White House Conference on Aging, if a meeting

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has been held and/or the possibility of a date being set in regard to this issue. Commissioner Walker stated her belief that a tentative date should be set and notices sent to notify of the meeting. Commissioner Barka asked why the Commissioners should have to do anything without having received a more formal notice. Mr. Sturtevant stated that the Rockingham County Council on Aging may have more information. Commissioner Henderson suggested making the meeting joint with Strafford County. Following more discussion the matter was tabled.

Commissioner Walker stated that a request to lease the County Slaughter House had been received. Following brief discussion of the matter, Commissioner Walker made the motion that the Slaughter House would remain closed. Commissioner Henderson seconded the motion.

Rep. Sytek asked when the Conservation District had moved to the County Complex. Commissioner Walker explained that the Conservation District had presented a request to move to the Complex and the Board felt that their presence would be good for the Complex and for the residents of Rockingham County. They are temporarily using the Farmer's House until the renovations to the Carlisle Building can be completed.

Rep. David Welch addressed the Board regarding the issue of campaign ethics and the appearance of using federal funding for a campaign. A recent newspaper article may compromise a county program and he wanted to bring it to the Commissioners' attention. Discussion followed with the Commissioners' taking note of the comments by Rep. Welch.

There being no further business to come before the regular meeting of the Board of Commissioners, Commissioner Henderson moved to adjourn the meeting at 3:00 PM, seconded by Comm. Walker and voted on unanimously in the affirmative. Commissioner Henderson moved that the Board of Commissioners go to Non-Public session under RSA 91A:3II,c at 3:05 PM. The motion was seconded by Commissioner Walker. All three Commissioners voted in the affirmative on a roll call vote.

The Rockingham County Board of Commissioners re-convened in Public Session at 3:10 PM to vote on a personnel issue pertaining to the Nursing Home. Present were Commissioners Barka, Walker and Henderson, Mr. William Sturtevant; Director of the Rockingham County Nursing Home, Mr. Roy Morrisette; Director of Personnel, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners

Commissioner Walker made the motion to recommend the eight (8) day suspension of a Nursing Home employee without pay and to further notify the same employee of termination if no appeal is received within that time period as recommended by Mr. Sturtevant. The motion was seconded by Commissioner Henderson and voted on unanimously in the affirmative.

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Commissioner Walker addressed the issue of employees receiving accumulated sick time and vacation days while out of work on unpaid leave. Commissioner Walker stated that policy should be set in regard to unpaid leave and receiving vacation and sick pay. Mr. Morrisette will check into the issue.

Mr. Sturtevant requested the Commissioners approval for the voluntary staffing of the County Election Coverage for the September Primary.

Commissioner Walker moved to authorize the Election Coverage Return Program to continue at Rockingham County, to be staffed with volunteers, for the Primary and General Elections. Contributions of refreshments are to be brought in by individuals so there will be no cost to the taxpayers of Rockingham County. Commissioner Henderson seconded, and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to adjourn at 3:15 PM. The motion was seconded by Commissioner Henderson. The vote was unanimous in the affirmative.

Respectfully Submitted by,

Martha Golden

Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

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Warren Henderson, Clerk  
Rockingham County Commissioners

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH**

~~JUNE 27, 1994~~  
AUGUST 22, 1994 mg

At 3:05 PM the Rockingham County Commissioners went into Non-Public Session on a roll call vote under RSA 91A:3,II,(c). Those in attendance were Commissioners Walker, Henderson and Barka, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Roy Morrissette; Director of Personnel, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The session was to hear a personnel matter.

There being no further business to come before the Board in Executive Non-Public Session, Commissioner Walker moved to go out of Non-Public Session at 3:10 PM, seconded by Commissioner Henderson. All voted in the affirmative on a roll call vote.

Respectfully submitted,

Martha Golden

Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved,

Warren Henderson

Warren Henderson, Clerk  
Rockingham County Commissioners

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DATE 9/26/94

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**AUGUST 29, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mike Morin; Assistant Treasurer, Jude Gates; Administrative Assistant to the Director of Maintenance, Nancy Lang; Assistant Administrator of the Rockingham County Nursing Home, Patricia Donovan; Superintendent of the Department of Corrections, Diane Gill; Director of Human Services; Theresa Young; Fiscal Officer, Roy Morrissette; Personnel Director, Representative David Welch, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Mary Currier of the Rockingham Conservation District and Denise Breidegam of the *Fosters Daily Democrat*

Chairman Barka opened the meeting at 2:00 PM. Commissioner Walker moved to accept the Minutes of August 22, 1994, seconded by Comm. Henderson and voted on unanimously in the affirmative.

**REPORT FROM THE TREASURER** - Mike Morin- Deputy Treasurer

Mr. Morin was present but had nothing to report.

**REPORT FROM HUMAN SERVICES**- Diane Gill-Director

Mrs. Gill was present but had nothing to report.

**REPORT OF THE FISCAL OFFICE**- Theresa Young- Fiscal Officer

Mrs. Young questioned when a date for the tour of County Property would be set as listed under Old Business. Discussion followed and the date of September 15, 1994 at 10:00 AM was agreed upon by all.

**REPORT FROM THE MAINTENANCE DEPARTMENT** -Jude Gates  
Administrative Assistant to Director of Maintenance

Mrs. Gates reported that the parking lot paving is complete as of 8-29-94 and due to the resurfacing of the area, an additional 60 spaces have been arranged. Mrs. Gates stated that the personnel of Bell and Flynn were excellent to work with. The lighting should be completed within a couple of weeks.

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**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** - Nancy Lang - Assistant Administrator

Mrs. Lang reported the census as of 8-29-94 was 297, with one admission scheduled for 8-29-94 and two for 8-30-94. There are 78 clients in the Adult Center

Mrs. Lang reported on the Union Election held on August 25, 1994. There were 166 votes cast during the three polling times with resulting votes of 74 in favor of the union and 92 against the union.

Mrs. Lang had sealed bids to be opened for beef from:

- Associated Grocers
- Sam's Club

Commissioner Henderson moved that the bids be shopped and awarded to the lowest bidder. Commissioner Walker seconded and all voted in the affirmative.

Commissioner Walker informed all in attendance that there is now a weekly price list update available from Sam's Club. Martha Golden has a copy in her office and can make copies for those who want copies.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Patricia Donovan- Superintendent

Mrs. Donovan reported the current census of the Jail as 202 with 111 pre-trial and 91 sentenced.

Mrs. Donovan informed the Board that she has 23 remaining work days prior to her retirement and requested the Commissioners to act in appointing an acting superintendent until a replacement is named for the position. Mrs. Donovan feels this needs immediate attention to insure a smooth transition. Brief discussion followed.

Commissioner Henderson moved to contact Deputy Superintendent Gene Charron to act as interim Superintendent for the Rockingham County Department of Corrections from the time of Superintendent Pat Donovan's retirement until such time as the position may be filled with a new superintendent. Commissioner Walker seconded and all voted in favor.

**REPORT FROM THE PERSONNEL DIRECTOR** - Roy Morrissette-Director

Mr. Morrissette presented the agreement for the union for the jail regarding the shift differential and over-time for Commissioners' signatures.. Commissioner Walker asked if

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the cost is known. Mrs. Donovan explained that it would be minimal. Commissioner Walker's concern was not to overspend on the line item. Both Commissioner Henderson and Barka expressed their belief that there is no choice in the matter. Commissioner Henderson stated that there is no dispute between the management and the union. Both sides are in agreement on the problem and the solution. There was further brief discussion.

Commissioner Henderson made the motion to approve and ratify the Letter of Agreement in the matter of the shift differential and over-time with the Rockingham County Correctional Officers in relation to the grievance. Commissioner Walker seconded. The vote was unanimous in agreement.

Mary Currier was present from the Conservation District. The move from the Exeter address is complete and the Conservation District is open for business. The Fall Bulb program is under way. Orders received by September 23, 1994 will be ready to be picked up on October 15, 1994. Mrs. Currier gave the Commissioner three additional maps of Rockingham County. Signs for the Conservation District are being ordered through the Maintenance Dept.

Commissioner Barka asked Mrs. Currier about a letter he had received from an individual in regard to the Conservation District and whether or not the letter was a crank type letter. Mrs. Currier replied that the letter was not being taken lightly and had been brought to the attention of the Exeter Police Department and she would talk with the Brentwood Police also. Commissioner Walker asked if the Board of Commissioners needed to become involved and Mrs. Currier stated that she does not think so.

Commissioner Henderson made the following motion:

I move that the Board of Commissioners retain an experienced consultant with expertise in county and state corrections to conduct an independent examination of the Rockingham County House of Corrections as part of the transition in administration.

This examination would be comprehensive in scope, but would focus in particular on the following issues:

Legal issues, including liability, related to staff, inmates and facility.

Administrative issues, including policies, practices and procedures.

Security issues, including adequacy of staffing, supervision and monitoring.

This examination would be conducted without prejudice to existing policies or personnel, and would be designed to identify any areas within its scope which should be addressed in

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the process of hiring a new Superintendent, any source of liability or litigation which the County could anticipate and avoid, and/or could be used in setting the goals and budget for the Department of Corrections for 1995.

Further, I move that the County waive the bid requirement and retain the firm of Mark D. Corrigan and Associates of Plymouth, Massachusetts to conduct this study, relying on the familiarity of the firm with current New Hampshire state and county corrections facilities in general, and his prior examination of the Rockingham County House of Corrections in particular, to provide a base of relevant expertise.

The cost of said study should not exceed \$5,000, and the completed study should be delivered to the Commissioners in 45 days or less from the time of the signing of the contract.

Commissioner Walker seconded. Commissioner Barka asked if this would need approval of the Executive Committee. Commissioner Henderson explained that the money was available and that the timing is prudent. Commissioner Walker stated that in Long Term Planning, this study would be extremely valuable to the county. Rep. David Welch stated that the Executive Committee is fully supportive of the study also. The vote was unanimous in the affirmative.

Commissioner Walker asked Mrs. Golden for information regarding the White House Conference on Aging. Mrs. Golden reported she had contacted Mr. Bruce Montville of Hampton. He explained that a Rockingham County Council on Aging meeting had taken place on May 31, 1994 in regard to the conference. A second meeting has been scheduled for September 19, 1994 at 10:30 AM in the Hilton Auditorium in the Rockingham County Nursing Home to include members of the State Committee on Aging. The three main issues to be discussed are as follows:

1. Health Care
2. Housing
3. Transportation

Commissioner Henderson asked if the Board of Commissioners would need to become more involved than at present. Mrs. Golden replied that the Rockingham County Council on Aging has arranged the meetings and program to this point and would ask for assistance if needed. It was decided that no further action would be required of the Board unless requested by the Council on Aging.

The next scheduled Board of Commissioners Meeting will be held on Monday, September 12, 1994 at 2:00PM.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to adjourn at 2:30 PM. Commissioner Henderson seconded and all voted in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
AUGUST 29, 1994

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DATE 9-26-94

Respectfully submitted by,

Martha Golden  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

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DATE 9-26-94

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**SEPTEMBER 12, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Walker and Henderson; Mike Morin; Assistant Treasurer, Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Patricia Donovan; Superintendent of the Department of Corrections, Theresa Young; Fiscal Officer, Roy Morrissette; Personnel Director, Representative Donna Sytek, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Tom Battles and Allen Briggs

Vice-Chairman Walker opened the meeting at 2:07 PM.

**REPORT FROM THE MAINTENANCE DEPARTMENT** --Ernest Woodside  
Director of Maintenance

Mr. Woodside presented copies of the hay report that includes types of hay and the market values of each type. Commissioner Henderson questioned if the entire crop would be sold. Mr. Woodside replied that not all would be sold, but most. Commissioner Henderson questioned if the price was still at a fair market value to which Mr. Woodside replied that it was.

Mr. Woodside also gave the commissioners a copy of the market garden sales to the nursing home. To date, the sales have amounted to \$1,483.58.

**REPORT FROM THE TREASURER** -- Mike Morin- Deputy Treasurer

Mr. Morin was present but had nothing to report.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Patricia Donovan- Superintendent

Mrs. Donovan reported the current census of the Jail as 209 with 119 pre-trial and 90 sentenced. There are currently two in the hospital, one inmate has been in for nine days and will remain for an additional 4-5 days as a result of an infection, and Mr. MacDonald was taken to the hospital and is expected to be returned to the jail within the next day.

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Mrs. Donovan advised the commissioners that Deputy Superintendent Gene Charron will be meeting with the Epping Board of Selectmen regarding the possible discontinuation of ambulance service to the jail. Mr. Charron will discuss with the Board of Selectmen the issues involved and what needs to be done to correct any problems. Commissioner Walker questioned if the service is a signed contract or if it a service made available to the residents of Epping. Mrs. Donovan replied that the service had been arranged by herself and Epping four years ago when the ambulance service from the Town of Brentwood was no longer provided. Mr. Charron will report on the results of the meeting to the Board of Commissioners. Mrs. Donovan stated that the service provide by Epping has been excellent and at a very reasonable price to the county. Mrs. Donovan also said that the reason for the discontinuatin is unclear at the present and does not know if it is a question of availability of the ambulance or a compensation issue. The ambulance service will be made available until the end of the year.

Mrs. Donovan requested a non-public session regarding a personnel issue.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrissette-Director

Mr. Morrissette presented information pertaining to the interview process for Corrections Superintendent. The applications will close September 30, 1994. There have been a number of applications submitted already and there have been numerous calls in connection with the ads appearing in the *Boston Globe* and the *Manchester Union*. The ad did not run in *Corrections Today*, due to a printing problem. There are currently fifteen applications on file. Mr. Morrissette hopes to have the applications ready for the week of October 3, 1994. He asked the Commissioners if copies of the applications would be sent out to all members of the Search Committee or if they would be requested to come to the County Complex to review at their convenience. Mr. Morrissette stressed the need for confidentiality pertaining to the applications. He then stated that a system will need to be designed as far as the ranking of the applicants for the interview process.

Commissioner Henderson stated that he would like to see the members of the Search Committee involved in all of the reviewing process. He asked the average length of the applications and Mr. Morrissette replied that each is about two pages. Commissioner Henderson asked if it would be feasible to set a time to meet as a group to review all the applications. Commissioner Walker responded that a better procedure is to have the applications go to the Committee members in advance in order that the members have adequate time to review each application, in addition, a sheet designed as a check list to help in narrow the numbers of candidates would be included. A final, shorter list can then be done of all those applicants meeting all or as many of the criteria as possible.

