

JAS  
Date 2/3/97

MINUTES  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 6, 1997

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 Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Battles. Also present were Mr. William Sturtevant - Administrator of the Nursing Home, Mr. William Hart - County Attorney, Mr. Gene Charron - Superintendent House of Corrections, Mr. Roy Morrisette - Human Resources, Mrs. Theresa Young - Fiscal Officer and Mr. Ernest Woodside - Director of Maintenance.

Also present at the meeting were Commissioner-elect Kate Pratt, Mary Currier - District Manager for the Rockingham County Conservation District, The Honorable Kenneth Malcolm - Rockingham County Delegation Chairman, Cheryl Hurley - Delegation Secretary, Jayne Jackson - Staff Accountant, George Musler and George Iverson from the NH Office of Emergency Management, Kerrie Diers from the National Flood Insurance Program and the NH Office of Emergency Management, George Hatch from FEMA, Alexander Coolidge from Foster's Daily Democrat, Steve Jusseume from the Rockingham County Newspapers, Susan Maddocks from the Portsmouth Herald and Carl Perreault from the Manchester Union Leader.

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

Commissioner Battles introduced the representatives from the NH Office of Emergency Management and FEMA. George Musler lead off the discussion stating that they were at the meeting to discuss two major issues, the first in respect to the flood damage sustained by the County on October 20, 1996 and second the concern that Region I and the NHOEM (as State Flood Insurance Coordinator) have regarding the position of the County with respect to designated special flood hazard areas and to the Town of Brentwood. Mr. Musler explained that flood insurance is offered by the United States Government in exchange for which communities must adopt and enforce regulations which prevent flooding in areas designated by the Federal Government. Under Federal law, State and towns or cities are considered a community, but the law does not recognize counties as a community. Because Rockingham County resides in the Town of Brentwood, it must comply with flood regulations as set up by the town of Brentwood in order to qualify for flood insurance. Under the National Flood Insurance Program loss of the first \$500,000 on the structure and the first \$500,000 of inventory of all non-residential structures are the responsibility of the owner. Mr. Musler strongly urged the Commissioners to insure the County Buildings in light of the fact that a portion of the jail is in a special flood hazard area. He also urged the Commissioners to go to the Town of Brentwood and ask them to write to him, George Musler, at NHOEM stating that maybe the flood maps were wrong. (the last flood insurance rate map for Brentwood is dated as effective April 15, 1981). Mr. Musler would then submit the facts to the National Flood Insurance Program for reconsideration. He stated that there is always an opportunity to have the maps corrected if they are wrong as NHOEM is the liaison with the National Flood Insurance Program with FEMA being responsible for carrying out the law.

Commissioner Battles stated that it is still questionable as whether the County Buildings are in the flood hazard area and because there is some doubt FEMA will revisit the situation here at the County Complex.

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He also stated that since the maps dated April 15, 1981 were adopted, the County had entered into a mitigating project at which time they built a better dam structure than the one which had previously existed. The Commissioners have talked with the Conservation District and they feel that the new dam should have an effect on the maps; therefore the Commissioners feel that the 1981 map is outdated and no longer accurately portrays the flood hazard area.

In light of Executive Order 96-4 signed by Governor Stephen Merrill issuing an order for State agencies to comply with flood plain management requirements, Commissioner Battles made the following motion: that the Commissioners appropriate a sum of money in the 1997 Budget to purchase flood insurance to cover all County property. The motion was seconded by Commissioner Barka and passed by unanimous vote.

George Hatch made a recommendation to the Commissioners that they (the Board) issue an order to the staff and employees to the County that whenever construction or reconstruction is done in a designated flood hazard area in the Town of Brentwood that the County look to and comply with Brentwood's NFIP ordinance. The County does not need to go for a building permit but must comply with National Flood Insurance Program ordinances in order not to jeopardize the communities status in the program.

The fact was brought out by Mr. George Hatch from FEMA and agreed upon by George Musler and George Iverson that the Flood Insurance Rate Map is not accurate and never has been accurate. In order to orchestrate a change in the maps, the work must be done through the Town of Brentwood who would then have to petition FEMA to look at the current map. At the same time FEMA would look into the rebuilt dam.

A motion was made by Commissioner Walker to have the Board, working in concert with the Conservation District, contact the Town of Brentwood and ask them to contact FEMA requesting that the flood maps be reviewed. The motion was seconded by Commissioner Battles and passed by unanimous vote.

George Iverson stated that in the letter to Brentwood it is important that the County state clearly what the problems are that necessitate action by the Town/County in contacting FEMA.

A strong recommendation was made by George Hatch that a county employee take a course at the Emergency Management Institute in Emmettsburg, MD, run by FEMA, to become proficient and knowledgeable about the National Flood Insurance Program rules and regulations. The only cost to the County would be meals for the employee.

George Iverson stated that the NHOEM had submitted a project application summary to the Commissioners which included a check in the amount of \$59,381 which basically took care of the overtime, the moving of prisoners and the cleanup of mud and debris from the flood which occurred on October 20, 1996. This amount is 75% of the eligible cost. The remaining 25% is to be covered by the State and the County equally. Flood damage to the building was \$283,778 which has been suspended at this time, pending determination by NFIP of the maximum amount of flood insurance proceeds which would have been received had this building and its contents been fully covered by a standard flood insurance policy. Colonel Iverson stated that FEMA is coming back to revisit this issue plus other issues throughout the State. He stated that there is a possibility that the suspension could be waived. Commissioner Battles spoke of the discrepancy between the amount of \$283,778 and the amount the County feels the actual amount of damage to the building is. The County has the opportunity to hire a private firm to assess the damages for further submission of claims to FEMA.

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The suggestion was made that the County put together a mitigation plan for the culverts under North Road and the road to the HOC and submit it to the Office of Emergency Management.

Commissioner Battles extended the appreciation that the County feels to Colonel Iverson, George Musler, George Hatch and Kerrie Diers for their help with the New Hampshire Office of Emergency Management, FEMA and the National Flood Insurance Program.

Further under New Business, a motion was made by Commissioner Walker to approve the minutes of the December 30, 1996 meeting. The motion was seconded by Commissioner Barka and passed by unanimous vote.

REPORT FROM THE HOUSE OF CORRECTIONS: Mr. Gene Charron

Mr. Charron gave the Board a copy of the population statistics. The report stated that there are 225 inmates, 202 in the building, 137 pretrial, 88 sentenced, 8 Federal, 13 State, 15 work release, 5 at the Mens State Prison, 0 in State Hospital, 15 at Womens State Prison, 1 at Hillsborough County and 2 at Strafford County for a total of 23 outside.

There was more discussion regarding the problem created by a previous inmate collecting unemployment in Massachusetts after working on work release.

REPORT FROM THE NURSING HOME ADMINISTRATOR - William Sturtevant

Mr. Sturtevant reported the census to be 300, with 18 applications for admission and 97 clients in the Adult Day Care Program.

REPORT FROM THE COUNTY ATTORNEY - Mr. William Hart

A motion was made by Commissioner Battles that the Board of Rockingham County Commissioners hereby accept the reorganization plan of the County Attorney's office submitted by the County Attorney. Reorganization plan as follows: initially proposed on April 26, 1996 and submitted to the Personnel Commission, said plan to be approved in two phases - as it pertains to legal staff, the plan will be approved and adopted effective 1/97 with the following modifications - the two most recent attorneys positions will remain in grade XII, Step 1 until their anniversary date of 12/97 at which time they will be regraded to grade XIII; the new attorney positions filled in 1997 will be Grade XII, Step 1 for one year of employment and then will be regraded to Grade XIII; the positions which were filled 1/22/96 will be regraded retroactively to Grade XIII, Step 1, effective 12/2/96. The balance of the plan specifically as it pertains to all other staff (support and victim/witness advocates) will be approved and adopted in full but not be effective until 1/1/98. The motion was seconded by Commissioner Barka and passed by unanimous vote.

A motion was made by Commissioner Walker to authorize the County Attorney to request grants for future planning for certain positions and if they are accepted or awarded the County Attorney will bring the proposals back to the Commissioners for permission to accept the awards. Included in the motion is the statement that one of the positions in the County Attorney's office, now fully funded by the Attorney General's office, would not be funded by the County if and when the funding from the Attorney General's office ceases. The motion was seconded by Commissioner Battles and passed by unanimous vote.

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Commissioner Battles asked Attorney Hart to explain the costs to the County caused by the reorganization of the Court system regarding the handling of jury trials in District Court cases by the County Attorney's office. This action has expanded the case load of the County Attorney's office from no District Court cases in 1993 to 1,500 cases through December 20, 1996. The point was made that this amounts to cost shifting from the State to the Counties with no additional income to the Counties to compensate for the extra work.

A motion was made by Commissioner Battles that the Commissioners accept the reorganization proposal for the Registry of Deeds in concept and that the particulars regarding titles and other issues will be worked out in the near future before any employees anniversary date. The motion was seconded by Commissioner Walker and passed by unanimous vote.

A motion was made by Commissioner Battles that the Commissioners accept the two regrades within the nursing home in concept and that the two regrades be reviewed with the same sort of care as the Registry of Deeds. The motion was seconded by Commissioner Walker and passed by unanimous vote.

The proposal for Maintenance regrades was postponed because of the lack of back up material at the meeting.

A motion was made by Commissioner Walker that the Commissioners authorize the engagement of McKittrick Law Office to defend the County Attorney and that the Commissioners engage Mark Brock from Devine & Millimet, if he is available, to defend the County in a pending law case. The motion was seconded by Commissioner Battles and passed by unanimous vote.

A motion was made by Commissioner Walker to reconsider the vote of 12/30/96 ordering the rejection of the bids submitted for the Dissolved Oxygen Meter. The motion was seconded by Commissioner Battles and passed by unanimous vote.

A motion was made by Commissioner Battles that the bid for the Dissolved Oxygen Meter be awarded to Cole-Parmer Instrument Company in the amount of \$1,127.00. The motion was seconded by Commissioner Walker and passed by unanimous vote.

A motion was made by Commissioner Walker that the Board of Commissioners authorize the Chairman to sign the contract for the NHMA Health Insurance for the employees covered under the SEA bargaining unit at the HOC. The motion was seconded by Commissioner Battles and passed by unanimous vote.

A motion was made by Commissioner Walker that the County enter into a contract with Blue Cross for all other County employees not covered by a bargaining unit and that the Chairman be authorized to sign the contract. The motion was seconded by Commissioner Battles and passed by unanimous vote.

A motion was made by Commissioner Walker that the County enter into a contract, which the Chairman would be authorized to sign on behalf of the Board, for another year with EBPA for administration of the dental benefits with the acknowledgment that in the middle of the summer it will go out to bid for the next year. The motion was seconded by Commissioner Battles and passed by unanimous vote.



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A motion was made by Commissioner Battles that the Positive Input Corporation contract for nursing home food management software be amended to read that after a 25% down payment, the remainder be paid after training is completed and the system is running to Mr. Sturtevant's satisfaction. The motion was seconded by Commissioner Walker and passed by unanimous vote.

A motion was made by Commissioner Walker that the chairman sign the amended Positive Input Corporation contract on behalf of the Board and that Mr. Sturtevant sign on behalf of the Nursing Home. The motion was seconded by Commissioner Battles and passed by unanimous vote.

A bid waiver was signed by Commissioners Barka, Battles and Walker allowing the Maintenance Department to issue a purchase order to Jaworski Geotech, Inc. for the purchase of environmental services in relation to the evaluation and removal of the 10,130 gallon underground storage tank located at the Rockingham County Administration and Justice Building in Exeter, said purchase price not to exceed \$10,000.00.

A motion was made by Commissioner Battles that the Board of Commissioners send a letter to Mr. Testa at the Manchester Airport regarding the Commissioners' intent not to fund the second portion of the 1997 Airport Contract and also that a letter be sent to the Security Office at the Manchester Airport notifying the employees that funding would cease at the end of the present contract. The motion was seconded by Commissioner Walker and passed by unanimous vote.

A motion was made by Commissioner Battles that a memo authorizing the extension of the current agreement between Business Health Management and the County, to be in effect until such time as a new agreement is negotiated, be signed by the Board. The motion was seconded by Commissioner Barka and passed with two yeas.

Representative Ken Malcolm stated that the Delegation will be meeting after the session on 1/8/97 in Concord to vote on the NYNEX proposal.

It was also noted that Commissioner Walker has brought the FAX machine which she had used in Florida back to the office.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Walker made the motion to go into Non-Public Session under NHRSA 91A:3 II (c). Commissioner Barka seconded the motion and all voted in the affirmative on a roll call vote at 2:55 PM.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
DECEMBER 30, 1996

The Board of Rockingham County Commissioners met in Non-Public Session. Those in attendance were Commissioners Barka, Walker and Battles, Commissioner-elect Pratt, Mr. Roy Morrisette, Theresa Young, Jayne Jackson and Elizabeth Luce, Administrative Assistant, Pro Tem.

The Board met regarding health insurance for an employee.

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There being no further business to come before the Commissioners in Non-Public Session, Commissioner Battles moved to go out of Non-Public Session on a roll-call vote. Commissioner Barka seconded the motion and all voted in the affirmative on a roll call vote at 3:22 PM.

Jayne Jackson, Staff Accountant, gave an update on the County Funds. These are approximate amounts.

Health	\$ 237,000
Dental	332,000
Unemployment	84,000
Workers Comp	1,450,000

The Fiscal Office proposed that the County use \$200,000 from the Dental Fund and \$55,000 from Unemployment leaving approximately \$100,000 in Dental and \$25,000 in Unemployment and shifting that money into the Health Fund in order to take care of anticipated costs next year. It was decided not to make any decision at this time on the proposal.

A motion was made by Commissioner Battles to adjourn. The motion was seconded by Commissioner Barka and passed by unanimous vote. The meeting adjourned at 3:31 PM.

Respectfully submitted,

Betty Luce TAS  
Elizabeth G. Luce,

Administrative Assistant, Pro Tem, to the  
Board of Rockingham County Commissioners

Approved by,

Thomas Battles

Thomas Battles, Commissioner, for the  
Board of Rockingham County Commissioners

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 13, 1997**

**Present:**       **Commissioner Battles**  
                  **Commissioner Pratt**

**Also present:**       **Mr. Gene Charron, Superintendent of Department of**  
                          **Corrections; Mr. Ernest Woodside, Director of**  
                          **Engineering/Maintenance; Mr. William Sturtevant,**  
                          **Nursing Home Administrator; Jayne Jackson, Staff**  
                          **Accountant; Diane Gill, Human Services; Don Redden,**  
                          **RCSD; Robyn Wojtusik, Cooperative Extension; Kim**  
                          **French, Human Resources.**

**Also present:**       **Alex Coolidge, Foster's Daily Democrat, Mr. Steve**  
                          **Jusseume, Rockingham County News; Mr. Carl**  
                          **Perreault, Manchester Union Leader; and Susan**  
                          **Maddox, the Portsmouth Herald; Neil Shea & Lynda**  
                          **Machett from Sam's Club.**

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

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles introduced Edie Slaughter, Pro Tem Admin Asst. for the office of the Commissioners and stated Kim French was present. He then asked if everyone would introduce themselves for the benefit of Edie Slaughter.**

**MOVED BY: Commissioner Pratt proposed that for a period of one year from January 13, 1997 until January 13, 1998 that Commissioner Tom Battles chairman, Commissioner Katharine Pratt Vice-Chairman and Commissioner Ernest Barka Clerk.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**For the upcoming year, Commissioner Battles stated that they would like to meet with department heads more often, to facilitate communication. The Commissioners regularly hold work sessions which will be posted.**

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Commissioner Pratt advised that the Personnel Advisory Meeting was changed from 1 PM to 3 PM because Governor Shaheen would be here in the building on January 14 at 1 PM. The point of contact would be the County Attorney's office, and it would most likely be press conference format.

Sam's Club representatives Neil Shea and Lynda Machett spoke for approximately 10 minutes, advising of the need for a new account holder, to encourage usage of their club and answer any questions as to how to restructure this account to better serve us. Rockingham County has a purchase order program set up with Sam's Club and can be utilized anywhere. The primary cardholder needs to be changed from Jane Walker to another designee. Sam's is also putting together a delivery system for the future. Sam's would also prefer to deal with each department head individually. It is presently billed to one central source. Neil Shea will be our central contact at Sam's. A buying guide was provided. Their policy was to "meet or beat" any price we have been given as a business. Mr. Shea stated that Sam's, through the special order program, would make every effort to procure any item the County needed for office supplies. Every item in the buying guide was not necessarily in stock at all times, but probably could be obtained easily unless they were a special purchase item, which were noted with an (S). The only price point advantage would be by the truckload. The pricing would generally be as noted in the buying guide. Pricing was not tiered as with distributors. The County would like to look at the possibility of RFP's more than just bids. Sam's could not honor a bid for say more than a year or six months, as the home office will let Sam's honor a bid over 30 days. Sam's could then enter the bid process for the County. At times that will mean that they will go into a negative figure on an item. Commissioner Battles inquired who was currently using the direct billing process. Every department with the exception of Human Services and the jail were using it at the moment. Commissioner Battles inquired whether or not the State Warehouse purchase request had gone out. It was agreed that it had in fact already gone out. Commissioner Pratt requested a working session with Sam's to bring every department up to speed. Bid process will be discussed. Commissioner Battles requested that a temporary hold be placed on orders for supplies to the State Warehouse. Lynda Machett requested the work session be scheduled prior to her leaving on January 27. A work session was scheduled with Sam's for 1 PM on January 16, 1997. Mr. Sturtevant had a question regarding special sales flyers and catalogs which come out periodically. Ms. Machett stated that questions of that nature would in the future be directed to Mr. Shea for answers. Commissioner Battles requested the use of the Personnel Conference Room for this work session with Sam's. Commissioner Battles requested Mr. Sturtevant to bring his State Warehouse book to the meeting.

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**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Ernie Woodside from Maintenance spoke, informing that the windows are starting to be installed into the Extension Services Building and should be finished this week. The hot water tank for the laundry was installed and the old one disposed of and should be completed by Wednesday. Mr. Woodside stated that he had one additional item under new business. Commissioner Battles questioned what exactly the \$15,000 in their budget was for. Mr. Woodside stated it was put in for the Board of Commissioners to decide what they wanted to do, whether the old work release building or the old Adaman. Mr. Woodside recommended the old Adaman.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Gene Charron gave his statistical report. Mr. Charron stated he had one additional item under new business. Commissioner Battles asked whether there were any complaints being noted over the female prisoners. Mr. Charron stated there were not.

**REPORT FROM THE FISCAL OFFICE:**

Jayne Jackson stated (in Theresa Young's absence) that the departments will have their budgets by tomorrow morning and that they would be contacting each department for a 15-20 minute meeting between Tuesday and Thursday before the sub-committee starts, in order to review the numbers for correctness. Commissioner Battles requested that be done as soon as possible.

**REPORT FROM THE COOPERATIVE EXTENSION DEPARTMENT:**

Robyn Wojtusik reiterated that their windows were being put in place and that the Maintenance Department was being very accommodating. The painting is also continuing and the office is looking very nice. She had a question regarding a bid waiver. Commissioner Battles stated they would address the matter later. Commissioner Battles stated that the Board had requested bid specifications on equipment for service contracts. Ms. Wojtusik stated that she had a contract for that, currently working, and she was wondering about the status of it. Commissioner Battles stated they would look for it later.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his statistical report. Admission referrals have been approximately four to five a day. The contract for Positive Input Corporation for the dietary software was given to Commissioner Battles for signature. Mr. Sturtevant also reported on a Memorandum of

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Understanding between the Rockingham County Nursing Home and New Hampshire Technical Community Colleges in Stratham covering 1996 through 2000 "academic years" for the nursing students that come from their programs, both studying to become registered nurses and the nursing assistant program. Since they use the facility, this would also require authorization and signatures from the County. He also mentioned Hesser College for affiliation with their physical therapy assistant and occupational therapy assistant programs. Commissioner Battles asked if the students only participated in this program during the school year. Mr. Sturtevant stated that this is the only time they participate in this program and that they also have a clinical supervisor or supervisor designee. They are also covered by their insurance and the insurance of the school. He then requested a non-public session to go over one personnel item and one thing under item b of new business.

Commissioner Pratt opened the bids for pork:

**Poultry Products**

**MOVED BY:** Commissioner Pratt that Mr. Sturtevant shop the bids and award it to the lowest bidder, or in the best interest of the County.

**SECONDED:** Commissioner Battle.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Pratt opened the bids for frankforts:

**Associated Grocers  
LaValley Meats  
A. G. Food Service**

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder, or in the best interest of the County.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated for the record that he received a call from a person who would like to protest the bid for the chemicals. Mr. Sturtevant acknowledged this and the individual bid on the same product, but he was not the low bidder. Commissioner Battles requested that Mr. Sturtevant verify that information and he agreed. Commissioner Battles inquired what was the policy for protesting the bid. Did the County in fact have a policy. Mr. Sturtevant stated that they either contact the Commissioners or himself and then it was determined if there was a

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legitimate issue, and a need to throw the bids out and rebid. Commissioner Battles requested that complaints be orchestrated through the Commissioners Office in the future for documentation.

Next item was a bid waiver from the Maintenance Department. Commissioner Battles stated that it needed three signatures, and it would be taken care of in a timely fashion.

Next item was a request from Mr. Charron regarding the Mosler contract. Mr. Charron stated that they had some water damage which affected their electronics. They put out an RFP and had two parties interested. Mosler showed an interest, as well as Custom Media. They had discussed the issues with both companies and it had been determined that Mosler was the better choice of the two. All issues had been ironed out. Mr. Charron requested the Commissioners to review what they had. He pointed out that the payment schedule was of concern on page 3. It was changed to read "30% upon shipment of equipment, 30% upon installation, and 40% upon completion, net 30 days. Before it was "100% up front." It also included a contract on the last page of \$7,300, which covers everything - old and new. Mr. Charron wanted to determine what the cost would be if they had to be called on holidays or weekends, etc. The response time needed to be a couple of hours on critical services to be back on line. There was another contract which reflected if the County did not purchase the equipment to replace the storm damaged equipment, the maintaining of the system as it stood is \$13,430.00. Right now there was no contract with anyone. Commissioner Pratt questioned, and Mr. Charron concurred that was "labor only."

Commissioner Battles requested that in the future, an item of this magnitude be presented to the County Attorney's office from time to time. Bring to the Commissioners office earlier to allow time to get input from the County Attorney's office. Commissioner Battles inquired what was happening with the old equipment. Mr. Charron stated that they had experienced a total shutdown, but had gotten up and running again.

Commissioner Battles moved to entertain a motion. Commissioner Pratt had a question regarding a 30-day time period to ensure that all equipment was running properly. Mr. Charron stated that was his understanding as well. Commissioner Battles recommended adding that wording to the contract before the Commissioners signed. Mr. Charron stated that he could get them to amend the contract. Mr. Charron also mentioned that they would receive a 90-day warranty. Commissioner Battles stated that the Commissioners wanted the 30-day period of satisfactory performance to be from the date forward that the Commissioners signed the contract. Mr. Charron requested clarification on the wording for the contract. Commissioner Pratt requested Jayne Jackson provide that wording to Mr. Charron. Commissioner Battles

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stated that the Commissioners would sign the contract upon amendment to include that wording, at least by oral agreement.

Commissioner Battles next discussed the approval of the minutes for the January 6 meeting. Commissioner Pratt stated that there weren't enough people present to vote on this matter, as she was not present January 6. Commissioner Battles tabled approval.

**REPORT FROM TELECOMMUNICATIONS:**

Robyn Wojtusik stated that Theresa was not present, but they did meet as a small group to begin or at least to confirm to add to go into the paper regarding the request to have people submit proposals for MIS Telecommunications. They looked into the budget that was presented to the Executive Committee. The Executive Committee reviewed it. Commissioner Battles stated that it was discussed. Robyn stated that a subcommittee was being established for the telecommunications. Commissioner Battles confirmed that. Robyn concluded her report, as she did not have a budget. Commissioner Battles stated that the objective was to consolidate the consulting arrangements to make it more efficient, and makes things more organized.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made the motion to go to Non-Public Session under RSA 91A:3 II, (c).

**SECONDED:** Commissioner Pratt.

**VOTE:** Battles - Yea. Pratt - Yea.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
January 13, 1997**

Those present were Commissioners Battles and Pratt; Mr. William Sturtevant, Nursing Home Administrator; and Edie Slaughter Temporary Assistant to the Commissioners.

Mr. Sturtevant had one issue regarding sexual harrassment to discuss with the Commissioners.

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 out of Non-Public Session on a Roll Call vote.



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**SECONDED: Commissioner Pratt.**


**VOTE: 2 Yea. Motion passed unanimously.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 2:30 PM.**

**SECONDED: Commissioner Battles.**


**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**



**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

**Received by,**



**Thomas Battles, Chairman  
Rockingham County Commissioners**

**/meb**

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 21, 1997**

**Present: Commissioner Battles**  
**Commissioner Pratt**

**Also present: Mr. Ernest Woodside, Director of Engineering/**  
**Maintenance; Mr. William Sturtevant, Nursing Home**  
**Administrator; Mr. Albert Wright, Dept. of Corrections;**  
**Dawn Barnes, Human Services; Theresa Young, Fiscal**  
**Office; Cheryl Hurley, Delegation Office.**

**Also present: Alex Coolidge, Foster's Daily Democrat, Paul Sylvain,**  
**Rockingham County News; Mr. Carl Perreault,**  
**Manchester Union Leader.**

**Chairman Battles called the meeting to order at 12:40 PM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles posed a question regarding the Commission's policy on protesting a bid. Commissioner Battles stated that he would like to have protests of bids orchestrated through the Commissioners' office in order to document that the Commissioners did in fact try to respond to the issue. This was the first protest they had in two years.**

**Commissioner Battles opened a request for Mr. Gene Charron regarding the Mosler contract. The problem was regarding the flood damage and its effects upon the electronics. They had two interested customers**

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

**Mr. Ernie Woodside reported that windows were being installed at the Extension Services building. He also stated that they were going to test the oil tank at the RBV and perhaps pull. FEMA was today going to conduct a mitigation survey. Mr. George Mosler was going to meet with Mr. Woodside at 10:00 AM on Friday in the Human Resources Conference Room. The next item was regarding the Maintenance Warrant for a bid waiver. It only had two signatures and it requires three. A bid list needs to be maintained in the Commissioners office.**

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Commissioner Battles stated that before they go to the meeting at the Legislature, he would like Mr. Gene Charron to obtain information for the County concerning House Bill 130. That issue was regarding inmates donating personal time to community projects. He also stated that he had 10 more federal prisoners this week. The Mosler package was discussed.

**REPORT FROM THE FISCAL OFFICE:**

Mrs. Theresa Young requested a non-public session.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant reported that he had two persons coming in the following day to be admitted. Commissioner Battles explained the Gatekeepers Program for the benefit of the Press. He strongly supports and recommends help in the process.

**NEW BUSINESS:**

**ITEM A: Vote on Incentive Funds - Human Services**

Dawn Barnes stated that she had the original listing for the Commissioners signature for the grants that were recommended for approval by the panel that met last Thursday.

**MOVED BY:** Kate Pratt to approve the diversion grant recommendations along with the January 13 meeting.

**SECONDED:** Commissioner Battles

**VOTE:** 2 Yea. Motion Passed Unanimously.

**ITEM C: Change Commissioners Meetings from Monday to Tuesday**

Commissioner Battles recommended that the Commissioners meeting day be changed from Monday to Tuesday. Mr. Hart and Mr. Sturtevant had no problem with that change. Theresa Young suggested that 9:30 would be better for her department. A discussion followed and the meeting time was changed to 9:30 AM on Tuesdays.

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**ITEM D: NYNEX - Rockingham County Informational Presentation**

Commissioner Battles requested Mr. Ernie Woodside comment on the NYNEX easement. Mr. Woodside stated he wasn't sure the Board had an opportunity to review the matter. Mr. Woodside is recommending the Board of Commissioners approve and sign a contract for Option #2 for the NYNEX Building to be put in place. He stated that he had the original copy of the contract, the original site plan review application to be going through the Town of Brentwood. It would be registered in the Registry of Deeds as an official record.

Mr. Woodside stated that NYNEX was ready to sign. Mr. Woodside commented that he expected Bob Hopkins walked in at any moment with a check for \$15,000. They have already spoken with the Planning Board and the Planning Board is in tune with the entire matter, including NYNEX's efforts on behalf of other locations in Brentwood. Mr. Woodside stated that NYNEX had gone over the site to verify. There were a couple of trees that were in the way which would be replaced or relocate them. They would remain in the same unpaved area where they were. Mr. Woodside had also gotten NYNEX to agree to put up a rustic fence in the area. NYNEX had been more than cooperative. The number 2 location is where you go in the dirt road to the Ladd Farm on the right. The next step would be to have the approval of the County Attorney's office.

**MOVED BY: Commissioner Battles to approve contingent upon approval by the County Attorney's office.**

**SECONDED BY: Commissioner Pratt**

**VOTE: 2 Yea. Motion Passed Unanimously.**

**ITEM E: Bid Award - Nursing Home**

**Commissioner Pratt opened the bids for beef:**

**Associated Grocers  
Poultry Products**

**MOVED BY: Commissioner Pratt to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder, or in the best interest of the County.**

**SECONDED BY: Commissioner Battles.**

**VOTE: 2 Yea. Motion Passed Unanimously.**

**ITEM G: Approval of Policy Changes Ch 7/Sect 35 & Ch 3/Sect 7**

MB  
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Commissioner Battles stated that the new Personnel Advisory Board has recommended some changes in the personnel policy. Those changes are subsequent to Chapter 7, Section 35 and Chapter 3, Section 7.

**MOVED BY:** Commissioner Battles that the Board adopt these changes.

**SECONDED:** Commissioner Pratt

**VOTE:** 2 Yea. Motion Passed Unanimously.

**ITEM H: Approval of request from CO's to donate personal-vacation-holidays to fellow officers**

The request for approval from CO's to donate personal-vacation-holidays to fellow officers was tabled until the next Commissioners Meeting. Commissioner Battles deferred this issue to Gary Wulf.

**ITEM I: Discussion of the Rockingham County Open House**

Commissioner Battles stated a lot of the legislators involved felt that people don't understand what the County does. The recommendation was that the County have an Open House with tours. Mr. Woodside might have a bus to take people around the complex. Mr. Sturtevant stated that this had been done before. Commissioner Battles suggested that Mr. Sturtevant work with the Commissioners Office to plan the Open House. The target date would be May 1997.

Mr. Woodside brought up one last issue regarding bid waiver request needs. It was his understanding that bid waivers needed to be presented before the Commissioners Meetings. He presented a bid waiver to the Commissioners for review and approval for a sole source vendor Landis & Staefa, (formerly Landis & Gyr, Inc.) which is the service company who services all energy management and powers control systems throughout the entire complex.

Commissioner Battles stated that there was a committee working on these issues.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made the motion to go to Non-Public Session under RSA 91A:3 II, (c).

**SECONDED:** Commissioner Pratt.

**VOTE:** Battles - Yea. Pratt - Yea.

MB  
Date 3/18/97

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
January 21, 1997**

Those present were Commissioners Battles and Pratt; Mr. William Sturtevant, Nursing Home Administrator; and Edie Slaughter Temporary Assistant to the Commissioners.

Mr. Sturtevant discussed group insurance open enrollment.

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 out of Non-Public Session on a Roll Call vote.

**SECONDED: Commissioner Pratt.**

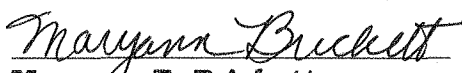
**VOTE: 2 Yea. Motion passed unanimously.**

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 2:30 PM.

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

Respectfully submitted,

  
**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

Received by,

  
**Thomas Battles, Chairman  
Rockingham County Commissioners**

MEB  
Date 2/4/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**January 28, 1997**

**Present: Commissioner Battles**  
**Commissioner Pratt**

**Also present: Mr. Gene Charron, Superintendent of Department of Corrections; Mrs. Cathy Stacey, Register of Deeds; Mr. Joe Akerley, Rockingham County Sheriff's Department; Mr. Mike Alden, Acting Sheriff; Mr. Ernest Woodside, Director of Engineering/Maintenance; Mr. William Sturtevant, Nursing Home Administrator; and Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Alex Coolidge, Foster's Daily Democrat, Mr. Paul Sylvain, Rockingham County News; Mr. Carl Perreault, Manchester Union Leader; and Susan Maddocks, the Portsmouth Herald.**

**Chairman Battles called the meeting to order at 9:40 AM.**

**Commissioner Battles stated that he would like to: 1. Make bidding process more user friendly. What they propose is to develop a system whereby bids would only go through the Commissioners' Office to ensure that all bidding lists are current. 2. No purpose in having to vote to go out to bid, statute requires bidding process over \$1,000. Voting to go out to bid is redundant. Commissioner Battles advocated allowing the departments to go out to bid as required. The only exception to that would be a bid waiver. The Commissioners want to ensure that the bid process is in the best interest of taxpayers, but not as slow as in the past.**

**Commissioner Battles requested that everyone get their requests for items to be on the agenda to the Commissioner's Office by the preceding Thursday close of business day to ensure that everyone's requests get on the agenda and that the Commissioner's Office have time to request any necessary backup. Commissioner Battles reaffirmed that Tuesday morning at 9:30 AM was the new designated time for the Commissioners Meetings.**

**MOVED BY: Commissioner Pratt that the new meeting time be Tuesdays at 9:30 AM.**

M.E.B.  
Date 2/4/97

**SECONDED: Commissioner Battles.**

**VOTE: 2 YEA. Motion passed unanimously.**

Commissioner Battles discussed the Workers Comp management contract renewal issue. The Commissioners have received a number of bids to handle and manage the workers comp claims. Constitution State Insurance Company was the lowest bidder. Contact will continue to be Nancy Lang.

**MOVED BY: Commissioner Pratt to award the bid to Constitution State.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

Mr. Woodside reported that two signatures are required on the NYNEX agreement. The Brentwood Planning Board meeting is February 20, 1997 at 8:00 PM. This agreement reflects the parties willingness to work with the Town of Brentwood on these issues. This is an entirely different location than any other location that has been discussed, and Commissioner Battles noted that this location is the location that he believes the Town of Brentwood would prefer. This also reflects that NYNEX is going through site plan approval. The Board has authorized Mr. Woodside by way of letter to represent the County in this issue at Planning Board meetings.

**MOVED BY: Commissioner Pratt to approve the NYNEX agreement.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

The next item discussed was voice mail problems. The Commissioners Office would like to put the problem in the hands of the Maintenance Department. Cathy Stacey inquired about telecommunications. Commissioner Battles indicated that it was a proposed initiative, not an existing office at this time. Mike Alden of the Sheriff's Department indicated their office was having problems as well.

The last item under the Commissioners agenda was regarding paper. Commissioner Battles indicated that he would like to assemble a paper order by Friday for Sam's. They have guaranteed the lowest price. Should it be delivered by Sam's or have the Maintenance Department pick up. Commissioner Pratt mentioned permission slips. Commissioner Pratt will be the primary card holder. If you need someone in the department



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to pick something up, all you would need is their name and what they are going to get. Commissioner Pratt needs a card list. Permission should come from her office. The cost is \$10 each per card. Will Sam's become the sole source. Commissioner Battles said this amounts to an RFP. Several places were priced. In the past they have always used the State Warehouse in Concord, thereby saving about 20-30 percent. Sam's will always meet or beat any price we have found elsewhere. Cathy Stacey said she already has a card for the Registry of Deeds Office. Could other people be added to her card. She is the primary card holder. A gold key card allows you to go into the store from 6:00 AM instead of 10:00 AM. Mr. Woodside noted one person calls to buy for everyone, but the bill will be broken up individually by separate departments. RFP will take care of the issue.

The Commissioners Battles indicated that his office will try to get minutes out to everyone by the end of the week, hopefully. Call ahead of time with changes before the meeting. Send in your permission slip requests and try to limit the number.

#### REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey presented a bid waiver. She indicated that it needed Commissioner Barka's signature. Eastman Kodak is the renewal on the IMTs, which can only be serviced by Eastman Kodak. The amount of the maintenance renewal is \$39,000. Of that amount, \$17,800 is coming out of surcharge funds. The other item is the renewal maintenance contract for the AS400. In the past, have had only two people bid, because no one maintains the AS400. No one will bid for equipment maintenance. The higher bidder, NSI, is the company she has right now. She is not satisfied with their performance, and as a result, she would like the Commissioners to sign a waiver for the other bidder in the amount of \$1,056.00.

Commissioner Battles indicated that regarding the Surcharge account, it is a document fee that everyone who uses the Registry of Deeds pays into an account for the upkeep of equipment, as well as the purchase of new equipment and service contracts. The \$17,800 was taken out of the surcharge account to cover this case.

Commissioner Battles requested getting Commissioner Barka's signature on the bid waiver.

