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2-13-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
JANUARY 4, 1995

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 Battles; Mr. Mike Morin; Assistant Treasurer, Mr. Ernest Woodside; Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Roy Morrissette; Personnel Director, Sheriff Wayne Vetter; High Sheriff of Rockingham County, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 10:45 AM and stated that the purpose of the meeting was to be organizational with the election of the officers of the Board of Commissioners

Commissioner Battles nominated Commissioner Barka as Chairman of the Board of Commissioners, Commissioner Jane Walker as Vice-Chairman of the Board of Commissioners and Commissioner Thomas Battles as Clerk of the Board of Commissioners as a slate of officers. Commissioner Barka seconded the nomination. The vote was unanimous in agreement.

It was discussed and decided by the Board that the next Commissioners meeting would be held on Monday, January 9, 1995 at 2PM.

Commissioner Walker requested an Executive Session to follow the regular meeting to discuss an admission to the Nursing Home.

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

Sheriff Vetter requested an exception to the hiring freeze. There is a need for a deputy sheriff due to a retirement. Commissioner Walker explained that if vacancies should arise, the department head would come to the Board and the decision would be made by the Board whether or not to fill the position on a case by case basis. Sheriff Vetter explained that the money is in the budget as the position is not a new hire and will be filled from within the Sheriff's Department.

Commissioner Battles made the motion to allow Sheriff Vetter to post the vacant Deputy Sheriff position. Commissioner Walker seconded and all voted in the affirmative.

Commissioner Walker requested the delivery of the Commissioners proposed 1995 budgets by Sheriff Deputies on Friday January 6, 1995. There will be a packet of Annual Reports, Conservation District packet and the Proposed 1995 Budget. Sheriff Vetter stated that there would be no problem as long as his department receives the packets the day before the delivery is needed.

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

Mr. Sturtevant requested a bid waiver for a steam coil to replace the one currently in the kitchen which is now beyond repair. The expense is not expected to exceed \$2,600.00. The purchase will be from Aerotech Industries, Inc. Commissioner Walker made the motion to waive the bid requirement for the purchase of a steam coil for the Nursing Home kitchen area. Commissioner Battles seconded and all voted unanimously in favor of the motion.

REPORT FROM THE TREASURER - Mr. Mike Morin - Deputy Treasurer

Mr. Morin reported that he was waiting for a call in relation to the borrowing of \$12,000,000 in tax anticipation notes.

While waiting for the call, the Board decided to continue with the meeting. Commissioner Walker moved to go to non-public session under RSA 91A:3II,c on a Roll Call vote. Commissioner Battles seconded and the vote was unanimous on a roll call vote.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
JANUARY 4, 1995**

The Board of Rockingham County Commissioners met in Executive Session at 11:15 AM under RSA 91A: 3II,c to hear a request for admission to the Rockingham County Nursing Home. Those present were Commissioners Barka, Walker and Battles, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Mr. Sturtevant presented his recommendation to the Board that a Stratham resident with assets over the \$113,280.00 cap be admitted to the Nursing Home. This individual will pay as a private pay resident.

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Commissioner Walker made the motion to go out of Non-Public Session and to reconvene in Public session on a roll call vote. Commissioner Battles seconded and all voted in the affirmative on a roll call vote.

Commissioner Walker made the motion to waive the residency financial requirements for a Stratham resident for admission to the Rockingham County Nursing Home. Commissioner Battles seconded and all voted in the affirmative.

Deputy Treasurer Morin received the call in relation to the borrowing of \$12,000,000.00

Listed below are the bidders on the sale of \$12 million in Tax Anticipation Notes to fund the first half of fiscal 1995:

<u>Bank</u>	<u>Amount</u>	<u>Rate</u>	<u>Premium</u>	<u>Net Interest Cost</u>
Shawmut	\$5 mil.	5.50%	\$16,338.88	5.160%
	\$7 mil.	5.50%	\$16,146.66	5.260%
BayBank	\$3 mil.	5.50%	\$7,242.93	5.2488%
	\$2 mil.	5.50%	\$2906.40	5.3488%
State Street	\$2 mil.	5.50%	\$4,805.55	5.250%
	\$5 mil.	5.50%	0	5.50%
	\$7 mil.	5.70%	0	5.70%
Fleet Sec.	\$12 mil.	5.50%	\$14,160.00	5.377%
Chemical Sec.	\$12 mil.	6.60%	\$70,195.00	5.3914%
Boston Safe	\$1 mil.	5.65%	0	5.65%

Commissioner Walker made the motion to award the bids to the following:

Shawmut	\$5 mil.	5.50%	\$16,338.88	5.160%
Shawmut	\$2 mil.	5.50%	\$4,634.34(approx)	5.260%
Baybank	\$3 mil.	5.50%	\$7,242.93	5.2488%
State Street	\$2 mil.	5.50%	\$4,805.55	5.25%

Commissioner Battles seconded and all voted in the affirmative of the motion.

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Commissioner Walker made the motion to allow the Chairman of the Board to sign on behalf of the Board for the Tax Anticipation Notes (TAN). Commissioner Battles seconded and all voted in the affirmative.

Commissioner Walker made the motion to present Tricia McEachern with \$100.00 for her participation in the Swearing-In Ceremony of Rockingham County Officials held previously the same morning. Ms. McEachern, former Miss New Hampshire, sang, much to the enjoyment of all assembled. Commissioner Battles seconded and all voted in favor of the motion.


There being no further business to come before the Board of Rockingham County Commissioners, in Public Session, Commissioner Walker moved to adjourn at 11:25 AM. Commissioner Battles seconded and all voted unanimously in the affirmative.

Respectfully submitted by,



Martha Golden
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners

enclosures

/mg

DATE 2-13-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
JANUARY 9, 1995

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; Superintendent of the Department of Corrections, Mrs. Jayne Jackson, Staff Accountant, Mrs. Diane Gill; Director of Human Services, Mrs. Cathy Stacey, Register of Deeds, Mr. Charles Thayer; Register of Probate, Mr. William Hart; Rockingham County Attorney, Mr. Roy Morrissette; Personnel Director, Sheriff Wayne Vetter; High Sheriff of Rockingham County, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives Donna Sytek and David Welch, Liane Evans of the *Portsmouth Herald* and Denise Breidegam of the *Foster's Daily Democrat*.

Chairman Barka called the meeting to order at 2:00 PM.

Commissioner Battles presented Commissioner Walker with flowers in appreciation of the swearing-in ceremony for county officials held on January 4, 1995. All agreed that the service had been truly memorable and were proud to have been part of the occasion. Commissioner Walker stated that a great deal of the credit should go to Mr. Sturtevant's staff.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill - Director of Human Services

Mrs. Gill stated that the state bill has not yet been received for DCYS. She informed the Board that letters have been mailed to the Grant applicants in relation to the recent grant review process.

TREASURER'S REPORT - Mr. Mike Morin - Assistant Treasurer

Mr. Morin requested the signature of Chairman Barka for the Tax Anticipation Notes as voted at the previous Commissioners' meeting held on January 4, 1995.

REPORT OF THE SHERIFF'S DEPARTMENT - Sheriff Wayne Vetter

Sheriff Vetter informed the Board that the Commissioners' 1995 Proposed Budget packets had been delivered as well as the additional information included in the packets to all town offices in Rockingham County on Friday, January 6, 1995, and that the receipts have all been returned to the Commissioners' Office. Commissioner Walker thanked the Sheriff's Department for their assistance in the delivery of the packets. Sheriff Vetter recognized Don Redden of his office for his assistance to the Commissioners Office in getting the packets ready for delivery.

Commissioner Walker requested copies of the statutes regarding the deputies' bonds from the Sheriff's Department, as has been requested by the insurance company. Sheriff Vetter also addressed the insurance issue of the water damage to the Dispatch Center due to a broken sink that occurred in December. The deductible will be applied to the claim. Damaged monitors have been replaced.

REPORT OF THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey appointed Becky Burns as the Deputy Register of Deeds and requested Commissioners' signatures on the necessary bonding paperwork.

Commissioner Walker made the motion that the Board approve the appointment of Becky Burns as Deputy Register of Deeds as recommended by Mrs. Stacey. Commissioner Battles seconded and all voted in unanimous agreement of the motion.

Mrs. Stacey presented a letter to the Board from the Department of Revenue Administration regarding tax stamp revenue. Mrs. Stacey will be attending the Register of Deeds meeting on January 11, 1995 and will seek an increase in the commission fees that the County receives for the services, if the pending action by the DRA to claim the funds collected by the Register of Deeds is inevitable. Commissioner Barka stated that an action of that type would require an action by the legislature. Mrs. Stacey stated that legislation will be introduced in the State Senate to that effect. Rep. Welch stated the Senate would be the best way due to an increased latitude of filing dates.

Mrs. Stacey requested a Non-Public Session.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside
Director of Maintenance

Mr. Woodside requested the Board's approval of the contract for Fire Equipment, Inc. for the Ansul Halon System for the County generators. He has been authorized to sign on behalf of the Board for the past two years and requested direction for the current contract. Commissioner Walker stated that the Board would sign the contract in accordance with current policy.

Commissioner Walker discussed security and key procedures at the County Courthouse with Mr. Woodside. It was decided to discuss the matter further in Executive Session.

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

Mr. Sturtevant reported the census of the Nursing Home to be 299. There is one admission scheduled. There are 33 applications for admission to the Nursing Home. There are 82 clients involved in the Adult Day Care Program. Commissioner Battles asked how many of the 82 clients are involved in a five day a week program. Mr. Sturtevant replied that the majority of the clients are in the program 3 days per week

Mr. Sturtevant had bids to be opened for Orange Juice as follows:

- JP Food Service
- AG New England
- Shaheen Bros.
- Laurel Farms
- Turners
- Hallsmith-Sysco

Commissioner Walker moved that Mr. Sturtevant shop the bid and make his recommendations to the Board. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant had bids to be opened for Beef from the following:

- Poultry Products
- Cambridge Packing
- Mapelli Dist.
- Associated Grocers

Commissioner Walker moved that Mr. Sturtevant shop and award the bid for beef to the lowest bidder, or whichever is in the best interest of the County. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant recommended removing Ziff Paper Products from the Bid List due largely to problems with minimum order requirements. Commissioner Walker made the motion to remove Ziff Paper Products from the Nursing Home Bid List as per Mr. Sturtevant's recommendation. Commissioner Battles seconded and all voted in the affirmative.

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Mr. Sturtevant explained to the Board that the Adult Day Care program has always been licensed as part of the Nursing Home license. Due to new regulations, the program now needs to be licensed separately, in addition to the Nursing Home, and requires the signature of the Chairman of the Board of the County Commissioners. Commissioner Walker made the motion to authorize the Chairman Barka to sign the application for the Adult Day Care Program on behalf of the Board. Commissioner Battles seconded and all voted in the affirmative.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Mr. Gene Charron - Interim Superintendent

Mr. Charron reported the census of the jail to be at 214, with 131 sentenced and 83 pre-trial. There are 19 females, 2 Federal and 7 state prisoners. There are 14 prisoners on work release.

Mr. Charron will be meeting with a second company relative to the privatization of the Jail Commissary and will make his report to the Commissioners.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette-Director

Mr. Morrisette had nothing to report other than to remind all assembled of the Personnel Commission meeting to be held on 1-11-95. The meeting will cover the election of officers of the Personnel Commission and a full agenda.

Denise Breidegam of *Foster's Daily Democrat* asked Mr. Sturtevant for clarification of the licensing procedure for the Adult Day Care program. Mr. Sturtevant explained that New Hampshire state law now require separate licensing of the program, separately from the Nursing Home.

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 2:35 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
OCTOBER 31, 1994**

DATE mg
2-13-95

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, Walker, and Battles, Mrs. Cathy Stacey; Register of Deeds, Mr. Earnest Woodside, Director of Maintenance, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners

The Board met to hear concerns regarding security and key issuance at the County Courthouse. Mr. Woodside will address Mrs. Stacey's concerns.

Those present as the second session were: Commissioners Barka Walker and Battles, Mrs. Cathy Stacey; Register of Deeds, Mr. Mike Morin, Assistant Treasurer and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Mrs. Stacey requested the Commissioners' help with the installation of the newly purchased computer equipment for the Register of Deeds office. Mrs. Stacey stated that not all equipment and software has been installed as per contracted and in order for the office to utilize the equipment it must be completed. Mr. Morin will contact both computer contractors and set up a joint meeting to resolve any problems.

Those present at the third session were Commissioners Barka, Walker and Battles, Representatives Sytek and Welch, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The Commissioners discussed with Representatives Sytek and Welch the responsibilities and job assignments for the shared position of the Administrative Assistant. Mrs. Golden will continue to carry out the functions of both offices and will complete additional work for the Delegation at home.

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 Walker moved to adjourn at 3:25 PM a Roll Call vote. Commissioner Battles 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

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
January 9, 1995

DATE mg
2-13-95

Approved by,



Thomas A. Battles, Clerk
Rockingham County Commissioners

enclosures

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DATE 2-13-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
JANUARY 23, 1995

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 Battles, 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, Mrs. Jayne Jackson, Staff Accountant, Mrs. Diane Gill; Director of Human Services, Mrs. Cathy Stacey, Register of Deeds, Mr. Roy Morrissette; Personnel Director, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives Donna Sytek and Betsy McKinney, and Denise Breidegam of the *Foster's Daily Democrat*.

Chairman Barka called the meeting to order at 2:00 PM.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill - Director of Human Services

Mrs. Gill presented the December state bill for DCYS. The DCYS figure is at an all time high. Commissioner Battles requested that Mrs. Gill provide a breakdown by the relative District Courts of the cases involved, in order to help with the Incentive Grant Reviews.

Mrs. Jackson explained that the checks for the recently held Grant Review will be available when the books are closed out on 1994. The computer system will not allow for 1995 checks to be cut prior to that being done.

TREASURER'S REPORT - Mr. Mike Morin - Assistant Treasurer

Mr. Morin requested a motion by the Board to allow the Treasurer and Assistant Treasurer to enter into a contract with Shawmut Bank. The Treasurer and Assistant Treasurer signatures will need to be authorized on signature cards. Commissioner Walker asked if there would be a cost to the County. Mr. Morin explained that there would be no cost, it authorizes the Treasurer's Office to do business with the bank i.e.: wire transfers, etc.

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Commissioner Battles made the motion to authorized Treasurer James Orr and Assistant Treasurer Michael Morin to enter into agreement with Shawmut Bank and to sign on behalf of the County. Commissioner Barka seconded and all voted in favor of the motion.

REPORT OF THE UNH COOPERSTIVE EXTENSION SERVICE - Mrs. Robyn Wojtusik

Mrs. Wojtusik was present and had nothing to report other than to update the Commissioners on the Distance Learning Project and the progress made by Strafford County.

REPORT OF THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey had a service contract from Kodak Corporation requiring the signature of the Commissioners. She explained that Kodak is the only company that will service the equipment in her department. Commissioner Walker said that she would review the contract and have it available for Mrs. Stacey by the end of the month.

Mrs. Stacey is waiting for a letter from the DRA in regard to the tax stamps. Commissioner Barka asked if there has been a change in the collection of the transfer tax. Mrs. Stacey explained that if legislation passes, the collection of the tax will go directly to the DRA as opposed to the current system of monthly deposits. The counties will not have use of the interest earned from the money if the legislation passes. It appears that this will not happen for another year.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside
Director of Maintenance

Mr. Woodside requested the Fire Equipment contract be signed. Commissioner Battles made the motion to authorize the Chairman of the Board of Commissioners sign on behalf of the Board. Commissioner Walker seconded and all voted in favor of the motion.

Mr. Woodside presented the Board with two checks in the amount of \$35,512.00 resulting from the closure of the Ice Pond Dam Project. from FEMA. Commissioner Battles made the motion to accept the checks in the amount of \$35,512.00. Commissioner Walker seconded and all voted in the affirmative in favor of the motion.

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

Mr. Sturtevant reported the census of the Nursing Home to be at 298. There were three deaths over the weekend. One resident is in the hospital. There are 37 applications for admission to the Nursing Home. There are 85 clients in the Adult Day Care Program.

Mr. Sturtevant reported that the rate for skilled care has been received from Medicaid. He further recommended the Board accept the figures in the amount of \$110.54 per day and \$20.00 per day for ancillary services for a total of \$130.54 per day. Commissioner Walker made the motion to approve the prospective rates for skilled care rates in the amounts as recommended by Mr. Sturtevant. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant had bids to be opened for Beef from the following:

- Associated Grocers
- Mapelli Distributors

Commissioner Walker moved that Mr. Sturtevant be allowed to shop and award the bid to the lowest bidder or which ever is in the best interest of the county. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant had bids to be opened for Paper Products from the following:

- Porstmouth Paper
- Total Med.
- Bay Colony
- Banner Systems of NH
- Joseph Cartland and Sons
- Interborough Packaging Corp.
- Central Paper

Commissioner Walker moved that Mr. Sturtevant shop the bids and make his recommendations to the Board. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant recommended the award of Orange Juice be awarded to Turner Dairy. Commissioner Walker made the motion to award the bid for orange juice to Turner Dairy. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant explained that an Shaheen Bros. have given the county the opportunity to purchase breaded chicken breast at a considerable savings and as such he was requesting permission to purchase 90 cases of the chicken at a cost of \$1,800.00. Commissioner Battles made the motion to waive the bid requirements on chicken to be purchased from Shaheen Bros. at the cost of \$1,800.00. Commissioner Walker seconded and all voted in the affirmative of the motion. The waiver required the signature of all three Commissioners.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Mr. Gene Charron - Interim Superintendent

Mr. Charron reported the census of the Jail to be at 235 inmates, with 108 pre-trial and 109 sentenced. There are 2 federal prisoners, 16 state prisoners, 13 on work release, 2 at the state facilities, 16 women, 2 at the Strafford County, and 2 in the State Hospital. The total number of inmates at the Rockingham County facility is at 213.

Mr. Charron is working on revising and developing more programs in order to keep the inmate population busy during the day.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette-Director

Mr. Morrisette had nothing to report other than the Personnel Commission meeting to follow the Commissioner's meeting.

Commissioner Walker reported of her meeting with the Insurance Exchange and the settlement of two old Worker's Comp cases dated 1983 in the amount of \$1,800.00.

Commissioner Battles made the motion to give Commissioner Walker the authority to sign on behalf of the County to close-out the two Worker's Comp cases in question. Commissioner Barka seconded and all voted in the unanimous in favor of the motion.

Commissioner Walker asked the Board to consider that no more than one signature per manifest be done by an employee authorized to sign for the Commissioners. She requested that at least two of the signatures be done by the Commissioners. Commissioner Battles stated that there are times when two Commissioners are not available and warrants need to be signed. The Administrative Assistant to the Commissioners has written authority to sign on behalf of the two of the Commissioners after a receiving verbal confirmation. It was decided the Commissioners would discuss the matter further and make a policy to address the problem.

Commissioner Walker also addressed the issue of work assignments to the Administrative Assistant. The current policy of work assignments coming through the Chairman has not been voted on and she feels the staff needs to know the policy. Commissioner Barka stated that many of the work assignments given to the Administrative Assistant should be done by the respective departments prior to coming to the Commissioners' office. Commissioner Battles stated that Commissioner Walker creates the majority of the work and that a second position may be needed in the Commissioners' office.

Commissioner Walker stated that the Worker's Comp contract needs to be signed and asked if Commissioner Barka wanted to meet with representatives from Constitution State prior to signing. It was decided that Commissioner Barka would meet with Mr. Wiggin on Friday January 27, 1995 prior to signing the Worker's Comp contract.

Mr. Sturtevant suggested that the Commissioners' meet on the second and fourth Monday's of each month in order that he be able to coordinate bid schedules for the Nursing Home. It was decided that the schedule would be adopted to begin in March.

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 Battles seconded and all voted in the affirmative on a roll call vote at 2:35 PM.

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
January 23, 1995

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, Walker, and Battles, Mrs. Diane Gill; Director of Human Services Mrs. Phyllis Wood, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners

The purpose of the non-public session was to hear an appeal for funding for a Rockingham County resident. 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 Walker moved to go back to Public Session at 2:40 PM. Commissioner Battles seconded and all voted in the affirmative on a Roll Call vote.

Commissioner Battles made the motion to rescind the Commissioners budget proposal that would make the Rockingham County Dispatch fee for service. Commissioner Barka seconded. The vote was two in favor of the motion with Commissioner Walker abstaining from the vote. The motion carried.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 2:50 PM. Commissioner Battles seconded and all voted in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
January 23, 1995

mg
DATE 2-13-95

Respectfully submitted

Martha Golden

Martha Golden
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas A. Battles

Thomas A. Battles, Clerk
Rockingham County Commissioners

enclosures

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DATE _____

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
FEBRUARY 1, 1995

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 and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Personnel Director, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 7:30AM. Commissioner Barka stated that the meeting had been posted for the purpose of signing two contracts.

Commissioner Battles made the motion to authorize Commissioner Barka to sign the contract for health care with Matthew Thornton on behalf of the Board of Commissioners. He further noted that changes were to be made as noted by Mr. Morrisette. Commissioner Barka seconded and all voted in the affirmative of the motion.

Commissioner Battles made the motion to authorize Commissioner Battles to sign the Workers' Compensation Contract on behalf of the Board of Commissioners. Commissioner Barka seconded and all voted in the affirmative in favor of the motion.

Commissioner Battles requested that Mr. Morrisette give the Commissioners correspondence explaining why the elected officials of the County pay more for their health and dental benefits than other employees of Rockingham County. Mr. Morrisette explained that the additional costs to elected officials was something that he nor Jayne Jackson of Central Bookkeeping were aware of. Commissioner Barka requested that the record reflect that neither Jayne Jackson nor Mr. Morrisette were notified of the policy changes pertaining to the health and dental benefits for elected officials as approved by the County Delegation in 1994.

Commissioner Battles further stated that the added cost factor is creating a substantial financial burden for several of the elected officials.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside
Director of Maintenance

Mr. Woodside reported on the meeting held at the construction site of the new Courthouse in Brentwood. Three areas of concern relating to the move of the County

Attorney's Office and the Register of Deeds to the new facility are the wiring for the power, telephone, and data systems for both offices, the layout for the deeds office and the actual telephone system and the availability of wiring and the actual system itself. Mr. Woodside explained that power lines will be available to the two offices but the County will be responsible for the wiring past the walls. The State was not aware of the computer changes for the Deeds office and will have to make changes to the master plans. The previous County Attorney had not taken an active part in the planning of the office and now the plans needs to be reviewed. The area of the most concern to Mr. Woodside is the lack of telephone service for the county offices. He was informed that the state system will not be able to accept the county phone lines. It is Mr. Woodside's understanding that the county will be responsible for the phone system mainframe, wiring, jacks, and labor.

Commissioner Barka asked Mr. Woodside to continue to attend the construction meetings and to report to the Board.

Mr. Woodside presented the Commissioners with a marketing survey received from the Conservation District in regard to the availability of space and square footage costs for use of County space. Commissioner Barka felt that available space would be located at either the Carlisle Building in Brentwood or at the Courthouse in Exeter. After brief discussion, Commissioner Battles moved to ask Mr. Woodside to contact the Conservation District and inform them of the space available at the Courthouse and the Carlisle Building and that the price per square foot would not exceed \$17.00, depending on the location. Commissioner seconded and all voted in the affirmative in favor of the motion. Mr. Woodside will give a copy of the letter to the Board.

Mr. Woodside informed the Board that Mary Currier of the Conservation District is hospitalized. Mrs. Golden will send her a card on behalf of the Board.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette-Director

Mr. Morrisette had nothing to report other than a to inform the Board of the request by the Leukemia Society to hold a dress down day as a fund raiser for that organization. Buttons may be purchased at a cost of \$3.00.

Commissioner Battles made the motion that the County participate in the Leukemia Society Dress Down Day on a voluntary basis. Commissioner Barka seconded and all voted in the affirmative of the motion. Mr. Morrisette will get more information and distribute to the departments.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Battles made the motion to go to Non-Public Session under RSA Chapter 91A:3 II,c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 8:00 AM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
February 1, 1995**

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 the following: Commissioners Barka and Battles, Mr. Ernest Woodside; Director of maintenance, Mr. Roy Morrisette; Personnel Director and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The purpose of the executive session was to hear a personnel issue involving the Maintenance Department.

Mr. Woodside requested clarification from the Commissioners pertaining to the actual implementation dates of the 1995 budget. The Maintenance Department will have to cut three positions due to budgetary cutbacks. Mr. Woodside needed to know if the Commissioners' intention had been to layoff by March 1, 1995 or on March 1, 1995. Mr. Woodside further explained that the date would make a difference in his layoff decision. Commissioner Barka stated that the layoff are to be effective on March 1, 1995 and Commissioner Battles concurred.

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 Battles moved to adjourn at 8:15 AM. Commissioner Barka seconded and all voted in the affirmative on a Roll Call vote.

Respectfully submitted

Martha Golden
Administrative Assistant to the
Rockingham County Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
January 23, 1995

DATE _____

Approved by,

Thomas A. Battles, Clerk
Rockingham County Commissioners

enclosures

/mg

DATE _____

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
FEBRUARY 6, 1995

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 Battles, 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, Mrs. Jayne Jackson, Staff Accountant, Mrs. Diane Gill; Director of Human Services, Mrs. Cathy Stacey, Register of Deeds, Mr. Roy Morrissette; Personnel Director, and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives David Welch and Ken Malcolm, and Denise Breidegam of the *Foster's Daily Democrat*.

Chairman Barka called the meeting to order at 2:00 PM.

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

Mr. Sturtevant reported the current census of the Rockingham County Nursing Home to be at 299, with one (1) resident in the hospital. There are thirty five (35) applications for admission and eighty three (83) clients in the Adult Day Care Program.

Mr. Sturtevant presented his recommendations, as follows, for the award of the paper bid opened at the previous Commissioners' meeting.

• Banner Systems	\$ 2,681.75
• Bay Colony	\$ 3,338.50
• Central Paper	\$ 927.82
• Portsmouth Paper	\$ 3,393.26
	\$10,341.32 TOTAL

Commissioner Walker made the motion to approve and authorize the purchase of Paper Products as per the recommendation of Mr. Sturtevant. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant reported the Beef bid opened on 1-23-95 was awarded to Associated Grocers in the amount of \$3,180.00 for 2000# of Beef Round.

Mr. Sturtevant had bids to be opened for Fish from the following:

- SS Pierce/Kraft
- JP Food Service
- Associated Grocers
- Poultry Products
- Jordan Foods
- Shaheen Bros.
- Hallsmith/SYSCO

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop the bid and award to the lowest bidder or which ever is in the best interest of the County. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant had bids to open for Beef from the following:

- Poultry Products
- Associated Grocers
- Cambridge Packing
- Mapelli Distributors

Commissioner Battles 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 and all voted in favor of the motion.

Mr. Sturtevant had bids to be opened for Frozen Foods from the following:

- Associated Grocers
- JP Food Service
- Jordan Foods
- Hallsmith/Sysco
- Northcenter Food Service
- Shaheen Bros.

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop and award the bid for Frozen Foods to the lowest bidder or which ever is in the best interest of the County. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant had bids to be opened for Eggnog from the following:

- SS Pierce
- Hallsmith/ SYSCO
- Donahue Bros.
- Jordan Foods
- Donald Young Bernard Foods
- Associated Grocers
- Ross Labs

Commissioner Walker made the motion that Mr. Sturtevant shop the bids and make his recommendations to the Board. Commissioner Battles seconded the motion and all voted in favor of the motion.

Mr. Sturtevant had bids to be opened for Orange Juice from the following:

- SS Pierce
- Shaheen Bros.
- Associated Grocers
- Laurel Farms
- JP Food Service
- Hallsmith/ SYSCO

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop and award the bid for Orange Juice to the lowest bidder or which ever is in the best interest of the County. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant had bids to be opened for General Provisions from the following:

- Northcenter Foods
- Jordan Foods
- Donahue Bros.
- SS Pierce
- Shaheen Bros.
- JP Food Service
- Hallsmith/SYSCO
- Associated Grocers

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop and award the bid for General Provisions to the lowest bidder or which ever is in the best interest of the County. Commissioner Battles seconded and all voted in favor of the motion.

Mr. Sturtevant informed the Board that due to the fact the Nursing Home facility is accredited for skilled care, there are now more areas in which to find alternative revenue sources in addition to Medicaid and Medicare. Blue Cross/Blue Shield and Blue Choice has accepted the Nursing Home financial statements and have offered a break for those that are eligible for skilled care that are not on Medicare. 93% of the private pay rate of would be paid in the amount of \$131.00 per day.

Commissioner Walker made the motion to accept the 93% private pay rate of \$131.00 offered by Blue Cross/Blue Shield and Blue Choice. Commissioner Battles seconded and all voted unanimously in favor of the motion.

TREASURER'S REPORT - Mr. Mike Morin - Assistant Treasurer

Mr. Morin was present but had nothing to report.

REPORT OF THE FISCAL OFFICE - Mrs. Jayne Jackson

Mrs. Jackson had a contract to be reviewed for the BDS contract. She stated that many revisions have been made to the contract, including the exclusion of hardware. Commissioner Walker asked if the price is less the cost of the hardware and if the licensing has been paid. She further requested that the contract be retyped on County letterhead with the correct information. Mrs. Jackson did not know if this would be possible. Mr. Sturtevant suggested looking into adding the Nursing Home to the BDS contract for the software only. Commissioner Walker stated that the County has been trying to consolidate contracts and this would be one way in which to accomplish this. Commissioner Barka requested that Mrs. Jackson and Mrs. Young redo the contract, to include Maintenance, Human Services, Fiscal Office and Nursing Home.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill - Director of Human Services

Mrs. Gill presented the Commissioners with a new report as requested by Commissioner Battles in new DCYS cases from towns in Rockingham County are tracked in order to give the Board an idea of where the majority of the cases are coming from over the course of the year. Commissioner Battles explained that this would help to identify the court systems with the greatest cost factors and would help to identify the areas that would benefit the most from incentive grant funds. There was discussion of the report.

Mrs. Gill requested the date to be set for the next Incentive Grant Review. The Board set the date as February 28, 1995 to begin at 9:00 AM.

REPORT OF THE UNH COOPERSTIVE EXTENSION SERVICE - Mrs. Robin Wojtusik

Mrs. Wojtusik was present and had nothing to report other than to update the Commissioners on the Distance Learning Project and the progress made by Strafford County.

REPORT OF THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey presented a copy of a letter from the DRA to the Commissioners in which the change in the Transfer Tax is addressed. The pending action has been postponed until January of 1996 and Mrs. Stacey feels that this will give the County time to address the issue and the possibility of the legislation not being adopted at all. Commissioner Barka requested that Mrs. Stacey keep the Board informed and up to date on the issue.

Mrs. Stacey gave the Board a copy of an updated office inventory listing and presented the Annual Report for the Registry of Deeds.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside
Director of Maintenance

Commissioner Barka asked if Mr. Woodside would be attending the Construction meeting at the new Superior Court House. There are many issues that need to be addressed and the Executive Committee will need the additional information that he will receive. Mr. Woodside explained that he will not have any additional information prior to the Delegation meeting on February 11, 1995. There was discussion of the possibility of not moving the Register of Deeds and County Attorney's offices to the new court facilities.

Mr. Woodside requested the Board authorize the signature of the 15 Year Warranty for the Jail roof. Commissioner Battles made the motion to authorize Commissioner Barka to sign the warranty for the Jail roof on behalf of the Board of Commissioners. Commissioner Walker seconded and all voted in the affirmative of the motion.

Mr. Woodside presented the Board with the final inspection on the Carlisle Building. The Fire Marshall has requested the engineer verify that the required work has been done as per the instructions. The fee is \$1,200.00 for the engineering firm, LN&G, that originally did the work. Mr. Woodside explained that the money is designated in the Bond line for the Carlisle Building. Commissioner Walker made the motion to approve the contract pending the availability of funds in the Bond line for the Carlisle Building. Commissioner Battles seconded and all voted in the affirmative of the motion. Commissioner Walker made the motion that Commissioner Barka sign the contract on behalf of the Board. Commissioner Battles seconded and all voted in the affirmative of the motion.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Mr. Gene Charron - Interim Superintendent

Mr. Charron reported the population of the House of Corrections as being at 213. This is a great reduction in numbers from the past weeks. This is due to the release of many sentenced inmates. There are 90 pre-trial and 108 sentenced, 2 Federal prisoners, 13 State prisoners, 22 prisoners held at facilities outside of Rockingham County, with 59 inmates assigned to work details.

Mr. Charron requested the replacement of three employees that have left Rockingham County. He is short three positions. The positions to be filled are two CO's and one Corporal. Commissioner Walker made the motion to waive the hiring freeze and to allow Mr. Charron to fill the three positions as needed in the House of Corrections. Commissioner Battles seconded and all voted in the affirmative of the motion. There was discussion pertaining to the physical examinations required by the positions and if it would be possible to have the exams done in-house by Business Health Management.

Mr. Charron told the Commissioners about a video being made to take to the schools to show just what the Jail is all about. Mr. Charron also mentioned that there is a 16' table at the jail not being used and it could be used elsewhere within the County.

Mr. Charron requested a Non-Public session to deal with a personnel issue.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrissette-Director

Mr. Morrissette reminded the Board that the County would be sponsoring a voluntary "Dress Down Day" on Friday, February 24, 1995 to benefit the Leukemia Society. Buttons may be purchased in each department at a cost of \$3.00.

Commissioner Battles asked what progress had been made on the lease for office space for the Mediation Program. Mrs. Gill explained that space is available at Strawberry Banke and at a comparable rate to the Franklin Block office space currently being leased. Commissioner Walker stated that there had not been enough time for the Commissioners to review the lease and would like time to review and rewrite the lease on Rockingham County letterhead..

Commissioner Walker made the motion to agree with the contract for the office space at Strawberry Banke after the contract has been rewritten and reviewed and to authorize the Chairman of the Board of Commissioners to sign on behalf of the Board. Commissioner Battles seconded and all voted in the affirmative of the motion.

Commissioner Battles made the motion that beginning with the month of March, all Commissioners' Meetings would be held on the second and fourth Mondays of the month to start at 1:00 PM. Commissioner Walker seconded and all voted in the affirmative of the motion.

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 Battles 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
February 6, 1995**

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, Walker, and Battles, Superintendent Gene Charron , Rockingham County House of Corrections; and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners

Mr. Charron updated the Board regarding a personnel issue involving a Correctional Officer at the Jail. There was no decision 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 Walker moved to go back to Public Session at 2:55 PM. Commissioner Battles seconded and all voted in the affirmative on a Roll Call vote.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 3:00 PM. Commissioner Battles seconded and all voted in the affirmative .

Respectfully submitted

Martha Golden
Administrative Assistant to the
Rockingham County Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
February 6, 1995

DATE _____

Approved by,

Thomas A. Battles, Clerk
Rockingham County Commissioners

enclosures

/mg

DATE _____

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
FEBRUARY 13, 1995

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 and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrissette; Personnel Director; Mrs. Jayne Jackson, Staff Accountant; and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 4:15 PM

Mrs. Golden made a request on behalf of the Sheriff's Department in the absence of Sheriff Vetter for a hiring freeze waiver in order to post a position in Dispatch. The Sheriff had explained that the position will in all likelihood be filled from within the department. Commissioner Battles made the motion to waive the hiring freeze to allow the Sheriff to post the job opening in Dispatch. Commissioner Barka seconded and all voted in the affirmative of the motion. Mrs. Golden will notify the Sheriff of the vote.

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

Mr. Sturtevant reported the census of the Nursing Home at 299, with one (1) resident in the hospital. There are thirty-six (36) applications for admission on file and there are currently eighty-three (83) clients in the Adult Day Care Program.