Rep. Sytek asked if there is a job description available. Mr. Morrissette relied that it is included in the packet for each committee member.

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Mrs. Donovan stated that a bill had been received in the amount of \$499.00 to cover the cost of the ad in the Boston Globe. She questioned what department should be responsible for the payment. Following brief discussion it was decided that a line item transfer would be requested on the Jail budget when all advertising bills have been received. It was suggested that advertising should be included in the 1995 budget. Mrs. Donovan questioned the line suggested for the transfer and Mrs. Young replied that it was a suggestion only and Mrs. Donovan should feel free to make suggestions where the transfer should come from.

Mr. Morrisette stated that the schedule for the interviews will need to set. He suggested the weeks of October 10, 1994 or October 17, 1994. Allowances will need to be made to allow applicants the opportunity to arrange their schedules also. Commissioner Walker suggested the week of the 17th would be the better choice due to the holiday the week of the 10th. Mr. Morrisette asked if evening interviews would be possible. Both Commissioner Walker and Henderson replied that evening interviews would be possible as a necessity. Commissioner Walker would like the committee members to have the applications by the week of October 3rd allowing for a week to review. A meeting will need to held the week of October 10th to decide on the applicants to be interviewed.

Mr. Morrisette stated that notification has been received from SEA relative to the Corrections Bargaining Unit. They want to schedule a time to begin negotiations on the contract that will expire on June 30, 1995.

Mr. Morrisette also stated that Commissioner Henderson has a meeting scheduled for September 15, 1994 at 1:30 PM to meet with Tom Flygare and Rene Perry in order to make a final selection for the third party of the arbitration panel.

Mr. Morrisette requested a non-public session to hear a personnel matter.

**REPORT OF THE FISCAL OFFICE-** Theresa Young- Fiscal Officer

Mrs. Young reminded the Board of Commissioners of the September 15, 1994 Space Management tour of the County scheduled to begin at 10:00 AM.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported the census as of 9-12-94 was 297. There were three deaths over the weekend. Two admissions are scheduled for 9-13-94 and one on 9-14-94. There are currently 13 applications for admission on file. There are 78 clients in the Adult Center

Mr. Sturtevant reminded the Board of Commissioners that first year nursing students from Stratham Vocational Technical College will at the Nursing Home on Thursdays and



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Fridays. Mr. Sturtevant also introduced Mr. Allen Briggs, who will be doing a nursing home administrative internship from Springfield College for one year.

Mr. Sturtevant had sealed bids to be opened for beef from:

- Associated Grocers
- Sam's Club
- Poultry Products

Commissioner Henderson moved to authorize Mr. Sturtevant to shop the bids and award to the lowest bidder or whichever are in the best interest of the county. Commissioner Walker seconded and all voted in the affirmative.

Mr. Sturtevant requested a non-public session to hear a personnel matter.

Mr. Morin had sealed bids to be opened for banking services.

- Shawmut
- Bank of New Hampshire
- Fleet Bank
- First NH

Commissioner Henderson made the motion to authorize the Treasurer to shop the bids and to make a recommendation to the Board of Commissioners. Commissioner Walker seconded and all voted in favor.

Commissioner Walker asked if there were additional bids to be opened. There were none.

Mrs. Young requested a meeting on Thursday, September 15, 1994 with the Commissioners in regard to the Sheriff's report. The meeting was scheduled for 1:00 PM.

Commissioner Walker requested an update from Mr. Woodside on the project close out for the Nursing Home. Mr. Woodside stated that he now feels that the project must be closed. Discussion followed. It was decided that a letter would be sent to the contractor with a list of the incomplete items with a 72 hour deadline to respond. If no response is received the cost of closing the project would be deducted from the retained balance. Commissioner Walker stated that the close-out would remain listed under Old Business, until such time as the project is completed. Mr. Woodside will have the list to the Commissioners by the end of the week.

There being no further business to come before the Board of Rockingham County Commissioners, in Public Session, Commissioner Henderson moved to go into Non-Public Executive Session under RSA Chapter 91A:3 II, c at 2:35 PM on a roll call vote, to hear personnel issues. Commissioner Walker seconded and all voted in the affirmative.

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
SEPTEMBER 12, 1994**

At 2:35 PM the Rockingham County Commissioners convened in Non-Public Session on a roll call vote under RSA 91A:3,II,(c). Those in attendance at the first requested session were Commissioners Walker and Henderson, Mrs. Patricia Donovan; Superintendent of Corrections, and Mr. Roy Morrissette; Director of Personnel

The session was to hear a personnel matter pertaining to the recommendation to terminate a House of Corrections employee for failure to perform with professionalism.

Those in attendance at the second non-public session were Commissioners Walker and Henderson, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Roy Morrissette; Director of Personnel.

Mr. Sturtevant informed the commissioners that a certified letter of termination has not yet been signed for at the Post Office for an employee of the Nursing Home. Mr. Sturtevant also requested permission to terminate a member of the Nursing Home staff for failure to report to work.

Those in attendance at the third non-public session were Commissioners Walker and Henderson, and Mr. Roy Morrissette; Director of Personnel.

The session was to hear a personnel matter.

There being no further business to come before the Board in Non-Public Session, Commissioner Walker moved to go out of Non-Public Session at 3:00 PM and to reconvene in Public Session, seconded by Commissioner Henderson. All voted in the affirmative on a roll call vote.

Respectfully submitted by,

Martha Golden  
Martha Golden,  
Administrative Assistant to the  
Rockingham County Commissioners

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Approved,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

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The Board of Rockingham County Commissioners reconvened in Public Session at 3:05 PM on a Roll Call vote for the purpose of voting on two matters discussed in Non-Public Session.

Those in attendance were Commissioners Walker and Henderson, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home and Mr. Roy Morrisette; Director of Personnel

Commissioner Henderson made the motion to accept the recommendation of Mrs. Donovan made in Non-Public Session. Commissioner Walker seconded and all voted in the affirmative.

Commissioner Henderson made the motion to accept Mr. Sturtevant's Non-Public recommendation. Commissioner Walker seconded. All voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners, the motion was made by Commissioner Walker to adjourn at 3:10 PM. The motion was seconded by Commissioner Henderson and voted on in the affirmative by all at 3:10 PM

Respectfully submitted by,

Martha Golden  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

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**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**SEPTEMBER 26, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mike Morin; Assistant Treasurer, Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Patricia Donovan; Superintendent of the Department of Corrections, Theresa Young; Fiscal Officer, Jayne Jackson; Staff Accountant, Diane Gill; Director of Human Services, Betty Luce; Register of Deeds, Roy Morrissette; Personnel Director, Representatives Donna Sytek and David Welch, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 2:10 PM.

Mary Currier was present from the Conservation District and invited the Board of Commissioners to the Open House for their new offices on October 24, 1994 from 3-6 PM

**REPORT FROM THE TREASURER** -- Mike Morin- Deputy Treasurer

Mr. Morin was present but had nothing to report.

**REPORT FROM HUMAN SERVICES** - Diane Gill - Director

Mrs. Gill was present but had nothing to report.

**REPORT OF THE FISCAL OFFICE**- Theresa Young- Fiscal Officer

Mrs. Young requested that an appointment be set with legal counsel in regard to the issue with the Town of Seabrook. It was decided that Mrs. Golden would call the office of Steve Hermans and set the date for September 30, 1994 with the time to be decided.

Mrs. Young stated that space allocation decisions will need to be made during the month of October. Mrs. Young requested a Non-Public session to hear a personnel matter.

**REPORT FROM THE SHERIFFS DEPARTMENT** - High Sheriff Wayne Vetter

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Sheriff Vetter requested information regarding the transfer of funds in July of \$31, 000 and the possibility of an additional transfer of \$29,000. This transfer would enable the Sheriff's Department to continue with the special detail work. To date there has been \$7,000 in income to the county as a result of the outside details involving work on Route 101. Sheriff Vetter stated that there is time before this has to be done. It was explained by Mrs. Young that the request for the transfer of the additional \$29,000 needs to be submitted prior to October 3, 1994 in order that the commissioners may sign and submit to the Executive Board for their vote on October 21, 1994 at the Third Quarter Budget Review.

**REPORT FROM THE MAINTENANCE DEPARTMENT** --Ernest Woodside  
Director of Maintenance

Mr. Woodside submitted a request from the Conservation District in regard to additional lighting fixtures to be installed by Mr. Woodside's department. The lighting fixtures would be purchased by the Conservation District. The request is for six (6) new fixtures. Commissioner Barka stated that he felt there was no problem with the installation of the additional light fixtures.

Commissioner Walker stated that the Board of Commissioners had received a letter from the County Courthouse regarding problems with the bathroom facilities in the County Attorney's Office. Mr. Woodside expressed his concern with the manner in which the problem had been dealt with. Mr. Woodside stated that it appears that letters of complaint are written before a phone call is made that can solve a problem. The problem has been taken care of.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported that the current census is 298 residents with two residents in the hospital. There are twenty three (23) applications on file for admission and there are seventy three (73) clients in the Adult Day Care program.

Mr. Sturtevant had sealed bids to be opened for beef from:

- Poultry Products
- Associated Grocers
- Sam's Club

Commissioner Walker moved that Mr. Sturtevant shop the bids and award the bid to the lowest bidder or which ever is in the best interest of the County. Commissioner Henderson seconded and all voted in the affirmative.

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Mr. Sturtevant had bids to be opened for a sink from:

- G & C Restaurant Supply
- Interstate Restaurant Equipment
- Northeast Food Service

Commissioner Walker moved that Mr. Sturtevant shop the bids and make his recommendation to the Board of Commissioners. Commissioner Henderson seconded and all voted in favor.

Mr. Sturtevant had bids to be opened for the yearly bread order from.

- Boyea-Fassett
- JJ Nissan

Commissioner Walker moved to allow Mr. Sturtevant to shop the bid and award the bid to the lowest bidder or whichever is in the best interest of the County.

Mr. Sturtevant recommended awarding the bid for beef dated 9-12-94 to

Associated Grocers \$1.10/LB

Commissioner Walker moved to award the bid for beef to Associated Grocers as recommended by Mr. Sturtevant. Commissioner Henderson seconded and all voted in favor.

Mr. Sturtevant stated that dated bids had been opened the previous week on 9-19-94 for Pork. Commissioners Henderson and Walker, Mr. Sturtevant and Mrs. Golden were present as the bids were opened. Bids were received from:

- |                      |               |                  |
|----------------------|---------------|------------------|
| • Sam's Club         | Loins 1.48/LB | Shoulders .91/LB |
| • Associated Grocers | Loins 1.42/LB | Shoulders .90/LB |
| • Poultry Products   | Loins 1.39/LB | Shoulders .85/LB |

Commissioner Walker made the motion at that time that Mr. Sturtevant shop the bids and award the bid to the lowest bidder. Commissioner Henderson had seconded and all had voted in the affirmative. Mr. Sturtevant stated that the bid was awarded to:

Poultry Products 41.39/LB loins and \$.85/LB shoulders

Mr. Sturtevant requested a Non-Public Session to hear a personnel matter and an application for admission issue.

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**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Patricia Donovan- Superintendent

Mrs. Donovan reported that the current census is 204. with 107 pre-trial and 97 sentenced.

Mrs. Donovan requested the signatures of the Commissioners on the State Prison Transfer Form. This form would allow Interim Superintendent Gene Charron to have the authority to transfer prisoners.

Mrs. Donovan also stated that this would be her last meeting. She thanked all assembled and she miss everyone.

Commissioner Barka stated that Mrs. Donovan had been awarded Corrections Superintendent of the Year by NHACO at the annual banquet held in Nashua on September 23, 1994.

Commissioner Barka stated for the Board that all were sorry to have Mrs. Donovan leave and that she would be missed. Commissioner Henderson stated that it has always been good to know that there has been such stability in the position.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrissette-Director

Mr. Morrissette stated that the application deadline for Corrections Superintendent is September 30, 1994. A meeting will need to be set up to coordinate times for interviews. Commissioner Henderson stated that Chief Mark of Hampton would be leaving the area to accept a position in Florida and he inquired if another search committee member should be sought. Commissioner Walker stated that there had been no definite word from Chief Mark that he would not be able to participate on the panel.

**REPORT OF THE REGISTER OF DEEDS** - Betty Luce

Mrs. Luce asked what arrangements have been made in regard to the nursing staff from Occupational Health that visits the Courthouse, and if flu shots will continue to be available to the staff. Mrs. Donovan added that there is a need for hepatitis shots to be given at the Jail. Commissioner Walker stated that the new contract with Business Health Management, Inc. will be finalized this week to become effective on October 1, 1994. Commissioner Walker further stated there will be a Physician's Assistant, not a nurse, making rounds and that a memo would be sent to all departments explaining the new coverage.

Mrs. Luce also requested a meeting time with the Commissioners and other parties involved in regard to the AS-400 computer system. She will be in need of supplies for the

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current system in her department soon, and before the expense of the supplies is incurred she would like to have the new system on line. Following discussion, it was decided that there would be a meeting at 3:00 PM after the Commissioners Meeting on October 3, 1994.

Commissioner Walker informed the Board that an employee of the Rockingham County Registry of Deeds received the Employee of the Year from the Deeds Department at the NHACO convention.

Commissioner Walker stated that a meeting has been set with Mary Ashcroft of the Travelers Insurance co. for October 3, 1994. The possibility of the change in insurance providers was discussed. It was decided that it would be to the County's advantage to meet with Mary Ashcroft and make no firm commitment until other insurance carriers have been contacted. The status of management reports from Blue Cross and Matthew Thornton was also discussed. A meeting with each carrier respectively will be arranged.

There being no further business to come before the Board of Rockingham County Commissioners in open session, Commissioner Walker moved that the Board go into Non-Public session under RSA 91A:3 II,c on a Roll Call Vote Commissioner Henderson seconded. All voted in favor on a Roll Call vote.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
SEPTEMBER 26, 1994**

The Board of Rockingham County Commissions convened in Non-Public Session under RSA 91A:3 II,c at 2:55 PM on a Roll Call vote.

Those in attendance at the first session were Commissioners Barka, Walker and Henderson, William Sturtevant; Administrator of the Rockingham County Nursing Home, Roy Morrisette; Director of Personnel, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners. The purpose of the session was to hear a personnel issue and a waiver request for an admission to the Rockingham County Nursing Home.