Cathy Stacey's next issue was the new courthouse. She wished the Board of Commissioners to speak with the Chairman of the Long Range Planning Committee with regards to the continued problems with the power outages at the courthouse. She has to be open daily for recording purposes.

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Commissioner Battles requested that she provide him with a long-range plan regarding computer link-up, the concept, costs, etc. They would like to provide the capability to do abstracts over a computer, without having to drive to the courthouse.

Commissioner Battles indicated that the meeting template that was used for the Acting Sheriff was the wrong template. Last year's template was used. There should be a correction made on the Sheriff and Treasurer. The Sheriff should be Acting Sheriff, Mike Alden. Treasurer now should be Ellen Lavin.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Michael Alden, Acting Sheriff mentioned that a prisoner was lost for a short time Saturday on an escape attempt from the Eliot Hospital. He was picked up shortly in Londonderry. He is being charged with felony escape. Mr. Alden requested that where it was known that an individual is a confirmed escape risk, to have the support of the Commission for double duty, or full-time, more experienced personnel. Commissioner Battles requested Mr. Alden to follow up on these issues, and indicated that the County Attorney was working with the Manchester Police Department to prosecute in this case. Commissioner Battles indicated that continuity in process was the objective, with the outcome being 3-7 year sentences and zero tolerance for escape attempts. The cost for this will be coming out of the overtime line

The second issue brought up by the Sheriff's Department was Joe Akerley, a Captain in his department would be filling in if Mr. Alden was unavailable for any future meetings until further notice.

He also has an employee out on injury for several months with workers comp. In speaking with Nancy Lang, Barbara Hathaway and Mary Ashcroft, they are requesting under the disabilities act on some type of reduced work for this employee. He has no openings in his department for this person. It will have to be taken out of the deputy's line item. He will offer this employee a telephone taker's position, if he chooses to accept this position.

Commissioner Pratt suggested a workshop for Division Directors and elected officials in the near future to go over the nuts and bolts of these Workers Comp issues.

The next item was radio repair in the budget. A \$10,000 figure was slated to repair or replace in Rye, voters, transceivers, receivers, etc. because there are dead sports for the Fire Department. There was also an increase in the telephone line item budget, because there are telephone lines associated therewith on a monthly charge. Will the Commissioners

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support reinstating that amount into the budget for the Executive Session. Commissioner Battles requested that he provide backup for this matter. Mr. Alden said he would provide immediately.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron presented his report, and mentioned that two items came up suddenly. Commissioner Battles requested that out of courtesy routine items be presented earlier. These matters would be therefore be placed under new business. He had a request for indemnification for Patricia Donovan regarding the McKinnon lawsuit. He requested a non-public session to discuss an update. Results will be announced after session.

Commissioner Battles mentioned an item with the Sheriff's Department which was overlooked earlier, with regard to the Manchester Airport. Fred Testa requests an extension of the present contract of services provided by the Rockingham County Sheriff's Department, from June 30, 1997 to September 30, 1997, expressly stating the same terms and conditions as presently set forth.

**MOVED BY:** Commissioner Battles to extend the contract for the Manchester Airport until September 30, 1997 with the Board of Commissioners, contingent upon clarification of Fred Testa's letter and upon funding appropriation.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Ernie Woodside mentioned the windows were completed for the Carlisle Building except for the trim. They are now 100% concluded on the outside. The second phase of the laundry will be starting tomorrow. The removal of the oil tank at RCB, there was no contamination in the soil, so the oil tank was sealed in place. An update - on the 21st of this month he met with the mitigation division from FEMA and the Army Corp of Engineers Surveying Team. They surveyed the jail complex and evaluated the flood plain maps in relation to the location of the jail. On Friday he met with George Mussler to review a mitigation plan draft and paper work that will need to go to the Brentwood Selectmen for requesting updated flood plain maps. There were some needed changes. The Surveying Team is re-evaluating whether or not the jail is 100% considered part of the flood plain or any portion of it. Initial reports look favorable that additional money would be granted. A letter will be sent to

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all the other departments. He also spoke with Senator Gregg's office and gave them an updated report.

Commissioner Battles questioned the validity of the reports. It was raised by FEMA's Corps of Engineers. The elevation of the jail is a slab, not a basement. It is waterproof. There is no way for water to get into that area. One of the questions is, just how did it happen. FEMA is saying is that in 1981 the maps may not have been forwarded. It was felt that it was questionable whether we would have known if it was in fact a flood plain, and the maps themselves were questionable as to their accuracy. They recognize that over the last 15 or so years, there has been nothing forwarded stating that there was an issue. We want to support that line of attack in any letters sent out. The Town of Brentwood should be sent a letter requesting that those maps be revisited and resurveyed.

Carlisle Building. The question was discussed if windows were being considered for this building for the current year. Originally \$15,000 was removed, for one or the other. The issue of capital improvements needs to be looked at with regard to these issues. The Long Range Plan needs to include an energy audit. Commissioner Battles requested that Mr. Woodside look further into the cost of this issue and get back to the Commissioners.

Steel frames and doors for the Underhill building was also discussed. Commissioner Battles requested that Mr. Woodside send him a bidder list.

REPORT FROM THE NURSING HOME:

William Sturtevant, Nursing Home Administrator, reported next. He reported that Associated Grocers was the low bidder for beef. Most of the other items would come under new business. Commissioner Battles requested copies of all supporting documentation to attach to the minutes for future reference.

Commissioner Battles stated that there were bids to be opened for fish:

North Center  
Shaheen  
Al'a Seafood  
Shaheen Brothers  
Jordon's  
Cisco

MOVED BY: Commissioner Pratt to ask that Mr. Sturtevant shop the bids, award the bid to the lowest bidder, and return a recommendation to the Board at the next meeting..

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**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were bids to be opened for juice:**

**Northeast  
Jordon's  
Shaheen**

**MOVED BY: Commissioner Pratt to ask that Mr. Sturtevant shop the bids, award the bid to the lowest bidder, and return a recommendation to the Board at the next meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were bids to be opened for pork:**

**Associated Grocers**

**MOVED BY: Commissioner Pratt to ask that Mr. Sturtevant shop the bids, award the bid to the lowest bidder, or in the best interest of the County.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were two Bid Waiver requests. One is from the County Attorney's Office and one from the Fiscal Office. It was the Board's feeling that unless the Department Head is present to speak regarding the same, they would not be processed. These matters would be placed on the Agenda for next week.**

**Commissioner Battles next addressed the annual software for licensing through Business Date Solutions (BDS). It was discussed that in the future, Commissioner Barka's signature would be obtained beforehand to allow a motion to be made in the public meeting. Commissioner Battles stated that the Commissioners would take the matter under advisement.**

**There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made the motion to go to Non-Public Session under RSA 91A:3 II, (c). Commissioner Pratt seconded.**

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VOTE: Battles - Yea. Pratt - Yea.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
JANUARY 28, 1997

Those present were Commissioners Battles and Pratt; Gene Charron, Department of Corrections; William Sturtevant, Nursing Home Administrator; and Mrs. Maryann Brickett, Executive Assistant to the Commissioners.

Mr. Charron gave a status report on the Cote case. Commissioner Battles requested that Mr. Charron copy him in all papers regarding this type of case. Mr. Charron also reported on two other cases.

Mr. Sturtevant discussed a medical leave extension for a Nursing Home employee and the McKinnon case.

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 moved to go out of Non-Public Session on a Roll Call vote. Commissioner Pratt seconded.

VOTE: Battles - Yea. Pratt - Yea.

MOVED BY: Commissioner Pratt.

That the request by an employee in the Dietary Department for a 30-day maternity leave extension be approved.

SECONDED: Commissioner Battles.

VOTE: 2 Yea. Motion passed unanimously.

MOVED BY: Commissioner Pratt.

To agree to a settlement of \$5,500 with the Executor of the estate of a former Rockingham County Nursing Home resident, which reflects approximately 40% of the resident's outstanding balance, and to authorize the writing off of the remaining balance due to the Nursing Home.

SECONDED: Commissioner Battles.

VOTE: 2 Yea. Motion passed unanimously.


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**NOTED BY: Commissioner Pratt.**


**The case of Alfred Cote v. Rockingham County has been dismissed by the U. S. District Court (Civil Action No: 1:95-CV-00031-JD).**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:30 AM. Commissioner Pratt seconded the motion and all voted in favor.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Thomas Battles, Chairman**  
**Rockingham County Commissioners**  
**/meb**

MB  
Date 2/11/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 4, 1997**

**Present:**      **Commissioner Battles**  
                 **Commissioner Pratt**  
                 **Commissioner Barka**

**Also present:**      **Mr. Gene Charron, Superintendent of Department of Corrections; Mr. Robert Gainor, County Attorney's Office; Mr. William Sturtevant, Nursing Home Administrator; ; Mr. Ernest Woodside, Director of Engineering/Maintenance; Mr. Mike Alden, Acting Sheriff; Theresa Young, Fiscal Officer; Diane Gill, Department of Human Services; Mrs. Cathy Stacey, Register of Deeds; Mr. Mark Aldrich, Senator Bob Smith's Office; Mrs. Cheryl A. Hurley, County Delegation Office; Jude Gates, Engineering/Maintenance; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Alex Coolidge, Foster's Daily Democrat, Mr. Paul Sylvain, Rockingham County News; Mr. Carl Perreault, Manchester Union Leader; and Susan Maddocks, the Portsmouth Herald.**

**Chairman Battles called the meeting to order at 9:40 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles noted that the Board had received correspondence from Cathy Stacey, Register of Deeds, regarding long-term planning goals. One major concern was capital improvements and power outages before the generator comes on. Commissioner Battles requested that Ernie Woodside look into the matter.**

**Other correspondence regarded off-site access. \$60,000 was spent by the Register of Deeds Office to begin the CD project. This is just one step toward off-site access.**

**The Commissioners received a request from the office of Juvenile Justice and Delinquency inquiring if the Commissioners Office would be interested in a telecommunications conference regarding gang violence.**



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Commissioner Battles suggested that might be something Mr. Charron, Mrs. Gill and others might be interested in. If anyone is interested in attending, please notify Diane.

The Commissioners received correspondence from the Rockingham County Chiefs of Police Association, thanking the Commissioners for their support of the appropriation of the new communications consoles in the fiscal year 1997. Commissioner Battles read the letter, which also named that the members to the Coalition are Chief John Stimson (Chair), Newington Police Department, Chief Stephen MacKinnon, Salem Police Department, and Chief Alfred Wagner, Chester Police Department.

The next item was a letter to the Town of Brentwood from the Commissioners Office regarding the National Flood Insurance Program. The letter requests that the Town of Brentwood petition the Federal Emergency Management Agency (FEMA) to verify the 100 year flood boundary on the flood map in the area of the County Complex, and to identify the base flood elevation in the same area. A copy will be sent to Senator Smith's office.

The next item of discussion was the policy on how to approve bid waivers. This item would be brought up later in the meeting.

Commissioner Battles presented the minutes from the January 28, 1997 meeting. Everyone at the meeting received a copy for review and to make changes. It was the Commissioners Office intent that , in the future, everyone should have the minutes before the next meeting.

The Commissioners Office announced some appointments of Commissioners to certain committees:

Long-Range Planning Committee	Kate Pratt
Telecommunications	Tom Battles
HOC Union Scheduling Committee	All 3 Commissioners
Land Resources Subcommittee	Kate Pratt
Joint Law Safety Committee	Tom Battles
UNH Cooperative Extension	Ernie Barka
Nutrition - Meals on Wheels Program	Ernie Barka

Every Commissioner appointed to these committees will be responsible for reporting back to the committee as to any pertinent information occurring.

Commissioner Battles opened up a discussion with Mark Aldrich from Senator Smith's Office. It was noted that when the October 1996 flood was occurring, Senator Smith came during the storm, wearing hip boots,

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and toured the facility. It should be duly noted that we do appreciate the interest Senator Smith's office has taken in this situation.

Commissioner Battles distributed meeting minutes from previous meetings, January 6 and 13, 1997. Minutes will be approved today. He also received correspondence from the Department of Emergency Management requesting that the Commissioners send certain officials to flood college. The Commissioners agreed to do this. Commissioner Battles stated his desire to go, as well as Mr. Ernie Woodside, or his designee from his department. The County would like to be pro-active in litigation, and making the maps accurate, but mostly would like reimbursement for the damage.

Commissioner Battles opened the discussion, and directed Mr. Aldrich and Senator Smith's office to Mr. Woodside with any further questions or information requests.

Mr. Aldrich stated his appreciation of Commissioner Battles invitation to speak at the meeting. Senator Smith's office has been working behind the scenes to encourage FEMA to be flexible in its regulations. They still haven't made a final decision on that. Mr. Aldrich inquired of Mr. Woodside whether there had been any sort of official document that makes the request for the reimbursement, or was it done verbally. Mr. Woodside stated that FEMA had in fact reimbursed the County a portion of the flood damage (\$283,000) more or less that was being held because of the map question. Mr. Woodside also stated that FEMA had all the necessary paperwork from the County with regard to reimbursement. Mr. Woodside assured Mr. Aldrich that he would provide Senator Smith's office with the entire package of paperwork involved in this matter. Mr. Aldrich mentioned that if the County had been protected by flood insurance, that would have covered the balance. There is a certain amount of flexibility on the part of FEMA. Commissioner Barka stated that it was his understanding that this matter was still open for negotiations. Mr. Aldrich concurred. This was reflected in the minutes. Commissioner Battles stated the discussion has changed again, and that there seems to be a possibility for full reimbursement. The Commissioners met with George Musler from OEM about a week ago. One option that the Commissioners were quite favorable of. Mr. Woodside commented about the meeting with Mr. Musler was two fold. They will assist us in creating the mitigation for the County complex in relation to dissolve any further flood areas. The possibility of federal funds will also be looked into. Second issue: Today the County is also going forth with the Town of Brentwood to update the flood plain and the flood plain maps. A mitigation team with the Army Corps of Engineers was here, and their preliminary reports raised questions, including whether or not the jail was within the flood plain section. The maps are 15 years old. Things have changed significantly, with the buildup on Route 101 and 125 which has

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caused water to be rediverted. These are among the reasons why FEMA should be flexible in their rules in this matter. The first option was what they call "first bite." That is a concept that says that when a community shows good faith in their compliance and there is reasonable extenuating circumstances, that you can be more flexible with the regulations and how you interpret and apply them. FEMA has done that in other parts of the country. It makes sense to do that here as well. Commissioner Barka stated that some years ago, work was done on the dam, and that may be a consideration in this matter. FEMA gave the County funds to follow through with the mitigation. FEMA never mentioned at that time that the flood plain was an issue, or that the County had been building in a flood plain. Communication has not been that good. FEMA should absorb some burden. FEMA has stated that they were just starting to get tough on these regulations to make financial institutions more accountable.

Mr. Aldrich indicated that he would direct Senator Smith to address a letter to Lewis Elisa, the Regional Administrator of FEMA, pointing out some of the extenuating circumstances and the good faith on the part of the County and the possibility of flexibility, because the County is not to blame. The total the County is requesting is \$393,000+. They are still working with the \$283,000 figure. Part of the problem also is that the County went from Region 5 back to Region 1. Rockingham County received a full Presidential Disaster Declaration. Rockingham County qualified not only for public assistance, but private assistance.

On another matter, Commissioner Barka stated that the County received notification that those persons who belonged to the Federal Credit Union. The rules were being changed so that a number of employees couldn't belong to the Federal Credit Union. Commissioner Barka wrote a letter to Senator Smith, Senator Gregg, and Congressman Sununu and got answers from all three. Mr. Aldrich stated that he and Senator Smith met recently with the Credit Union representatives in New Hampshire. Commissioner Battles expressed his sincere appreciation that Mr. Aldrich came the meeting to discuss this issue.

#### REPORT FROM THE MAINTENANCE DEPARTMENT:

Mr. Ernie Woodside presented the Commissioners with a copy of the final report on the closure of the oil tank at RCB. Mr. Woodside also stated that the transformers at the jail have been replaced. The only other item is the pickup and delivery to all departments of the Sam's order.

Commissioner Battles stated that he got a request from the United States Department of Commerce regarding the census for the year 2,000 AD. Commissioner Battles requested that the Department of Maintenance handle this issue and respond appropriately. The Commissioners Office would also request a list of inventory from Maintenance, as well as a list

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of automobiles. Each department was requested to provide an inventory list to the Commissioners Office for insurance purposes.

Commissioner Battles stated that there needs to be a policy regarding how equipment surplus is declared. Commissioner Battles requested that Mr. Woodside provide him with a list of surplus equipment that the County is desirous of auctioning off. Commissioner Battles stated that any department wishing surplus furniture from the old court house building would have first choice before an auction. The Nutrition Department and Child & Family Mediation would also be considered as a department. The Plaistow District Court would also be allowed whatever furniture they requested.

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE :**

Robert Gainor from the County Attorney's office stated that he had nothing new to report, but he did request setting up some sort of procedure for smooth communications between Mr. Gainor and the Commissioners regarding various lawsuits and how to best deal with them. Mr. Gainor will draft a proposal to send to the Commissioners.

Commissioner Barka stated that he liked the way the County Attorney's office handled the Santa Claus.

Commissioner Battles noted that the County Attorney's office is burdened with work. The Brian Collins lawsuit was discussed, and Commissioner Battles requested the smoothest way to handle these cases.

Commissioner Battles next addressed the Turbo Tech bid waiver. Mr. Gainor stated that they set up the present computer system in the County Attorney's office, moving them from the old building to the new building as well. They designed and installed the system, and provided most of the hardware and software. Economically it would make sense to do business with this firm, since they are happy with their performance.

Commissioner Battles stated that there are some hardware items in the request which any hardware supplier can provide and that the Commissioners Office had many inquiries from people as to why this matter didn't go out to bid. The request was mostly for hardware. There is no reason why Turbo Tech couldn't have the business, but the Commissioners stated that should only happen after the RFP or bidding process had been followed and they were in fact the lowest bidder.

The last item discussed with the County Attorney's office was the Sam's Club order, which was faxed directly by their department due to the fact that it arrived late. Orders will be delivered Tuesday.

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**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Acting Sheriff Michael Alden stated that he had nothing new to report. They are preparing for the 14th when the courts are going to interview for the replacement of Wayne Vetter. They should have a decision about a week later.

Commissioner Battles stated that he had an issue with the Sheriff's Department regarding a letter concerning a reasonable accommodation for an employee. The Commissioners would like to discuss this matter further with Nancy Lang and the Sheriff's Department concerning any outstanding issues. Mr. Alden stated that he spoke with Mary Ashcroft concerning reinstating this individual into a law enforcement position. Mr. Alden expressed concern due to the liability issues. A meeting will be set up to further discuss this matter.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey reported that the numbers for January were up seven percent over last year, the end of the month was very large, and this month has been non-stop to date.

Cathy Stacey also mentioned that after repeated requests for better sanding and salting at the new court house, they experienced their first casualty. An attorney fell and broke his collar bone. He will be incapacitated for approximately a month and a half.

Cathy Stacey stated that she will be gone Monday and Tuesday of next week, and her deputy will be able to help with any matters that come up.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron presented his report. He next mentioned that County Attorney Bill Hart last Friday discussed pre-trials in the hope that they could move violation of probation a lot quicker than they have been moving in an effort to bring the figures down. Commissioner Barka stated that the County cannot use pre-trial people on the complex. The County needs to be looking at alternatives to this process. Commissioner Battles stated that the County felt very strongly about escape issues, and the Board set a policy to ask for the minimum sentence of 3-7 years at the very least. If that was not occurring, could Mr. Charron make sure that the Commissioners sentiment is worded. Mr. Charron stated that he has expressed himself in a very diplomatic way and he will not let go until they gets their way.

Commissioner Battles stated that the Commissioners received Mr. Charron's annual report, but questioned if any copies went to the

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Delegation. Mr. Charron stated that one copy went to the Delegation. Commissioner Battles stated that one copy should also have gone to the Sub-Committee Chair. Mr. Charron stated that it was done. Commissioner Battles discussed the gratitude comments in his report and stated that he might add Maintenance at the Nursing Home. Mr. Charron stated that they were in fact mentioned, in the back part. Commissioner Battles noted that the report stated that 85% of the inmates were under the influence (drug and alcohol) at the time the crime was committed. That is a national statistic, as well as the County's. Commissioner Battles also discussed that the report stated some counties' populations were up and some were down in crime numbers. Mr. Charron stated that he did not know the reason for this figure.

**REPORT FROM THE HUMAN SERVICES:**

Diane Gill inquired as to the status of the State warehouse orders. Commissioner Battles stated that he was hopeful that staff meetings would start next week.

Commissioner Battles directed a comment to Gene Charron that, with regard to the Community Diversion Program which the County funds, the Commissioners might recommend someone who might serve on the Board of Directors. They would like to recommend someone from Mr. Charron's department. Commissioner Battles would like to discuss the matter with Mr. Charron or Diane Gill to make a recommendation.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young mentioned John Dijke of the New Hampshire Association of Counties has orchestrated a deal with Office Depot for a discount on office supplies. Office Depot would like to meet with the Commissioners on Tuesday, February 18 at 1:00 PM. Office Depot proposes to give us better prices.

Mrs. Young stated that the auditors were in this week for the Nursing Home audit.

Telecommunications is scheduled to meet February 12 at 9:30 AM. Cabletron will be coming in at 10:00 AM. It would be nice to get together for 1/2 hour before in the Human Resources area. The purpose of the meeting (which is at no cost to the County) is to provide goals for the County. They have also expressed interest in becoming a vendor on the MIS system as well.

Mrs. Young stated that she was hoping to get the sub-committee budget reports packages to the departments before Friday.

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Commissioner Battles questioned Mrs. Young regarding footnotes. Would it be possible to have a certain amount of them done so that whatever footnotes (for the departments) we have are available to the department heads. Mrs. Young suggested that Commissioner Battles might wish to ask Cheryl Hurley for a copy of her sub-committee reports. Cheryl indicated that she will have them available before Friday.

Mrs. Young next commented on the grant policy. While the auditors were here, what was the status. There was one passed last year. Was it deleted or revised in any way? Commissioner Battles stated that it had not been changed.

Commissioner Battles inquired of Mrs. Young regarding a key request.

**REPORT FROM THE NURSING HOME:**

William Sturtevant, Nursing Home Administrator gave his report next. He stated that last week bids were opened on fish, port and juice. The Board had requested that he return with recommendations. With regard to fish, the bidders were:

<u>Haddock</u>		
North Center Food	3.10/lb.	2.78/lb.
Shaheen	3.15/lb.	2.60/lb.
Al's Seafood	3.00/lb.	2.55/lb.
Jordan's	3.10/lb.	2.55/lb.
Hall-Smith	3.25/lb.	3.25/lb.

He recommends Al's Seafood as the low bidder for haddock.

<u>Cod</u>	
North Center Food	2.99/lb.
Shaheen	2.75/lb..
Al's Seafood	2.70/lb.
Jordan's	2.99/lb.
Hall-Smith	2.96/lb.

He recommends Al's Seafood as the low bidder for cod.

For pork, they had only one bidder with regard to different cuts of pork. The bid was \$1.54/lb. for butts and \$1.14/lb.

Poultry Products and Alliance Foods did not bid.

For juice, they had a bid out for a year's contract/price. There was not adequate bidding due to the freeze in Florida, along with weather conditions in California. They could not give a price for a year's supply,

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but only up to six months. Mr. Sturtevant recommended that the bids be rejected that were received last week on juice and rebid for a six month contract.

**MOVED BY:** Commissioner Pratt to accept all of Mr. Sturtevant's bid recommendations.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant next stated that a motor on the prewash tank of a dishwasher has burned out. Hobart came in last Friday to work on it. They are waiting parts. It has an effect on Mr. Woodside's water/sewer treatment plant because the water is changed more frequently.

Mr. Sturtevant next stated that the meat grinder being used was over 20 years old, the shaft was not available for replacement because this particular model was no longer made, and a new shaft was being made. The result would be that they would have to purchase hamburger from time to time.

Mr. Sturtevant made a request for the agenda for the week of February 18. The rules and regulations for admission to the Nursing Home have been revised to account for the changes that are required under Federal regulations for CPR, which must now be provided. The Rules need to have Commissioner Pratt's signature. Mr. Sturtevant stated that the families involved were being notified as to the change in policy. CPR is provided for a witnessed arrest. Information will also be provided regarding the success rate of CPR in this population which is less than one percent. The responsible parties will have to return an acknowledgment statement to the Nursing Home, noting whether or not they wished to have CPR started during a witnessed arrest. There will be a physician's note placed on the chart so noting what the requirement will be, what the request is, and it will be noted on the spine of the chart.

The Nursing Home had a visitor from the Federal Government and a visitor from the State, Health Care Financing Administration. The purpose of the visit is regarding the restraint policy. The RCNH is one of the facilities in the State which is in the restraint reduction project. County owned and operated facilities are in the pilot project.

**NEW BUSINESS:**

Mr. Sturtevant had bids to open and a request for a non-public session on a personnel issue.



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Commissioner Battles stated that he had a bid waiver from the Maintenance Department for \$3,200 to move the portraits from the old court house facility to the new facility. The Board will vote on the matter today and place it before the Delegation on Friday. Commissioner Battles request Cheryl Hurley to place the request on the Delegation agenda to approve the funding for the moving of the portraits. There was a question as to whether or not this was a new expense. One of the portraits is so large, that it is hard to move in and out of buildings, could not be removed from its frame.

**MOVED BY:** Commissioner Pratt to approve a bid waiver request for the Maintenance Department for McLaughlin Mayflower up to and not to exceed \$3,200 to move the portraits from the Exeter Courthouse, contingent upon approval by the Executive Committee on Friday.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Gene Charron requested indemnification regarding prisoners.

**MOVED BY:** Commissioner Pratt to indemnify Patricia M. Donovan in the McKinnon vs. Rockingham County lawsuit, the previous superintendent regarding this issue.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**OLD BUSINESS:**

Commissioner Battles stated that there was a request from some correctional officers to donate personal time.

**MOVED BY:** Commissioner Pratt to discuss the issues of this matter.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**Discussion:** The Commissioners looked into the collective bargaining agreement for the corrections officers, and unfortunately there is no provision for this sort of thing. Commissioner Pratt was not in favor of this as requested, but would also like to suggest that the employees involved contact the Human Resources Department as there are other options that may work out better for everyone involved. It is not provided for in the contract.

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**MOVED BY:** Commissioner Pratt to deny the request.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles presented a proposed new "Bid Waiver Request and Authorization Form." Commissioner Battles recommended that all department heads be provided with a copy and a discussion regarding any changes could be held at the next meeting. Commissioner Battles noted that there didn't seem to be and should be a provision for an RFP. Commissioner Battles recommended that until there was a different method in the future, that this form be used. When someone is submitting a bill to Fiscal, please provide a copy of this documentation as well.

**Bid Waiver Request:**

Commissioner Battles strongly recommended that as many signatures as possible be obtained before the meeting so that a vote could be taken in the meeting.

**MOVED BY:** Commissioner Pratt to grant a bid waiver to the Fiscal Department and the Nursing Home, a combined bid to BDS for the combined amount of \$3,166.75 for a license and telephone support agreement for accounting systems and for Financial Products Corporation for \$1,853.00 for hardware maintenance for BTOS computers and OkiData printers.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**Bid Waiver Request:**

**MOVED BY:** Commissioner Pratt to grant a request for bid waiver to the Register of Deeds for Eastman Kodak - \$39,803 for maintenance agreement renewal.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**Bid Waiver Request:**

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**MOVED BY:** Commissioner Pratt to grant a request for bid waiver to the Register of Deeds to North Shore Data Services in the amount of \$1,056.00 for the AS400 maintenance contract.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles opened the discussion on the Sam's Club order issue. Cathy Stacey commented that all departments need direction on this issue. It was her understanding that the State warehouse order was not going in lieu of Sam's Club. Her other concern was the "meet or beat" pricing policy. Commissioner Battles had her refer to the minutes of prior meetings. Every department was free to research the best prices for their department whether from the State, Sam's or whatever. The only time the bid was being centralized was with regard to paper. How to handle bids was the next question. Sam's Club would be using a permission slip system for anyone picking up orders so that departments can send people without Sam's cards to pick up orders. Commissioner Kate Pratt is the primary holder of the Sam's Club card. Anyone else can be issued a permission slip to pick up an order.

Theresa Young stated that regarding the position listing matter needs to get done by Friday. It was accepted last year by the Delegation. Matters have changed, and someone was hired at a lower grade. The position listing needs to have an approved change.

Commissioner Pratt recommended that this matter be done in a work session this week by the Commissioners. Cathy Stacey inquired as to where these work sessions were posted. The Commissioners stated they are posted as required in places in the RCNH building and their office would fax her a copy weekly. Mrs. Stacey volunteered to post copies in the Rockingham County Courthouse building.

Commissioner Battles commented that since there was no one present from Human Resources, he has a question regarding the Copeland Companies. Mr. Sturtevant commented this was regarding deferred compensation.

Commissioner Barka stated that there were bids to be opened for paper:

Banner Systems of Massachusetts, Inc.  
Portsmouth Paper  
Joseph Gartland  
TotalMed  
Central Paper Products Co.

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**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids and award to the lowest bidder.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka stated that there were bids to be opened for juice:

Shaheen Brothers  
Turner's Dairy, Inc.  
North Center Food Services  
Donahue Brothers, Inc.  
West Lynn Creamery

Nancy Lang will bring the recommendations back to the next meeting.

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids and award to the lowest bidder.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka stated that there were bids to be opened for egg nog:

Ross Products Division/Abbott Laboratories  
Donahue Brothers

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids and award to the lowest bidder.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka stated that there were bids to be opened for provisions:

ALLIANT Food Services  
A. G. Food Service  
Jordan's Food Service  
Hall, Smith & Sysco  
North Center  
Shaheen Brothers

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**MOVED BY: Commissioner Pratt to have Mr. Sturtevant shop the bids and award to the lowest bidder.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka stated that there were bids to be opened for turkey:**

**Poultry Products  
Jordan's Food Service  
Hall, Smith & Sysco  
Shaheen Brothers  
Lionel Lavalee**

**Nancy Lang will bring the recommendations back to the next meeting.**

**MOVED BY: Commissioner Pratt to have Mr. Sturtevant shop the bids and award to the lowest bidder.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to approve the January 28 minutes.**

**SECONDED: Commissioner Battles.**

**ABSTAIN: Commissioner Barka**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Barka to approve the January 6 minutes, with the following correction with regard to comments made both by FEMA and by the Department of Emergency Management, on page 2 paragraph 4. Changed to read as follows:**

**The fact was brought out by Mr. George Hatch from FEMA and agreed upon by George Musler and George Iverson that the Flood Insurance Rate Map is not accurate and never has been accurate.**

**SECONDED: Commissioner Barka.**

**ABSTAIN: Commissioner Pratt**

**VOTE: 2 Yea. Motion passed unanimously.**

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There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made the motion to go to Non-Public Session under RSA 91A:3 II, (c).  
Commissioner Pratt seconded.

VOTE: Battles - Yea. Pratt - Yea.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
February 4, 1997**

Those present were Commissioners Battles, Pratt and Barka; Mr. William Sturtevant, Nursing Home Administrator; and Mrs. Maryann Brickett, Executive Assistant to the Commissioners.

Mr. Sturtevant discussed an employees reprimand problem at 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 moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

MOVED BY: Commissioner Pratt to record the recommendation of Mr. Sturtevant for a 3-day suspension without pay for a Nursing Home employee as a disciplinary action, and also moved to vote in favor of Mr. Sturtevant's recommendation for a 6-month probationary period for the same employee.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 12:10 AM. Commissioner Pratt seconded the motion and all voted in favor.

MB  
Date 2/11/97

Respectfully submitted,

Maryann E. Brickett  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Thomas Battles  
Thomas Battles, Chairman  
Rockingham County Commissioners  
/meb

MB  
Date 3/18/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 11, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Mr. Gene Charron, Superintendent of Department of Corrections; Kim French, Human Resources; Mrs. Nancy Lang, Nursing Home; Mr. Ernest Woodside, Director of Engineering/Maintenance; Mr. Joe Akerley, RCSO Captain; Services; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Alex Coolidge, Foster's Daily Democrat, Mr. Paul Sylvain, Rockingham County News; and Susan Maddocks, the Portsmouth Herald.

Chairman Battles called the meeting to order at 9:40 AM.

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** Commissioner Barka in favor of a pardon for the dog Prince in Portsmouth.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated that during Legislative sessions in Concord every second Tuesday of the month, there was a working session with the County Affiliates which several Division Directors attend. Commissioner Battles recommended that the Commissioners hold no meetings on the second Tuesdays so as not to conflict with those meetings. A decision did not have to be made today.

**MOVED BY:** Commissioner Barka to approve the February 4, 1997 minutes.

**SECONDED:** Commissioner Pratt.



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**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that he hadn't received a call from the County Attorney's office regarding the closing date for Friday for the Exeter Court House.**

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

**Captain Joe Akerley had nothing new to report. Commissioner Battles stated that \$10,000 had been placed back in the budget to be voted on Saturday at the Delegation Meeting to alleviate communications concerns with regards to the Newington Fire Department, placing voters system over there. Commissioner Battles anticipated the item would pass.**

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

**Mr. Gene Charron presented his report. Commissioner Battles mentioned that the Sheriff's Department was going to make some changes with regard to OEM Central. They may need some bunk beds, for a central communication center, in case anyone needed to stay overnight during emergencies. Commissioner Battles inquired if two were available. Mr. Charron indicated that they were.**

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

**Mr. Ernie Woodside mentioned a Planning Board meeting with regard to the NYNEX site plan review for the new building to be held on February 20, 1997 at 7:30 PM.**

**Mr. Woodside also reported that the pictures at the old courthouse were going to be crated up the morning of February 12, 1997, between 8 and 9 AM. He suggested that any reporters wishing to take pictures should be there between 8 and 9 AM. They would be delivered to the County Complex by Thursday, February 13.**

**REPORT FROM THE NURSING HOME:**

**Nancy Lang gave the Nursing Home report next. She stated that she had admission applications for the Commissioners to sign.**

**She next stated that there were bids to award to the lowest bidders:**

**Turkeys: Jordans Meats at \$0.66/lb.**

**Eggnog: Ross Labs at \$12.30/case.**

**Orange Juice: West Lynn Creamery at \$41,243/annually**

**Provisions: Alliant Foods, Associated Grocers, Jordans Foods, Hallsmith Sysco, North Center Foods and Shaheen Brothers.**

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**Paper Goods: Banner Systems, Central Paper, J. Gartland, Inc.,  
Portsmouth Paper.**

**MOVED BY: Commissioner Barka to accept all the recommendations of  
the Nursing Home for the above items.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that Mr. Sturtevant met with the  
Commissioners the previous day regarding submitting a Health Care  
Transition Grant for an Alzheimer's Evaluation Unit. Commissioner  
Battles read the letter in its entirety. Commissioner Battles gave a  
summation that it was simply at this stage a grant request. The  
Commissioners believed it was a good request. The amount being  
requested was \$146,750 for an mobile evaluation unit to be located at the  
Rockingham County Nursing Home and in Strafford County. The purpose  
of the unit was to evaluate patients to assist them to remain in their own  
homes for as long as possible and help them access supports. It would  
also increase the community awareness regarding this problem, and the  
needs of the families.**

**MOVED BY: Commissioner Barka to allow the Chairman to sign the letter  
of interest to the New Hampshire Department of Health & Human  
Services.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**NEW BUSINESS:**

**Mr. Charron addressed the bid waiver for uniforms. Martin was a  
manufacturing company they have dealt with since 1982 and at a much  
lower price than other companies. The County would incur a greater  
expense to switch vendors and uniforms can be purchased directly from  
the manufacturer. It is a unique type of uniform.**

**MOVED BY: Commissioner Pratt to grant a bid request for the House of  
Corrections to utilize Martin Uniform for the annual purchase of uniforms  
allowance.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

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Commissioner Battles commented on the serious paper shortage at the House of Corrections last week, and that the Commissioners actually approved the bid waiver request last week. Commissioner Battles requested that Mr. Charron address the issues. Mr. Charron stated that the bid had been submitted last year, but unfortunately had not been acted upon.

**MOVED BY:** Commissioner Pratt to grant a bid request for the House of Corrections to utilize Portsmouth Paper for paper products.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made the motion to go to Non-Public Session under RSA 91A:3 II, (c). Commissioner Pratt seconded and all voted in the affirmative on a roll call vote at 10:00 AM.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
February 11, 1997**

Those present were Commissioners Battles, Pratt and Barka; Mr. Gene Charron, Department of Corrections; and Mrs. Maryann Brickett, Executive Assistant to the Commissioners.

Mr. Charron discussed inmate lawsuits.

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) & (a), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**MOVED BY:** Commissioner Pratt to agree to a settlement for \$2,000 with a former inmate who has brought an action against the County.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

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There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 10:25 AM.