Mr. Sturtevant recommended awarding the Eggnog bid opened on 2-6-96 to:

- Ross Labs in the amount of \$0.23/serving.

Mr. Sturtevant explained that Ross Labs did not have the low bid but their product was the best in way of nutritional value and in taste. Commissioner Battles made the motion to award the bid for Eggnog to Ross Labs. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant stated the bid for fish had awarded to:

- Jordan's \$16,432.00

The bid for Beef was awarded to:

- Mapelli/Swift Meats \$2,240.00

The Juice bid was awarded as follows:

- Shaheen Bros. 4OZ \$16,672.08
- Associated Grocers 6OZ. \$10,477.80
- Associated Grocers 32OZ \$ 7,966.56

The bid for Frozen Foods was awarded as follows:

- Associated Grocers \$1,746.88
- JP Food Service \$ 937.86
- Jordan's \$ 935.08
- Northcenter Food \$ 109.80
- Shaheen Bros. \$1,040.99
\$4,770.61

The bid for Provisions was awarded as follows:

- Jordan's \$ 3,957.32
- SS Pierce \$ 3,506.04
- Northcenter Foods \$ 1,736.10
- Donahue Bros. \$ 3,186.60
- Shaheen Bros. \$ 2,917.78
- JP Food Service \$ 376.70
- Hallsmith/Sysco \$ 1,329.75
- Associated Grocers \$ 2,638.82
\$19,699.11

Mr. Sturtevant had bids to opened for Pork from the following:

- Associated Grocers
- Mapelli Distributors

Commissioner Battles moved that Mr. Sturtevant be authorized to shop and award the pork bid to the lowest bidder or which ever is in the best interest of the County.

Commissioner Barka seconded and all voted in the affirmative of the motion,

Mr. Sturtevant had bids to open for Instant Breakfast from the following:

- Donahue Bros.
- Hallsmith/Sysco
- Total Med
- Ross Labs

Commissioner Battles made the motion to authorize Mr. Sturtevant to shop the bids and to make his recommendations to the Board. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant requested permission to post vacant positions in the Nursing Home. There is a need for eighty-six (86) hours in the dietary department for dietary aides. One full time employee and two part-time employees have left the County and the positions need to be filled. There are also vacancies for Certified Nursing Assistants and the temporary Account Clerk II that need to be filled.

Commissioner Battles made the motion that the hiring freeze be waived and that Mr. Sturtevant be allowed to post and fill the vacant positions. Commissioner Barka seconded and voted on in the affirmative by all.

REPORT OF THE FISCAL OFFICE - Mrs. Jayne Jackson, Staff Accountant

Mrs. Jackson presented the Board with the contract to be signed for BDS. She explained that the contract has been rewritten as per Commissioner Walker's instructions. Commissioner Battles made the motion that Commissioner Barka sign the contract for BDS services on behalf of the Board. Commissioner Barka seconded and all voted in the affirmative.

REPORT OF HUMAN SERVICES Mrs. Diane Gill

Mrs. Gill presented the lease for the Mediation Program space in Portsmouth. It has been decided that there will be no move and to renew the lease at the Franklin Block. Commissioner Battles asked Mrs. Golden to ask Sheriff Vetter if it would be permissible for Mr. Redden to review the lease prior to the Commissioners' signature.

Mrs. Gill requested a date for the Incentive Grant Review and stated that she needs to have at least a four week period prior to the review.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside
Director of Maintenance

Mr. Woodside was present but had nothing to report.

Commissioner Battles made the motion to accept the Minutes of 1-4-95, 1-9-95, and 1-23-95 as presented. Commissioner Barka seconded and all voted in favor of the motion. Commissioner Barka seconded and all voted in the affirmative of the motion.

REPORT OF THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette was present but had nothing to report.

Mrs. Golden asked about items listed under Old Business on the Agenda. It was decided that the United Way item and Radio Dispatch should be dropped from the Agenda. The Conservation District presentation of the Soil Survey Report will remain on the Agenda.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Battles made the motion to go to Non-Public Session under RSA Chapter 91A:3 II,c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 4:45 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
February 13, 1995**

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 the following: Commissioners Barka and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Personnel Director, Mr. Robert Gilbert Employee Representative for the Maintenance Dept., Linda Hall, Maintenance Dept, and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

The purpose of the executive session was to hear a personnel issue involving the Maintenance Department.

Mr. Gilbert was present to discuss with the Commissioners a pending layoff of staff within the Maintenance Department and the possibility of reconsidering the issue. There was discussion. There was no action taken 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 Battles moved to adjourn at 5:00 PM. Commissioner Barka seconded and all voted in the affirmative on a Roll Call vote.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
February 13, 1995

DATE _____

Approved by,

Tom Battles, Clerk
Rockingham County Commissioners

enclosures

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
FEBRUARY 24, 1995

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 Battles, Mr. Roy Morrissette; Personnel Director; Mrs. Jayne Jackson, Staff Accountant; and Mrs. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 7:35 AM

REPORT OF THE ROCKINGHAM COUNTY NURSING HOME - Mrs. Nancy Lang

Mrs. Lang requested permission to post a permanent position for Coordinator of In-Service. The position had been previously posted as a temporary position and now needs to be a permanent position. Commissioner Battles made the motion to waive the hiring freeze and to grant permission to the Nursing Home to post the permanent position of Coordinator of In-Service. Commissioner Barka seconded and all voted in the affirmative of the motion.

REPORT OF THE FISCAL OFFICE - Mrs. Jayne Jackson, Staff Accountant

Mrs. Jackson presented the Commissioners with the dental contract for review prior to the next Commissioners' meeting on 2-27-95.

Mrs. Jackson expressed her concerns with the warrant procedures for payroll and check procedures. Commissioner Walker stated that policies need to be established in many areas.

Commissioner Walker stated that the position created by the Delegation for an AIII for the Delegation did not follow proper procedures as it was not presented to the Personnel Commission. The issue will be addressed at the March 13, 1995 Personnel Commission meeting. Commissioner Battles requested an Executive Session to follow the meeting to discuss personnel related issues.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Battles made the motion to go to Non-

Public Session under RSA Chapter 91A:3 II,c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 7:50 AM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
February 24, 1995**

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 the following: Commissioners Barka, Walker and Battles, Mrs. Jayne Jackson Fiscal Office; and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

Mrs. Jackson requested clarification from the Board on a layoff issue and the ability of an employee to receive pro-rated vacation pay. The employee has not been employed by Rockingham County for one year. The Commissioners all stated that there could be no pro-rated vacation pay due to Personnel Manual Policy.

The Commissioners discussed further personnel issues.

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 Battles moved to adjourn at 8:30 A.M. Commissioner Barka seconded and all voted in the affirmative on a Roll Call vote.

Respectfully submitted

Martha Golden
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas A. Battles, Clerk
Rockingham County Commissioners

enclosures

JW
DATE 4-20-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
FEBRUARY 27, 1995

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 Battles; 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; Mrs. Jayne Jackson, Staff Accountant; Mrs. Diane Gill, Director of Human Services; Mrs. Cathy Stacey, Register of Deeds; Mr. William Hart, Rockingham County Attorney; Mr. Roy Morrissette, Personnel Director; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Mr. Don Redden, Administrative Assistant to the Sheriff's Department; and Ms. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were the following: Representatives Donna Sytek, Chairman of the Rockingham Delegation and David Welch, Chairman of the Rockingham County Executive Committee; and Ms. Denise Breidegam, *Foster's Daily Democrat*.

Chairman Barka called the meeting to order at 1:05 PM.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill presented the Board with the January 1995 DCYS report. She stated that there had been considerable favorable media coverage from Hood Jr. High in Derry in regard to DCYS. She reminded the Board of upcoming legislation on House Bill 437 to be held in Concord on 3-16-95. She also informed the Board that the Incentive Grant allocation has been increased.

Mrs. Gill introduced Mr. Phil Gerson, representing the Auburn District Diversionary Program. He requested the Commissioners' signature for a program to be run through the Auburn District Court for Youth Attendant Funds. A stipulation for the program is that the unit of government for the program be the County and would require the signature of the Board of Commissioners. He explained that Rockingham County would not be responsible for the accounting of the funds and would have no responsibility in matching the funds. Mrs. Gill explained that the State will match all funds in the program. Mrs. Jackson asked if the money would come to the Fiscal Office and Mrs. Gill explained that the funds would go directly to the program and would be made out to the Auburn District Court. Commissioner Walker stated the Board needs time to read the material presented

DATE JW
4-20-95

and asked if the issues could be addressed at the next scheduled Commissioners' meeting. Commissioner Barka asked if Judge Corey has seen the material. Mr. Gerson stated that he has and agrees to the program. Commissioner Walker asked about supervisory oversight and Mr. Gerson explained that the Advisory Board meets quarterly and is made up of Mrs. Gill, a representative from the State Advisory Group (SAG) and the Board of Directors.

Mrs. Gill requested a date be set for the 5% Incentive Grant Review. Mrs. Jackson stated that \$107,000.00 is available. After discussion the date was set for April 17, 1995 at 9:00 AM. It also decided to include the Summer Programs funding on the same date.

Mr. Redden gave the Board a revised lease for the Mediation Space at the Franklin Block that had been written at the Commissioners' request. When the lease has been approved by Mr. Delacruz, all three commissioners will sign.

REPORT OF THE COUNTY ATTORNEY'S OFFICE - Mr. William Hart

Mr. Hart requested hiring freeze waivers for two positions in the County Attorney's office that had been approved by the County Delegation at the February 11, 1995 meeting. The two positions requested are for a victim witness advocate and receptionist/secretary. Commissioner Walker asked if these are new positions and if so they will need to go before the Personnel Commission for approval. They are new positions so Commissioner Walker stated that she would put them on the next Personnel Commission agenda.

Commissioner Battles moved that the County Attorney be allowed to post the two positions as requested but the positions will not be filled until after the Personnel Commission meeting. Commissioner Walker seconded and all voted in the affirmative of the motion.

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

Sheriff Vetter requested a bid waiver for radio equipment to enhance the Kingston receiver site. The waiver will enable the Sheriff's Department to correct the problem with reception in that area by six (6) weeks. After brief discussion Commissioner Walker made the motion to waive the bid requirements for the Sheriff's radio equipment request. Commissioner Battles seconded and all voted in the affirmative of the motion.

Sheriff Vetter requested the signature of the Board for the contract for the Outside Detail funding conditional on the Fiscal Office's review. Commissioner Walker made the motion to authorize Commissioner Barka to sign the contract for the outside detail on behalf of the Board after review by the Fiscal Office. Commissioner Battles seconded and all voted in the affirmative of the motion.

DATE JW
4-20-95

REPORT OF THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey requested a bid waiver for the Simplex time clock in the Registry of Deeds. Commissioner Walker explained that the County is currently negotiating with Simplex to consolidate all the contracts and would like to hold the contract for the Registry of Deeds and to make it part of the combined contract.

Mrs. Stacey requested a bid for a processor and presented information on new and refurbished models. Mr. Morin will mail the invitation to bid to those on the master bid list with March 24, 1995 being the date the bids are to be back to County. There was brief discussion of the bidding process.

REPORT OF THE TREASURER'S OFFICE - Mr. Michael Morin

Mr. Morin stated that he had received a bid request from the Sheriff's Department on a 486 DX 80 computer and he requested that the Commissioners sign the request so that he will be able to mail the invitation to bid to those on the bid list.

REPORT OF THE COOPERATIVE EXTENSION SERVICE -Mrs. Robyn Wojtusik

Mrs. Wojtusik recommended to the Board that the bid for the copier and service for the Extension Service be awarded to TRANSCO for a SAVIN 0450. She based her recommendation on the cost and service that TRANSCO would provide plus the warranty coverage of all parts and labor. This service contract also guarantees the same price for toner for the length of the contract which is three years.

Commissioner Walker made the motion to award the bid for the SAVIN 9450 copier for the Cooperative Extension Service to TRANSCO in the amount of \$10,500.00 based upon the recommendation of Mrs. Wojtusik. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mrs. Wojtusik reminded the Board that the week of April 2 through April 8 will be County Government Week and will focus on children and youth services.

REPORT OF THE FISCAL OFFICE -Mrs. Jayne Jackson

Mrs. Jackson requested the signature of the Board for the dental contract for the County.

Following brief discussion, Commissioner Walker made the motion to award the contract to EBPA for dental coverage at \$4.00 per employee per month and to authorize

DATE EJW
4-20-95

the Chairman of the Board of Commissioners to sign on behalf of the Board.
Commissioner Battles seconded and all voted in favor of the motion.

Mrs. Jackson informed the Board that the auditors would be here on March 1, 1995 and she explained to the Board there are questionnaire forms to be signed by the Chairman of the Board of Commissioners that will be mailed to the elected officials.

Commissioner Walker made the motion to authorize the Chairman of the Board of Commissioners to sign the auditors forms on behalf of the Board of Commissioners.

REPORT OF THE MAINTENANCE DEPARTMENT -Mr. Ernest Woodside

Mr. Woodside gave the Commissioners the Emergency Plan Update that needs to be reviewed, updated then signed and returned to the State. The update pertains to the Water Treatment Plant. The update will be signed after review.

Mr. Woodside requested a bid waiver for the emergency repairs to Well Pump #1 that has failed. The service will provide by Hydro Group, Inc. for the Lane Pump. The total cost is not to exceed \$15,000.00. The repairs to pump #1 will be \$7,634.00 and due to the heavy use of Well #2 there will be a required flushing of the well in the amount of \$6,650.00.

Commissioner Walker made the motion to waive the bid requirements and to proceed with the repairs to the well pumps as per Mr. Woodside's recommendation. The repairs are to be in the amount of \$14,284.00 and not to exceed \$15,000.00. The motion was seconded by Commissioner Battles and voted on in the affirmative by all.

REPORT OF THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census of the Nursing Home to be at 298. There have been two deaths and there are two admissions scheduled, with 27 applications on file for admission. The Adult Day Care Center has 83 clients.

Mr. Sturtevant had bids for Beef to be opened from the following:

- Poultry Products
- Mapelli
- Associated Grocers
- Cambridge Packing

Commissioner Walker made the motion to authorize Mr. Sturtevant to shop and award the bid for beef to the lowest bidder or which ever is in the best interest of the County. Commissioner Battles seconded and all voted in the affirmative of the motion.

DATE 3-9-95
4-20-95

Mr. Sturtevant reported the bid for Pork, opened at the previous meeting held on February 13, 1995, had been awarded to:

- Associated Grocers 1,000 lb. pork loin at \$1.42/LB
- Mapelli 1,000 lb. of port butt at \$.82/LB

Mr. Sturtevant informed the Board that Janet Leavitt, pharmacist for the Rockingham County Nursing Home will be resigning her position effective March 9, 1995 and he requested the Board's permission to post the position.

Commissioner Walker made the motion to waive the hiring freezer and allow Mr. Sturtevant to post the position of Pharmacist. Commissioner Battles seconded and all voted in the affirmative of the motion.

Mr. Sturtevant presented the Board with the Annual report of the Nursing Home. He reminded the Board that effective on March 1, 1995, meal tickets would need to be purchased in order to eat in the staff dining room. The tickets are on sale at the switch board and may be purchased at a cost of \$.50 each. Mr. Sturtevant informed the Board of a request for the use of the Hilton Auditorium by the Leadership Seacoast Assoc. and their request to have the fee waived. It was decided not to waive the fee for the use of the room. Mr. Sturtevant informed the Board of Medicaid Enhancement money in the amount of \$6.5 million dollars that will be available to the counties. Rockingham County received \$1.2 million last year, this year the amount may be less. Mr. Sturtevant also requested a Non-Public session to hear an admission request.

REPORT OF THE HOUSE OF CORRECTIONS - Superintendent Gene Charron

Mr. Charron requested permission to go out to bid for Maxon Radio equipment.

Mr. Charron reported the census of the House of Corrections at 207 inmates, 24 are outside of the facility, 15 females, 13 work release, 13 state prisoners and 2 federal prisoners.

Mr. Charron has received his final proposal on the privatization of the commissary and he will have a report after he has reviewed and compared both plans.

Mr. Charron informed the Board of pending legislation in regard to dealing with juvenile offenders and the possibility of youths in the age range of 17-18 being housed in the County facility with the adult population. He has some serious problems with the age limits and feels that the County will be impacted if this legislation becomes law. Commissioner Barka stated that the Long Range Planning Committee of the County Delegation will need to know if this passes as decisions will need to be made.

DATE 3/20/95

Mr. Charron requested the hiring freeze be waived in order that two additional correctional officers be hired to replace two positions that have resigned. Commissioner Walker made the motion to waive the hiring freeze and authorize Mr. Charron to post the two requested correctional officer positions. Commissioner Battles seconded and all voted in favor of the motion.

REPORT OF THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette was present but had nothing to report.

Commissioner Walker made the following motion:

The Rockingham County Commissioners request the release of the amount necessary, not to exceed \$6,000.00, to obtain the necessary drawings to facilitate an estimate of costs for phone systems, power lines and data lines to allow the relocation of the Registry of Deeds and County Attorney's offices to the Brentwood Superior Courthouse location.

The motion was seconded by Commissioner Battles and voted on in the affirmative by the Board.

Rep. Welch indicated to the Board that the Executive Committee will meet as soon as possible in Concord to discuss the "as-built" drawings and the possible release of funds.

Rep. Welch stated that the Executive Committee and Delegation are in receipt of a letter from the County Attorney's office regarding office policies pertaining to the Commissioner office. The Delegation will work with the Commissioners' office and help in any way possible.

Commissioner Barka thanked Rep. Welch and stated that a code of ethics and protocol will be drawn up.

Mr. Mark Corrigan was present to update the Board on his final report on the Jail. He presented a short overview of the report and his suggestions for future use of the Mark Corrigan Consulting firm. Due to budgetary limitations it was decided not to pursue any further study at the present time.

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 Battles seconded and all voted in the affirmative on a roll call vote at 3:05 PM.

DATE E. J. W.
2-28-95

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
February 27, 1995**

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 the following: Commissioners Barka, Walker, and Battles, Mr. William Sturtevant Administrator of the Rockingham County Nursing Home and Mrs. Martha Golden; Administrative Assistant to the Rockingham County Commissioners.

Mr. Sturtevant requested the placement of a lien on property of a Nursing Home resident in lieu of application for Medicaid.

Mr. Sturtevant requested waiving the financial requirements for a resident of Exeter, currently in the Adult Day Care program.

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 Battles moved to return to public session for the purpose of voting on the items discussed in Executive session on a roll call vote. Commissioner Walker seconded and all voted in the affirmative.

Commissioner Walker made the motion to allow a lien be placed on property of a Nursing Home resident due to failure to apply for Medicaid. Commissioner Battles seconded and all voted in the affirmative of the motion. Mrs. Golden will notarize the Commissioners signatures.

Commissioner Walker made the motion to waive the financial requirements for an applicant to the Nursing Home. Commissioner Battles seconded and all voted in the affirmative of the motion.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to adjourn at 3:30PM. Commissioner Barka seconded and all voted in the affirmative.

Approved by,



Jane Walker- Vice Chairman
Rockingham County Commissioners

DATE Egal
4-20-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
MARCH 13, 1995

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 Battles; 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; Mrs. Jayne Jackson, Staff Accountant; Mrs. Diane Gill, Director of Human Services; Mrs. Cathy Stacey, Register of Deeds; Mr. William Hart, Rockingham County Attorney; Mr. Roy Morrisette, Personnel Director; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Mrs. Robyn Wojtusik, Cooperative Extension Service; and Ms. Martha Golden, Administrative Assistant to the Rockingham County Commissioners.

Also present were the following: Representatives Donna Sytek, Chairman of the Rockingham Delegation and David Welch, Chairman of the Rockingham County Executive Committee; Ms Debbie Rich and Mr. Clay Nau of Salmon Falls Computer; and Mrs. Mary Currier of the Rockingham County Conservation District.

Chairman Barka called the meeting to order at 1:10 PM.

Commissioner Walker moved that the minutes of January 4, 9, 23, and February 6, and 24 be approved as written. Commissioners Battles seconded the motion. All voted in the affirmative. Commissioner Walker also moved to approve the minutes of February 13 meeting with the following corrections : On page four, paragraph one, the sentence (Commissioner Battles made the motion to accept the Minutes as presented of 10-31-94, 11-4-94, 11-28-94, 11-29-94, 12-12-94, 12-19-94, 12-23-94, based on Commissioner Walker's verbal approval given to Mrs. Golden) be removed. Commissioner Walker requested the change because Commissioner Battles was not a Commissioner in 1994 and could not vote on those minutes and because the statement that Commissioner Walker had given verbal approval to Mrs. Golden was an untrue statement. The last sentence in the paragraph should stay the same as written. The motion was seconded by Commissioner Battles and the vote was in the affirmative. Commissioner Walker also moved that the minutes of October 31, November 4, 14, 28, 29, December 6, 12, 19, 23 be approved as corrected by Commissioner Walker. When the corrections by Commissioner Walker are made, that she be authorized to sign the November, December minutes on behalf of the Board. Commissioner Barka seconded the motion. All voted in the affirmative.

DATE 3/20/95

Commissioner Walker moved to waive the hiring freeze and allow the Delegation to post the position of Administrative Assistant. The motion was seconded by Commissioner Battles and all voted in the affirmative.

REPORT OF THE CONSERVATION DISTRICT - Mrs. Mary Currier

Mrs. Currier presented the Board with maps of the proposed storm water training sites to be located on county property. The sites have been reviewed with Mr. Woodside and it is felt that the benefits from the erosion control and wetland management would benefit the county. The program does require approval by the Board of Commissioners. After further discussion it was decided to wait until the meeting of 3-27-95 in order that the commissioners would have time to review the plans.

Mrs. Currier requested that a member of the Board be a judge for the poster contest to be held in conjunction with County Government Week. The posters have been submitted by area schools and will be on display throughout the Nursing Home for the week. No date has been set yet for the judging of the posters. Commissioner Barka will be the judge for the Commissioners.

REPORT OF THE COUNTY ATTORNEY'S OFFICE - Mr. William Hart

Attorney Hart was present and had nothing to report other than to inform those present that the Policies and Procedures Committee has been formed and a meeting schedule is being set up for Monday, April 10, 1995.

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

Sheriff Vetter informed the Board of a need for a special account for drug forfeiture monies of which there is expected to be large amount of funds coming into the department. The monies will be coming from any person arrested for the selling of drugs with large amounts of monies in their possession. These funds will be audited by the United States Department of Justice. There are Federal Guidelines to be followed for the handling of this money. Sheriff Vetter and Attorney Hart will be responsible for the funds, while the Treasurer's Office will be responsible for setting up the account. This money cannot be used to supplement the Budget of the Rockingham County Sheriff's Department.

The Commissioners had no problem with the fund but neither the Commissioners nor the Fiscal Officer agree that the Sheriff and County Attorney will be responsible for the funds. All funds must go through the Fiscal Office and be accounted for according to the proper accounting practices by the Fiscal Officer.

DATE 5 Jul
4-20-95

Sheriff Vetter requested that he be allowed to post the position of call taker in his department . The position has opened due to the dispatch position that had been filled from within the department.

Commissioner Walker made the motion to allow Sheriff Vetter to post the call taker position in the Sheriff's Department. Commissioner Battles seconded and all voted in the affirmative of the motion.

Sheriff Vetter requested the signature of the Board for the New Hampshire Highway Safety Grant. Following brief discussion Commissioner Walker moved that Chairman Barka sign the New Hampshire Safety Grant on behalf of the Board of Commissioners. Commissioner Battles seconded and all voted in the affirmative.

Sheriff Vetter requested a bid waiver from the Board for radio equipment for the Kingston site in the amount of \$3,679.00. He also requested an additional bid waiver for additional radio equipment for replacement parts for the portable radios in the amount of \$1916.00.

Commissioner Walker made the motion to waive the bid requirements for both requests for equipment by the Sheriff's Department. Commissioner Battles seconded and all voted in the affirmative of the motion.

There was a computer bid to be opened for the Sheriff's Department. The bidders were as follows:

- Olson's
- NEPA
- IBEX
- Vertronic's
- NSI
- Salmon Falls Computer Co.

Commissioner Walker made the motion that Sheriff Vetter shop the bids and make his recommendations to the Board. Commissioner Battles seconded and all voted in the affirmative of the motion.

REPORT OF THE FISCAL OFFICE -Mrs. Jayne Jackson reported that an additional document need to be signed for the EBPA administration of the Dental Fund. The rate will be the same as in 1994. Commissioner Walker moved that the chairman sign on behalf of the Board. Commissioner Battles seconded motion.

REPORT FROM HUMAN SERVICES -Mrs. Diane Gill reported monthly breakdown of DCYS. According to Gill figures do not reflect true number of cases due to backlog in paperwork.

REPORT OF THE TREASURER'S OFFICE - Mr. Michael Morin

Mr. Morin presented his report. Mr. Morin confirmed Sheriff Vetter's bid for the computer .

REPORT OF THE MAINTENANCE DEPARTMENT -Mr. Ernest Woodside gave emergency plan update. Commissioner Walker moved to approved emergency plan. Commissioner Battles seconded the motion.

REPORT OF THE NURSING HOME - Mr. William Sturtevant reported on Nursing Home Trust funds. Item one has been used previously for equipment. Appointment of new Trustees for the funds need to be made. When the money was donated to the Nursing Home, no specifications were given as to how the first two funds would be used; the third Fund is to be used for training purposes, tuition reimbursement, gerontology staff enrichment above and beyond the budget. Further discussion and appointment of trustees will be done at a future meeting.

REPORT OF THE HOUSE OF CORRECTIONS - Superintendent Gene Charron reported on the contract with the present computer company. Mr. Charron has not been happy with this computer company and would like to look at various IBM compatible companies. The issue of the problems with the service contract and upgrading the computer system were discussed. Upgrading the system at the present time is too expensive.

Mr. Charron also brought up that he has a position opening for Corporal. Mr. Charron asked for permission to post the job. Commissioner Battles moved that the hiring freeze be waived and the position be posted. Commissioner Walker seconded the motion. All voted in the affirmative.

REPORT OF THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette had nothing to report.

Commissioner Battles moved that the Board of County Commissioners put out an RFP for a management audit of the personnel department. Commissioner Walker seconded the motion and all voted affirmatively.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Walker made the motion to go into Non-Public Session under RSA Chapter 91A:3 II,c on a roll call vote. Commissioner Battles seconded and all voted in the affirmative on a roll call vote at 3:05 PM.


Submitted by,

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
March 13, 1995

DATE _____

Karen L. Howe
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Jane Walker-Vice Chairman
Rockingham County Commissioners

/klh

DATE 29th
3-20-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
MARCH 20, 1995

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 Battles; 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; Mrs. Jayne Jackson, Staff Accountant; Mrs. Diane Gill, Director of Human Services; Mrs. Cathy Stacey, Register of Deeds; Mr. William Hart, Rockingham County Attorney; Mr. Roy Morrisette, Personnel Director; Sheriff Wayne Vetter, High Sheriff of Rockingham County; Mr. Mark Pierce, Deputy Sheriff; Mrs. Robyn Wojtusik, Cooperative Extension Service; and Ms. Martha Golden, Administrative Assistant to Treasurer and Delegation; Ms. Dolly Weinhold, Administrative Assistant to the County Attorney, Mr. James Orr, County Treasurer.

Also present were the following: Representatives Donna Sytek, Chairman of the Rockingham Delegation and David Welch, Chairman of the Rockingham County Executive Committee; Ms Debbie Rich and Mr. Clay Nau of Salmon Falls Computer; and Mrs. Mary Currier of the Rockingham County Conservation District.

Chairman Barka called the meeting to order at 2:05 PM.

The whole purpose of the meeting was to waive the hiring freeze and allow vacant positions to be posted.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette gave his report and stated that there was an opening for an Administrative Assistant II to the Commissioners office. This position was down graded from Administrative Assistant III with the understanding that after the person was trained he/she would be upgraded again. Commissioner Walker made the motion to upgrade the position to an AAIII since the job description will be rewritten to include the functions that were done by the project manager and other tasks performed by Commissioners. Commissioner Battles seconded the motion and all voted in the affirmative. The job change will be placed on the next Personnel Committee agenda. Mr. Bill Hart, County Attorney, requested that the position secretary/receptionist which was classified and budgeted at grade VII was filled at grade V. He requested that the position be regraded. Commissioner Walker moved that the Commissioners approve the request by the County Attorney to regrade the secretary/receptionist position from a VII to a V; and requests the Personnel Commission to approve the regrade. Commissioner Battles seconded the motion and all voted in the

DATE 3/13/95

affirmative. Commissioner Walker moved to waive the hiring freeze so that the High Sheriff could post the position of transport officer. Commissioner Barka seconded the motion and all voted in the affirmative. There was discussion regarding the possibility of discontinuing the hiring freeze. There was discussion pertaining to where department heads could place new hires on the pay scale. Commissioner Walker explained that the unwritten rule has been to allow the department head the latitude within the first ten steps. Since this is unwritten, there needs to be clarification in the policies. Commissioner Walker explained that in this year's budget, each position in the County is listed and funded at the step (plus merit increase) in which the present employee is placed. Any additional positions, not funded in the budget, must first have a job description approved by the Personnel Commission; then it must be approved by the Executive Committee. Commissioner Walker moved the Board waive the hiring freeze and allow the Administrative Assistant III to the Commissioners be posted. This upgrade must be approved by the Personnel Commission and the Executive Committee. Commissioner Battles seconded the motion and all was voted in the affirmative.

Mr. Morrisette, Director of Personnel, passed out the scoring sheets showing the points on which the department heads will be evaluated and the scoring sheets the department heads will use to evaluate their employees. This information was informational only and must be kept confidential.

Mr. Woodside requested permission to hire a temporary person in the maintenance department to cover one employee that is out for several months. This would be a temporary position for only sixty days. Executive Committee approval is not necessary but they will be notified and informed. Commissioner Walker moved that the motion to hire a temporary employee in the Maintenance Dept. be granted. Commissioner Barka seconded the motion and all voted in the affirmative.

FISCAL OFFICE

Jayne Jackson had nothing to report.

EMPLOYEES ADVISORY COUNCIL

Mark Pierce, Chairman was present but, had nothing to report.

Wayne Vetter, High Sheriff, requested that the computer bid which he had reviewed be rejected, as the equipment was improperly specified. He requested that the bid be sent out again with the changed specifications. Commissioner Walker moved the computer bid in the Sheriff's Dept. be rejected. Commissioner Battles seconded the motion and all voted in favor.

MAINTENANCE DEPARTMENT

Ernie Woodside was present but had nothing to report.

TREASURER

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 13, 1995

DATE E Jew
4-20-95

Treasurer James Orr, recommended that Martha Golden be appointed Deputy Treasurer. Commissioner Battles moved to accept the nomination of James Orr, and the Board appoint Martha Golden the Deputy Treasurer. Commissioner Walker seconded the motion for discussion. Commissioner Walker questioned if the Deputy Treasurer would be getting the fifteen dollar stipends each day or would it be only occasionally when the Treasurer could not be in the office. The Treasurer explained that each day that a Treasurer's function is performed by the Deputy, the stipends will be paid. All voted in the affirmative.

REGISTRY OF DEEDS

Cathy Stacey, Registry of Deeds was present but had nothing to report.

HOUSE OF CORRECTIONS

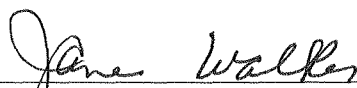
Gene Charron Superintendent of the House of Corrections informed the Board that he had a seventy-eight year old inmate that had multiple medical problems.

At 2:45 Commissioner Walker motioned the Commissioners adjourn and Commissioner Battles seconded the motion. All voted in the affirmative.

Respectfully submitted

Karen Howe
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Jane Walker-Vice Chairman
Rockingham County Commissioners

enclosures

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
MARCH 27, 1995

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 Battles; Ernie Woodside, Director of Maintenance; Gene Charron, Superintendent of the House of Corrections; John Hart, The Manchester Union Leader; Dave Welch, Chairman of the Executive Board; Bill Sturtevant, Director of the Nursing Home; Jayne Jackson, Staff Accountant; Wayne Vetter, High Sheriff; Dawn Barnes, Human Services.

Also present were Denise Breigdegam; Foster's Daily Democrat

Chairman Barka opened the meeting at 1:05 PM.

DEPARTMENT OF MAINTENANCE

Ernie Woodside reported the well #1 is producing 200 gallons per minute. He informed the Board that the County would be receiving a rebate check of \$1,294.20 which is a reimbursement for an overtax on #6 crude oil for the nursing home in 1994.

NURSING HOME

Bill Sturtevant, Director of the Nursing Home reported that there were 297 residents at the Home. Three residents died over the weekend and there are 25 applicants on the waiting list for admittance. He also stated that there is a need for more male applicants.

WERZ and WMYF gave four tickets to be raffled for the Harlem Globe Trotters for Saturday, April 1 in Portland, ME. Proceeds to go to EFFORTS. Also, calendars are on sale for \$10 for the month of April. There will be a drawing each day and the proceeds will go to EFFORTS. All prizes have been donated.

Bill Sturtevant had bids to be opened for provisions and are as follows:

FROZEN FOODS

Hailsmith-Sysco
NorthCenter Food Services
Associated Grocers
Jordan's
SS Pierce

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4-20-95

Commissioner Battles moved that Mr. Sturtevant shop the bids and award the bids to the lowest bidder or to the one in the best interest of the County. Commissioner Barka seconded the motion and the vote was in the affirmative.

Commissioner Battles discussed the possibility of getting a credit card for the County. Discussion followed.

Mr. Sturtevant also brought up a request for a pharmacy contract.

DEPARTMENT OF HUMAN SERVICES

Dawn Barnes, reported for the Director of Human Services. She informed the Commissioners that the DCYF contract needs to signed; and on Wednesday, March 29, the DCYF will be sponsoring a meeting on how to save money.

DEPARTMENT OF CORRECTIONS

Gene Charron, Superintendent Department of Corrections, gave his report. He reported on the money spent by correctional officers to produce a video to show to schools for teens. Commissioner Barka and Dave Barnes discussed the possibility of a 5% diversion grant.

Bids were opened for maxim radios.

TWIN STATE ELECTRIC SUPPLY
THOR ELECTRONICS
R & R COMMUNICATIONS
COMMUNICATIONS SPECIALISTS COMPANY

Commissioner Battles moved that Gene Charron shop the bids and make his recommendations to the Commissioners. Commissioner Barka seconded the motion. Motion passed.

DEPARTMENT OF PERSONNEL

Roy Morrisette, Director of Personnel reported that a temporary person was scheduled to come to work in the Commissioner's office on April 3 until an Administrative Assistant to the Commissioners can be hired..

DEPARTMENT OF THE SHERIFF

Wayne Vetter, High Sheriff request that the Commissioners waive the bid process for the remainder of the \$20,000 project for the Radio System Upgrade for the Kingston area project. The rest of the items to be purchased are sole source items because of their compatibility with our radio system.

Commissioner Battles move the Commissioners waive the bid for the remaining radio equipment for the Kingston project. Commissioner Barka seconded the motion. Commissioner Barka explained that Commissioner Walker approved of the waiver and she would sign it as soon as she returned to the office, thus making the decision legal with all three signatures. Motion passed.

NEW BUSINESS

Egw
4-20-95

The Commissioners were requested by the Long Range Planning Committee to get an analysis from three commercial realtors on the value of the Rockingham County Courthouse. Also, the Commissioners were requested to send out RFD's to engineers to find out exactly how much it would cost and exactly what needs to be done to renovate the Rockingham County Courthouse.

A request was made for the deed of the property to show exactly what the County owns and how much space is actually inside the courthouse. The Rockingham County Courthouse Building does need renovation on its air conditioning system, the roof, the sprinkler system, the parking lot, asbestos, the boilers, the windows. the septic system, ventilation.