Mr. Sturtevant requested the Commissioners approval of the termination of a probationary employee due to the lack of successfully completing the necessary job requirements.

Mr. Sturtevant also requested a waiver for admission to the nursing home. The original request for admission had been denied due to over resourced assets. The applicant, a 96



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year old lifelong resident of Brentwood, appealed the denial. Mr. Sturtevant stated that the applicant would be a private pay resident.

Those in attendance at the second non-public session were Commissioners Barka, Walker and Henderson, Patricia Donovan; Superintendent of Corrections, Theresa Young; Fiscal Officer, Jayne Jackson; Staff Accountant, Roy Morrisette; Director of Personnel, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The session was to hear a personnel issue involving Mrs. Donovan's retirement and payment to the New Hampshire Retirement Association.

Mrs. Young also requested action on a personal matter. Present were Commissioners Barka, Walker and Henderson, Roy Morrisette; Director of Personnel, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

Mrs. Young requested that conditions of her employment be settled. Commissioner Henderson stated that it has been settled and the situation is finished.

There being no further business to come before the Board in Non-Public Session, Commissioner Walker moved to go out of Non-Public Session at 3:20 PM and to reconvene in Public Session for the purpose of voting, seconded by Commissioner Henderson. All voted in the affirmative on a roll call vote.

Respectfully submitted by,

Martha Golden  
Martha Golden,  
Administrative Assistant to the  
Rockingham County Commissioners

Approved,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

/mg

The Board of Rockingham County Commissioners reconvened in Public Session at 3:20 PM on a Roll Call vote for the purpose of voting on matters discussed in Non-Public Session.

Those in attendance were Commissioners Barka, Walker and Henderson, William Sturtevant; Administrator of the Rockingham County Nursing Home and Roy Morrisette;

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Director of Personnel, Theresa Young Fiscal Officer and Martha Golden; Admin. Assist to the Rockingham County Commissioners.

Commissioner Walker made the motion to accept Mr. Sturtevant's Non- Public request for an admission waiver to the Rockingham County Nursing Home. Commissioner Henderson seconded. All voted in favor.

Commissioner Walker made the motion to accept Mr. Sturtevant's recommendation of termination of a Nursing Home employee. Commissioner Henderson seconded and all voted in favor.

Commissioner Henderson moved to accept and admit a letter pertaining to Mrs. Young's employment with Rockingham County to the Minutes of the meeting of 9-26-94. Commissioner Walker seconded. Mr. Morrisette stated for the record his strong exception to the letter. The vote was two in favor with Commissioner Barka opposed.

There being no further business to come before the Board of Rockingham County Commissioners, the motion was made by Commissioner Walker to adjourn at 3:30 PM. The motion was seconded by Commissioner Henderson and voted on in the affirmative by all.

Respectfully submitted by,

Martha Golden  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

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MINUTES  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
OCTOBER 3, 1994

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Walker and Henderson; Mike Morin; Assistant Treasurer, Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Gene Charron; Interim Superintendent of the Department of Corrections, Theresa Young; Fiscal Officer, Diane Gill; Director of Human Services, Betty Luce; Register of Deeds, Roy Morrissette; Personnel Director, Representatives Ken Malcolm and Ken Weyler, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Liane Evans of the Portsmouth Herald and Denise Breidegam of Foster's Daily Democrat, and Mr. Tom Battles

Vice-Chairman Walker called the meeting to order at 1:05 PM.

Commissioner Walker stated that the close-out of construction items will remain on the Agenda until there is a resolution of the final close-out. A letter has been mailed to Aring Schroeder and the Board will wait until there has been a response to the requests. Mr. Woodside stated that he expects a response and will make his final recommendations at that time.

**REPORT OF THE REGISTER OF DEEDS** - Betty Luce

Mrs. Luce requested the Commissioners signatures on a contract with Oce-Brunig for the large size copy machine used by her department. Commissioner Walker asked that the item be added to Agenda item #5-a.

**REPORT FROM THE MAINTENANCE DEPARTMENT** --Ernest Woodside  
Director of Maintenance

Mr. Woodside had correspondence to give to the Board. One item pertained to the Fire School that would not require action by the Board at the present meeting. Mr. Woodside requested action by the Board in regard to the No Hunting posting of County land. This is a matter that requires yearly attention. Mr. Woodside expressed his concerns with the possibility of allowing hunting due to public safety issues. There are still County employees working in the fields and children from the Day Care Program still walk to the

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fields. Commissioner Walker stated her belief that the property was posted. Mr. Woodside replied that it is, but there are signs that need to be replaced for various reasons. Mr. Woodside further explained that the posting of County land has been controversial in the past and it requires a vote of the Commissioners to authorize him to post the land. Commissioner Walker stated that there has been no stocking by the state in recent years and there was no obligation in that way to allow hunting. The argument by hunter groups has been that there is very little area left in Rockingham County in which to hunt.

Commissioner Henderson made the motion that the County Commissioners prohibit hunting on County property and that the property would be posted as such. Commissioner Walker seconded and the vote was unanimous. Commissioner Henderson stated for the record that the action is a public safety issue. Interim Superintendent Charron stated that he has many concerns also with the hunting practices and highly recommends the posting of the property. There was further brief discussion.

Mr. Woodside gave the Commissioners a map with references to the space allocation report as listed under Old Business.

Mr. Woodside also reminded the Board and the departments affected that there will be a power shut down by Public Service at 10:00 AM on Tuesday, October 4, 1994 that will last approximately one hour. All affected departments will be placed on generator back-up for the duration.

Mr. Woodside requested the Board to authorize him to be able to continue to sign paperwork relative to the Clean Waters Act as agent for the Commissioners

Commissioner Walker made the motion to allow Mr. Woodside to continue to sign as agent for the Board all paperwork pertaining to the Clean Waters Act. Commissioner Henderson seconded the motion and all voted unanimously in favor.

Mr. Woodside also informed the Commissioners of a gas line problem that had needed immediate attention at the County Court House earlier that morning. There was no danger to the employees. There were some complaints about the lack of heat. The problem has been taken care of.

**REPORT FROM THE TREASURER** -- Mike Morin- Deputy Treasurer

Mr. Morin reported that the proposals for banking services are being reviewed and should be ready for the next scheduled Commissioners meeting. The final copy of the Wage Survey will be completed by Tuesday, October 4, 1994. Mr. Morin also told the Commissioners that he would be attending a seminar on October 6 and 7, 1994 in Manchester.

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**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Gene Charron - Interim Superintendent

Mr. Charron reported that the current census of the jail is 207, with 109 sentenced and 98 pre-trial. There are currently 2 federal prisoners, 6 state prisoners, 12 female prisoners. There were 36 admissions over the weekend.

Mr. Charron requested the Commissioners review the Staff Builders contract. The company provides additional staffing for coverage of certain situations, such as Mr. MacDonald, on an as needed basis. Commissioner Henderson asked if the contract is a continuation of the present agreement and if it is the most cost effective way in which to proceed. Mr. Charron replied that it is a continuation and is definitely the most cost effective method for dealing with the present situation and has helped with the current staffing problems.

Mr. Charron told the Commissioners that physicals will need to be set up for potential new employees before 10-12-94. Commissioner Walker replied that it would be worked on. Mr. Morrisette also told the commissioners of hepatitis shots that need to be given this week. Commissioner Walker stated that she had been told that only one shot needed to be given during this week. Mr. Charron replied that here appears to be more serum available than for just one shot.

Mr. Charron made a request that the old food van be refitted to be able to transport prisoners from the jail to their various work details. He feels this is an issue of security. Commissioner Walker stated that she feels it is within Mr. Charron's jurisdiction as to how the inmates arrive at their job assignments. Mr. Sturtevant questioned the time involved with the transport. Mr. Charron replied that it would need to cover all shifts, and especially those during bad weather. His main concern on that count is liability to the County.

Commissioner Walker suggested that Mr. Charron write his proposal with requirements and submit it for review and approval. Commissioner Henderson stated the increase to security and supervision to the inmates is consistent with the overall goal.

Commissioner Henderson suggested that Mr. Charron work with Mr. Woodside and Mr. Sturtevant to address any further concerns they may have.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrisette-Director

Mr. Morrisette stated that dates need to be set for the Search Committee pertaining to the Jail superintendent job. There needs to be a decision made as to the applicants to be interviewed. The packets are ready to be delivered. There are some additional issues to be discussed prior to the interview process. Commissioner Walker suggested meeting at some time during the week.

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Mr. Morrisette stated that the revisions to the dental handbook are ready and the book is ready to be typed and formatted with the printing to be done here. Commissioner Walker stated that she had the understanding that the book was going to be printed. Mr. Morrisette replied that it had been said that the work would be done in-house. Mrs. Young asked if the bill that has been paid was just for revision. Commissioner Walker suggested that the subject be taken up at another time.

Mr. Morrisette told the Commissioners that the United Way is scheduled to meet with the Commissioners on October 17, 1994 at the regular Commissioners meeting. He also stated that he has 4-6 additional individuals needing hepatitis shots. Commissioner Walker stated that arrangements will be made.

Mr. Morrisette requested a non-public session to discuss a personnel matter.

**REPORT FROM HUMAN SERVICES** - Diane Gill - Director

Mrs. Gill reported that she still has not received a correct inter-mediate nursing care bill from EDS. Mrs. Gill also is trying to arrange a Foster Parent's Recognition Night, to take place on October 20, 1994. She would like to use Hilton Auditorium for the evening. Mrs. Gill requested the waiving of the fee for the auditorium. Commissioner Henderson made the motion to waive the fee for the use of the Hilton Auditorium for the evening of October 20, 1994. Commissioner Walker seconded and all voted in favor of the motion.

**REPORT OF THE FISCAL OFFICE**- Theresa Young- Fiscal Officer

Mrs. Young stated that she had three items for discussion. The budget package for 1995 will be ready on Friday. The non- County specials will also be ready on the same dates. The quarterly report will also be ready for Friday and will mailed on Tuesday. The space allocation report needs to be ready for 10/15/94. Mrs. Young asked if Mr. Woodside could have the Maintenance report to her prior to the 15th so that the report could be done as a whole.

Mrs. Young also called attention to payroll issues and practices that need attention that had been requested. Mrs. Young requested that the items be addressed at the end of the meeting.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported that the current census is 296 residents with one resident in the hospital. There were three deaths over the weekend. There are two scheduled admissions for October 4, 1994. There are seventy six (76) clients in the Adult Day Care program.

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Mr. Sturtevant had sealed bids to be opened for beef from:

- Associated Grocers
- Sam's Club

There were sealed bids to be opened for paper products.:

1. Beautiful Rags
2. TotalMed
3. Sam's
4. Bay Colony
5. Central Paper Products
6. Portsmouth Paper Co.
7. Interborough
8. Carter-Rice Dowd
9. Bob Henry Wright Technologies
10. Ziff Co.

Commissioner Henderson moved to authorize Mr. Sturtevant to shop and award the bid to the lowest bidder or which ever is in the best interest of the county. Commissioner Walker seconded and all voted in the affirmative.

Mr. Sturtevant had sealed bids to opened for the annual cereal bid:

1. Sam's Club
2. Shaheen
3. Hallsmith-Sysco
4. North Center Food Service
5. Jordan's
6. Donahue Bros.

Commissioner Henderson moved that Mr. Sturtevant shop the bids and award the bid to the lowest bidder or which ever is in the best interest of the County. Commissioner Walker seconded and all voted in the affirmative.

Mr. Sturtevant stated that the bid for beef from the previous Commissioner's meeting was awarded to:

Associated Grocers 1.50/LB

Mr. Sturtevant stated that the bid for bread had been awarded to:

Boyea-Fassett \$238.44/ week

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Mr. Sturtevant presented the bids for the sink unit. They are as follows:

- G&C Restaurant Equipment \$2,445.00
- Interstate Restaurant \$2,760.00
- Northeast Food Service \$2,298.00

Mr. Sturtevant recommended awarding the bid to Northeast Food Service. Commissioner Walker made the motion to award the bid to Northeast Food Service as recommended by Mr. Sturtevant pending approval of the Executive Board. Commissioner Henderson seconded and all voted in favor of the motion.

Mr. Sturtevant stated that he does have a problem. In order that the sink may be replaced he will need to request a line item transfer. The Executive Committee will be meeting on October 21, 1994 but the replacement cannot wait. A phone poll will need to be conducted this week in order to provide funding. Commissioner Walker asked Mrs. Golden to get the necessary approval of the Executive Board to transfer the funds. The transfer will be from the dietary service contract line to the dietary equipment line.

Commissioner Walker presented service contracts for approval. Commissioner Henderson made the motion to authorize Commissioner Walker to sign the service contracts for the following on the behalf of the Board and County:

- Granite State Office Equipment
  - copiers in Commissioner's Office, House of Corrections and Sheriff's Office
- Wiltel Communications System- Telephone
  - County Attorney's Office
- Lanier-Pocket Secretary 2.5
  - County Attorney's Office
- O-CE Brunig
  - Register of Deeds Office

Commissioner Walker seconded. All voted in favor.

Commissioner Walker returned to Mrs. Young for her remaining items of discussion.

Mrs. Young stated she has three areas of concern in relation to payroll issues. Due to the loss of personnel in Central Bookkeeping, she has been more involved in the process and has noted some areas that are not dealt with specifically in the Personnel Manual. Her main areas of concern are benefits for part time employees versus full time employees,



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promotion of a position, and six month evaluations. She has concerns with longevity and employee contracts and will address those at a later date.

Mrs. Young has found that what is described in the Personnel Manual is not what is actually the practice in the Payroll Department. The Manual states that part time employees get holiday pay if they are "around the clock", personal time of three days per year and longevity and sick pay but vacation is not dealt with. There are vacation accruals on the books for part time personnel. Mr. Morrisette stated that it is addressed under Vacation. Mrs. Young stated that Mr. Sturtevant had given her a manual from 1982 that addresses the benefits for part time personnel and vacation is one of the benefits mentioned. It is not in the new manual. The new Personnel Manual specifically states full time and does not mention part time employees, while all other benefits do mention part time. Her assumption had been that part time employees do not receive the vacation benefit, yet payroll records show vacation leave for part time employees.