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

Respectfully submitted,



**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

Received by,



**Thomas Battles, Chairman  
Rockingham County Commissioners**

/meb

MB  
Date 3/18/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 18, 1997**

**Present:**      **Commissioner Battles**  
                 **Commissioner Pratt**  
                 **Commissioner Barka**

**Also present:**      **Ms. Robyn Wojtusik, Cooperative Extension; Mr. Gene Charron, Superintendent, Dept. of Corrections; Cathy Stacey, Register of Deeds; Mrs. Cheryl Hurley, Delegation office; Theresa Young, Fiscal Department; Roy Morrisette, Human Resources; Bill Sturtevant, Nursing Home Administrator; Mr. Ernest Woodside, Director of Engineering/Maintenance; Mrs. Jude Gates, Maintenance; Mr. Mike Alden, Sheriff's Dept.; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Congressman John Sununu; Barbara Riley, Cong. Sununu's office; Mr. Leland M. Kimball, NHOEM; Mr. George Iverson, NHOEM ; Mr. David Knowles, FEMA; Amanda Milkovitz, Foster's Daily Democrat, Mr. Paul Sylvain, Rockingham County News; Carl Perreault, Union Leader; and Susan Maddocks, the Portsmouth Herald.**

**Chairman Battles called the meeting to order at 9:35 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles requested all department reports to be brief due to the fact that Congressman Sununu would be present this morning. The opening of bids would be handled first. Commissioner Battles asked if there were any bids to be awarded besides the Register of Deeds. Mr. Bill Sturtevant stated that there was one for beef, and he would shop the bids first and make a recommendation to the Commissioners.**

**Commissioner Battles stated that the Commissioners would like to expand the scope of the audit to include all state and federal regulations. The Commissioners Office would receive a survey from the auditors on how to handle those issues.**

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Date 3/18/97

Commissioner Battles read a letter to Mr. Fred Testa stating that the Rockingham County Commissioners would be involved in all decisions with regard to airport contracts.

**MOVED BY:** Commissioner Pratt moved to approve the February 11 minutes.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated that a copy of the minutes from the current weekly meeting would be put in all department heads' and elected officials' mailboxes the following Friday.

Commissioner Battles stated that he had received a letter from Larry E. Naake, Executive Director of NACo which stated that hopefully everyone in the country's electric bill would be lowered.

Commissioner Battles stated that the Commissioners Office had received an inventory list from Human Services. The Commissioners Office would also need an inventory list from all departments as soon as possible. He also stated that a request had been made at the previous meeting. The Commissioners Office would follow up with a memo to all department heads and elected officials making a formal request for the inventories.

Mr. Mike Alden asked Commissioner Battles if he wished him to contact Mr. Vetter to do the annual report. Commissioner Battles stated that he would prefer Mr. Alden to perform that duty. Mr. Alden stated that he would take care of it.

Commissioner Battles stated that the Delegation did approve most of the items in the Commissioners budget. There had in fact been a 3.7% tax decrease in expenditures, and it ended up being a 3% tax decrease. The expenditures were originally over \$44,974,882 and ended up being \$41,188,882 in the end. Commissioner Barka stated that the Commissioners deserved the credit for making this happen. There was a savings of \$3,786,000 less than was budgeted. This resulted in over \$3,000,000 being returned to the taxpayers.

Commissioner Pratt expressed sincere thanks to everyone who contributed to that effort.

Commissioner Battles stated he would be sending a letter to department heads expressing the Commissioners thanks in this regard.

Commissioner Battles also stated that everyone went out to eat Saturday night after the meeting and had a great time.

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**MOVED BY:** Commissioner Barka to have the Commissioners send a letter to all department heads expressing their thanks for the budget reductions.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE NURSING HOME:**

Commissioner Barka stated that there were bids to be opened for beef:

**Cambridge Packing**

**MOVED BY:** Commissioner Pratt to review and award the bid on behalf of the County.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka stated that there were bids to be opened for instant breakfast:

**Jordan's Food Service  
Donahue Brothers**

**MOVED BY:** Commissioner Pratt for Mr. Sturtevant to review the bids and make a recommendation to the Commissioners.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka stated that there were bids to be opened for doors and hardware:

**A & M Door & Hardware Inc.  
R. G. Tombs Door Co.**

**MOVED BY:** Commissioner Pratt for Mr. Woodside to review the bids and make a recommendation to the Commissioners.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

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Commissioner Battles stated that May 24 was the date planned for the Open House at the County complexes. He also noted that the date had changed twice, and since it was planned to have a public auction on that date, as well as any surplus automobiles.

Mike Alden from the Sheriff's Department stated that his department had handled many auctions in the past and would be happy to assist in this effort. He also stated that his department will be developing a request for bid waivers. He would bring it up at the next meeting, or get together with the Commissioners before.

Commissioner Battles stated that there needed to be a discussion regarding policies of bid waiver procedures and obtaining signatures.

Mike Alden stated that it was a sole source vendor bid.

**REPORT FROM THE REGISTER OF DEEDS:**

Upon Cathy Stacey's arrival at the meeting, Commissioner Battles stated that her bid waiver requests needed to be addressed quickly.

Cathy Stacey stated that her department wished to continue with R.B.G. for indices for the deeds office.

**MOVED BY:** Commissioner Pratt to grant the bid waivers for R.B.G. on behalf of the Rockingham County Registry of Deeds.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Cathy Stacey stated that her department had put a reserve of \$5,000 so that the services of Eastman Kodak could be availed as needed.

Commissioner Battles stated that had been done in the past, and asked if there was any further discussion or questions.

**MOVED BY:** Commissioner Pratt to grant the bid waivers for Eastman Kodak for maintenance of viewers on behalf of the Rockingham County Registry of Deeds.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Cathy Stacey stated that the OCE plan printer used roll paper, which was specialty paper made through Royal Associates.



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**MOVED BY: Commissioner Pratt to award the bid waivers for OCE for paper rolls on behalf of the Rockingham County Registry of Deeds.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Cathy Stacey next discussed the issue of Becky Joe Burns, as her deputy at the Registry of Deeds.**

**MOVED BY: Commissioner Pratt to approve the reappointment of Becky Joe Burns as Assistant Register of Deeds on behalf of the Rockingham County Registry of Deeds.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**NEW BUSINESS:**

**Theresa Young gave a business report for Telecommunications, and requested that line item transfers be increased to \$1,000 from \$500.**

**Commissioner Battles stated that the Board of Commissioners affected a 3% tax cut. If there were any questions, speak with Theresa Young.**

**Commissioner Barka reiterated that more than 3.2 million dollars had been saved and that the Commissioners deserve the credit for this accomplishment. The Commissioners challenged Congressman Sununu to do as well in Washington.**

**Theresa Young stated that there was a weekly meeting scheduled for Wednesday at 10:00 a.m. with Mr. Rob McPherson of Cabletron. They were offering free consulting. County had planned to pay for consulting, so this was a bonus. Commissioner Battles requested that to be in writing with the notation that the consulting did not obligate the County to purchase subsequent equipment from them, nor share with other vendors. Theresa Young stated that Cabletron would be faxing a letter to the Commissioners today for their review and signature.**

**Commissioner Pratt asked if there was an RFP for this.**

**Theresa Young stated that there was, and there was a recent newspaper ad with a request for MIS services. Cabletron will only handle the date side of this, not telephones. February 27th from 9-12 a.m. was the**

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meeting for training for all departments. They also offer training at their Pease facility.

Commissioner Battles stated that he could not be there on the 27th. Commissioner Barka stated that he would represent the Commissioners office at that meeting.

Commissioner Battles asked if Telecommunications would be willing to work on the video arraignment process.

Commissioner Battles said hopefully we will be able to hook up with arraignment soon.

Theresa Young stated that she urgently needed to meet with the Commissioners to go over the warrant process, bid waivers, and the grant process.

Commissioner Battles stated that a meeting could possibly be arranged for Wednesday afternoon at 1:00 p.m. Commissioner Pratt would be there as well.

Commissioner Battles next introduced Congressman Sununu and apologized for being late. Next, Mr. George Iverson and Mr. Leland M. Kimball, NHOEM, and David Knowles, from FEMA introduced themselves.

Congressman Sununu stated that he appreciated the County taking time to understand the issues. The County has been working very effectively and cooperatively with FEMA. A straightforward response from federal agencies was needed.

Commissioner Battles stated that the County had reached out to Senator Gregg's office, which is orchestrating a meeting while the Commissioners are in Washington D.C.

Commissioner Battles noted that Mr. Knowles had come to the meeting with George Musler from FEMA. Mr. Knowles is in charge of mitigation.

Mr. Iverson stated that the County had been very patient, and FEMA wished to come to a satisfactory solution in this matter.

Mr. Ernest Woodside made introductions, handed Congressman Sununu some pertinent paperwork, showed some pictures, and prepared for the video.

All press members present took pictures of Congressman Sununu and Mr. Woodside as they viewed and discussed the pictures. The pictures were then passed around for general viewing.

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Commissioner Battles stated that the Commissioners' office would send Congressman Sununu copies of all pertinent material involved. Commissioner Battles reiterated that the County was operating under the belief that they were not in a flood plain area.

Congressman Sununu noted that the complex was built in 1978, and the map was made in 1981 and that most of the structures were not in the flood plain. Mr. Knowles stated that a map was available at the time of the flood that showed the old portions.

Congressman Sununu stated that FEMA has made a portion of the funding available in the amount of \$65-70,000.

Commissioner Battles stated that the County had received \$59,000 thus far for reimbursement for overtime and removal of prisoners, etc.

Congressman Sununu noted that this covered the portions of the building that would not have been insured. FEMA will make a decision regarding the remainder.

Commissioner Battles stated that an amount of approximately \$200,000 was in dispute. Mr. Iverson stated that approximately \$79,000 will be available. This represented a portion which, had the building been insured then, this would have been \$79,000 that FEMA would have paid had the County had insurance. So we are actually talking about \$150,000 over what's not covered.

Commissioner Battles stated that out of a 100% figure, 75% was reimbursable, 12 1/2% from the State, and 12 1/2% from the County. He also stated that the County had done a lot of in-house work, which brought the figure down from \$1,000,000 to \$500,000.

The video was shown at this point. The meeting then adjourned to take a tour of the Corrections facility and the County complex. Commissioner Battles invited any members of the press to join the tour.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 10:45 AM.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

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**Respectfully submitted,**

Maryann Brickett  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

Thomas Battles  
**Thomas Battles, Chairman**  
**Rockingham County Commissioners**

**/meb**

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**February 25, 1997**

**Present:**       **Commissioner Pratt**  
                  **Commissioner Barka**

**Also present:**       **Ms. Robyn Wojtusik, Cooperative Extension; Mr. Gene Charron, Superintendent, Dept. of Corrections; Mr. Bill Hart, County Attorney; Mrs. Cathy Stacey, Register of Deeds; Theresa Young, Fiscal Department; Roy Morrisette, Human Resources; Sandra Powers, Human Services; Bill Sturtevant, Nursing Home Administrator; Mr. Ernest Woodside, Engineering/Maintenance Director; Mr. Mike Alden, Sheriff's Dept.; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**       **Alex Coolidge, Foster's Daily Democrat, Mr. Paul Sylvain, Rockingham County News; Carl Perreault, Union Leader; and Susan Maddocks, the Portsmouth Herald.**

**Commissioner Katharin Pratt, Vice Chair, called the meeting to order at 9:40 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** Commissioner Barka moved to approve the February 18, 1997 minutes.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

**Commissioner Pratt stated that the Commissioners had a report from FEMA, and Mr. Woodside would address that issue under the Maintenance Report section. Commissioner Pratt stated that representatives from FEMA were in the Commissioners' office this morning, and the Commissioners would be meeting with the Congressional Delegation when Commissioner Battles and Pratt were in Washington, D.C. on Monday to discuss the debatable points of the loss at the jail last October.**

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The Commissioners were pleased to be able to reach an agreement with the correctional officers regarding their request to donate time of fellow officers.

The Commissioners have been notified by the County Attorney that his office will not be able to handle the civil work for the County any more due to the results of the Annual Meeting. They received official notification on Friday. The Commissioners are hoping the County Attorney will continue to affect a smooth transition of pending cases. The Commissioners' Office will be putting out an RFP for attorneys to do civil work for the County.

Mike Alden reminded the Commissioners that Officer Redden is an attorney and offered to discuss the possibility of sharing his services with the Commissioners' Office for civil matters.

Commissioner Pratt reported that the Search Committee for the new Human Resources Director have recently interviewed about 6 candidates. There were interviews set up for a week from Friday, and Monday March 17. The Commissioners have also readvertised and reposted the position, since they wanted to specifically target some professional areas. Commissioner Battles had previously reported the Commissioners would try to get someone in the interim to do some H.R. related work while the search continued, as they did not realistically expect to have anyone on board until mid-April at the earliest. Wednesday, a representative from the Devine, Millimet law firm would be coming in to do some work on Workers Comp Practices and Procedures.

Commissioner Barka noted for the record that he felt this matter should be put out to bid since this was a new project, and asked where the money would come from. He noted that any matters over \$1,000 must be put out to bid, and Devine, Millimet should not be hired without going out to bid.

Commissioner Pratt stated that the County already used Devine, Millimet for several areas including workers comp and the funding would most likely come out of the H.R. office, but that final decisions would be based on the nature and scope of services provided.

Commissioner Pratt reiterated that requests to place items on the agenda at Commissioners Meetings be in the Commissioners Office in writing by the previous Thursday. This was noted in the minutes for the January 28, 1997 meeting. This will alleviate rushing and unnecessary mistakes. There are still problems with voice mail. The Commissioners will be looking into that matter, as messages are being left, but are not being

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received. Commissioner Pratt asked everyone to bear with the Commissioners until such time that the problem can be resolved.

Commissioner Pratt next stated that Commissioners Pratt and Battles, and Bill Sturtevant will be attending the NACO Conference in Washington, D.C. on Friday, and would be back in the office on Wednesday.

**REPORT FROM THE COUNTY ATTORNEY:**

Mr. Bill Hart stated that he had previous conversations with the Kane Company on the sale of the old courthouse building. Matters were moving along well toward a closing date of March 14.

Commissioner Pratt asked if a closing date had been set.

Mr. Hart stated that although it was not going to close before March 1, the survey would be completed mid to late week this week. That will clarify the issues which were brought up in Attorney LaPointe's report regarding access to the old courthouse. Things would move forward from that point, and there were a number of housekeeping matters to handle.

Commissioner Barka thanked Mr. Hart for all the work he had done in putting this sale together.

Commissioner Pratt asked if the deed work had been completed and forwarded to Kane.

Mr. Hart stated that the closing papers from the County's standpoint had been completed and forwarded to the Kane Company. The only issue outstanding was the front lot conveyed by the State back to the County, the front part of the parking lot. He will be in contact with the buyers and the sellers today and make a determination if an extension was needed for a week or two at most, and suggested March 14 as the probable closing date.

Mr. Woodside questioned if it would close by the end of the month of March.

Mr. Hart stated that he had discussed these matters with all parties, and with the real estate broker and the buyers yesterday. All parties expect a closing to be completed by the middle of March at the very latest. The County was budgeted until the end of March for the building.

Mr. Woodside stated that was correct, and suggested there be a stipulation clause with regard to the buyers picking up certain costs related to this closing.

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Mr. Hart requested that Mr. Woodside let his office know as soon as possible exactly what those costs were. Mr. Hart would be in his office today.

Commissioner Pratt questioned if these costs were continuation of utilities.

Commissioner Barka stated that the Commissioners had agreed for three new attorneys for Mr. Hart's office, and the Delegation allowed for one new attorney. That would have an impact on the amount of civil work the County Attorney's office would be able to handle for the County. Mr. Hart said it is unclear whether or not the County Attorney's office is responsible for corporate counsel matters for the County. His first responsibility is the prosecution of criminal cases. Based on the choices which were made through the budget process, he is trying to juggle how best to handle all these matter.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave his report. The current population was 234, 15 Federal prisoners, 12 State prisoners, 16 out on work release. Population was holding constant in the past few weeks.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young reminded everyone that Cabletron would be in on Thursday from 9-12 for training in the morning. In the afternoon they would be visiting all County departments. There would be a Telecommunications meeting Wednesday at 10:00 a.m. Mrs. Young apologized for all the time everyone was putting into this effort. Mrs. Young requested everyone to at least attend Thursday's meeting. They would try to visit Human Services first due to its other obligations. It was estimated the visits would take approximately 3 hours.

Mrs. Young next mentioned the matter of warrant training. There would be a warrant training session with Terry Haney after lunch.

Mrs. Young also mentioned that the Fiscal Office, in an effort to catch up on year-end matters, were currently sending out checks weekly, rather than bi-weekly. If there were any questions, please call her. There needs to be a warrant for every bill that comes in. There will be a meeting on March 12 with Treasurer Ellen Lavin, Tim Dempsey, Theresa and the Commissioners to go over several matters. Other matters to be discussed would be write-offs, grants, warrant training, FEMA updates.

Mrs. Young stated that they would be going over the lease payments on the courthouse.



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Mrs. Young stated that the auditors were in last week, would be coming back for a couple of days, hopefully Thursday and Friday. The report should be done at that time.

Mrs. Young next gave an update on what was happening with payroll compliance. The auditors asked what the Commissioners had requested. Mrs. Young stated that she would have something put together by Thursday morning.

Commissioner Pratt stated that Mrs. Young might want to comment on the fact that a new department was created at the Annual Meeting - Telecommunications Department. The Telecommunications Budget was passed. The group has started working on what the goals should be. They hope to move pretty quickly on that. Some simpler goals could go more quickly. It depends on the staff available.

Mrs. Young also mentioned that the Commissioners had requested that the video arraignment become a priority of this Committee. It was discussed last Tuesday, and there were two people on the committee that are going to start the process, but it would be handed off to the appropriate persons.

Commissioner Barka asked Mike Alden a question with regard to video arraignments, whether there was any county which did this at the moment. Mike Alden stated that Hillsborough County did. There were several counties slated for test counties afterward, including Rockingham County. This would curb future needs for increasing transport by doing the arraignments at the jail. The trials would still have to be done in court.

Commissioner Pratt mentioned that there was a job description created by the Telecommunications Committee for the position.

Mrs. Young stated that it was actually created last year by the Commissioners in the Personnel Commission. That is the same position that was budgeted for in Telecommunications. There was actually a person in the position, which was reevaluated. The Commissioners and the Personnel Commission revised the job description and the person that was in it has fulfilled the function.

#### REPORT FROM HUMAN RESOURCES:

Mr. Morrisette stated that on Friday he would be attending a workshop for deferred compensation relative to some of the recent changes in the law.

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**REPORT FROM HUMAN SERVICES:**

Commissioner Pratt introduced Sandra Powers who was filling in for Diane Gill who was on medical leave. Miss Powers stated there was nothing to report for Human Services.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside stated that the Commissioners might want to wait for new business to present bids. He had a couple of items: 1) An update on the site approval with the Brentwood Planning Board for the NYNEX. That was approved with four contingencies, two of which had been met. The other two would be met in the future, and would be part of the final approval of the site plan. There would be no further problem with that. He presented the Commissioners with a check for \$15,000 for that easement. The contingencies were: 1) Two abutters had spoken against the easement. To appease the abutters' concerns, the County changed the color of the building to be more environmentally pleasing. NYNEX was in agreement. The abutters wanted a copy of the deed, and Mr. Woodside provided a them with a copy. The abutters also wanted the approval of the Fire Department. 2) The abutters were also concerned about the appearance of the building, and how it would effect the value of their properties. NYNEX agreed to plant high shrubbery around the building. These issues also had Brentwood Planning Board approval as well. All issues were completed.

Mr. Woodside next stated that, as Commissioner Pratt indicated, the Commissioners and Mr. Woodside met with FEMA. Within approximately 2-3 weeks, the County should be receiving another check from FEMA for approximately \$85,000. The figure for the total cost of damages which County has arrived at, and the figures that FEMA has, the total figure would be approximately \$408,249, which is in line with the total cost the County will be expending to date. You must deduct the appreciation to arrive at the 75% figure FEMA has given the County. Basically, \$111,429 is what the County is eligible for at this time, and 74% of that is \$85,000. \$218,407 is suspended at this time, and is being addressed next week in Washington with the representatives of Congress, FEMA and the Commissioners as to the outcome of the \$218,407. But we are much closer to where we want to be. County has signed off at of this morning for the additional \$85,000, and expect that check within 2-3 weeks.

Theresa Young had a question, which originated with the auditors. Mrs. Young requested the support behind the \$59,000 which was received in December - the Federal share.

Mr. Woodside stated that \$78,413 was the emergency cost money already paid and \$59,000 of that was FEMA's share.

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Mrs. Young thanked Mr. Woodside for his comments, but reiterated that the auditors were looking for a breakdown on the figures, and the support behind it.

Mr. Woodside stated that these bills have been paid and should be somewhere in the Fiscal Office, i.e. dam, roofing, and he might have to get a breakout of the \$78,413, but it's already paid. Mr. Woodside also stated that the State hadn't even addressed the issue of their 12 1/2% match, and that the Commissioners would contact State officials to inquire when they would appropriate the 12 1/2% of the \$59,000 and the other amount. Out of 100%, FEMA pays 75%, State 12 1/2%, and County 12 1/2%.

Commissioner Barka questioned if the \$78,413 was the emergency cost.

Mr. Woodside stated that FEMA paid the County 75% of that figure, which was \$59,000.

Commissioner Pratt stated that it was her understanding that even the Federal portion is administered through Concord, so as those go through Concord, she expects the State portion to be approved.

Mr. Woodside stated that the State portion falls into place as to what they have to vote for, 12 1/2% of that, but all the paperwork goes through FEMA first, then funnels through the State, and then comes back to the County. Then the State knows that 12 1/2% is still owed to the County complex. But somewhere along the line, the State has to vote.

Commissioner Pratt stated that once the County reached an agreement with FEMA, the State has to appropriate the funds.

Commissioner Barka stated that Mr. Woodside had done a good job on this FEMA/flood issue, and the County appreciated his efforts.

Mr. Woodside stated that he believed the County would "get it all."

Mrs. Young inquired about the other grant process related to the barn. Mr. Woodside stated that was a mitigation issue. Mrs. Young stated that was in addition to this, and what was the status on the request for additional FEMA money. Mr. Woodside stated that he was meeting with Grace Walker on Thursday on what needed to be submitted for the grant. Grace Walker was from the State, and takes care of the funding for mitigation through Federal and State funds. The County will be submitting a grant application, which is part of the mitigation process, to have the engineers do the survey.

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Commissioner Barka questioned what the amount being requested for the engineering survey was. Mr. Woodside could not say at this time until it was finalized. We wouldn't know whether or not it was only one grant being requested for approval until the County had spoken with Grace Walker.

Mrs. Young requested that Mr. Woodside follow up on these matters with the Fiscal Office. Mr. Woodside agreed.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that the census was 295, 2 persons in the hospital, 1 death last evening, and 11 applications for admission, 100 participants in the adult day program. Last week bids were opened for beef. They only had 1 bidder, Cambridge Packing at \$1.26/lb. They received no bids from Poultry Products or A.G.

Bids were also opened for instant breakfast. There were 2 bidders for 3 types of products. Jordan Foods for their single serving, is \$ .32/portion, Their bulk is \$ .248/portion, and reduced calorie is \$ .40/portion. Donahue Brothers, the other bidder was \$ .339/portion for the single serving, \$ .26/portion for bulk, and \$ .413 for the reduced calorie. Mr. Sturtevant recommended that Jordan Foods be awarded the bid for the annual contract for instant breakfast.

**MOVED BY:** Commissioner Barka to award the bid to Jordan Foods for the annual contract for instant breakfast for the Nursing Home.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Mr. Sturtevant mentioned that there were some items from last week's meeting that were not taken care of.

Commissioner Pratt stated that they would be taken care of under the old business part of the meeting, and apologized for not getting to those items last week.

**REPORT FROM THE HUMAN SERVICES:**

Robin Wojtusik has one question regarding a form for a bid waiver request. Commissioner Pratt stated that at the moment there was not such a form, but it was a process the Commissioners were working on, and hoped to accomplish by the end of March. For the moment, requests were handled on Commissioners Office letterhead.

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Robin Wojtusik next inquired about the Open House in May, and was there any information available. Commissioner Pratt stated that Commissioner Battles was handling the Open House, and would deal with that when he returned from Washington, D.C., and it would be discussed at the next Commissioners Meeting.

**OLD BUSINESS:**

Commissioner Pratt stated the bid waivers for Interstate and Behring Diagnostics needed Commissioner Battles signature, so they would be deferred to the next meeting's agenda.

Commissioner Pratt next brought up the matter of the Prisoner Transfer Policy request.

Mr. Charron stated that statutorily, if a prisoner was transferred from the jail to the State Prison, that form needed to be used. It makes it easier to have signatures already in place.

Commissioner Pratt dated and signed the form for Mr. Charron. The original will be in the Commissioners files, and copies would be sent to Mr. Charron.

Mr. Woodside stated that with regard to the Underhill bid for doors, the Commissioners had his recommendation, with 3 bidders:

R. G. Tombs Door Co., Inc.	\$4,460
HCI/Craftsmen	\$5,014
A&M Door & Hardware, Inc.	\$5,466

Mr. Woodside recommended the bid be awarded to R. G. Tombs Doors, Inc. for \$4,460.

**MOVED BY:** Commissioner Barka to accept the recommendation of Mr. Woodside to award the bid to R. G. Tombs Door, Inc. of Hooksett.

**SECONDED:** Commissioners Pratt.

**VOTED:** 2 Yea. Motion passed unanimously.

Mr. Sturtevant stated that there were bids for dietary equipment repairs for the milk walk-in cooler. It has been out of service since February 15. The Commissioners signed bid waivers for Mr. Sturtevant.

Commissioner Pratt stated that there were bids to be opened for juice:

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**Shaheen Brothers  
Jordan Foods  
West Lynn Creamery  
One bid from Turner Dairy was returned with an incorrect address.  
North Center**

**Mr. Sturtevant stated that he would not re-mail the bid to Turner Dairy as juice had already been bid twice.**

**MOVED BY: Commissioner Barka that Mr. Sturtevant shop the bids and make a recommendation to the Commissioners in the best interest of the County.**

**SECONDED: Commissioners Pratt.**

**VOTED: 2 Yea. Motion passed unanimously.**

**The Commissioners signed Mr. Sturtevant's applications for admission to the Nursing Home.**

**Commissioner Pratt requested Mr. Sturtevant to explain the admissions process. Mr. Sturtevant stated that these were the general rules and regulations for admission to the Nursing Home. They are here for the Commissioners signature for 2 reasons. One is that every time there is a change in the Board, it needs to have the new signature. It states that you have to be a resident of Rockingham County and there is a cap on liquid assets. The other part is there is a rule change. That is the rule with regard to CPR. Under current rules, we are a non CPR, DNR facility. Under the new regulations that have come down from the Federal government, the County has had to review and change the policy. This reflects the change in the rule, that the County Nursing Home will offer CPR for those families and residents who desire. We have a mailing that is waiting to go out, but it couldn't be mailed until this was signed. There were two documents for the Commissioners' signature: The Rules & Regulations and the Notice of Nonavailability of certain medical procedures. The County will not provide respirator services and I.V.'s pursuant to RSA 28:12. All three Board members have to sign.**

**MOVED BY: Commissioner Barka to accept the Rules & Regulations for Admission of residents to Rockingham County Nursing Home.**

**SECONDED: Commissioners Pratt.**

**VOTED: 2 Yea. Motion passed unanimously.**

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**MOVED BY: Commissioner Barka to accept the rule of notice to applicants and residents as to nonavailability of certain medical procedures.**

**SECONDED: Commissioners Pratt.**

**VOTED: 2 Yea. Motion passed unanimously.**

**Mr. Sturtevant stated that there were two more items left over from the last meeting. One was a request for a bid waiver for repairs of the Ajax Dryer for the laundry. The bearings are in bad shape and will not last much longer.**

**MOVED BY: Commissioner Barka to accept the bid waiver for the repairs to the Ajax Dryer.**

**SECONDED: Commissioners Pratt.**

**VOTED: 2 Yea. Motion passed unanimously.**

**The next item was for renewal of the maintenance agreement with Autoclave.**

**MOVED BY: Commissioner Barka to accept Mr. Sturtevant's recommendation regarding the bid waiver with Autoclave.**

**SECONDED: Commissioners Pratt.**

**VOTED: 2 Yea. Motion passed unanimously.**

**Commissioner Pratt reminded everyone that the Annual Report for the County is supposed to be out by the end of March. Every department needs to have signed copies of this report in to the Commissioners' Office by March 6. Human Resources should file a report as well.**

**Theresa Young stated that the Fiscal Office report would be late due to the fact the audit is not completed yet.**

**There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Pratt made the motion to go to Non-Public Session under RSA 91A:3 II, (c). Commissioner Barka seconded and all voted in the affirmative on a roll call vote at 10:30 AM.**

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
February 25, 1997**

Those present were Commissioners Pratt and Barka, Mr. Bill Hart, and Mrs. Maryann Brickett, Executive Assistant to the Commissioners.

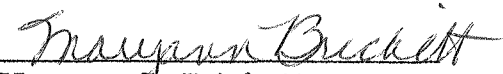
The County Attorney discussed outstanding cases and assured the Commissioners a smooth transition while they search and select a private sector civil attorney.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 10:52 AM.


**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Thomas Battles, Chairman  
Rockingham County Commissioners

/meb



Date \_\_\_\_\_

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 18, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Ms. Robyn Wojtusik, Cooperative Extension; Mr. Gene Charron, Superintendent, and Al Wright Dept. of Corrections; Mr. Bill Hart, County Attorney; Mrs. Cheryl Hurley, Delegation Office; Jayne Jackson, Fiscal Department; Mr. Roy Morrisette, Human Resources; Diane Gill, Human Services; Bill Sturtevant, Nursing Home Administrator; Mrs. Jude Gates, Engineering/Maintenance Director; Sheriff Dan Linehan; Ellen Lavin, Treasurer; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Mr. Paul Sylvain, Rockingham County News; Alex Coolidge, Foster's.

**Also present:** Mr. Brian Gallagher and Mr. Joe Scotti, President from Auditel Inc.; and Judge Raymond Taylor, Rockingham County Superior Court.

Commissioner Thomas Battles, Chairman, called the meeting to order at 9:37 AM.

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** Commissioner Pratt to approve the minutes of February 25, January 21 and January 13, 1997.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated that the Commissioners would wait until next week to approve the minutes of March 11, 1997 as he hadn't reviewed them yet. The minutes from the February 18 meeting with FEMA were pending review as well.

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Commissioner Battles stated that the Commissioners received correspondence from Ernie Woodside regarding County Day on June 7. Today a work committee would be assembled to work on County Day. The memo requested all department heads assemble items to be placed in the auction, and provide Mr. Woodside with a list of items, and their present location for pickup.

Commissioner Battles stated that the Commissioners would like to send a letter to some of the towns in Rockingham County who might have surplus equipment for auction as well, and requested Maryann Brickett to send a letter to the various towns.

The Commissioners Office sent out a memo to all the members of the Public Safety Coalition informing them of the date of the first meeting, on March 24 at 9:30 a.m. in the Commissioners Conference Room.

Commissioner Battles stated that the Commissioners Office was still awaiting inventory lists from several departments and made a third request that those lists be provided as soon as possible, as the purpose was for insurance coverage purposes.

Commissioner Battles stated that the Commissioners had a goal to establish Standard Operating Procedures for the Commissioners Office as well as for other departments. One of those S.O.P. was for competitive bidding. The law is clear that items must go out for bid, and the implementation of that law was subject to the Commissioners' discretion. The Commissioners have set forth a policy regarding the bidding process. Commissioner Battles requested that the department heads review the S.O.P.s and give input this week, as the Commissioners would like to implement same by next week. The next area for S.O.P.s was with regard to the RFP process. The purpose of the bidding process was to take advantage of better pricing, and the Commissioners wanted to make the process more user-friendly. There are times when bid waivers don't apply, but time being of the essence getting bids and voting on the issue at public meetings was faster. This also provided for emergencies. It required more accountability from department heads at the Commissioners meetings.

Commissioner Pratt stated that the bid waiver process was introduced for the benefit of the Nursing Home. The Nursing Home made multitudes of purchases every week, and Mr. Sturtevant had to move rather quickly to take advantage of any price fluctuations which occurred almost daily, to be able to obtain lower prices in the best interest of the County.

Sheriff Linehan asked for clarification on the policy of purchase over \$1,000.

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Commissioner Battles explained the concept further for the benefit of Sheriff Linehan who was new and unfamiliar with the procedures. Commissioner Battles stated that the approval of certain vendors was also an issue, and any recommendations would be welcomed.

Commissioner Battles stated that with regard to annual contracts, fixed or movable equipment would be pertinent in the case of centralized computer bids and major obligations. The Commissioners wanted to go slowly in implementing the policies and procedures, and didn't want quotes to replace bids.

Commissioner Pratt stated that the statute required the bidding process. Operationally that often does not in fact work. But the intent was to have RFPs and quotes be the exception not standard.

Commissioner Battles stated that there would be a presentation regarding the video arraignment in a few moments, and were there any pressing issues before the presentation began.

The Commissioners wished to adopt procedures and guidelines for performance evaluations of division directors under the discretion of the Board of Commissioners. The purpose being that it made the Commissioners Office more accountable as to what it will include. The goal is to try to be more responsive to department heads. There would be copies available in the Commissioners Office along with other procedures and guidelines.

**MOVED BY:** Commissioner Pratt to adopt the Commissioners Procedural Guidelines for Performance Evaluations.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**TREASURER'S OFFICE:**

Ellen Lavin addressed the issue of the bid waiver for the envelope folder/sorter equipment. The Treasurer's Office contacted 3 vendors. Pitney Bowes did not respond. McGee Company was about \$3,000 higher than the quote from Best Corp. of Dover. That quote was for \$7,495. For an additional \$2,195 they could get a machine that would actually rip the sides of the checks. The total cost was about \$9,600, which was lower than the amount of \$10,000 approved by the Delegation.

Commissioner Battles stated that this didn't qualify for a sole source vendor, but in fact was very limited in scope as to who the vendors are.

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Ellen Lavin stated that it was most convenient to have a company right in Dover to service the machine, and they would not have to wait 3-4 weeks. The Treasurer's Office time would be better spent doing other tasks, such as overseeing the \$46,000,000 budget. The Delegation concurred as well.

**MOVED BY:** Commissioner Pratt to process the bid waiver for the Treasurer's Office equipment.

**SECONDED:** Commissioner Barka, under protest.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles proceeded to the video arraignment presentation. Commissioner Battles introduced Mr. Brian Gallagher and Mr. Joe Scotti, from the Office Administration of the Court, and Judge Ray Taylor. Commissioner Battles stated that the purpose of today's discussion was an overview of the video arraignment process. Mr. Gallagher noted that the pilot program was completed.

Mr. Gallagher stated that the New Hampshire video court process began with a pilot program in Hillsborough County, using video conferencing technology. Rockingham County might also wish to consider video conferencing. The pilot program was approximately 6 months old, and some savings and advantages had been identified. Mr. Gallagher stated the purpose of counties engaging in a partnership with the Court, the new court house, and the holding facility.

Sheriff Linehan questioned if there might be any reductions in transportation costs for the county. Mr. Gallagher stated that he would make some information available to Sheriff Linehan regarding cost reductions which had been assimilated from different counties using the pilot program. Although didn't have a percentage yet, he stated that many counties have noticed drastic reductions in costs and security had also increased dramatically.

Commissioner Barka questioned what the total monthly costs involved might be. Mr. Scotti noted the fixed monthly ISDN cost would not change, except to come down. The trend of digital services is for costs to come down. The costs were based on just this site under the current tariff provided by NYNEX. Mr. Scotti noted that the second component cost was usage, and this was a variable contingent upon how many arraignments were done per week.

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Judge Taylor commented that the reduction in transportation provided might include transportation from the State Prison, but wished to monitor the system for a reasonable period.

Discussion provided some possible cost savings, especially in the area of district court arraignments, which might possibly be located in Exeter.

Commissioner Barka questioned Mr. Hart and Judge Taylor if the video arraignment process might help with the current 135 pre-trials. Mr. Hart comment that he just wasn't sure, but addressed the security issue. Mr. Hart also felt that the Superior Court cases were not as much of an issue as the District Court cases, and you would see from day 1 a substantial reduction in transport costs. The other cost savings area would be in the bail issues in District Court.

Commissioner Battles commented that the purpose of the meeting today was informational regarding needs, costs, savings and issues. The county did not have a deadline to respond, and there was some flexibility for tailoring the program to Rockingham County's needs.

Commissioner Barka stated that he would like more input from Judge Taylor, County Attorney Bill Hart and Sheriff Dan Linehan before making a decision.