Commissioner Battles moved that the Rockingham County Commissioners will solicit at least three commercial Realtors to prepare and submit to the Board, without charge, a comparative market analysis showing the fair market value of the Rockingham County Justice and Administration Building located in Exeter. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Battles moved that the Rockingham County Commissioners obtain a RFP for a paid engineering study of the Rockingham County Justice and Administration Building to cover the following areas: heat, A/C, windows, roofing, parking lot, asbestos, lead paint, electrical and septic. Commissioner Barka seconded the motion and all voted in favor.

There being no further business to come before the regular meeting of the Board of Commissioners, Commissioner Battles moved to end the meeting at 2:00 PM. The motion was seconded by Commissioner Barka and voted on in the affirmative at 2:05 PM.

Respectfully submitted,

Karen Howe
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,


Jane Walker- Vice Chairman
Rockingham County Commissioners

/kh 4-20-95

2 Jw
4-20-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
APRIL 10, 1995

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 Barka; Mr. Ernie Woodside, Director of Maintenance; Cathy Stacey, Registry of Deeds; Mr. Roy Morrisette, Director of Personnel; Mrs. Diane Gill, Director of Human Services; Mrs. Teresa Young, Fiscal Officer; Martha Golden, Administrative Assistant to the Treasurer and Delegation; Mr. William Sturtevant, Nursing Home Administrator, Robert Gainer, Assistant County Attorney of Rockingham County.

Chairman Barka opened the meeting at 1:00 PM.

FISCAL OFFICE- Mrs. Teresa Young
Mrs. Young, Fiscal Officer had nothing to report.

HUMAN SERVICES- Mrs. Diane Gill
Mrs. Gill, Director of Human Services gave her report on the DCYF.

MAINTENANCE DEPARTMENT- Mr. Ernie Woodside
Mr. Woodside gave his report. He explained that he met with commercial realtors on Saturday at the Rockingham County Courthouse and they will be giving a report to the Commissioners soon. He went on to explain that he left the Commissioner a bid for replacement windows in the Fernald Building for their review. The Commissioners had no problem with the bid and signed the bid so that it could be sent out.

HOUSE OF CORRECTIONS- Gene Charron
Gene Charron, Director of the House of Corrections was not present at the meeting to give his report, but he left a written report with the Commissioners. There are 32 officers that have been cleared for the Physical Testing Group II. The first test will be April 19, 1995. Beginning today House of Corrections has five officers starting the Correctional Academy. This will go on for ten weeks.

He also has hired five new trainees to replace those individuals who left as well as retired. These new trainees were approved positions.

Project Community (Video) has been well received. The First presentation was made at the Pine Haven Boys Home.

DATE 89w
4-20-95

The House of Corrections has a total of 193 inmates. Fifteen inmates are on Work Release. There is a total of 95 Pre-trial, and 98 sentenced prisoners.

NURSING HOME- Mr. William Sturtevant

Mr. Sturtevant, Administrator of the Nursing Home gave his report. As of this afternoon the Nursing Home has 298 residents. The bed turn over at the end of the first quarter of the year was 39 beds. There are 19 names on the waiting list and two scheduled for admittance tomorrow.

Nursing Home bids for the following were received and opened.

CHAIR SCALE

Baystate Anesthesia, Inc.
Scaletroalix
Bill Mullen

WHEELCHAIR & HOYER LIFT PARTS

Medical Market
Rehabilitation Equipment
Step Two Medical

JANITORIAL SUPPLIES

Clean-O-Rama
Brite Technologies, Inc.
Arnold T. Clement Co., Inc.
George TL Johnson

PAPER PRODUCTS

Banner Systems
Central Paper Products
Beautiful Rags
Hallsmith-Sysco Co.
Interboro Packaging Co.
Portsmouth Paper
Totalmed Co.

Commissioner Walker moved to authorize Mr. Sturtevant to shop the bids and recommend to the Board who should be awarded the bid. The motion was seconded by Commissioner Barka and the vote was in the affirmative.

DATE 4/20-95

Mr. Sturtevant also wanted to discuss the new pharmacy contract. Commissioner Walker noted that there were some minor changes to be made and the contract could be signed. Commissioner Walker moved that the new pharmacy contract be signed by Commissioner Barka after the changes have been made. The motion was seconded by Commissioner Barka. The vote was unanimously in the affirmative.

REGISTRY OF DEED-Cathy Stacey

Cathy Stacey gave her report about the position that she requests to have posted. Commissioner Walker moved that the hiring freeze be waived and allow the vacant position in the Registry of Deeds to be posted. Commissioner Barka seconded the motion and the vote was in the affirmative. Cathy Stacey also questioned the Simplex service contracts. Commissioner Walker stated that she was stilling talking with Simplex. Commissioner Walker stated she would check with Simplex this week.

DIRECTOR OF PERSONNEL- Mr. Roy Morrisette

Mr. Morrisette presented four certifications for Group II for the Commissioners' signatures and the Federation Life Insurance Company renewal with no increase and a \$10,000 AD&D that the employee can purchase. Commissioner Walker moved that she have the power to sign on behalf of all the Commissioners for the life insurance to allow Great West Life & Annuity Insurance Company to provide coverage at their expense if they so choose it. Commissioner Barka seconded the motion and the vote was in the affirmative.

Mr. Morrisette stated that he had received an annual report from Blue Cross Blue Shield with the picture and a note about Rockingham County.

Commissioner Walker discussed the case pending with Seabrook. Seabrook withheld \$680,000 in back taxes for the last five or six years. In 1993 they withheld another \$120,000 and there is a hearing set for May 2, 1995 for the \$680,000. Commissioner Walkers question was whether to proceed with the lawyer the County has now or to turn the case over to the County Attorney's office. Commissioner Barka suggested that we leave the case with the lawyer we have now since he's been with the case from the beginning. Some discussion went on.

Mr. Morrisette requested a Non-Public session. There will be no further business to come before the Commissioners during their regular meeting, Commissioner Walker moved to go into Non-Public Session under Chapter 91A:3,II (c). The motion was seconded by Commissioner Barka and the vote was affirmed on a roll call at 1:45 P.M.

DATE EJW
4-20-95

MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 10, 1995

On April 10, 1995 at 1:45 PM the Board of Rockingham County Commissioners met in Non-Public Session under RSA 91A:3, II, (c). Those in attendance were: Commissioners Barka and Walker, Mr. Roy Morrisette, Director of Personnel; Mr. William Sturtevant, Administrator of the Nursing Home of Rockingham County.

The discussion was regarding allowing employees to donate one day of personal or holiday pay to a certain employee of the Nursing Home.

There was 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 and to reconvene in Public Session, seconded by Commissioner Barka. All voted in the affirmative on a roll call vote.

Commissioner Walker moved that the Commissioners allow employees of Nursing Home Environmental Services Department to donate one day for personal vacation or holiday to an employee of that department as noted in the letter from Mr. Reeves to Mr. Sturtevant. Commissioner Walker moved to allow employees of the Nursing Home to donate one day of personal, vacation, or holiday pay. Commissioner Barka seconded the motion and was voted unanimously.

Commissioners were in favor of two requests going to Personnel Commission. The employees laid off with less than five years allowed to have pay for 1/3 of sick days. Employees who are laid off but are not here on December 1, 1995 be allowed to receive longevity.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
APRIL 10, 1995

DATE EJW
 4-20-95

There being no further business to come to the Board of Rockingham County Commissioners, the motion was made by Commissioner Walker to adjourn at 2:30 PM. The motion was seconded by Commissioner Barka and voted on in the affirmative by all at 2:30 PM.

Respectfully submitted by,

Karen Howe
Temporary Administrative Assistant
Rockingham County Commissioners

Approved by,

 Jane Walker
Jane Walker, Vice Chairman
Rockingham County Commissioners

/kh

MWR
Date 7-10-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 20, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker, 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, Ms. Theresa Young; Staff Accountant, Ms. Martha Young; Administrative Assistant to Treasurer and Delegation, Mrs. Marilyn Daigle; Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 3:10 PM.

REPORT OF THE NURSING HOME - Mr. William Sturtevant reported that the census as of April 20, 1995 is 298. We have 18 applications for admission. A number of people have been approved for admission but at the last minute the family has changed their minds. Commissioner Barka stated the same rule applies that these people must wait another 6 months must pass before they are allow admission again. Mr. Sturtevant stated that that was correct. The turn over has been high. In the first three months of the year we turned over 40 beds. We have 79 clients in the Adult Center.

Mr. Sturtevant stated the bid for 2,000 pounds of beef be awarded to:

- Associated Grocers \$2,900

Mr. Sturtevant recommended that the bid for paper be awarded to:

- Bay Colony \$2,175.05
- Central Paper \$1,945.70
- Hallsmith/Sysco \$ 239.94
- Portsmouth Paper \$5,029.92

The total paper bid was \$9,390.61.

Commissioner Walker made motion to award the bids for paper to the companies in the amounts that Mr. Sturtevant recommends. Commissioner Barka seconded and all voted in the affirmative of the motion.

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Mr. Sturtevant recommended that the janitorial bid for the Rockingham County Nursing Home be awarded to:

- Arnold T. Clement \$ 37.50
- Brite Technology \$1,070.40
- Clean-O-Rama \$ 106.60
- G. T. Johnson \$2,150.84.

The total bid for janitorial supplies for the Rockingham County Nursing Home is \$3,365.35.

Commissioner Walker made motion that the bids for janitorial supplies be awarded to the low bidders in the amounts and to the companies that Mr. Sturtevant names. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant recommended that the wheel chair and hoyer parts, these are low bidders. We received a bid after the Commissioners meeting. The bid was not opened because the Commissioners meeting was closed. The bid sits in the file. The bid was from Sharon Medical Supply in Manchester.

The low bidders are:

- Medical Mart \$1,310.35
- Step-Two \$ 16.50
- Rehab Equipment \$ 620.09

The total bid for wheel chair and hoyer parts is \$1,946.94.

Commissioner Walker made motion that the bids for the wheel chair and hoyer parts be awarded to the low bidders in the amounts and to the companies that Mr. Sturtevant has recommended. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant stated that the chair scale bid had three bidders:

- BayState Anesthesia \$2,195.00
- Scaletronics \$2,195.00
- Penn West Medical \$2,195.00

Mr. Sturtevant stated that all three companies bid \$2,195.00. The deciding factor is the amount of discount, within ten days, and the freight charges. When everything is totaled and the discounts are taken into consideration, the low bidder is:

- Baystate Anesthesia \$2,025.50

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Commissioner made motion that the bids for the chair scale be awarded to Bay State Anesthesia. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant discussed the tentative schedule for the National Nursing Home Week to be held during the week of May 15, 1995 through May 20, 1995. Volunteers will be recognized on Monday, May 15, 1995 with an appreciation coffee rather than a tea. In the past this has been done during lunch time. The Nursing Home thought this year it would do something different by doing a coffee appreciation in the atrium. The tentative schedule was passed out. The items not being run this year because of budget reductions and restraints include the Sunday brunch and the awards. What we will do to recognize employees who have been employed with the Home is to put up posters throughout the building recognizing their years of service and the departments that they are in. A poster will be made for that specific department and one or two posters will be throughout the building.

Mr. Sturtevant discussed the effect of starting to charge the employees for meals in the staff dining. In March of 1994 7,337 meals were served in the staff dining. This excludes maintenance, inmates, volunteers, guests, etc. This year, March of 1995, we served 5,030 meals. The total meals that we have served last March was 8,622. This year it is 6,244. There has been a reduction of about 2,000 meals a month. It is the first month of the change whereby we are charging employees for meals. We will monitor this plan.

Mr. Sturtevant also discussed that the Red Cross has requested that they be allowed to run a blood drive here on Thursday, August 3 in the Hilton Auditorium from 10:30 AM to 3:30 PM which will be open to the public. Their goal is to get 50 units. Drives have been run here in the past, it was stopped because the Red Cross felt that we didn't give them enough blood. Mr. Sturtevant felt that in the past 35 units was better than 0 units. Mr. Sturtevant stated that no staff would be involved in this blood drive. Commissioner Walker stated that organizations are normally charged a fee to hold a drive here. We will need to waive the fee for the Red Cross to hold their drive.

Commissioner Walker made a motion to allow the Red Cross to hold its blood drive in the Hilton Auditorium on Thursday, August 3, 1995 and that the fee be waived. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant discussed that April 24, 1995 through April 28, 1995 will be the last week the pharmacy will open. The last working day for the staff will be April 28, 1995. There will be punch and cake in the staff dining room on that day to say good-bye to the staff. If you have an opportunity, come down and say good-bye to them.

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NEW BUSINESS - Commissioner Walker requested that Mr. Sturtevant discuss the gift that the Nursing Home received. Mr. Sturtevant stated that a gift was received from the Retenah V. Pietrowski Revocable Trust in the amount of \$12,000 to the Adult Day Care Program to be used for clients or people who needs services who are unable to pay.

Commissioner Walker made a motion to accept the gift of \$12,000, that the Board send a letter of thanks to the family donating the gift. Commissioner Barka seconded and all voted in the affirmation of the motion.

Commissioner Walker stated that three other accounts in addition to this one. Three of these accounts need an appointee. The delegation needs an appointee also and the Treasurer has to be on it also.

Commissioner Walker made a motion that all four of the accounts be set up with the proper Trustees and request the proper authorities to appoint the Trustees and that Commissioner Walker be allowed to serve as Trustee for the Commissioners. Commissioner Barka seconded and all voted in the affirmative of the motion.

Mr. Sturtevant requested that he be excused. He also stated that he was looking for volunteers for New Hampshire Public Television Auction - May 5 to May 13.

REPORT OF THE HOUSE OF CORRECTIONS - Superintendent Gene Charron reported that he had two issues, one being, he had two copies of the proposal for the Commissary and that he has made his review of both and will bring his recommendation for the Board of Commissioners to review.

The other issue, is that Mr. Charron attending a meeting with Mr. Bob LeClaire and Mr. Dennis Robinson in Strafford County last week. The premise of this meeting was to see if we could create or come up with an employee part-time pool. The purpose of this pool would be that if we don't have the bodies (because of vacation, and there was nobody interested in filling in and we don't have the bodies for overtime), we would then post with Strafford and Carroll. Some of their people who may be on vacation that want to work or have a couple days off, it would done in increments. The counties would pay \$10/hr. for the coverage. They would come down here in their uniforms. That within the agreement also that nobody hires the other employee from other counties. (Can't steal employees from other counties.) Commissioner Barka asked if there was any mileage involved. Mr. Charron stated that the transportation is entirely up to the people who want to participate. Mr. Charron stated that he was concerned regarding the liability aspects and he indicated that Ray Bower looked into this issue and these people would be covered under Workman's Comp. It is a special pool with statutes attached. Commissioner Barka asked that this wouldn't come out of our pool. Mr. Charron stated that was not his understanding. There is a name for this. It is in the paperwork.

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Commissioner Barka stated that if somebody came down to Rockingham from Strafford and he got hurt that they would use their Workman's Comp. Mr. Charron stated that this is what we are trying to avoid, to cap off on Rockingham as well as Strafford. It is Mr. Charron's understanding that this particular pool that is in place doesn't bother either of them. It is just a matter to review. Mr. Charron stated that he would like to participate in this program. Commissioner Barka asked if other counties participated in this program. Mr. Charron stated that only Carroll, Strafford, and Rockingham because of logistics. Commissioner Walker asked if there were any other counties actually doing it together. Mr. Charron stated no. Mr. Barka asked what the benefit of all of this would be. Mr. Charron stated that if there was no manpower in your county, you can get it from another participating county. Commissioner Walker asked if a problem would be created when you use all of your people giving them overtime before you would go to the outside pool. Mr. Charron stated that he would see a challenge. We would have to make sure that everybody has the opportunity to do overtime in house first and when you are at the end of the limit you can then go to the pool. Commissioner Barka asked is there was a chance you wouldn't get anybody. Mr. Charron indicated yes. If this should happen Mr. Charron would probably end up working.

Commissioner Walker indicated that Commissioner Battles was on the phone. Commissioner Walker stated that she wanted to speak with him regarding making her Office Manager. Commissioner Barka stated that he wanted the secretary to answer to all of the Commissioners.

Commissioner Walker stated to Commissioner Battles that she wanted to discuss with him the changing of Commissioner Walker's title from Vice Chairman to that of Vice Chairman/Office Manager. Commissioner Battles asked how Commissioner Barka felt about this issue. Commissioner Barka stated that when a new secretary is hired we need to have someone to teach her the ropes. Commissioner Barka thought it would be a good idea to have Commissioner Walker teach her. Commissioner Barka stated that the secretary would still be answerable to the three Commissioners. Commissioners Walker and Barka agreed. Commissioners Walker and Barka asked Commissioner Battles if there was anything else. Commissioner Battles stated no, he was calling to make sure that if you had any voice votes that need his vote he would vote so that he would be there. Commissioner Walker stated that a report to the Executive Board with all three signatures, where Commissioner Battles is not here, does he want Commissioner Walker to sign on his behalf. Commissioner Battles stated that Commissioner Walker could sign on his behalf. Commissioner Battles asked what the report stated. Commissioner Walker stated that the report is telling them about the attorneys requesting malpractice insurance in the County Attorney's office. Commissioner Battles indicated that he was aware of this issue. Commissioner Battles stated that we were going to try to get malpractice insurance for Mr. Don Redden. Commissioner Walker stated yes. Commissioner Walker stated that a letter is being enclosed in the package explaining the need for

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malpractice insurance from the County Attorney's Office. The collective bargaining proposal is being explained. Commissioner Walker stated that the pharmacy closing in the Nursing Home is being explained. She explained about the privatization of health services at the jail. She submitted information about the courthouse, that the Commissioners are looking for a new Administrative Assistant and the supplemental appropriation for the Division Human Services and keeping the Commissioners informed and for Commissioner Walker becoming Office Manager so that we can get the new Administrative Assistant trained and we are going to have the office running by the end of the year like it used to. Commissioner Barka asked if Commissioner Battles had anything to add. Commissioner Battles stated that that was fine. He indicated that Commissioner Walker could go ahead and sign his name. Commissioner Battles asked Commissioner Barka if there was going to be a meeting held on Monday. Commissioner Walker made a motion to authorize Commissioner Barka to have a meeting and allow him to open bids with just him here and that will be the only action to take place. Commissioner Battles stated that he could be present on Tuesday so that there would be two people present. Commissioner Barka stated that all he was going to do was open the bids. He won't award them. Commissioner Barka will open the bids on Monday at 1:00 PM.

Commissioner Walker made a motion that Commissioner Walker's title be changed from that of Vice Chairman to that of Vice Chairman/Office Manager. Commissioner Barka seconded and Commissioner Battles voted by voice via the telephone. All voted in the affirmative of the motion.

Superintendent Charron reported that the population at the jail is 191. There are two federal prisoners, ten state and there are now 18 on work release. From now on an extra copy of any documents received at the meetings needs to be made for the Delegation so that they have a copy of everything.

Superintendent Charron reported that he has a meeting with two companies next week; one will be Wednesday relative to the privatization of the medical department. He also has another one coming in on Thursday. This meeting is to discuss the contract language. At this point it contains male oriented contractual language. Commissioner Walker stated that once the company has submitted their proposal (along with the rewrite) the Board should sit down then and review it. Commissioner Barka asked that Mr. Charron keep the Board informed as to when the company plans to come back. Mr. Charron is doing the same thing with a company from Florida and they have not gotten back to him. There are currently four proposals, one declined, two more are coming in. Commissioner Walker stated that Mr. Charron try the 800 number in Delaware. Mr. Charron stated he wanted to get this matter going in order to present it to the Board next week. He stated that there was an \$11,000 bill in March for health care.

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Mr. Charron reported that the bid on the maxon radios. Mr. Charron recommended that it be awarded to Fuller Electronics. The basis of that recommendation is that they were not the lowest bidder but it was in the best interest of the county simply because of response time and good warranties.

Commissioner Barka asked how radios were involved. Mr. Charron answered 13.

Commissioner Walker made a motion that the bid for maxon radios be awarded to Fuller Electronics. Commissioner Barka seconded and all voted in the affirmative of the motion.

Commissioner Walker asked if it might be a good idea for the Commissioners to have a beeper. There were brief discussions regarding the Commissioners using beepers.

REPORT OF THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside reported that a bill came in for the plans for the upgrade of the electric issue to revolve around the Registry of Deeds and County Attorney for the new Court facility. That bill came in at \$2,325.00 out of an original recommended appropriation of \$4,000.00. The Board of Commissioners also have the proposed cost for the upgrading of the additional electrical conduit piping for the plans that were designed as previously discussed. The amount for this came in at \$3,475.00. This is for the electrical conduit piping, for the wiring for the telephones and for data lines. This will allow, if approved for expenditure, which he believes has to go Delegation, if approved, this will allow this work to be done and not hold up the project from sheet rocking.

Commissioner Walker moved that the Commissioners request the release of money for \$3,475.00 to do the electrical work at the new Courthouse. Commissioner Barka seconded and all voted in the affirmation of the motion.

Mr. Woodside stated that the equipment lines have to go to the Board for approval. He has attached purchase order which is for the equipment line. He has submitted a cover sheet to keep track of amount which shows the amount that is in the equipment line and the unexpended balance at that time. This is for a water cooler. It is not a water cooler for drinking, it goes on the boiler to cool the sampling of the temperature of the water in order that we able to sample the temperature of the water a lower temperature for the chemicals that we are treating the boiler with. Commissioner Walker asked if this was included in equipment. Mr. Woodside answered yes, came from the equipment line for the jail. Commissioner Walker stated that before the equipment is bought to request it from the Commissioners and we approve it before they go out and purchase it. There is no need for a motion. As long as the Board is made aware of the proposed purchase before hand. Mr. Woodside requested two lawnmowers out of a \$9,000.00 account. Commissioner Walker stated that lawnmowers go out to bid. Mr. Woodside stated that these were regular

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push lawnmowers for a total of \$400.00. Mr. Woodside requested that under the equipment line a replacement coil for the Nursing Home air handling unit. Commissioner Walker has a bid waiver because it is over the \$1,000.00. Mr. Woodside stated that he is aware that a third signature is needed because it is an equipment line.

Mr. Woodside asked for direction of the Board and Delegation regarding decisions of moving the County Attorney's office and Registry of Deeds is just step two of three or more steps to go. There was extensive discussion regarding this issue. Commissioner Walker stated that this issue will be discussed in two weeks. By then some information should be back from the realtors and have a little bit more information. Commissioner Walker stated that she had been speaking with Mr. Monahan regarding the Courthouse. Commissioner Walker asked him that since it is a Courthouse, it has courtrooms, wouldn't the State have more use for courtrooms than anybody else, for Exeter and Hampton District Court. If this was put on the market, would the State be interested in looking at it, even if they didn't have money to buy it, we will exchange titles in exchange for free rent for 25 to 30 years..

Mr. Woodside stated that there are three realtors who will be submitting proposals by Wednesday of next week. If the Board has these proposals in their hands does it want to make copies for the Delegation for that Friday or should it wait until the Board has had an opportunity to review them. Commissioner Walker stated she would want the Board to sit down and talk to each individual realtor and look at it. There may be gaps in there that they didn't think about that we would want to sit down and talk to them about.

Mr. Woodside stated that the RFP for the architectural consulting engineers, he met with four of them on Wednesday or Tuesday and he has two more to meet with next Monday. If more come in then he will meet with them as well and their proposals are to be in on April 28. Mr. Woodside stated that he feels the \$150,000.00 appropriation is more than enough.

Commissioner Walker moved that the minutes of February 27, March 13, 20, 27 and April 10 be approved as written. Commissioner Barka seconded the motion and all voted in the affirmative.

Mr. Charron stated that 19 passed the Group II physical. 20 people took the exam. The person that didn't pass has two years to pass the exam. The person who did not pass the exam must do the run (which is mandatory). She can do what is called the body drag. This consists of a bunch of fire hoses put together. It weighs 150 pounds. The person must drag this approximately 50 yards and return with it. She will pass this exam. If they can't pass, they are done.

Ms. Gordon stated that there are problems with the postage machine. She has been in contact with Pitney Bowes to rectify this problem. Ms. Gordon stated

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that she has been in contact with Pitney Bowes on a daily basis. She works on this problem on average of one to two hours per day. Commissioner Walker moved that on Monday, April 24, 1995 Commissioner Barka be allowed to have the meeting and open bids on behalf of the Commissioners even though there is only one person here. Commissioner Barka seconded and all voted in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker moved to end the meeting at 4:11 PM. The motion was seconded by Commissioner Barka and all voted in the affirmative.

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Jane Walker
Jane Walker-Vice Chairman
Rockingham County Commissioners

/mgd

Date mgd
7-10-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 24, 1995

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: Commissioner Barka, Ms. Nancy Lane; Assistant Administrator of the Rockingham County Nursing Home, Ms. Martha Gordon; Administrative Assistant to Treasurer and Delegation, Mrs. Marilyn Daigle; Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 1:06 PM and stated that the purpose of the meeting was to open bids only*.

Commissioner Barka had bids to be opened for Linen from the following:

- New England Co./Best Manufacturing
- Victor Rome Co.
- Poseidon Supply Co. (received a faxed copy and a hard copy)
- Walter Mayer
- Star Linen
- Textiles Sales, Inc.
- Boston Textile
- Boston Trade International, Inc.

Commissioner Barka instructed Mrs. Lang to shop the bids and make her recommendations to the Board.

Commissioner Barka had bids to be opened for Beef:

- Associated Grocers

Commissioner Barka instructed Mrs. Lang to shop the bid and make her recommendation to the Board.

Commissioner Barka had bids to be opened for Eggs:

- Hallsmith/Sysco
- Jaskolka's Egg Farm, Inc.

Commissioner Barka instructed Mrs. Lang to shop the bids and make her recommendations to the Board.

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Commissioner Barka had bids to be opened for Milk:

- West Lynn Creamery
- Lago & Son Dairy, Inc.
- Laural Farms
- Turner's Dairy

Commissioner Barka instructed Mrs. Lang to shop the bids and make her recommendations to the Board.

Commissioner Barka had bids to open for the Rockingham County Sheriff's Computer:

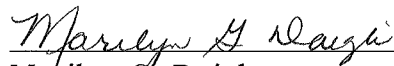
- IBEX Corporation
- Vertronics, Inc.
- NSI (New England Systems, Inc.)
- SFCS (Salmon Falls Computer Services)

Commissioner Barka will contact the Sheriff's Department and have them shop the bids and make their recommendations to the Board.

Commissioner Barka stated that the Minutes need to be printed. All Commissioners are to get a copy of the Minutes. Ms. Golden is to be provided with a copy of the Minutes for the Delegation also.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka adjourned the meeting at 1:19 PM.

Respectfully submitted,



Marilyn G. Daigle

Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Ernest Barka, Chairman
Rockingham County Commissioners

/mgd

770 mgd
Date 7-10-95

* At the April 20, 1995 Board of Commissioners Meeting it was unanimously voted that Commissioner Barka would open bids only and instruct the appropriate Department to shop the bids and make his/her recommendations to the Board at the next regularly scheduled Commissioners Meeting.

approved by Board on 7-10-95

mgd
7-10-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 8, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mrs. Nancy Lang Assistant; Assistant Administrator of the Rockingham County Nursing Home, Mrs. Cathy Stacey; Register of Deeds, Mr. William Hart, Rockingham County Attorney, Sheriff Wayne Vetter; High Sheriff of Rockingham County, Mrs. Diane Gill; Director of Human Services, Mrs. Robyn Wojtusik; Cooperative Extension Service and Mrs. Marilyn Daigle; Temporary Administrative Assistant to the Rockingham County Commissioners.

Also present were: Ms. Martha Gordon; Administrative Assistant to the Rockingham Delegation and Ms. Liane Evans; Portsmouth Herald Chairman Barka called the meeting to order at 1:12 PM.

REPORT OF HUMAN SERVICES - Mrs. Diane Gill - Director of Human Services

Mrs. Gill gave the monthly report for March, 1995. Mrs. Gill also reported the breakdown of new cases for February and March, 1995.

Commissioner Walker moved to award funding of grants as recommended by the Committee as follows:

Winnacunnet High School Community Service	\$ 4,800.00
Raymond Recreation Department Youth Program	\$ 13,950.00
New Outlook, Inc. Teen Center Summer Programs	\$ 5,000.00
YMCA-Camp Lincoln Camperships	\$ 16,000.00
Portsmouth Prenatal Clinic Families First	\$ 10,000.00
The Upper Room Derry District Court Diversion	\$ 15,174.00
Rockingham County 4-H-4-H Camperships	\$ 5,125.00
New Heights Summer Programs	\$ 6,000.00
Rockingham County Parent Child Medication	\$ 51,282.57 (\$94,509.00
	Total award)
Rockingham County Child Care Assoc.	
Child Care	\$ 12,000.00
Rockingham County Juvenile Intake Officer	\$ 2,948.00

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Date 7-10-95

Brentwood Recreation Center, Inc.	
Summer Programs	\$ 5,500.00
Northwood Teen Center Summer Program	\$ 3,000.00
Rockingham County Task Force Victim Restitution Program	\$ 29,200.00
Boy Scouts of America Camperships	\$ 3,000.00
Sanborn Regional School District Youth Worker	\$ 9,784.00 (\$19,568
Total	award)
Kingston Recreation Department	\$ 5,787.00
Rockingham County Dept. of Corrections	\$ 250.00
Hampton Recreation/Parks Graduate Camp	\$ 3,000.00
Performing Arts Camp	
Newton Police Department Dare Program	\$ 2,500.00
Nottingham Recreation Department Power of Play Program	\$ 1,600.00
Trips of Trust	\$ 2,809.50
TOTAL	\$208,710.07

Commissioner Barka seconded the motion. All voted in the affirmative.

NEW BUSINESS - AGENDA ITEM 4 E - LIABILITY INSURANCE FOR MR. ROBERT GAINOR AND MR. DON REDDEN

Commissioner Walker moved to purchase liability insurance for Mr. Gainor and Mr. Redden as they will be performing legal work for the County.

Commissioner Barka seconded the Motion and all voted in the affirmative.

Commissioner Walker stated that the money will come from the Insurance line in General Government budget.

NEW BUSINESS - AGENDA ITEM 4 D - INDEMNIFICATION OF MR. ROBERT E. DUCHARME AND MR. BILL HART

Commissioner Walker moved to indemnify Mr. Robert E. Ducharme and Mr. William R. Hart regarding St. Louis v. Eldredge, et. al., Docket No. C-95-178-B. Commissioner Barka seconded the Motion and all voted in the affirmative.

REPORT FROM THE UNH COOPERATIVE EXTENSION SERVICE - Mrs. Robyn Wojtuski

Mrs. Wojtusik reported on the progress made by Strafford County on the Distance Learning Project. Mrs. Wojtusik also reported that the program would not be available to Rockingham County this year.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey had nothing to report.

mgd
Date 7-10-95

REPORT FROM THE SHERIFF'S DEPARTMENT - Sheriff Wayne Vetter

Sheriff Vetter reported that the computer bids that were rebid because of an error, have been shopped and the Sheriff's Department would like to award the bid to IBEX. Commissioner Walker asked that Sheriff Vetter submit the information to the Commissioners for review. Commissioner Walker stated that after the Commissioners review the information they will then send the letters out and announce who the bid was awarded to at the next Commissioners' Meeting. Sheriff Vetter stated that this would not be a problem as long as there would be no hold up of the notification.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE - Mr. William Hart

Mr. Hart reported that the only issue the County Attorney's Office has was that of liability insurance for Mr. Gainor and Mr. Redden. Commissioner Barka stated that this matter had been voted. Mr. Hart stated that there may be a cheaper provider, the National District Attorneys Association. Mr. Hart stated that he could speak to the Commissioners later. Commissioner Walker stated that at this time the Commissioners do not know what the cost is yet without an application being submitted. Mr. Hart stated that he would provide the Commissioners with the information that he had received from the National District Attorneys Association regarding the liability insurance. Commissioner Walker stated that the Commissioners would compare this information with the other information, once the cost information has been obtained.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside reported that the Board has the three real estate appraisals for the court facilities and all the RFPs. Mr. Woodside stated that he spoke with Mr. Monahan on Friday and this issue should be closed by the end of this week. Mr. Woodside stated that the figure should be no more than the original figure budgeted. Mr. Woodside stated that the figure could possibly be less than the original figure. Commissioner Battles stated that a report should be sent to the Delegation once all the information has been received and reviewed. Commissioner Barka stated that the Commissioners should sit down with the press and discuss the results of the real estate appraisals. Commissioner Walker stated that she needs to review and discuss the appraisals with the Commissioners prior to meeting with the press.

Mr. Woodside stated that he had three bids, refractory work - boiler, air conditioning, and gasoline vapor recovery, which need to be signed by the Commissioners. Commissioner Walker stated that the Commissioners' office would send out the bids. Commissioner Walker stated that the bid process will be that the departments provide the Commissioners' office with the specifications and a list of bidders. The Commissioners' office will then draft the invitation to bid with the requested specifications and addressees along

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with the addressees the Commissioners' office has on file in the computer in order that the Bid Invitation will go to the greatest number of people. Commissioner Battles requested that the Bid Invitation procedure be typed up and sent out to the Departments in order to apprise them of the procedure to follow. Commissioner Walker stated that she would write up the process and then the Commissioners would review the Bid Invitation document and the Sheriff's computer bid on Tuesday afternoon.

Mr. Woodside stated that the Board of Commissioners had signed the Request for Bid Waiver for Ground Fault Circuit Interrupter Outlets and fire pump repair. Commissioner Walker stated that for the record, the bid request was waived for the ground fault circuit interrupter outlets and fire pump repair. Commissioner Battles requested that copies of the Bid Waivers be sent to the Delegation and to the Fiscal Office. Commissioner Battles stated that all Bid Waivers are to be sent to the Delegation and Fiscal Office. Commissioner Walker requested that all Bid Waivers be given to the secretary to copy and send to the Fiscal Office and Delegation.

REPORT FROM THE NURSING HOME - Mrs. Nancy Lang

Mrs. Lang reported that the Nursing Home has 300 residents. One of the residents went to the hospital over the weekend. The resident is expected to return to the Nursing Home. In the Adult Medical Daycare Center the Home has 82 clients, 58 are private, 22 are Department of Welfare and 2 are Veterans Administration.

Mrs. Lang reported that the Home had some bids to be awarded. These bids were opened at the last Commissioners.

Mrs. Lang stated that after shopping the milk bid the lowest bidder was Laurel Farms of Exeter. Commissioner Walker moved that the milk bid be awarded to the lowest bidder. Commissioner Battles seconded the motion. All voted in the affirmative.

Mrs. Lang stated that after shopping the linen bid, the bid was spread amongst all the low bidders:

- Star Linen
- Textiles Sales
- Victor Rome
- Walter Mayer
- Boston Trade International

Commissioner Walker made motion to award the linen bid to the lowest bidders as recommended by the Assistant Administrator of the Nursing Home. Commissioner Battles seconded the motion. All voted in the affirmative.

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Mrs. Lang stated that the egg bid needs to be awarded also. Mrs. Lang stated that the lowest bidder was Jaskolka's Egg Farm, Inc. Commissioner Battles made the motion to award the egg bid to the lowest bidder. Commissioner Barka seconded the motion. All voted in the affirmative.

Mrs. Lang had bids to be opened for pork:

Cambridge Packing
Associated Grocers

Commissioner Battles moved that Mrs. Lang shop the bid and award it to the lowest bidder. Commissioner Walker seconded the motion. All voted in the affirmative.