Mr. Sturtevant stated that the error may have occurred as part of the attempt to re-define permanent employees. Commissioner Walker stated that some benefits are pro-rated and some are not. The current policy in one areadoes not specifically state the difference between part time and full time employeesbut does in another area. The matter should be addressed ,clarified and added to the policy manual so that all understand. Mrs. Young stated that when new part time employees sign the manual, it does not state the vacation policy.

Commissioner Henderson asked if he understood correctly that part time employees get full benefits. Mr. Morrisette stated that if they work twenty four hours per week they will receive dental, health. Vacation and sick time are pro-rated. A holiday must be worked in order to earn a holiday.

Commissioner Henderson stated that the trend in business is toward hiring more part-time employees in order that benefit costs can be kept to a minimum and the County appears to be doing the opposite. Either Section 6-1 or the section on Vacation needs to be addressed in order to clear up the inconsistency. Mr. Morrisette explained that part time employee's health benefits are currently being paid in full. The number of part time employees has been felt to be a benefit to the county and the benefit package had always been an incentive to work for the County. The Nursing Home has the greatest number of part time employees. Mr. Sturtevant stated that there are over one hundred part-time employees in the Nursing Home alone. (There are 184 part-time employees in the Nursing Home and 148 receive benefits.)

More discussion followed relative to this issue. Commissioner Walker asked if the issue can be reviewed and the areas for change suggested by members of this group at the next Personnel Commission meeting. Commissioner Henderson stated that at the very least a uniform standard should be in place that would address the present inconsistencies relating to the part-time/full-time question.

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Mrs. Young had a question regarding longevity pay. Mr. Morrisette is working on revising the wording. Commissioner Walker asked Mrs. Young to hold on the payment of the longevity until the issue has been addressed at the next Personnel Commission meeting.

Mrs. Young addressed her second area of concern relating to the promotions of positions. The Personnel Manual states under Section 4-4 and 4-5 that when a position has changed substantially the O/A must go before the Personnel Commission with the request. Mrs. Young is receiving requests for promotions of positions. Mr. Morrisette explained that the positions are in a chain of promotions such as Nurse's Aides going to a Nurse's Aide II. It has served as a means of promoting individuals as more responsibilities were assumed by the job.

Commissioner Henderson stated that a position must be available in order to promote an individual to that position. The consequences of creating positions in-order to be able to promote an individual could have monumental impact on the salary base for the County. If there is a vacancy of a position, it may be filled. If there is no position, the promotion needs to be approved. Commissioner Henderson stated the he has never worked at a position where a vacancy did not need to exist prior to a promotion to that position. Mr. Morrisette asked if employees are expected to remain in a position until a vacancy exists to which both Commissioner Henderson and Mr. Sturtevant replied yes. Further discussion followed.

Mrs. Young noted that the Payroll Department needs to know when a position has been properly changed so as to know what to do. Mr. Morrisette will re-work the wording to create a uniform standard for all promotions.

Mrs. Young's third item of concern related to six month evaluations. The understanding of the policy has been to conduct evaluations at six month intervals and approve raises, normally 2%, accordingly. There was discussion pertaining to the 2% raise issue and the fact that it is not a written guideline. Mrs. Young's main area of concern is with the six month probationary period for new employees. There are evaluations coming through the Payroll Department prior to the six month time period being completed. Section 2-30 of the Personnel Manual states that the probationary period ends with the completion of six months of work. There are some coming through at four months that pass while others are questioned by the personnel Director. If the O/A can justify doing an evaluation prior to six months, the raise can be given on a retro-active basis to the evaluation date. Mr. Morrisette said to let the Personnel Officer know and the reasons for doing the evaluation early. Commissioner Walker asked if this occurs frequently and Mrs. Young replied it has happened enough so as to be noticed. It is not a common practice.

Mrs. Young had other areas to clarify, but will reserve discussion until a later date.

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Commissioner Walker asked if there were any further matters to come before the Board

Commissioner Henderson made the motion to accept the Minutes of the September 26, 1994 Commissioners Meeting. Commissioner Walker seconded and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners in open session, Commissioner Henderson moved that the Board go into Non-Public session under RSA 91A:3 II, c on a Roll Call Vote Commissioner Walker seconded. All voted in favor on a Roll Call vote.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
OCTOBER 3, 1994**

The Board of Rockingham County Commissioners convened in Non-Public Session under RSA 91A:3 II, c at 2:50 PM on a Roll Call vote.

Those in attendance were Commissioners Walker and Henderson, Roy Morrisette; Director of Personnel, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The purpose of the session was to hear a personnel issue. There was no decision by the Board.

There being no further business to come before the Board in Non-Public Session, Commissioner Walker moved to adjourn the meeting at 3:10 PM, seconded by Commissioner Henderson. All voted in the affirmative on a roll call vote.

Respectfully submitted by,

Martha Golden  
Martha Golden,  
Administrative Assistant to the  
Rockingham County Commissioners

Approved,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

DATE

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**OCTOBER 17, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka Walker and Henderson; Patricia Kelley; Treasurer, Mike Morin; Assistant Treasurer, Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Gene Charron; Interim Superintendent of the Department of Corrections, Theresa Young; Fiscal Officer, Diane Gill; Director of Human Services, Roy Morrissette; Personnel Director, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives Donna Sytek and David Welch, Denise Breidegam of the *Foster's Daily Democrat* and Bernard Mucci representing the Seacoast United Way.

Chairman Barka opened the meeting at 2:05 PM.

**REPORT FROM THE TREASURER** -- Patricia Kelley - Treasurer

Mrs. Kelley made her recommendations relative to the bids that had been opened for banking services from:

- First NH
- Fleet Bank
- Bank of New Hampshire
- Shawmut

Based on the offer by First NH for banking services and the guarantee of a better rate for three years than that paid by the pool, and that more investment of the funds will stay in New Hampshire, Mrs. Kelley recommended to the Board, awarding the bid to First NH to the Board. Mrs. Kelley stated that by putting the services out to bid, the county would save approximately \$4,700.00 with an additional \$5,000.00 savings by converting to First NH.

Commissioner Henderson made the motion to accept Mrs. Kelley's recommendation to elect to change primary banking relationship from Fleet Bank to First NH. Commissioner Walker seconded. There was brief discussion. Mrs. Luce asked what the effective date would be and Mrs. Kelley replied December 1, 1994. Mrs. Kelly also stated that the

October 17, 1994

                  
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Executive Committee would need to approve a line item transfer to cover the cost of approximately \$800.00 in conversion costs. The motion was voted on with all in the affirmative.

Commissioner Barka asked Mr. Mucci of the United Way for his information for the Board.

Mr. Mucci presented an overview of the current United Way campaign and asked for the support of the Board in the involvement of Rockingham County. Commissioner Henderson asked what the time frame was to which Mr. Mucci replied that any time within the next two months would be fine. Commissioner Barka asked what the participation rate has been for Rockingham County. Mr. Morrisette replied that it has been down in recent years and currently numbers about fifty (50). Mr. Mucci asked if it would be possible to find a key person who will organize and follow through on making the presentation. He will get back to Mr. Morrisette at a later date.

Commissioner Henderson read a draft of a letter of banking recommendations to the Board for consideration.

It has come to our attention that, on two separate occasions since July 1994, two \$5 million CD's have come up for renewal without prior arrangements for their reinvestment having been made by the Treasurer's Office.

On each occasion, the bank holding the CD's first contacted the Treasurer's Office (unsuccessfully), then contacted various other county officials in an effort to determine what action the County wished to take relative to this reinvestment. Neither the Treasurer nor Treasury staff were on site or available to make this determination, and no other official is authorized to make this decision.

While the bank and the County were eventually able to track down the Treasurer and/or staff on both occasions, this type of haphazard administration could result in the loss of substantial revenue to the County. While this is clearly the responsibility of the County Treasurer, the loss of revenue which could result would adversely impact the County as a whole, both financially and by reputation.

Therefore, for the near term future, the Commissioners request that the board be provided with an advance schedule listing the due date for all such CDs and other financial instruments which might fall into this category. The Commissioners and our staff will make an effort to assist the Office of the Treasurer in fulfilling this critical responsibility.

Thank you for your cooperation.

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Commissioner Henderson further stated that he believed that there was little adverse affect, but wishes to avert any problems.

Mrs. Kelley responded that even in the event that someone from the Treasurer's Office could not be reached, the banks have standing orders to reinvest the funds overnight. There is no risk of substantial loss or one that the accountants would consider to be material. Mrs. Kelley further stated that her office would be happy to provide the Commissioners with a list of the maturing CDs. Commissioner Barka asked what the status is currently of the CDs. Mr. Morin explained that there is one CD maturing on Thursday, October 20, 1994 in the amount of \$ 5 million. The remainder of the money is in the overnight sweeps or the MBIA on an ongoing basis. Commissioner Henderson asked what the term of the maturing CD is. Mr. Morin replied that it is a one week CD. Commissioner Henderson asked what investment strategy that represents. Mr. Morin explained that it was a better rate than what the Pool was paying at the time, and coming to the end of the year, it would not be advisable to keep the money tied up on a long term basis. Commissioner Henderson asked if the decision had been made in advance of the CD coming due. Mr. Morin replied that it had.

Commissioner Walker stated the request from the auditor over the past two years that there be a periodic report on the accounting of cash on hand and interest rates. Mrs. Young explained that the auditor felt that the Commissioners should be receiving a monthly report listing the accounts held by the County, the types of those accounts, balances, and whether the accounts are interest bearing or not. Mrs. Kelley stated that she would be happy to provide a monthly report, but the figures have always been available in the Treasurer's Office.

Commissioner Henderson asked if the County has non-interest bearing accounts. Mrs. Young explained that the auditor was following up on his recommendations and that the Commissioners had not received a cash report and were not aware of the non-interest bearing accounts. When the County is audited there are some items that should be known in advance.

Mrs. Kelley explained that when she was elected there were twenty checking accounts for the County, some with signers that had not worked for the County in over seven (7) years. The accounts were totally inactive and costing the County monthly service fees. These accounts have been eliminated. Mrs. Kelley is aware of the non-interest bearing account and explained that most commercial accounts are non-interest bearing. It should have been in an interest bearing account and has been fixed. Mrs. Young added that the ultimate responsibility for the administration of finances of the County lies with the Commissioners. Commissioner Barka stated that he was not aware that was a non-interest bearing account. Commissioner Walker stated that a monthly report to the Commissioners would help to clear up the problem.

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Commissioner Henderson made the motion that the Commissioners adopt the letter from the Board to the Treasurer adding the request for a monthly report to the Commissioners as part of the letter, at Commissioner Walker's request. Commissioner Walker seconded. All voted in the affirmative.

**REPORT FROM HUMAN SERVICES** - Diane Gill - Director of Human Services

Mrs. Gill reported that she has received state bills through August 1994. In addition she included figures for the APDT case load and costs. She went back over the past year and tallied the cost for the past year for the case load. The costs are up by about \$10,000.00, primarily to the change in the eligibility guidelines having been expanded. The change was made federally. Rep. Sytek explained that the legislature made the changes in order to be in compliance with federal guidelines. The DCYS caseload continues to increase. The September bill has 35 children at the two state facilities, either YDC or ADC. This figure represents the delinquent juveniles in the county and represents the greatest number ever held for Rockingham County

Mrs. Gill stated that there are thirty five (35) new volunteer mediators trained for Rockingham County to cover the Portsmouth and Derry areas.

**REPORT OF THE REGISTRY OF DEEDS** - Betty Luce - Register of Deeds

Mrs. Luce had three service contracts that needed to be approved for payment.

- Eastman Kodak  
    Fax machine
- Simplex  
    time stamp machine
- Calculator

Commissioner Henderson asked if these service contracts represent contracts that are currently on file. Mrs. Luce replied that all three are currently under contract and these contracts are simply renewal contracts to maintain the equipment in her department.

Commissioner Henderson made the motion that the Board approve the service contracts for the Register of Deeds Office. Commissioner Walker asked if the Simplex Time Recorder is the same company as the time card company used by the county. She further stated that the purpose of a centralized contract is to enable the county to receive a better deal on all contracts with a particular company. If the contract renewals can be forwarded to the Commissioners, then work can be done on centralizing the contracts. Commissioner Walker seconded the motion but asked that the Simplex not be processed until she has time to contact the company. All voted in favor.

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**REPORT FROM THE MAINTENANCE DEPARTMENT** --Ernest Woodside  
Director of Maintenance

Mr. Woodside had an item under old business. He gave the Commissioners the space allocation report. He also gave the Commissioners items for the final closeout on the Nursing Home project. He stated that in his estimation, it is now time for the Commissioners to take a final action on the closeout items. Mr. Woodside has the backup material for justification for the closure of the project. Commissioner Walker stated that there are still unresolved items to be dealt with. There needs to be a meeting with Mr. Sturtevant, Mr. Woodside and the Commissioners. There will be a date and time set for the meeting. Mr. Woodside stated that there should be a final vote by the Board as a whole.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported the census as of 9-12-94 was 299. There was a discharge on Friday. There are currently 25 applications for admission on file. There are 75 clients in the Adult Center.

Mr. Sturtevant had Bids to be opened for Pork:

- Poultry Products
- Associated Grocers
- Cambridge Packing Co.

Commissioner Henderson made the motion to authorize Mr. Sturtevant to shop and award the bid to the lowest bidder or which ever is in the best interest of the County. Commissioner Walker seconded. All voted unanimously in favor.

Mr. Sturtevant had Bids to be opened for Laundry Chemicals:

- Nova Chemical
- UNX
- Diversey Corp.

Commissioner Henderson moved to authorize Mr. Sturtevant to shop the bid for Laundry Chemicals and to make his recommendations to the County Commissioners as to the appropriate course of action in awarding the bid. Commissioner Walker seconded and all voted in favor.

Mr. Sturtevant reported the bid awards for the previous meeting of October 3, 1994.

The Bulk Cereal Bid was awarded to Shaheen Brothers in the amount of \$4,270.00.



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Mr. Sturtevant recommended awarding the bid for Paper Products to:

- Central Paper \$600.00
- Bay Colony \$3,382.92
- TotalMed \$96.00
- Sam's Club \$38.76
- Portsmouth Paper \$4,508.29
- Ziff Paper \$2,375.52

Ziff paper may not be able to provide service.

Mr. Sturtevant recommended awarding the bid for Beef to:

Associated Grocers \$1.11/LB for \$2,220.00

Commissioner Walker made the motion to award the bids as recommended by Mr. Sturtevant with the inclusion should Ziff not be able to service the merchandise, Mr. Sturtevant would be able to award the bid to the next low bidder. Commissioner Henderson seconded and all voted in the affirmative.