Commissioner Battles questioned if there would be a possibility of bringing in additional revenues to offset some of these costs, as it was the Commissioners' responsibility to the County. Mr. Scotti stated that this had in fact been done by other counties and they had turned this video arraignment into a profit center opportunity. The future applications were only limited by one's imagination.

Mr. Scotti stated that ISDN was not the only way to transmit frame relay, but T1, which made you in fact an island and it was a point to point network. That was a little less expensive, due to no usage fees, but the Superior Court could only talk to the Correctional facilities.

Commissioner Barka questioned why some of the other bidders withdrew. Mr. Scotti commented that was because they operated on a payment upon performance of services, and the video arraignment process was in use in various counties throughout 20 states.

Mr. Gallagher stated the use of this type of technology had been challenged but that the court and judge in Hillsborough County, back in October had allowed the technology. An appeal had gone to the Supreme Court and that is where it stood at this point.

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Commissioner Battles requested further discussion be delayed due to the fact that some department heads had other commitments pending, and the video was shown at this point. A video package was presented to everyone present. The video presentation ended at approximately 11:05 and the Commissioners meeting resumed.

REPORT FROM THE COUNTY ATTORNEY:

Mr. Bill Hart had appointments and was not present to address his re-appointments personally. Commissioner Battles addressed the item on the agenda for his re-appointments.

MOVED BY: Commissioner Pratt to concur with County Attorney's request the re-appointment of Debra Walsh as Deputy County Attorney, the appointment of Julie Daniels, Lauren Miller, and Thomas Reid as Assistant County Attorneys.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan presented a cover letter and general overview report regarding the transport program with regard to the District Court. The report addressed a proposed picture of how the program would work. The report was well received by the Clerks and the Chiefs as an added value.

Commissioner Battles mentioned the issue of cost savings to the County and possibly having a District Court Judge stop here at the County facility.

Sheriff Linehan concurred, but noted that the video arraignment process would probably not be in place for a year.

Commissioner Battles reiterated the Commissioners' commitment to the transport program to alleviate the pressure on the towns. Commissioner Battles questioned if it would be beneficial to have a District Court Judge drive to the Correctional facility to provide district court processes. Sheriff Linehan concurred, but commented that this was not the only facility where persons were locked up. Consequently, they would need to be transported in that instance.

Commissioner Battles stated that with the number of district court cases, efficiency is still the issue in developing the transport program.

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Gene Charron commented that would take pressure off smaller towns who didn't have lockup facilities.

Commissioner Battles next made another request for an updated inventory list from any departments who had failed to provide one yet. Sheriff Linehan commented that he still needed the core list, since there had been no inventory conducted at his department done since 1994. Sheriff Linehan also commented that a major corporation had donated a bar code reading system at no cost to the Sheriff's Department, and they would also provide education, training, labels, etc. Sheriff Linehan would also make that system available to other departments. The system will become the property of the Sheriff's Office, and Sheriff Linehan has provided the tax I.D. code to that company to allow them to do this for the Sheriff's Department.

Commissioner Battles stated that inventory updates needed to be done on an annual basis for insurance purposes.

Commissioner Barka commented that the County had 6 District Courts. Sheriff Linehan stated that the centralization would result in cost savings. He suggested that Gene Charron, Bill Hart, Ray Taylor, a Judge and himself needed to be involved in this discussion. Sheriff Linehan would speak to Sheriff Walter Morse from Hillsborough County, and the personnel in Nashua involved in the pilot program.

Gene Charron commented that having an attorney present in bringing the court to the inmate, a serious issue was security penetration of the building.

Commissioner Battles commented that Ed Kelly is the contact person for District Court, the administrative officer.

Sheriff Linehan commented that the State paid bailiff's rate, and the bill was for \$50-\$65. There were a lot of issues to be ironed out. This is a total restructuring of the entire process, and perhaps some of it was unnecessary.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave the current population report. The total population is 237, 223 in the facility, 130 pre-trial, 107 sentenced, Immigration/ Feds 14 Federal prisoners, 12 State prisoners, 18 out on work release, 11 women at the women's state prison, 13 outside the facility.

Commissioner Battles requested Mr. Charron provide the Commissioners with the inventory list for his department.

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**REPORT FROM THE FISCAL OFFICE:**

Jayne Jackson commented that a new temp was working in the Fiscal Office who would be working with Terry Haney, until Karen Hemeon's position could be filled.

Commissioner Battles commented that there was a request from the Bargaining Unit at the Correctional Facility for some information and that issue was dealt with.

**REPORT FROM THE HUMAN RESOURCES:**

Roy Morrisette stated that he had a meeting on March 20 and he needed to finalize the agenda and post same. Commissioner Battles questioned if there were any upcoming meetings with Gary Wulf. The March 25 meeting had been rescheduled.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that she had nothing to report. Commissioner Battles requested that she work on inventory lists as well.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that the census was 298, 1 persons in the hospital, an admission schedule to be available later in the day, 15 applications for admission, 100 participants in the adult day program.

At the last meeting, bids were opened for beef. There were 2 bidders for 2,000 lbs. of beef: LaVallee Meats at \$1.38/lb. and North Center Foods at \$1.36/lb. Based on the motion, he awarded the bid to North Center Foods. A previous bidder has merged with North Center Foods -- Associated Grocers is still around, but will no longer be doing institutional sales, but only retail sales as they have merged their institutional sales with North Center Foods. Mr. Sturtevant would still be using Associated from time to time.

Mr. Sturtevant commented that under new business he had bids to open, and a request for a non-public session item for a non-residency waiver for an application for admission.

**REPORT FROM THE COOPERATIVE EXTENSION:**

Robyn Wojtusik stated that their Advisory Council met recently and were very excited about participating in County Day and would like to set up a Planning Committee soon. Robyn did provide inventory of equipment to Commissioner Pratt. Robyn commented that the Telecommunications



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Committee should be looking at the video arraignment process, and she wanted to reinforce the need to speak with the Sheriff and Corrections and Hillsborough County regarding an assessment on the project.

Commissioner Battles stated that the Telecommunications Department focus should be on the technological aspect of the issue, and the Commissioners would be meeting to do a cost-benefit analysis with the Sheriff and Corrections. Mr. Charron commented that Corrections had been involved in the issue long before Telecommunications came into being. His concern was the cost impact of maintenance since certainly the technology was available.

Commissioner Pratt suggested a meeting this week with Superintendent Charron, Sheriff Linehan and Telecommunications.

**NEW BUSINESS:**

Commissioner Battles requested Jude Gates address her department's issues on the agenda.

Jude Gates commented that with regard to Landis & Staefa management services, they had a bid waiver for this year. However, they have offered to fix the pricing for 3 years if County wished to sign a three-year contract for \$15,034 per year. They do all the engineering services, all the heating, air-conditioning, valves, diaphragms, programs rewritten, balancing in the facilities, etc. They can be called remotely. They are sole source.

**MOVED:** Commissioner Pratt to obtain a price-fixed contract with Landis & Staefa for three years.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Jude Gates addressed the second bid waiver request for a feedwater pump for the boiler plant in the Nursing Home. There previously was money in the budget for a repair. The unit has been going for quite a while and it is in pretty rough shape. It cannot be repaired; it needs replacing. Maintenance can make arrangements to go directly to Roth, the manufacturer for the replacement, thereby saving a great deal of money.

**MOVED:** Commissioner Pratt to approve the bid waiver for the feedwater pump.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

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Jude Gates addressed the fourth bid waiver parts for the boiler with Cleaver Brooks. The parts are overhauled every year. The accumulation of all the parts needed will go over \$1,000. They are another sole source vendor. All 5 boilers, 3 in the Nursing Home, and 2 in the jail are Cleaver Brooks.

**MOVED:** Commissioner Pratt to approve the bid waiver as presented to use Cleaver Brooks for the overhaul of the boiler systems.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Jude Gates addressed the third bid waiver for butcher freezer repairs, stating that there was money in the budget under capital improvements. Mr. Sturtevant could give expansion on needed repairs. The request is to grant the bid waiver to Palmer & Sicard. They have done the work in the past, done an excellent job, are familiar with the procedures involved, their price was always very reasonable, and could perform the work as quickly as possible due to the health concern in this area.

Commissioner Battles stated that he did not have a problem with this, but we needed to start looking for other vendors on an annual basis.

Mr. Sturtevant gave further clarification. It was originally thought that repair could be done, and actually walls need to be replaced, due to the fact that water has gotten into the walls, and the ionization of the aluminum walls and the insulation. What is happening is that the moisture is now getting up into the insulation and is beginning to eat away the aluminum. The walls are actually going to be repaired, and in the 1998 capital budget, substantial investment will have to be made for this replacement. This is a short-term fix for the problem. Part of the problem is also the roof of the butcher shop has steel beams in order to hold meat. This has to be removed, the roof taken off, and then the walls have to be taken down. The costs are more than were anticipated in the budget due to these problems.

**MOVED:** Commissioner Pratt to approve the bid waiver, which is endorsed both by Maintenance and the Nursing Home Administrator, to grant Palmer & Sicard the repairs for the butcher freezer.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

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**Mr. Sturtevant stated that there were bids to be opened for baskets used in the Nursing Department.**

**Med-Line Industries  
American Health Care Supply**

**MOVED: Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Sturtevant stated that there were bids to be opened for a copy machine.**

**Xerox - was returned  
Icon Office Solutions  
Danka Business Systems  
Conway Office Products  
Minolta Business Systems  
UBM  
Allied Business Products - was returned**

**Commissioner Battles suggested taking Allied Business Products off the bid list since their bids were always being returned.**

**MOVED: Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session under NHRSA 91A:3 II(f).**

**MOVED: Commissioner Battles to go into non-public session.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 11:30.**

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
March 18, 1997**

Those present were Commissioner Battles, Commissioner Pratt and Commissioner Barka, Nursing Home Administrator Mr. Bill Sturtevant, and Maryann Brickett, Executive Assistant to the Commissioners.

**MOVED BY:** Commissioner Battles moved to waive the residency requirement on behalf of the noted individual.

**SECONDED:** Commissioner Pratt.


**VOTE:** 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:48 AM.


**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
**Maryann E. Brickett**  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
\_\_\_\_\_  
**Thomas Battles, Chairman**  
Rockingham County Commissioners

/meb

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Date

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 25, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Mrs. Cathy Stacey; Mrs. Theresa Young, Fiscal Department; Sheriff Dan Linehan; Mr. Gene Charron, Supt. and Al Wright, Dept. of Corrections; Mrs. Cheryl Hurley, Delegation Office; Mr. Roy Morrisette, Human Resources; Diane Gill, Human Services; Mr. Ernie Woodside, Engineering/Maintenance Dept.; Mr. Bill Sturtevant, Nursing Home Administrator; Ms. Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Mr. Paul Sylvain, Rockingham County News; Alex Coolidge, Foster's; Susan Maddocks, Portsmouth Herald.

Commissioner Thomas Battles, Chairman, called the meeting to order at 9:37 AM.

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** Commissioner Pratt to approve the minutes of March 18.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated that the Commissioners would wait until next week to approve the minutes of March 11, 1997 pending revisions. The minutes from the February 18 meeting with FEMA were pending review as well.

Commissioner Battles stated that the centralized computer bid would be going out from the Commissioners' Office today.

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Commissioner Battles stated that the MIS bid needed some revisions before it could be sent out.

Commissioner Battles stated that some minor changes needed to be made to the posting of the Telecommunications position. Commissioner Battles requested Roy Morrisette get together with Theresa Young to go over the needed changes.

The Commissioners' Office has negotiated out a price for certain lawyers to be authorized to represent County business and the County's insurance companies as well. A total of four lawyers have been chosen, and two additional lawyers to be on stand-by status. The choices are:

Devine, Millimet & Branch, Manchester  
Casassa & Ryan, Hampton  
Engel & Gearreald, Exeter  
James Reams, Hampton  
Holland, Donovan, Beckett & Hermans, Exeter  
Andernacht & Hurd

The Commissioners' Office accepted the RFP for the employment practices proposed by Devine, Millimet & Branch. The Commissioners would be using their law firm along with Gary Wulf for negotiations and other employee-related practices.

Commissioner Battles further commented that the County would only use approved attorneys with a set fee schedule. Commissioner Pratt commented that the Commissioners were negotiating a better hourly rate with these lawyers, which should save the county a great deal of money.

Commissioner Battles stated that there were bids going out for Amatrol, for the Maintenance Department, and for Maxon radios and institutional supplies for the Department of Corrections.

Commissioner Battles stated that a letter was being sent out to all the towns in Rockingham County regarding their participation in the auction on County Day for the disposal of some of their surplus equipment. All the department heads would be involved in the planning of County Day, and a meeting would be scheduled for some time in the next two weeks to start the planning.

Commissioner Battles stated that yesterday, March 24, the first meeting of the Public Safety Coalition had been held. The direction of the systems being purchased had been discussed. It is likely that we will be piggybacking with the State system.

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Commissioner Battles circulated a list of lawsuits which were either pending or closed, or issues involving the County. The purpose was for clarification as to the status of the files noted, or any omissions.

**REPORT FROM THE REGISTRY OF DEEDS:**

Cathy Stacey commented that she had participated in the Cooperative Extension program over the weekend.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Commissioner Battles addressed the four bid waiver requests concerning sole source vendors, which were also approved budget items, from the Sheriff's Department, to allow the Sheriff to leave the meeting.

**MOVED:** Commissioner Barka to approve the bid waivers requested by the Sheriff's Department.

**SECONDED:** Commissioner Pratt

**VOTE:** 3 Yea. Motion passed unanimously.

Sheriff Linehan informed the Commissioners that the Rules and Regulations of the Sheriff's Department would be published and every member of the department would sign and acknowledge receipt of a copy of same, and be accountable for reading and understanding same. The Rules and Regulations were in line with current County policy, but more specific to the Sheriff's Department.

Sheriff Linehan also informed the Commissioners of the following: That he had suspended all outside details for the past two weeks, but they went back into effect Monday of this week, but with strong administrative controls in place with the published policies and procedures to follow. Every member wishing to work a detail must sign a receipt therefore. Beginning April 1, there would be two night cars and a weekend car in uniform. There perhaps would be more changes as well.

Commissioner Battles applauded the Sheriff's efforts to bring organization to the Sheriff's Department.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave the current population report. The total population is 241, 224 in the facility, 116 pre-trial, 97 sentenced, Immigration/ Feds 16 Federal prisoners, 12 State prisoners, 18 out on work release, 16 women at the women's state prison, 17 outside the facility. The population is holding fairly steady.

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Mr. Charron spoke briefly about the renewal for Federal Surplus Property Agreement, which allowed him to negotiate better pricing for County. Any questions regarding same may be directed to Mr. Charron.

**MOVED BY:** Commissioner Pratt to sign the renewal agreement for the Federal Surplus Property on behalf of the Department of Correction.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young stated that the EBPA health source company is being purchased by Signa, from Connecticut. The changes will occur July 1. They do not know at this point where claims will be handled. The Hampton office may not close. They will keep us up to date. Theresa Young stated that Roy Morrisette from Human Resources would be calling them. They would encourage them to remain in Rockingham County and employ county residents. There should be no noticeable change in the way claims are handled for at least two years. There would be no new cards. They are in the regulatory stage. Claims paid out on behalf of the County per year were in excess of \$200,000.

Mrs. Young stated that the auditors would be back Monday and Tuesday, they have delivered a partial report, and a final copy on the Nursing Home should be here today, a copy going to the Commissioners Office for signatures.

Mrs. Young commented that five departments had joined the centralized bid. Maintenance needed a PC as well, so they would add one to one of the Attachments. Some changes had been made to the Attachments.

**REPORT FROM TELECOMMUNICATIONS:**

Mrs. Young requested that under the report section, Telecommunications be added so someone from that department could always give the Commissioners a report on Tuesday as to what's going on with the Telecommunications Department. The meeting time had been changed to every other week 10:00 a.m. on Thursday to ensure that a representative from the Commissioners' Office would be in attendance. Cabletron was at the last meeting and they were aiding in putting the RFP together for the backbone of the system, which was in the process of being written. There are being some revisions being done to it. Other entities that were bidding would also help with this process. They have also asked Dave Foote to speak to the Telecommunications Department.



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Mrs. Young commented that Sandy Powers had been a co-worker on a mission statement. They have a PCUs policy that was distributed at the last meeting, and the Committee was waiting for comments before presentation to the Commissioners.

Mrs. Young stated than it was her understanding that an RFP for Internet services was being worked on by Butch Eaton.

The Committee was still pursuing education pre-services from whoever will come in to speak. They are still waiting to hear from UNH and will advise the Commissioners of dates as they become available.

Commissioner Battles commented that a problem surrounding Internet use among employees was that there were many abuses, and significant loss of productivity.

Mrs. Young stated that she agreed with that, but that Internet services was a valuable tool to Division Directors and other staff members.

Commissioner Battles stated that all transmissions should be user identified and the Commissioners should have control. Mrs. Young stated that this was being discussed at the Telecommunications meetings.

Lastly, Mrs. Young stated with regard to the RFP on MIS, it needs definition, and requested the Commissioners comments so she could bring it up at the meeting on Thursday, and finalize it. Commissioner Battles commented that one of his concerns was the person applying for the Telecommunications position is the individual receiving MIS information. This needed some change, and someone in the Telecommunications Department needed to be assigned as the contact person regarding the RFP.

**REPORT FROM THE HUMAN RESOURCES:**

Roy Morrisette stated that he would be attending a workshop this afternoon that the Compensation Funds of New Hampshire is hosting.

Commissioner Battles stated the Commissioners' Office had been inundated with requests to process for deferred comp. As a result, the Commissioners were looking at the possibility of having someone like the Insurance Exchange orchestrate the process. With the new accounting system, possibly more payroll deductions may be made on behalf of employees, such as child care. Commissioner Battles would like to have the Fiscal Department and Human Resources involved in this process.

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MB

Commissioner Battles stated that the County could make many group purchases, such as car insurance. This process might save employees a lot of money by making group purchases. Consequently, the Commissioners wish to look at all these possibilities.

**REPORT FROM THE HUMAN SERVICES:**

No report.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside spoke on the auction to be held on June 7. His department had send out a memo to all departments regarding the collection of all surplus items to be sent to the barn as soon as possible. The purpose was to produce a list of items for the Commissioners and for distribution to the public.

Commissioner Battles stated that a letter is being sent to all the towns regarding this, and had given Mr. Woodside's and Jude Gates' names as contacts. Commissioner Battles also requested the Exeter Newsletter do an announcement regarding County Day. They concurred.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report. There are 296 residents, 3 in the hospital, 1 death, 15 applications for admissions, and 100 persons in the Adult Day Program.

At the last Commissioners' Meeting, bids were opened for basket carts. There were 2 bidders, American Health Care for \$2,724.04 which includes shipping, and Medline for \$2,744.28 which also includes shipping. Mr. Sturtevant recommends the bid be awarded to American Health Care.

Regarding the copy machine bids, he had received bids from Danka for \$12,675, Conway Office Products for \$14,500, IKON Office Solutions for \$14,200, and Minolta Business Systems for \$13,662. Only Minolta and United Business Machines for \$14,038 met complete specs.

**MOVED:** Commissioner Pratt to accept the recommendations of Mr. Sturtevant to award the basket cart bid to American Health Care for \$2,724.04 and the copier bid to Minolta Business Systems for \$13,662.00.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

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Mr. Sturtevant stated that he had reviewed the auditors' cost report yesterday, made some comments and suggestions. A final copy would be available either today or tomorrow to be filed with the State Agency no later than Monday, March 31. It would require the signatures of Mr. Sturtevant and Commissioner Battles. Commissioner Battles requested the report show up before mid afternoon for signature to ensure his availability.

Mr. Sturtevant stated that he would be in a meeting Wednesday in Boston with the Federal Regulatory Task Force, and would be out of the office Friday and Monday. Mr. Sturtevant requested a non-public session to discuss some tax liens.

**REPORT FROM THE COOPERATIVE EXTENSION:**

Robyn Wojtusik wished to remind the Commissioners that the Farm Services Agency is interested in leasing County offices. Commissioner Battles stated that he had received a telephone call regarding this, and that they were looking for a full-service rental arrangement, which he thought could be done. They were currently paying \$17.60 per square foot in Epping, and wished the County to give them a better price. This would generate \$30,000 to \$40,000 a year in revenue for the County.

Commissioner Battles stated that his other concern was the old Carlisle Building, the work release area, and whether or not it was readily accessible, handicapped accessible. Mr. Woodside stated that he had met with Arlene Anderson on Monday. He had not received the report back yet, and he needed to get the square footage requirements as space may have to be rearranged.

Robyn next addressed the performance evaluation matter, and gave Commissioner Battles a copy of the evaluation she used in her department.

Commissioner Battles mentioned that there had been other requests for other buildings and perhaps additional revenue could be brought in. The Day Care situation was being looked at to be run more efficiently, rather than run 2 day cares out of 2 buildings. There had also been a company out of England wishing to raise goats, sheep and rabbits on County land. The Commissioners had many requests for agricultural land rentals, as land was scarce. Rockingham County's pastures are the largest pastures in southern New Hampshire now, and one of the largest undeveloped parcels in the State.

Robyn stated that she was looking into a Master Gardner training site concept.

Date 4/7/97  
MB

**NEW BUSINESS:**

Commissioner Battles stated that there were bids to open for salt beads:

R. E. Prescott Co., Inc.  
Sam's Club, Seabrook  
Home Depot, Manchester  
ARJAY True Value  
J & J Farms, Inc.  
Harcros Chemicals Inc.  
Stratham Agway

**VOTED:** Commissioner Barka moved to have Mr. Woodside shop the bids and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session under NHRSA 91A:3 II(f).

**MOVED:** Commissioner Battles to go into non-public session.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 10:45.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
March 25, 1997**

Those present were Commissioner Battles, Commissioner Pratt and Commissioner Barka, Nursing Home Administrator Mr. Bill Sturtevant, and Maryann Brickett, Executive Assistant to the Commissioners.

Mr. Sturtevant discussed some county real estate liens.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:00 AM.

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Date MB

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Respectfully submitted,**

Maryann Brickett  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

Thomas Battles  
**Thomas Battles, Chairman**  
**Rockingham County Commissioners**

**/meb**

4/15/97  
Date MB

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 7, 1997**

**Present:      Commissioner Battles**  
**Commissioner Pratt**

**Also present:      Mr. Bill Hart, County Attorney; Mrs. Cathy Stacey;**  
**Judie Milner, Fiscal Department; Sheriff Dan Linehan;**  
**Mary Currier, Conservation District; Mr. Gene Charron,**  
**Supt., Dept. of Corrections; Mr. Roy Morrisette, Human**  
**Resources; Diane Gill, Human Services; Mr. Ernie**  
**Woodside, Engineering/ Maintenance Dept.; Mr. Bill**  
**Sturtevant, Nursing Home Administrator; Mrs. Maryann**  
**Brickett, Executive Assistant to the Rockingham**  
**County Commissioners.**

**Also present:      Mr. Paul Sylvain, Rockingham County News;**

**Commissioner Thomas Battles, Chairman, called the meeting to order at**  
**9:37 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles stated that the Commissioners have decided to**  
**take down the fence around the County graveyard. Commissioner Pratt**  
**commented that it was unattractive and not very respectful for those who**  
**have passed away at the County Home. The graveyard site will be**  
**beautified. Mr. Bill Sturtevant commented that the fence had previously**  
**been put there to keep farm animals out so they would not damage**  
**gravestones.**

**Commissioner Battles stated that the Commissioners have approved the**  
**transfer of the last trailer to be given to the Emergency Fire Training**  
**personnel, and had spoken with them in the last two weeks. Mr. Ernie**  
**Woodside stated that commented that a previous vote had given the**  
**trailer to EFFORTS. Commissioner Battles commented that the Board of**  
**Commissioners would rescind the previous vote.**

**Commissioner Battles stated that the Commissioners had received a**  
**response from Mr. Monahan regarding the air quality at the Court House,**  
**and read the letter from Mr. Monahan.**

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**MOVED BY: Commissioner Pratt to approve the minutes of March 25.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that bids were opened for frankfurts for the Nursing Home. Mr. Sturtevant awarded the bid to the lowest bidder, Essem at \$2.14 a pound.**

**Commissioner Battles stated that a bid waiver had been signed by the Commissioners on behalf of the Sheriff's Department for a personal computer. A bid waiver had been signed on behalf of the Maintenance Department for Water Supply Project Phase III. RFPs had been signed on behalf of the Maintenance Department for suspension ceiling components, a Kuhn GF 500IT Gyro Tedder, a bid had been awarded for salt beads.**

**Commissioner Battles stated that the Commissioners' Office was still waiting for annual reports from the Conservation District, Cooperative Extension, Treasurer's Office and the Fiscal Department.**

**The Commissioners' Office was still waiting for Comp Time Reports from the Human Services, and the County Attorney's office.**

**Commissioner Battles stated that a copy of the agenda and the Minutes from last week were placed in every department's mailboxes by Friday afternoon. If there were no changes to the Minutes by Monday, the Minutes would automatically be approved at the next Commissioners' Meeting.**

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

**Mr. Hart stated that the deed on the 1 Hampton Road property was recorded on Thursday, April 3, 1997, and requested the Board's permission to release the escrow funds to the corporate parties. Commissioner Battles authorized same.**

**REPORT FROM THE REGISTRY OF DEEDS:**

**Cathy Stacey commented that questionnaires from the State of New Hampshire regarding air quality were brought around by the Maintenance Department, were filled out. She had been told that the Department of Environmental Services will be evaluating the air quality on April 29.**

**Mrs. Stacey next commented that her department had a banner month last month and would be sending her report to the Commissioners.**

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Date MB

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated that his department had done a brief study about IDAs and will continue to track by computer. In 1996 there were 214 IDAs that his agency handled. When broken down by day and hour, it was found that Wednesdays, Fridays, and Tuesdays were the busiest days, not the weekends. During the first quarter of 1997, there were 61 IDAs, with Friday and Tuesday being the leading days. Most incidents occurred between 5:00 a.m. and 8:00 p.m. There was a 56% increase during the first quarter this year over the same period last year. The scheduled changes to have a night car out will handle some of these incidents. This resulted in a reduction in overtime expense. This issue will continue to be tracked. IDA stood for the emergency hospitalization of distressed persons, from Portsmouth Pavilion to the State Hospital.

The Sheriff next commented that he was ready for the quarterly review. Positions were posted internally for 2 transport positions, and oral interviews would be conducted on April 8. A representative from the Hillsborough County Sheriff's Department, one State Police officer, and a member of the Sheriff's Department would be present to conduct the interviews.

Sheriff Linehan next addressed the issue of fleet vehicles, noting that information had been forwarded to the Commissioners' Office, and Mr. Ernie Woodside of Maintenance. Commissioner Battles commented that the Commissioners had not yet reviewed the material. Sheriff Linehan stated that his department wished to keep the Corsicas, and an Aerostar van for the transportation program, if they held up. Mr. Woodside commented that one of the Aerostar vans would be surplus due to the fact that it had over 200,000 miles, and asked if the Commissioners would consider using that van for a spare for the adult medical day care program. Commissioner Battles commented that the reason the County was getting 4 additional vans was due to the fact that the Aerostars were unreliable. Sheriff Linehan and Mr. Woodside wished the Board to consider keeping these two vans for backup purposes.

Commissioner Pratt stated the Commissioners should look at budgeted items for maintenance and also, it's just approximately just under \$800 for each new vehicle that the County added to the insurance. Every new vehicles added to the County fleet is adding insurance costs, and the old vehicles are adding maintenance costs.

Commissioner Battles commented that the County may wish to look at a fleet service to service the Sheriff's Department, the Nursing Home, and the Maintenance Department. A fleet service could handle many things,



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such as gas, maintenance, and spare vehicles, etc. The Commissioners would provide more information at a later date.

Commissioner Battles commented that the Commissioners were looking into the possibility of getting every department their own Sam's Club cards. Office Depot would also be considered for a possible vendor, as a percentage of dollars spent would go to the New Hampshire Association of Counties as a donation.

Sheriff Linehan spoke with regard to the bid waiver stating that it was a sole source vendor, and the antenna would fill the void in the Rye area and was a public safety issue. The bid waiver was awaiting Commissioner Barka's signature.

Sheriff Linehan informed the Commissioners that the Rules and Regulations of the Sheriff's Department would be published and every member of the department would sign and acknowledge receipt of a copy of same, and be accountable for reading and understanding same. The Rules and Regulations were in line with current County policy, but more specific to the Sheriff's Department.

Sheriff Linehan also informed the Commissioners of the following: That he had suspended all outside details for the past two weeks, but they went back into effect Monday of this week, but with strong administrative controls in place with the published policies and procedures to follow. Every member wishing to work a detail must sign a receipt therefore. Beginning April 1, there would be two night cars and a weekend car in uniform. There perhaps would be more changes as well.

Commissioner Battles applauded the Sheriff's efforts to bring organization to the Sheriff's Department.

#### REPORT FROM THE CORRECTIONS DEPARTMENT:

Commissioner Battles requested Mr. Charron to find out roughly what the census was two years ago, and what the average is today, a 10% or 20% increase. The reason for this request was a lawsuit in California involving certain persons suing the Federal Government. For every additional policeman on the street, the cost of corrections is driven up by approximately \$35,000 a year, due to more convictions. The cost of medical disabilities was also extremely high. This is an unfunded mandate. The Commissioners want to access these funds for the County for reimbursement as well, to fund the cost of housing these individuals.

Mr. Charron gave the current population report. Some prisoners with 30 days or less would be transferred into G block, as F block was overcrowded. The newspapers had reported that Laconia was not being

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funded for 1998, and that was a major problem for the Corrections Department. Other counties would be willing to help with these costs. Mr. Charron did not have any cost factors right now, other than the 14 State prisoners he had right now.

Commissioner Battles commented that the increase coincided with the time the COP grants came out, and hence when you put 30 more policemen on the street, there is a correlation in the amount of arrests and convictions. This drives the cost of housing prisoners up. Commissioner Battles stated that Mr. Charron was welcome to use the Carlisle building. Mr. Charron stated there were other issues involved as well, mental health issues, an infirmary,

Mr. Charron spoke briefly about the renewal for Federal Surplus Property Agreement, which allowed him to negotiate better pricing for County. Any questions regarding same may be directed to Mr. Charron.

**REPORT FROM THE FISCAL OFFICE:**

No report. Judie Milner stated that the quarterly reports would be done today.

**REPORT FROM THE HUMAN RESOURCES:**

No report.

**REPORT FROM THE HUMAN SERVICES:**

Diane Gill presented her monthly written report. Diane Gill also presented a memo regarding the approval of Incentive Fund recommendations from the 3/27/97 meeting.

**MOVED:** Commissioner Pratt to award the recommendations by the Incentive Fund Review Committee for the Raymond Parks and Recreation for the Summer Recreation Programming in the amount of \$16,582.00; the Londonderry School District for the Project Climb, in the amount of \$5,385.00; the Upper Room for the extension of the past grant not to be returned to the County.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

No report.

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**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, and stated that bids were opened for frankfurts. Mr. Sturtevant also made a request for a non-public session with regard to liens, and requested the Register of Deeds stay for the non-public session.

Mr. Sturtevant stated that the Executive Housekeeper had attended a workshop at UNH on medical waste. The EPA had new regulations on medical waste and medical waste incinerators, to go into effect in July. This would dramatically impact the County.

Commissioner Battles stated that the Commissioners would send a letter to the Governor's Office, Senators, Representatives, and the Delegation with regard to this matter, that this represented an unfunded mandate, and the County wanted financial assistance.

Mr. Sturtevant stated that in December the Nursing Home extended their contract with Yankee Equipment regarding the service equipment for laundry equipment. It was extended for 90 days. They sent the Nursing Home a proposal on April 1, which included a 25% increase. Their general manager sent a letter to the Nursing Home advising that pursuant to no extension and signing of a new contract, the contract was closed and services would be billed at \$55/hour in the future. Mr. Sturtevant had contacted the president of the company, and he will be coming to see Mr. Sturtevant for a consultation next Thursday. Mr. Sturtevant is also looking into the possibility of other vendors who might service Milner washers and dryers. They have certain authorized dealers to service their equipment.

**NEW BUSINESS:**

Commissioner Battles distributed policies and procedures to all department heads.

Commissioner Pratt stated that in the cover letter, the line stating that questions regarding the bidding procedures be addressed to the Commissioners Office, an additional contact person in their department and telephone number needed to be added for answering technical questions, following this line. Everyone also needed to put "BID" on the envelope.

**MOVED:** Commissioner Pratt to accept the Policies and Procedures as written, and accept the sample cover letter for the bidding process with the stated modification for a contact person for technical questions.

**SECONDED:** Commissioner

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Date           

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were bids to be opened for the Register of Deeds for expansion for computers. Bidders were:**

**Briartech Consulting  
North Shore Data Services  
NSI**

**MOVED: Commissioner Pratt to have Mrs. Stacey shop the bids and make a recommendation to the Commissioners.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that the Board of Commissioners would be entering into a Memorandum of Understanding with the Conservation District. This constitutes a significant amount of work on behalf of the Conservation District, the Commissioners and members of the Delegation. This corresponds with moving the Conservation District out of non-county specials and into the budget under general government. This is a Memorandum of Understanding which supports the activities of the Conservation District on behalf of the County and on behalf of County Government.**

**MOVED: Commissioner Pratt to allow the Chairman of the Board to sign on behalf of the County a two-year agreement with the Conservation District, which will not be binding upon another Board of Commissioners.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Mr. Sturtevant addressed the issue of the bid waiver, for electric beds for the Nursing Home. A number of vendor possibilities has been researched. The Nursing Home currently had Hill Rom beds in house. The advantage was that you would not need additional spare parts. Hill Rom does not sell through distributors. You must buy directly from the vendor. Thus, the Nursing Home is requesting a bid waiver to purchase 6 electric beds for \$9,352.80.**

**Commissioner Battles noted that all three Commissioners had signed the bid waiver.**

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MB

Commissioner Battles commented that the Nursing Home field has one of the highest workers comp claims incidents in the field due to all the back injuries.

Mr. Sturtevant stated that there was a bid out from the capital projects account, to replace 40 manual beds, and they intended to continue the replacement of manual beds over the next 3-4 years. That bid would be coming in next week, to be opened at the next week's Board meeting.

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session under NHRSA 91A:3 II(f).

**MOVED:** Commissioner Battles to go into non-public session.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 10:45.

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**ROCKINGHAM COUNTY NURSING HOME**  
**April 7, 1997**

Those present were Commissioner Battles, Commissioner Pratt, Mr. Bill Hart, Mrs. Cathy Stacey, Nursing Home Administrator Mr. Bill Sturtevant, and Maryann Brickett, Executive Assistant to the Commissioners.

Mr. Sturtevant discussed some county real estate liens.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:40 AM.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Date 4/15/97  
MB

**Respectfully submitted,**

Maryann Brickett

**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

**Received by,**

Thomas F. Battles

**Thomas Battles, Chairman  
Rockingham County Commissioners**

**/meb**

MB  
Date 4/15/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 15, 1997**

**Present:**      **Commissioner Battles**  
                 **Commissioner Pratt**

**Also present:**      **Mr. Bill Hart, County Attorney; Mrs. Cathy Stacey; Judie Milner, Fiscal Department; Mr. Gene Charron, Supt., Dept. of Corrections; Mrs. Cheryl Hurley, Delegation; Mr. Roy Morrisette, Human Resources; Diane Gill, Human Services; Mr. Ernie Woodside, Engineering/ Maintenance Dept.; Mr. Bill Sturtevant, Nursing Home Administrator; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Commissioner Thomas Battles, Chairman, called the meeting to order at 9:37 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** Commissioner Pratt to approve the minutes of the April 7, 1997 Commissioners' Meeting.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**MOVED BY:** Commissioner Pratt to approve and adopt the new Grievance Policy as drafted by the Commissioners' Office.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**Commissioner Battles opened the floor to discussion and stated that this grievance procedure was worked out by the Commissioners' Office, and should address problems involved in the grievance process. This new Grievance Policy would be discussed at the Personnel Commission Meeting Thursday, April 17.**

MB  
Date 4/22/97

Commissioner Battles read a statement from the Board of Commissioners regarding certain Division Director reprimands.

MOVED BY: Commissioner Pratt to make the Commissioners' statement a copy of the permanent records. See attachment.

SECONDED: Commissioner Battles.

VOTE: 2 Yea. Motion passed unanimously.

Mr. Woodside commented that this matter was made public to the press, and the Commissioners' comments should be made known to the press.

Commissioner Battles stated that the three persons involved may wish to think this matter over. Mr. Sturtevant had no comment, and no objection.

Commissioner Pratt questioned if the three persons involved should be mentioned publicly. Commissioner Battles stated that the names were already part of public record.

Commissioner Battles stated that the Commissioners had written letters of commendation to Laurie Albright, Orlando Davis, John W. Farnam, Kevin McGee, and Michael Robito with regard to the successful completion of studies at the 47th Association of Counties Correctional Academy.