Mrs. Lang had bids to be opened for provisions:

S.S. Pierce/Kraft
NorthCenter Food Service
Donahue Brothers
HallSmith-Sysco
Associated Grocers
Shaheen Brothers
Jordans

Commissioner Battles moved that Mr. Sturtevant or his designee shop the bids. Commissioner Walker seconded the motion. All voted in the affirmative.

Mrs. Lang stated that the Home had some referrals that need to be signed by Commissioners Battles and Walker.

Mrs. Lang had bids to be opened for Hoyer lifts:

PennWest Medical
Richard Alen
Scaletronix
Charron Medical Equipment
Totalmed
Medical Market

Commissioner Battles moved that Mr. Sturtevant or his designee shop the bids. Commissioner Walker second the motion. All voted in the affirmative.

Mrs. Lang stated that next week is National Nursing Home week with the staff appreciation buffet to take place on Wednesday for all three shifts. Commissioner Battles requested that the Nursing Home send him a program.

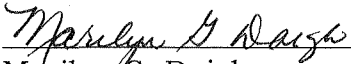
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Commissioner Barka asked if there was any other business before adjournment.

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:311,c on a roll call vote. Commissioner Barka seconded the motion and all voted in the affirmative on a roll call vote at 1:42 PM.

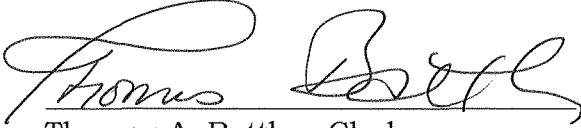
There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 2:25 PM. Commissioner Battles seconded the motion and all voted in the affirmative.

Respectfully submitted,



Marilyn G. Daigle
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Thomas A. Battles, Clerk
Rockingham County Commissioners

/mgd

mgd
Date 7-10-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 15, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker, Mr. Ernest Woodside; Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, and Mrs. Marilyn Daigle; Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 1:04 PM.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside.

Mr. Woodside had bids to be opened for Fernald Replacement windows from the following:

Ron-Bet Co., Inc.
Kinney Roofing Company, Inc.

Commissioner Walker made a motion for Mr. Woodside to shop the bid and bring his recommendation back to the next Commissioners Meeting. Commissioner Barka seconded and all voted in favor.

OTHER BUSINESS - Commissioner Walker stated that the Nursing Home has made a request to allow employees to donate sick days to another Nursing Home staff member who is out sick and has no sick days. Commissioner Walker made a motion to allow the Nursing Home employees to donate a day of their sick time to a Nursing Home employee with the understanding that once the days have been donated and the days are not used by the recipient, the employee who donated the days will lose them. Commissioner Barka second the Motion and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker made the motion to recess the meeting until Ms. Mary Ashcroft arrives to go to Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 1:22 PM.

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**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
May 15, 1995**

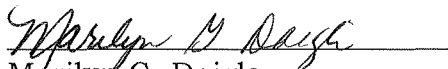
The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 1:38 PM. Those present in the first session were Commissioners Walker and Barka, Mr. William Sturtevant; Administrator of the Nursing Home, Mrs. Nancy Lang; Assistant Administrator of the Nursing Home, Ms. Mary Ashcroft; Workers Compensation, and Mrs. Marilyn Daigle, Administrative Assistant to the Commissioners

There was a brief review and status report of a Workers Compensation claim for the Nursing Home.


There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 2:02 PM. Commissioner Barka seconded and all voted in the affirmative on a Roll Call vote.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 2:05 PM. The motion was seconded by Commissioner Barka and all voted in favor.

Respectfully submitted,


Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,


Jane Walker, Vice Chairman
Rockingham County Commissioners

mgd

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Date mgd

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 22, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker, Mr. Ernest Woodside; Director of Maintenance, Mrs. Nancy Lang Assistant Administrator of the Rockingham County Nursing Home, Mrs. Cathy Stacey; Register of Deeds, Sheriff Wayne Vetter; High Sheriff of Rockingham County, Mr. Roy Morrisette, Personnel Director, Ms. Theresa Young; Fiscal Officer, Mr. Gene Charron; Superintendent of the Department of Corrections and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were: Representative Robert Dodge and Denise Breidegam of the Foster's Daily Democrat

Chairman Barka called the meeting to order at 1:09 PM.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey reported that she had a renewal of the service contract from Eastman Kodak that needed to be signed by Commissioners Barka and Walker.

Commissioner Walker stated that she had a service contract from the House of Corrections which needed to be signed by Commissioners Barka and Walker.

Mrs. Stacey reported that she had two bids and wants to go with the less expensive one, that being Donahue. Mrs. Stacey indicated that she needed Commissioners Walker and Barka's signature.

REPORT FROM THE SHERIFF'S DEPARTMENT - Sheriff Wayne Vetter

Sheriff Vetter inquired as to the status of the request of the early retirement incentive for Sgt. Robert Donovan. Commissioner Walker stated that this issue is still being researched by the Delegation. Commissioner Walker stated that there will need to be another meeting to discuss the early retirement incentive issue and the Courthouse issue. This meeting will probably occur either Tuesday or Wednesday of this week.

Sheriff Vetter asked if the computer bids have been awarded yet. Commissioner Walker stated that the bids would be reviewed by all the

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Commissioners and that the award would be made at the next Commissioners Meeting.

Commissioner Barka stated that the Commissioners would be meeting every two weeks. Commissioner Walker stated that was correct but the Commissioners could have Call Meetings for specific things.

REPORT FROM THE FISCAL OFFICE - Ms. Theresa Young

Ms. Young had nothing to report.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside presented his recommendation for the award of the Fernald replacement windows which were opened at the previous Commissioners meeting as follows:

Kinney Roofing Company, Inc.	\$39,542.00
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Commissioner Walker made the motion to award the bid to the lowest bidder, Kinney Roofing Company, Inc. Commissioner Barka seconded and all voted in favor.

Mr. Woodside stated that Kinney Roofing is the same company that did the Underhill window replacement. This company does know the complex.

REPORT FROM THE NURSING HOME - Mrs. Nancy Lang

Mrs. Lang stated that the Hoyer Lift bid that was opened at the last Commissioners Meeting had been shopped by the Director of Physical Therapy and TotalMed was the low bidder (\$595) (for two). Mrs. Lang stated that the money comes out of the equipment line of the budget. Commissioner Walker stated that this was correct.

Commissioner Walker made a motion that the bid for Hoyer Lifts be awarded to the lowest bidder. Commissioner Barka seconded the motion and all voted in favor.

Mrs. Lang had bids to be opened for beef:

Poultry Products
Associated Grocers

Commissioner Walker made a motion that the Nursing Home be allowed to shop the bid and awarded it to the lowest bidder. Commissioner Barka seconded the motion and all voted in favor.

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Mrs. Lang reported that the Nursing Home has 299 residents in house. One of the residents is in the hospital. The Adult Medical Daycare Center has 82 clients.

Mrs. Lang reported that the Nursing Home had applications that needed to be signed by the Commissioners.

Commissioner Walker made a motion that Commissioner Barka be authorized to sign the applications for the Nursing Home on behalf of Commissioner Battles. Commissioner Barka seconded the motion and all voted in favor.

REPORT FROM THE HOUSE OF CORRECTIONS - Superintendent Gene Charron

Mr. Charron reported on the statistics of the House of Correction:

- 192 Inmates
- 98 Pretrial
- 94 Sentenced

- 1 Federal prisoner
- 9 State
- 20 Out on Work Release

The population is 173 in the building. In January there was a daily average of 247.

Mr. Charron requested that the Board of Commissioners consider his recommendation to privatize the commissary.

Commissioner Walker made a motion that the Board authorize the commissary at the House of Corrections to be privatized and that the Board enter into negotiations with vendors that have submitted proposals. Commissioner Barka seconded the motion and all voted in favor.

Mr. Charron stated that various medical companies are calling regarding the status of the privatization. Commissioner Walker stated that a meeting should be arranged with the two companies that submitted a more favorable proposal and go with them to see if we can received a better offer than what we have. Commissioner Walker suggested that this be done this week. Mr. Charron asked what day the Commissioners would be available. Commissioner Walker stated that if the entire Board is unavailable, would it be ok for her to sit down with Mr. Charron and review the contract on behalf of the Board. Commissioner Barka indicated that this would be ok. Commissioner Walker indicated that the contracts for the commissary should be reviewed also.

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REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette reported that the Nursing Home has an opening in housekeeping and is requesting that the hiring freeze be waived as the person who vacated the position went out on sick leave and has now indicated that they will not be returning to work.

Commissioner Walker made a motion to waive the hiring freeze for the position in the housekeeping department and allow Mr. Sturtevant and Mr. Morrisette to post the position. Commissioner Barka seconded the motion and all voted in favor.

Mr. Morrisette stated that the Delegation has asked that the position of Administrative Assistant be posted as a 20 hour a week position. Commissioner Walker stated that this position was written as a 40 hour week position. Commissioner Walker asked if the wording needed to be changed by the Personnel Commission. Mr. Morrisette stated that the job is basically the same, just the hours are changed and the person will be working for the Delegation only. Mr. Morrisette stated that the position will have no benefits.

Commissioner made a motion to waive the hiring freeze and allow the Delegation to post the position as a 20 hour per week, part-time position. Commissioner Barka seconded the motion and all voted in favor.

Mr. Morrisette stated that he had a request from an individual who thought they had dental coverage. When the group reopening took place in January, the individual submitted the paperwork requesting that they be enrolled in the 2 person dental plan but an application was never completed for dental coverage. The individual works less than 40 hours; the individual works 34 hours. The individual is asking to be grandfathered under the previous rules where dental is paid for by the County and not by the employee. Mr. Morrisette stated that the Board needs to be willing to pay the premiums since January. Mr. Morrisette stated that the cost would be approximately \$20.00 per month since January.

Commissioner Walker made a motion to allow the individual who was eligible for coverage in January under our dental coverage to be allowed to have coverage due to an administrative error. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker asked Mr. Morrisette if a hearing date had been scheduled for a hearing on the grievance. Mr. Morrisette stated that a date has not be set. Mr. Morrisette stated that the hearing date will be after the 1st of June.

Commissioner Walker gave a report regarding the meeting this morning with the Long Range Planning Committee, the Commissioners and members of the

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Delegation regarding the alternatives for the Courthouse. After the analization was completed, the Long Range Planning Committee did a straw vote recommending to the Commissioners that the Deeds and County Attorney should be moved to the new building and get rid of the property. The Commissioners will be advised of the other Delegation Committee members as to how they vote. After that the Commissioners need to decide what to do in the best interest of the County. Once a decision has been made, the Commissioners will then proceed to get a contract with a commercial realtor and dispose of the property in accordance with the RSA which will give the greatest amount of revenue back to the taxpayers. Commissioner Walker stated one of the Representatives made mention that the proceeds from the sale of the building should go into a special fund where the interest would pay the lease payment to the State for renting the new building each year.

Commissioner Walker indicated that it would be beneficial to have all three Commissioners present when making any type of major decision.

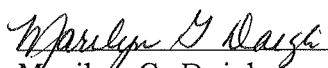
Commissioner Walker indicated that the Commissioners received a letter that Seabrook did appeal the ruling. There was a brief discussion regarding the use of this money that is being held in an interest bearing account.

Commissioner Walker talked briefly regarding the incentive monies that are being held in the Commissioners' Office.

Commissioner Barka asked if there was any other business before adjournment.

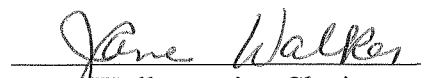
There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka moved to adjourn at 1:41 PM. Commissioner Walker seconded the motion and all voted in the affirmative.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners
/mgd

msd

Date 7-10-95

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 30, 1995**

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 in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mrs. Cathy Stacey; Register of Deeds, Michael Alden; Undersheriff of Rockingham County, Robert Gainor; Assistant County Attorney, Mr. Gene Charron; Superintendent of the Department of Corrections and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were: Representative David Welch and Joyce Helton, Temporary Administrative Assistant for the Delegation

Chairman Barka called the meeting to order at 1:08 PM.

Commissioner Barka stated that there were bids to be opened for gas vapor recovery work:

Millpond Maintenance
T.L. Roy, Inc.

Commissioner Walker made a motion that Mr. Woodside shop the bids and present his recommendation to the Commissioners at the next meeting. Commissioner Battles seconded the motion and all voted in favor.

There were bids to be opened for refractory work :

Eastern Refractory Company
Maine Refractory
C.D. Boiler Works, Inc.

Commissioner Walker made a motion that Mr. Woodside shop the bids and present his recommendation to the Commissioners at the next meeting. Commissioner Battles seconded the motion and all voted in favor.

Commissioner made a motion under Section 5-18 - Personnel Policies that the Board grant the request for the \$10,000 retirement buyout of Robert Donovan.

Commissioner Barka stated that an amendment should be added to include that the Sheriff's Department does not replace Mr. Donovan in the year 1995.

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Mr. Alden of the Sheriff's Department stated that the Sheriff has requested that the Sheriff's Department not be held to the amendment as there is a definite need to have another body in that position.

Mr. Alden stated that the Sheriff's Department wants the opportunity to be able to replace and train the individual as soon as possible.

Commissioner Walker seconded the amendment. Commissioner Battles was opposed to the amendment as there is no need because of the present hiring freeze. The motion carries.

Commissioner Walker made a motion to accept main motion. Commissioner Barka seconded the motion. Commissioner Battles abstained. The motion carries.

Commissioner Walker made a motion that the early retirement request be put on the Agenda at the Executive Committee session to be held on May 31, 1995. Commissioner Barka seconded the motion. All voted in the affirmative.

Commissioner Walker moved that the Board of Commissioners vote to move the Deeds and the County Attorney to the new Courthouse and to begin the necessary steps to sell the old Courthouse. Commissioner Battles seconded the motion and all voted in the affirmative.

Commissioner Walker stated that she was not waffling. Her position has not changed. Commissioner Walker stated that it is best to go with the majority.

There was some discussion regarding the hiring of professional movers for the equipment and moving dates.

Commissioner Battles stated that the Registry still wants the move date option kept open. The Registry wants to be able to move at its discretion.

Commissioner Barka suggested that professional movers be used.

Representative Welch stated that the Delegation needs a rough idea as what the cost to move the equipment might be.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron presented the Commissioners with an update of the population.

Commissioner Walker stated that the Commissioners have approved 3 different policies and procedures: Postage by Phone, County Charge Accounts and Bidding Process. Each department and elected official will receive copies of these new policies and procedures.

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There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 1:33 PM. Commissioner Battles seconded the motion and all voted in the affirmative.

Respectfully submitted,

Marilyn G. Daigle

Marilyn G. Daigle
Administrative Assistant to
the Rockingham County Commissioners

Approved by,

Thomas Battles

Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

MSA
Date 10-23-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 5, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Wayne Vetter; High Sheriff of Rockingham County, and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 1:10 PM.

Commissioner Walker made a motion that Commissioner Barka be authorized to sign the Environmental Services Contract for the Conservation Department on behalf of the Board. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker stated that there was a request from the Sheriff's Department to waiving the hiring freeze for a patrolman and supervisor at the airport and a request from the Nursing Home to waive the hiring freeze for two positions at the Nursing Home, Laundry Aide and Cook 1. Commissioner Battles made a motion for discussion of the waiving of the hiring freeze. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker asked Mr. Sturtevant if the laundry opening was within the number of people that have been budgeted. Mr. Sturtevant stated that was correct. The salary would be \$6.58/hr. at Step 1. Commissioner Walker asked Mr. Sturtevant if the Cook 1 was a vacancy also. Mr. Sturtevant replied that was correct.

There was brief discussion regarding the positions at the airport. Commissioner Walker asked if these positions were within the budget. Sheriff Vetter stated that he has received notice of resignations. Sheriff Vetter further stated that it was important to get the replacement in place to avoid overtime.

There was discussion of eliminating the hiring freeze. Commissioner Walker stated that this issue would be taken up at a regularly scheduled meeting of the Commissioners.

Commissioner Battles seconded the main motion to waive the hiring freeze for the posting of the two Nursing Home positions, Laundry Aide and Cook 1 and

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the two positions for the Sheriff's Department at the airport, patrolman and supervisor. All voted in the affirmative.

REPORT OF THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside reported the bid for the Refractory Work on boiler #2 had been shopped and that four were sent out and three responded. The low bidder was Maine Refractory with a bid of \$4,695.00

Commissioner Walker made a motion to award the bid for Refractory Work on boiler #2 to the lowest bidder, Maine Refractory, in the amount of \$4,695.00. Commissioner Battles seconded the motion and all voted in favor.

Mr. Woodside reported the bid for Gas Vapor Recovery had been shopped. Three bids were sent out and two responded. Mill Pond submitted a bid of \$6,960 and T.L. Roy submitted a bid of \$11,805.

Commissioner Walker made a motion to award the gas vapor recovery bid to the lowest bidder, Mill Pond, provisionally. The letter of agreement is to be held pending the receipt of the plan. Commissioner Battles seconded and all voted in favor.

Mr. Woodside reported on the air conditioning bid. 11 people reviewed the site. Out of those 11 people, one bid came, Northeast. There was further discussion of the bid.

Commissioner Walker made the motion for Mr. Woodside to shop the air conditioning bid. Commissioner Battles seconded the bid and all voted in favor.

REPORT OF THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported that he had bids to be opened for beef from:

Associated Grocers

There was discussion of the beef bid.

Commissioner Walker made motion to award the beef bid to Associated Grocers in the amount of \$.93 per pound. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Barka stated that on June 2, Russian police officials visited the complex. All three Commissioners were in attendance. One of the Commissioners ate with the visitors. Commissioner Barka stated he would be paying for this luncheon.

mjd
Date 10-23-95

OTHER BUSINESS - Mr. Sturtevant asked permission from the Board that the equipment with the exception of computers, the computer purchased last year is to be used for voice mail, from the closed pharmacy be declared as surplus equipment and offer them to other County Departments, personnel and vendors if they wish to acquire this equipment. The equipment consists of:

- 10 medication carts
- spare cassettes
- workstation
- 2 scales
- variety of beakers and measuring devices

There was further discussion of the use of these items in various departments, like the jail.

Commissioner Battles made motion that the items from the closed pharmacy, with the exception of the computers, become surplus and offer these items to County departments first then offer to personnel and vendors. Commissioner Barka seconded the motion and all voted in favor

Commissioner Walker stated that when the pharmacy was closed the people that are taking over were to purchase the medications from the pharmacy, she asked what was the purchase price of those medications. Mr. Sturtevant stated he though the amount was approximately \$14,000.

Mr. Sturtevant stated that he had two more positions that need to be posted in the housekeeping department. Mr. Sturtevant stated that 1, 32 hour a week position and 1, 40 hour a week position had been filled by in-house people and which left 2 part time positions that needed to be filled. Mr. Sturtevant requested that he be allowed to fill a 24 hour per week position and a 16 hour a week position. These are budgeted positions. Mr. Sturtevant also stated that he had part time (20 hours per week) ward aid positions (4) that need to be filled. These positions are budgeted positions also.

Commissioner Battles made motion that Mr. Sturtevant be allowed to post the vacant positions. Commissioner Walker seconded and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Battles made the motion to go into Non-Public Session under RSV Chapter 91A:3 IC on a roll call vote. Commissioner Walker seconded and all voted in the affirmative on a roll call voted at 1:39 PM.

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Date 10-23-95

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
JUNE 5, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSV Chapter 91 A;3 II, c on a roll call vote at 1:39 PM. Those present in the first session were Commissioners Barka, Walker and Battles, High Sheriff Wayne Vetter and Mrs. Marilyn Daigle, Administrative Assistant to the Rockingham County Commissioners

There was a brief discussion regarding a personnel matter and how this matter should be presented to the Delegation in the manner that would create the least amount of dissension.

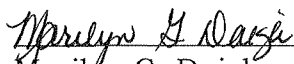
Those present at the second session were Commissioners Barka, Walker and Battles and Mrs. Marilyn Daigle, Administrative Assistant to the Rockingham Commissioners.

There was discussion of a personnel matter wherein a County employee used County credit to make a purchase and did not reimburse the County.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSV Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 2:33 PM. Commissioner Battles seconded and all voted in favor on a Roll Call vote.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 2:34 PM. Commissioner Battles seconded the motion and all voted in favor.

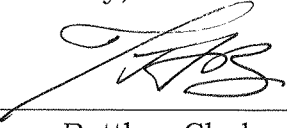
Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to
the Rockingham County Commissioners

msd
Date 10-23-95

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners
/mg

mgd
Date 10-23-95

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 12, 1995**

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 in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mrs. Jude Gates; Administrative Assistant to the Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mr. Gene Charron; Superintendent of the Department of Corrections, Mrs. Cathy Stacey; Register of Deeds, Michael Alden; Undersheriff, Mr. Roy Morrisette; Director of Personnel and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Representatives David Welch and Kenneth Wiler.

Chairman Barka called the meeting to order at 1:08 PM.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Michael Alden

Mr. Alden reported that the Sheriff's Department had a power outage on Saturday for 12 minutes.

Mr. Alden also reported that Sheriff Vetter was in San Antonio, TX and would return next week.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mrs. Jude Gates

Mrs. Gates reported that Mr. Woodside was out today because his mother-in-law was very ill. Mrs. Gates reported on the air conditioning for the rooms in Fernald and Underhill. The wiring would cost \$15,000 to \$20,000 for 32 window units. Commissioner Battles stated that there was the issue of the residents health as well as the employees health. Mr. Sturtevant stated that it was the Board's final decision. There was additional discussion regarding the loss of money for the 32 units. Mrs. Gates stated that there would be an additional wait of 6 to 8 weeks to complete the wiring.

The bid for air conditioning had been shopped and Commissioner Walker moved to reject the bid. Commissioner Battles seconded the motion and all voted in favor. Commissioner Walker stated that the Commissioners need to send a letter to the company rejecting the bid.

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Date 10.23.95

Commissioner Barka recommended sending out the bid again. Commissioner Walker recommending sending the bid with a beginning date of March 1. There was additional discussion regarding the warranty on units. Mrs. Gates stated the warranty does not begin until the units are installed. She stated that the units are still in crates.

The Commissioners will meet with Mr. Woodside to discuss the air conditioning installation.

Representative Welch questioned the air conditioning in the day room. Commissioner Battles stated that area needs one large unit.

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

Mr. Sturtevant reported the census of the Nursing Home to be 299 with one death. There are 22 applications for admission to the Nursing Home. There are 85 clients involved in the Adult Day Care Program.

Mr. Sturtevant stated that Wednesday is Flag Day. The Nursing Home Staff will be dressing up in red, white and blue.

Mr. Sturtevant asked the Board for approval to participate in the Fourth of July activities with the town of Brentwood.

Commissioner Walker made a motion that the County participate and cooperate in the Fourth of July activities with the Town of Brentwood in the same manner that has done in the past. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant stated that owners of Memories Ice Cream have a relative at the Nursing Home. Mr. Sturtevant also stated that the month of June has been declared as National Ice Cream month. Mr. Sturtevant further stated that Memories Ice Cream will be providing ice cream to the residents. Memories will be providing its own staff to deliver ice cream to the residents.

There was discussion regarding putting Memories on the bid list for ice cream.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron reported that the population at the House of Corrections is 193. There are 178 in the building, 16 at Women's State Prison, 1 Federal, 12 State and 20 are work release.

Mr. Charron wanted to remind the Commissioners of the Commissary contract. Mr. Charron recommended that the Commissioners award the contract to Keefe

Date 10-23-95

Supply. Commissioner Walker made a motion to award the contract for the privatization of the commissary to Keefe Supply. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker made a motion to send a letter of intent to EMSA for the privatization of health services at the House of Corrections and work toward writing a contract and asking the County Attorney to review the contract within the next few days. Commissioner Battles seconded the motion for discussion.

Commissioner Battles stated that at this time, the Commissioners and anyone who is asked, should refrain from stating the amount of savings until the contract is signed.

Commissioner Walker stated that the RFP states the figure that is being saved. There was further discussion regarding the figure saved.

All voted in favor of the main motion.

Mr. Charron stated that if all goes well, EMSA will be on line next Monday.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey reported that she had a request for an invitation to bid for a copier. This item is in the budget. Mrs. Stacey stated that she had additional people to be added to the bid list.

Commissioner Walker stated that an invitation to bid has been done for the House of Corrections and we are still waiting to hear from the County Attorney regarding his needs for a copier.

Commissioner Battles asked Mrs. Stacey about the surcharge account that the Registry of Deeds has. The account is funded by a \$1.00 surcharge on each document that is recorded at the Registry. This money can be used for the purchase of the copier as the monies have already been budgeted for the purchase of the copier. There was additional discussion regarding the use of the surcharge fund and the use of line item monies.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette reported that he had an item for Non-Public session.

Commissioner Walker stated there were bids to be opened for the RFP for the Personnel Department. Two bids were received:

Gary W. Wulf
Deane Consulting Group - Nancy Deane

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Date 10-23-95

Commissioner made a motion that the Commissioners shop the RFP for the Personnel Department. Commissioner Battles seconded and all voted in favor.

Commissioner Walker made a motion to send out an RFP to commercial realtors for the disposition of the Courthouse in Exeter. Commissioner Walker stated that this was the first step in the process of disposing of the Courthouse. The plan is being developed accordingly. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker made a motion regarding a written request from Faith Eldredge to indemnify Carlton Eldredge in the St. Louis matter. Commissioner Battles seconded the motion and all voted in favor.

OTHER BUSINESS - Commissioner Walker stated the Commissioners are getting requests from various towns for the loaning of the paintings that are hanging at the Courthouse. Commissioner Walker made a motion that when the County Attorney's office and the Registry of Deeds moves to the new Courthouse, all the paintings that are hung at the old building will then be appropriately placed in departments throughout Rockingham County. Commissioner Barka seconded the motion. Commissioner Battles asked that the motion be amended to allow for loaning of portraits to towns who would like to use them for special occasions. Commissioner Barka stated that there needs to be restrictions if the paintings are loaned out. Commissioner Walker stated an injury to the a painting could cause great harm. Commissioner Battles stated that by having the paintings on County property it doesn't allow the general public a chance to view them. Commissioner Barka stated that for failure of a second, the amendment dies. There was additional discussion from Mr. Welch regarding the paintings at the State House and that Mr. Roland Sallada handled the preservation of the painting at the State House and he could possibly get the name of that person. Mr. Wyler stated he would get the name of the person who did the preservation of the paintings at the State House for the Commissioners. There was additional discussion regarding the appraiser who did the appraisals of the paintings.

Commissioner Battles stated no towns will be allowed to borrow paintings for special occasions. Mr. Welch stated it is the Commissioners who are in charge of the care and preservation of the paintings. There was discussion regarding sending out an RFP for the preservation of the paintings.

Commissioner Barka seconded the main motion. Commissioner Battles opposed the main motion. The main motion carries.

There was additional discussion regarding the Courthouse parking lot and making sure that there is clear title to the property prior to selling the Courthouse.

Date msc
10-23-95

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 91 A:3 II, c on a roll call vote. Commissioner Battles seconded and all voted in the affirmative on a roll call vote at 2:02 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
June 12, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 1:38 PM. Those present in the first session were Commissioners Barka, Walker and Battles, Mr. Roy Morrisette; Personnel Director and Mrs. Marilyn Daigle, Administrative Assistant to the Commissioners

There was discussion regarding a the resignation of a probationary employee requesting vacation and sick time pay. The Commissioners stated that the decision should come from the Personnel Commission

There was discussion regarding harassment.

There was discussion regarding buyback and having the County Attorney review the law. Mr. Morrisette will have the County Attorney handle this matter.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 2:22 PM. Commissioner Battles seconded and all voted in the affirmative on a Roll Call vote.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 2:23 PM. The motion was seconded by Commissioner Battles and all voted in favor.

mgd
Date 10-23-95

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

TAB
Thomas Battles, Clerk
Rockingham County Commissioners

mgd

mgd
Date 10-23-95

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 19, 1995**

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 in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles and Mrs. Marilyn Daigle; Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 9:44 AM.

The purpose of the meeting was to appoint a Deputy Treasurer.

Commissioner Walker made a motion to discuss the Treasurer's recommendation that Timothy Dempsey be appointed Deputy Treasurer. Commissioner Battles seconded the motion for discussion. Commissioner Battles asked that by having a Deputy Treasurer appointed, will this mean there will be a body around more often. He stated one day a week is not enough. Commissioner Walker stated that the Deputy Treasurer can sign checks. Commissioner Walker stated that until the agreement is signed, we don't have anybody available more than one day a week. Commissioner Walker stated until the contract has been signed, Mr. Dempsey will be paid \$15.00 which is the fee for any time he comes over to the office to sign something. Commissioner Battles asked if Mr. Dempsey would be available to come to the office on a moment's notice. There was discussion regarding the hours of the Deputy Treasurer and his availability. Mr. Orr needs to be contacted regarding Mr. Dempsey's appointment and how the Treasurer will be spending the allotted \$3,000. There was extensive discussion regarding the contract for the Deputy Treasurer.

Commissioner Walker made a motion that the cost of the Deputy Treasurer will not exceed \$15 per day and not to exceed the budget line item of \$3,000. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker stated that the contract for the Deputy Treasurer is in the hands of the County Attorney for review. This contract will not be acted upon until the recommendation of the County Attorney has been received and reviewed by the Commissioners.

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Date 10-23-95

Commissioner Walker stated that the Commissioners have waived the bid for the purchase of 48 oscillating fans to be installed in the corridors of Fernald and Underhill buildings.

Commissioner Walker stated that the Commissioners have signed the bid waivers for 12 window air conditioning units for specified areas in Fernald and Underhill buildings with a cost of \$4,069.00.

Commissioner Walker stated that the Cote case will be going to trial this week. Jury selection is the 20th with the trial following. Mark Gardner is the lawyer for the County. He will be meeting with Commissioner Walker on Monday to begin preparation for the trial. Commissioner Walker will be going to Court to represent the County. Commissioner Walker asked for an official vote from the Board to represent the County. Commissioner Battles so moved.

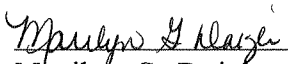
Commissioner Barka seconded and all voted in favor that Commissioner Walker be allowed to represent the County.

Commissioner Walker stated that the appointments are being made with the two who responded to the RFP for the Personnel Department. Commissioner Battles will contact the University system to see what services they provide. After the Commissioners have met with the two individuals, a decision will be made as to whom was selected. Commissioner Battles stated that time was of the essence. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker stated that all the Minutes have been reviewed and corrections have been made. Commissioner Battles and Barka need to review them and make corrections, if necessary.

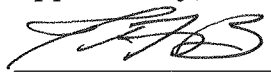
There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 10:13 AM. The motion was seconded by Commissioner Battles and all voted in favor.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners

/mgd

Date 10-23-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 26, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Barka and Battles, Mr. Ernest Woodside; Director of Maintenance, Mrs. Nancy Lang; Assistant Administrator of the Rockingham County Nursing Home, Mrs. Cathy Stacey; Register of Deeds, Mr. Al Wright; Lt. House of Corrections, Mr. Wayne Vetter, High Sheriff, Mr. Roy Morrisette; Director of Personnel, Mrs. Diane Gill, Department of Human Services, Mrs. Theresa Young; Fiscal Officer and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mr. Marc Fortier of Foster's and Mr. Ralph Sussman; David Edwin Co.

Chairman Barka called the meeting to order at 1:10 PM.

Commissioner Barka stated there were bids to be opened for voice mail:

Anthony Volardo - NE Communications-Low Voltage
Metropolitan Telephone Co.
ICS Communications
David Edwin
Alternative Communications Service

Commissioner Battles moved that Ms. Young and Mr. Woodside shop the bids. Commissioner Barka seconded and all voted in favor.

REPORT FROM HUMAN SERVICES - Diane Gill

Ms. Gill gave the Commissioners a copy a thank you letter she sent out to some people who had made phone calls to Senators and Representatives regarding the incentive funds.

There was additional discussion regarding the additional incentive monies that have been awarded.

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

Commissioner Barka asked Sheriff Vetter if he had any outstanding warrants. There was extensive discussion regarding a warrant that is being held by the Fiscal Office. Ms. Young stated that this particular warrant needs to go out to bid or a bid waiver. Commissioner Battles stated that there are 3 separate vendors, 3 separate jobs. Why is there a need for a bid waiver. Ms. Young stated that because the total amount was \$1,000 or more. Commissioner Battles stated that if it was splitting up the same project he could understand but this is 3 separate projects. Sheriff Vetter stated that he is going to file a petition with Rockingham County Superior Court and he is going to get a declaratory judgment regarding the language of the statute regarding items \$1,000 or more must go out bid. Once he receives that judgment, we will have to live with the outcome. There was additional discussion regarding this issue.

Commissioner Battles stated that items will be going out to bid to vendors. He further stated that it was his understanding that even if it is the same project, and is over \$1,000 it must go out to bid. Commissioner Barka suggested sending over 3 different warrants. Sheriff Vetter stated that the items listed on the warrant were not included in the IBEX bid because some of these items were ordered prior to the bid going out and other items were ordered after the IBEX bid was awarded.

Sheriff Vetter stated that he had an issue regarding an employee on Worker's Comp not receiving a paycheck. Sheriff Vetter stated that the County needs a method of how employees are paid in a timely fashion. There was extensive discussion on the way the County does handle Workers Comp issues. Mrs. Lang stated that if the procedures are followed and the claim is legitimate, there is no reason why the claim should be held up. Mr. Morrisette stated that the problem is that the claim was not reported in a timely fashion. Therefore the claim was filed late. Mr. Morrisette stated that Ms. Ashcroft has been contacted.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Al Wright

Mr. Wright reported that the population at the House of Corrections is 211. There are 193 males and 18 females. There are 16 at Women's State Prison, 2 males at the State Prison and 3 in the State Hospital.

Mr. Wright reported that Mr. Charron is on vacation.

REPORT FROM THE DEPARTMENT OF MAINTENANCE - Mr. Ernest Woodside

Mr. Woodside reported that the Fernald replacement window job begins 6-27. The vapor recovery system for the gas tank - Stage 1 - is complete. We have

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sold approximately 1,200 bales of erosion control hay and we have approximately 2,000 bales of horse hay in the barn.

Mr. Woodside stated that under general government (equipment line) one Commissioner is needed to sign for a pH meter that is needed for the water treatment plant for testing the water. Both Commissioner Battles and Commissioner Barka agree with this. Both Commissioners signed the request.

REPORT FROM THE ROCKINGHAM COUNTY NURSING HOME - Mrs. Nancy Lang

Mrs. Lang reported that there was a beef bid to be opened:

Poultry Products
Associated Grocers

Commissioner Battles moved that Mr. Sturtevant shop the bids and award to the lowest bidder. Commissioner Barka seconded the motion and all voted in favor.

Mrs. Lang reported the census of the Nursing Home to be 300. There are 20 applications for admission to the Nursing Home. There are 82 clients involved in the Adult Day Care Program.