Mr. Sturtevant gave the Board a quarterly review of the beef and pork purchased for 1993 and 1994 by the Nursing Home.

Mr. Stutevant reported that the daily rate for the Nursing Home was changed from the rate as set on October 10, 1994, from \$111.54/day for an increase of \$9.09/day. The rates were incorrect and would need to be changed again. Commissioner Henderson asked if the delay in the recalculation of the rates affect the effective date. Mr. Sturtevant replied that the effective date would remain at October 1, 1994.

Mr. Sturtevant presented the reviewed and revised nursing home admission procedure as requested by the Commissioners. The revised paperwork includes the appeal process and revised liquid asset amounts. Commissioner Walker made the motion to adopt the procedures, rules, and regulations for admission for residency to the Rockingham County Nursing Home, revised as of October 17, 1994. Commissioner Henderson seconded and all voted in the affirmative.

Mr. Sturtevant informed the Board the Nursing Home would be hosting Hillsborough County for Mock Survey Peer Review on Thursday, October, 20, 1994. There will be a Community Action Program on Tuesday and the residents will be holding their annual Christmas Fair on November 19, 1994.

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**REPORT OF THE FISCAL OFFICE**- Theresa Young- Fiscal Officer

Mrs. Young asked the Commissioners of their availability before Friday, October 21, 1994 in order to discuss over-expenditures prior to the 3rd Quarter Budget Review by the Executive Committee. The budget needs to reviewed as well as Bond issues. It was decided that there would be a meeting with the Commissioners on Thursday to discuss closeout issues, the space allocation report, bond and budget issues as well as over-expenditures. Mrs. Young had other items to be addressed but will hold discussion until the next scheduled Commissioners meeting.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Gene Charron - Interim Superintendent

Mr. Charron reported the census as being at 212 inmates, 199 males and 13 females. There are eleven women at the State prison and two at the Strafford County Jail. There are 20 inmates on work release. There were 27 admissions over the weekend. Commissioner Barka asked Mr. Charron why the women are not housed in Brentwood. Mr. Charron explained that the use of a full cell block for 9-12 female prisoners is not cost effective, when the cell block could house 48 prisoners. Many women present special health problems and Rockingham County is not as prepared to care for these situations as well as the State prison or the Hillsborough County House of Correction. Mr. Charron feels there would be a much higher chance of a law suit if the female population were larger. Rep. Sytek stated that the women are less likely to sue if housed at Hillsborough where there are numerous programs for the female population.

Commissioner Barka asked if the State has a shortage of cells. Rep. Sytek replied yes and that through the study done by Mark Corrigan for the State is now looking into ways of having the counties taking some of the overflow. Mr. Charron added that would provide additional revenues to the jail budget. Commissioner Walker asked if all Correctional Officers are receiving the required training by the State Correctional Academy. Mr. Charron replied that they are as schedules can be arranged. Further brief discussion followed.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrissette-Director

Mr. Morrissette informed the Board that the interviews are set for the Jail Superintendent position. All five applicants are available for an interview and will be available on Thursday October 27, 1994. There is a meeting first with the Search Committee and Mark Corrigan, who will be available for the day to sit in on the interviews as an observer. Commissioner Barka stated that the preliminary report received by the Commissioners by Mr. Corrigan was impressive and should be of great assistance to the County.

Mr. Woodside reminded that there would be a shut down of the steam system on October 19, 1994 at 11:00 AM, and that he would be on vacation the following week. On Tuesday

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October 25, 1994 the front parking lot will closed so that the trees may be trimmed prior to the winter weather.

There being no further business to come before the Board of Rockingham County Commissioners, in Public Session, Commissioner Henderson moved to go into Non-Public Executive Session under RSA Chapter 91A:3 II, c at 3:25 PM on a roll call vote, to hear personnel issues. Commissioner Walker seconded and all voted in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
OCTOBER 17, 1994**

The Board of Rockingham County Commissioners met in Non-Public session to hear a personnel matter under RSA Chapter 91A:3 II,c on a roll call vote.. Those present were Commissioners Barka, Henderson and Walker, and Michael Morin; Assistant Treasurer.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II,c , Commissioner Henderson made the motion to adjourn at 3:45 PM, Commissioner Walker seconded and all voted in the affirmative on a Roll Call vote.

Respectfully submitted by,

Martha Golden  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

Warren Henderson  
Warren Henderson, Clerk  
Rockingham County Commissioners

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MINUTES  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
OCTOBER 25, 1994

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Delegation Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; William Sturtevant; Administrator of the Rockingham County Nursing Home, Gene Charron; and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 3:00PM

The purpose of the meeting was to open Beef Bids and they were as follows:

- Associated Grocers \$1.45/LB
- Cambridge Packing \$1.52/LB

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop and award the bid to whichever was the lowest or in the best interest of the County. Commissioner Henderson seconded. All voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Henderson made the motion to adjourn at 3:05 PM, Commissioner Walker seconded and all voted in the affirmative.

Respectfully submitted by,

Martha Golden  
Martha Golden  
Administrative Assistant to the  
Rockingham County Commissioners

Approved by,

Warren Henderson  
Warren Henderson, Clerk

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voted 3-13-95  
DATE 4-12-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**OCTOBER 31, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka Walker and Henderson; Patricia Kelley; Treasurer, Mike Morin; Assistant Treasurer, Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Gene Charron; Interim Superintendent of the Department of Corrections, Theresa Young; Fiscal Officer, Diane Gill; Director of Human Services, Roy Morrissette; Personnel Director, Sheriff Wayne Vetter; High Sheriff of Rockingham County, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives Donna Sytek and David Welch, Attorney Thomas Flygare, Tom Battles, Dennis Travers and George Heil of Briartec Computers, Robert Early of Surge Resources, Frank Fuggetta of CED-Twin State Electric and Denise Breidegam of the *Foster's Daily Democrat*.

Chairman Barka called the meeting to order at 2:05 PM.

**REPORT FROM HUMAN SERVICES** - Diane Gill - Director of Human Services

Mrs. Gill reported that bills have been received from YDC for \$8,500.00 for an appendectomy and \$1,000.00 for a broken nose.

Commissioner Walker asked if a date has been set for the grant review.. Mrs. Gill replied that a date had not been set. December 1, 1994 was agreed on as the date for the grant reviews. Mrs. Gill will post the date.

Rep. Sytek asked if this is to award previously appropriated funds. The additional money not appropriated will roll over to the 1st Quarter of 1995 budget. Commissioner Henderson stated that the roll over of funds will occur by default, it would take an action by the delegation to appropriate the money.

**BID OPENINGS**-- Mike Morin - Assistant Treasurer

Mr. Morin had bids to be opened for the Sheriff's Department UPS System. Commissioner Henderson opened the bids and they were from:

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DATE 4-12-95

- Phase I
- CED- Twin State Electric Supply
- BPS- Bianci Power Systems

Commissioner Henderson made the motion that the Sheriff shop the bids and make his recommendation to the Commissioners as to whom would get the award of the bid. Commissioner Walker seconded and all voted in the affirmative. Commissioner Walker stated that the Commissioners could award the bid prior to the next scheduled Commissioner's meeting and make the announcement of the award at the next meeting.

Commissioner Henderson opened bids for the AS 400 for the Register of Deeds Department and they were as follows:

- Briartec Consulting
- Excel Data Comp.
- Mid-Range Systems of New England. Inc.

Commissioner Walker made the motion that Mrs. Luce be given a copy of the bids and that she shop the bids and make her recommendations to the Board of Commissioners. Commissioner Henderson seconded and all voted unanimously in agreement.

#### **REPORT OF THE SHERIFF'S DEPARTMENT - Sheriff Wayne Vetter**

Sheriff Vetter made reference to a Worker's Comp issue that he wanted to have on the Agenda. He explained that an employee in his department was injured and out on Worker's Comp and the claim had been denied. He wants to eliminate the appeal process. Commissioner Walker requested that the conversation stop as all Worker's Comp cases dealing with individuals must be done in Non-Public session. Commissioner Walker stated that this claim needs to go through the same process as all other claims. Sheriff Vetter asked if the claim should go through the appeal process before the Labor Board. Commissioner Walker replied that was the proper way to handle insurance cases and Commissioner Barka agreed and instructed Sheriff Vetter that according to the contract it needs to be done in this manner.

Sheriff Vetter made a reference to a letter from Commissioner Walker regarding an ongoing legal matter involving his department. Brief discussion followed.

Sheriff Vetter also addressed the issue of enhancing radio communications for the County. Due to a miscommunication with the Delegation there are only two lines instead of four for the South West region of the County. Two additional lines will need to be installed for the Town of Kingston for 1995 to enhance their radio coverage and four lines for a site in Derry. The Derry site can be located on private property that would allow for access to an existing tower, thus saving money. The building would be of no cost to the County. There needs to a building permit. Commissioner Walker stated that a long term lease

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Voted 3-13-95  
DATE 4-12-95

needs to be arranged, with no charge, prior to the building permit. Commissioner Walker suggested having the Sheriff's department legal advisor go over the lease. Commissioner Barka stated that the Delegation will need to approve the lease. Sheriff Vetter stated that the Board of Commissioners would have to approve the building permit request as the building would be owned by the County. This building would be a utility shed to house the radio equipment. Rep. Sytek made the comment that this is the first she had heard of a building in Derry and that this has not been budgeted. Sheriff Vetter replied that it has been budgeted as part of the Off-Site Bond Issue. Rep. Sytek said that she does not remember this. Sheriff Vetter stated that \$96,000.00 was set aside for radio communications. Mr. Keith Clark explained that the site is a NYNEX site that the County has permission to use. The site does not have enough room for a building. The space made available is adjacent to the NYNEX site. NYNEX and the landowner have agreed not to charge for the use of the space. The landowner has asked to use a portion of the building for his personal use. Mr. Clark further explained that a simple utility building would be adequate for the purpose. Sheriff Vetter stated that this had not been part of the original plan made earlier this year. The Hampstead site as previously discussed, would require the construction of a radio tower. By using the Derry site, construction costs would be eliminated.

Commissioner Henderson asked what the ultimate benefit would be of using the new site and utility shed. Sheriff Vetter replied the radio communications for the southern part of Rockingham County would be dramatically improved. The Town of Kingston would still experience "dead spots" but there is a receiver that can be placed in Kingston that would just require an additional telephone line. Sheriff Vetter stated that the needed funds should be appropriated in the coming year's budget.

Commissioner Walker stated that \$90,000.00 was approved in the budget process, of that amount, \$65,000.00 was from the bond as bond money can only be used for complex projects. \$25,000.00 was approved for off-site work. Mr. Clark explained that the money would come from the \$25,000.00 for the work in Derry. Commissioner Walker asked that Mr. Clark and Mr. Reddin discuss with the Commissioners the legal aspects of this arrangement and to possibly have a motion made at the next Commissioners meeting. Commissioner Barka requested that Sheriff Vetter set up a meeting to discuss the matter.

#### **REPORT FROM THE TREASURER** - Patricia Kelley

Mrs. Kelley presented an approval form for the Treasurer's Office to proceed with the banking changes as voted and approved during the Commissioners meeting of 10-17-94. Commissioner Walker questioned the granting of account access authorization to employees other than the Treasurer's Office. Mr. Morin explained that authorization would need to be granted at a Board meeting prior to their use of signature and given to the bank. The two departments that would require signature authority would be Human Services for the Flexible Funding account and the Sheriff's Department.

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Commissioner Henderson made the following motion:

The Commissioners, as duly elected officials of Rockingham County, allow the Treasurer and/or Deputy Treasurer under the powers granted them in New Hampshire RSA 29:1 and RSA 29:15 to execute all documentation necessary to initiate depository accounts with First NH Bank and that all checks, drafts, notes or orders drawn against said accounts shall be valid when signed by the Treasurer or Deputy Treasurer or other authorized county officials as indicated on bank signature cards for each respective account.

First NH shall keep the agreements in force until written notice to the contrary is duly served on said bank.

Commissioner Walker seconded and all voted in the affirmative.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside  
Director of Maintenance

Mr. Woodside was present but had nothing to report.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported the census as of 10-31-94 is 298. There are currently 19 applications for admission on file. There are 80 clients in the Adult Day Care Center.

There were bids for beef to be opened and were as follows:

- Associated Grocers
- Poultry Products

Commissioner Henderson made the motion that Mr. Sturtevant be authorized to shop the bid and award to the lowest bidder or which ever would be in the best interest of the county. Commissioner Walker seconded and all voted in favor,

Mr. Sturtevant reported that the award of the beef bid from the meeting of 10-25-94 had gone to:

Associated Grocers                      \$1.49/LB for 2,000 #

Mr. Sturtevant presented the bids for Laundry Chemicals from the previous meeting and recommended awarding the bid to:

Novel                      \$0.83.2 to \$0.85.8 / 100LB



JW  
Voted 3-13-95  
DATE 4-12-95

Commissioner Walker made the motion to award the bid for laundry chemicals to Novel Corporation based upon Mr., Sturtevant's recommendation, seconded by Commissioner Henderson and voted on in the affirmative.

Mr. Sturtevant presented the contract to the Commissioners for the Hobart Corporation. Commissioner Henderson made the motion to authorize Commissioner Walker to sign the contract on behalf of the Board for the Hobart equipment . Commissioner Walker seconded and all voted in the affirmative.

Mr. Sturtevant informed the Board that the Medicare Provider Number has been applied for and notification has been received that Health Care Financing Administration has recognized Rockingham County Nursing Home for skilled nursing services effective January 1, 1995. The Provider Identification number has been supplied.

Mr. Sturtevant discussed the daily rates for the Nursing Home as set for Medicaid and private pay residents. Effective October 1, 1994 the Medicaid rate is \$111.18 at an increase of \$8.73 per day. Mr. Sturtevant recommended that the Board accept the rate.

Commissioner Walker moved that Mr. Sturtevant's recommendation be accepted and change the rate to \$111.18 per day for Medicaid patients and that the rate for private pay patients be changed to \$141.34, to follow in line with the Medicaid rates. Commissioner Henderson seconded and all voted in the affirmative.

Mr. Sturtevant stated that forty-one of the residents would be voting by absentee ballots for the November election. The Social Service Department is responsible for the process.