Commissioner Battles stated that Nancy Lang's grandson was go to be the starting pitcher for the Cooperstown Baseball Team. His father works in the Dietary Department, and everyone may wish to congratulate him.

Commissioner Battles stated that there was a meeting at 1:00 p.m. today regarding County Day, and everyone was invited who wished to be involved in this initial planning session. The Commissioners had chosen Bob and Harvey Webber as the auctioneers, and several towns would be participating in the auction as well. There would be a small handling fee for providing this service.

Commissioner Battles commented that the Commissioners' Office had received a check in the amount of \$92,959 from FEMA for the uninsurable damages, and the Commissioners were continuing to pursue the remaining amount.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Mr. Hart stated that the escrow funds had been released on the sale of the old County Court House building.



Date MB  
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Commissioner Battles stated that stored files from the County Attorney's office need to be properly insured, and Mr. Hart requested Maryann Brickett to call Cathy Nikitas to handle the matter.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan was not present to handle his bid waiver, so the Commissioners did not act upon his request.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave the current population report. The Corrections facility had 264 residents over the weekend, and the population was holding fairly steady.

Mr. Charron stated that the request of the previous week for the Commissioners' Office for two-year statistics was nearly completed.

**REPORT FROM THE FISCAL OFFICE:**

No report. Commissioner Battles stated that a comp time report was needed from the Fiscal Office which included the comp time for every department. Commissioner Battles asked if any department had a problem with their Quarterly Report.

**REPORT FROM THE HUMAN RESOURCES:**

Mr. Morrissette had no report. Commissioner Battles stated that the Commissioners were interviewing three final candidates. The problem with procuring a Human Resources Director final candidate was the salary issue.

**REPORT FROM THE HUMAN SERVICES:**

No report.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

No report, only bid openings under new business.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, and stated that there were bids to be opened.

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Mr. Sturtevant stated that he had received a call late last Friday night from the State Department of Public Health & Communicable Diseases regarding the impounding of all strawberries in the State.

Mr. Sturtevant commented that a number of Nursing Home residents had toured the new Court House and expressed his thanks for the tour.

Mr. Sturtevant circulated a Hospital Association Report, which is a summary of the long-term care counselor program, and explains the program in everyday language.

Mr. Sturtevant submitted quotes for perishable items, which he purchased based on the lowest bidder.

REPORT FROM TELECOMMUNICATIONS:

No report.

REPORT FROM UNH COOPERATIVE EXTENSION:

No report.

Commissioner Battles stated that the Commissioners discussed the grievance policy and issues with the law firm of Devine, Millimet & Branch.

NEW BUSINESS:

Commissioner Battles stated that there were bids to be opened for Institutional Supplies, and bids were received from:

Poseidon Supply Co.  
Martins/Tampa - no longer handle (take off bid list)  
Bob Barker Company, Inc.  
HBD Balene Products  
Robinson Textiles  
Walter F. Stephens, Jr., Inc.  
Supreme  
Uniforms Manufacturing, Inc. (returned)  
Val-U Sales Co.  
Textile Sales, Inc.  
Angelica  
ATD American Co. (no bid)

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Date 4/22/97

**MOVED:** Commissioner Pratt to have Mr. Charron shop the bids and make a recommendation to the Commissioners Office.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that there were bids to be opened for Maxon Radios, and bids were received from:

Thor Electronics  
Gorton Communications (returned)

**MOVED:** Commissioner Pratt to have Mr. Charron shop the bids and make a recommendation to the Commissioners Office.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that there were bids to be opened for Computers, and bids were received from:

Turbotek Computer Corp.  
Gateway 2000  
Micron Electronics  
Seacoast Computer, Inc. (returned)  
Digital Connections, Inc. (returned)  
Compass Systems & Programming (returned)  
Cocci Computer Services, Inc.  
Computer City  
Adel-XT Computer Company  
Multimedia Systems, Inc.  
Portsmouth Computer Group  
NSI New England Systems  
DataPro Corp.  
Digital Connections, Inc.  
New Century Skills Institute, Inc.

**MOVED:** Commissioner Pratt to have the bids shopped and awarded in the best interest of the County.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

MB  
Date 4/22/97

Commissioner Battles raised a question as to who would be handling the bids, i.e. Theresa Young, the Chairman of the Telecommunications Department.

Commissioner Pratt circulated Personnel Commission agendas and minutes.

**REPORT FROM THE REGISTRY OF DEEDS:**

Cathy Stacey reported that she, County Attorney Bill Hart and Maintenance had viewed an inventory system at the Sheriff's Department, which catalogued and identified inventory with a UPC bar code symbol scanner. Mrs. Stacey stated that she would make literature available to the Commissioners.

Cathy Stacey also stated that the Court House building was still experiencing ongoing ventilation problems.

Commissioner Battles stated that there was a Personnel Commission Meeting on Thursday, April 17, and any department heads who wished to leave may do so at this time, there being no further items on the agenda.

Commissioner Battles stated that there were bids to be opened for paper goods, and bids were received from:

North Center  
Portsmouth Paper  
Brite USA  
Alliant  
TotalMed Company  
Interboro Packaging Corp.

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners Office.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that there were bids to be opened for an AirSep New Life Ocyconcentrator, and bids were received from:

Keene Medical Products  
Lincare

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners Office.



Date 1713  
4/22/97

**MOVED: Commissioner Battles to go into non-public session.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 10:55 a.m.**

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
April 15, 1997**

Those present were Commissioner Battles, Commissioner Pratt, Nursing Home Administrator Mr. Bill Sturtevant, and Maryann Brickett, Executive Assistant to the Commissioners.

Mr. Sturtevant discussed several matters, tax liens, a personnel matter, and a pending lawsuit.

**MOVED: Commissioner Pratt to pay the tax lien on the property in Salem in order to protect the County's interests.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Pratt, based on the recommendation of the Fiscal Department and the Nursing Home, the Commissioners approved the temporary transfer of a position for a CNA-1 and a Dietary Aide-3, not to exceed nine months, and it is noted that this transfer has no fiscal effect, as it is the same pay grade.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Pratt to bring a pending lawsuit to the attention of the Delegation in a non-public session at the Executive Committee Meeting on Friday, April 18, 1997.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

4/02/97  
Date MB

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:55 AM.

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

Respectfully submitted,



**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

Received by,



**Thomas Battles, Chairman  
Rockingham County Commissioners**

/meb

The board wishes to make some comments in regards to this policy.

First: the board believes that this policy restores the integrity of the grievance process. We wish to highlight the fact that the Board of Commissioners no longer have the final say in the case of disciplinary actions; that responsibility rests back in the hands of a personnel advisory commission. Further, the question of how an individual votes on that board will no longer be an issue since all binding action taken by the personnel commission will be by anonymous vote.

Second: during the fourth quarter of 1996, three department heads, (Diane Gill, Ernest Woodside and William Sturtevant) all received considerable chastisement for a vote that they cast while on the previously constituted personnel commission. They were criticized for "insubordinate behavior". In the public forum it was stated that the Board would reprimand each of these employees and that this reprimand would exist in each of their personnel files. The board wishes to point out that no copies of a reprimand could be found in any of their personnel records. Further there is no record or evidence that an official reprimand has ever taken place.

It should be noted that at a previous meeting the board accepted a policy for the evaluations of department heads which clearly outlines the process. The policy also clearly describes what constitutes an official evaluation.

Thus: the board wishes to point out that there are no official negative comments in any of these department heads evaluations that relate to the incident in question. Further, that the board has adopted a policy on what constitutes an official evaluation and it will adopt guidelines soon on what the official process will be when entering a document into a personnel file.

Finally, The board wishes to express its deep regret to each of the three department heads for any humiliation that may have been felt at the hands of the previous Board of Commissioners.



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Date 4/29/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 22, 1997**

**Present:**     **Commissioner Battles**  
                  **Commissioner Pratt**  
                  **Commissioner Barka**

**Also present:**     **Mrs. Cathy Stacey; Judie Milner, Fiscal Department; Sheriff Dan Linehan; Mr. Gene Charron, Supt., Dept. of Corrections; Mrs. Cheryl Hurley, Delegation; Mr. Roy Morrisette, Human Resources; Diane Gill, Human Services; Mr. Ernie Woodside, Engineering/ Maintenance Dept.; Mr. Bill Sturtevant, Nursing Home Administrator; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Commissioner Thomas Battles, Chairman, called the meeting to order at 9:35 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles stated that the Commissioners' Office is still waiting for Annual Reports from UNH Cooperative Extension, Fiscal Department and the Treasurer's Office.**

**Commissioner Battles inquired why the postage meter in the Commissioners' Office has other departments included. Gene Charron and Bill Sturtevant indicated that a group rate was lower. A discussion followed, and it was determined that postage machines could be bought, but the meters had to be leased. Commissioner Battles requested a review of the process. Judie Milner indicated that the cost of the lease was based on usage. Robyn Wojtusik indicated that the Regional Director could shed some light on the matter.**

**MOVED BY: Commissioner Pratt to approve the minutes of the April 15, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

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**ABSTAIN:** Commissioner Barka. He was not present for that meeting.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles thanked every department for their participation in the County Day effort, especially the Sheriff's Department for security. Robyn Wojtusik indicated that tours could be given at specific times, or have a kiosk set up. Gene Charron indicated that no tours would be given, only a VIP breakfast. Bill Sturtevant stated that there would no tours given during meal time. Commissioner Battles requested some direction from the department heads. Robyn Wojtusik stated that she was looking into the possibility of having 4-H members bringing their animals for display.

**REPORT FROM THE COUNTY ATTORNEY'S DEPARTMENT:**

No report.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan had a bid waiver for radio parts, from a sole source vendor.

**MOVED BY:** Commissioner Pratt to approve the bid waiver for the Sheriff's Department.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave the current population report, and stated there were bids to be opened under new business.

**REPORT FROM THE FISCAL OFFICE:**

No report. Commissioner Battles stated that non-County special checks were going out this week. The SAS 2nd quarter report was received but not the 1st quarter. Commissioner Battles expressed thanks to the Fiscal Department that the warrant process had smoothed out considerably.

**REPORT FROM THE HUMAN RESOURCES:**

Mr. Morrisette had no report.

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**REPORT FROM THE HUMAN SERVICES:**

No report. Diane Gill requested that her Department be copied on the reports for non-County specials.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside presented quotes with invoices for the record. Mr. Woodside presented a memo that his Department wished to send out to the various Towns with regard to County Day, the fee being charged for the sale of their items, and the delivery of items for the Auction. Commissioner Battles read the memo for the benefit of all department heads. Mr. Woodside requested the Board of Commissioners' authorization to send out today.

Mr. Woodside also indicated that with the last heavy rain, there had been no flooding, and the County was hopeful that things would continue to go well.

Mr. Woodside indicated there were bids to be opened under new business.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, and stated that at the last Commissioners Meeting, bids were opened for groceries, and paper products. Bidders on groceries were Jordans Foods; Hall, Smith & Sysco; North Center Foods; Alliant; Shaheen Brothers; Donahue Brothers; J.P. Foods. The bids were shopped, and he would recommended purchasing a portion of the items from each of the vendors, based on the low bids.

**MOVED:** Commissioner Pratt to accept the recommendations of Mr. Sturtevant, the Superintendent of the Nursing Home, to award the bids as recommended.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that last week, bids were opened for paper goods, the bidders were Alliant; Brite USA; Central Paper; Portsmouth Paper; Interboro Packaging Corp.-no bid; North Center-no bid; TotalMed-no bid. Mr. Sturtevant recommended the bids be awarded to the low bidders who were Brite USA and Portsmouth Paper.

**MOVED:** Commissioner Pratt to accept the recommendations of Mr. Sturtevant, the Superintendent of the Nursing Home, to award the bids as recommended.

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**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

Mr. Sturtevant stated that last week, bids were opened for an Oxyconcentrator, and bids were received from Lincare and Keene Medical. Lincare's bid was \$1,500.00, with no annual service fee. Keene Medical's bid was in the amount of \$1,252.00, with a \$200.00 annual service fee. Based on that information, he recommended awarding the bid to Lincare for \$1,500.00, who the previous oxyconcentrators were purchased from.

**MOVED: Commissioner Pratt to accept the recommendations of Mr. Sturtevant, the Superintendent of the Nursing Home, to award the bids as recommended.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

Mr. Sturtevant stated that last week, bids were opened for beef, and bidders were Poultry Products at \$1.29/lb.; LaValle Meats at \$1.41/lb. He recommended Poultry Products for \$1.29/lb.

**MOVED: Commissioner Pratt to accept the recommendations of Mr. Sturtevant, the Superintendent of the Nursing Home, to award the bids as recommended.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

Commissioner Battles requested Mr. Sturtevant discuss the pending lawsuit for the benefit of those present. Mr. Sturtevant stated that the New Hampshire Health Care Association who filed a lawsuit against the Commissioner Terry Morton as his position as Commissioner, and personally regarding the reimbursement methodology used in the State of New Hampshire. In October of 1995 the Commissioner, using House Bill 32, froze all the rates for Nursing Home Reimbursement and removed the incentive bonuses that were paid at that time. HB 32 required that the Commissioner come back with a proposed new rate setting methodology, from July 1, 1996. In June of 1996 the Commissioner came forward with a proposal, determining not to put that plan into effect in July and held off until October 1, 1996. At that time, the new rate system that was set up had some changes. The rules were changed from being based on bed size, 1-100 beds, and 100 beds and greater and also based on a

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percentile on certain cost centers. They were at the 75th percentile. In October that changed, instead of being by bed size, to be changed by ownership. Basically, the County Homes were put into their own group, and would be competing among themselves. All other homes would be in another group competing among themselves. The percentiles changed from being 75th percentile to 50th percentile support in administration, and the 65th percentile for the Nursing Home, with the understanding that the County Nursing facilities were capped again at the 115% of the 65th percentile of the State.

Commissioner Battles commented that the issue is one of cost control, as more and more beds became available, there was also an increase in rates. The purpose of House Bill 32 was to try and get control of the escalating costs of care for the elderly. Putting Nursing Homes in their own group accomplished that. For that reason, the County has been able to gain control of the budget and have been able to offer tax cuts to the property taxpayers. There are two groups, for profit organizations, and taxpayer-subsidized. Mr. Sturtevant qualified for profit to include non-government facilities, which might include fraternal and religious homes. Commissioner Battles' concern was that if the State were to lose this case, there could be a significant impact on the County taxpayer, which could be approximately \$10,000,000 across the board. Mr. Sturtevant indicated from the preliminary estimate which was done by the Nursing Home Administrators affiliate and Human Services Administrator's affiliate, the impact on 10 Counties was from \$6-10 million dollars.

Commissioner Battles stated that of \$10,000,000, if the burden of costs were distributed based upon population, Rockingham County's population was 25% of the State, and the impact could be \$2,500,000.

Diane Gill stated that the largest County was Hillsborough, Rockingham was second, and our cost could be 25-30%.

Commissioner Battles stated if the case goes forward, and the State were to lose, the County budget could be significantly impacted. Commissioner Battles also stated that there were approximately 900 persons in intermediate nursing care around the County at the moment, which the County is supporting. The Federal Government pays 50%, the County pays 31%, and the State pays 19%. This case would impact the County more than the State. Caring for the elderly had become big business and gaining control over those costs is in the best interest of the taxpayers. Everyone needs to contact their State representatives to make their feelings heard.

Commissioner Barka commented that formerly, the Federal Government would pay 60%, the State paid 20, and the County paid 20. Then the legislators, when the Federal Government decided to only pay half, the State would pay 19%, and

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the County would pay 31%. This happened when Hugh Gallen was in office. It was part of a balanced budget effort.

Commissioner Pratt mentioned that this might also be retroactive. Mr. Sturtevant stated that the case was in Merrimack County Superior court.

Commissioner Battles stated it would be possible to see an increase of 10% or more in the County's budget if it's retroactive, that's mandated by a Court action. That might possibly be \$4.5 million dollars.

Commissioner Pratt stated that the County Association, Commissioners' Council, the Executive Committees of the Delegation, and Commissioner Morton were meeting Wednesday April 23 to obtain legislative support as well. Commissioner Pratt also commented that the largest portion of the Nursing Home budget and the Human Services budget goes for Medicaid patients in private Nursing Homes that County cannot accommodate, as there are only 300 beds.

**REPORT FROM TELECOMMUNICATIONS:**

No report.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

No report. Robyn Wojtusik indicated that a Committee was in place and working hard on the County Day Open House. Robyn recommended Dave Foote, the University specialist was willing to go to the Telecommunications Meeting, and the Commissioners were invited as well, as an informational benefit. Commissioner Battles indicated that Commissioner Pratt would be attending the April 24 meeting at the Sheriff's Office, and he would be attending the next meeting.

**NEW BUSINESS:**

Mr. Gene Charron stated that two bids were received for Maxon radios, from Thor Electronics and Wright's Communication. Thor was considerably less than Wright's and he would recommend the bid be awarded to Thor. The original request was for 10 radios, and the price was far less than original quoted, so he would be ordering 14 radios.

**MOVED:** Commissioner Pratt to award the bid to Thor Electronics for 14 Maxon radios, an expanded bid from 10 to 14, based on Mr. Charron's recommendation.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

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Mr. Gene Charron stated that two bids were received from Portsmouth Paper and Central Paper, and recommended the bids be awarded to the low bidders, Portsmouth Paper and Central Paper.

**MOVED:** Commissioner Pratt to award the bid to Portsmouth Paper and Central Paper, based on Mr. Charron's recommendation.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Charron stated that he had a contract to sign for AT&T. They also have a NETEX system which is new technology to block calls from inmates to protect their victims.

**MOVED:** Commissioner Pratt to allow the Chairman to sign the AT&T contract on behalf of the Board of Commissioners.

**SECONDED:** Commissioner Battles.

**ABSTAIN:** Commissioner Barka. He was not present for that meeting.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that the remainder of the meeting was bid awards, and department heads were welcome to leave.

Mr. Charron stated that he would be on vacation next week, to celebrate the birth of his new grandchild. Commissioner Battles requested all department heads to take their vacation time, instead of accruing the time, and the Commissioners were looking at the possibility of controlling vacation time accrual.

Mr. Ernie Woodside stated there were two bidders on for the Amtrol expansion tanks, the low bidder being Capitol Plumbing & Heating for \$1,484.37.

**MOVED:** Commissioner Pratt to award the bid to Capitol Plumbing & Heating, based on Mr. Woodside's recommendation.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated there were bids to be opened for a Kuhn Tedder and ceiling components, and bids were received for the Tedder from:

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Padula Bros., Inc.  
R. N. Johnson, Inc.  
R S Osgood & Sons  
Shaw's Ridge Equipment  
Townline Equipment Sales, Inc.  
Knoxland Equipment, Inc.  
R. C. Hazelton Company, Inc.

**MOVED:** Commissioner Pratt to have Mr. Woodside shop the bids and make a recommendation to the Board of Commissioners at the next meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Woodside stated there were no bids for the ceiling components, and he would follow up and get back to the Board of Commissioners.

Commissioners Battles stated there were bids to be opened for janitorial supplies for the Nursing Home, and bids were received from:

Advanced Maintenance Products  
Allston Supply  
Banner Systems  
Brite, USA  
Clean-O-Rama  
Arnold T. Clement Co., Inc.  
George T. Johnson  
Summit Supply  
Sani-Clean Distributors

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners at the next meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated there were bids to be opened for beds, and bids were received from:

Joerns  
Mohawk Hospital Equipment

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners at the next meeting.



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**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE REGISTRY OF DEEDS:**

Cathy Stacey reported that bids were opened on April 7 for the computers, and three vendors bid:

North Shore Data Services, Inc.	\$1,895.00
Briartec Consulting Corp.	\$3,214.00
NSI	Did not meet specifications

Mrs. Stacey recommended awarding the bid to the low bidder, North Shore Data Services, Inc.

**MOVED: Commissioner Pratt to award the bid to North Shore Data Services, Inc., consistent with the recommendation of Cathy Stacey, the Register of Deeds.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

Mrs. Stacey commented that Mr. Woodside had been contacted by the State Maintenance at the Court House to return his keys. Mrs. Stacey called the Sheriff's Dept., as when any maintenance is done, it is the County Maintenance Dept. who comes over. They can't access the building when no one is there as they do not have the code. The Sheriff instructed Mr. Woodside to keep his keys.

Mr. Woodside stated that he would follow through with the issue, and Commissioner Battles requested the State put their request in writing as to why they wished the keys be returned.

Mrs. Stacey also mentioned that Representative Beverly Gage had passed away on Sunday morning, and the wake was tomorrow at the Douglas Johnson Funeral Home, and the funeral is Thursday. Commissioner Battles requested the Commissioners' Office send a sympathy card to the family.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:55 AM.

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

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Respectfully submitted,

Maryann Brickett  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Thomas Battles  
Thomas Battles, Chairman  
Rockingham County Commissioners

/meb

MB  
Date 5/6/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 29, 1997**

**Present:**      **Commissioner Battles**  
                 **Commissioner Pratt**  
                 **Commissioner Barka**

**Also present:**      **Katherine Nikitas, County Attorney's Office; Mrs. Cathy Stacey, Register of Deeds; Theresa Young, Fiscal Department; Sheriff Dan Linehan; Mr. Joe Akerley, Sheriff's Department; Mr. Albert Wright, Dept. of Corrections; Mrs. Cheryl Hurley, Delegation; Mr. Roy Morrisette, Human Resources; Diane Gill, Human Services; Dawn Barnes, Human Services; Mr. Ernie Woodside, Engineering/Maintenance Dept.; Mr. Bill Sturtevant, Nursing Home Administrator; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Paul Sylvain, Rockingham County Newspapers; Alex Coolidge, Fosters Daily Democrat.**

**Commissioner Thomas Battles, Chairman, called the meeting to order at 9:38 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** **Commissioner Pratt to approve the minutes of the April 22, 1997 Commissioners' Meeting, with corrections.**

**SECONDED:** **Commissioner Barka.**

**VOTE:** **3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that after bids for ice cream and eggs were opened, they would be placed on an adjoining table for interested parties to view.**

**Commissioner Battles stated there were bids to be opened for ice cream, and bids were received from:**

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Lago  
Turner's Dairy  
Laurel Farms

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and bring back a recommendation to the Commissioners at their next meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated there were bids to be opened for eggs, and bids were received from:

**Jaskolka Egg Farm**

**MOVED:** Commissioner Pratt to have Mr. Sturtevant take the bid under advisement and bring back a recommendation to the Commissioners at their next meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated that an additional computer bid from Multi-Media had been faxed in, but was incomplete. Commissioner Battles circulated a complete copy of the bid.

Commissioner Battles stated that BioGenesis, an English company which had previously shown interest in the Ladd Farm, has informed the Commissioners this week that they will no longer be considering the County facility. They will be considering properties for purchase as opposed to lease.

Commissioner Battles read a draft letter which was being sent to the Governor, Senators, Congressmen, Representatives, etc. regarding a pending EPA mandate to be finalized in July. The letter expressed the Commissioners' concern over the matter.

Cathy Stacey inquired if this fell under the Clean Air Act. Mr. Sturtevant commented that it was a change in the regulations.

Commissioner Battles stated the Board of Commissioners was sending a commendation letter to Deputy Sheriff James Szeliga for his bravery in rescuing several persons during a fire on the morning of March 24, 1997.

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Sheriff Dan Linehan thanked the Board of Commissioners for the letter. Mr. Sturtevant suggested nominating Deputy Sheriff Szeliga for an award at the New Hampshire Association of Counties Conference in September.

**REPORT FROM THE COUNTY ATTORNEY'S DEPARTMENT:**

No report. The County Attorney's Office requested a non-public session.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey reported that the State of New Hampshire was supposedly coming down today to view the facility and the ventilation problems. The previous day, the ventilation system had pulled in a lot of smoke from out of doors, making the breathing air very uncomfortable for the employees and everyone present in the building.

Cathy Stacey next presented a letter to the Commissioners dated August 1996 from NYNEX along with a copy of a disconnect notice which she had received. Mrs. Stacey requested that the bill be paid immediately out of the \$150,000 moving expenses instead of her budget. If not paid by the following day, the telephones would be disconnected. Commissioner Battles asked Theresa Young to call NYNEX to let them know a check would be going out immediately.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan had a bid waiver for cages in the new vans from a sole source vendor. This was an emergency situation and a sole source vendor.

Sheriff Linehan explained that a previous call to the manufacturer had indicated that the automobiles would not be ready until late May, whereas a subsequent call a week later indicated they were being shipped.

**MOVED BY:** Commissioner Pratt voted to approve the bid waiver for the Sheriff's Department.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles inquired if vans would be available at the auction. Sheriff Linehan indicated there would be two surplus vans, one for the Nursing Home, and one being held over. Thus there would most likely be no surplus vans for the auction, but perhaps other vehicles. The Sheriff's Department was still looking for a bus or other vans.

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Sheriff Linehan inquired if the Commissioners had a bid waiver for computers. The Commissioners' Office did not, so the Sheriff stated he would forward the same to the Commissioners' Office.

Sheriff Linehan stated he had gone to Auburn, Maine to look at their Dispatch Center, specifically their consoles. The Rockingham County Sheriff's Department would most likely be modeling their console project after the Auburn Dispatch Center. Captain Lincoln, Keith Clark and Butch Eaton would be going to Auburn as well to view their console equipment, which is astro digital. The Sergeant running the Auburn System was a graduate of Renessalear with an engineering degree.

Commissioner Battles stated that Rebecca Tarleton would be retiring April 30 after more than 20 years with the Rockingham County Sheriff's Department, and there would be a retirement luncheon at the Sheriff's Department around noon. The Sheriff's Department would be interviewing for a replacement. The Commissioners' Office had a presentation for Rebecca, including a 20-year pin.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Al Wright gave the current population report for Mr. Gene Charron, who was still on vacation. Mr. Wright stated that the Corrections Department had awarded a bid to George T. Johnson Co. for janitorial supplies. Commissioner Battles suggested separating some items out from a sole source vendor from other items which may have a lower bidder.

**MOVED BY:** Commissioner Pratt to approve the recommendations of the Corrections Department for the bid award of janitorial supplies.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka inquired why no one was arrested as a result of the picketing at Seabrook Station on Saturday. Al Wright indicated that the Police Department was well prepared, and only several hundred protesters arrived, resulting in about 50 arrests. Sheriff Linehan, who was working Saturday, spoke directly with Seabrook Chief Cronin and asked if he needed any additional help. Chief Cronin responded that his department was all set.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young requested a non-public session with Cathy Stacey on a personnel related matter. Theresa Young wished to remind everyone that Cabletron would be in Thursday at 1:00 PM.

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Jayne Jackson and Theresa Young met with the auditors on Friday, as a follow-up on several items. Mrs. Young indicated that Mr. Sturtevant's report would be done soon, and the financial statements would be done by the end of May. Other issues included reconciliation of cash, and writing a narrative on the bond liability.

Commissioner Battles requested Theresa Young put all these items in writing to the Commissioners.

**REPORT FROM THE HUMAN RESOURCES:**

No report.

**REPORT FROM THE HUMAN SERVICES:**

Diane Gill stated that under new business, they had voted on the incentive fund grants.

Commissioner Battles stated that the County had collected approximately \$90,000 to \$100,000 in fees from the parents of children who were receiving services. Rockingham County has always collected more money on reimbursements than any other county.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside submitted quotes for miscellaneous items to be part of the permanent record, which were purchased at the lowest price through the quote process.

Mr. Woodside stated that the surveyors for the hydrological study have been on site periodically over the last week. A report was expected from the surveyors some time in June or July.

Mr. Woodside indicated that the Board should notify the Delegation members in relation to the State's approval of the remaining 12 1/2% which is still unpaid. Commissioner Battles stated it should be in the State's budget for this year, and requested Cheryl Hurley to verify that.

Mr. Woodside stated that the County would get all the monies owed from the flood eventually.

Mr. Woodside had an insurance question regarding coverage of outside contractors who used county equipment. Was the county covered under insurance. Commissioner Battles requested Maryann Brickett to call the Insurance Exchange on that issue.

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Commissioner Battles stated that the Department of Emergency Management had come to the county complex in November and informed the Commissioners that presently the High Sheriff is considered the complex manager. Under the general umbrella of being the coordinator of emergency services for the county, Mr. Woodside had a question whether or not Maintenance could act as their own manager rather than running everything through the Sheriff's Department, only as it pertains to the county complex.

Commissioner Battles addressed several other issues in Mr. Woodside's memo and stated that the Maintenance Department wished to have the 1993 Crown Victoria being offered for auction by the Sheriff's Department. The Commissioners agreed that Maintenance could have the vehicle.

The Sheriff's Department would be keeping one of the Ford Aerostar vans and the Nursing Home would be keeping the other Ford Aerostar van. The county would be attempting to obtain a bus at some point as a backup.

Commissioner Battles next addressed the shredding of cedar records in the Driscoll II area which needed to be incinerated, as this was a fire hazard. Shredded paper burned better. Commissioner Battles asked if the Commissioners could borrow a shredder from the Register of Deeds. Mr. Sturtevant commented that the Nursing Home also had a shredder which could be used for this purpose.

Mr. Woodside's next question was does the county have insurance for the impound yard located at the Ladd Farm? Commissioner Pratt stated that she had found the impound yard policy and would look into the issue.

Mr. Woodside's next issue was additional power outlets at the County Attorney's Office. Ron Gorre indicated that it would be a simple matter to install a power pole, which the County Maintenance Department could install very easily as there was an additional one in the area.

Commissioner Battles asked Kathy Nikitas if the funds for this request were in her department's budget and to check on the cost.

Mr. Woodside requested an old hazardous storage building be removed and relocated to a new location. Commissioner Battles said he would have a look at the building, and make a decision next week.

Mr. Woodside next addressed the issue of repairs to the telephone system. Commissioner Battles stated that the Telecommunications Department is working on trying to solve the immediate problems along with Twin State. Mr. Woodside stated that Tri State had given the County a proposal of \$7,500 to upgrade the system and end the problems.



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Theresa Young stated that Twin State brought in three different proposals, one being a temporary fix with cards. The second proposal was to append, add something to the system which would expand what we had, but also maintain, but not lose, what we have. The third proposal was to remove the old system and bring in a new one. The decision had previously been made to send the matter out for an RFP. Mrs. Young stated that it was her understanding that this decision was on hold until such time as the Telecommunications personnel was in place, and asked if the Commissioners wished her to move forward with the RFP. Commissioner Battles stated the Telecommunications person would be in place within 7 days to handle the RFP.

Commissioner Battles requested an RFP for next Tuesday's meeting to be sent out at that time.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, and stated that at last week's meeting, bids were opened for manual beds. The bidders were Mohawk Hospital and Joerns Sunrise Medical. Mohawk's bid was \$839.18 for 1/2 length rails and \$928.43 for full length. Joerns Sunrise's bid was \$738.48 for 1/2 length and \$817.02 for full length. Mr. Sturtevant would recommend Joerns Sunrise Medical be awarded as the low bidder. Joerns OSunrise also included in their proposal a service for setting up the new beds at \$25.00 per bed, which would be an additional \$1,000.00 for 40 beds, which had been the original bid. Mr. Sturtevant would like to purchase 50 beds if possible. It would still remain within the budgeted amount for this purchase. Mr. Sturtevant stated that the entire amount would be \$40,137.50 for 50 beds.

**MOVED BY:** Commissioner Pratt to approve the recommendations of the Nursing Home Administrator for the bid award of beds to Joerns Sunrise Medical with a change from 40 beds to 50 beds, still remaining within the budgeted amount for the purchase.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that bids were also opened for janitorial supplies, and bidders were Bay State, Brite USA, Arnold T. Clement and George T. Johnson. Mr. Sturtevant shopped the bids, and each of the bidders were to receive a portion of the bid, as low bid dictated.

Mr. Sturtevant stated that last November, an agreement was signed between the County and CLM Behavioral Health Systems for mental health services for the Nursing Home. A new agreement was sent to the Nursing Home to replace the one which was lost.

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Mr. Sturtevant stated that the week of May 12 is National Nursing Home Week, and circulated schedules to everyone present.

Mr. Sturtevant stated he would be on vacation from Thursday, May 1 through May 12.

Mr. Sturtevant commented that the Nursing Home was still awaiting a visit from the State Board of Health Facility to do their annual inspection.

Commissioner Battles stated that Mr. Sturtevant had a sign-up sheet for the Channel 11 Auction if anyone wished to assist with the Auction.

**REPORT FROM TELECOMMUNICATIONS:**

Theresa Young stated that Cabletron would be at the County Offices on Thursday, May 1 for a meeting at 1:00 PM which she would confirm with the Commissioners. This would be an update meeting on the work which was done at the last visit.

Commissioner Battles stated that two in-house requests had been received to fill the Telecommunications position. Theresa Young asked if the job posting had been posted outside County as well. Commissioner Battles stated he would check with Human Resources, but he believed it was only in house, and that it was consistent with policy. Commissioner Battles requested the Telecommunications Department be involved in the interviews.

Theresa Young stated that as Chair of the Telecommunications Department she set the agenda. She would be getting together with Cabletron Thursday, and would be soliciting items for the agenda from everyone for Thursday's meeting.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robyn Wojtusik stated that the flyer for the Open House was being put together, and she had a request for another meeting to review the flyer and to discuss all the details for the Open House.

Commissioner Battles stated his appreciation to Robyn for all her efforts on the Open House project. Robyn wished the Commissioners' direction as to where to set up exhibits. Another meeting needed to be scheduled for the Open House Committee, and Friday May 2 at 1:00 p.m. was suggested in the Human Resources conference room. Ms. Wojtusik stated she would bring samples to that meeting for discussion.

Ms. Wojtusik stated that she had completed her Annual Report, however she had a technical problem, and would have her report to the Commissioners Office this week.

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Ms. Wojtusik stated that she had viewed a video tape from Maine regarding their county master gardener demonstration projects. She invited the Commissioners to view the tape in the hope that Rockingham County could give such a demonstration as well.

Commissioner Battles stated that the Commissioners were attempting to make things work more efficiently and cost effective at the County complex. One of the possibilities was leasing out the haying operation. Commissioner Battles requested a meeting with Mr. Woodside soon to discuss that possibility. The haying operation generated approximately \$18,000 in revenue. Commissioner Battles requested Mr. Woodside give a report as to how many man hours, costs of prisoner and outside labor involved and cost of equipment for the project, along with a cost-benefit analysis.

Ms. Wojtusik stated that H. B. Communications met with her department on Monday to demonstrate an LCD matrix projector. Anyone wishing to make such a purchase was invited to attend the next meeting this week.

**NEW BUSINESS:**

Dawn Barnes presented a list of recommendations from the panel.

Commissioner Battles stated that the County Task Force is a group working with the Department of Corrections and persons who are incarcerated and who have committed sex crimes. The question involved is whether or not it's the County responsibility or the grant.

Commissioner Battles stated that the Kensington PTO made a request which was very good. Unfortunately the panel could not use monies to accomplish their purpose, but it is not a reflection on the quality of the grant request. Dawn Barnes stated that her letter to the town of Kensington stated that thought, and she would send a letter to the Town of Hampton as well.

Commissioner Battles asked if checks were to be mailed or hand delivered. Commissioner Pratt wished her checks be mailed, but Commissioner Battles and Commissioner Barka would hand deliver their checks.

**MOVED BY:** Commissioner Pratt to accept the recommendations of the Grant Review Board.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated there were bids to be opened for milk, and bids were received from:

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**Turners Dairy  
West Lynn Creamery  
Laurel Farms**

**MOVED BY: Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners at the next meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated there were bids to be opened for pork, and bids were received from:**

**Cambridge Packing  
Poultry Products**

**MOVED BY: Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners at the next meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that Maintenance had a request for a bid waiver for Snap-On Diagnostic Tools, and directed Mr. Woodside's purchases not to exceed \$1,500.00.**

**MOVED BY: Commissioner Pratt to approve the bid waiver for Snap-On Diagnostic Tools not to exceed \$1,500.00.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that Maintenance had a request for approval of the Tedder bid to be awarded to R. N. Johnson, who was the lowest bidder at \$2,250.00.**

**MOVED BY: Commissioner Pratt to award the bid to R. N. Johnson in the amount of \$2,250.00, but have Mr. Woodside hold off on the purchase until the hay operation issue is resolved.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

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Commissioner Battles stated that Maintenance had a request for a bid waiver for cleaning products. Commissioner Battles requested if the purchases exceeded \$1,000.00, Mr. Woodside present another bid waiver.

**MOVED BY:** Commissioner Pratt to approve the bid waiver of Maintenance, with purchases not to exceed \$1,000.00.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated there were bids to be opened for uniforms, and bids were received from:

McGill's  
The Fire Barn  
Work & Gear  
General Linen Service Co., Inc.  
UniFirst Corporation

**MOVED BY:** Commissioner Pratt to have Mr. Woodside shop the bids and make a recommendation to the Commissioners at their next meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that a meeting was needed with regard to the Breakfast Brunch at the June Open House. Commissioner Battles suggested a meeting today, as Mr. Sturtevant would be on vacation as of Thursday, May 1. Commissioner Battles suggested the Selectmen of each town in the County be invited for a VIP coffee hour on June 7.