Mrs. Lang stated that the 4th of July celebration will be held out back. Mr. Burns from the Town of Brentwood stopped by and the Nursing Home gave him a check from EFFORTS to help with the fireworks. Mrs. Lang also stated that if anyone has a free night and would like to help, the more, the merrier.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey asked the Commissioners what the status of the copier bid was. There was additional discussion regarding what departments had requested copiers to be sent out to bid. Commissioner Battles stated that it is the intent of the Commissioners to get as much out to bid to get a better buy. There additional discussion regarding the bid process. Sheriff Vetter stated that RSA 28-8 A says that it shall go out to bid, if over \$1,000. It doesn't say that the Commissioners have to do the bid. Why can't the Department Heads put it out to bid and can prove they have done it. There is a letter dated January 27, 1992 from legal counsel (Stephen G. Hermans) that RSA 28:6 specifically authorizes the County Commissioners to "purchase personal property for the use of the county and its officers". The letter further states that although the statutes referred to above seem to reserve to the County Commissioner sole authority to purchase and sell County property, other statutes imply that elected officials are authorized to enter into transactions for the County. Additionally, the letter states ...which prohibits elected or appointed County

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Date 10-23-95

officers from paying, agreeing to pay, or incurring liabilities "for which the county convention has made no appropriation". Commissioner Battles stated this is a dead issue, the Commissioners are going to send out the bids. Commissioner Battles suggested putting this issue on the Agenda for next meeting to write policy to address how the Commissioners would universally go about developing bid waivers. Ms. Young stated that there was a quality assurance team developed for the purpose of addressing issues with policies. Mrs. Stacey reported that she had a copy of a letter that she is sending to Treasurer Orr with regard to the Registry bank account. Commissioner Battles asked Mrs. Stacey to give a synopsis of what happened. Ms. Stacey reported that she was informed by the Treasurer last Wednesday afternoon that he had gone to the Bank and filed new signature cards on her account omitting her and her deputy. There was extensive discussion as to how the Treasurer handled this matter as well as no discussion with the Commissioners regarding these actions. Mrs. Stacey stated that she wanted to keep the Commissioners abreast of the problem.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette reported that he had an item for Non-Public session.

REPORT FROM THE FISCAL OFFICE - Mrs. Theresa Young

Commissioner Battles asked Mrs. Young for a status regarding the auditor's report. Mrs. Young stated that we have received a draft copy.

Mrs. Young stated that the warrants are written on at the request of the Commissioners regarding personnel reimbursements, is this still true. Commissioner Battles responded yes.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Battles made the motion to go to Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 1:54 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
June 26, 1995**

mgd
Date 10-23-95

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 1:38 PM. Those present in the first session were Commissioners Barka and Battles, Mr. Roy Morrisette; Personnel Director, Mrs. Diane Gill; Director of Human Services and Mrs. Marilyn Daigle, Administrative Assistant to the Commissioners

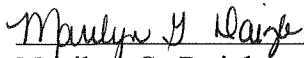
There was discussion regarding employees buy back of retirement based on Retirement System Decision.

There was additional discussion regarding a personnel issue. No decision was made by the Board.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Battles moved to go back to Public Session at 2:06 PM. Commissioner Barka seconded and all voted in the affirmative on a Roll Call vote.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles moved to adjourn at 2:07 PM. The motion was seconded by Commissioner Barka and all voted in favor.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners

mgd

msd
Date 10-23-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
July 10, 1995

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 in Brentwood, NH. The following were in attendance: Commissioners Walker, Barka and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, Mrs. Cathy Stacey; Register of Deeds, Mr. Mr. Gene Charron; Superintendent of the House of Corrections, Mr. Roy Morrisette; Director of Personnel, Mrs. Diane Gill, Department of Human Services, Ms. Robyn Wojuski; Cooperative Extension and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present was Mr. Marc Fortier of Foster's .

Chairman Barka called the meeting to order at 1:10 PM.

REPORT FROM HUMAN SERVICES - Ms. Diane Gill

Ms. Gill stated that she would like to meet with the Commissioners briefly on Thursday. She will check with the Administrative Assistant to schedule a meeting. Ms. Gill also requested a meeting with the Commissioners in August for grant review.

REPORT FROM COOPERATIVE EXTENSION - Ms. Robyn Wojutski

Ms. Wojutski stated she had nothing to report.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside reported that he been out for a week and didn't have much to report. Mr. Woodside reported that as of today, there is 5,000 bales of hay in the barn. 1,800 bales have been sold. Mr. Woodside stated that the price of the horse hay is \$2.50 per bale. Mr. Woodside stated that not all of the bales that have been sold are horse hay, some of it is erosion hay.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported that the census this afternoon is 299 with one person in the hospital. There are 23 applications for admission. Mr. Sturtevant reported that more male applicants are needed.

mgd
Date 10-23-95

Mr. Sturtevant reported that Memories Ice Cream will be here on Wednesday to provide ice cream to all the residents at 1:30 PM in the atrium.

Mr. Sturtevant reported that the 4th of July EFFORTS celebration was a success. 3,000 plus people attended. \$3,300 was grossed by EFFORTS. Mr. Sturtevant thanked Mr. Morrisette who dressed as a clown. Everything was sold. A lot of the employees participated to help make this a success.

Mr. Sturtevant reported that there were bids to be opened for frozen foods:

Halli-Smith Sysco
Jordans
JP Food Service
North Center Food Service
Shaheen Brothers
Associated Grocers

Commissioner Walker moved that Mr. Sturtevant shop the bids and that the bid be awarded to the lowest bidder or in the best interest of the County. Commissioner Barka seconded the motion and all voted in favor. Mr. Sturtevant will notify the Board who was awarded the bid at the next Commissioners meeting.

Mr. Sturtevant had bids to be opened for beef:

Associate Grocers
Poultry Products

Commissioner Walker moved that Mr. Sturtevant shop the bid and the bid be awarded to the lowest bidder or in the best interest of the County and to notify the Board at the next Commissioners meeting. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant had bids to be opened for paper for the Nursing Home and Jail

Interboro Packaging
Banner Systems
Portsmouth Paper
Total Med Corp.
Central Paper

Commissioner Walker made motion that Mr. Sturtevant and Mr. Charron shop the bid and award to the lowest bidder or in the best interest of the County and notify the Board at the next Commissioners meeting. Commissioner Barka seconded the motion and all voted in favor.

msp
Date 10/23/95

Mr. Sturtevant reported that the Nursing Home is having difficulty retaining CNA. Exeter Hospital and Exeter Health Care offer a lower health insurance cost. Mr. Sturtevant urged the Commissioners to contact Blue Cross/Blue Shield and Matthew Thornton to discuss insurance costs and possibly freezing costs as they have done for State employees.

Mr. Sturtevant reported that he has received a letter from Doug Bovin regarding the Task Force on Aging. Mr. Sturtevant has been appointed to be on this Task Force.

Mr. Sturtevant stated that the Nursing Home has a request for a waiver of residency requirement for admission into the Nursing Home. A letter came from the daughter who is a resident of Rockingham County. The daughter has power of attorney of her mother who is 50 years with a debilitating disease. The daughter is also the guardian of her two younger sisters. The daughter comes from District 2. She is aware that there are 23 other people on the waiting list. Commissioner Walker moved to waive the residency requirement. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant stated that he will be away on the 24th as will Commissioner Walker and Commissioner Battle. Commissioner Walker moved that the Board authorize Commissioner Barka to open bids only in a public meeting on July 24. Another date will be scheduled for the regular Commissioners meeting if necessary. Commissioner Barka second the motion and all voted in favor.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron reported that the population at the House of Corrections is 217. There are 94 pre-trial and 99 sentenced. There is 1 Federal, 11 State and 17 work release.

Mr. Charron reported that the State prison is looking for work placement of some of their inmates who are on the down side of their sentence. Mr. Charron stated that some type of a deal is being looked at in regard to accepting some of their work release prisoners. This could generate a revenue for the County. There was extensive discussion regarding this issue. Commissioner Barka stated that this issue needs to be discussed with Commissioner Battles. Commissioner Walker stated there is no harm looking into the possibility. Commissioner Walker stated she wanted it to be a money maker. She doesn't want to hire additional people.

Mr. Charron reported that there will be a Family Day on Sunday at the Fire School.

mgd
Date 10-23-98

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey had nothing to report.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette reported that he had two items for Non-Public session.

Commissioner Walker made a motion that the Minutes of April 20, 24, May 8, 15, 22 and 30, 1995 be approved. Commissioner Battles seconded the motion and all voted in favor.

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 91 A:3 II, c on a roll call vote. Commissioner Battles seconded and all voted in the affirmative on a roll call vote at 1:41 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
July 10, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 1:38 PM. Those present in the first session were Commissioners Barka, Walker and Battles, Mr. Roy Morrisette; Personnel Director, and Mrs. Marilyn Daigle, Administrative Assistant to the Commissioners

There was discussion regarding two personnel issues. No decision was made by the Board.

Mr. Morrisette requested that he be excused from the Executive Committee on July 28 as he has been asked to be a judge at the Stratham Fair. Commissioner Walker stated it would be wise for him to be present at this meeting.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSV Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 1:50 PM.

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Commissioner Battles seconded and all voted in the affirmative on a Roll Call vote.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles moved to adjourn at 1:52 PM. The motion was seconded by Commissioner Battles and all voted in favor.

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

AB

Thomas Battles, Clerk
Rockingham County Commissioners

mgd

mya
Date 10-23-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
July 24, 1995

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 in Brentwood, NH. The following were in attendance: Commissioner Barka, Mr. Ernest Woodside; Director of Maintenance, Kathy Nakitas; Office Manager, County Attorney's Office, Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were representatives from Pitney Bowes.

Chairman Barka called the meeting to order at 1:05 PM.

The purpose of this meeting was for the opening of bids only.

Commissioner Barka reported that there were bids to be opened for the Nursing Home for beef:

Associated Grocers

Commissioner Barka reported that there were bids to be opened for the Human Services Department, County Attorney, Registry of Deeds and House of Corrections for copiers:

Conway Office Products
Locke Office Products
Seacoast Business Machines
American Data
Copy Tech
Granite State Office, Inc.
United Business Machines
Transco
Taft
Kemco, Inc.
Pitney Bowes

Commissioner Barka stated that for the record each bid will be copied and sent to the appropriate department for review. The department will receive a copy of the bid but where there is only one copy of the flyers, those will stay with the copy of the bids that are in the Commissioners office.

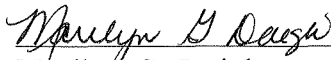
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Commissioner Barka gave Kathy Nakitas a copy of the bids to be reviewed by the County Attorney's office. She will make a copy of each bid for the Registry of Deeds.

Commissioner Barka stated that the beef and copier bids were to be shopped and the award to be announced at a later date.

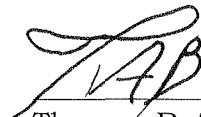
There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka closed the meeting at 1:43 PM.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners

mgd

Myel
Date 10-23-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
July 31, 1995

A special meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Director of Personnel, Louise Turner; Administrative Assistant, House of Corrections and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present was Ralph Zusman of David Edwin, Inc.

Chairman Barka called the meeting to order at 2:23 PM.

Commissioner Walker stated that the purpose of this meeting was for the awarding of the voice mail bid only.

Mr. Woodside stated that there were approximately 5 to 6 bidders for the voice mail system. Of the 5 to 6 bidders, 3 were evaluated by Mr. Woodside and Mrs. Theresa Young. The final conclusion was that the bid that went out had to be reevaluated because the system that is in place is a 1002 system not a 1004 system as was stated in the bid. The 3 lower bidders were evaluated on that fact and the lower bidder that came out with their revised proposal for the 1002 which Mr. Woodside and Mrs. Young are recommending to the Board for approval is David Edwin, Inc.

Mr. Woodside stated that the revised bid is for a Model 5, 4 port system for the 1002 Mitel that we have in existence for \$8,100 for the system, \$1,100 for the COV card and programming and \$75 for the DTMF dialer for a total cost not to exceed \$9,275 installed, wired, programming and training. Mr. Woodside also recommended to the Board that no payment be made for 30 days after the system is completely installed, all training, all wiring done and there are no bugs. If not completely bug free within 90 days of installation, David Edwin will remove system at no cost to the County.

Commissioner Walker stated that the system needs to be bug free for 30 continuous days after installation, wiring, programming and training.

Commissioner Barka asked what the warranty was on this equipment. Mr. Zusman stated there was a one year warranty.

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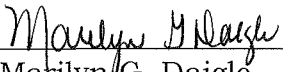
Commissioner Walker moved to award the voice mail bid to David Edwin, Inc. not to exceed \$9,275 for installation, wiring, programming and training with the final payment to be paid thirty days after we have a bug free system with a one year warranty. If system is not completely bug free within 90 days after installation, David Edwin will remove it without cost to the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Woodside asked Mr. Zusman when he would be able to start. Mr. Zusman asked what type of paperwork would come from this office. Commissioner Walker stated that a letter will be written announcing that David Edwin has been awarded the bid. In the letter the bid will be referred to and the bid becomes an attachment to the letter as the formal contract.

Mr. Zusman indicated that a systems design meeting needs to be arranged and there are preliminary things that need to be done as soon as possible.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka closed the meeting at 2:50 PM.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners

mgd

mgd
Date 10-23-95

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
August 14, 1995**

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Director of Personnel, Mr. Gene Charron, Superintendent, House of Corrections, Mrs. Cathy Stacey; Register of Deeds, Mr. William Sturtevant, Administrator, Nursing Home, Mrs. Diane Gill, Human Services and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present was Marc Fortier, Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:06 PM.

Commissioner Barka reported there were bids to be opened for automotive air conditioning units:

McMasters & Carr Supply Co.
Bailey Distributing Inc.

Commissioner Walker made a motion that Mr. Woodside shop the bids. Commissioner Barka seconded and all voted in favor.

Commissioner Barka reported there were bids to be opened for the Public Address System for the Nursing Home:

Williams Communication
P & H Alarm Systems

Commissioner Walker made a motion that Mr. Woodside shop the bids. Commissioner Barka seconded and all voted in favor.

Commissioner Barka reported that there were bids to be opened for washing machines for the Nursing Home:

Yankee Equipment
Nelson and Small

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Commissioner Walker made a motion that Mr. Sturtevant shop the bids.
Commissioner Battles seconded and all voted in favor.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill reported that grant reviews are scheduled for Thursday, August 17.

Mrs. Gill reported that there is a Human Services Administrators meeting in Concord scheduled for Tuesday, August 15, 1995.

Mrs. Gill reported that she will be on vacation August 22 through September 1.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside reported that the Fernald windows project is complete. The farm work has been completed by the Conservation Department. The voice mail system is to come on line on or around August 30.

Commissioner Battles stated that it was his understanding that the Maintenance Department is not lifting boxes for the Registry of Deeds personnel. Mr. Woodside stated that the employees were not to lift boxes for the State area. He will look into this matter further and instruct his personnel that they are to cooperate with the Registry of Deeds personnel.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported that the census this afternoon is 299 with one death over the weekend. There are 24 applications for admission. There will be a discharge on Wednesday. The resident will be going to Florida. There are 82 in the Adult Daycare.

Mr. Sturtevant reported there were bids to be opened for Chux:

Uni-Care Health Services
Daly Cardinal Health
TotalMed
Central Paper Products
Hallsmith-Sysco

Commissioner Walker made a motion that Mr. Sturtevant shop the bids.
Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant reported that there bids to be opened for provisions:

Jordan's
Donahue Brothers

North Center
SS Pierce/Kraft
Hallsmith/Sysco
Associated Grocers
Shaheen Brothers

Commissioner Walker made a motion that Mr. Sturtevant shop the bids and award to the lowest bidder or in the best interest of the County. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant reported that there were bids to be opened for pork:

Associated Grocers

Commissioner Walker made a motion that Mr. Sturtevant award the bid to the lowest bidder or in the best interest of the County. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant reported that there were bids to be opened for cereal:

Shaheen Brothers
Donohue Brothers
Hallsmith-Sysco
Associated Grocers
North Center

Commissioner Walker made a motion that Mr. Sturtevant shop the bids. Commissioner Barka seconded and all voted in favor.

Mr. Sturtevant reported there were bids to be opened for bread:

LaPage Bakery
Continental Baking
Bouyeau Fassetts, Inc.

Commissioner Walker made a motion that Mr. Sturtevant shop the bids. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant reported there were bids to be opened for gloves:

Yankee Equipment
Central Paper Co.
Carriage Hill Health
Atlantic Health Care Pro.
TotalMed
Daly Cardinal Health

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Alpine Pinnacle
Unicare

Commissioner Walker made a motion that Mr. Sturtevant shop the bids. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant stated that the annual ice cream smorgasbord will be held on Thursday. This is a fund raiser for EFFORTS. Thursday will also be dress down day. There is a \$2.00 cost for the badge. This is a fund raiser for the Children's Christmas party.

Mr. Sturtevant stated he had a request to fill a position in the laundry, Laundry Aid I. The employee has resigned effective 8/25. The hourly pay is \$6.58.

Commissioner Walker made a motion that the hiring freeze be waived and Mr. Sturtevant be allowed to post the position. Commissioner Battles seconded the motion all voted in favor.

Mr. Sturtevant stated for the record that three employees working on the 3-11 shift, who are LPNs, went back to school and received their Associate Degrees in Nursing and have passed the Board for Registered Nurses. They are Elizabeth Burrows, Beth Graham and Gary Grant. Mr. Sturtevant stated he has sent them a letter of congratulations and is sure that they would appreciate a letter from the Board as well.

Commissioner Battles made a motion that the Board send a letter of congratulations to these three individuals. Commissioner Walker seconded the motion and all voted in favor.

Mr. Sturtevant stated that he was going to ask the Board to waive the bid procedure for 3 beds, which is in the budget. He is not going to ask for that, instead, he needs to purchase a lift. There is research being done because a lift is needed that can handle up to 500 or 600 pounds as there are several residents who are bedridden and weigh over 300 pounds. At this point it is very unsafe to transport these residents using the traditional Hoyer lift.

Commissioner Walker made a motion that Mr. Sturtevant be allowed to use the money in the equipment fund for beds and wherever else in the equipment line that is needed to purchase a heavy duty electric lift up to 500 pounds. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant reported that there will be a computer program demonstration in the Dietary Department. This machine will be able to do menu planning, sorting the tray carts, etc.

Mr. Sturtevant stated he has an issue for non-public session.

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REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey reported she had a copy of a memo for the Commissioners with regard to the new building. The memo raises some issues that were raised by her processors and her processing department. She was not aware of the Long Range Planning Committee meeting. This was not posted at the Courthouse. These are some issues that should have probably been addressed and brought up then. These are potential problems, for example the ventilation, that have to be taken care of before the Registry can even think of moving into the new building.

Mrs. Stacey stated that she has not finalized anything on the copy machine bid. When she has made her determination, she will send them over to the Commissioners.

Mrs. Stacey reported that there will be a Registry of Deeds Association meeting this week. Mr. Stan Arnold from the Department of Revenue will be present to discuss the tax stamp situation and the payments, etc. Commissioner Barka has requested that Mrs. Stacey provide the Commissioners with a report or something that Mr. Arnold may hand out. Mrs. Stacey will keep the Commissioners informed as to the developments. Mrs. Stacey said she is willing to do whatever it takes for the County to continue receiving the 4% commission.

Commissioner Battles stated during the Long Range Planning Meeting there was discussion regarding the surcharge fee of \$1.00 per document. Mrs. Stacey stated that Rockingham County is only county that charges \$1.00 per document. The other counties charge \$2.00. Commissioner Battles asked Mrs. Stacey to formulate some kind of recommendation to increase the surcharge fee from \$1.00 to \$2.00 per document in order that the Commissioners may present this to the Delegation.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron reported that the population at the House of Corrections is 209. There are 187 in house, 1 Federal and 13 females.

Mr. Charron stated he received a phone call from the State of Colorado asking if we would take in an inmate for 30 days. The inmate lives in the area. The inmate is housed at the HOC for 30 days at a rate of \$55.00 per day. Mr. Charron stated that Colorado charges \$60.00 per day. He further stated that the municipality who prosecuted him pays the daily rate.

Commissioner Battles asked Mr. Charron to notify the Commissioners prior to EMSA sending inmates to hospitals outside of Rockingham County. Mr.

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Charron stated that this was not the case. EMSA is using hospitals within the County.

Commissioner Battles stated for the press' benefit that the County is saving about \$130,000 for an 18 month contract with EMSA for health services at the HOC. The Commissioners thanked Mr. Charron.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette reported that he had an issue for non-public session.

OTHER BUSINESS

Mr. Sturtevant asked for the status of the air conditioning project. Commissioner Walker stated this is to be put out to bid. Mr. Woodside will have the information ready for next Monday.

Commissioner Battles stated he received a letter from the Y regarding the empty daycare building. The Y would like to use this for an after school program. Commissioner Barka stated he is against it.

Commissioner Walker stated that there was a request from EFFORTS to sell books. Commissioner Barka voted no because he is not in favor of some the books. This request will be investigated further.

Commissioner Walker stated the Commissioners have an issue for non-public session.

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 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 2:06 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
AUGUST 14, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A;3 II, c on a roll call vote at 2:07 PM. Those present in the first session were Commissioners Barka, Walker and Battles, Mr. Roy Morrisette; Personnel Director, Mr. William Sturtevant; Administrator,

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Rockingham County Nursing Home, and Mrs. Marilyn Daigle; Administrative Assistant to the Commissioners.

There was discussion of employees donating vacation and holiday pay to a fellow employee, as well as discussion of staffing. No decision was made. This issue needs to be researched further.

Mr. Morrisette stated there was a personnel issue regarding lay off after 6 month probation period. Commissioner Walker will get clarification.

There was discussion regarding evaluations.

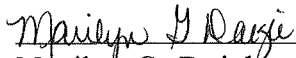
Two legal issues came before the Board regarding arbitration of one matter and settlement of the second matter.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 2:40 PM.

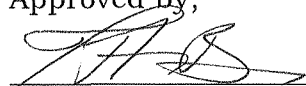
Commissioner Walker made a motion to settle one legal case that was discussed in Non-Public session and to arbitrate the other case that was also discussed in Non-Public session. Commissioner Barka seconded and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker made a motion to adjourn at 2:43 PM. Commissioner Battles seconded and all voted in favor.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,


Thomas Battles, 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 28, 1995

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Director of Personnel, Mr. William Sturtevant, Administrator, Nursing Home, Sheriff Wayne Vetter; High Sheriff, Ms. Dawn Barnes; Human Services, Mrs. Theresa Young, Fiscal Officer, Mrs. Pat Sullo, Fiscal Office and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Representative Dave Welch, Mrs. Cheryl Herily; Administrative Assistant to the Delegation and Marc Fortier, Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:03 PM.

REPORT FROM HUMAN SERVICES - Ms. Dawn Barnes

Ms. Barnes stated that the Board needs to vote on the Grant Awards.

Commissioner Walker moved that the Board award the grants to the individuals as listed for a total of \$97,146.43. Commissioner Battles second the motion.

Commissioner Barka asked for discussion of the awarding of the grants. Commissioner Battles stated that on Seacoast Mental Health, this \$5,000 is contingent upon a meeting with Commissioner Battles. He stated that he does not have a problem releasing the \$5,000 but the way it is written, we agree to release \$5,000 and next time release the full \$14,000. Commissioner Walker stated that we agreed to give them the \$5,000. Commissioner Barka stated he is against awarding Seacoast Mental Health any money. Commissioner Walker made a motion to hold the check for Seacoast Mental Health pending receipt of revised grant. Both Commissioner Walker and Battles are in favor. Commissioner Barka is opposed. Commissioner Barka also wants the grant awards to read \$92,146.43.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

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Mr. Woodside reported there were bids to be opened for the smoke opacity system:

G. H. Philbrick & Sons
Northeast Mechanical Corporation

Commissioner Battles moved that Mr. Woodside shop the bids and come back with his recommendation. Commissioner Walker seconded the motion and all voted in favor.

Mr. Woodside reported there were bids to be awarded for the public address system:

P & H Alarms - \$5,775.00
Williams Communications - \$5,851.46

Mr. Woodside recommended that the bid be awarded to P & H Alarms. Commissioner Battles moved that the bid for the public address be awarded to the lowest bidder, P & H Alarms in the amount of \$5,775.00. Commissioner Walker seconded the motion and all voted in favor.

Mr. Woodside report there were bids to be awarded for the automotive air conditioning recycling/recharging system:

Bailey Distributors - \$3,795.00
McMaster Carr - declined to bid

Mr. Woodside recommended that the bid be awarded to Bailey Distributors. Commissioner Battles moved that the automotive air conditioning recycling/recharging system be awarded to Bailey Distributors in the amount of \$3,795.00. Commissioner Walker second the motion and all voted in favor.

Commissioner Battles stated that he received a letter from Mr. Woodside regarding the work done in the Carlisle Building. Mr. Woodside stated that he is waiting for the Fire Marshall to return to check the work that was done by the Maintenance Department. Mr. Woodside indicated that his department did the job well and correctly.

Commissioner Battles stated he also received a letter from Mr. Woodside regarding inmate transport. Commissioner Battles asked that Mr. Woodside copy the Sheriff and keep him informed of the situation. Commissioner Walker asked Sheriff Vetter to check and see if there is a variation/exemption to the insurance policy pertaining to the farm. Sheriff Vetter stated there is and there isn't. He looked into the statutes and reviewed all materials and the only way that an exception could be made for the farm is get the Legislature to change the current statute that says people can be transported in the back of vehicles

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as long as they are going to and from a job site and they are employees. This particular group of people are not County employees. After reviewing everything along with the highway enforcement people, it appears that the only way to possibly transport inmates in the back of a truck is to get a farm plate for one of our county vehicles. That vehicle now can only operate within a 20 mile radius of this location and it can't deliver someone to the County complex in Exeter or to the new courthouse for any purposes but it can go up and down North Road and do whatever, with the people in the back, as long as it is designated as a farm vehicle. Mr. Woodside would have to take one of these vehicles and designate it as a farm vehicle. Commissioner Barka asked Sheriff Vetter if he saw the chance of getting a van. Sheriff Vetter stated he is looking into that right now. He looking into a small bus that would accommodate something so you wouldn't need a special license. If he can get one, it would be under the same program that he was able to get the other vehicles on. The stipulation is that the Sheriff's Department have that vehicle available for any drug raids we do, whatever. We could possibly work that out and use it for a combined effort and then after one year it can be turned over to the House of Corrections for the sole purpose of transporting inmates. Commissioner Battles asked Sheriff Vetter if we could use a paddy wagon. Sheriff Vetter stated a paddy wagon would work, if we could find one. He believes Kingston took an old ambulance and converted it. Commissioner Walker stated that this needs additional research.

Commissioner Battles stated he received a breakdown of inmate labor hours received from the House of Corrections. Commissioner Battles stated that Mr. Charron projects an excess of 36,000 hours a year. Commissioner Battles stated that a rough estimate of cost savings might be \$300,000. Commissioner Walker stated that this may be misleading. A savings of \$300,000 if you were to hire 18 employees but that does not take into consideration the amount that it costs per day to house these people. Commissioner Battles stated that he doesn't believe it would match the State's discount of \$10.00 a day which it is offering the County to house State inmates. Commissioner Barka stated he is against this.

Representative Welch asked the Board if the \$10 a day that the State is talking about, does this mean we retain the work release money.

Commissioner Barka stated that the County taxpayers shouldn't have to subsidize State prisoners.

Commissioner Walker stated that \$20.00 would be closer to the cost.

Representative Welch stated regarding the transportation of inmates, a bus doesn't offer the availability of having a clear view of the inmates.

Commissioner Walker stated that this needs to be looked into further.

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Sheriff Vetter stated that a phone call was made to his source and this issue is being researched throughout the Federal distribution. The only drawback is that we may have to go somewhere to get one. If it comes to that point, we will talk to Mr. Charron and Mr. Woodside and between us we can put our minds together and find somebody to go get the vehicle or pay \$500 to have it transported.

Mr. Vetter discussed the letter he received from the Commissioners regarding supporting documentation for the Fiscal Office regarding comp time issue. Sheriff Vetter stated that this is a tremendous amount of paperwork. It can be generated. Sheriff Vetter further stated that the Fiscal Office doesn't seem to be aware of the tremendous amount of work and paperwork they are asking for. Commissioner Walker suggested that Sheriff Vetter make an appointment with the Fiscal Office to go over the issue to determine exactly what they need from the departments.

Commissioner Walker stated that each department does its record keeping differently. We need to sit down and decide what is needed from each department. Commissioner Walker stated that if there is any questions later on, it is their responsibility to maintain those records. Should someone come back five years from now, they would be responsible for providing the documentation for that paycheck. Sheriff Vetter stated that if there was a problem, they would not go to the Fiscal Office, they would go to the Department Head. Commissioner Walker stated again that this needs to be discussed with the Fiscal Department as to what they want the departments to provide.

Commissioner Battles stated that he doesn't know much about this letter except the fact that it says he had a meeting with the Fiscal Office, which he didn't have. He didn't sign the memo because he did not understand it and what the Fiscal Officer was requesting. Commissioner Battles stated that his only request would be that in the future before a memo goes out, the Commissioners sit down and actually have a meeting.

Sheriff Vetter stated he feels this will create a bookkeeping nightmare. Commissioner Walker stated that we need to sit down with the Fiscal Office to discuss exactly what they need. Commissioner Battles stated he sees no point in asking for unnecessary documentation.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant gave the Board an article to read regarding the Hillsborough County Nursing Home.

Mr. Sturtevant reported he bids to be opened for beef:

Associated Grocers

Commissioner Walker moved that Mr. Sturtevant shop the bid and award the bid in the best interest of the County. Commissioner Barka seconded and all voted in favor.

Mr. Sturtevant reported the census this afternoon is 299 with one death this morning. There are 29 applications for admission. There are 92 in the Adult Daycare.

Mr. Sturtevant reported that he had shopped the bids for the following:

Washer

Yankee Equipment - \$3,200
Nelson & Small - \$3,735

Mr. Sturtevant recommended that the bid be awarded to Yankee Equipment in the amount of \$3,200. Commissioner Walker made the motion that the washing machine bid be awarded to Yankee Equipment. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant recommended that the bid for latex gloves be awarded to Central Paper in the amount of \$31,446.85 as they were the low bidder. Commissioner Walker move that the bid for latex gloves be awarded to Central Paper. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant recommended that the bid for underpads be awarded to James W. Daly in the amount of \$6,933.60 as they were the low bidder. Commissioner Walker moved to award the bid for underpads to James W. Daly. Commissioner Barka seconded and all voted in favor.

Mr. Sturtevant recommended that the bid for bread be awarded to Bouyeau Fausette in the amount of \$17,388.28 as they were the low bidder. Commissioner Walker moved to award the bread bid to Bouyeau Fausette. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant recommended that the bid for cereal be awarded to Hallsmith-Sysco in the amount of \$6,290.16 as they were the low bidder. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant stated that the bid for provisions have been awarded as follows:

Shaheen Brothers	\$3,434.46
Associated Grocers	\$2,727.46
Hallsmith-Sysco	\$1,879.22

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Kraft	\$3,856.70
Northcenter	\$1,815.54
Donahue Brothers	\$3,327.25
Jordan's Foods	\$5,969.69

Commissioner Walker made the motion that the bids that have already been awarded are OK'd by the Commissioners. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant reported that the flu vaccine has obtained once again for the residents and staff in the County. Unicare will provide the shot. The cost per dose is \$2.31. Commissioner Walker moved that the flu vaccine be provided for employees, especially those that work with the elderly and in confined situations like the House of Corrections, to those that want it. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker stated a memo would be sent out to employees asking how many are interested in receiving the shot. Please contact the Commissioners office with a head count.

Mr. Sturtevant asked whether the Daycare Center is leaving. Commissioner Walker stated that the Daycare Center is not leaving the complex.

Mr. Sturtevant recommended that the Board send a letter to employees that the Daycare Center is not leaving. Commissioner Battles stated that this still being negotiated. Commissioner Walker stated that with the minor changes the Daycare Center is looking into making, they intend to be here another year.

Commissioner Battles read a memo that went out to all Division Directors requesting original time sheets. Commissioner Battles asked the Fiscal Office why the additional record keeping documentation is necessary. Commissioner Battles also stated that he didn't speak with anyone from the Fiscal Office regarding this issue.

Sheriff Vetter asked the Fiscal Office what type of supporting documents are needed and is the Fiscal Office aware of what it is going to take to get this documentation off the computer and the log. Sheriff Vetter again asked what the Fiscal Office needs and why is it that the Fiscal Office needs it if he is keeping these logs for seven years and the tapes are kept for 120 days, isn't that substantiating documentation enough if we come into some type of a problem with the U.S. Department Labor.

Mrs. Pat Sullo of the Fiscal Office stated that this was a good question but she thinks the answer is no and not necessarily on the level that Sheriff Vetter is talking but if we don't know what type of recordkeeping the areas are maintaining, we have had a lot of problems in the past between exempt and

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non-exempt employees. Mrs. Sullo stated she has received input from a lot different areas and they say a lot of people don't do any type of time keeping at all. They keep a little calendar and if an employee is out for vacation, they will mark it down so whoever does the time sheet or matrix will turn that in. The problem is coming up because of the decision that New Hampshire did on our compensation time that is allowed public employees. That was brought out before, we don't maintain tractability of comp time. One of the methods of doing that would be your backup sheets that you are using to calculate your time. Mrs. Sullo stated she called the New Hampshire Department of Labor only because of a friend there, she never mentioned Rockingham County or anything else, in the State of New Hampshire if, even though New Hampshire is more liberal towards the employer than the employee, if you have a disgruntled employee in anyone of your areas that turns around and says I worked all through my lunch every single solitary day and nobody ever paid me overtime for it, and if you don't have any record keeping, you are going to be responsible for paying that. Mrs. Sullo stated she thought it happened in Rockingham County in the past. Cases have been lost where the records weren't maintained. She further stated that she was not sure if she was right or if it was just the rumor mill but apparently there had been at least one episode in the past where somebody had filed a claim with the State of New Hampshire and had won back pay because of time and half that wasn't paid. No one was aware that this situation had occurred. Sheriff Vetter stated that the Fiscal Office cuts the checks and the way that the Commissioners understood it, the State of New Hampshire Treasurer who cuts the checks, does he get all the supporting documentation from the agencies that work for the State. He doubts they do. Commissioner Walker stated the State Treasurer does not cut the checks, he signs them. The departments cut the checks. Mrs. Young stated there are payroll departments at the state level. Mrs. Young stated that there are two things to keep in mind that are going on here. The Fiscal Office also has to report on compensated absences even in the financial statements and we don't because we don't track it and we have admitted that. The other thing we report on right now is vacation and sick leave because we have a clear cut policy on it. We don't report on comp time and we are required to because it has been in our Personnel Manual for years. That stuff is time and half, if someone were to leave and they have time and we have no record of it, if they came back and said that they had it, we would have to give it to them because there are no other records saying that they don't. Commissioner Barka stated that he thinks the question here is who keeps the original individual time sheets. Mrs. Sullo stated that is the problem. The point is when the Commissioners go through and do their bi-weekly audit of the time transactions one of the things they noticed is that except for the retro payments we don't get the originals so all we have to back up payroll is simply, which is fine, that a Supervisor signs off on a sheet that says this many employees worked this long. Mrs. Young stated that the payroll department in the Nursing Home does get all the time sheets for all the things they issue payroll on. There is one payroll department that does get all the support and there is another payroll department that

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doesn't. We have some of it. Mrs. Sullo stated we are not saying we have to have it, we are just saying that are is requirements for recordkeeping and she doesn't think any of the Commissioners are on a solid footing as to whether all the areas are keeping their time transactions properly. The only way of solving that is to have one central location to maintain it if an audit came in. Commissioner Barka asked if there was a problem if the departments were to send the original time sheets and the department keep a copy. Mrs. Young stated that the Sheriff's Department doesn't keep those types of things and for previous years, why doesn't the department just state this, there is other departments like that as well. Commissioner Barka asked Mrs. Sullo if the County got sued, would the County win with the log. Mrs. Sullo stated that the problem is just talking about logistics, how would the log be audited. Would they go through an entire year of every single employee that is there in order to track down one employee's time transaction. Commissioner Barka asked if this was a problem for the Sheriff's Department to keep an individual time sheet. Mrs. Young stated that so far none of the departments, except for this one, appear to be a little bit probably. There was further discussion regarding how departments record time. Commissioner Walker stated that a meeting should take place between the Fiscal Office and the departments to determine what is needed for proper recordkeeping.