Mr. Sturtevant stated that Stratham Vo-Tech will again have nursing students at the Nursing Home beginning in November. When the paper work is ready to be signed he will notify the Commissioners.

Mr. Sturtevant notified the Commissioners that he will be off from November 3, 1994 through November 7, 1994.

Mr. Sturtevant requested a Non-Public Session for two legal actions and a waiver request for admission to the Nursing Home.

Mrs. Gill asked Mr. Sturtevant if there would be another rate for the skilled nursing services. Mr. Sturtevant replied that there will be a different rate and it will not affect Human Services.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Gene Charron - Interim Superintendent

JW  
Voted 3-13-95  
DATE 4-12-95

Mr. Charron reported the census as being at 229 inmates, 129 sentenced and 98 pre-trial Jail. There are two Federal prisoners, twelve state prisoners and fifteen females. There were 10 inmates released over the weekend because of completed sentences. There were 27 admissions over the weekend. One inmate was hospitalized over the weekend due to an epilepsy episode.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrisette-Director

Mr. Morrisette informed the Board that Mr. Chambo is the loaned executive from the United Way and will be available to set up appointments with department heads to establish a program. Commissioner Walker stated the fact that she is unsure if the department heads can be asked to volunteer. Commissioner Henderson said that they should be given the opportunity to volunteer. He further stated that the participation by the County has dropped considerably in the past few years partly because of the lack of information. Commissioner Henderson asked Mr. Morrisette if there would be a problem for Mr. Chambo to contact the department heads directly to inquire if they would like to be involved. Commissioner Barka stressed the fact that participation must be voluntary.

Mr. Morrisette asked the Commissioners if a decision has been made regarding dental insurance. Commissioner Barka asked when the contract needs to be renewed. Commissioner Walker replied January, 1995 and that there will be no change. Commissioner Barka suggested signing for another year. Commissioner Walker stated that the books need to be printed as soon as possible. Mr. Morrisette informed the Commissioners that he would be at an affiliate meeting in Strafford County on Friday November 4, 1994.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Walker made the motion to go to Non-Public Session under RSA Chapter 91A:3 II,c on a roll call vote. Commissioner Henderson seconded and all voted in the affirmative on a roll call vote at 3:00PM.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
OCTOBER 31, 1994**

The Board of Rockingham County Commissioners met in Non-Public session under RSA Chapter 91A:3 II,c on a roll call vote.. Those present at the first session were Commissioners Barka, Henderson and Walker, Mr. William Sturtevant; Director of the Rockingham County Nursing Home, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners

JW  
Voted 3-13-95  
DATE 4-12-95

Mr. Sturtevant discussed three matters pertaining to residents of the Nursing Home.

Those present at the second Non-Public session were Commissioners Barka, Walker, and Henderson, Roy Morrisette; Director of Personnel, Martha Golden; Administrative Assistant to the Rockingham County Commissioners and Attorney Thomas Flygare.

The purpose of the session was to hear a personnel matter. The Minutes were sealed.

Those present at the third session were Commissioners Barka, Henderson and Walker, Mr. John Harnden and Martha Golden, Administrative Assistant to the Commissioners.

The purpose of the session was to hear a personal issue. There was no action by the Board.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II,c , Commissioner Henderson made the motion to return to Public Session for the purpose of voting on issues relating to the Nursing Home. Commissioner Henderson seconded and all voted in the affirmative on a Roll Call Vote.

Commissioner Walker made the motion to accept Mr. Sturtevant's recommendation pertaining to the placing of a lien on property of a Nursing Home resident for failure to apply for Medicare. Commissioner Henderson seconded and all voted in the affirmative.

Commissioner Walker made the motion to waive the resident requirement for an applicant to the Nursing Home upon Mr. Sturtevant's recommendation. Commissioner Henderson seconded and all voted in favor.

Commissioner Henderson made the motion to approve the Minutes of 10-3-94, 10-17-94 and 10-25-94. Commissioner Walker seconded and all voted in favor.

There being no further business to come before the Board in Public Session Commissioner Henderson made the motion to adjourn at 3:45 PM, Commissioner Walker seconded and all voted in the affirmative.

Approved by,

  
\_\_\_\_\_  
Jane Walker, Vice-Chairman  
Rockingham County Commissioners

voted 3-13-95  
DATE 4-12-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**NOVEMBER 4, 1994**

Those present were Commissioners Barka, Walker and Henderson, Betty Luce; Register of Deeds, Keith Clark; Sheriff's Department, Michael Morin; Deputy Treasurer, and Martha Golden, Admin. Assist. to the Rock. County Commissioners.

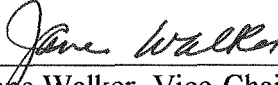
Commissioner Barka called the meeting to order at 1:30 PM. The purpose of the meeting was the awarding of bids.

Mr. Clark recommended to the Board the award of the UPS system for the Sheriff's Department to go to BPS-Bianci Power Systems. Commissioner Walker questioned if all the bidders were aware of the extended equipment on which BPS had quoted. Mr. Clark replied that they were not. Commissioner Walker requested that all bidders be made aware of the additional equipment that BPS had quoted and that the bid be awarded conditionally to BPS, provided they were still the lowest bidder after other bidders were given the opportunity to bid on the extended equipment. Commissioner Henderson made the motion to authorize Keith Clark to award the bid to BPS conditional on revised numbers from the additional bidders. If the BPS figures are still the lowest then the bid may be awarded to BPS. Commissioner Walker seconded and stated that terms of warranty need to be included also. All voted in the affirmative.

Mrs. Luce recommended to the Board the award of the AS400 to Briartech. Commissioner Henderson made the motion to award the bid to Briartec based upon Mrs. Luce's recommendation. Commissioner Walker seconded the motion. There was brief discussion and all voted in favor.

There being no further business to come before the Board, Commissioner Henderson made the motion to adjourn at 2:00 PM. Commissioner Walker seconded and all voted in favor

Approved by,

  
\_\_\_\_\_  
Jane Walker, Vice-Chairman  
Rockingham County Commissioners

JW  
voted 3-13-95  
DATE 4-12-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**NOVEMBER 14, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka Walker and Henderson; Patricia Kelley; Treasurer, Mike Morin; Assistant Treasurer, Ernest Woodside; Director of Maintenance, William Sturtevant; Administrator of the Rockingham County Nursing Home, Gene Charron; Interim Superintendent of the Department of Corrections, Theresa Young; Fiscal Officer, Jayne Jackson; Staff Accountant, Diane Gill; Director of Human Services, Roy Morrissette; Personnel Director, Sheriff Wayne Vetter; High Sheriff of Rockingham County, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present was Representative David Welch, Michael M. McConnell and Jack M. Butler both of United Business Machines

Chairman Barka called the meeting to order at 2:05 PM.

**REPORT FROM HUMAN SERVICES** - Diane Gill - Director of Human Services

Mrs. Gill Stated that requests have been received for the Grant Reviews in the amount of \$55,864.00 to date and after speaking with Commissioner Walker it appears there is not money to award. Commissioner Barka asked when the money would be available. Mrs. Gill replied that the money is here, it is a matter of the appropriation. Commissioner Walker explained that more money has been given this year than was appropriated and it cannot be spent, the money may be awarded, but it cannot be released until January. Commissioner Barka asked if the year did not runs from July until June to which Mrs. Gill replied that he was correct. The deadline is November 22, and to date there has been \$85,824.00 in requests. Commissioner Henderson added that if two periods were to accumulate and were distributed at the same time, the process will be thrown off and it will be harder to maintain the standards of the awards that have been established due to the amount of money that would be available. Commissioner Walker did not think that skipping a cycle would be advantageous to the program as some programs would in all likelihood drop out.

**REPORT OF THE FISCAL OFFICER** - Theresa Young - Fiscal Officer

Mrs. Young requested that Commissioner Henderson read the following motion:

I move that the Rockingham County Board of Commissioners write off the \$150,000.00 in the Health Fund related to the loan from the Worker's Comp. Fund that occurred in 1992. As a result of writing off the liability, the corresponding receivable in the Worker's Comp Fund should also be written off.

Commissioner Walker seconded. Jayne Jackson explained that this action clears the books in order not to pay back the Worker's Comp. Fund. Following brief discussion all voted in favor of the notion.

**REPORT FROM THE TREASURER** - Patricia Kelley

Mrs. Kelley informed the Board that she had not been re-elected to the Office of Treasurer of Rockingham County and wished to thank all for the education in government that she had received. Commissioner Barka stated that she will be missed. Mrs. Kelley reported that Mike Morin has a Cash Management Report to present to the Commissioners and she also requested a Non-Public session to hear a personnel issue.

**BID OPENINGS**-- Mike Morin - Assistant Treasurer

Mr. Morin had two bids to be opened. The first was for the copier for the UNH Co-Operative Extension Service. The bids were from:

- Eastern Business Equipment
- UBM- United Business Machines
- Lanier
- Transco South
- David Edwin, Inc.
- SBM-Manchester
- Connie's Taft Business Machines
- KEMCO
- Merrimack Valley Office Products

Commissioner Walker made the motion that the bids for copy machines be shopped and the recommendations for award of the bid be made to the Board of Commissioners. Commissioner Henderson seconded and all voted in the affirmative.

Mr. Morin had the bid to be opened on the computer bid for the Nursing Home and CBO/Fiscal Office. The bids were from:

- Salmon Falls Computer Services
- PC Warehouse
- Falcon Computers

JW  
Voted 3-13-95  
DATE 4-12-95

- Landing Technologies Corporation
- NECB
- NE Systems
- State Line Computer
- IBEX
- Business Data Solutions

Commissioner Walker made the motion that the bids for computers be shopped and the recommendations for the award of the bid be made to the Board of Commissioners. Commissioner Henderwson seconded and all voted in the affirmative.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Ernest Woodside  
Director of Maintenance

Mr. Woodside requested a vote from the Board of Commissioners for an application for a payment of \$12,659.42 to be made to H.J. Stabile for part of the closure of the Nursing Home project. There will be one more application for payment to be made at the next Board of Commissioner's meeting. Commissioner Walker moved the request. Commissioner Henderson seconded and all voted in the affirmative.

Mr. Woodside also had change orders for the Commissioners signatures pertaining to the closure issue.

Commissioner made the motion to approve the closure items as listed below after the next change order is received, which will list the items in detail.

- Consent of Security of final payment
- Certificate of Insurance
- Punch List
- Contract affidavit of release of lien
- Contract affidavit of payment of debts and claims
- Attachment "J"( Carpet issue )

Commissioner Henderson seconded and all voted in the affirmative.

Mr. Woodside reported that hay sales are excellent

Mr. Woodside reported that the Board has a list of the items that can be considered as either budget items for 1995 or as Bond related items. A complete list has been given to the Fiscal Officer. One of the items on the list , is the replacement of the #1 Well pump. Mr. Woodside feels the pump is failing and replacement cannot wait. The pump had been producing 125 gals/minute and is now pumping at a rate of 100 gals/minute. Mr. Woodside estimates the replacement to cost between \$10,000.00 and \$15,000.00. Mr.

*JW*  
Vote 3-13-95  
DATE 12-95

Woodside requested the Board remove the pump from the Bond list and consider a bid waiver in order that it be dealt with now.

Commissioner Walker asked Mr. Woodside to prepare the bid to go out. She hopes to be able to meet with Mr. Woodside during the week to go over the budget in order to be able to reallocate the funds. Commissioner Henderson stated that the Board acknowledges the need for the new pump. Mr. Woodside will draft the bid. Mrs. Young stated that funds are being committed and the Board is incurring liability for the current year. Commissioner Barka stated his desire that the pump not be included in the 1995 budget.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported the census of the Nursing Home at 297 there were three deaths over the weekend, and there are thirty applications for admission and there are currently 78 clients in the Adult day Care Center.

Mr. Sturtevant had bids to be opened for Gentle Rain.

- Daly Cardinal Health
- Totalmed
- ADCO

Commissioner Henderson moved that the bid be shopped by Mr. Sturtevant and that he make his recommendation to the Board. Commissioner Walker seconded and all voted in favor of the motion.

Mr. Sturtevant had bids to be opened for Frozen Foods.

- Shaheen Bros.
- Kraft
- Hallsmith-Sysco
- Associated Grocers
- JP Food Service
- North Center Food Service

Commissioner Henderson made the motion that Mr. Sturtevant shop and award the bid to the lowest bidder or which ever is in the best interest of the county. Commissioner Walker seconded and all voted in the affirmative.



Mr. Sturtevant had a bid to be opened for Cranberry Juice.

- Donahue Bros.

Commissioner Walker moved that Mr. Sturtevant shop the bid and determine to either award the bid or to go back out to bid. Commissioner Henderson seconded and all voted in favor.

Mr. Sturtevant reported to the Board the award of the Beef bid to Poultry Products for \$1.11/LB for 2,020#. The laundry bid awarded at the previous meeting was for a two year contract with the first year at \$15,974.40 and the second year at \$16,474.60.

Mr. Sturtevant informed the Commissioners of the upcoming Nursing Home Holiday schedule. The Thanksgiving Dinner for the Adult Day Care Center will be held on Wednesday, November 23, 1994 in the Hilton Auditorium to begin at 11:30 AM. The Giving Tree will be set up the same day. The Annual Children's Christmas Party is scheduled for December 2, 1994. Fund raising activities are still taking place for the event. The Annual Christmas Buffet will be held December 21, 1994 and the employees are putting together Thanksgiving Baskets to be delivered next week.

Mr. Sturtevant will be attending a conference with NACO on Thursday and Friday. He also requested a Non-Public session to deal with an admission to the Nursing Home.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Gene Charron - Interim Superintendent

Mr. Charron reported the census of the Jail to be 217 inmates, of which 99 are held and bound over, there are currently 2 Federal prisoners. There are 118 sentenced, of which 20 are on work release. There are 26 inmates assigned to outside details to the County, there are 30 assigned inside duties, leaving a count of 62 inmates doing nothing productive. He would like to look into ways of keeping that population busy. There are 21 females of which 17 are in Goffstown. Commissioner Paul Broder will be touring the Brentwood facility with John Disco on Friday and Mr. Charron would like to try to encourage Commissioner Broder to send more State prisoners to the County Jail to help in keeping costs down.