Joe Akerley of the Sheriff's Department had a question regarding the uniform bid last year. Did this still carry over for the current year, as their department needed to purchase some items which would exceed \$1,000.00. Commissioner Battles inquired whether Magsom was a sole source vendor. Commissioner Battles stated that in the future, if it were an emergency, the Sheriff could use the uniform bidder list to do a fax quote. Documentation could be submitted at the next Commissioners' Meeting.

**OLD BUSINESS:**

Cathy Stacey had a question with regard to Office Depot. Commissioner Battles stated that Office Depot had entered into an agreement with the National Association of Counties to give 40-60% off on most items. Office Depot had met

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with the Commissioners, who suggested Office Depot meet with every department head so they understood all the price differences and terms. The Commissioners have not actually given approval for departments to open accounts, and they would be speaking with Office Depot to clarify the issues. Commissioner Pratt commented that she was working on the office supply quote process and would have it finalized soon. Office supplies fluctuated so much, that no one vendor could guarantee lowest price every day.

Commissioner Battles stated that a credit was given to the New Hampshire Association of Counties with every county purchase of office supplies.

Theresa Young inquired when every department would be getting their Sam's Club cards.

Commissioner Pratt stated that only a designated person in every department would be given a Sam's Club card, not to be used for personal use. This would insure that a separate billing statement would be sent to every department. Robyn Wojtusik had already renewed her card for the year. Commissioner Pratt suggested making quarterly purchases might be beneficial.

There being no further business to come before the Board of Rockingham County Commissioners in public session, Commissioner Battles made the motion to go to Non-Public Session under RSA 91A:3 II,(c). Commissioner Pratt seconded and all voted in the affirmative on a roll call vote at 11:15 a.m.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
April 29, 1997**

Those present were Commissioner Battles; Commissioner Pratt; Commissioner Barka; Theresa Young, Fiscal; Roy Morrisette, Human Resources; Cathy Stacey, Register of Deeds; and Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Battles read a personnel-related letter from the County Attorney's Office, as Mr. Hart was involved in a trial and not present. Other personnel issues were discussed.

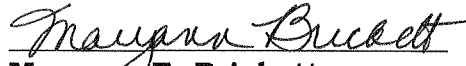
There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:35 a.m.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

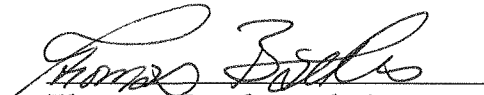
MB  
Date 8/6/97

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Thomas Battles, Chairman  
Rockingham County Commissioners

MB  
Date 5/30/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 6, 1997**

**Present: Commissioner Battles  
Commissioner Pratt**

**Also present: Mary Currier, Conservation District; Katherine Nikitas, County Attorney's Office; Mrs. Cathy Stacey, Register of Deeds; Theresa Young, Fiscal Department; Mr. Joe Akerley, Sheriff's Department; Mr. Gene Charron, Superintendent, Dept. of Corrections; Mrs. Cheryl Hurley, Delegation; Mr. Roy Morrisette, Human Resources; Diane Gill, Human Services; Mr. Ernie Woodside, Engineering/ Maintenance Dept.; Mrs. Nancy Lang, Nursing Home; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Paul Sylvain, Rockingham County Newspapers.**

**Commissioner Thomas Battles, Chairman, called the meeting to order at 9:37 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY: Commissioner Pratt to approve the minutes of the April 29, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles reminded everyone to have their corrections to the Minutes into the Commissioners' Office by the Monday following receiving them.**

**Commissioner Battles spoke about the concept of having a wildlife refuge here in Brentwood. The Commissioners have spoken with several persons to discuss this possibility, and met with them yesterday. Everyone enjoyed the visit with the young lion. Mr. Ed Sherry, a resident of Brentwood was also present at the Commissioners' Meeting to hear about the wildlife refuge issue.**



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Commissioner Battles stated that this project would be sure to meet the needs of the people and animals involved. There were many other meetings and processes to be addressed first, including meeting with the Planning Board and the Selectmen of the Town of Brentwood. Many concerns and comments would be addressed. There would next be a public hearing for the residents of the Town of Brentwood. At that point, the Commissioners would go forward with the proposal to the Delegation. This project will take a minimum of six months to finalize before any animals would be arriving in Brentwood.

**REPORT FROM THE COUNTY ATTORNEY'S DEPARTMENT:**

No report.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey reported that some new goslings had arrived this Spring.

Commissioner Battles stated that an administrative position had been posted with the HR Department for the Telecommunications position, two in-house candidates were being interviewed. The Commissioners hope to have made a decision by the end of the week, and asked for recommendations from every department who took part in the bid.

Commissioner Battles stated that the MIS bid was expected to go out by next week.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Joe Akerley stated that Sheriff Linehan was attending the Northeast Regional Sheriff's Convention in New Jersey. The Sheriff's Department was expecting four new Ford vans to be arriving shortly. Yesterday Keith Clark, Dave Lincoln and Butch Eaton traveled to Auburn, Maine as the Sheriff had done previously to view the Auburn Police Department console operation. They would be submitting their report shortly and they were favorably impressed.

The Sheriff's Department is requesting that two positions for the Manchester Airport be posted. One of the vacancies was due to the retirement of Bob Hersey. Sheriff Linehan is still trying to organize the records at the Airport, and Commissioner Battles applauded the Sheriff's efforts.

Commissioner Battles requested the Sheriff's Department send to the Commissioners' Office a list of all exhibitors who attended the conference.

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Commissioner Battles asked Mr. Woodside about the process for a preliminary site plan review for the relocation of a department, i.e. the Sheriff's Department to the old farm area.

Ernie Woodside stated that a preliminary site plan for relocation would be to set up a study committee, usually comprised of members of the Board of Commissioners, the Sheriff's Department in this case, Mr. Woodside, and anyone else the Board feels should be involved. This committee would determine what the needs were, location, utilities available, cost, etc. Next an RFP would go out for a consulting engineer to draft up a set of plans to be reviewed and changed accordingly.

Commissioner Battles stated he had three persons in mind for this committee, Mr. Woodside, Sheriff Dan Linehan and Mr. Gene Charron. Commissioner Battles requested preliminary needs be assessed and have a report by the end of the month as to the Sheriff's needs, as space was badly needed. This would be for the Long Range Planning Committee and the Delegation in terms of next year's budget. Mr. Woodside stated he would speak with Sheriff Linehan and Gene Charron and get back to the Commissioners with a report.

**REPORT FROM THE TREASURER'S OFFICE:**

Commissioner Battles stated that the banks the County used would be going back to a reasonable rate of interest at least until December, and wished to thank Ellen Lavin and Tim Dempsey for their efforts on the County's behalf.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave his population report and circulated a graph showing inmate populations for the last several years, indicating the effect of the COPS First grant on the annual growth of Rockingham County.

Mr. Charron discussed the request from Belknap County to waive the per diem rate for Motorcycle Weekend coming up in June. The County took part in this event last year. Mr. Charron stated the County can commit to 10 cells more or less, depending what the jail's population is that weekend.

Commissioner Battles stated that there was \$10,000 in the budget for the Sheriff's Department and outside detail to aid Belknap County.

**MOVED:** Commissioner Pratt to waive the per diem requirement on behalf of Belknap County.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

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Mr. Charron stated he wished to award bids to:

Robinson Textiles, uniforms	\$3,438.69
Val-U-Sales Co., under garments	\$367.50
Greenbrook Industries, laundry bags	\$284.52
Bob Barker Co., clothing	\$1,255.26
Poseidon Supply Co., towels, clothing	\$2,655.10

**MOVED:** Commissioner Pratt to accept the recommendations of Superintendent Gene Charron to award the bids as read.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Mr. Charron stated that four persons had completed the Academy and were graduated last Friday, Chris Hutchins, Richard Parry, Mark Pease and John Willey.

Mr. Charron spoke about Project Community which is a project to have road crews clean up the highways. The project was started last year. Forty bags of trash were collected along Route 28 in Salem yesterday. There are currently 10 towns standing in line for this project. Mr. Charron stated that a passerby brought gloves and bug spray for the inmates.

Commissioner Battles requested this crew clean up North Road soon. Mr. Charron stated he would do that.

Mr. Charron stated that he will join the National Sheriff's Association and there was money in the budget for the dues, and he would receive notices of future conferences.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young stated that the telephone RFP was well under way and she was collecting input from other departments. The computer bid was not ready to be awarded yet, but would be shortly. The Telecommunications interviews were moving somewhat slowly as numerous people were out of the office. Commissioner Battles requested that a decision be made by the following Monday. Theresa Young said yes a decision could be made by then.

The telephone bid involved the Nursing Home, the Jail, the Sheriff's Department, Human Services, Fiscal, Delegation, Maintenance and the Commissioners. The County has outgrown the current system, and Theresa Young stated the request in the RFP had been to advise the County as to their needs.

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Commissioner Battles asked where we were with benefits for the Health Group, and the Insurance Exchange may be involved in advising the County. The Insurance Exchange had already met with Roy Morrisette and Jayne Jackson to discuss issues, prior to a preliminary committee being formed over the summer.

Commissioner Battles stated that he would be meeting with department heads to see what DEC programs were available, and involve the Insurance Exchange on this as well. This plan would hopefully be implemented as early as August or September.

Commissioner Battles stated he would like to meet with Theresa Young to go over the Auditors letter.

Theresa Young stated she needed to meet with the Sheriff's Department to go over Motorcycle Weekend as to payment of details, to eliminate future problems. Additional funds had been placed in the budget for this.

**REPORT FROM THE HUMAN RESOURCES:**

Mr. Roy Morrisette stated that he had received a request from the American Red Cross regarding the August blood drawing. August 29 will be an all-day event, open for both the public and County employees. Mr. Morrisette needed to speak with Mr. Sturtevant about the blood drive. Commissioner Battles stated Mr. Morrisette should go ahead with the blood drawing.

**REPORT FROM THE HUMAN SERVICES:**

No report.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside submitted quotes for miscellaneous items to be part of the permanent record, which were purchased at the lowest price through the quote process.

Commissioner Battles requested Mr. Woodside to submit a cover sheet with his quotes to include standard wording for the record, and forward same to the Commissioners' Office.

Mr. Woodside stated that weather permitting, the paving of the Jail road would begin Friday and be completed by the following Wednesday. There would be one lane for access.

Mr. Woodside suggested adding the Conservation District under the report section. Commissioner Battles approved the suggestion and stated that department reports needed to be brief.

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Commissioner Battles asked Mr. Woodside if the Police Departments around the County were aware of the benefit of the June 7 Auction to dispose of used cruisers and equipment, and requested Mr. Woodside to follow up with phone calls.

**REPORT FROM THE NURSING HOME:**

Nancy Lang stated there were bids to open for frozen foods, and three bids which were opened at the last meeting needed to be awarded.

Laurel Farms, ice cream	\$6,097.56
Pine State Foods, eggs	\$.019/dozen
Turner's Dairy, milk	\$141,439.48/Annually
Cambridge Packing, pork	\$1.58/pound

**MOVED BY:** Commissioner Pratt to approve the recommendations of the Nursing Home Administrator for the bid awards to the lowest bidders.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Mrs. Lang spoke about the bid waiver for provisions, fruit and grain bars for the Nursing Home in the amount of \$1,404.00. Commissioner Battles and Commissioner Pratt signed, and Commissioner Barka's signature would be obtained this week.

Mrs. Lang requested every department write in 25 words or less a commentary on their department as press releases were going out Friday. Department logos could also be shared. Please fax or call Nancy Lang with that information.

Commissioner Battles stated there were bids to be opened for frozen meats, and bids were received from:

Cambridge Packing  
Jordans Food  
Shaheen Bros.  
Hall, Smith & Sysco

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids award to the lowest bidder or in the best interest of the County.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

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**REPORT FROM TELECOMMUNICATIONS:**

Theresa Young stated that Cabletron had been in touch with her, and the minutes of the meetings would be distributed at the Commissioners Meeting.

Commissioner Pratt requested that agendas and minutes for meetings be forwarded to the Commissioners' Office.

**NEW BUSINESS:**

**COUNTY ATTORNEY:** Kathy Nikitas requested Commissioner Battles' signature on a 100% grant letter for reimbursement to send one of the Assistant County Attorneys to a conference in Buffalo in June. This is the Governor's Highway Safety Agency conference on drug and alcohol impaired driving. The cost will be slightly over \$1,100.00 and offered this to the County Attorney's Office at no expense to the County.

Commissioner Battles asked Theresa Young about moving grant revenue to a grant expenditure line, to expedite this matter. Theresa Young stated the money could be spent, and lines of transfer would be established later. This could happen quarterly or at the end of the year. This would allow the Commissioners to report to the Delegation of the approval of grants.

**MOVED BY:** Commissioner Pratt to ask the Chair to sign on behalf of the Board of Commissioners for the County Attorney's Office to access the 100% grant.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Kathy Nikitas stated that the money was approved and in the 1997 budget for the purchase of the CD Rom. This transfers old, closed cases into CD Rom form. A copy of the bid waiver would be sent to Fiscal as well.

Commissioner Pratt asked if an RFP had been done for this. Kathy Nikitas stated yes, and a copy was attached. Commissioner Battles asked in the future if the County Attorney's Office would process such matters as an RFP, as bid waivers were always questionable. Commissioner Barka's signature would be obtained later in the week.

Commissioner Pratt requested in the future that all departments use the bid waiver request form.

Joe Akerley spoke about the Sheriff's Department bid waiver, with a cover letter dated April 29, enclosing estimates from three different companies. The work stations were urgently needed to function properly in the department.

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Commissioner Battles stated that the Sheriff's Department had an urgency issue due to the fact that he was getting the department up and running and in order. In the future, a quote would need to be done. Commissioner Barka's signature would be needed as well. Commissioner Battles requested the Sheriff's Department to speak with Fiscal regarding the line item transfer issues.

**MOVED BY:** Commissioner Pratt to approve the bid waiver of the Sheriff's Department for personal computer equipment.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**MAINTENANCE:** Mr. Woodside stated that five bids were received for uniforms last week, and recommended the bid be awarded to the low bidder General Linen Service for a direct purchase of \$1,564.23.

**MOVED BY:** Commissioner Pratt to award the bid to General Linen Service upon the recommendation of the Director of Maintenance.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Mr. Woodside stated that one of the County vehicles needed to have a transmission rebuilt. This was a vehicle which transported Nursing Home Day Care residents and it was a safety issue.

Commissioner Battles and Commissioner Pratt signed the bid waiver, and Commissioner Barka's signature would be obtained as well this week.

**OTHER BUSINESS:**

Mary Currier, of the Conservation District spoke briefly about the plant sale which was held Saturday. The Conservation District wished to make a gift to the County of 100 arborvitae trees to the County for use out back at the cemetery. Commissioner Battles thanks Mrs. Currier and accepted the gift. Mary Currier commented that this was a major fundraiser for her department every year and was a major part of their budget.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 10:45 a.m.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

MB  
Date 5/30/97

Respectfully submitted,

Maryann Brickett  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Thomas Battles  
Thomas Battles, Chairman  
Rockingham County Commissioners



MB  
Date 5/27/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**May 20, 1997**

**Present:**      **Commissioner Battles**  
                 **Commissioner Pratt**  
                 **Commissioner Barka**

**Also present:**      **Mary Currier, Conservation District; Bill Hart, Dolly County Attorney's Office; Mrs. Cathy Stacey, Register of Deeds; Jayne Jackson, Fiscal Department; Sheriff Dan Linehan, Christine Croto, Mr. Joe Akerley, Sheriff's Department; Mr. Gene Charron, Superintendent, Dept. of Corrections; Mrs. Cheryl Hurley, Delegation; Diane Gill, Dawn Barnes Human Services; Mr. Ernie Woodside, Engineering/ Maintenance Dept.; Mr. William Sturtevant, Nursing Home; Mr. Paul Ardagna, Telecommunications; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Alex Coolidge, Foster's Daily Democrat; Paul Sylvain, Rockingham County Newspapers.**

**Commissioner Thomas Battles, Chairman, called the meeting to order at 9:35 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles introduced Christine Croto, the Sheriff's Department new Administrative Assistant. Commissioner Battles also introduced Bob Eldredge from Solid Waste Management who was present to view bid openings.**

**MOVED BY: Commissioner Pratt to approve the minutes of the May 6, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated the Commissioners wished to have the County property surveyed, starting with the Ladd Farm, and requested the Maintenance Department to furnish the Commissioners' Office with information relative to that. Mr. Woodside stated that in May of 1992 there was a report done on the**

MB  
Date 5/27/99

survey and he would meet with Mary Currier to go over the report and evaluate costs.

Two RFPs will be going out this week: hay and for the Management Information Systems (MIS) bid.

Under the Commissioners Capital Improvements, three items will be going out for RFP this week:

Consoles for the Sheriff's Department  
Carpeting for the UNH Cooperative Extension, the  
Human Services building and the Sheriff's Department  
Roofs

Goodrich Brick recently viewed the old jail to determine if the building was able to be salvaged or renovated. They determined it was not. Next step was to look into the possibility of taking the building down as it was hazardous.

Commissioner Barka stated that several years ago the County had appropriated funds and had gotten a bid to tear the building down, but that had not been done yet. There was some salvage value, i.e. steel beams, granite slabs and slate. The County may use some of the granite slabs and slate. The Historical Society would also be contacted.

Commissioner Battles stated that interviews for the HR Director were still being conducted, with an interview today and two last Friday.

Commissioner Battles stated that under the Human Services and Nursing Home reports, a discussion was needed for recapture of funds.

Commissioner Pratt had attended a meeting last week with regard to the Medicaid lawsuit. The Petition of the Association of Counties to become intervenors in the Health Care Association lawsuit was accepted by the Merrimack Superior Court. The Association voted last Friday to hire a Medicaid specialist attorney to represent the County in that suit.

Commissioner Pratt circulated a copy of the County's current telephone listing to everyone stating that they had to be received by NYNEX within two weeks. Commissioner Pratt stated that the Commissioners' Office would like any input for changes, including fax numbers from all departments by the end of this week. A master list would be sent to NYNEX by the Commissioners' Office.

Commissioner Battles requested at this point to open the bids for the benefit of Mr. Eldredge.

Commissioner Barka opened the bids, and bids were received from:

SWD Inc.  
SteriCycle

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BFI  
PMT Container Service Inc.  
Waste Management of New Hampshire, Londonderry

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey reported that the Department of Revenue Administration had a proposed new ruling to go to twice a month deposits as opposed to daily deposits of revenue tax stamp money. There will be a public hearing on June 3 at 10:00 a.m. Mrs. Stacey will be attending. The fiscal impact statement provided just shows the fiscal impact for the State, not for the counties.

Commissioner Battles requested a letter from the Fiscal Department on behalf of the Commissioners outlining the reasons why the Commissioners would be opposed to the new ruling.

Mrs. Stacey stated there could be a \$30,000 impact to the County taxpayers due to the fact that the County currently gets 4% of the monthly funds, but the County accumulates interest at over 2% per month, or 24% per year. So this could significantly impact the County revenues. This could also have a significant impact on the cash flow, and the Treasurer should be notified as well. Mrs. Stacey stated that the State wished to implement this new rule as soon as possible, but it did not pass last year, and possibly would not this year. The State is stating that this would put over \$77,000 into their budget by doing this just once a month. Mrs. Stacey stated that she attended an Association meeting last week in Grafton County and the Association is opposed to this new ruling.

Mrs. Stacey thanked the Commissioners for receipt of a copy of a letter from Frank Monahan. She had contacted Barbara Hathaway from Occupational Health Services for the County to review the letter and make comments. Mrs. Hathaway prepared a summary of items to be put in a letter of response to Mr. Monahan, and presented a copy of the letter which was addressed to Brenda Clark, Occupational Safety and Health Program, Bureau of Health Risk Assessment in Concord. The entire building was not checked, but only the Register of Deeds and County Attorneys offices. Mrs. Stacey also commented that three years ago the State had received specs and floor plan with regard to the placement of equipment. Moving equipment at this point was not an option as 200 square feet in the processing room, the main problem, was taken up by a water tank that the State was required to put in. Mrs. Stacey was open to reasonable options.

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Date 5/27/97

Commissioner Battles stated that employees using respirators was not an acceptable solution to the air quality problem.

Mrs. Stacey had an issue with maintenance at the County Building, to assist with moving furniture, heavy packages, etc. The State will not assist with any of these matters, which often poses a problem. Mrs. Stacey thanked Mr. Woodside, who was very accommodating to the needs of personnel in the new Court House building. The County Attorney's Office would like someone one afternoon every week. Mrs. Stacey did not need someone that often, but would like assistance. Mr. Woodside was opposed to the idea, but would follow the Board of Commissioners' direction. He felt it was a state building and county employees should not be doing this type of work in a State building, and Maintenance was restricted with regard to access to the building. Commissioner Battles stated that maintenance from the walls in was the responsibility of the County. Commissioner Pratt wished clarification if it was maintenance or assistance with heavy objects to be moved, or both being requested.

Commissioner Battles stated that the issue would be worked out and a decision made this week. There were two issues, real building maintenance issues and normal office assistance.

Mrs. Stacey stated that she had an item for the County Auction, a working cash register.

Mrs. Stacey stated that she wished to be indemnified with regard to a lawsuit in which she was being sued for recording an IRS lien.

MOVED: Commissioner Pratt to indemnify the Register of Deeds in the case of Stephen A. Swan vs. Cathy Ann Stacey.

SECONDED: Commissioner Barka

VOTE: 3 Yea. Motion passed unanimously.

MOVED: Commissioner Pratt to approve the bid waiver for the annual maintenance contract for the Register of Deeds' Office, for the Kodak IMT-200 to Microimage Terminals, a sole source vendor.

SECONDED: Commissioner Barka

VOTE: 3 Yea. Motion passed unanimously.

MB  
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**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Linehan discussed the increase in the number of IEAs over the same period last year. Joe Akerley had compiled the data. There was a 46% increase over the same period last year and a steady increase since 1987.

Sheriff Linehan stated that April of 1997 began the first full month of new evening shifts in the Sheriff's Department. Sheriff Linehan gave a chart and a status report of overtime hours at 39%. Sheriff Linehan stated that the implementation of an extra detail rotation roster showed a reduction of a number of persons involved in the IEAs. There has been a steady increase in involuntary emergency admissions being transported by the Sheriff's Department since 1987, with a total of 217 in 1996.

Commissioner Battles inquired what had transpired between 1988 and 1990 that would account for the marked increase in IEAs, a legislative change? Sheriff Linehan stated that the new law became effective January 1, 1987 for law enforcement officers to transport IEAs. Subsequently and administratively the Sheriff's Department transports the IEAs. In 1987 other police departments were transporting as well. In 1988 there was a shift to the Sheriff's Department. There were no figures for 1989, but in 1989 and 1990 there was a noticeable jump. Sheriff Linehan stated that this was a burden on small towns with only one cruiser, as well as the transport of prisoners to and from the jails and courts. Joe Akerley stated that there was an increase in the number of 5 and 6-year olds being transported on IEAs.

Sheriff Linehan stated that Christine Croto would be developing a monthly report which will cover every facet of the Sheriff's Department activities, including the number of persons that go through the magnetometers at the Superior Court.

Commissioner Battles stated that the County was currently looking at LCD matrix equipment which would allow such information to be projected onto a screen or wall directly from a computer hard drive or lap top with an air mouse remote control. Commissioner Battles suggested the Sheriff's Department might wish to be part of the presentation and discussions.

Sheriff Linehan stated that one of the cruisers had been involved in an accident on the past Friday, with minor injuries to a light.

Sheriff Linehan presented the Commissioners with an updated list of vendors for the console RFP, and an updated list of current vehicles in the Sheriff's Department for insurance purposes.

Commissioner Battles requested a complete report on June 10 of all the vehicles the Sheriff's Department had for the insurance company, including the new cruisers and vans.

MB  
Date 5/27/97

Sheriff Linehan stated there were custody of prisoners issues at the District Court level as to who was responsible. He attended a legislature hearing the other day and the issue was discussed. Commissioner Battles stated that the County was against this particular program as this is the State's responsibility to fund this. Sheriff Linehan stated that if the State mandated the Sheriff's Department handle this, there was an issue of funding, training, etc. It is unresolved at the District Court level, and Sheriff Linehan wished to discuss the matter further with the Commissioners as he felt the Sheriff's Department could handle matters more efficiently. Commissioner Barka asked if the County would be inheriting the cost for this entire program. Sheriff Linehan stated that the AOC seemed to be reaching out into what has traditionally been handled by other areas.

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

County Attorney Bill Hart stated that his department had just completed a lengthy trial and wished to thank his staff for their efforts. Last Friday their first victimless trial was held, wherein the victim did not have to testify.

Commissioner Battles stated that the Maintenance Department would be assisting with needs at the new Court House, and some resolutions would be reached this week.

**REPORT FROM THE CONSERVATION DEPARTMENT:**

Mrs. Currier stated that the Conservation District's Annual Meeting would be held tonight at the Stratham Hill Park with a barbecue, and tickets were still available. The Conservation District was responsible, under the new mandate from Congress, to send out a survey to the general public regarding local natural resource issues in their locality. They could be returned to the Conservation District anonymously. Mrs. Currier circulated copies for everyone who wished to fill out. She had already received 50 responses. Agricultural land conversion was a strong issue with many people.

In conjunction with County Old Home Day, a Plow Day was to be held, and Mrs. Currier passed out brochures. There would be 12 antique tractors, and teams of horses on display. Dealers had been invited to display new equipment as well.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave his population report and stated that the population was stable.

Mr. Charron requested the Commissioners remove and save the plaque above the front door of the old jail for the new jail.

Mr. Charron stated that he would be teaching a class in Strafford tomorrow morning.

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Mr. Charron also commented that he was not ready to make a computer bid recommendation at this point. Four people were being considered, as there were price cuts being made in computers.

Mr. Charron stated that he would be taking the rest of the week off to continue to use some of his accrued vacation time.

REPORT FROM THE FISCAL OFFICE:

Jayne Jackson stated that with regard to the computer bid (Attachment E), for the Nursing Home, Maintenance and Fiscal, there were three vendors who were providing additional information. A recommendation would be made by Tuesday.

REPORT FROM THE HUMAN SERVICES:

Diane Gill stated that her department would be requesting an increase in the percentage that the County is reimbursed for the collection of parental reimbursement. She will be asking Ellen Ann Robinson, the President of the affiliate to go to the Association of Counties Executive Committee Meeting to present the issues and contact Commissioner Terry Morton. Commissioner Battles stated that Rockingham County was leading other counties in the State for parental reimbursement. We now get 15% and we were aiming for 20%.

Diane Gill stated that in the sale of Nursing Homes, the State recaptures funds, being divided between the Federal government (1/2), and the County and State. Based on the number of persons paid for in the homes by Rockingham County, we will realize a reimbursement of approximately \$17,000. This will come in the form of a check from the State. Diane Gill recommended setting some of the funds aside for attorneys' fees. The calculations will be completed today. Bill Sturtevant stated that it is all Medicaid money which is recaptured.

Diane Gill stated that at Old Home Day, DCYF will be attempting to attract foster care parents.

Diane Gill stated that her department's computer bid recommendation would be ready next week.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Mr. Woodside stated that the jail road repaving project was completed. The RFP's were going out for the hay operation, and recommended the Commissioners have an attorney review the wording as it was a standard form.

Commissioner Battles stated that this was another form of analysis to make County government more efficient.

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**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his weekly report. A number of members of the Nursing Home staff had completed RN higher education courses. Michelle Langdon, Epping; Sharon Merrill, Epping; Christin Andriozzi, Brentwood; Richard Cooper, Rochester; Diana Locke, CNA with Honors in the X-Ray Technician Program. The Commissioners' Office would be sending a congratulatory letter to all of the graduates encouraging higher education. The LPNs would be sitting to take exams to become Rns in the near future, which will fill up the vacant slots for Rns and create a vacancy for LPNs.

Mr. Sturtevant stated that there has been quite a bit of union activity going on outside the building. Commissioner Battles stated that there had been several complaints from staff and requested that a message be conveyed to the persons from the House of Corrections who had been demonstrating would cease activities that some staff members complained was harrassment.

Mr. Sturtevant reported on National Nursing Home Week. The Nursing Home had inspectors from the State performing their annual report survey Monday through Friday afternoon. The results were outstanding, zero deficiencies in the area of resident care in the oversurvey process. Mr. Sturtevant wished to thank his entire staff for all their efforts. Many compliments were provided by the survey team regarding the quality of care. There was high patient recognition by staff.

There were some areas of concern which needed work: life safety, smoke door compartments, installation of magnets, sprinkler heads in the Fernald and Blaisdell buildings needing updating as they do not currently meet code, storage around electrical panels, snack bar hood fire suppression system. No resident care deficiencies were issued.

Commissioner Battles requested a letter to be included in payroll next week congratulating the Nursing Home.

County Attorney Bill Hart thanked Mr. Sturtevant for his 18 years of service to the County.

**REPORT FROM TELECOMMUNICATIONS:**

Paul Ardagna gave a brief report and mentioned that he would like to meet with everyone over the course of the week to go over the layout of the Nursing Home and other facilities for the computer wiring runs. This would afford him the opportunity to get to know everyone better. Paul would be meeting with NYNEX to find the best way to connect to the new Court House.

Commissioner Battles requested all departments give Paul their full support and input in this effort.



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Robyn Wojtusik stated that there was a Telecommunications Meeting Friday with Cabletron and everyone would be brought up to date.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robyn Wojtusik circulated flyers and brochures for the Open House which were being mailed out this week to the towns in Rockingham County, libraries, etc. for posting. Robyn requested everyone input from any other department wishing to be included in the brochure as soon as possible.

Commissioner Battles thanked Robyn for her Committee's efforts on behalf of Old Home Day. EFFORTS would be handling the concessions throughout the day. There would be a VIP breakfast and all the Selectmen of the various towns and the Delegation were invited, as well as other dignitaries. Commissioner Battles invited everyone to attend the VIP breakfast at 8:00 a.m., followed by the auction at 10:00 a.m.

Commissioner Battles requested the newspapers give the County some coverage for the County Day event. Commissioner Pratt requested Robyn to make a white master copy available for reproduction.

Commissioner Battles stated that a Master Gardener Program and arboretum was being considered for Rockingham County and the Conservation District was involved in this project as well.

**NEW BUSINESS:**

**County Attorney:** County Attorney Bill Hart requested assistance with the storage of closed files. Commissioner Battles asked what amount they were currently being insured for. Mr. Hart stated that he would advise the Commissioners as to what amount was needed, as \$800,000 was too low for the contents of both his office and Deeds. Mr. Hart stated that his department needed to transfer files from hard paper to CD Rom medium and store the files somewhere other than his department. They were currently using Budget Storage in Brentwood at \$133 a month. One hard copy and one CD copy would be kept in case of fire.

Commissioner Battles stated that the Commissioners would locate a storage area at the County complex for the storage of the County Attorney's files.

Mr. Hart recommended awarding the purchase of an SQL Server under the computer bid to Turbotek, as a decision had to be made by May 15.

**MOVED:** Commissioner Pratt to allow the County Attorney's Office to award the SQL Server purchase to Turbotek.

**SECONDED:** Commissioner Barka.

MB  
Date 5/27/97

**VOTE: 3 Yea. Motion passed unanimously.**

Mr. Hart next discussed the lease of office space at the Portsmouth District Court, for the prosecution of Class A misdemeanor cases. The caseload has grown considerably, and the County Attorney's office needed secure office space to handle the cases. There were funds in the budget for some furniture and equipment. The State approved leasing the office space to the County Attorney's Office for \$850 annually, which includes maintenance.

Commissioner Battles requested Mr. Hart discuss the details with the Fiscal Department, and the Commissioners' Office would review the lease. Mr. Hart stated that the office was due to be opened July 1.

The County Attorney's Office recommended Turbotek of Londonderry for the 1997 computer bid proposal. Some items were more expensive, including the scanner. They have gotten Turbotek to reduce their prices by about 10%, and would recommend a different company for the training part of the bid. The County Attorney's Office was anxious to get moving, but Commissioner Battles wished the Board of Commissioners and Theresa Young to discuss the issues. Commissioner Battles stated that Mr. Hart could start the process, and would get back to Mr. Hart by Tuesday. Dolly Weinholt stated that the market prices changed daily, and perhaps Turbotek prices could go even lower.

Commissioner Battles stated that he would like to meet with Butch Eaton on Thursday morning, and would verify the time with Theresa Young who was on vacation.

Human Services: Dawn Barnes stated that the Raymond Skateboard Park had spent the first \$5,000 allocated and they need the remaining \$3,000 for the ramp construction. Commissioner Battles stated he had viewed the site

**MOVED:** Commissioner Barka to approve the request to release the additional \$3,000 funds for the Raymond Skateboard Park.

**SECONDED:** Commissioner Pratt.

**VOTE: 3 Yea. Motion passed unanimously.**

Commissioner Battles stated that a check would be made available shortly for the Skateboard Park.

Dawn Barnes spoke about the New Outlook Teen Center in Exeter. Commissioner Battles asked if Dawn had spoken with the other panel members. Dawn Barnes stated that she had heard from Commissioner Barks regarding the Center. Commissioner Battles stated that the Commissioners were in favor, but suggested a vote was conditional upon receiving majority support by the members.

MB  
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**MOVED:** Commissioner Battles to approve the funding of \$10,000 for New Outlook Teen Center in Exeter, conditional upon a pole vote in the affirmative of the panel members.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**Nursing Home:** Commissioner Battles stated there were bids to be opened for fish, preventive maintenance and frozen foods, and bid waivers for therapy equipment and MDS Electronic Transmission being sole source vendors.

**Bids for laundry equipment were received from:**

Yankee Equipment  
Tri-State Laundry

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners to award the bid to the lowest bidder.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**Bids for frozen foods were received from:**

Shaheen Brothers  
Jordans Foods  
Hall-Sysco  
Cambridge Packing

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners to award to the lowest bidder.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**Bids for fish were received from:**

Jordans Foods  
Al's Seafood  
Hall-Sysco  
Shaheen  
Cambridge Packing

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners.

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**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there was a Personnel Commission Meeting Thursday afternoon.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:50 a.m.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Respectfully submitted,**



**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

**Received by,**



**Thomas Battles, Chairman  
Rockingham County Commissioners**

MB  
Date 6/10/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**May 27, 1997**

**Present:       Commissioner Battles**  
**Commissioner Pratt**

**Also present:       Mary Currier, Conservation District; Kathy Nikitas, County Attorney's Office; Mrs. Cathy Stacey, Register of Deeds; Judie Milner, Fiscal Department; Sheriff Dan Linehan, Sheriff's Department; Mrs. Cheryl Hurley, Delegation; Roy Morrisette, Human Resources; Martha Roy, new Human Resources Director; Diane Gill, Human Services; Mr. Ernie Woodside, Engineering/ Maintenance Dept.; Mr. William Sturtevant, Nursing Home; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:       Alex Coolidge, Foster's Daily Democrat; Paul Sylvain, Rockingham County Newspapers.**

**Commissioner Kate Pratt, Vice Chairman, called the meeting to order at 9:40 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY: Commissioner Pratt to approve the minutes of the May 20, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Pratt stated that the Commissioners' Meetings would be held every other week for at least the summer at 9:00 a.m., and passed out a schedule. Matters that did not need to be dealt with in a public meeting could be held in staff meetings on Mondays and Tuesdays on a one-on-one basis as an alternative.**

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

**Kathy Nikitas discussed with the Commissioners and Mr. Woodside the ongoing need for maintenance assistance at the new Court House building.**

MB  
Date 6/10/97

Kathy Nikitas stated there were some items under old business held over from last week's Commissioners Meeting.

**REPORT FROM THE CONSERVATION DEPARTMENT:**

Mrs. Currier stated that she had been contacted by a farmer in the County regarding the rental of some County equipment, the billion seeder. She had spoken with Ernie Woodside regarding the issues and concerns, as it used to be loaned out but this practice had ceased due to some complications and problems. UNH does rent, not loan, out equipment. They do not use a written agreement, only a verbal agreement. If this is something the Commissioners wish to pursue, Mrs. Currier would be glad to meet with the Commissioners to discuss the matter further. One of the issues is that the County needs their equipment available for their use first, and in working order.

Mrs. Currier stated that during Plow Day, there would be several antique tractors on display in running order.

**REPORT FROM THE FISCAL OFFICE:**

Judie Milner stated that the Fiscal Office had some computer bid recommendations and a decision would be made by the end of the day.