Mr. Sturtevant asked the Commissioners for a status report on the air conditioning. Mr. Woodside stated he gave the bid to the Administrative Assistant to retype and go back out to bid. The Administrative Assistant stated she received the bid today. She further stated that Mr. Woodside is to provide additional names to add to the bid list.

Mr. Sturtevant asked about the sprinkler project for the deficiency we had. Commissioner Walker stated that if there is a deficiency, we have to correct it. Mr. Woodside will look into this further.

Mr. Sturtevant reported that about two months ago the Board declared a surplus of shelving and two picking units that were in the pharmacy. The Nursing Home offered it out to other county departments. The only one so far that has submitted a request to purchase the 6 shelving units and two picking stations is Unicare. The price that they are recommending (\$1,000) Mr. Sturtevant would suggest to the Board that they reject the offer. Commissioner Walker asked how these items were offered to different departments. Mr. Sturtevant stated that each department was called. Maintenance has taken some items, House of Corrections has taken some items. Commissioner Walker stated we need a standardized process for notifying the different departments. Mr. Sturtevant made a request that the Board reject Unicare's offer of \$1,000 as the picking stations cost more than that.

Mrs. Young stated there is another company who is interested in purchasing any surplus equipment. She will give the information to Commissioner Walker.

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Commissioner Walker made a motion to reject Unicare's offer to purchase surplus equipment from the pharmacy. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant stated that nominations to the New Hampshire Association Counties are due next week.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette asked about the leave bank and how the Board is going to proceed with that.

Mr. Morrisette reported that a company came in and showed him a program for to automate the personnel department. They are willing to come back when we are ready to do so. Mr. Morrisette stated that this was a rather attractive program for doing personnel issues and it can tie into payroll.

Commissioner Walker called for discussion of the sick bank. Commissioner Walker state that there have been employees who have requested to have time put into the sick bank and have not been allowed to do so. There have been questions and people have made suggestions that maybe this is not necessary. Commissioner Walker suggested that a small number of employees from the Employees Advisory Committee (3 people) sit down with Mr. Morrisette and two other department heads or elected officials and in a small group decide what are the benefits of the sick bank. Do we want to change the rules and regulations. If we change it and/or eliminate it what do we do with the people who have time in the bank, the Subcommittee come back with a group of recommendations, both back to the Advisory Committee and back to the elected officials. Commissioner Barka asked why are we anticipating a change. Mr. Morrisette responded because it is an outstanding liability. Mrs. Young stated this was not a liability. Mr. Morrisette stated the hardest part is making a decision on who abuses the bank. Mr. Morrisette and two to three other people will look at the pros and cons. Commissioner Battles moved that Commissioner Walker be on the committee. Mr. Morrisette will make recommendations.

Commissioner Battles stated he received a fax from Cathy Stacey requesting that the Board approve her recommendation for the copier bid. Commissioner Walker stated that all the recommendations have been received from each department. The bids are being compared. Representative Welch made a comment as to whether the County was saving money by putting all the machines out to bid at one time. He stated that there may be some savings but people who need to have their copiers running, i.e. the Jail, they have to spend additional money to have the machine repaired.

mgd
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Commissioner Walker stated that not all departments considered the lowest bidder.

Commissioner Walker stated that the bids are being analyzed further and a determination will be made at a later date.

Commissioner Walker stated she had a request from the House of Corrections to fill 3 correctional officer vacancies and a request to create an eligibility list.

Commissioner Walker moved that Mr. Charron be allowed to fill the 3 correctional officer vacancies that are open. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker moved that Mr. Charron be allowed to create an eligibility list in order that when future vacancies arise he has a list to fill from. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant requested that the Board waive the hiring freeze and allow him to post the following positions:

Licensed Nursing Personnel (authorized 51 full time equivalents)
Have vacancies for 6 1/4 positions broken off as follows:

2	7-3 shift
2	3-11 shift
2 1/4	11-7 shift

In the areas of Certified Nursing Assistants

5	7-3 shift
10	3-11 shift
8	11-7 shift

Mr. Sturtevant also requested permission to post a position for a Registered Nurse in the Adult Medical Daycare - 35 hours a week.

Commissioner Battles made a motion that the hiring freeze be waived and Mr. Sturtevant be allowed to post the above positions. Commissioner Walker seconded the motion and all voted in favor.

Sheriff Vetter asked for a waiver of the hiring freeze for one or possibly three Deputies at the Airport. There was extensive discussion regarding the possibility of doing away with the hiring freeze.

Commissioner Walker stated that the Kane Company will be having a publicity shot at the Courthouse on August 29 at 9:30 AM.

H. Mgd.
Date 10-23-95

Commissioner Walker stated the Commissioners have an issue for non-public session.

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 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 2:45 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
AUGUST 28, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 2:45 PM. Those present in the first session were Commissioners Barka, Walker and Battles, Ms. Mary Ashcroft and Mrs. Marilyn Daigle; Administrative Assistant to the Commissioners.

There was discussion of termination at the House of Correction. No decision was made.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Barka moved to go back to Public Session at 3:10 PM.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka made a motion to adjourn at 3:11 PM. Commissioner Battles seconded and all voted in favor.

mgd
Date 10-23-95

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas Battles
Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

msk
Date 12-11-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
September 11, 1995

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Director of Personnel, Mr. William Sturtevant, Administrator, Nursing Home, Sheriff Wayne Vetter; High Sheriff, Ms. Dawn Barnes; Human Services, Mrs. Theresa Young, Fiscal Officer, Robyn Wojtuski, Cooperative Extension and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Debra Walsh, County Attorney's Office and Marc Fortier, Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:05 PM.

REPORT FROM COUNTY ATTORNEY'S OFFICE - Attorney William Hart

Attorney Hart stated that the County Attorney's office is without liability insurance. The only coverage is that which is provided by statute, which states that employees of the County will be indemnified. There is no malpractice insurance provided by the State other than the indemnification under the statute. There is a quote from the National District Attorneys Association and the Insurance Exchange also submitted a quote. The NDAA quote comes in at \$7,309. Mr. Hart stated that this quote is for the entire office, including the civil representation. Mr. Hart stated that his office is providing prosecutorial services to Deerfield, Northwood, Nottingham and Candia. Those towns have agreed to enumerate the County on a per capita basis for that representation. Mr. Hart stated he believed upwards of \$5,000 possibly \$6,000 has already been paid. He stated the monies go into a general fund.

Commissioner Walker stated that this was money that was not appropriated, therefore it cannot be spent. Mr. Hart stated the Commissioners can deal with it any way they want. Commissioner Barka stated it is coming from another source, it was budgeted for.

Commissioner Walker stated there were several problems. In the past years the County Attorney has always requested malpractice insurance in his budget and the Delegation has infactactly said no and not funded it. This year the

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County Attorney indicated at the beginning of the year only one person needed to be indemnified and that person would be doing civil for the County. Commissioner Walker stated that she thought the general opinion or consensus from talking to delegates that they did not have a problem with doing one person in the County Attorney's office if that person was going to be doing the civil work for the County. The quotes that have been received state that doing one person is not much less than doing the whole office. There is about a \$1,000 difference. Commissioner Walker stated that the Commissioners do not have enough money in the insurance line because the County Attorney had asked in the beginning to use the prosecution line and the Commissioners thought it would be more appropriate to come out of the insurance line. We do not have enough money in the insurance line at this point because we had to pay for cases that were 90-91 cases that were not budgeted for last year because we did not know they were a liability. We have received another \$12,000 worth of bills and really don't have the money to pay now. In order to pay this we would have to get a transfer from the Executive Board from one line item to another line item in order to have enough money to do it. Commissioner Walker stated she did not know if we would be able to get the Executive Board to agree to all of the attorneys being covered when they have always said infactatly no but realize there is only about a \$1,000 difference. Mr. Hart stated that he is bringing in \$1,000 because of his new program. Commissioner Walker stated we would have to ask the Executive Board to allow us to transfer the money. The very soonest we can do it is after we have gotten permission from them to transfer money from another line item. At the present time there is not enough money in the insurance line.

Commissioner Battles asked Mrs. Young how much was in the insurance line at this time. Mrs. Young stated that there was not enough to pay the bills. There is \$12,000 outstanding that a transfer is needed for. Commissioner Barka stated that the Commissioners could go to the Executive Board and ask for a transfer. Mr. Hart stated that his expense of prosecution is fairly low. Mrs. Young stated that there a couple of lines in the budget that don't have huge amounts but have a line that can be pulled from. Commissioner Battles asked Mrs. Young why the Commissioners were over in their insurance line. Mrs. Young stated that last year and in many years before, the Commissioners always budget the policies. Mrs. Young stated that now claims from previous years, 90, 89, 88, claims against those policies have come in and the Insurance Exchange didn't let the Commissioners know about it, and they probably didn't have an idea until they came in. Commissioner Battles asked Mrs. Young if these bills couldn't be deferred. Mrs. Young stated no, they have been deferred for years. Commissioner Walker spoke with the Insurance Exchange regarding payment. The insurance company stated there was nothing they could to a municipality, all they can do is send a second bill. She stated we may get more bills from the insurance company. We are not trying to stall them on paying them, we just don't have the money right now. Commissioner Walker stated that when the quote came in last year, she didn't know the County had these

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liabilities for 1989 and 90. We cut the insurance line \$90,000 in order to help the budget. She stated that had she known that these were coming, the amount would have been left in the insurance line and not cut so much. Commissioner Battles stated that there may be other areas within the budget so that we could go to the Executive Committee and ask for a line item transfer. Mrs. Young stated that the reason to go to the Executive Committee is that they zero funded the line. Even if there was money in the insurance line, you still would have to go ask them because they specifically zero funded the line, and then just do a transfer. Commissioner Walker stated again that in past years it has been proposed in the budget for liability insurance and the Delegation has said infactactly no. Commissioner Barka stated that there is new twist. When Carlton Eldredge put in for the money he didn't get. But Mr. Hart is working four towns that is going to make him more responsible if he gets sued whereas Carlton didn't do that with these other towns. This is something new. Commissioner Battles stated that Carlton did not act as the County's counsel. Mrs. Young stated that why not ask Mrs. Hurley, the Delegation's Administrative Assistant to do a telephone poll, if the funds are needed quickly ask her to do a telephone poll for a transfer in emergency situations. Commissioner Walker stated that the other situation is that in the past when employees of the County Attorney's office are sued in their role we have indemnified them and the County has picked up the tab. That is the other option that is available. Commissioner Walker stated that she thinks in every case that an employee has been sued while acting as an employee of Rockingham County, we indemnified them and paid the bill even after they were no longer an employee of the County, if the action took place as a result of them working for the County. She stated that the County will pick up the tab if they are sued so that they won't have to pick it up individually. Commissioner Walker stated that Mr. Hart asked the County, in the spring, to indemnify one person in his office and one in the Sheriff's Department. The projected cost was much less than what he anticipated, \$2,500. Commissioner Battles stated that even the project cost at the lower rate, can't be paid. Commissioner Walker stated that at the time we had projected costs at the lower rate, that was three or four months ago before we got these additional bills. She thought the County could. In talking to members of the Delegation, she didn't see a great problem, she thought the money would be there. The quote was higher than what was originally asked for. The Insurance Exchange was also asked to research the quote to make sure the lower of coverage covered the County as sufficiently as the other. The Insurance Exchange said this was just as good. Mr. Hart stated that the \$7,309 quote is based on a \$1,200 deductible, \$6,800 if it is \$2,500 deductible, which he believes that is what is now, and \$6,500 if it is a \$5,000 deductible.

Commissioner Barka stated that he thinks we should get permission to spend the money and worry about that later. Commissioner Walker stated that she thinks the appropriate thing to do is to ask for a line item transfer. Originally she thought there would be enough money left in our insurance line.

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Commissioner Battles stated what amount do we want to ask for a line item transfer. Commissioner Barka stated \$7,309. Mr. Hart stated this amount has the lower deductible. Commissioner Battles asked Mrs. Young what line items would she take the money out of for this insurance expense. Mrs. Young stated that if there are lines available in the County Attorney's budget take it from there and then take the remainder from the brand line. Commissioner Battles stated that we don't know exactly what line yet, is this correct? Mrs. Young asked Mr. Hart what line he had available from his budget. Mr. Hart stated he thought it might be able to come out of expense of prosecution.

Commissioner Battles stated that we are prepaying for a year, can we prepay on a quarterly basis? Maybe we could get by from now until the next budget by just buying a half year. Mr. Hart stated this would be a quarter of a year. Commissioner Walker stated that to buy short term can be just as expensive as buying for a year. Mr. Hart stated that this is just a question of getting on the phone and asking if we can do this. Mr. Hart stated he would be happy to make the phone calls and get back to the Commissioners, likely by the end of the day. Commissioner Walker stated that the next quarterly meeting of the Executive Committee is in October. Commissioner Walker also stated that it might be in Mr. Hart's best interest to go to the Executive Committee to explain this issue to them. He stated he would be happy to meet with them.

Commissioner Battles moved that the Board recommend Mr. Hart's suggestion in concept and reserve the final decision until we have the exact numbers pertaining to liability insurance for the attorneys in the County Attorney's office and attorneys in the Sheriff's office if applicable. Commissioner Walker seconded the motion and all voted in favor.

Commissioner Walker asked Mr. Hart if he had his copier recommendation ready. He has not made a decision and but will let Commissioner Walker know once he has made a decision.

REPORT FROM HUMAN SERVICES - Ms. Dawn Barnes

Ms. Barnes presented the Board with the Human Services monthly report.

REPORT FROM UNH COOPERATIVE EXTENSION - Mrs. Robyn Wojtuski

Mrs. Wojtuski stated that the Cooperative Extension is in the process of developing their four year plan and thought it would be interesting for the Commissioners to know that aside from their individual plan which focuses on agriculture, natural resources and strengthening families, they will be working more in the area of strengthening communities by doing something like what was done in Derry, the civic profile.

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Mrs. Wojtuski further stated that the Cooperative Extension has an advisory council that would like to have one of the Commissioners sit on the monthly meetings. These meetings take place in the evenings and meet monthly, usually the second Monday through June. This advisory committee helps develop plans and access needs. Commissioner Barka asked for a volunteer. Commissioner Battles volunteered.

REPORT FROM THE FISCAL OFFICE - Mrs. Theresa Young

Mrs. Young stated that she needed a time to meet with the Commissioners regarding the budget format. She recommended Thursday morning at 9:00 AM. There was discussion regarding budget format and parameters.

Commissioner Walker stated that an article appeared in the Exeter Newsletter in the "Thumbs Down" section to the Commissioners for not knowing that they did not own the land in front of the Courthouse. Commissioner Walker stated for the record that the County is aware that they do not own the land in front of the Courthouse.

REPORT FROM THE HOUSE OF CORRECTIONS - Superintendent Gene Charron

Mr. Charron reported that there are 215 inmates, 99 sentenced, 112 pre-trial, 1 Federal, 12 State and 23 on work release.

Mr. Charron asked the Board for a waiver of the hiring freeze to hire two more correction officers.

Mr. Charron reported that Jim Campbell will be heading to Atlanta to compete in horseback riding for handicapped people. Once this phase is completed he is hopeful of competing in the Olympics. He will be leaving this afternoon.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside reported that he had one item and that was the smoke opacity system bid award:

G. H. Philbrick & Sons - \$22,220.00
Northeast Mechanical Corporation - \$19,740.00

Mr. Woodside recommended to the Board that the bid for the smoke opacity system be awarded to Northeast Mechanical Corporation in the amount of \$19,740.00. Commissioner Walker moved to award the smoke opacity system bid to the lowest bidder, Northeast Mechanical Corporation, in the amount of \$19,740.00. Commissioner Battles seconded the motion and all voted in favor.

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letter to each of the Departments for the employees. Mr. Sturtevant is sure that that would be appreciated.

Mr. Sturtevant reported that the flu vaccine deadline is September 13.

Mr. Sturtevant asked for a status report on the sprinkler project. Mr. Woodside reported that a bid will coming to the Commissioners' office this week.

Mr. Sturtevant asked for a status report on the PA system. Mr. Woodside stated that the amplifier is in. The transformers are not in. Mr. Sturtevant asked how long it would take to the get the transformers in. Mr. Woodside stated that he will check into this today and find out when the transformers will be in.

Mr. Sturtevant stated that he has been asked to act as the off premises Administrator for the Cheshire County Nursing Home.

Commissioner Walker made the motion that Mr. Sturtevant be allowed to serve as the off premise Administrator for Cheshire County Nursing Home for up to six months or until someone is hired, whichever comes first, and allow Mr. Sturtevant flexibility realizing that his job at the County will be completed and the work will be done. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Walker asked Mr. Sturtevant to keep track of his hours at the Cheshire County Nursing Home. Mr. Sturtevant stated that he expects to be there a day a week.

Mr. Sturtevant reminded the Board that the award nominations for NACCO need to be faxed in by 4:00 PM today.

Mr. Sturtevant reminded Commissioner Battles that the Advisory Meeting will be on Thursday at 1:30 with Terry Morton.

Mr. Sturtevant reported that he had a non-public issue.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey reported that she did not have much. Mrs. Stacey asked about the new building. Will a meeting be taking place? Commissioner Walker stated that Mr. Woodside has been asked to set up a meeting with Mrs. Stacey, the County Attorney, David Edwin and the State so that the new Courthouse may be addressed and what needs to go into the new Courthouse.

Mrs. Stacey reported on the situation with the DRA. There is not much progress. Commissioner Arnold had a lot of questions but not a lot of answers.

MSA
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Mrs. Stacey reported that Commissioner Arnold would have some type of a proposal for the annual conference.

Mrs. Stacey reported that the Registry of Deeds Association meeting is to take place on Thursday at noontime.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette had nothing to report.

Mr. Sturtevant reported that he will be on vacation the last week of September starting Tuesday. He will be attending a conference in Texas for Public Broadcasting.

Commissioner Walker stated the Commissioners have an issue for non-public session.

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 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 2:10 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
SEPTEMBER 11, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 2:20 PM. Those present in the first session were Commissioners Barka, Walker and Battles, Mr. William Sturtevant, Mrs. Theresa Young, Mr. Roy Morrisette and Mrs. Marilyn Daigle; Administrative Assistant to the Commissioners.

There was extensive discussion of an employee of the Nursing Home. Commissioner Battles wants the employee returned to the Nursing Home or the Maintenance Department by the end of the week. Commissioner Barka agreed.

Those present in the second session were: Commissioners Barka, Walker and Battles, Mr. Gene Charron, Mrs. Theresa Young, five correctional officers.

There was extensive discussion regarding the Board reconsidering its decision regarding completion of one year of service. Commissioner Battles stated he would have an answer for these individuals Thursday or Friday.

mgd
Date 12-11-95

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Battles moved to go back to Public Session at 3:06 PM.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made a motion to adjourn at 3:07 PM. Commissioner Walker seconded and all voted in favor.

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas Battles
Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

WTRB

Date _____

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
September 25, 1995

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Director of Personnel, Mr. William Sturtevant, Administrator, Nursing Home, Mrs. Cathy Stacey, Register of Deeds, Mr. William Hart; County Attorney, Mrs. Diane Gill; Human Services, Mrs. Theresa Young, Fiscal Officer, Robyn Wojtuski, Cooperative Extension, Mr. Timothy Dempsey; Deputy Treasurer, Ms. Mary Carrier; Conservation, Mrs. Jayne Jackson; Staff Accountant and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Two Representatives from Motorola and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:03 PM.

Commissioner Barka stated there were bids from the Maintenance Department for portable radios to be opened:

Ericsson
R & R Communications
Thor Electronics
Dispatch Communication Corp.
Ossipee Mountain Electronic (2 packages)
TCS Communication Corp. (2 packages)

Commissioner Walker moved that Mr. Woodside shop the bids and come back with a recommendation. Commissioner Battles seconded the motion and all voted in favor.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill had nothing to report to the Board.

REPORT FROM UNH COOPERATIVE EXTENSION - Mrs. Robyn Wojtuski

Mrs. Wojtuski had nothing to report to the Board.

Date _____

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside reported that he had a bid to opened for incubator for the Waste Water Treatment Plant:

Cole Palmer Instrument Co.
Fisher Scientific
Millipore
VWR Scientific

Commissioner Walker moved that Mr. Woodside shop the bids and come back with a recommendation. Commissioner Battles seconded and all voted in favor.

Mr. Woodside reminded the Board of the meeting on Tuesday at 10:00 AM with Mr. Monahan.

Mr. Woodside stated that there is a problem with the passenger elevator on Blaisdell. If Stanley Elevator is not able to correct that problem, they will have to replace the hydraulic valve. This is a \$2,500 cost. Mr. Woodside asked the Board's approval for a bid waiver, if the valve needs to be replaced. He will draft up a bid waiver, and have it ready should the valve need to be replaced.

Mr. Woodside asked the Board if they wish to post County property for no hunting. Commissioner Battles stated he was against posting the property. He is in favor of hunting. He stated that people have a right to hunt on public property. Commissioner Barka stated there is a problem with safety. Commissioner Walker stated that she is opposed to hunting on County property because safety is a problem. There are other adequate places to hunt. There are children in the daycare center. There are employees and inmates out on the farm. The liability rate that the County has is sufficient enough without adding things that the County does not need. Mr. Woodside stated that safety is an issue.

Mr. Woodside stated he would notify the Board of Selectmen for the Town of Brentwood that the County will be posting no hunting signs on its property.

Commissioner Walker moved that the Board keep the County property posted for no hunting. Commissioner Barka seconded. Commissioner Walker voted yes and Commissioner Battles voted no.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Date_____

Mr. Sturtevant reported the census this afternoon to be 297, 2 deaths over the weekend and 1 discharge this morning. There are 42 applications for admission, 14 males and 28 females. There are 90 in the Adult Daycare.

Mr. Sturtevant reported he had bids to be opened for provisions:

North Center
Jordans
Hallsmith-Sysco
Associated Grocers
Shaheen Brothers

Commissioner Walker moved that Mr. Sturtevant shop the bids and award to low bidder or in the best interest of the County. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant reported he had bids to be opened for paper:

Central Paper Co.
Interboro Packaging Corp.
Hallsmith-Sysco

Commissioner Walker moved that Mr. Sturtevant shop the bid and award to lowest bidder or in the best interest of the County. Commissioner Battles seconded and all voted in favor.

Mr. Sturtevant reported that he had the license renewal application for the Nursing Home. This requires the signature of the Chairman of the Board.

Commissioner Walker moved that the Chairman of the Board sign the license renewal application for the Nursing Home on behalf of the Board. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant stated that next Wednesday, October 4 at 2:00 PM there will be a birthday party in the atrium for residents age 90 or over. Sam's Club will be donating three sheet cakes for the party.

Mr. Sturtevant stated that at a previous Board meeting there was discussion of flu vaccines. The County would be picking up the cost for employees in the Nursing Home, the Corrections Department and the Maintenance Department. Mr. Sturtevant stated that there were approximately 32 other employees in the County interested in the vaccine. Will the County be picking up this cost? Commissioner Walker stated that for less than \$100 the County can pay the cost. Commissioner Battles stated he would pay for his shot himself.

Date _____

Mr. Sturtevant stated that Reverend Vangel has decided to retire. Friday will be his last day. Mr. Sturtevant stated there was some coverage for Sundays until the Nursing Home is able to find a Minister.

Mr. Sturtevant stated that this is not a classified position, this a contracted position. Mr. Sturtevant asked for direction regarding this position, should it be posted, etc. Commissioner Walker stated that even as a contracted position, we have to post it to allow people the opportunity to respond.

Mr. Sturtevant stated he will be off starting tomorrow and will return a week from tomorrow.

REPORT FROM CONSERVATION DISTRICT - Mary Currier

Ms. Currier stated that on the 14th of October they will be doing bulb pick up at their office. On the 17th and 18th of October the storm water training sessions will take place at the Ladd Farm. There will be 4 sessions in the two days and it looks like the Wednesday AM session for the engineers is going to be very well attended. There are vendors who will be setting up and coming in to show erosion control, products and services and some new things are going to brought in.

Mrs. Currier apologized for any inconvenience that may have been caused when the stone was installed out at the end of the driveway. The stone worked well for the trucks to go through but it pose a problem for County vehicles.

Mrs. Currier stated that on November 6 a boyscout troop from of Exeter will coming to the complex. The Conservation Department will be helping the scouts get some of their badges when it comes to tree identification. They will be here after school.

Mrs. Currier stated that on October 28 the Rockingham Conservation District, Rockingham Planning Commission and the Cooperative Extension will jointly be doing their first natural resource lecture session at Danny Bodwell's farm in East Kingston. Two subjects will be covered, first workshop under the District's grant, for his residential specific treatment facility. They are also going to be doing an actual land application demonstration of bio-solids. This is a Saturday morning.

Mrs. Currier stated she had another issue regarding the investigation of putting in a handicapped ramp at the Conservation office as well as what else needs to be done to meet ADA standards. Commissioner Walker suggested looking at the Carlisle building, what needs to be done in that building to accommodate the Conservation District.

Date_____

Commissioner Battles suggested calling the Office of State Planning re: community block grant money.

REPORT FROM THE COUNTY ATTORNEY - Mr. William Hart

Mr. Hart stated the only issue he had was the draft filming of documents that are currently stored in the garage. Mr. Hart stated that microfilming should be done at a later date. Mr. Hart stated there are other solutions that are less costly than microfilming, such as finding a place for storage. Then budget the cost of microfilming into the annual budget. Commissioner Walker stated that if we are able to get rid of CETA material, possibly there is storage space after that is removed. Mr. Hart stated he would look into the CETA documents further.

There was additional discussion regarding storage in the future regarding the cost of microfilming being added to the budget. The Commissioners recommended that Mr. Hart put microfilming costs into his budget for next year.

Commissioner Battles asked for a status report regarding the copier bid award. Commissioner Walker stated that she is waiting for one company to get back to her regarding the service contract. All of the analization has been done. Commissioner Walker stated that if she receives an answer this afternoon, the letter can be written on Tuesday morning.

Commissioner Walker recommended awarding 3 copiers to one company and 2 copiers to another.

Commissioner Walker stated that the award will be announced at the next meeting.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey stated that she had submitted a bid waiver for a plan printer. Commissioner Barka and Battles stated that they would sign the waiver.

Mrs. Stacey stated that she had submitted a bid waiver for paper for the plan printer. This company charges 50% less than Bruning. Mrs. Stacey requested that this company be put on the bid list.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette had nothing to report.

REPORT FROM THE FISCAL OFFICE - Mrs. Theresa Young

Date _____

Mrs. Young stated that she has to turn over the 3rd quarter budget with all the requests for expenditures with signatures on them, to the Delegation on Tuesday morning. If other departments have any other expenditures, please let her know by Friday. Commissioner Battles asked Mrs. Young to notify Mr. Charron, Sheriff Vetter, Mr. Sturtevant and Mr. Hart.

Mrs. Young asked Commissioner Battles if he intended to do a transfer for the mediation grant.

Mrs. Young stated that she needs to schedule another meeting with the Commissioners regarding the budget format and gap budgeting. The meeting is scheduled for Monday, October 2 at 9:15 AM.

There was additional discussion regarding the use of microfilming for all County Departments.

Mrs. Young stated that she has been getting a lot of phone calls from GE and others regarding fleet vehicles and if the County is budgeting for them next year.

Commissioner Battles stated that he has received something in the mail regarding privatizing of fleet vehicles. This will also control the gas. Commissioner Battles stated that he has not had an opportunity to look through the entire package. They will take on all the vehicles, the Nursing Home vehicles, the Sheriff's vehicles and they will monitor all the gas usage and they guarantee to be cheaper than the way it is being done now.

Mrs. Young asked the Commissioners for another date to meet to discuss the budget. The date will be Tuesday, October 3 at 1:00 PM.

Commissioner Battles stated that the bid from Grzelak and Company, the issue was 1996. We are going to can 1996 and respond back for just 1995. Mr. Sturtevant stated that something needs to be done for the cost report.

Commissioner Walker stated that the first problem is this is a bid waiver. Commissioner Battles stated that it was not. Commissioner Barka stated that Grzelak was doing the audit for free. Commissioner Walker stated that they were not doing anything for free. The first year we hired Grzelak he came in and said he had to spend 4, 5, 6 weeks in the Department and he said when we get a Fiscal Officer his fee will be cut in half. You will save half of my fee. Commissioner Battles stated to Mrs. Young that we just went over this and decided a bid waiver was necessary if we are doing it for 1996. So we got rid of for 1996 and the option was to renew. Commissioner Walker stated a bid waiver was needed for 1995. Mrs. Young stated that for 1995 we have a contract, if the Commissioners accepted it by January 15 of 1995 that Grzelak would do the audit for a fee of \$17,000. We don't have that for the Nursing

Date _____

Home. A bid waiver is needed for the Nursing Home on the audit. There is no money involved. Commissioner Barka stated if there is no money involved, no bid waiver is needed. Mrs. Young stated the bid is 0. Commissioner Walker stated that you are asking Deloitte and Touche to give you a quote on a price and you say this price is going to be 0. Mrs. Young state that two things are being mixed. You have an audit and you have a cost report. The cost report clearly, if you are going with Deloitte and Touche off a quote, needs a bid waiver. Now we are going to look at the audit. The audit this year, we have a contract for other than the Nursing Home for \$17,000. We don't have anything for the Nursing Home. A bid waiver will be needed for the Nursing Home for Grzelak to do the work. Commissioner Battles stated that it was his understanding that if Grzelak was willing to do the audit this year and include the audit for the entire operation and not charge any more, it is not necessary to do a bid waiver. Mr. Sturtevant stated that for the Nursing Home it would be a bid waiver. Commissioner Battles stated it doesn't cost anything. Mr. Sturtevant stated that you are still waiving the bidding procedure for doing the audit for the Nursing Home and the cost report for the Nursing Home, keep the cost report separate. The Nursing Home does not have a contract with Grzelak for an audit. If that is what you are going to do, you have to waive the bidding procedure. Commissioner Battles stated that he thought last year it was made a part of the contract. Mrs. Young stated that was the problem, it only took them through 1994. It did not take them through 1995. Mr. Sturtevant stated it was only a two year agreement for the Nursing Home. We thought both of them expired. Commissioner Walker stated that the reason that Grzelak stated he was going to do it for free is because that contract calls for an additional \$17,000 for next year. Mrs. Young stated that we are not going to give him next year. Commissioner Walker stated that Grzelak is not going to give it to the County free. That letter said it is a two year contract. He gives it to the County free this year if you give him the \$17,000 next year. He had said in the very beginning that once we had a Fiscal Officer and once our books were much better and we closed them ourselves, that he would be able to do the audit for less than half the price. Commissioner Battles stated that Commissioner Walker was getting overly excited about this and he doesn't understand what her personal issue is with Grzelak. Mrs. Young asked Commissioner Battles if Grzelak was willing to do just 1995 at the Nursing Home. Commissioner Battles stated yes. He sent the letter asking us for our intention and all of sudden this has become some big show. Mrs. Young asked will he still do the Nursing Home for free this year if we put it out for bid next year, will he still do the Nursing Home free. Commissioner Battles stated yes. Commissioner Walker stated he doesn't know that. That letter says two years. Mrs. Young asked if Grzelak knew that we are not going for two years. Commissioner Battles stated yes he does. Commissioner Battles stated that Commissioner Walker knows that. She is making an issue out of something that is entirely unwarranted. Commissioner Battles stated he does not understand the grandstanding, he doesn't understand any of this foolishness. Commissioner Battles stated that if she wants it to go out bid, and the

Date _____

consensus is it needs to go out bid, then put it out bid. But to question the integrity of the auditor he thinks is ridiculous. Commissioner Battles moved that we will accept and we will engage Grzelak for the year of 1995 for the County only. And then we can put it out to bid and he can come back with a zero bid. Commissioner Walker stated that he already has that contract. Commissioner Battles stated he understood, the question was Commissioner Walker was saying that we wouldn't even, there was a question of whether we should even engage Grzelak for 1995. Commissioner Battles stated that we will send a letter to Grzelak telling him yes he is engaged for 1995. Commissioner Walker stated you are talking about 1996 not 1995. Commissioner Battles stated no, the year 1995. Commissioner Walker stated through 1995 he is already engaged. He already has the contract. Mrs. Young stated not for the Nursing Home. Commissioner Walker stated he said for the County. Commissioner Battles stated that the option is ours. As he read the contract, there was an option up to the Commissioners to accept, we have to tell him we are going to engage him. Mrs. Young stated that there is a little clause that by January 15, they had to let him know that they wanted Grzelak. Commissioner Battles stated that we have never done this. Mrs. Young stated there was only a one year contract in 1991. in that contract it stated if the County wants Grzelak for another year, we will let him know. Otherwise he doesn't have it. So far this year he doesn't have the contract. He has given a price and you can accept it. Commissioner Walker stated if we don't have a contract with him, put it out to bid. Mrs. Young stated that her only concern was is that it is really late to be putting audits out of bid. Commissioner Walker stated we have known it all year. Commissioner Battles stated you have led the person to think that he has the contract all this time. Commissioner Walker stated that she has not led the person. Every time he has spoken to Commissioner Walker she told him we have to put it out bid. Commissioner Battles stated that Commissioner Walker is going to hold the County hostage over her personal feelings for this guy. He does not think it is fair. Commissioner Walker stated she doesn't have any personal feelings for Grzelak. Mrs. Young stated that the Board might not get very good bids if it is put out to bid now because the new auditor would have had to come in all year, now we are talking September, October, they probably won't know until November 1 if they are auditing this year.

Commissioner Battles moved to accept and to engage Grzelak for the year 1995 for the County. Commissioner Barka seconded the motion. Commissioner Barka and Battles are in favor of the motion. Commissioner Walker is opposed to the motion.

Commissioner Walker stated you have to waive the contract and I will not waive the bid.

Commissioner Barka stated the vote is in favor of the motion 2 to 1.

Date _____

Mrs. Young asked what do we do for the Nursing Home. Commissioner Battles stated if we want to put it out to bid for the Nursing Home, we should put it out to bid. We will need to do that soon. Commissioner Walker stated if we don't have a contract with Grzelak, then you have to waive the bid for the County too and I won't waive the bid. Commissioner Battles stated no we don't. Commissioner Walker stated yes we do. Commissioner Battles told Commissioner Walker to look at the contract. Don't belabor this discussion, look at the contract, the vote has been done. We are going to do it. If you want to put it out to bid, let's put it out to bid quickly for the Nursing Home. Commissioner Walker stated that you cannot vote a contract. If a contract doesn't exist, you cannot vote a contract without a bid waiver. Commissioner Barka stated it is going out to bid. Commissioner Battles stated that Commissioner Walker needs to look at the contract. Commissioner Battles stated that Commissioner Walker was getting too emotional about this. Commissioner Walker stated she was not emotional about anything other than not following policies and law. Commissioner Walker stated that the law says you have to have a unanimous vote of all three Commissioners to waive a bid and you are trying to do it with two. That is what I get upset about. Commissioner Walker stated that if you have a contract with Grzelak you do not have to make a motion to have a contract. Commissioner Barka stated he didn't think so either, but we did. Commissioner Walker stated that since you said you have to do that then you have to waive the bid in order to do that. Commissioner Barka stated that was her interpretation. Commissioner Battles asked if we could get the bid out for the Nursing Home quickly. Commissioner Walker stated she wanted a legal opinion. You have just issued a contract without a bid waiver, without it going out to bid. Commissioner Battles stated Commissioner Walker look at the contract, do whatever you want, you will anyway. You will understand it once you look at it. Commissioner Walker stated she has already looked at it, many times. Commissioner Barka asked if we had contract with Grzelak for this year. Mrs. Young stated that there is something that was written in 1990 that gave Grzelak 1991 and said you also have these years if we will tell you every year that you have got it by January 15. Commissioner Walker stated that we didn't tell him by January so therefore he does not have it. Mrs. Young stated that he has never been told he has it. Commissioner Battles stated you led this man to believe he has got the audit and now you want to pull it out from under him. Mrs. Young stated that in previous years, 1992, 1993, 1994, we have never told him he had it. Yes he has done the work. Mrs. Young stated that her only fear is that it is so late if you put it out bid now you are going to get some really rotten prices.