Mr. Charron requested a bid waiver for an antenna replacement. The Commissioners had not yet received the paperwork on the request. Mr. Charron explained that the antenna would be replaced with an antenna that would provide better amplification guaranteeing that the Central Control radio would pick up every transmission. It will not improve the transmission block to block, as Mr. Charron would like, but in the event of a call, Central Control will hear every call made on the radio. The cost will be \$1,091.00.

JW  
voted 3-13-95  
DATE 4-12-95

Commissioner Barka asked if there is ever a call from the towns in Rockingham County for prisoner help. Mr. Charron replied that one of his goals is to begin an outside detail program. A C/O would be needed to oversee as a civilian would not be qualified as has been proven in past attempts at work release programs. Mr. Charron further stated that it would be good to have something for the sixty-two individuals that are idle to do.

Rep. Welch asked if there is a fee structure for the use of the inmates. Mr. Charron replied that there is no fee structure. His theory is to keep them from being idle. One option is to offer the labor to the different towns' DPW Departments. There is currently a program in place in Strafford County that utilizes inmate labor. There is a lot that can be done.

Commissioner Walker stated that if the towns knew about the availability of the inmates, there would be more requests.

Mr. Charron stated that it is a way for the inmates to give back to the County and the Communities what they have taken. Commissioner Henderson stated that the County is paying their bills. Mr. Charron explained that in many areas throughout the Country, inmates are being required to pay for their room and board. Commissioner Walker stated that there needs to be a program in place with rules and regulations before any announcement can be made to the communities.

Commissioner Henderson made the motion to authorize and encourage Interim Superintendent Charron to develop a pilot program that would enable the County to offer an inmate crew to one or two communities on an experimental basis to establish the parameters to assure adequate security and to insure that the program is legal in what the inmates are being asked to do, and to present the program to the Commissioners as soon as practical; and that application be made to the Crime Bill to help in the defraying of any costs. Commissioner Walker seconded. All voted in favor of the motion. Commissioner Barka stated his belief that this could be a very good move for the County to take.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrisette-Director

Mr. Morrisette was present but had nothing to report.

**COMMISSIONERS' REPORT**

Commissioner Henderson stated for the record that the grievance brought by former Correctional Officer Steven Cooper has been resolved through negotiation. The settlement was made public earlier this day and was released jointly by the County and the SEA. The main points of the settlement were that Steven Cooper will not return to work at the Rockingham House of Corrections, his termination has been converted to a resignation, and he will receive a settlement in the amount of \$18,500.00. Shawn Hazeltine was a probationary employee and thus not eligible to access the grievance

procedure. He was offered and accepted a similar settlement as Mr. Cooper with the exception being that no money was offered.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Walker made the motion to go to Non-Public Session under RSA Chapter 91A:3 II,c on a roll call vote. Commissioner Henderson seconded and all voted in the affirmative on a roll call vote at 2:50 PM.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
NOVEMBER 14, 1994**

The Board of Rockingham County Commissioners met in Non-Public session under RSA Chapter 91A:3 II,c on a roll call vote. Those present at the first session were Commissioners Barka, Henderson and Walker, Mr. William Sturtevant; Director of the Rockingham County Nursing Home, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners

Mr. Sturtevant requested that residency requirements be waived for an individual applying for admission to the Nursing Home.

Those present at the second Non-Public session were Commissioners Barka, Walker, and Henderson, Theresa Young; Fiscal Officer, Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

Mrs. Young discussed with the Commissioners a matter of retirement pay/ tax payment. She explained that the payment of such funds needs to be made through the Payroll process and not Accounts Payable, as has been done.

Mrs. Young also discussed the grievance settlement arranged with the former C/O from the Jail. She informed the Board that 28% of the settlement amount must be held per IRS rule. She further requested to review the actual agreement for the grievance.

Those present at the third session were Commissioners Barka, Henderson and Walker, Patricia Kelley; Treasurer, Mike Morin; Deputy Treasurer, and Martha Golden, Administrative Assistant to the Commissioners.

The purpose of the session was to hear a personnel issue. There was no action by the Board.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 14, 1994

Noted 3-13-95  
DATE 4-12-95

Those present at the fourth Non-Public session were Commissioners Barka, Walker and Henderson, Attorney Steven Schulthess; Devine Millimet, and Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The purpose of the meeting was discussion of legal matters before the Board of Commissioners. There was lengthy discussion of the issue.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II,c , Commissioner Henderson made the motion to return to Public Session for the purpose of voting on issues relating to the Non-Public Session. Commissioner Walker seconded and all voted in the affirmative on a Roll Call Vote.

Commissioner Walker made the motion to accept Mr. Sturtevant's recommendation for an application waiver for Nursing Home residency. Commissioner Henderson seconded and all voted in the affirmative.


Commissioner Walker made the motion to waive the resident requirement for an applicant to the Nursing Home upon Mr. Sturtevant's recommendation. Commissioner Henderson seconded and all voted in favor.

Commissioner Henderson made the motion to approve the Minutes of 10-3-94,10-17-94 and 10-25-94. Commissioner Walker seconded and all voted in favor.

Commissioner Henderson made the motion that the law firm of Devine Millimet, et al, be retained by Rockingham County until further notice pursuant to the case brought by Carrolle Popovich against Rockingham County, and to petition the insurance companies involved for coverage. Commissioner Walker seconded and the vote was unanimous in the affirmative. Commissioner Barka abstained from the vote.

There being no further business to come before the Board in Public Session Commissioner Henderson made the motion to adjourn at 4:15 PM, Commissioner Walker seconded and all voted in the affirmative.

Approved by,

  
\_\_\_\_\_  
Jane Walker, Vice-Chairman  
Rockingham County Commissioners

enclosures

Voted 3-13-95  
DATE 4-12-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**NOVEMBER 29, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Walker Office of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Walker and Henderson; and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Vice-Chairman Walker called the meeting to order at 3:00 PM.

Commissioner Henderson made the following motion:


The Rockingham County Board of Commissioners hereby votes to retain the law firm of Devine, Millimet et. al. to represent the interests of all Defendants named in the lawsuit brought by Carrolle Popovich.

If, during the course of the above-mentioned case, either counsel or the Board of Commissioners should determine that it is no longer appropriate for Devine, Millimet to represent all named parties, the Board retains the prerogative to modify or terminate this agreement.

The motion was seconded by Commissioner Walker, and voted on in the affirmative by all.

There being no further business to come before the Board of Rockingham County Commissioners in Public Session Commissioner Henderson made the motion to adjourn at 3:05 PM, Commissioner Walker seconded and all voted in the affirmative.

Approved by,

  
\_\_\_\_\_  
Jane Walker-Vice-Chairman  
Rockingham County Commissioners

enclosures

Voted 3-13-95

JW

DATE 4-11-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**DECEMBER 6, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mike Morin; Assistant Treasurer, William Sturtevant; Administrator of the Rockingham County Nursing Home, Theresa Young; Fiscal Officer, Jayne Jackson; Staff Accountant, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 12:45 PM.

The purpose of the meeting was to open and award bids for beef and to award previously opened bids for computer services and equipment.

Mr. Sturtevant presented bids to be opened for Beef. Commissioner Henderson opened all bids and they were from the following:

Poultry Products  
Cambridge Packing  
Associated Grocers  
Mapelli Distribution

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop and award the bid to the lowest bidder or which ever is in the best interest of the County. Commissioner Henderson seconded. All voted in favor of the motion.

Mrs. Young reported to the Board the top three bidders for the computer bid as follows.

1. IBEX
2. NECB
3. BDS

Mrs. Young recommended the award be granted to IBEX as being in the best interest of the County.

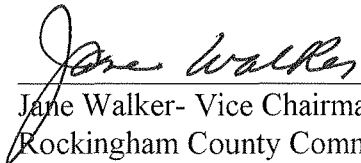
JW  
dated 3-13-95  
DATE 4-11-95

Commissioner Henderson made the motion to award the bid to IBEX for computer equipment. Commissioner Walker seconded and all voted in the affirmative of the motion.

Mr. Morin will write letters to the non-successful bidders. Mrs. Young will draft the acceptance letter with any conditions to the contract to be contained in the letter.

There being no further business to come before the Board of Rockingham County Commissioners in Public Session Commissioner Henderson made the motion to adjourn at 1:00 PM, Commissioner Walker seconded and all voted in the affirmative.

Approved by,

  
\_\_\_\_\_  
Jane Walker- Vice Chairman  
Rockingham County Commissioners

enclosures

Voted 3-13-96  
JW  
4-11-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**December 12, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mr. Mike Morin; Assistant Treasurer, Mr. Ernest Woodside; Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Gene Charron; Interim Superintendent of the Department of Corrections, Mrs. Theresa Young; Fiscal Officer, Mrs. Jayne Jackson; Staff Accountant, Ms. Dawn Barnes; Human Services, Mr. Roy Morrisette; Personnel Director, Sheriff Wayne Vetter; High Sheriff of Rockingham County, Mrs. Robyn Wojtusik; UNH Cooperative-Operative Extension, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Denise Breidegam of the *Foster's Daily Democrat* and Liane Evan of the *Portsmouth Herald*

Chairman Barka called the meeting to order at 2:00 PM.

**REPORT FROM HUMAN SERVICES** - Dawn Barnes - Human Services

Mrs. Barnes presented the Board the November/December State bill. She also stated that the 4th Quarter Grant Review would take place on December 13, 1994 at 10:00 AM in the Commissioner Conference Room. \$197,000.00 has been requested and \$100,000.00 is available.

Commissioner Henderson stated that the request amounts have increased , but not the number of organizations making the requests.

**REPORT FROM THE TREASURER** -Deputy Treasurer - Mr. Mike Morin

Mr. Morin reported that the banking change from Fleet Bank to 1ST NH continues to go well and all accounts should be taken care of by January of 1995. The



*voted 3-13-95*

*JW*

Date *4-11-95*

overnight investments are earning 6 1/8 % as compared to a high of 4% prior to the change in banks. Mr. Morin also reported that tax payments are coming in from the towns.

**REPORT OF THE UNH CO-OPERATIVE EXTENSION SERVICE** - Mrs. Robyn Wojtusik

Mrs. Wojtusik presented a draft copy of a letter for the Commissioners to review in support of the Distance Learning Program. Commissioner Walker explained that the concept has been approved previously as a pilot project. Commissioner Walker moved that the participation be continued with the funding of the portion of the expenses for staff as well as equipment for the program. Commissioner Barka seconded for the purpose of discussion. Commissioner Henderson stated the project is a good one, but at this time he does not feel it to be an essential part of the Rockingham County budget. Commissioner Walker asked Commissioner Henderson if he would be in favor of the project if UNH could come up with the money for the satellite disk? He responded that he was not in favor of continuing with the project at any expense to the county. Following further discussion, Commissioner Barka called for the vote. Commissioner Walker voted in favor of the motion with Commissioners Barka and Henderson opposed. The motion did not carry. The project will not proceed at the present time due to budgetary constraints. Commissioner Henderson stated his belief that the County should not become involved in another project at this time.

**REPORT OF THE REGISTER OF DEEDS** - Mrs. Betty Luce

Mrs. Luce reported on the ongoing discussion regarding the funds within the Registry of Deeds and the banking arrangements. There is a State State that requires that the money from the Registry of Deeds be turned over to the state at the request of the state. The State is considering daily transfer. The County has been utilizing the interest earned from the funds when deposited into the County's own account. Commissioner Barka stated that this would cost the County money. Mrs. Luce has contacted the state in regard to options. Rep. Welch suggested that any changes in the income to the county be forwarded to the Chairman of the Delegation. There was much discussion regarding the status of the banking arrangements in regards to the Register of Deeds receipts.

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JW  
Date 4-11-95

Mrs. Luce requested that service contracts for office typewriters and duplicating films be reviewed and signed for the Registry of Deeds. She also presented a service contract for the service for the duplicating machines. Mrs. Luce explained that due to the excellence of service by the current provider, she would like to remain with the same company.

Mrs. Luce had one further item for discussion pertaining to the re-sale of computer equipment that had been replaced in her office.

**REPORT OF THE MAINTENANCE DEPARTMENT** - Mr. Ernest Woodside

Mr. Woodside requested that the Agenda item "Construction" under Old Business be removed, as the Nursing Home construction project is totally closed out.

Mr. Woodside also requested a letter of thanks be sent to the Conservation District for the donation of the beautiful Christmas tree in the Atrium in the Nursing Home.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant Administrator

Mr. Sturtevant reported that the census is currently 297. There were three deaths over the weekend with three admissions scheduled for the coming week. There are thirty applications for admission on file and there are seventy two clients in the Adult Day Care Center.

Mr. Sturtevant had bids to be opened for pork and they were as follows:

Cambridge Packing Co.  
Associated Grocers

Commissioner Walker made the motion that Mr. Sturtevant shop and award the bid for pork to the lowest bid or which ever is in the best interest of the County. Commissioner Henderson seconded and all voted in favor of the motion.

Mr. Sturtevant reported his awards of the bids opened for Beef and Pork on 11-28-94. The low bid for Beef was:

*Voted 3-13-95*  
*JW*  
Date 4-11-95

Associated Grocers in the amount of \$1.43 / LB for 2,000 lb.

The bid for pork opened at the same meeting was awarded to:

Associated Grocers in the amount of \$1.13/LB for 1,000 lb.

The beef bid opened on 12-6-94 was awarded to Swift Meats at \$1.10/ LB for 2,000 Lb.

Mr. Sturtevant reminded the Board that he would be in Concord on Thursday to attend a workshop. The Christmas buffet will be served on December 21, 1994. Christmas morning activities will begin in the Nursing Home at 9:30 AM.

**REPORT FROM THE PERSONNEL DIRECTOR** -- Roy Morrisette-Director

Mr. Morrisette asked the Board when the Worker's Comp contract could be signed. Commissioner Henderson explained that there would be a meeting called later in the week for the purpose of signing contracts. Commissioner Walker requested an original copy of the Worker's Comp contract in order to make comparisons.

Mr. Morrisette requested a Non-Public Session.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** -- Gene Charron - Interim Superintendent

Mr. Charron reported the census as 206 with 92 pre-trial and 114 sentenced. There are 186 males and 20 females. There are 2 federal prisoners, 14 involved in the work release program and the jail is currently holding 10 State prisoners.

Mr. Charron presented a chart to the Board illustrating the constant climb in numbers at the jail.

**REPORT OF THE FISCAL OFFICER** - Theresa Young - Fiscal Officer

Mrs. Young was present but had nothing to report.