**MOVED BY:** Commissioner Pratt to approve the bid award recommendation on behalf of the County Attorney's Office to Turbotek.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles requested further discussion between Dolly Weinhold, Theresa Young and the Commissioners to help bring the prices down on the scanner.

Judie Milner stated that the accounting program is now up and running completely. The Commissioners' Office wishes the County Attorney's Office to have the Local Area Network (LAN) hooked up to the Commissioners' Office for the purpose of Email communication between their offices as well as the sharing of the budget.

Commissioner Battles stated that he hoped the Register of Deeds Office would be hooked up by October or November but it was not within the current budget.

**REPORT FROM HUMAN RESOURCES**

Mr. Morrisette stated that Sam's Club is having a government employees appreciation open house Thursday, May 29 to 7:00 p.m. There is a one-day pass being given out. All employees will receive a free pass for the day.

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Commissioner Battles introduced Martha Roy, the new Human Resources Director.

**REPORT FROM HUMAN SERVICES:**

Diane Gill presented her April monthly report. Her department had a letter to New Outlook for the Commissioners' signature regarding the grant award.

The Human Services Department had a computer bid recommendation.

Commissioner Battles suggested that bids be handled under each department's report and change the agenda format.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside had a follow-up report with regard to the Ladd Farm survey. Mr. Woodside wished some direction from the Board of Commissioners. There would be a cost savings if the County provided information, copies of deeds, names of abutters, etc. Cathy Stacey stated she would help with the survey. Mr. Woodside believed \$9,100 was a reasonable cost for the survey.

Commissioner Battles stated that Cathy Stacey, Mrs. Currier and Mr. Woodside may wish to use the quote process for this survey.

Mr. Woodside stated that the roof and carpets RFPs had gone out.

Mr. Woodside stated that two pot-bellied, same gender pigs on the premises. One goat and one sheep would be arriving before County Day. It would be decided later about their disposition.

Commissioner Battles stated that he needed to get together with Mr. Woodside regarding the hay RFP. Commissioner Battles stated that the RFPs for the Sheriff's Department consoles had gone out last Friday as well.

Mr. Woodside stated that he was looking into the demolition of the old jail building.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his weekly report, and stated that there were only four applications for admission. Possibly two were viable, and applications slowed down during the summer months.

Commissioner Battles stated that HHS had put a freeze on beds and it didn't have a negative effect. Mr. Sturtevant stated that there was an 85% occupancy rule.

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Mr. Sturtevant stated there were bids to open under new business. Last week bids were opened for waste removal. Mr. Sturtevant recommended Waste Management for removal of medical waste products should the incinerators remain open. Mr. Sturtevant recommended SteriCycle if the incinerator was closed. Mr. Sturtevant stated that if that happened, the incinerator would need to be decommissioned.

Mr. Sturtevant stated that bids were opened for laundry equipment preventive maintenance, and his recommendation is Tri-State Laundry.

Mr. Sturtevant stated that bids were opened and awarded for frozen foods and fish.

**MOVED:** Commissioner Pratt to approve the bid recommendations of Mr. Sturtevant.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that the Commissioners would be meeting with Theresa Young today to make some computer bid award recommendations. The Commissioners had previously met with County Attorney Bill Hart last Thursday and given him the go-ahead to place his order for his department's computers, and enter their recommendations into the official record.

Mr. Sturtevant stated that one of the items for discussion was software for the Dietary Department, and they had cut a deal with Cheshire County who had the same software package and splitting the cost of training.

Mr. Sturtevant stated that he was continuing to experience staff problems, for CNAs and dietary aides.

Commissioner Battles suggested County employees might volunteer some time and assistance to the Nursing Home. Commissioner Pratt stated that this was in addition to efforts to hire permanent staff.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that his department would be presenting a static display on County Day. The display would include some of the new vehicles.

Sheriff Linehan stated that two persons had graduated from the part-time academy.

**NEW BUSINESS:**

**Sheriff's Department:**



MB  
Date 6/10/97

**MOVED: Commissioner Pratt to award the computer bid to Gateway Computer on behalf of the Sheriff's Department.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Human Services:**

**MOVED: Commissioner Pratt to award the computer bid to Portsmouth Computer Group, the lowest bidder, on behalf of Human Services Department.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Old Business:**

**County Attorney:**

**Kathy Nikitas discussed the Portsmouth District Court lease, storage space, and ongoing assistance from Maintenance at the new Court House building.**

**Commissioner Battles stated that he had signed the lease. There might be some storage space available shortly for the County Attorney's Office. Commissioner Battles stated that the Maintenance Department would offer some assistance to the Register of Deeds and the County Attorney's Office. Commissioner Battles stated that the details still needed to be worked out, and a solution would be reached.**

**Mr. Woodside wished some direction as to time of week, and number of hours needed. Cathy Stacey requested one afternoon a week as delivery personnel were not allowed into the building to deliver heavy boxes. Mr. Woodside was not in favor of the request. Commissioner Battles suggested one afternoon every other week.**

**Sheriff Linehan stated there were other security issues as well, and suggested further discussion in an executive session. Maintenance was to be notified in advance if there was a need for services in a given week.**

**Nursing Home:**

**Bids for wheel chairs were received from:**

**Charron Medical Equipment  
Medical Market - Returned  
Life Plus**

MB  
Date 6/10/97

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners to award the bid to the lowest bidder.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**Bids for beef were received from:**

Cambridge Packing  
North Center Foods

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Commissioners to award to the lowest bidder.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session under NHRSA 91A:3 II(a).

**MOVED:** Commissioner Battles to go into non-public session.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 10:30.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
May 27, 1997**

Those present were Commissioner Battles, Commissioner Pratt, Sheriff Dan Linehan, Roy Morrisette, Kathy Nikitas, Martha Roy, Ernie Woodside, Mrs. Cathy Stacey, and Maryann Brickett, Executive Assistant to the Commissioners.

The lease and problems at the new Court House were discussed. Copies of the lease would be faxed to Cathy Stacey and Bill Hart. A letter would be going to Frank Monihan, with copies to Ruth Griffin, Judge Nadeau, and the Governor.

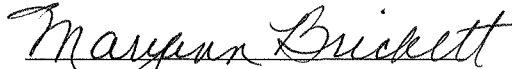
There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:45 a.m.

MB  
Date 6/10/97

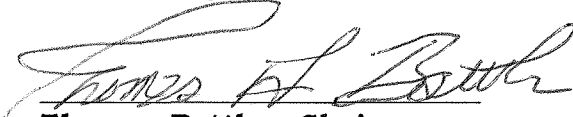
**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Thomas Battles, Chairman**  
**Rockingham County Commissioners**

NB  
Date 6/24/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**June 10, 1997**

**Present:**      **Commissioner Battles**  
                 **Commissioner Pratt**  
                 **Commissioner Barka**

**Also present:**      **Kathy Nikitas, County Attorney's Office; Mrs. Cathy Stacey, Register of Deeds; Judie Milner, Fiscal Department; High Sheriff Dan Linehan; Mary Currier, Conservation District; Mr. Gene Charron, Department of Corrections; Mrs. Cheryl Hurley, Delegation; Martha Roy, new Human Resources Director; Roy Morrisette, Human Resources; Dawn Barnes, Human Services; Mr. Ernie Woodside, Engineering/Maintenance Dept.; Mr. William Sturtevant, Nursing Home; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Alex Coolidge, Foster's Daily Democrat; Paul Sylvain, Rockingham County Newspapers.**

**Commissioner Tom Battles, Chairman, called the meeting to order at 9:07 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** **Commissioner Pratt to approve the minutes of the May 27, 1997 Commissioners' Meeting.**

**SECONDED:** **Commissioner Barka.**

**VOTE:** **3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were some changes to the warrant process and the Commissioners' Office would be sending out a memo in the next week reviewing the steps and processes. Commissioner Pratt discussed the June 4 memo and stated that Fiscal was having a problem processing the large amount of paperwork toward the end, and requested that departments process their warrants as soon as they could.**

**Commissioner Pratt again requested that division directors send the Commissioners' Office their quarterly vacation schedules, days off, meeting**

MB  
Date 6/24/97

schedules, etc. for a master calendar to facilitate the scheduling of meetings by the Commissioners' Office.

Commissioner Battles wished to thank everyone for their participation in making the first County Day a huge success. A considerable amount of money was raised, and he hoped the County would hold another one next year.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that there had been a Sheriff's Subcommittee Meeting last week and it went quite well. Christine Croto was very instrumental in putting together a monthly report. The Sheriff would provide a copy of the report to the Commissioners and County Delegation monthly. A portion of this report relates to the transport division. The report would be refined as more data became available.

Sheriff Linehan stated that the Sheriff Department's new vans were in and the size and sturdiness of the vans should serve the department quite well.

Sheriff Linehan has met with several Chiefs of Police, specifically in the western part of the County. A plan is coming together, at the suggestion of Chief Ed Garone of Derry, to drop prisoners off at the Police Department in any town that has a prisoner going to court. That particular town would transport their prisoner to court, and the Sheriff's van would go back in the afternoon to return the prisoner. Police Departments in Salem, Plaistow, Exeter, and Hampton have agreed to this proposal. Those who were opposed are Auburn, who had no lockup, and the Portsmouth Police Commission did not wish town guests in the Portsmouth Jail. There is a lockup at the Portsmouth District Court and Sheriff Linehan would view the facility, and if money was available in his budget he would like to place a bailiff in the building for transporting prisoners. The Chiefs are generally very supportive of the program. He expected the program to be implemented by mid-July.

Commissioner Battles suggested Sheriff Linehan discuss the plan with the Subcommittee. There is a special line in the budget for this expense. One of the members of the Subcommittee is Representative Maryann Blanchard, Chair of the Portsmouth Police Commission.

Sheriff Linehan requested a web page to post the names of deadbeat dads in the County.

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Mr. Charron gave his population report with figures remaining constant. Mr. Charron stated that 20 inmates were coming down from Belknap County as weekend guests during Motorcycle Weekend in July.

MB  
Date 6/24/97

Commissioner Battles stated that an esprit de corps was present between the Counties in a cooperative effort for this weekend, and they were not charged for this service by Rockingham County. The prisoners would be arriving the Thursday before Motorcycle Weekend.

Mr. Charron stated that 90% of the Corrections staff is now certified, with eight more persons to go. The September Academy will take six persons. This is a first for his department. He had an item under new business, the computer bid award.

#### REPORT FROM HUMAN RESOURCES

Mr. Morrisette stated that notices had been sent out for the elections which were being held for the Personnel Advisory Commission this month. Employees who work a minimum of 24 hours per week, and had been employed for six months would be allowed to participate. This was a change from the former practice.

Commissioner Battles stated that an Open House would be held in Human Resources Department for the benefit of meeting Martha Roy and her staff. It would be an all-day affair. An informational memo would be sent out to all departments this week.

Commissioner Pratt stated that the Association of Counties had met in Concord last Friday and the 6% money might be cut, or at least not increased (level funding) for the coming year. The Association was looking for non-legislative methods to try to increase the portion the County was receiving for the parental reimbursement program. This was an initiative and goal of the Human Services affiliates. Commissioner Battles stated that Commissioner Morton should provide the County more incentive to accrue revenue for the State.

Sheriff Linehan stated that the Sheriff's Department had hired the first full-time female deputy.

#### REPORT FROM THE MAINTENANCE DEPARTMENT:

Mr. Woodside expressed his thanks for everyone's participation in making County Day a huge success. Mr. Woodside stated that he was still working on the final results realized financially from County Day.

Commissioner Battles stated that he wished to send letters to the Air National Guard and the Adjutant General for all their assistance for County Day and throughout the year.

Mr. Woodside stated that there was a break in the ties at the boiler plant at the Nursing Home and wished to prepare a bid waiver for the Commissioners' approval.

MB  
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Commissioner Battles stated that a bid waiver could be approved by the Commissioners, and it would have to be noted at the next Commissioners' Meeting.

REPORT FROM THE CONSERVATION DEPARTMENT:

Mrs. Currier stated that there had been 12 plows on display, 11 plowed, and Plow Day had been a huge success. The petting barn was also a huge success.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his weekly report, and stated that bids had been opened for wheelchair parts: Life Plus and Charron Medical, and wished to award the bid to the bid to the lowest bidder for the various parts.

MOVED: Commissioner Pratt to award the bids per the recommendations of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

Mr. Sturtevant introduced Chris Martin, an intern from UNH who would be with the Nursing Home Staff for the next two weeks and every Friday throughout the summer.

Mr. Sturtevant stated that the manual beds which had gone out to bid were due to arrive on June 24, at 9 a.m., to allow for personnel to be available to set up the new beds and remove the old ones.

Commissioner Battles inquired who the party was who wished the old beds for a donation to third world countries. Mr. Sturtevant stated that it was a gentleman from Stratham. Commissioner Battles requested that Mr. Sturtevant inform the Commissioners' Office of that person's name, and requested Cheryl Hurley to put this item on the Delegation Agenda for the July 18 Executive Committee meeting. Commissioner Battles wished to make a donation to this effort.

Mr. Sturtevant stated there were some high school graduates on the Nursing Home staff dietary department, and Commissioner Battles stated that the Commissioners' Office would send them a congratulatory letter.

Commissioner Battles stated that the Commissioners' Office, the Nursing Home and Martha Roy had been working together to take a proactive approach to the summer vacation season and staff coverage. A five-step plan had been devised to be implemented to alleviate this problem.

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Date 6/24/99

Mr. Sturtevant stated that the areas of concern for staffing problems were CNAs, dietary aides and housekeeping positions. On June 25 there would be a job fair which Martha Roy was assisting with. It will be held in the Atrium from 1-7 p.m. There would be tables by the departments, tours would be given, and there would also be door prizes.

Mr. Sturtevant wished to reinstitute recruitment incentives for new hires and for employees who recruit a new hire, to be paid out in 1/3 increments--at the time of hire, successful completion of the probation period, and completion of one year of service.

Mr. Sturtevant stated that a CNA class had started yesterday, June 9. There would be another one in the fall, and some orientations scheduled for new hires in the second and fourth weeks of July.

Mr. Sturtevant wished to formally establish a resident program for county employees to assist at feeding times, and establish some orientation. It has been met with great enthusiasm from the Nursing Home staff. Anyone wishing to participate could contact Mr. Sturtevant for scheduling.

Mr. Sturtevant wished to thank everyone involved in putting the job fair together.

Commissioner Battles wished to formalize the recruitment incentive program for professionals and para-professionals, and suggested August 29 as a deadline for the program.

MOVED: Commissioner Pratt to accept the recruiting incentive plan as presented by Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that the CNA training was approximately 5-6 weeks followed by a National exam.

Commissioner Battles expressed his thanks to department heads for personnel who already shown an interest in participating in the "Adopt a Resident" program. This is a summer program for any county employee to participate in the feeding of Nursing Home residents. A specific resident and day would be assigned to each participating employee. A class would be held to provide training for the feeding of residents.

UNH COOPERATIVE EXTENSION:

Robyn Wojtusik stated that the new air conditioners had been delivered and wished to have new ones installed.



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Robyn Wojtusik also stated that she had spoken with Linda Wilson of the Historical Society regarding the barn and she would keep the Commissioners' Office up to date on what was transpiring.

Robyn Wojtusik stated that she was assisting Paul Ardagna, of the Telecommunications Department, in putting together an informational newsletter.

**NEW BUSINESS:**

Mr. Gene Charron wished to award the computer bid for the House of Corrections to Digital Connections, the lowest bidder at \$7,304, which included the transfer of all files, and they were very familiar with the CRIS software which the Department of Corrections uses.

Commissioner Battles wished Mr. Charron to have a "bug-free" clause inserted into the contract for the last payment, and look at the extended warranty.

**MOVED:** Commissioner Pratt to accept the recommendation of Mr. Charron to award the computer bid to Digital Connections, the lowest bidder, on behalf of the Department of Corrections.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE REGISTER OF DEEDS:**

Mrs. Cathy Stacey stated there were ongoing problems at the Court House building, and currently there was no water at all in the entire building. She had sent a letter to Frank Monahan, the Department of Administrative Services in Concord. In addition, on June 1 the Court House was without power all day and part of the day June 2. The air conditioning and ventilation were still not working either.

Mrs. Cathy Stacey stated that she had problems with overcrowding of the conference rooms for real estate closings and a complaint from a realtor. She directed the realtor to call Mr. Monahan to call Commissioner Hill to call Governor Shaheen about the overcrowding and other problems.

Commissioner Battles stated that the Commissioners' Office would be sending a letter to Mr. Monahan addressing the following problems:

1. No ventilation.
2. No air conditioning since June 2.
3. Continuing concern of air quality in the processing department.

MB  
Date 6/24/97

Everyone copied on Mrs. Stacey's letter would be sent a copy of the Commissioners' letter as well.

Commissioner Pratt suggested a work session to discuss all the various issues and the lease with the State for the Court House.

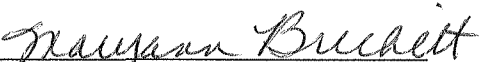
Mr. Sturtevant stated that the "employee of the year" packages had gone out and responses needed to be in by next week.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 10:15 a.m.

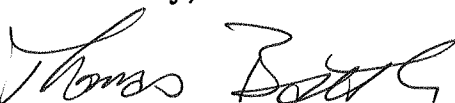
**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

Respectfully submitted,

  
**Maryann E. Brickett**  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
**Thomas Battles, Chairman**  
Rockingham County Commissioners

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Date \_\_\_\_\_

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**June 24, 1997**

**Present:**      **Commissioner Battles**  
                  **Commissioner Pratt**

**Also present:**      **Sheriff Dan Linehan, Sheriff's Department; Mrs. Mary Currier, Conservation District; Mr. Al Wright, Department of Corrections; Kathy Nikitas, County Attorney's Office; Lynne Hilton, Register of Deeds Office; Mrs. Cheryl Hurley, Delegation; Theresa Young, Fiscal Department; Martha Roy, Director, and Roy Morrisette, Human Resources; Mr. Bill Sturtevant, Nursing Home Administrator; Mrs. Jude Gates, Engineering/Maintenance; Diane Gill, Human Services; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Representative Joe Guthrie, Alex Coolidge, Foster's Daily Democrat, Mr. Paul Sylvain, Rockingham County News.**

**Chairman Battles called the meeting to order at 9:07 AM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY:** Commissioner Pratt to approve the minutes of the June 10, 1997 Commissioners' Meeting.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**Commissioner Battles introduced and welcomed the new Human Resources Director, Martha Roy to her first Commissioners' Meeting as a County employee. The Open House for Martha will be July 2, and all are welcome.**

**Commissioner Battles stated that the Commissioners had a request from IMEC for the donation of Nursing Home beds that were being replaced with new ones.**

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Date \_\_\_\_\_

Bill Sturtevant stated that the 50 new beds should be arriving this morning, and were purchased through the Capital Improvements line of the budget. There were 46 surplus used beds which the County would be donating to IMEC of Seabrook, NH, a not-for-profit organization which dispenses used medical equipment to overseas third-world countries.

**MOVED BY:** Commissioner Pratt to declare the old 46 Nursing Home beds as surplus equipment.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**MOVED BY:** Commissioner Pratt to donate the surplus beds to IMEC of Seabrook.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated, from IMEC's letter, that they are equipping hospitals and donating beds to countries such as Ecuador, Ukraine, Russia, Vietnam, Ethiopia, Ghana, Romania, Haiti, and El Salvador. Commissioner Battles reported that the Delegation had expressed its support for this donation.

Commissioner Battles stated that the Commissioners had a report on the financial results of the auction and County Day. Commissioner Pratt stated that the net proceeds, after expenses were \$7,940 to the County, \$104 to EFFORTS, \$57 to the Stratham Police Department, \$193 to the Hampton Falls Police Department, and \$2,655 to the Londonderry Police Department, totaling over \$10,000 net proceeds from just from the auction.

Commissioner Battles recognized and thanked the Chairman of the Executive Committee, the Chairman of the Delegation, and everyone else involved for their support at the auction.

**REPORT FROM THE REGISTER OF DEEDS:**

Lynne Hilton from the Register of Deeds office stated that there were bid waivers to be signed for the Deeds Office. Commissioner Battles stated that there were bid waivers for the maintenance of the Kodak Prostar II Processor and an annual maintenance renewal contract for the Exttek 5402. Commissioner Battles had spoken with Cathy Stacey concerning these matters, and it was actually an acceptance of a quote as opposed to

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Date \_\_\_\_\_

a bid waiver. Commissioner Battles stated that the bid waivers would be processed today, awaiting Commissioner Barka's signature.

**MOVED BY:** Commissioner Pratt to accept the quotes as awarded and recommended by the Register of Deeds.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that the bid waiver for the Kodak Imagelink Printer 7 upgrade would also be processed today, awaiting Commissioner Barka's signature.

**REPORT FROM THE CONSERVATION DISTRICT:**

Commissioner Battles asked Mary Currier, Conservation District, about the hydrological studies being conducted and if the flood boundaries were completed. Mary Currier stated that they were currently being reviewed in house by the contractor who did the work. FEMA is now reviewing the contractors work. Commissioner Battles requested Mrs. Currier to act on the County's behalf to get that report by July 4, as the Commissioners were attending a conference in Washington, D.C. and would be meeting with Senator Smith to go over these issues. Commissioner Battles requested the Maintenance Department also put some pressure on FEMA.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Al Wright gave the report in Gene Charron's absence. The Corrections Department had a bid waiver for the annual software support for the Criswatch system. Commissioner Battles stated it would be approved, awaiting Commissioner Barka's signature.

Al Wright stated that Gene Charron had received a thank you letter from the Belknap County Department of Corrections for their involvement in the Motorcycle Week.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young stated that she was attending a quarterly Executive Committee meeting July 18. Kathy Nikitas and Mrs. Young have developed a form for the payments of checks, to detail the date checks were paid, if they were held, etc.

**MOVED BY:** Commissioner Pratt to award the computer bid for the Fiscal Department and the Commissioners' Office to Portsmouth Computer as recommended by the Fiscal Officer.

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\_\_\_\_\_  
Date \_\_\_\_\_

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Mrs. Young further commented that the printer bid was not awarded, but she would be accepting quotes on this item.**

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

**Martha Roy reminded everyone that there was a Personnel Advisory Commission meeting Thursday, June 26.**

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

**Diane Gill stated that with the passing of the State budget last week, the Human Services Department got its incentive fund allocations. Diane Gill also presented a form from Kathy Francoeur for the Peer Mediation Proposal. Any grant applications need to be reviewed and approved by the Commissioners before they are submitted. These are due June 30.**

**Commissioner Pratt asked Diane Gill if this was level funding. Diane Gill stated it had gone up just a little bit.**

**Commissioner Battles stated that he had attended a workshop for CDBG grants and some of these grants were actually eligible for public facilities grant proposals. Commissioner Battles requested the Nursing Home and the Maintenance Department work in concert with the Commissioners in this matter. The Commissioners would like to get a grant in for August.**

**MOVED BY: Commissioner Pratt to allow Mr. Sturtevant to write a grant requesting some public facilities monies to offset roof repairs.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that a public hearing notice was needed for the purpose of the County making this grant request, and that a public notice needed to be placed in the newspapers as well.**

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

**Mrs. Jude Gates stated that there were bids to be opened for roof repairs and flooring.**

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\_\_\_\_\_  
Date \_\_\_\_\_

Commissioner Pratt stated that bids for roofing were received from:

Mike's Roofing Company  
May Roofing, Inc.

Commissioner Pratt stated that bids for flooring were received from:

Cadieux's Flooring

Commissioner Battles introduced Representative Joe Guthrie from Hampstead.

REPORT FROM THE NURSING HOME:

William Sturtevant, Nursing Home Administrator gave his report next. He stated that the Job Fair was tomorrow from 1-7 PM, and there were bids to be opened.

Commissioner Pratt stated there were to be opened for turkey, and bids were received from:

Shaheen  
Cambridge Packing  
Hally-Sysco

Commissioner Pratt stated there were to be opened for frankfurters, and bids were received from:

Shaheen  
Essem

Commissioner Pratt stated there were to be opened for convection steamer, and bids were received from:

NorthEast Foods Service  
Interstate Restaurant Supply  
Calico Industries  
United East Food Service  
Holyoke Equipment

Commissioner Pratt stated there were to be opened for linen, and bids were received from:

Star, Silk & Woolen Co.  
Victor Rome Sales Corp.  
Poseiden Supply  
JTB Enterprises

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Date \_\_\_\_\_

**MOVED BY: Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners for the linen and steamer.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt allow Mr. Sturtevant to award the bids for frankfurters and turkey in the best interest of the County or to the lowest bidder.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Mr. Sturtevant stated that last year scratch-resistant bedside cabinets were purchased for the Nursing Home, which in essence a sole-source vendor in an effort to keep all the furniture in the Nursing Home the same.**

**Commissioner Battles stated that the Commissioners would sign the bid waiver, and were awaiting Commissioner Barka's signature, as he was not present.**

**Commissioner Battles stated that Mr. Sturtevant and Commissioner Pratt were attending a meeting in Concord with regard to the Association's intervention in the MediCare lawsuit made by the private nursing homes against the State.**

**TELECOMMUNICATIONS DEPARTMENT:**

**Mrs. Young stated that there was a Telecommunications Meeting Friday, June 27 at the Sheriff's Office.**

**Commissioner Battles stated that the Sheriff's Office had a pre-bidders meeting for the consoles, and the closing of that bid has been extended to August 8.**

**Cheryl Hurley stated that Representative Janet Arndt had called yesterday, and that there was a Register of Deeds Subcommittee Meeting on Friday at 9:30 AM.**

**Commissioner Battles stated that the Register of Deeds' revenues were ahead of schedule.**



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Date \_\_\_\_\_

Commissioner Battles requested reports be coordinated with the Commissioners' Office, because the Commissioners needed to review them before they were distributed.

Commissioner Pratt stated that at the last meeting of the County Association Executive Committee, it was voted to oppose the bi-monthly collection of transfer taxes at the Register of Deeds Offices. The concern is that if they go to bi-monthly, daily collection was next. Commissioner Battles requested that Theresa Young provide the Commissioners' Office with a written report of the fiscal impact on the county revenues.

**MOVED BY:** Commissioner Battles to authorize Commissioner Kate Pratt to negotiate with banks to obtain commercial credit card accounts for the use of the Rockingham County Commissioners and other County Departments.

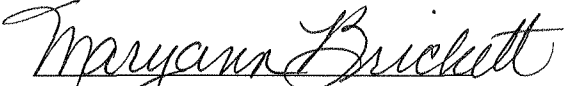
**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

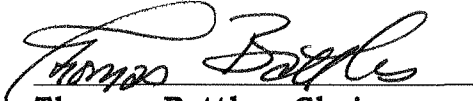
Commissioner Battles announced that the Commissioners would be attending the Annual NACO Conference in Baltimore July 11-15.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 9:42 AM. Commissioner Pratt seconded the motion and all voted in favor.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Thomas Battles, Chairman  
Rockingham County Commissioners

/meb

Date 7/8/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
Human Resources Department  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
July 1, 1997**

**Present: Commissioner Pratt  
Commissioner Barka**

**Also present: Martha Roy and Roy Morrisette, Human Resources;  
Officer Joseph Pantelakos;**

**Commissioner Katharin Pratt called the meeting to order at 10:10 AM.**

**Commissioner Barka made the motion to go into Non-Public Session at  
10:15 AM under NHRSA 91A:3 II(a).**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously and all voted in the  
affirmative on a roll call vote.**

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
HUMAN RESOURCES DEPARTMENT  
ROCKINGHAM COUNTY NURSING HOME  
July 1, 1997**

**Those present were Commissioner Pratt, Commissioner Barka, Martha  
Roy, Roy Morrisette, Joseph Pantelakos.**

**Thomas Mauzy Grievance Step IV:**

**The Commissioners heard evidence and testimony presented by the Union  
and the Human Resources Department.**

**The Board took the matter under advisement.**

**There being no further business to come before the Board of Rockingham  
County Commissioners in Non-Public Session under RSA Chapter 91A:3 II  
(a), Commissioner Pratt moved to go out of Non-Public Session on a Roll  
Call vote at 11:00 AM.**

**SECONDED: Commissioner Barka.**

**VOTE 2 Yea. Motion passed unanimously.**

Date 7/8/97

**MOVED: Commissioner Pratt to adjourn at 11:00 AM.**

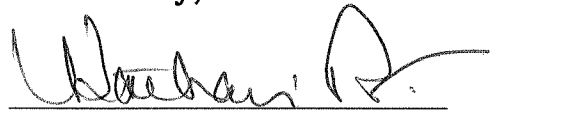
**SECONDED: Commissioner Barka.**

**VOTE 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Martha Roy, Director  
Human Resources**

**Received by,**

  
**Katharin K. Pratt, Vice Chair  
Rockingham County Commissioners**

MB  
Date 7/22/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**July 8, 1997**

**Present:**       **Commissioner Pratt**  
                  **Commissioner Barka**

**Also present:**       **Mrs. Cathy Stacey, Register of Deeds; Sheriff Daniel Linehan, Sheriff's Department; Mrs. Mary Currier, Conservation District; Mr. Gene Charron, Department of Corrections; Kathy Nikitas, County Attorney's Office; Mrs. Cheryl Hurley, Delegation; Mrs. Martha Roy, Director, and Roy Morrisette, Human Resources; Mr. Bill Sturtevant, Nursing Home Administrator; Mr. Ernie Woodside, Engineering/Maintenance; Diane Gill, Human Services; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**       **Representative Joe Guthrie; Alex Coolidge, Foster's Daily Democrat.**

**Vice Chair Katharin Pratt called the meeting to order at 9:06 AM.**

**The minutes of the June 24, 1997 meeting would be voted on next week, as Commissioner Barka was not present at that meeting, and Commissioner Battles was not present at this meeting.**

**REPORT FROM THE NURSING HOME:**

**Mr. Sturtevant stated that bids for linen were opened at the last Commissioners' Meeting, and he would recommend the bid be awarded to Star Silk & Woolen Co., JTB Enterprises, and Victor Rome, the low bidders. Some samples that were received were poor quality, did not meet specifications, and were rejected.**

**MOVED BY: Commissioner Barka to accept the linen bid award recommendations of the Nursing Home Director, Mr. Bill Sturtevant.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

MB  
Date 7/22/97

Mr. Sturtevant stated that bids were opened at the last Commissioners' Meeting for convection steamers, with an extended warranty. Mr. Sturtevant recommended NorthEast Foods Service, the low bidder in the amount of \$14,820.00.

**MOVED BY:** Commissioner Barka to accept the convection steamer and extended warranty bid award recommendation of the Nursing Home Director, Mr. Bill Sturtevant.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Mr. Sturtevant stated that the Job Fair held two weeks ago was successful, with applications for Dietary, Nursing Home and CNA positions. Mr. Sturtevant hoped to run another Job Fair after Labor Day, and wished to thank everyone who assisted in making the Job Fair successful.

Commissioner Barka opened bids for Nursing Home lounge/reclining chairs. Bids were received from:

Red Lion Health Care  
TotalMed

**MOVED BY:** Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Barka opened bids for frozen meat. Bids were received from:

North Center  
Hall-Smith Sysco  
Shaheen Brothers  
Jordans  
Cambridge Packing

**MOVED BY:** Commissioner Barka to have Mr. Sturtevant award the bids to the low bidder, or in the best interest of the County.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Date MB  
7/22/97

**Commissioner Barka opened bids for provisions. Bids were received from:**

**Jordans  
North Center  
Donahue Brothers  
Shaheen Brothers  
Hall-Smith Sysco**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant award the bids to the low bidder, or in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for paper goods. Bids were received from:**

**Hall-Smith Sysco  
Central Paper  
Rite USA  
Portsmouth Paper  
Banner Systems of Massachusetts, Inc.  
Interboro Packaging  
Allied Supply Co.**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation in the best interest of the County at the next Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Mr. Sturtevant reported that the new beds were being delivered at this very moment.**

**Mr. Sturtevant had a bid waiver, which would be placed on the agenda for the next Commissioners' Meeting, as Commissioner Battles was absent.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Pratt circulated the tentative schedule for the September meeting for NHAC, with a request from NHAC that everyone please register early.**

mb  
Date 7/22/97

Commissioner Pratt stated that Friday, July 4, there were fireworks at the County Complex. Afterwards the EFFORTS employee volunteer group sold refreshments and experienced a record-breaking profit of over \$5,000 for the benefit of the Nursing Home. Commissioner Pratt wished to thank the Brentwood Fire Department for putting on the fireworks display.

Commissioner Pratt stated that payable checks for NYNEX bills had a very tight turnaround period, and suggested all departments send the Fiscal Department the warrant for these bills as soon as they were received. A photocopy should be kept for reconciliation purposes, but the original should be sent immediately to Fiscal in order to get processed on time.

**REPORT FROM THE COUNTY ATTORNEY:**

Kathy Nikitas reported that the Portsmouth District Court lease needed to be initialed due to a further revision. Kathy Nikitas thanked the Maintenance Department for all their assistance in the Portsmouth District Court move.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated that the Register of Deeds Office had a record-breaking month in June. She sent the State of New Hampshire a check in the amount of \$1,060,000. Tax stamp revenues for July thus far totaled \$525,000.

Cathy Stacey had a bid waiver for a Prostar processor, which would be placed on the agenda for the next Commissioners' Meeting.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated that one of the new vans had been completely put together, radio, light, sirens, etc. The other vans were in the process of being put together. Sheriff Linehan expected the transportation program to be operational within two weeks.

Sheriff Linehan traveled to the Portsmouth District Court last week and would be obtaining keys for the lockup at that facility. The deputy who goes there will remain there until the close of court session that day. This was to be the solution to the Portsmouth lockup problem.

Sheriff Linehan stated that with regard to the Rye water tower, some radio equipment had to be moved for repair. The problems should be resolved very soon.

Sheriff Linehan stated that his report should be ready soon for the quarterly report.

MB  
Date 7/22/97

Commissioner Barka recommended that Sheriff Linehan make a study of salaries for the various counties with regard to dispatch personnel. Sheriff Linehan stated that he wished to eliminate the position of call taker and upgrade the position to Dispatch I.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that her department had signed the contract with the Department of Environmental Services for a \$12,000 grant to continue the storm water management program, which would be targeting the Lamprey River watershed. Her department was working with the Rockingham County Planning Commission and combining it with the Exeter River watershed project to make revenues go further. They were well on the way toward getting the contract signed with the New Hampshire Office of Emergency Management for the Taylor River project in Hampton.

The expanded Fall bulb program was under way, and fliers will be going out very shortly.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron stated that due to an increase in the immigration population, they were experiencing \$1,000 a day in revenue. He was concerned about the number of females at the State Prison, which was up 23.

Mr. Charron stated that Project Community Phase II was going well.

At the July 4 festivities, the kid care program was a big hit, with prints and pictures.

Mr. Charron stated that he had an annual renewal contract with IKON. The contract had in fact expired, and he would be contacting several companies for bids. The Commissioners would vote on this matter at the next meeting, as Commissioner Battles was not present.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that a draft of the Personnel Policies & Procedures would be available on July 14. Human Resources expected to have input back from O/DD's and the EAC by July 23. The Employee Handbook would be available in draft by July 29.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**



MB  
Date 7/22/97

Diane Gill presented her monthly report for May, including an article which appeared in the Derry News on the Mediation Program in Derry.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Ernie Woodside stated that all his issues would come under new business.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robyn Wojtusik stated that Nancy Adams was working on the master gardening project. A proposal had been drafted to present to the Commissioners and Mr. Woodside. A meeting of all persons involved would be scheduled for Wednesday or Thursday when the Commissioners returned from the NACO Conference. Robyn would call the Commissioners' Assistant to schedule a meeting time and date.

The Cooperative Extension still did not have all their Sprint lines, and would contact Paul Ardagna for assistance.

**REPORT FROM MAINTENANCE DEPARTMENT:**

Mr. Woodside stated there were RFPs to be opened for the fire sprinkler system and the snack bar hood system. One bid was received from REM-C Fire Protection Systems.

**MOVED BY:** Commissioner Barka to have Mr. Woodside shop the bid and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Barka opened the bids for the snack bar hood system, and bids were received from:

Amoskeag Fire Equipment  
Advance Fire Protection

**MOVED BY:** Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Date MB  
7/22/97

Mr. Woodside recommended awarding the roofing bid to Mike's Roofing, and the flooring bid to Cadieux's Flooring.

Commissioner Barka questioned if the Maintenance Department could do the flooring, and would not agree to award the flooring bid to Cadieux's Flooring until Commissioner Battles had returned to the office to discuss the matter further.

**MOVED BY:** Commissioner Barka to accept the recommendation of the Maintenance Department to award the roofing bid to Mike's Roofing not to exceed \$75,000.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

As no one was present from Fiscal or Telecommunications, the Management Information Services RFP opening would be put on the agenda for the next Commissioners' Meeting.

Commissioner Pratt requested Mr. Woodside prepare a brief report to the Commissioners on the projects and timelines for the Maintenance Department for the remainder of 1997.