Commissioner Walker stated that she was upset because this was not put on the agenda for today. Commissioner Battles brought it in at the last minute. Commissioner Battles stated new business, old business, other business, whatever you want. Commissioner Walker stated that all that needed to be done was that it be put on the agenda so we could at least had a chance to look at it. Commissioner Battles stated that was so insincere of Commissioner

Date _____

Walker to say that because she has known about this. She has copies of this. Commissioner Barka asked Commissioner Battles if he had talked to Commissioner Walker about this. Commissioner Battles stated that Commissioner Walker told him to talk to Mrs. Young. She didn't have problem until I talked to Mrs. Young and Mr. Sturtevant. Now you are making an issue out of it. Commissioner Barka asked Commissioner Walker if Commissioner Battles had talked to her about this. Commissioner Walker stated no. Commissioner Battles stated we had a screaming match in the hallway. Commissioner Walker stated that this discussion we are now was never discussed. The discussion was have you sent the letter to Grzelak yet. Commissioner Walker stated that when she first talked to Commissioner Battles stated that he had personally written a letter to Grzelak. When she saw that it was Grzelak's letter, she stated this was another contract. You cannot enter into this contract because it is for an additional year for the County and the Nursing Home.

Commissioner Barka stated that the discussion on this should be cut off.

REPORT OF THE TREASURER - Deputy Treasurer Tim Dempsey

Mr. Dempsey presented the Board with a detailed report of where the County money is located, the rates and what has been going on.

Mr. Dempsey will be giving the Board a copy of the Tax Anticipation Note after the meeting.

Commissioner Walker stated the Commissioners have an issue for non-public session.

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 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 2:35 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
SEPTEMBER 25, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A;3 II, c on a roll call vote at 2:36 PM. Those present in the first session were Commissioners Barka, Walker and Battles, Mr. Roy

Date _____

Morrisette and Mrs. Marilyn Daigle; Administrative Assistant to the Commissioners.

There was discussion regarding a legal issue of settlement. A decision needs to be made regarding settlement. No decision was made at this time. There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Battles moved to go back to Public Session at 2:40 PM.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made a motion to adjourn at 2:41 PM. Commissioner Walker seconded and all voted in favor.

Respectfully submitted,

Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

OK JTB

Date _____

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
October 2, 1995

A special meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker; Mr. Ernest Woodside; Director of Maintenance, Mr. Roy Morrisette; Director of Personnel, Mrs. Cathy Stacey; Register of Deeds, Mr. Gene Charron; Superintendent House of Corrections, Mrs. Diane Gill; Human Services, Mr. James Orr; Treasurer, Mrs. Jayne Jackson; Staff Accountant and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Representatives Ken Malcolm and Anthony Syracuse, Attorney Schultes, and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:10 PM.

Commissioner Barka stated the first order of business was the acceptance of the Personnel Audit. Commissioner Walker moved that the Board accept the Personnel Audit with the following changes to the cover letter coming from the the person who performed the audit to read: Report be submitted to the Rockingham County Commissioners and to the Rockingham County Delegation. Commissioner Barka seconded the motion and all voted in favor.

REPORT FROM THE TREASURER'S OFFICE - Mr. James Orr

Mr. Orr stated that this morning Commissioners Barka and Walker signed off on the acutal form to borrow \$3,000,000.00 which will become due December 29 and the interest rate is going to be 4%. Commissioner Walker moved that that Board approve the Tax Anticipation Notes. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Barka stated that were bids to be awarded for the House of Corrections, Human Services Department, Registry of Deeds and County Attorney for copiers.

Commissioner Walker moved that the bid for the copiers be awarded as follows:

CONWAY OFFICES:

Date _____

County Attorney - Konica 155
Registry of Deeds - Konica 1015

SEACOAST BUSINESS MACHINES:
House of Corrections - Minolta CS 3050
Human Services - Minolta CS 1080

Commissioner Barka seconded the motion and all voted in favor.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill had nothing to report to the Board.

REPORT FROM THE FISCAL OFFICE - Mrs. Jayne Jackson

Mrs. Jackson had nothing to report to the Board.

REPORT FROM UNH COOPERATIVE EXTENSION - Mrs. Robyn Wojtuski

Mrs. Wojtuski had nothing to report to the Board.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside had nothing to report to the Board.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron had nothing to report to the Board.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey had nothing to report to the Board.

Commissioner Walker stated that a letter came from the attorney regarding a case from the House of Corrections dating back to the early 90's, the insurance company, Scottsdale, has asked for approval to settle the case in the amount of \$2,500. To proceed further with this case in going after legal fees would cost the County in excess of \$2,500. This settlement is with no admission of guilt.

Commissioner Walker moved to authorize the attorney to settle with insurance company based on the fact that there is no admission of guilt. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker stated we just got word of this morning from the attorney representing the County in the Seabrook withholding of the \$684,000 from several years back. After this case has gone to Court and after we won all

Date _____

County Attorney - Konica 155
Registry of Deeds - Konica 1015

SEACOAST BUSINESS MACHINES:
House of Corrections - Minolta CS 3050
Human Services - Minolta CS 1080

Commissioner Barka seconded the motion and all voted in favor.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill had nothing to report to the Board.

REPORT FROM THE FISCAL OFFICE - Mrs. Jayne Jackson

Mrs. Jackson had nothing to report to the Board.

REPORT FROM UNH COOPERATIVE EXTENSION - Mrs. Robyn Wojtuski

Mrs. Wojtuski had nothing to report to the Board.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside had nothing to report to the Board.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron had nothing to report to the Board.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey had nothing to report to the Board.

Commissioner Walker stated that a letter came from the attorney regarding a case from the House of Corrections dating back to the early 90's, the insurance company, Scottsdale, has asked for approval to settle the case in the amount of \$2,500. To proceed further with this case in going after legal fees would cost the County in excess of \$2,500. This settlement is with no admission of guilt.

Commissioner Walker moved to authorize the attorney to settle with insurance company based on the fact that there is no admission of guilt. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker stated we just got word of this morning ^{11/15/01} from the attorney representing the County in the Seabrook withholding of the \$684,000 from several years back. After this case has gone to Court and after we won all

Date _____

the way, now the Department of Revenue Administration has decided that they have changed their mind and that they will probably not fight the case on its merits, instead the DRA will probably be filing the motion seeking to clarify that order. Commissioner Walker stated that this significantly reflects the County's recovery of the Seabrook '93 money. The attorney wanted to know if we wanted him to take any action on the case pending before the Board of Tax and Land Appeals and if so we need to make a decision. Commissioner Walker stated her motion would be that since we have gone to all these steps of taking it all the way to the State Supreme Court that we should at least put in an appearance before the Board of Land Appeals. We should have the attorney continue representing the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Orr stated that back when it looked like we might win the Seabrook case, Shawmut Bank has \$121,696 that is held up as part of this process. We were going to release them from liability so that they could throw that money into the Superior Court and then when the fees are all paid out or whatever, we get that money back. Mr. Orr has the form to fill that out. Commissioner Walker stated she is willing to vote to release the money contingent upon the County getting the money back but the statement in the letter ^{said} once the funds are interpleaded into Rockingham County Superior Court, the attorney will file a motion on behalf of the County to attempt to have the funds paid out to the County. Commissioner Walker stated that this needs to be questioned further.

Representative Syracuse stated that the Subcommittee for the Commissioners, Treasurer, Fiscal and Personnel will be meeting Tuesday, October 10, 1995 in Concord in Room 305. Commissioner Walker stated she would be unable to attend. If some are unable to attend, Mr. Syracuse ^{stated he will} meet them on Wednesday afternoon beginning at 1:30 starting with the Commissioners, Fiscal, Treasurer and then Personnel. Two hours will be blocked out for this meeting.

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 91 A:3 II, c on a roll call vote. Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 1:27 PM.

Date _____

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
OCTOBER 2, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 1:28 PM. Those present in the first session were Commissioners Barka and Walker and Attorney Schultes.

There was discussion regarding a legal issue of settlement. No decision was made at this time. There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 2:40 PM.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made a motion to adjourn at 2:41 PM. Commissioner Walker seconded and all voted in favor.

Respectfully submitted,

Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

Date 12-11-95

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
October 16, 1995**

A special meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka and Battles, Jude Gates, Administrative Assistant for Maintenance, Mr. Roy Morrisette; Director of Personnel, Mrs. Cathy Stacey, Register of Deeds, Mr. Gene Charron; Superintendent House of Corrections, Mrs. Diane Gill; Human Services, Mr. William Sturtevant, Administrator of the Nursing Home, Mrs. Jayne Jackson; Staff Accountant, Robyn Wojtusik; Cooperative Extension and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:07 PM.

REPORT FROM HUMAN SERVICES - Mrs. Gill

Mrs. Gill presented the Board with her reports for the month of October.

There was extensive discussion regarding the issue of insurance. Commissioner Battles suggested that the meeting with Matthew Thornton be changed.

There was extensive discussion regarding benefits.

REPORT FROM THE FISCAL OFFICE - Mrs. Jayne Jackson

Mrs. Jackson had nothing to report to the Board.

REPORT FROM THE SHERIFF'S DEPARTMENT - Sheriff Vetter

Sheriff Vetter had nothing to report.

There was discussion regarding issuing credit cards for Sheriff Vetter's office. Commissioner Battles stated that the County Attorney's office does have a card. Commissioner Battles stated that possibly the Sheriff's office could be on the County Attorney's card. Commissioner Battles

mqd
Date 12-11-95

stated that why not consolidate cards. He suggested sending a memo to the Treasurer to look into a U.S. Air corporate card.

REPORT FROM COOPERATIVE EXTENSION - Mrs. Robyn Wojtusik

Mrs. Wojtusik had nothing to report to the Board.

**REPORT FROM THE MAINTENANCE DEPARTMENT - Mrs. Jude Gates,
Administrative Assistant**

Commissioner Barka asked Mrs. Gates to report on the voice mail problem. Mrs. Gates stated that she thought the problem was with voice mail. Mrs. Daigle gave the Board a letter from David Edwin stating that the problem was with the telephone system not with voice mail. Commissioner Barka asked Mrs. Gates to contact ICS and have them look into the problem. Mrs. Gates stated that this problem occurs in the morning, when everyone is accessing their mailboxes for messages. Mr. Sturtevant stated that this problem did not happen prior to voice mail being installed.

Mrs. Gates stated there were two bids that are scheduled to be awarded. The Maintenance Department is not ready to award the radio bid.

Mrs. Gates stated that the programmable incubator had one bidder and they would like to award it to that company, Millipore Corp. Commissioner Battles moved to award the programmable incubator bid to Millipore Corp. Commissioner Barka seconded the motion and all voted in favor.

Mrs. Gates reported that there were bids to be opened for the fire sprinkler:

Tri State
Capital Fire
Grinnell

Commissioner Battles moved that Mr. Woodside shop the bid and make his recommendation to the Board. Commissioner Barka seconded the motion and all voted in favor.

Mrs. Gates reported that there was a bid to be opened for the pressure washer:

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Commissioner Battles stated that the specifications needed additional review before this bid could be awarded. Mrs. Gates will get back to the Board once a review has been completed.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census to be 300 with 41 applications for admission.

Mr. Sturtevant reported that were bids to be opened for beef:

Poultry Products
Associated Grocers

Commissioner Battles moved that Mr. Sturtevant shop and award the bid to the lowest bidder or in the best interest of the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant reported there were bids to be opened for window shades in the Fernald Building:

J.R. Langley
N.E. Carpet World
Victor Rome
Window Within

Commissioner Battles moved that Mr. Sturtevant shop the bid. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant reported there were bids to be opened for paper products:

Portsmouth Paper
Hall-Smith Sysco
Banner Systems
TotalMed
Interboro
Joseph Gatlin
Beautiful Rags
Central Paper

Commissioner Battles moved that Mr. Sturtevant shop the paper bid. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant requested that the hiring freeze be waived to allow him to post a vacancy in the housekeeping department. This is a 24 hour a week position, the paygrade is 2, Step 1 - \$6.58 per hour. This position was approved to be filled in June. It was filled at that time. The person that

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was hired for the job walked off without notice. Also there is a position in the Nursing Department for a clerical position, on a temporary basis, to fill the position for three months while the current employee is out on a 3 month maternity leave.

Commissioner Battles seconded the motion to waive the hiring freeze in the Housekeeping Department. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant reported that a uniform vendor is coming in to put on a display of uniforms in the Hilton Auditorium in November.

Mr. Sturtevant stated that he will not be in on Friday, October 20.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron reported the population to be:

- 206
- 13 pre-trial
- 93 sentenced
- 24 work release
- 11 state
- 17 at outside facility

Commissioner Battles asked Mr. Charron to look into the possibility of privatizing the food service at the jail.

Mr. Charron gave the Board a proposal from Commissioner Broda with an addendum regarding the housing of state prisoners and the cost (\$45.00 a day) the State is willing to pay for the housing of these prisoners. There was extensive discussion regarding this issue. Mr. Charron believes that this can be done for \$45.00 a day. Commissioner Battles stated that additional research needs to be done regarding costs and types of people that the State will send down here as well as what other counties are doing this.

Mr. Charron stated that as of January the County will be housing 17 year olds because of the law that was just passed.

Mr. Charron presented the Board with an update on the food service. Commissioner Barka asked Mr. Sturtevant what the cost per meal was. Mr. Sturtevant stated the cost was \$3.26 this year. Next year it will be \$3.25. There was extensive discussion regarding the privatization of food service at the jail. Mr. Charron stated that a company by the Aramack is interested in working with the County to provide this service. Mr. Charron stated he will get additional information.

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Mr. Charron stated he has received a letter from MDA regarding inmates setting up Charming Farm during Christmas. Commissioner Battles gave his approval for the transportation of these inmates. Commissioner Barka agreed.

Mr. Charron reported that there are 8 in the academy. They should be done around November 9.

Mr. Charron is looking into getting inmates out on road detail next year.

Commissioner Battles moved to allow Mr. Charron to have a CO bring inmates to help the MDA with the winterland at Charming Farm to benefit MDA. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Battles stated he has a concern regarding the privatizing of fleet services. He asked if anybody had any information about this type of service. Commissioner Battles stated he will be looking into this further and will forward the information to other departments for their review. Commissioner Battles wants the Fiscal Officer to review this also.

Mr. Charron stated that the Commissary for the inmates is officially on line this week.

Mr. Charron requested a waiver of the hiring freeze to hire a deputy. Commissioner Battles moved that the hiring freeze be waived allowing Mr. Charron to hire a Deputy. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Barka stated that a letter was sent to Dr. Silva. We have yet to receive a response.

There was discussion regarding the Admin II position at the Jail. Commissioner Barka stated that we need to wait for Commissioner Walker to return. There was further discussion that this position was approved by the Personnel Commission.

There was discussion as to why there was no Personnel Commission meeting today. The reason was because the Chair was sick. Why didn't the Vice Chair conduct the meeting.

REPORT FROM THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Mr. Morrisette stated he had a non-public issue.

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REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey reported that she was sorry for missing the first part of the meeting.

Mrs. Stacey stated she was really thrilled at the Association of Counties banquet to see that three people from the House of Corrections getting awards and we had Bill Sturtevant getting County Nursing Home Administrator of the Year Award.

Mrs. Stacey stated she had a request that a bid go out for the software and hardware maintenance for the Registry of Deeds. This needs two separate bids.

Commissioner Battles moved to put an invitation out to bid for the Registry of Deeds for software and hardware maintenance bid.

There was discussion regarding the bid award for the copier at the Registry of Deeds. Mrs. Stacey was informed that the maintenance agreement was being worked out with the Company and as soon as the terms are worked out the agreement letter will be sent. It was further stated that this is being done for the good of the department and getting the best deal possible for the County.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Barka made the motion to go to Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote. Commissioner Battles seconded and all voted in the affirmative on a roll call vote at 2:11 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
OCTOBER 16, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 1:28 PM. Those present in the first session were Commissioners Barka and Battles, Mr. Roy Morrisette, Mrs. Jayne Jackson and Mrs. Marilyn Daigle.

There was discussion regarding a request for health coverage. There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Walker moved to go back to Public Session at 2:40 PM.

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Commissioner Barka made the motion to deny the request for health coverage. Commissioner Battles seconded the motion and all voted in favor.

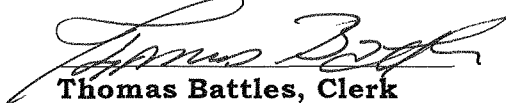
There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka made a motion to adjourn at 2:41 PM. Commissioner Battles seconded and all voted in favor.

Respectfully submitted,

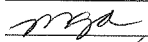


Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners
/mgd


Date 12-11-95

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
October 23, 1995**

A regular meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka and Battles, Mr. Ernest Woodside; Director, Mrs. Cathy Stacey, Register of Deeds, Mr. Gene Charron; Superintendent House of Corrections, Mrs. Diane Gill; Human Services, Mr. William Sturtevant, Administrator of the Nursing Home, Mrs. Jayne Jackson; Staff Accountant, and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Representative from Turbo Tech Computers, Ms. Barbara Hathaway, Occupational Therapist and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:05 PM.

Commissioner Barka stated there were bids to be opened for the computer maintenance service for the Commissioners, House of Corrections and the Sheriff's Department.

Commissioner Battles stated that he wants no screening after these bids have been opened.

The bids are from:

- Turbo Tech**
- Cocci Computer**
- NECB Data Systems**
- Marshall Technical Services**
- Salmon Falls Computer Systems**

Commissioner Battles moved that the bids be reviewed by the Fiscal Officer, House of Corrections and the Sheriff's Department and get back to the Board with their recommendation. Commissioner Barka seconded the motion and all voted in favor.

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REPORT FROM THE FISCAL OFFICE - Mrs. Jayne Jackson

Mrs. Jackson reported that other people are coming in for health insurance. They will be meeting on Thursday and will have a proposal.

REPORT FROM THE SHERIFF'S DEPARTMENT - Sheriff Wayne Vetter

Sheriff Vetter had nothing to report to the Board.

Mrs. Hathaway asked how the Bailiffs were covered for benefits, do they fall under the Sheriff's Department? They are hired on a per dieum basis. According to Mrs. Hathaway some had asked to have the flu shot. Mr. Sturtevant stated those who signed up for the shots get theirs first.

REPORT FROM HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill stated she had grants to be awarded as follows:

Seacoast Mental Health Center	
First Choice - Family Program	\$9,550.00
Daniel Webster Council, Boy Scouts of America	
Gilbert H. Hood Middle School	
Boys and Girls Respect Program	\$11,554.62
Salem School District and The Salem First Corp.	
Personalized Education Plan Coord.	\$12,000.00
Raymond Parks and Recreation Dept.	
Peer Theatre	\$3,000.00
Peer Outreach	\$1,000.00
Family Mediation and Juvenile Services	
of Southern Rockingham County	
Diversion Program Coordinator	\$13,500.00
Salem Boys and Girls Club	
Membership and Program Fee Scholarships	\$5,000.00
The Upper Room Education for Parenting	
Court Diversion Program Assistant	\$15,000.00
Teen Center Director	\$6,250.00 quarterly
	(\$25,000 total)
Southern District YMCA	
After School Child Care Scholarships	\$6,000.00

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Mountain Movers Program	\$6,020.00
Community Diversion Program Portsmouth, Hampton, Exeter District Court area	\$15,000.00 1st half funding (\$30,000 tl)
Dr. David Nazro Recovery Group/Adolescent Group	\$15,000.00
Solutions Unlimited Family Crisis Prevention	\$20,000.00
Total Awards	\$138,874.62

Commissioner Battles moved that the grants be awarded as stated above. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Battles stated that a copy of these awards be given to the Delegation.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside had nothing to report to the Board.

Commissioner Battles stated he wants to sort the breakdown of the moving costs of the Registry of Deeds. Commissioner Battles stated he is concerned with the take down and rehook up of the computers. How does this \$15,000 break down for both departments? Commissioner Battles asked Mr. Woodside where is the \$6,000 coming from to move the Kodak machine. Mr. Woodside stated that the \$15,000 is the estimate he received from Allied for both the County Attorney and Registry of Deeds. Mrs. Stacey stated that the \$6,000 figure is for packing and unpacking. They are not for transporting. That is for Kodak, Donnigan and IBM to come and fiscally unhook the equipment and pack it in appropriate packaging. Once it is moved to the new Courthouse, they will return to rehook up. This price is not for them to come and physically move it. This is not part of that \$15,000.00. Commissioner Battles asked Mr. Woodside to review his numbers with Mrs. Stacey. Commissioner Battles wants to know exactly where everything is, the cost of everything. Mr. Woodside stated that his only question to the Board and/or Mrs. Stacey is that when the moving company came down, they looked at everything. They would be moving everything including what we are talking about. Commissioner Battles stated that what we are hearing now is maybe transport is not included. If this is not included in the \$15,000 where is the \$6,000. Commissioner Battles stated that the combined cost to move

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the computers is \$1,050 and it is about \$6,000 for Kodak and another \$650 for Donnigan for a total \$7,700 plus the budgeted \$15,000.

Commissioner Battles wants Mr. Woodside to type up an RFP and state that they will need to coordinate with Kodak and Donnigan regarding the moving of this equipment. Commissioner Battles stated that a letter would be written to Donna Sytek and copy the members of the Executive Committee explaining that this was an estimate as to the costs, give a breakdown for the hookup and the disconnect and all that and give them the numbers that we have. Also send them a copy of the RFP.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census to be 298 with one death, one in the hospital and 1 admission. There are 43 applications for admission and 87 in the Adult Daycare.

Mr. Sturtevant reported that he would recommend that the bid that was opened at the last meeting for window shades for Fernald I be awarded to New England Shades as they were low bidder at \$892.50. Mr. Sturtevant sought permission to use New England Shades for window shades in Fernald II. Commissioner Battles moved that Mr. Sturtevant be allowed to use New England Shades for window shades in Fernald I and Fernald II. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant stated that at the last meeting the Board gave him permission to shop and award the beef bid which was awarded to Poultry Products

Mr. Sturtevant stated that the Board allowed him to shop and award the paper bid in the best interest of the County as follows:

Central Paper	\$2,664.20
Interboro	\$ 318.00
Portsmouth Paper	\$7,103.50
TotalMed	\$ 171.00
HallSmith-Sysco	\$ 82.68

Mr. Sturtevant reported that he had a bid to be opened for pork:

- Associated Grocers
- Poultry Products

Commissioner Battles moved that Mr. Sturtevant shop the bids and award it in the best interest of the County. Commissioner Barka seconded and all voted in favor.

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Mr. Sturtevant stated that this Saturday night EFFORTS is sponsoring a ham and bean supper at the Epping Community Church in Epping from 4:30 to 6:30 PM.

Mr. Sturtevant stated he had some items that need attention when all three Commissioners are present: the contract with Uni-Care, this expires on December 31, 1995. The contract has no changes. Mr. Sturtevant would request a bid waiver.

The contract with Life Management has no changes, the price is being held. Mr. Sturtevant would request a bid waiver.

Commissioner Barka made a motion to waive the bid process for Uni-Care for the pharmacy and Life Management for mental health. Commissioner Battles seconded the motion and all voted in favor.

Mr. Sturtevant stated that the other item that needs discussion is the cost report for the Nursing Home. Mr. Sturtevant stated that he contacted Deloitte Touche for a proposal. They submitted a proposal for \$15,000 and they are willing to reduce it to \$14,000. The cost in 1994 was \$11,400, for the Medicaid cost report. The increase for this year is because they will also be doing the Medicare cost report and they have increased their fees as of January 1, \$150 per hour.

Commissioner Battles moved that Mr. Sturtevant be given a bid waiver for the cost report for the Nursing Home. Deloitte Touche will perform the work. Commissioner Barka seconded and all voted in favor.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron reported the population to be:

- 200 Inmates
- 110 pretrial
- 90 sentenced
- 25 work release
- 9 state prisoners
- 2 state prison
- 10 women's state prison

The in-house population is 185.

Mr. Charron reported that he had contacted other counties in reference to coming up with a rate for the State prisoners. Mr. Charron received a response from 8 counties. Mr. Charron stated he took an average of what the counties charge.

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Mr. Charron thought that a figure of \$45 a day as a base rate (plus percentage of gross pay (for work release)) would be a fair amount. Mr. Charron stated his calculations were based on 10 inmates.

There was discussion regarding insurance and medications. Mr. Charron stated that while the prisoner is here he is covered under EMSA. Anything done outside of the facility, x-rays, etc. the State Prison is billed for that. Should the inmate have to go to the hospital, the State Prison would have to grant clearance prior to going to the hospital, barring an emergency. Commissioner Battles asked Mr. Charron what was his target total population that he wants to have if this is approved? Mr. Charron stated 10 additional inmates, depends on cell availability.

Mr. Charron stated that in the future he would like to see weekenders pay. He stated that those sentenced from the local court or superior court to serve weekends, that eventually he would like to see if there is a way they can be charged. They come in on a Friday, they are here Saturday and Sunday, we feed them, they do nothing. He would like to generate a revenue payback. He will be bringing this to the Board again. These guys come in, they have a full time job on the outside, they come in and relax for the weekend. Mr. Charron stated he is looking for a rate of \$45 a day. Mr. Charron stated he would look into the legality of charging weekend people.

Mr. Charron stated that the demand for medical services has decreased with privatization. Commissioner Battles asked why has the demand gone down. Mr. Charron stated that if the inmate is sick, he will be treated, if not he will be told to go away.

Ms. Barbara Hathaway asked Mr. Charron if there was any kind of prescreening done prior to the inmate going out on work release. Mr. Charron stated that every inmate that goes out on work release is screened. We do the urine testing. There is a whole screening that is done.

Mr. Charron requested a waive of hiring freeze. This is to replace a resignation that was just received. Commissioner Barka made a motion to waive the hiring freeze. Commissioner Battles seconded the motion and all voted in favor.

Commissioner Battles asked Mr. Charron how he was coming on the cost analysis for inmate average cost per day per inmate. Mr. Charron stated that this is time consuming. Commissioner Battles stated he would have the Fiscal Officer look into this.

Commissioner Battles asked Mr. Charron what was the response time to the State should we choose to go with \$45 a day. Mr. Charron stated that

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November is a critical time for them as they are going for the monies at that time.

Mr. Charron stated that Tuesday he is meeting with Dave May of the Marriott Corporation regarding the food service. They will be here tomorrow at 1:30.

Mr. Charron stated that the grant money in reference to the COs for the programs, he still sees nothing. Commissioner Battles asked the Fiscal Office to look into this and find out where the money is.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey reported that she had contracts for the Commissioners to review. She will need a bid waiver.

Mrs. Stacey stated she needed some direction from the Board regarding the old plan printer. She opted not to trade in the machine because she has surveyors who are willing to pay more for it and she wants to know the process. Does this need to go out to bid? Commissioner Battles stated that the process for surplus equipment is first we have to offer it to the other departments, if no department wants it then we put it out for a sealed bid. Mr. Sturtevant stated that it has to be declared surplus, this must be put in writing to the Board.

Ms. Barbara Hathaway, Physician's Assistant, stated to the Board that she wanted to bring up the issue of the drug and alcohol screening starting with the jail, try this on pre-placement physicals, before they become employees. Ms. Hathaway stated there were probably 15 new hires in the past month, these people were not screened so it would be nice to be able to start drug and alcohol testing. We have all the stuff in her office. They do not have to go anywhere. This should be a personnel policy. Everybody is all for it, it is just a matter of having the technicalities of having it become a policy mid-year. Commissioner Barka said this would be taken up Friday. Commissioner Battles asked if we needed emergency power? Ms. Hathaway stated that this is what Commissioner Walker had indicated to her, we could have a meeting and then we go ahead and do it on the new group of people coming in. Commissioner Barka stated that he and Commissioner Battles agree that there should be a screening policy. Mr. Charron stated that the only thing we need to be careful of is the amount of time that it takes to bring someone on. Mr. Charron stated that he has actually been able to accelerate the process with polygraphs but at one time it would be like three weeks to schedule a polygraph. Ms. Hathaway stated that she doing the physical in the morning and 10 minutes later they are doing their lie detector and two days later they are starting to work. They go right over to her office. Mr. Charron stated that if he can't get the polygraph experts that he is using now, it was

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taking three weeks just to schedule the polygraph. Mr. Charron stated he has someone that can walk in here now that is approved. This is how quickly we are replacing people. Commissioner Battles asked for a status report on the mental exams. Ms. Hathaway stated she had a couple of quotes. She spoke with the people at Seabrook and they use the Mass-Minnesota profile intelligence testing (MMPI) and she guessed you can quantify it, you want to be compared to a correctional officer or they would use a policeman, or if you are going to be a security guard, they have different profiles. The one thing about the MMPI is that it picks up lots of different things, are you a malinger. This used in worker's comp where someone isn't working out to well, why aren't they getting better, you did the MMPI and picked up a lot of the traits that you don't want to see. Commissioner Barka asked if this was a long process? Ms. Hathaway stated that it is about an hour and half questionnaire. The most expensive it would be is \$75, maybe we could get it for less than \$50. She spoke with a fellow who does it for a company and he said he could do it himself as he is a licensed psychologist. Ben Hoffman said he could probably get another bid in that range. The max would \$75. The drug and alcohol is probably in the \$35 range and the results are within 24 hours. Commissioner Barka and Commissioner Battles stated we need to do this. Mr. Charron stated we are talking County wide policy. Ms. Hathaway stated she had been told that people have smelled alcohol on the breath of county employees. Commissioner Battles stated that we are trying to establish something for new hires at this time. Ms. Hathaway stated we should do it for new hires for the jail and take the opportunity, it depends on how negotiations are going, but usually with drug and alcohol you should do pre-placement, random, just cause and then you build that policy. If you have an opening during negotiations it might be such that this is a policy you should accept. Usually you don't just do a pre-placement, granted she would happy to start with that, that is something. Commissioner Battles stated that is what we want to start. Commissioner Battles stated that he wants this in the other departments also. Commissioner Battles asked Mr. Sturtevant why he doesn't want this in his department. Mr. Sturtevant stated we have a policy that is county wide on drug and alcohol free workplace. We need to take that policy and amend it. Mr. Sturtevant stated that before you just automatically put something out and say this is what it is, I think there a little thing called education to all employees so they understand what we are talking about. You will end up with panic palace running around this building that we are getting screened because everybody is an alcoholic or everybody is a druggie. That is the message that is apt to get out into the building. Commissioner Battles stated that this not what he is suggesting. Mr. Sturtevant stated he is concerned about the way we educate employees about new policies. Commissioner Battles stated he is not trying to tackle people who are here already, just new hires. Ms. Hathaway stated she thinks it is pretty well recognized that most companies are doing drug and alcohol screening on preplacement.

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Commissioner Barka stated he doesn't want to bother those here. Ms. Hathaway stated that we do have an existing policy on drinking and drugs. Now she has in her drawer a little tube, if somebody smells of alcohol, there is a concern, we instantly have them breath into this little tube, if it changes color then you follow it up with a blood alcohol at Exeter with the breath analyzer. We had one case here, it worked out fine, it turned out negative. We didn't have that little tube. Now you can just walk into her office, rather than go somewhere. No one has to know you are leaving building, it is a good preliminary screen. The cost is about \$4.00. We are addressing the pre-placement evaluations for the correctional facility, we are addressing alcohol and drug concerns for the existing employees, and then eventually she thinks that for the jail because it is such a safety sensitive issue, it is fairly common to have drug and alcohol. Commissioner Barka stated for new hires. He doesn't want to bother the ones that already here. Commissioner Battles stated that he doesn't want to bother employees that have been here. Commissioner Battles stated he just wants to start doing new hires. Mr. Charron stated that we need to be very careful, when you are talking about corrections, someone is alleged to have smelled alcohol, the alleged always bother him because it could be a set up from someone else. Mr. Charron stated that this is also hearsay, you can't document hearsay. It doesn't take much to do that. Pre-employment naturally, especially in his line, he has to make sure that with the particular clients that he has that employees are clean that way. That is imperative. We have got to be very careful. If we set policy within the county, there is another law enforcement within the county and you just can't lock in on one and he agrees with Mr. Sturtevant introducing something has got to be done with kid gloves, if we are going to do something it has got to be firm but the educational aspects are imperative. Commissioner Battles stated that he doesn't see that this a big issue. All we are suggesting is that before we hire somebody that they successfully complete the testing that we have required of them. That is not an educational issue, that is something that the existing employees shouldn't even be worried about. Mr. Charron stated that pre-employment is fine but he heard two more steps after pre-employment. Commissioner Battles that is right but we backed off and we both said we don't want existing people, just new hires. Ms. Hathaway stated that she thinks it should be the Sheriff's Department also because they are in contact with prisoners. Ms. Hathaway stated that the Sheriff's Department should come under the same qualifications as the House of Corrections. Commissioner Battles stated county wide, all new hires. Ms. Hathaway stated that might be expensive, she didn't know. Mr. Charron stated that he doesn't see how you can lock into one department, he thinks it is discriminatory to come after his department. Commissioner Barka stated that he thinks it is important that the jail does get the test because they are responsible for 200 prisoners. Commissioner Battles stated he has no problem with County wide. Commissioner Barka stated he wants new hires for the Nursing Home, etc. He doesn't want people

that have been here to have to have the test. Commissioner Battles stated that the issue can be brought up for existing employees at the Personnel Commission. Commissioner Battles stated that for new hires it doesn't have to through the Personnel Commission. Ms. Hathaway stated that not everybody is having pre-placement physicals on hire because there is a discrepancy in the policy. It doesn't say all employees it says some selected. Ms. Hathaway stated she had written a memo. Commissioner Walker said why aren't you doing everybody's pre-placement physical and she stated she does the ones that she knows about. If other departments don't tell her then she can't do them. Mr. Morrisette looked through and actually the policy is such that doesn't say all new employees must have a pre-placement physical, after that she sent out memo in August that everybody should have got a copy of, that she sent and that should have been sent out. Ms. Hathaway stated she sent the information on the pre-placement physicals with alcohol and drug. Ms. Hathaway stated that pre-employment, it should say pre-placement physical exams are required only for those positions in which there is a bonafide job related physical requirement or federal or state regulation. Right now the policy isn't doing physicals on everybody. Commissioner Battles stated that this needs to be brought up at the Personnel Commission. Commissioner Battles asked Ms. Hathaway to attend the meeting.

Ms. Hathaway also stated that she wants to be told about all industrial accidents and illnesses. She stated that Mr. Morrisette came up with a nice little form that is interdepartmental. She still does not receive notification from the Sheriff's Department. This needs to be addressed.

Ms. Hathaway stated that at the meeting the employee assistance program. If we are going to do this we need to do employee assistance programming. She stated that a figure of \$20,000 was tossed out for the County. She stated she spends a lot of time with psychiatrically disturbed employees. Commissioner Battles stated that we are talking right now only for people before we hire them. Ms. Hathaway stated that the amount of money that is spent in lost time because of employee assistance type, if you are going to do the pre-placement down the line but it was a fluff she felt that Commissioner Walker and Commissioner Barka felt we better start getting into this to save money on health insurance, lost time, the concept of employee assistance program which is not just for drugs and alcohol but mental illness, family problems, the whole gamut. There has been an employee assistance program here before. It sort of fizzled a little. Commissioner Barka stated that the three Commissioners and Ms. Hathaway should sit down and talk about this. Ms. Hathaway stated that her other concern is we want to get blood borne pathogen standard policy for the county, ie, the Nursing Home, the Jail, the Sheriff's, for everybody to have one all written up. She has had QA and Infection Control look at it here and we will share it with the

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others. She stated she doesn't know what they will do to get this policy. Mr. Sturtevant wanted it stated that there is a policy in effect. Ms. Hathaway stated she is trying to save money by having the forms filled out ahead of time in order to save emergency costs. This will be set up with the lab, they just go to the lab and pay \$21 instead of \$150 to go to the Emergency Room. So if everybody has the forms ahead of time you avoid that Emergency Room trip.