**COMMISSIONERS' REPORT**

*Voted 3-13-95*

*JW*

Date *4-11-95*

Commissioner Henderson reported to the Department Heads a proposal for a hiring freeze for Rockingham County and the Boards reasons for feeling it to be necessary.

Commissioner Henderson made the following motion

That the Board of Rockingham County Commissioners freeze all open positions that have not already been advertised, and decline to process any position upgrades, until further notice. The Board will retain the prerogative to waive this freeze on a case-by-case basis when situations of legitimate urgency exists.

Commissioner Henderson explained that the 1995 budget will be impacted by the current budget requests and as a Board, the Commissioners must find a way to stop the expansion of the costs of county government. Commissioner Walker seconded the motion. Commissioner Henderson explained that there will not be a jeopardy to Public Safety or create undo burden on Nursing Home residents. There will be equipment cut backs as well. There was discussion. Commissioner Barka called for a vote on the motion. The vote was unanimous in favor of the motion.

Commissioner Walker stated the date for the swearing in of the elected officials will take place on January 4, 1995 in the RCNH Atrium at 9:00 AM. A light breakfast will be served. Mrs. Golden will send invitations requesting RSVP for the number expected to attend.

There being no further business to come before the Board of Rockingham County Commissioners in Public Session, Commissioner Walker made the motion to adjourn and to convene in Non-Public Session under RSA 91A:3II,c on a Roll Call vote at 3:15 PM. The vote was unanimous on a roll call vote in favor of the motion.

Board of Rockingham County Commissioners  
December 12, 1994

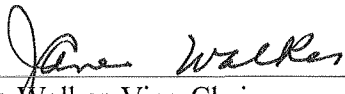
*Noted 3-13-95*  
Date 4-11-95  
*JW*

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
December 12, 1994**

The Board of Rockingham County Commissioners met in Non-Public session under RSA Chapter 91A:3 II,c on a roll call vote.. Those present were Commissioners Barka Henderson and Walker, and Mr. Morrisette; Director of Personnel.

There being no further business to come before the Board of Rockingham County Commissioners in Non Public session, Commissioner Henderson made the motion to go out of Non-Public Session and adjourn on a Roll Call vote. Commissioner Walker seconded and all voted in the affirmative on a Roll Call Vote at 3:45 PM..

Approved by,

  
\_\_\_\_\_  
Jane Walker-Vice-Chairman  
Rockingham County Commissioners

enclosures

voted 3-13-95  
JW  
DATE 4-11-95

**MINUTES**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**December 19, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mrs. Patricia Kelley; Treasurer, Mr. Mike Morin; Assistant Treasurer, Mr. Ernest Woodside; Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Gene Charron; Interim Superintendent of the Department of Corrections, Mrs. Theresa Young; Fiscal Officer, Mrs. Jayne Jackson; Staff Accountant, Mrs. Diane Gill; Director of Human Services, Mrs. Betty Luce; Register of Deeds, Sheriff Wayne Vetter; High Sheriff of Rockingham County, Mr. Roy Morrissette; Personnel Director, and Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives Donna Sytek and Robert Dodge, Commissioner Elect Thomas Battles, Register of Deeds Elect Kathy Stacey, Mrs. Mary Carrier of the Conservation District, Mr. Steve Hundley; State Soil Scientist, Liane Evans of the *Portsmouth Herald*, Denise Breidegam of the *Foster's Daily Democrat* and Sally Callahan of the *Lawrence Eagle Tribune*

Chairman Barka called the meeting to order at 2:05 PM.

**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME** -- William Sturtevant - Administrator

Mr. Sturtevant reported that the current census is 300 with thirty applications for admission. There are 72 clients in the Adult Day Care Program. Mr. Sturtevant reported the low bids for pork opened at the meeting on December 12, 1994 were awarded to Cambridge Packing Inc. for pork loins at \$1.16/LB for 1,000 LBS. The low bid for the Boston Butts at \$.69/ LB for 1,000 lbs. was awarded to Associated Grocers.

Mr. Sturtevant had bids to be opened for a garbage disposal unit. The bids were from the following:

United Equipment  
Interstate Restaurant  
Northeast Food Service  
G & C Restaurant Equipment, Inc.  
Harbor Food Service

*voted 3-13-95*  
*JW*  
DATE 4-11-95

Commissioner Walker made the motion that Mr. Sturtevant shop the bids and make his recommendations to the Board. Commissioner Henderson seconded and all voted in favor of the motion.

Mr. Sturtevant reminded the Board that the Annual Christmas Buffet will be held on Wednesday December 21, 1994. The Christmas tour with Santa will take place on Christmas morning. Mr. Sturtevant reported that the Giving Tree is doing well, and the Nursing Home staff could use help in wrapping the gifts on Thursday and Friday.

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS** - Mr. Gene Charron - Interim Superintendent

Mr. Charron reported the census as being 209. There are 118 sentenced and 91 pretrial. There are 2 Federal prisoners, 9 State prisoners, and 13 on work release. There are 20 females.

Commissioner Walker announced that the Board has made a unanimous decision to appoint Gene Charron as the Superintendent of the House of Corrections effective immediately. Commissioner Henderson stated the serious nature of county corrections and the appointment of Mr. Charron represents a real vote of confidence from the Board and the County. There was much applause.

**REPORT FROM HUMAN SERVICES** - Mrs. Diane Gill - Director

Mrs. Gill presented the November DCYS figures. The total bill for November is about \$1 million dollars.

Mrs. Gill asked the Board if decisions had been made for the award of the Grant requests heard on December 13, 1994.

Commissioner Walker made the motion to award the Grant Requests as follows:

Child and Family Services	\$16,000.00
Area Homemakers	\$ 0.00
YMCA-Camp Lincoln	\$ 8,785.00
Hampton Child & Family Services	\$10,000.00
Sanborn School District	\$ 0.00
SAU #21	\$20,000.00
Rockingham County Task Force	\$ 0.00
Exeter P.D./Swasey School	EPD \$18,832.61
	Swasey Dare \$ 1,167.39
Rockingham County 4-H	\$12,315.50
Solutions Unlimited	\$20,000.00

Woted 3-13-95  
JW  
DATE 4-11-95

Family Mediation Program

\$ 3,000.00

Commissioner Henderson seconded and all voted unanimously in favor of the motion.

Mrs. Gill requested a Non-Public session to hear a personnel matter.

**REPORT OF THE REGISTER OF DEEDS** - Mrs. Betty Luce

Commissioner Barka wished Mrs. Luce well as this would be her last Commissioner's Meeting as the Register of Deeds.

Mrs. Luce requested that the service contracts be signed so that she may pay the bills before the end of the year. Commissioner Walker stated that the contracts would be reviewed and paid before the end of the year.

**REPORT FROM THE TREASURER** -- Mrs. Patricia Kelley - Treasurer

Mrs. Kelley presented a report to the Commissioners as her last prior to the new Treasurer assuming office. She gave the Commissioners a copy of a memo regarding the bidding process on the County's investments showing that the new cash management bank has consistently outperformed the Pool and the old cash management bank. Mrs. Kelley stated that the County stands to gain approximately \$11,950.00 per million invested.

Mrs. Kelley also presented the Board with an explanation of the problems being experienced by Orange County, California and to reassure the Board that safeguards are in place in New Hampshire to prevent situations of this nature from occurring.

**REPORT FROM THE MAINTENANCE DEPARTMENT** - Mr. Ernest Woodside  
Director of Maintenance

Mr. Woodside had bids to be opened for fuel from the following:

Proulx Oil  
Hanscom's Truck Stop  
Buxton Oil  
Clark  
Lamprey  
Hartmann Oil  
GCS-Union Oil CO  
Sprague Energy

Commissioner Walker moved to authorize Mr. Woodside to shop the bids and make his recommendations to the Board. Commissioner Henderson seconded and all voted in favor of the motion. Mr. Woodside reported that 49 bid requests had been sent out with a total of 8 companies actually bidding on the contract.



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JW  
DATE 4-11-95

**REPORT FROM THE SHERIFFS DEPARTMENT** - High Sheriff Wayne Vetter

Sheriff Vetter congratulated the Board on their choice of Gene Charron as Superintendent of the House of Corrections.

Sheriff Vetter also discussed with the Commissioners concerns regarding budgetary matters for the upcoming year and he announced that the COPS program has been approved.

**REPORT OF THE PERSONNEL DEPARTMENT** - Mr. Roy Morrisette

Mr. Morrisette was present but had nothing to report.

Mary Currier was present from the Conservation District and introduced Mr. Steve Hundley, State Soil Scientist with the USDA Soil Conservation Service. Mrs. Currier presented the Rockingham County Soil Survey, 20 years in the making, to the Board of Commissioners. The survey will be the basis for every landowner and landuse planner in the county. The towns will be receiving copies, possibly with the delivery of the County Budgets.

Mrs. Currier stated that when a survey of this type is completed a formal presentation is made to the Governor and Legislators. Mr. Hundley explained the survey and the importance of it's completion. The formal presentation will last approximately 1-2 hours.

Commissioner Walker moved that the Board go into Non-Public session under RSA 91A:3 II,c on a Roll Call Vote Commissioner Henderson seconded. All voted in favor on a Roll Call vote.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NH  
DECEMBER 19, 1994**

The Board of Rockingham County Commissions convened in Non-Public Session under RSA 91A:3 II,c at 2:55 PM on a Roll Call vote.

Those in attendance at the first session were Commissioners Barka, Walker and Henderson, Mrs. Diane Gill; Director of Human Services and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners. The purpose of the session was to hear a personnel issue.

JW  
Voted 3-13-95  
DATE 4-11-95

There being no further business to come before the Board in Non-Public Session, Commissioner Walker moved to go out of Non-Public Session at 3:20 PM and to reconvene in Public Session for the purpose of voting, seconded by Commissioner Henderson. All voted in the affirmative on a roll call vote.

Commissioner Henderson made the motion that the Board of Rockingham County Commissioners permit the expansion of hours from twenty four to thirty two for a part time employee in the Human Services Department. Commissioner Walker seconded. The vote was two in favor and one opposed. The motion carried.

There being no further business to come before the Board in Open Session, Commissioner Walker made the motion to adjourn at 3:30 PM. Commissioner Henderson seconded and all voted in the affirmative.

Approved,

  
\_\_\_\_\_  
Jane Walker- Vice Chairman  
Rockingham County Commissioners

enclosures

*voted 3-13-95  
4-11-95  
JW*

**MINUTES  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
DECEMBER 23, 1994**

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Delegation Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, and Walker ; Mr. Mike Morin; Assistant Treasurer, Mr. Ernest Woodside; Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Gene Charron; Superintendent of the Department of Corrections, Mr. Roy Morrissette; Personnel Director, Sheriff Wayne Vetter; High Sheriff of Rockingham County, Mr. Don Redden Sheriff's Department, Mrs. Betty Luce; Register of Deeds, Mrs. Kathy Stacey Register of Deeds-Elect and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners

Chairman Barka called the meeting to order at 10:10 AM.

Sheriff Vetter informed the Board that he received information in regard to the COPS Ahead Program. The funding must be for a new position within the department that would be funded for only three years at 75% funding. He suggested either scrapping the program or budget for the new hire. Following further discussion of options it was decided by the Board and Sheriff Vetter that the program would not be used by Rockingham County.

Mr. Sturtevant recommended the award of the bid for the garbage disposal be awarded to Interstate Restaurant Equipment for an Insincerator unit at the price of \$1,396.00. Commissioner Walker moved to accept Mr. Sturtevant's recommendation and award the bid to Interstate Restaurant Equipment. Commissioner Barka seconded and all voted in the affirmative on the motion.

Mr. Woodside recommended the award of the Fuel Oil Bid as follows:

#6 Bulk	-.0383/gal	C.H. Sprague
#2 Bulk	+.009/gal	Buxton Oil
#2 Small	+.009/gal	Buxton Oil
Diesel	+.015/gal	Buxton Oil
Gasoline	+.0325/gal	Hanscom's Truck Stop

Commissioner Walker made the motion to award the bids as per Mr. Woodside's recommendations. Commissioner Barka seconded and all voted in favor of the motion.

voted 3-13-95  
JW

Date 4-11-95

Commissioner Walker requested that Mr. Woodside contact Buxton Oil and inquire if the price could match the low bid of Proulx Oil. Mr. Woodside recommended against the award of the bid to Proulx Oil for reasons of difficulties in dealing with the company in the past year's contract.

Mrs. Luce presented the Commissioner's a request by employees of her department to be able to donate sick days to another employee of the Registry of deeds injured in a car accident. The employees understand that the donated days cannot be returned once donated. Commissioner Walker made the motion to allow the employees of the Registry of Deeds to donate fourteen sick days to a fellow employee. Commissioner Barka seconded and all voted in favor of the motion.

Commissioner Walker made the motion to authorize herself to sign contracts for the Register of Deeds on behalf of the Board of Commissioners. Commissioner Barka seconded and the vote was unanimous in agreement of the motion. Contracts were signed for a typewriter service contract, a film servicecontract and a copier contract.

Commissioner Walker made the motion to authorize herself to sign a contract for Staff Builders on behalf of the Board of Commissioners and to authorize Superintendent Charron to sign on behalf of the House of Corrections any changes with the contract with Staff Builders.

Commissioner Walker moved to go into Non-Public session under RSA Chapter 91A:3,II,c. Commissioner Barka seconded. A Roll Call vote was unanimous in the affirmative. Those in attendance were Commissioners Barka and Walker, Superintendent Gene Charron and Martha Golden, Administrative Assistant to the Commissioners. The purpose of the Non-Public Session was to hear a personnel issue.

At 10:40 AM Commissioner Walker made the motion to that the Board of Commisisoners return to Public Session, seconded by Commissioner Barka. A Roll Call vote was unanimous in agreement.

Commissioner Walker made the motion that the Board of Rockingham County Commisisoners vote to support the decision of the Superintendent of Corrections in regards to the suspension forthwith with pay of a House of Corrections employee.. Commissioner Barka seconded. The motion was voted on the the affirmative.

The being no further business to come before the Board of Rockingham County Commissioners in Public session, Commissioner Walker made the motion to adjourn at 10:45AM. Commissioner Barka seconded and all voted in the affirmative

Rockingham County Commissioners  
December 23, 1994

voted 3-13-95  
Date 4-11-95

Approved by,

*Jane Walker*

Jane Walker- Vice Chairman  
Rockingham County Commissioners