Ms. Hathaway stated that the other big issue is having a county wide health and safety committee. We need to do that with the joint loss management committee which will be going into effect in January. It is a \$1,000 day fine if you are not in compliance. You need to have the corporate commission and then each business unit, i.e. Nursing Home, Maintenance, Jail. Commissioner Battles stated that we need to bring those issues up at the Personnel Commission

Ms. Hathaway stated that the other thing she would like is a policy regarding beard usage. There was incident with the Maintenance Department regarding the respirator usage and you can't have a beard, this prevents the face piece for sealing properly.

Commissioner Battles moved that the Minutes of June 5, 12, 19, 26, July 10, 24, 31, August 14 and August 28, 1995 be approved. Commissioner Barka seconded the motion and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners in regular session, Commissioner Barka made the motion to go to Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote. Commissioner Battles seconded and all voted in the affirmative on a roll call vote at 2:25 PM.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NH
OCTOBER 23, 1995**

The Board of Rockingham County Commissioners met in a Non-Public session under RSA Chapter 91 A:3 II, c on a roll call vote at 2:25 PM. Those present in the first session were Commissioners Barka and Battles, Mr. Roy Morrisette, and Mrs. Marilyn Daigle.

There was discussion regarding a personnel issue at the House of Corrections. There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA

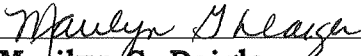
mgd
Date 12/1/96

Chapter 91 A:3 II, c, Commissioner Battles moved to go back to Public Session at 2:33 PM.

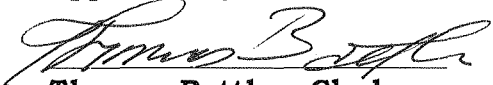
Commissioner Barka made the motion to go along with the attorney recommendation regarding an employee termination. Commissioner Battles seconded the motion and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka made a motion to adjourn at 2:34 PM. Commissioner Battles seconded and all voted in favor.

Respectfully submitted,


Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,


Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

DATE

MGA
12-11-95

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
OCTOBER 31, 1995

A special 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 and Walker, Mr. William Sturtevant; Administrator of the Rockingham County Nursing Home, and Mrs. Marilyn Daigle, Administrative Assistant to the Rockingham County Commissioners.

Chairman Barka called the meeting to order at 12:51 PM.

NURSING HOME -- William Sturtevant Administrator

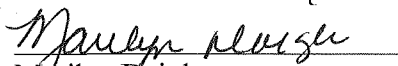
There were bids for beef to be opened and were as follows:

- Associated Grocers - 2,000 pounds at \$1.29/lb

Commissioner Walker 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 Barka seconded and all voted in favor.

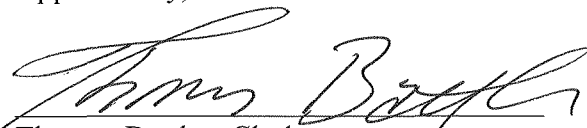
There being no further business to come before the Board, Commissioner Walker made the motion to adjourn at 12:52 PM, Commissioner Barka seconded and all voted in the affirmative.

Respectfully submitted by,


Marilyn Daigle

Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Thomas Battles, Clerk
Rockingham County Commissioners

/md

Date 10-23-96 *mkd*

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
November 6, 1995**

A special meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker, Mr. Ernest Woodside; Director Maintenance, Mrs. Cathy Stacey; Registrar of Deeds, Mr. William Sturtevant, Administrator of the Nursing Home, and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also presents were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Representative Ken Malcolm and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:10 PM.

Commissioner Barka reported that there was one bid to be opened. It is the re-bid of the air conditioning in the Nursing Home. Bidders were:

- Kelley Air Systems
- Palmer & Sicard, Inc.

Commissioner Walker moved that Mr. Woodside shop the bid. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant requested a bid waiver on the evaporator coil in the kitchen walk-in for \$1,795 from Environmental Systems. Mr. Sturtevant asked permission to use the monies from the equipment line.

Commissioner Walker moved to waive the bid requirements. All three Commissioners have already signed the bid waiver which makes it unanimous. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker stated that we need to look at the equipment line. She stated she does not have a problem as long as there is money available and the Nursing Home is not going to be needing whatever was budgeted. Mr. Sturtevant stated one of the items that had been budgeted was a garbage disposal. The amount budgeted was \$1,400 and when the pricing was done, research showed the prices have doubled, more than doubled, they are over \$3,000. Commissioner Walker stated that this needs to be explained in the budget process as to why this purchase was

Date 10-23-96

postponed. Mr. Sturtevant stated that the evaporator coil was more of a priority than the garbage disposal.

Commissioner Barka asked Mrs. Jackson to explain the issue with the dental plan. Mrs. Jackson stated that the dental administrator came in and brought up the fact we are covered by a broker. The County was covered by a broker who helped get the best possible prices for both health and dental, which EBPA handled for the County in the past. The administrator stated that by eliminating the broker; because we no longer have health insurance through them, we will be saving \$300. Mrs. Jackson stated that the dental rates will stay consistent with what they were last year.

Mrs. Jackson stated that she wanted to bring up the discussion she had several weeks ago regarding the Commissioners possibly appointing somebody to sign on behalf of the Board for the health and dental renewal forms that have to be completed

Commissioner Walker moved that the Chairman sign, on behalf of the Board, the insurance forms. Commissioner Barka seconded and all voted in favor.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside, Director

Mr. Woodside stated he had two bids he wanted to award: the pressure washer and portable radios. Commissioner Walker stated she wanted to see the recommendations before they were awarded.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey stated she had a couple of questions for the Board. She stated she had a couple of contracts she had given to the Board several weeks ago and she was checking on the status of those contracts.

Commissioner Barka asked her which contracts were they. Mrs. Stacey stated Eastman Kodak and Simplex Time Recorder contracts. Commissioner Walker stated she had those contracts and all that was needed was for all three Commissioners to sign on November 7.

Mrs. Stacey asked if there was any news from the County Attorney regarding the increase in the surcharge from \$1 to \$2 to start in January. Commissioner Walker stated that she believes the law states that it is up to the Registry of Deeds to recommend an increase and the Delegation approves it. It has to be approved the year before it starts. Mrs. Stacey stated that the Delegation thinks it can be amended but, a 60 day notice needs to be given. This is the reason why the Delegation wanted the County Attorney to look at it.

MGD
Date 10-23-96

Commissioner Walker stated she would have the County Attorney review the RSA regarding increasing the surcharge from \$1 to \$2 with a 60 day notice.

Mr. Sturtevant stated that he wanted to address the issue of Nursing Home rates reimbursement for private pay effective January 1. The Board has to set the rate. Normally the rate would have been set earlier but because of House Bill 32 the County had to wait.

Commissioner Walker stated that the Commissioners have been analyzing telephone rates. Discussions have been with MCI. Commissioner Walker stated that she has asked Mrs. Judie Milner to speak with Sprint to see how they compared to MCI. Mrs. Milner has negotiated with each company to see which one offers the best rate, using each company as a bargaining tool. Should the County choose either MCI or Sprint, the County will see a significant savings in the telephone rates next year. Commissioner Walker stated that additional research needs to be done to determine which company will save the County the most amount of money.

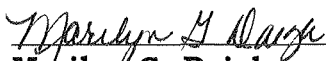
There was additional discussion regarding how AT& T rates compare with Sprint and MCI.

Mr. Sturtevant stated that before any changes are made, the County should speak with ICS regarding a possible surcharge that they may charge the County for switching carriers.

Mr. Charron asked the Board to officially vote on the reclassification of the Sergeant to Administrative Assistant II at the House of Corrections. Commissioner Walker moved that the Board approve the change from Sergeant to Administrative Assistant II and that the Commissioners propose it to the Personnel Commission. Commissioner Barka seconded the motion and all voted in favor.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker made a motion to adjourn at 1:37 PM. Commissioner Barka seconded and all voted in favor.

Respectfully submitted,


Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

mgd
Date 10/23/96

Approved by,

Thomas Battles

Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

md
Date 10-23-96

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
November 13, 1995

A special meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka and Walker, Ms. Jude Gates; Administrative Assistant to the Director of Maintenance, Mrs. Cathy Stacey; Register of Deeds, Mr. William Sturtevant, Administrator of the Nursing Home, Sheriff Wayne Vetter; High Sheriff, Mr. Gene Charron; House of Corrections, Ms. Jayne Jackson; Staff Accountant, Ms. Judie Milner; Fiscal Office, Ms. Theresa Young; Fiscal Officer, Ms. Diane Gill; Human Services and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Representatives Ken Malcolm and Dave Welch and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 1:03 PM.

Commissioner Walker asked Ms. Milner to give a status report regarding the telephone. Ms. Milner stated that she has been speaking with representatives from Sprint. They seem to be the company that offers the best deal to the County. As was discussed at the last meeting, Sprint offers the best deal.

There was discussion as to how this would affect the pay phones at the Jail. Ms. Milner responded that the pay phones at the jail will not be altered.

Commissioner Walker stated that a lot of the departments have calling cards and a fee is charged every time the card is used. Sprint has agreed to give the County 800 numbers that the employees can use instead of the credit cards. This will enable the employee to call using the 800 number instead of using the credit card. The cost for this service will be .12 a minute. The savings will be 14.2 cents a minute.

Mr. Sturtevant asked if ICS had to do something with the current system to make it compatible with Sprint. Commissioner Walker stated yes.

Sheriff Vetter stated he was all for the savings but wants no disruption in service.

MD
Date 10-28-96

There was additional discussion regarding the phone service at the jail.

Commissioner Barka stated that credit goes to Commissioner Walker and Ms. Milner for putting this together.

Commissioner Walker made the motion to change telephone carriers and enter into a contract with Sprint for one year, to be negotiated the next year. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Barka asked Commissioner Walker to please let the Board know if there were problems.

REPORT FROM HUMAN SERVICES - Ms. Diane Gill

Ms. Gill presented the Board with the monthly report from September.

REPORT FROM THE FISCAL OFFICE - Ms. Jayne Jackson

Ms. Jackson stated she had an issue for non-public.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census to be 298, 2 deaths over the weekend, 1 admission tomorrow, 1 admission Wednesday and 40 applications for admission.

Mr. Sturtevant reported there were bids to be opened for "gentle rain" (shampoo and liquid soap) (year contract):

Daily Cardinal Health
TotalMed
ADCO Surgical

Commissioner Walker moved that Mr. Sturtevant shop the bids and come back to the Board with his recommendation. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant reported there were bids to be opened for cranberry juice (year contract):

JP Food Service
Shaheen Brothers, Inc.
SS Pierce/Kraft
Donahue Brothers

Commissioner Walker moved that Mr. Sturtevant shop the bid. Commissioner Barka seconded the motion and all voted in favor.

Date 10/23/94

Mr. Sturtevant reported there bids to be opened for provisions:

- JP Food Service**
- Kraft**
- Associated Grocers**
- Donahue Brothers**
- Hallsmith-Sysco**
- Shaheen Brothers**
- North Center Food Service**
- Jordan's**

Commissioner Walker made the motion that Mr. Sturtevant shop the bid and award the bid to the low bidder or the one in the best interest of the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant stated there were bids to be opened for 1,000 pounds of fish:

- Hallsmith-Sysco**
- Tri-State Seafood, Inc.**
- Associated Grocers**
- Kraft**
- JP Food Service**
- Jordan**
- North Center Food Service**
- Al's Seafood**

Commissioner Walker moved that Mr. Sturtevant shop the bid and award it to the low bidder or the one in the best interest of the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant stated there were bids to be opened for soap:

- JP Food Service**
- Diversey Corp.**
- Brite Technology**
- Hallsmith-Sysco**
- Summit Supply**
- Shaheen Brothers**

Commissioner Walker moved that Mr. Sturtevant shop the bids. Commissioner Barka seconded the motion and all voted in favor.

mag
Date 10/23/96

Mr. Sturtevant stated there were bids to be opened for beef:

Associated Grocers

Commissioner Walker moved that Mr. Sturtevant shop the bid and award it to the low bidder or the one in the best interest of the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant stated that House Bill 32 passed. The Nursing Home has held off action recommending the rates for reimbursement for the Nursing Home. Mr. Sturtevant stated that the Nursing Home was notified that as of November 1, 1995 through June 30, 1996 the Medicaid rate will be \$109.59. The rates will be reviewed during the spring with the hope that the new rates will be established by July 1. Mr. Sturtevant recommended that the private pay rate be \$144.17 effective 1-1-96.

Commissioner Walker moved that the rates for reimbursement for the Nursing Home under Medicaid, effective 11-1-95 to 6-30-96 be \$109.59 and private pay be \$144.17 effective 1-1-96. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant stated that part of House Bill 32 was the discussion of the pro-share monies. The pro-share monies will continue to be distributed to the Counties as they have in the past based on Medicaid utilization. There was additional discussion regarding the application process regarding pro-share monies.

Mr. Sturtevant stated he had a request for a non-public session, a personnel item and two applications for consideration for admission to the Nursing Home.

REPORT FROM THE FISCAL OFFICE - Ms. Theresa Young

Ms. Young stated she will be issuing summary sheets for the budget. She also reminded everyone to get the transfers in by next Wednesday. Ms. Young stated the budgets from Departments and Elected Officials were due today but the due date has been changed to Wednesday.

Ms. Young stated she is waiting for the Delegation's schedule. Ms. Hurley stated she would have the dates on November 27.

Ms. Young stated that the auditors will be at the County tomorrow.

Ms. Young stated that the computer maintenance bid has been reviewed by Don Reddon, Gene Charron and Ms. Young. Ms. Young stated there is another interview to be held. The third bidder has not set a time to meet. A decision has not been made regarding the bid award.

Date 10-23-96

understanding that the insurance, moving cost and other related expenses will be at no cost to the County. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker moved that the Board of Rockingham County Commissioners accept the audit review and recommendations for the personnel department conducted by Gary Wulf dated September 25 and propose the following plan of implementation. Commissioner Barka seconded the motion and all voted in favor.

Commissioner Walker stated that although there is only two Commissioners present, Commissioner Battles has agreed to this implementation. The implementation plan is:

1. The Board desires to create a more centralized Personnel Department and call the Department the Department of Human Resources.
 - A. The Board recommends a three person department with the following positions:

Director of Human Resources
Personnel Assistant
Personnel Records Clerk or Administrative Assistant II
 - B. Vote to create the positions, approve the job descriptions and educational requirements for each position will be placed on the agenda of the Personnel Commission on November 13, 1995.
 - C. Ask the Board of Commissioners to vote at their November 13, 1995 meeting to waive the hiring freeze and advertise the position of Director of Human Resources and the Administrative Assistant II position provided the Executive Board votes at their December 1 meeting to authorize the new positions and allow the Commissioners to transfer money to the Personnel Department to hire the Director.
 - D. Request the Executive Board to vote at their December 1st meeting to add these two new positions to the budget of the Personnel Department by transferring the money to fund the positions from the interest in General Government to the Dept. of Human Resources (Personnel Department in 1995 budget).

- E. Allow the present Director of Personnel to assume the Personnel Assistant position at the same grade and step that he presently holds.
- F. Allow the Director of Human Resources to post and fill the Administrative Assistant position.
- G. The entire classification system will be looked at during the 1996 and proposed changes will be presented to the Personnel Commission. All job descriptions will be rewritten to comply with all Federal and State guidelines.
- H. During 1996 the Personnel Policies must be reviewed, revised, and enforced in all departments evenly. All rules established by individual departments, must be reviewed to guarantee they do not conflict with Personnel Policies. The Personnel Policies MUST by the POLICIES for all and not used as a framework within which each department may create their own rules, without Board or Personnel Commission approval, which conflict with the policies. The review of Personnel Policies will be an on going task of the Personnel Commission.
- I. All personnel files will be centralized in the Department of Human Resources office. The Board realizes this will take a period of time to accomplish. The Director will begin the work within 1996. The Director will work with the Division Directors and Elected Officials to determine what duplicate copies will be kept in the office of the Division Directors and Elected Official offices and to determine a time frame when this will be accomplished.
- J. The Director of Human Resources will have access to all computer and payroll information as "View Only".
- K. In keeping with the three dimensional method of establishing annual wage increase guidelines, a comprehensive review of all grade classifications will be undertaken in 1996 by this new department to implement the new 10 step pay plan. An analysis of the positions will be reviewed annually by this department to advertise the Commissioners and Personnel Commission what pay increases to propose for the budget.

In order to provide adequate space for this department's offices and storage for files, the day room area in Driscoll 2 will be finished. This space provides private entrance and is handicapped accessible through the Nursing Home. The Board will review what office items will be surplus

mgd
Date 10-23-94

The Board met to hear an issue regarding health insurance for an employee. If there is no response by December 10, the insurance is to be canceled.

Those present at the third session were: Commissioners Barka and Walker, Mr. William Sturtevant; Nursing Home Administrator, Mr. Roy Morrisette; Director of Personnel and Ms. Marilyn Daigle; Administrative Assistant to the Commissioners.

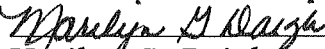
The Board met to hear an issue regarding insurance coverage for an employee. The Board has decided to cover the individual through January.

The Board also met regarding the waiver of residency requirement for two individuals. The Board made no decision.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91 A:3 II, c, Commissioner Walker moved to go out of Non-Public Session at 3:06 PM on a Roll Call vote. Commissioner Barka seconded and all voted in favor.

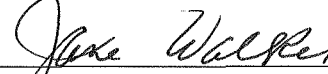
There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Walker moved to adjourn at 3:06 PM. Commissioner Barka seconded the motion and all voted in favor.

Respectfully submitted,



Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners
/mgd

~~10-23-96~~ mgd
Date 10-23-96

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
November 27, 1995**

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka and Battles, Mr. Ernest Woodside; Director of Maintenance, Mrs. Cathy Stacey; Register of Deeds, Mr. William Hart; County Attorney, Mr. William Sturtevant, Administrator of the Nursing Home, Mr. Gene Charron; House of Corrections, Mrs. Theresa Young; Fiscal Officer, Ms. Diane Gill; Human Services and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mrs. Cheryl Hurley; Administrative Assistant to the Delegation, Representative Ken Malcolm, Marc Fortier; Foster's Daily Democrat and Mr. Gerry Miller; Union Leader.

Chairman Barka called the meeting to order at 1:00 PM. The purpose of the meeting was to open various bids for the Registry of Deeds and the Rockingham County Nursing Home.

Commissioner Barka opened bids for the Registry of Deeds for computer maintenance service from:

Salmon Falls Computer

Commissioner Barka stated that the bid submitted to IBM in Bedford, NH was returned and forwarding time has expired.

Commissioner Barka stated that the bid for computer software services for the Registry of Deeds received no response.

Commissioner Barka stated that this will need to be put out to bid again. A new list of vendors for computer software is needed. Commissioner Barka asked Ms. Stacey to provide the Commissioner's Administrative Assistant with a new list of vendor addresses.

Mrs. Stacey stated that Salmon Falls did not bid as they do not service the equipment listed in the specifications of the bid.

Commissioner Barka asked Ms. Stacey to provide a new vendor list for computer maintenance in order that the bid can be resubmitted.

Date 10-23-96

Commissioner Barka stated he told Commissioner Walker that this meeting would be only for opening of bids. There would be no votes on any expenditures.

REPORT FROM HUMAN SERVICES - Ms. Diane Gill

Ms. Gill asked about the grant award that was listed on the agenda. Commissioner Barka stated he would allow the award of the grant for the Hampton Child and Family Program.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside had nothing to report to the Board.

REPORT FROM THE FISCAL OFFICE - Mrs. Theresa Young

Mrs. Young had nothing to report to the Board.

REPORT FROM THE HOUSE OF CORRECTIONS - Mr. Gene Charron

Mr. Charron asked the Board to review a waiver of bid for a van for work detail for next year, when all three Commissioners are present.

Commissioner Barka called for the motion to award the \$10,000 grant to Hampton Child and Family Program. Commissioner Battles made the motion to award the \$10,000 grant to Hampton Child and Family Program. Commissioner Barka seconded the motion and all voted in favor.

Mr. Charron gave the Board the information regarding the meeting that took place on November 22, 1995 with Mr. Charron, Sheriff Vetter, Attorney Hart and Commissioner Battles regarding the House of Corrections. Commissioner Barka stated he disagreed with this meeting. There was additional discussion regarding this meeting.

There was discussion regarding an article in the Union Leader concerning the House of Corrections.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Cathy Stacey

Mrs. Stacey stated she had a couple of pieces of equipment to add to the inventory for the County.

Mrs. Stacey also gave the Commissioners a copy of a letter regarding the ongoing problems she has been having with her printer. She stated she will be asking for a bid waiver at the next Commissioners' meeting.

Mrs. Stacey asked for status report on the plan printer in her office. This is surplus equipment and she has people who want to bid on it to purchase it from the County. Mrs. Stacey has indicated that she has declared this equipment as surplus. The Administrative Assistant stated that she would be sending out a memo asking any department if they are interested in this printer. It was suggested that all the departments be asked what they have for surplus equipment and to see which department is interested in what.

Commissioner Battles made the suggestion to put bottled water in daycare center on Rockingham County property temporarily. Mr. Sturtevant stated he has bottled water that the daycare center can use.

Representative Malcolm questioned the Board as to who made the decision regarding the damage to the new Courthouse and why these individuals were not be prosecuted. There was some discussion regarding the ownership of the building and who was responsible for the damages.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census to be 299, 1 death over the weekend, 1 admission and 56 applications for admission. There are 95 in the Adult Day Program.

Mr. Sturtevant reported there were bids to be opened for pork:

- Associated Grocers
- Cambridge Packing

Commissioner Battles moved that Mr. Sturtevant award the bid to the lowest bidder or the one in the best interest of the County. Commissioner Barka seconded the motion and all voted in favor.

Mr. Sturtevant reported there were bids to be awarded for dishwashing supplies:

Shaheen Brothers	\$11,034.00
Diversey Corp.	\$15,657.00
Hallsmith-Sysco	\$11,290.00
Brite Technology	DID NOT BID
JP Food	\$13,700.00
Summit Supply	\$ 9,973.00

Mr. Sturtevant recommended that the bid be awarded to the low bidder, Summit Supply in the amount of \$9,973.00. Commissioner Battles moved to award the soap bid to Summit Supply in the amount of

mgd
Date 10-23-96

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles moved to adjourn at 1:46 PM. Commissioner Barka seconded the motion and all voted in favor.

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Thomas Battles
Thomas Battles, Clerk
Rockingham County Commissioners
/mgd

10-23-94
Date msd

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
November 30, 1995**

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles, Mr. Ernest Woodside; Director of Maintenance, Mrs. Cathy Stacey; Register of Deeds, Mr. William Sturtevant, Administrator of the Nursing Home, Ms. Theresa Young; Fiscal Officer, Ms. Diane Gill; Human Services and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

Also present were Mr. Robert Gilbert; Maintenance Department, Ms. Mary Currier; Conservation District and Marc Fortier; Foster's Daily Democrat.

Chairman Barka called the meeting to order at 9:07 AM.

REPORT FOR HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill requested to waive the hiring freeze as the mediator is leaving in Portsmouth.

Commissioner Battles made the motion to lift the hiring freeze county wide for funded positions only as we are no longer in a critical budget situation. Commissioner Walker seconded the motion and all voted in favor.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside.

Mr. Woodside had nothing to report to the Board.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census to be 297, 3 in the hospital.

Mr. Sturtevant stated he an issue for non-public session.

Mr. Sturtevant requested a regrade of 2 1/2 LPN positions to 2 RN positions and wants to transfer the monies from the LPN line to the RN line. Commissioner Walker made the motion to allow Mr. Sturtevant to regrade the 2 1/2 LPN positions to 2 RN positions and present this to the

msd
Date 10-23-96

Personnel Commission on December 1 for a vote. Commissioner Battles seconded and all voted in favor.

REPORT FROM THE FISCAL OFFICE - Mrs. Theresa Young

Mrs. Young stated that the auditors will be coming in next week.

Mrs. Young stated that the Executive Committee has set the budget calendar. This year the Executive Committee wants the budget sent to the Towns on January 5, 1996.

Mrs. Young stated that the Subcommittees are being told that they can meet on a Monday or Friday. They are not meeting on the 15th. They will start meeting on the 8th, 12th and the 19th. They are going to be allowed to fill slots so that three and four of them aren't meeting at the same time. They are going to limit the time and they have to submit their reports by the 22nd of January. The Executive Committee wants to meet on the 26th which gives them a week to get the information to the Delegation. Mrs. Young stated that the Public Hearing will be on the 18th at 7:00 PM. The Executive Committee meeting is on the 26th, the Delegation meeting is on February 10. On February 9 the Executive Committee may meet if they find that the Delegation has questions that they want addressed.

Mrs. Young stated she had an issue for non-public.

REPORT FROM THE REGISTRY OF DEEDS - Ms. Cathy Stacey

Ms. Stacey gave the Board an update regarding the bids for her software maintenance. She indicated to the Board that she received no bids and she was making telephone calls to see if any of the vendors that were sent the bid would be interested in providing maintenance on the software.

Ms. Stacey gave the Board a copy of the contract with Boyle Associates regarding their prices. Commissioner Walker asked Ms. Stacey to draft a letter of understanding to Boyle Associates regarding the price freeze.

There was a brief discussion regarding the typewriter maintenance agreement. Commissioner Walker stated that the Administrative Assistant to the Commissioners is in the process of obtain proposals from other vendors to see if a lower rate can be obtained.

There was a brief discussion regarding the problems Ms. Stacey is having with one of her printers and the temporary step she has taken to correct the problem.

msd
Date 10.23.96

Ms. Stacey stated she was not happy with parts of her office at the new Courthouse, particularly the processing department. She stated that is the department that had the room attached to it which now holds the water tank and all the fire equipment. All this equipment is now located right off the processing room. In exchange for this room, they were given a room down the hall. Ms. Stacey stated that the problem is that the room size is too small for six people. There was additional discussion regarding the space issue for the Registry of Deeds.

Ms. Stacey has requested a list of the equipment in the Probate Office and the Superior Court. Commissioner Battles asked if either the Commissioners or Mr. Woodside could give Ms. Stacey a copy of this list.

Ms. Mary Currier from the Conservation District stated that two Sergeants from the U.S. Army come to their office yesterday. Ms. Currier stated that at the end of March the 82nd Airborne is going to be coming into the area to do some demonstrations and they need a space to have approximately 30 parachutists drop in from the 82nd Airborne. They need a very large open area. They are looking at the possibility of using the back field that is across the street. Commissioner Walker stated she had no problem with them coming to talk the Commissioners regarding the use of the back field.

Commissioner Barka stated that the Board needs to waive the fee of \$35 for the GOP to use the Commissioners Conference Room, instead of that they will be buying presents for the residents. Commissioner Battles moved that the Board waive the \$35.00 fee for the GOP in order that they may use the Commissioners Conference Room for their Christmas Meeting. Instead of that fee they will be buying presents for the residents of the Nursing Home and the GOP has suggested that they might give a \$25 donation for purchasing presents. Commissioner Barka stated that he is against this. Why hasn't the GOP made donations in the past. Commissioner Walker stated she would second the motion with the understanding that if the opposite party requests the room that the fee be waived for them also. Commissioner Walker requested that Commissioner Battles withdraw his motion and she would pay the fee. Commissioner Battles stated he would withdraw his motion and he would split the fee with Commissioner Walker. Commissioner Barka stated he would chip in also.

REPORT FROM THE COUNTY ATTORNEY - Mr. William Hart

Mr. Hart stated he nothing to report to the Board.

There was discussion regarding the cost of transportation for the Adult Daycare. There was discussion regarding sending out an RFP.

msd
Date 10-23-96

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Jane Walker
Jane Walker, Vice Chair
Rockingham County Commissioners
/mgd

MSA
Date 10-23-96

Commissioner Walker asked Sheriff Vetter if he could wait until the Commissioners have an opportunity to check the year end balance to see what kind of shape the County is in prior to signing the bid waivers.

Commissioner Barka asked that the bid waiver for the hardware for the Sheriff's Department be put on the agenda for next time.

The Register of Deeds asked to have someone to man the back door of the Courthouse on December 26 as the employees of the State have the day off and no bailiffs will be present. The Commissioners asked Sheriff Vetter if he would provide a uniformed deputy at the Courthouse on December 26 at 6:30 AM to open up the Courthouse at the normal 7:00 AM time at the back door for that day.

Mrs. Stacey stated that the Registry will be open on December 26.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Mr. Woodside had nothing to report to the Board.

REPORT FROM THE NURSING HOME - Mr. William Sturtevant

Mr. Sturtevant reported the census to be 297, 3 in the hospital, 37 applications for admission and 93 clients in the Adult Daycare Program.

Mr. Sturtevant wanted to remind the Board of the Christmas activities that are coming up in the next couple of weeks:

Thursday, December 14, pictures will be taken with Santa from 8:00 AM to 4:00 PM in the atrium.

The annual buffet is Wednesday the 20th.

On Christmas morning Santa will be visiting the residents.

Mr. Sturtevant wanted to remind everybody about the Giving Trees. They are located in the two lobbies, the lower lobby and the upper lobby. The gifts need to be returned on the 20th. Mr. Sturtevant stated that money is always welcomed.

Mr. Sturtevant stated that the toaster in the kitchen is in bad shape. The cost to replace this toaster is \$739.00. Mr. Sturtevant asked the Board if he could take some money from the equipment line in General Government that is assigned to the Nursing Home. Mr. Sturtevant stated that there is about \$3,400 left in that line.

msd
Date 10-23-96

Commissioner Walker stated that the Board needs to look at the year end figures before making a decision. She stated that she is aware of the urgency and will let Mr. Sturtevant know as soon as a review has been done by the Board.

Mr. Sturtevant stated he wanted to thank the people at the Conservation Commission. They were able to get decorations for the Christmas tree and a tree for the atrium donated to the Nursing Home. Mr. Sturtevant wanted to thank them and Parker Tree Farm in Greenland who donated the tree.

Mr. Sturtevant asked Mr. Woodside to update the Board regarding the problem that the Nursing Home has been having with the hot water. Mr. Woodside stated that the problem with the hot water has been occurring on and off again for the past month and half. Mr. Woodside stated that the mixed valves (Leonard mixed valves) that were installed as part of the contract and renovations, now there are sporadic times when the water is either too cold or too hot. Mr. Woodside stated that every scenario has been done to determine whether or not the problem is internal to the Nursing Home. Mr. Woodside stated that he has been unable to find an internal problem Mr. Woodside stated he notified Brooms from the engineering firm, an architect who designed the facility, and their engineers were here on Friday to evaluate the situation. Mr. Woodside said they were surprised to see the problems. They don't know what the problem is either. He is waiting for an update from them. Mr. Woodside stated some adjustments have been made but the problem is not corrected. He will again contact the engineers to see what type of progress they have made and when the representative from Leonard will be here to check on the problem.

Mr. Sturtevant stated he an issue for non-public session.

REPORT FROM THE COUNTY ATTORNEY - Mr. William Hart

Mr. Hart stated he wanted to put a thank you on the checks for the United Way fund.

Mr. Hart stated that there was a 54% participation of the employees in the United Way fund. Mr. Hart stated that over \$3,000 was raised for the United Way.

Sheriff Vetter stated he would donate another turkey for the drawing for the United Way Fund. The Commissioners will not have their names in the drawing, thus giving more opportunity for employees to win.

msd
Date 10-23-94

REPORT FROM THE REGISTRY OF DEEDS - Ms. Cathy Stacey

Ms. Stacey stated because she did not receive bids on the software, she contacted the people listed on the bid list and only one bidder responded. Ms. Stacey stated the same thing occurred with the maintenance of the hardware. She contacted the bidders and three bidders responded.

Ms. Stacey recommended awarding the hardware maintenance bid to NSI in the amount of \$1,979.80 Commissioner Walker moved to award the hardware maintenance bid to NSI in the amount of \$1,978.80. Commissioner Battles seconded the motion and all voted in favor.

Ms. Stacey recommended awarding the software support bid to BryarTech Consulting in the amount of \$98 per month. Commissioner Walker moved to award the software support bid to BryarTech Consulting in the amount of \$98 per month. Commissioner Barka seconded the motion and all voted in favor.

Ms. Stacey gave the Board a written confirmation from Boyle Associates that they would freeze their prices for a whole year.

Commissioner Walker stated that this form from Boyle Associates needs to be signed by the Board. Once this form is signed, it will be sent back to Ms. Stacey.

Ms. Stacey stated the other issue she has was with regard to her printer. She was asked by the Board to submit a quote from the company that manufactures the printer. The quote is more expensive than the quote she received from NSI. Commissioner Battles moved that Ms. Stacey go with the price from NSI. Commissioner Walker requested that Ms. Stacey wait a week to allow for review of the year end balance. Commissioner Barka seconded that Ms. Stacey hold off for a week until the Board has had an opportunity to review the year end balance. All voted in favor.

Ms. Stacey gave the Board a memo regarding the new Courthouse.

Commissioner Battles made the motion to approve the Minutes of the September 11, 25, October 2, 16, 23 and 31, 1995 Meetings. Commissioner Barka seconded the motion. Two voted in favor and one abstained because she had not seen the changes made by Commissioners Battles.

Commissioner Battles asked Mr. Charron when the cost analysis for the cost of inmates would be ready. Mr. Charron stated the report would be presented on Wednesday at 10:00 AM.

mgd
Date 10-23-96

Commissioner Battles asked if drug testing was being done on all new correctional employees. Are personality tests being done on new employees? Mr. Charron stated personality tests were not being done on new employees. There was discussion regarding the costs of drug testing and psychological testing on new hires and old hires.

Mr. Woodside stated he wanted a meeting this week with David Edwin, Mr. Stacey, Ms. Stacey and the Commissioners regarding the new telephone system at the new Courthouse. The meeting is scheduled for Friday at 1:00 PM in the Commissioners Conference Room.

There was discussion regarding privatization of buses at the Nursing Home. The Board decided to send out an RFP.

The Board stated that the next meeting would be December 22 at 10:00 AM.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Barka moved to adjourn at 2:15 PM. Commissioner Battles seconded the motion and all voted in favor.

Respectfully submitted,

Marilyn G. Daigle
Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Jane Walker
Jane Walker, Vice Chair
Rockingham County Commissioners
/mgd

mgd
Date 10-23-96

**MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 19, 1995**

A meeting of the Board of the Rockingham County Commissioners was held on this date in the Commissioners Conference Room of the Rockingham County Nursing in Brentwood, NH. The following were in attendance: Commissioner Battles and Mrs. Marilyn Daigle; Administrative Assistant to the Rockingham County Commissioners.

The purpose of this meeting was to open bids only.

Commissioner Battles called the meeting to order at 12:03 PM.

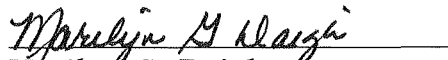
Commissioner Battles stated that there bids to be opened for the Nursing Home for beef:

Associated Grocers - \$1.05/pound


Commissioner Battles suggested that Mr. Sturtevant be allowed to award this bid or waive the bid as this was the only bid received.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles moved to adjourn at 12:05 PM.

Respectfully submitted,


Marilyn G. Daigle
Administrative Assistant to the
Rockingham County Commissioners

Approved by,


Thomas Battles, Clerk
Rockingham County Commissioners
/mgd