Mr. Woodside stated that the bid waiver for the elevators in the Blaisdell and Fernald Buildings had two signatures, and was just waiting for Commissioner Barka's signature.

As there were not three Commissioners present, the vote for the elevator improvements would be placed on the agenda for the next Commissioners' Meeting.

There being no further business to come before the Commissioners, Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II(e).

**SECONDED:** Commissioner Barka.

**VOTE:** 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 10:00.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
July 8, 1997**

MB  
Date 7/22/97

Those present were Commissioner Pratt, Commissioner Barka, Kathy Nikitas, and Maryann Brickett, Executive Assistant to the Commissioners.

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) & (a), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

**SECONDED: Commissioner Barka.**

**VOTE 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Barka to indemnify County Attorney William R. Hart in a recent lawsuit brought against him by Michael F. DiCroce, and to have a subsequent meeting with the Commissioners and Bill Hart to select legal representation for Mr. Hart's defense.**

**SECONDED: Commissioner Pratt.**

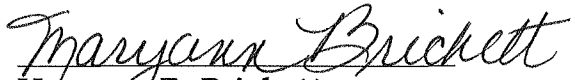
**VOTE: 2 Yea. Motion passed unanimously.**

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 10:08 a.m.

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

Respectfully submitted,

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

Received by,

\_\_\_\_\_  
**Katharin K. Pratt, Vice Chair**  
**Rockingham County Commissioners**

/meb

Date MB  
8/5/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**July 22, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Mrs. Cathy Stacey, Register of Deeds; Sheriff Daniel Linehan and Chris Croto, Sheriff's Department; Mrs. Mary Currier, Conservation District; Mr. Gene Charron, Department of Corrections; Mr. Bill Hart, County Attorney; Mrs. Theresa Young, Fiscal Department; Mrs. Martha Roy, Director of Human Resources; Mr. Bill Sturtevant, Nursing Home Administrator; Mrs. Jude Gates, Engineering & Maintenance; Diane Gill, Human Services; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Representative Joe Guthrie; Alex Coolidge, Foster's Daily Democrat; Paul Sylvain, Exeter News-Letter; Tom Sylvain, visitor; Karen Harrigan, Union Leader.

Commissioner Battles called the meeting to order at 9:08 AM.

**MOVED BY:** Commissioner Pratt to approve the minutes of the June 24, 1997 Commissioners' meeting.

**SECONDED:** Commissioner Battles.

**VOTE:** 3 Yea. Motion passed unanimously.

**MOVED BY:** Commissioner Barka to approve the minutes of the July 8, 1997 Commissioners' meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE COMMISSIONERS OFFICE:**

Date MB  
8/6/91

Commissioner Battles announced the opening of an Employee Resource Library for all County personnel in the Human Resources Department. Various subject include audio and video tapes and C.D.s to learn about such topics as professional development, various computer programs or health concerns. For more information contact Joanne Shultz, the new Administrative Assistant to Martha Roy, at X3560.

Commissioner Battles stated that there had been quite a bit of correspondence to the Commissioners' Office from Senator Judd Gregg, Senator Bob Smith and Congressman John Sununu with regard to the Commissioners' letters regarding the EPA regulation around the medical waste incinerator. The Commissioners have been informed that the deadline for small medical waste incinerators has been pushed back to 1999, with the possibility of an exemption for smaller incinerators like Rockingham County Nursing Home.

Commissioner Battles met with FEMA last week in Washington, D.C. and things are positive, but could not say for certain that Rockingham County would receive all the rest of the money hoped for. The draft report that has come out is positive.

Commissioner Battles stated that RFPs have gone out for food services in the jail; for a survey of County land, starting at the Ladd Farm. Commissioner Battles stated that there was development going on behind the Ladd Farm and it was time to have the property surveyed. Also an RFP has gone out for the fire detection system in the Nursing Home atrium.

Commissioner Battles requested self-introductions for visitors: Paul Sylvain, Tom Sylvain, Alex Coolidge, Rep. Joe Guthrie and Karen Harrigan, the new reporter from the Union Leader.

Commissioner Battles stated that the Nursing Home was holding a 100th birthday celebration for Mrs. Blanche Duston on July 27 from 1-3 p.m. All were invited to attend, and could sign the birthday cards the Commissioners' Office brought for Mrs. Duston.

#### REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey gave a revenue report for the second quarter. Mrs. Stacey also stated that there was a meeting on June 18 with the Department of Revenue Administration regarding the change to the once a month transfer tax payment. The result was that the Administrative Rules Committee objected to this request, stating that they were not going to change at this point. The response to this statement was that the DRA would try to get the State to administer the transfer tax.

MB  
Date 8/5/97

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated he had some bid waivers under new business.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that the contract for the Taylor River Project has been awarded in the amount of \$90,000 for the stream stabilization through FEMA. Mrs. Currier and Jude Gates met with OEM and FEMA in Concord on Monday regarding the County project.

Mrs. Currier stated that the National Urban and Community Conservation Conference would be this November in Columbus, Ohio if anyone wished to attend. She would make a copy for anyone who wished a copy.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron stated that the current population was 245. There had been a birth this weekend, and the baby had been born with heroine withdrawal.

Mr. Charron also stated that the Department of Immigration was coming in Thursday for a tour. Mr. Charron would be on vacation next week, and he had two items under new business.

Commissioner Battles stated that he would be meeting with someone from Superior Court this week and they would be discussing alternative sentencing. Commissioner Battles requested County Attorney Bill Hart to remain after the Commissioners' Meeting to discuss this matter.

Mr. Charron stated that an RFP had gone out for medical services for this year.

Commissioner Battles stated that the revenues for Federal prisoners was over 200% of projected revenue for the jail this year. Mr. Charron was to be congratulated for that figure.

**REPORT FROM THE FISCAL DEPARTMENT:**

No report. Commissioner Battles stated that he had received the draft cost benefit analysis and the Commissioners wished to meet with Mrs. Young regarding suggestions.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that the new Employee Resource Library was available for everyone. Mrs. Roy stated that the comments to the Personnel

MB  
Date 8/5/97

Policies & Procedures were due tomorrow. Cathy Stacey and Bill Sturtevant had responded thus far.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Diane Gill circulated a couple of newspaper articles, one from the Portsmouth Herald regarding Jackie Tarbox' Community Diversion Program. She has 8 children in her program to work on the Cancer Society Relay this year. The other is an article about the Home for the nuns in Windham opening up to the public. That would expand the County's Medicaid liability.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Jude Gates stated that Mr. Woodside was on vacation this week. She and Mrs. Currier had gone up to Concord yesterday to meet with FEMA, Grace Walker and George Musler from OEM. The discussions were to prevent future damages. They are looking at different alternatives for the County, such as reinforcement work on the dam. The County needs to provide them with information at this point to proceed with their cost benefit analysis. Mrs. Gates had received some information from Mr. Sturtevant on the costs of evacuating the Nursing Home in an emergency.

Commissioner Battles stated that the County needed to include the costs for the Sheriff's Department in the cost for the Jail. The County has the cost for the evacuation of 125 prisoners.

This was a very positive meeting and they have a clear conception of what the County's problems are and the layout of the land. Things look good at this point.

Commissioner Battles stated that the culvert size had been discussed, along with the possibility of placing a levy behind the Jail, the possibility of some dredging of the pond, etc.

Commissioner Battles stated that the County had to jump through a lot of hoops and he expressed a desire for FEMA to just return the \$200,000 of remaining funds to the County. Mrs. Currier stated that a topical survey needed to be done and the County needed to shore up the dam. Commissioner Battles stated that the County would be providing the labor costs for the survey.

Judge Gates stated that there were renovations going on in the Underhill building. There was no asbestos present in the sample. Commissioner Battles requested Jude Gates put that in the form of a memo to the departments concerned, as to how to proceed when working with materials that are suspected of containing asbestos materials.

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**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his report and stated that bids were opened at the last Commissioners' Meeting for paper goods. The low bidders were Bay State, Central Paper, Portsmouth Paper and Sysco HallSmith. Mr. Sturtevant recommended that the bid be awarded to those vendors.

Mr. Sturtevant stated that bids were opened for lounge chairs in the Nursing Home Department. There were two bidders, Total Med and Redline Medical Supply. Mr. Sturtevant recommended the bid be awarded to the low bidder, Redline Medical.

**MOVED BY:** Commissioner Barka to accept the recommendation of the Nursing Home Administrator to award the bids to the low bidders.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant requested permission to remove Brite USA and Interboro Packaging from the bid list as they rarely bid on paper goods.

Mr. Sturtevant stated that Memories Ice Cream in Kingston was donating ice cream to the Nursing Home in recognition of July's National Ice Cream Month. There would be an ice cream social for the residents and staff in the next couple of days. There was an annual ice cream smorgasbord, sponsored by E.F.F.O.R.T.S. on Thursday, August 21, with a drum corps marching in the parking lot. Path Lab has donated the funds for the purchase of the ice cream.

Mr. Sturtevant had bid openings under new business.

**REPORT FROM TELECOMMUNICATIONS:**

Mrs. Young stated that the telephone RFP had gone out were due Friday. Telecommunications was trying to have another meeting at 8:30 tomorrow morning at the Sheriff's Department to go over the MIS bid. They wished to include Sherm Packard and Representative Letourneau to update them on these issues.

Commissioner Battles stated that the telephone RFP needed to be done right away due to the voice mail problems.

Commissioner Battles asked Martha Roy if the posting had gone out yet for the Telecommunications position for the half year. Mrs. Roy said to the best of her knowledge - no. Commissioner Battles stated that the



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position was funded for a half a year in Telecommunications due to the fact that the person in that position was resigning.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robyn Wojtusik stated that she needed to set up a meeting with the Commissioners to go over the plans for the Masters Gardening Program. The meeting would be next week, as Ernie Woodside was on vacation this week. Any day but Wednesday was good for her.

Commissioner Battles stated that other counties in Maine were sponsoring a Master Gardening Program. This is a public garden sponsored by the University's Cooperative Extension. It's a demonstration garden as well as a garden to visit and admire. They train Master Gardeners, who in turn donate a minimum of 40 hours in community service back to the County and to the garden effort. This is a very different concept. Commissioner Battles thanked Robyn for all her effort on this program.

**NEW BUSINESS:**

**Register of Deeds:** Commissioner Battles stated that the Commissioners had signed a bid waiver for upgrade maintenance contract for the Kodak Prostar II, a sole source vendor. Cathy Stacey stated that the Register of Deeds Office had purchased a used Prostar II to replace the Prostar I. The bid waiver was for the increase in the maintenance contract.

**Sheriff's Department:** Commissioner Battles stated that the Commissioners had signed bid waivers for the Sheriff's Department. Sheriff Linehan stated that Magson had filed Chapter 11 and that the Sheriff's Department had stopped doing business with Magson.

Commissioner Battles stated that the County had accepted a donated used Ford Aerostar van with 60,000 miles on it from Portsmouth Ford for the sum of \$1.00.

**Corrections:** Commissioner Battles stated that the Corrections Department had a bid waiver for the annual contract for services on the photocopier machines. It was processed by three Commissioners. Mr. Charron requested the bid waiver go to IKON, after calling several other vendors.

Mr. Charron stated that he wished to award the bid for paper and plastic to the low bidder, Portsmouth Paper for most of the items. Commissioner Battles stated he should request a better price for the other items.

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**MOVED BY:** Commissioner Barka to award the paper/plastic bid to Portsmouth Paper Company per the recommendation of Mr. Charron.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**Maintenance:** Commissioner Battles stated that a bid waiver had been processed for some maintenance work in the Nursing Home elevators. Jude Gates stated this work was necessary as a safety issue.

Commissioner Battles asked Jude Gates why the carpet bid was being sent to an outside bidder, instead of the Maintenance Department. Jude Gates explained that the Maintenance Department did not have the expertise, the proper equipment, nor the time to do a job of that proportion. It would take a lot of skill to measure, properly cut and install this multi-departmental carpet job.

**MOVED BY:** Commissioner Pratt to award the carpet bid to Cadieux's Flooring.

**SECONDED:** Commissioner Barka in opposition. Commissioner Barka felt the Maintenance Department should do this job.

**OPPOSED:** Commissioner Barka.

Commissioner Pratt stated this was for two buildings, and the Sheriff's Department. She had requested a list of project from Mr. Woodside which he needed to do during the remainder of the year, and thus she recommended contracting this particular job out.

**Nursing Home:** Mr. Sturtevant stated that the salary line bid waiver was for the Nursing Home bonuses which were given in recognition for the great annual inspection. This had already been processed.

**MOVED:** Commissioner Barka to award the bid for the Snack Bar hood system to Amoskeag Fire Equipment, Inc. in an amount not to exceed \$2,450 per the recommendation of the Maintenance Department.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**MOVED:** Commissioner Barka to award the bid for the fire sprinkler system upgrade to REM-C Fire Protection Systems, Inc. in an amount not to exceed \$5,500 per the recommendation of the Maintenance Department.

MB  
Date 8/5/97

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for caddie carts, and bids were received from:**

**Holyoke Equipment Company  
NorthEast Food Service**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for dietary trays, and bids were received from:**

**Direct Supply  
Interstate Restaurant Equipment  
United East Food Service Supply Co.  
Holyoke Equipment Co.  
American Foods Service Equipment Co.  
NorthEast Food Supply  
Colin Industries**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for frozen foods, and bids were received from:**

**Sysco HallSmith  
North Center Foods  
Shaheen Brothers  
J. P. Foods  
Jordans**

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Date 8/5/97

**MOVED BY: Commissioner Barka to have Mr. Sturtevant award the bid to the lowest bidder in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for eggs, and bids were received from:**

**Shaheen Brothers  
Seagull Eggs Co.  
Wiggin Egg Service, Inc.**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant award the bid to the lowest bidder in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for provisions, and bids were received from:**

**J. P. Foods  
Shaheen Brothers  
Jordans  
North Center Foods**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant award the bid to the lowest bidder in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for the boundary survey for the County property, and bids were received from:**

**Rockingham County Conservation District  
James M. Lavelle  
Jones & Beach Engineers, Inc.  
Parker Survey Assoc., Inc.  
RSL Layout & Design, Inc.**

**MOVED BY: Commissioner Pratt to have Mr. Woodside shop the bids and make a recommendation at the next Commissioners' Meeting.**

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to have Mr. Woodside revise the roofing bid, originally awarded to Mike's Roofing in the amount of \$75,000 to say NOT TO EXCEED \$70,000.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE COUNTY ATTORNEY:**

County Attorney Bill Hart stated that he had attended the National District Attorney's Convention recently. From that convention, he learned that Rockingham County was right on target regarding information processing, training, and gave the Commissioners thanks for their efforts. The personnel policies which have been implemented were working well and the County was in great shape in that area as well. Mr. Hart thanked Martha Roy for all her efforts on the Policies & Procedures Manual also.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 10:05 a.m.

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

Respectfully submitted,



**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

Received by,

\_\_\_\_\_  
**Ernest P. Barka, Clerk  
Rockingham County Commissioners**

/meb

Date MB  
8/5/97

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to have Mr. Woodside revise the roofing bid, originally awarded to Mike's Roofing in the amount of \$75,000 to say NOT TO EXCEED \$70,000.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE COUNTY ATTORNEY:**


County Attorney Bill Hart stated that he had attended the National District Attorney's Convention recently. From that convention, he learned that Rockingham County was right on target regarding information processing, training, and gave the Commissioners thanks for their efforts. The personnel policies which have been implemented were working well and the County was in great shape in that area as well. Mr. Hart thanked Martha Roy for all her efforts on the Policies & Procedures Manual also.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 10:05 a.m.


**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

Respectfully submitted,

  
**Maryann E. Brickett**  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
**Ernest P. Barka, Clerk**  
Rockingham County Commissioners

/meb

MB  
Date 8/19/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**August 5, 1997**

**Present:**      **Commissioner Battles**  
                  **Commissioner Pratt**  
                  **Commissioner Barka**

**Also present:**      **Mrs. Cathy Stacey, Register of Deeds; Chris Croto, Sheriff's Department; Mrs. Mary Currier, Conservation District; Mr. Gene Charron, Department of Corrections; Kathy Nikitas, County Attorney's Office; Cheryl Hurley, Delegation; Mrs. Jayne Jackson, Fiscal Department; Mrs. Martha Roy, Director of Human Resources; Mr. Bill Sturtevant, Nursing Home Asst. Administrator; Mr. Ernie Woodside, Engineering & Maintenance; Diane Gill, Human Services; Paul Ardagna, Telecommunications; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Representative Joe Guthrie; Paul Sylvain, Exeter News-Letter; Karen Harrigan, Union Leader; Richard A. Carr, The Insurance Exchange.**

**Commissioner Battles called the meeting to order at 9:08 AM.**

**MOVED BY: Commissioner Pratt to approve the minutes of the July 22, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles stated that the Commissioners received a call on Friday of last week and was informed that FEMA has denied the County's application for reimbursement. The County is in the process of appealing this matter. Commissioner Battles read a copy of a letter to from George Musler (OEM) to Mr. Sommers, of the Brentwood Board of Selectmen. The letter states that FEMA has given tentative approval to include the Town of Brentwood in the FY97-98 remapping program. Commissioner Battles stated that this letter was the result of the Board of Commissioners request that the Town of Brentwood ask FEMA for a remapping and this is their commitment to do the same.**

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Commissioner Pratt stated that the Personnel Manual was being held up due to some further changes. The manuals would be in department mailboxes soon. Final changes should be back to Human Resources by next Wednesday. Martha Roy commented that she would welcome calls regarding matters that concerned people, but she wished the final comments in by next Wednesday. Commissioner Pratt stated this was to assure that they would be ready for the August 14 Personnel Advisory Commission Meeting.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey presented the Commissioners with a copy of a letter she received from Commissioner Stan Arnold, New Hampshire Department of Revenue Administration. Commissioner Pratt was at the Association of Counties Meeting on Friday and there was a discussion at that meeting that Commissioner Arnold was going to attempt legislation to totally take over the administration of the transfer tax through a filing of a tax return.

Commissioner Battles questioned if Commissioner Arnold had taken into consideration the loss of tax revenue to the taxpayers. Cathy Stacey commented that Mr. Arnold's concern was that he believed he could save the State a lot more money, which is a possibility but felt that he would have to create more new jobs to administer this process. Mrs. Stacey felt that to the general public it would be a nightmare, as the only way the public can determine what a parcel of property sells for is by the transfer tax affixed to the face of the deed. Assessors, appraisers, realtors and the public cannot come in to her office and find out how much a property sold for. There was testimony given at the meeting to the fact that currently Maine operates with this return system, and that it is indeed a nightmare for the appraisers, realtors and general public. Information is no longer accessible.

Commissioner Pratt stated that there would be no immediate collection of the tax, and the funds might be paid at some point, and there would be repercussions throughout the whole State. It had not been a success in Maine and Rockingham County did not feel it would be successful in New Hampshire either.

Commissioner Barka felt that the State had a great deal due to the fact that out of the revenues collected by the Registry of Deeds, 96% went to the State, and 4% to the County. Mrs. Stacey also commented that her department did all the reports, the bookkeeping, everything is filed in one neat package every month, a yearly report is given, and the State had no obligation but to collect revenues. The State benefitted about \$8-9 million dollars and only had to cash the checks. Mrs. Stacey also commented that their office, as an agent of DRA, was the watchdog for the State when someone declined to pay the tax or to monitor possible wrongdoing at the County level.



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Commissioner Barka commented that the State was always trying to meddle with this system, and Commissioner Battles stated that this was just another layer of red tape. Mrs. Stacey stated that the County and Deeds Association would continue to fight this matter, and would appreciate the Commissioners bringing this issue up when speaking with any State Reps and Senators, that the County was opposed to this issue.

Representative Guthrie who was present at this Commissioners' Meeting asked if the bill had been filed yet. Mrs. Stacey stated that it had not been filed yet, but that Mr. Arnold had sent this letter directly to the Governor stating that he wished to take over this task and was in favor of legislation to make this happen.

Commissioner Barka stated that a letter should go to all the County Legislators also. Mrs. Stacey stated that Mr. Arnold attempted last month to go before Administrative Rules and have it changed, and he was thwarted immediately. This issue had been going on for about three years. Commissioner Battles asked Mrs. Stacey what the loss of tax revenue would be to the real estate taxpayers. Mrs. Stacey stated that an approximate figure would be about \$400,000 in this County alone, plus whatever problems would arise from people trying to find out how much property sold for. If this information cannot be accessed, it just snowballs. People will still be coming to the Registry of Deeds for this information, and would not be able to find it at DRA, which is understaffed and underequipped to have the public access information from that office.

Mrs. Stacey presented quotes and awards for paper products to the Commissioners. Mrs. Stacey announced that Saturday would be the Old Home Days in Sandown at 10:00 a.m. and she would be participating in the bathtub race. The elected officials have challenged the town Selectmen in the race. Her team is comprised of Senator Jack Barnes, Register of Probate Charles Thayer, and Representative Tom Varrell from Sandown.

Commissioner Battles stated that the Commissioners had a meeting with some representatives from Administrative Services at 10:30 next Tuesday, and wished Mrs. Stacey, Bill Hart and Sheriff Dan Linehan to attend. One of the issues Commissioner Battles had requested to be placed on the agenda was the fact that when the Court House closes, it requires that the County close as well. This issue may be resolved, and other minor issues would be resolved as well, i.e. proper supplies in restrooms, etc. Commissioner Battles felt that this would be a very positive meeting.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron stated that there were 23 Federal prisoners in the County Jail this week, and the total population is 233, with 211 in the facility.

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Commissioner Battles questioned if there were any 17 year olds in the Jail. Mr. Charron stated yes, and they were in a special area to protect them from the other inmates. Commissioner Battles asked Mr. Charron to call the Governor's Office and speak with Robin Reardon, legal counsel for Governor Shaheen. There is a change going on at the top of the Department of Corrections, and the County wishes to maintain the working relationship with them. The County did not wish to have female prisoners back as it would be very disruptive for the County. Commissioner Battles has asked Councilor Griffin to come to a Commissioners' Meeting to hear a report on the rise in the State Road in front of the County Complex.

Mr. Charron presented a thank you letter from the Town of Hampstead with regard to Project Community.

Mr. Charron stated that the Project Community inmates were having clothing and sneaker problems. Mr. Charron stated that he would be receiving some replacement clothing donations shortly.

Mr. Charron stated that he had received a call recently from Mr. Florin, from the U.S. Marshall's Office. They were offering 8,000 rolls of concentino razor wire, each roll being 25 feet.

**REPORT FROM THE FISCAL DEPARTMENT:**

No report. Commissioner Battles stated that the Commissioners' Office and the Fiscal Department would be holding an exit interview with the auditors today at 1:00 p.m. and that the Annual Report would be going out soon. The Commissioners' Office is still waiting for Annual Reports from UNH Cooperative Extension, Fiscal Department and the Treasurer's Office.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that the Personnel Policies & Procedures Manual was almost complete, and an employee handbook should be available by the end of August.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Diane Gill presented her June Report. There is an Incentive Grant Review Meeting Thursday. Commissioner Battles stated that he enjoyed Mrs. Gill's report and found it very helpful.

Commissioner Battles stated that he had been attempting to get hold of Commissioner Morton to speak with him about the CDS Program. Commissioner Battles asked Mrs. Gill to give him a projection for the end of the year on the intermediate nursing budget for the third quarter review. Mrs. Gill stated that it would be difficult, as they don't get the necessary information until the end of October.

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**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside present the Commissioners' Office with quotes. Mr. Woodside stated that the temporary boilers should be on line today, and repairs are being done in the boiler plant. Things are going smoothly.

Commissioner Battles stated that Mr. Woodside needed to speak with the Commissioners concerning his bid waiver, which should be changed to indicate \$135,000.00.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his report. There were two residents in the hospital, one death over the weekend, and 16 applications for admission. Bids were opened at the last Commissioners' Meeting for trays. The bidders were Direct Supply for \$3,405.65, Calico Industries for \$3,420.00, Interstate for \$3006.00, American Restaurant No Bid, United East for \$3,510.00, Northeast Food Service Equipment for \$3,278.00, and Holyoke Equipment for \$2,803.20. Based on the low bid, Mr. Sturtevant recommends the bid be awarded to Holyoke Equipment.

**MOVED BY:** Commissioner Barka to accept the recommendation of the Nursing Home Administrator to award the bid to the low bidder Holyoke Equipment for \$2,803.20.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that bids were also opened at the last Commissioners' Meeting for caddy carts. There were two bidders, Northeast Food Service Equipment for \$2,485.00 and Holyoke Equipment for \$2,348.00. Mr. Sturtevant would recommend the bid be awarded to Holyoke Equipment.

**MOVED BY:** Commissioner Barka to accept the recommendation of the Nursing Home Administrator to award the bid to the low bidder Holyoke Equipment for \$2,348.00.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant reminded everyone that on this Friday the hearing for the preliminary injunction on the New Hampshire Health Care Association vs. Commissioner Terry Morton, in which the Counties are Intervenor is scheduled for 10:00 a.m. at the Merrimack Superior Court. He would be attending with Commissioner Pratt. No decision would be made at this

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point, but either an injunction would be filed, or there would be no injunction, and a court trial would forthcoming. If an injunction was filed, then it would be up to the departments to appeal that decision. This suit is against Commissioner Terry Morton personally as well as The State of New Hampshire. If the Department of Human Services were to lose this case, the cost to Rockingham County would be between \$1 and \$2 million dollars, retroactive to 1994. Commissioner Battles stated that it was important for people to understand that these issues, like Mr. Arnold's issue, had a significant impact on the taxpayers, and people needed to be aware of these issues. Mr. Sturtevant stated that if the lawsuit was lost, the Nursing Home residents would see a rate increase. There would be a severe adverse affect in Diane Gill's budget for the intermediate nursing home care. Diane Gill had 908 people in private Intermediate Nursing Homes throughout the State. There would be three times more adverse affect to Rockingham County's budget.

Commissioner Barka commented that at this point, the County is paying 31% of the cost, the State is paying 19%, and the Federal Government is paying one half.

Mr. Sturtevant stated that he needed a non-public session for a residency application.

**REPORT FROM TELECOMMUNICATIONS:**

Paul Ardagna stated that there was a Telecommunications Meeting on Tuesday, August 12 at 9:00 a.m. in the Sheriff's Department. There would be an interview on August 19 for an MIS person. All the vendors for the telephone system would be notified of the bid review on Friday, August 8, from 9:00 a.m. to 12:00 noon. There would be no soliciting until the evaluation period has ended. The evaluation period would end once the interviews are conducted.

Commissioner Battles requested if the Telecommunications Meeting could be changed due to a scheduling conflict, and he wished to attend this meeting.

Commissioner Pratt requested that the Telecommunications Department forward copies of the agendas and minutes to the Commissioners' Office, and copy all the attendees so everyone will know what is being worked on. Commissioner Pratt stated that she had not received agendas or minutes in quite some time, and requested that Telecommunications resume that practice.

Commissioner Battles stated that there was a question regarding access on the telephone bid. Language in the telephone RFP stated that there would be no public inspection until after the evaluations had been completed.

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**NEW BUSINESS:**

**Corrections Department: Bid Waiver - Bunk Beds:**

Mr. Charron presented a bid waiver for bunk beds, which needed retrofitting. The bid waiver was actually for a welder to do the retrofitting. They bid this last year, and only one person actually came through. This person had his own jig and equipment which doesn't allow smoke to go into the air or the cells, and he has the expertise. The Commissioners signed the bid waiver.

**Social Security Contract Revenue.** Mr. Charron stated that there was a new program that the Department of Corrections wished to take advantage of. Anyone who is collecting SSI while incarcerated for 30 days or more, whether they are pre-trial or sentenced loses their benefits. If an inmate has been in Jail for more than 30 days, the Dept. of Corrections would receive a check for \$100. In the future, persons in jail collecting social security will be impacted as well. The Jail would be receiving a fee from that as well. They will only direct deposit. Commissioner Battles would send a copy of the contract to legal counsel for review.

Commissioner Battles requested Mr. Charron provide the Commissioners' Office with a copy of the Food Services RFP. Mr. Charron stated that he had forwarded copies of the Medical RFP to the Commissioners' Office. Commissioner Battles would forward a copy to legal counsel for review.

Commissioner Battles stated that the Commissioners wanted to pursue the ERRCO Agreement, and sit down with the Department of Labor and several other people to construct the agreement in a way that would work for everyone concerned.

**Human Resources: RFP - Insurance:**

Commissioner Barka stated that the only bidder was The Insurance Exchange. Commissioner Battles requested Martha Roy to analyze the bid and make a recommendation to the Commissioners' Office.

**Nursing Home: Bid Openings - Shades:**

Commissioner Barka opened bids for shades:

Flooring Resources  
Victor Rome Contract Furnishings  
Window Within  
J. R. Langley Co.

**MOVED BY:** Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

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**VOTE: 3 Yea. Motion passed unanimously.**

**Bid Waiver - Nursing Home Software:** Mr. Sturtevant stated that the purpose of the bid waiver was to upgrade the MDS to meet the new State and Federal requirements to transmit. The Commissioners signed the bid waiver.

**Maintenance: Bid Waiver - Capital Improvements**

The Commissioners returned the boiler repair bid waiver for revisions.

Commissioner Battles introduced Dick Carr from The Insurance Exchange.

There being no further business to come before the Commissioners, Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II(e).

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 10:15.**

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
August 5, 1997**

Those present were Commissioner Battles, Commissioner Pratt, Commissioner Barka, Steve Schulthess, Martha Roy, Bill Sturtevant, Christine Croto, Kathy Nikitas, and Maryann Brickett, Executive Assistant to the Commissioners.

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) & (a), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

**SECONDED: Commissioner Barka.**

**VOTE 3 Yea. Motion passed unanimously.**

**MOVED: Commissioner Pratt to waive the residency requirement for application that was presented by Bill Sturtevant.**

**SECONDED: Commissioner Barka.**

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**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED: Commissioner Barka to suspend the practice of voluntary leave time donation of benefit time while the Human Resources Department reviews the policies and returns to the Board of Commissioners for a recommendation and it is reviewed by legal counsel for a revised policy.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

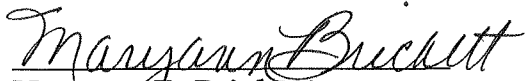
**Commissioner Battles requested that Martha Roy, Human Resources, send a memo regarding the suspended practice to all Department Heads. There also needed to be clarification if we are to reinstitute this policy to be comparable in cost, and also to review the tax ramifications.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 11:30 a.m.**

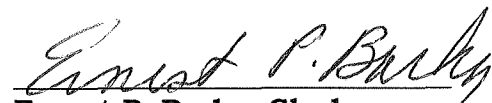
**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**

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\_\_\_\_\_  
Date \_\_\_\_\_

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**August 12, 1997**

**Present: Commissioner Battles**  
**Commissioner Pratt**

**Also present: Sheriff James Daniel Linehan and Chris Croto, Sheriff's Department; Kathy Nikitas, County Attorney's Office; Mrs. Nancy Lang, Nursing Home Administrator; Dawn Barnes, Human Services; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Alan Topliff, Wright Communications; Harris Valden, Ericsson, Inc.; Mark Drown, Ossipee Mountain Electronics; Ernie Morris, Motorola; William Stanek, Stanek Electronics.**

**Commissioner Battles called the meeting to order at 9:15 AM.**

**ITEM iii:**

**Commissioner Battles opened bids for the Rockingham County Sheriff's Department for Dispatch Center Consoles.**

**Modular Communications Systems**  
**Motorola Communications and Electronics, Inc.**  
**Ossipee Mountain Electronics**  
**Ericsson, Inc.**  
**Stanek Electronic Lab Inc. and Communications Controls of CT**

**Commissioner Battles requested Sheriff Linehan notify the vendors of the date for review of the bids presented. Sheriff Linehan stated he was not sure how long his department would need for reviewing all the bids, but would notify the vendors of the award as soon as possible.**

**MOVED BY: Commissioner Pratt to accept the bids and forward same to the Sheriff's Department to make a recommendation to the Board of Rockingham County Commissioners.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**



Date \_\_\_\_\_

**ITEM i:**

**MOVED BY:** Commissioner Pratt to table the award of the insurance RFP for a future meeting to allow the Board of Commissioners more time to review the same with the Human Resources Director.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**ITEM ii:**

Commissioner Battles opened bids for the Nursing Home for Hoyer lift parts, and bids were received from:

Charron Medical Equipment  
TotalMed

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners Meeting.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**ITEM iv:**

Dawn Barnes presented Incentive Funds Review Grant Awards to the Commissioners. Commissioner Battles concurred, with the following changes:

Derry Recreation: Skateboard Park	<i>(not to exceed) \$10,000.00</i>
Exeter School District: Lincoln Str. School	<i><u>Hold until conversation with Commissioners</u></i>
Daniel Webster Council. Add	<i><u>(partial funding per letter from Commissioners not to exceed \$7,351.00)</u></i>

**MOVED BY:** Commissioner Pratt to award the Incentive Fund monies as recommended by the Review Board with the contingencies as discussed at the Commissioners Meeting August 12, 1997.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

The Commissioners and Dawn Barnes scheduled future meetings for:

September 4 at 9:00 a.m.	Review C.O.P.E.
October 9 at 9:00 a.m.	Full grant review

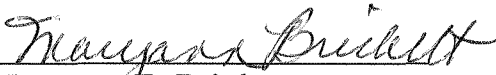
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**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 9:35 AM.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

\_\_\_\_\_  
**Thomas A. Battles, Chairman**  
**Rockingham County Commissioners**

**/meb**

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**August 19, 1997**

**Present:**      **Commissioner Battles**  
                  **Commissioner Pratt**  
                  **Commissioner Barka**

**Also present:**      **Mrs. Cathy Stacey, Register of Deeds; Sheriff Dan Linehan; Mrs. Mary Currier, Conservation District; Mr. Gene Charron, Department of Corrections; Kathy Nikitas, County Attorney's Office; Cheryl Hurley, Delegation; Mrs. Theresa Young, Fiscal Department; Mr. Bill Sturtevant, Nursing Home Administrator; Mr. Ernie Woodside, Engineering & Maintenance; Dawn Barnes, Human Services; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present:**      **Ruth Griffin, Executive Councilor; Representative Joe Guthrie; Exeter Town Manager George Olsen for Seacoast United Way; Paul Sylvain, Exeter News-Letter; Karen Harrigan, Union Leader.**

**Commissioner Battles called the meeting to order at 9:05 AM.**

**MOVED BY: Commissioner Barka to approve the minutes of the August 5, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles stated that Executive Council Member Ruth Griffin would be attending the Commissioners' Meeting today to discuss several issues.**

**The Commissioners distributed draft minutes from the August 12, 1997 Commissioners' Meeting, and the August 14, 1997 County Management Team Meeting.**

**MOVED BY: Commissioner Barka to accept the grant monies of \$3,717 to offset the cost of the Juvenile Intake Assessment Diversion Officer.**

**SECONDED: Commissioner Pratt.**

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**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles circulated a Warrant Policies & Procedures for review by departments, which are to be returned to the Commissioners' Office by Friday with any comments and suggestions.**

**At this point, Ruth Griffin entered the meeting, and Commissioner Battles introduced everyone. The Commissioners discussed with Councilor Griffin the rise in North Road in front of the Nursing Home. This rise in the road is dangerous and sometimes caused serious accidents. In view of the fact that Route 101 is under construction, and much through traffic now uses North Road to visit the New England Speedway, some serious concerns have now risen. Among the concerns are: Speeding vehicles, noise, a number of serious accidents, pedestrian crossing, residents from the Nursing Home crossing the road, and over 500 employees entering and exiting the parking lots daily.**

**Bill Sturtevant gave a brief history of the planning for the improvements to Route 101 and the intersection of Route 125. Ruth Griffin stated that the Department of Transportation met with Senator Barnes on July 28th or 29th and had viewed the site to discuss the noise on the new bridge. At the very least, there should be some "pedestrian crossing" signs, perhaps speed bumps, and lower speed signs.**

**Councilor Griffin stated that these matters should go through the Town Selectmen. There is to be a meeting of the 10-Year Highway Planning Committee in Plaistow on the second Tuesday in October, at 6:30 PM in the Selectmen's Office. The Commissioners and Maintenance should attend this meeting to discuss all these problems and to see about getting funding for the North road project as it is a State road. Ruth Griffin stated the Commissioners should send a letter to the Department of Transportation and herself as Councilor on the Commission for Highways.**

**Councilor Ruth Griffin also suggested getting an item into the highway construction priorities. Although the County had missed the Rockingham County Planning Commission Meeting, the Commissioners should add their issues to the agenda. Even a caution light would be better than nothing at this point. Mrs. Griffin was working with Cliff Sinott, the head of the Rockingham County Planning Commission. Mary Currier also works with the Rockingham County Planning Commission and would be glad to help in any way she could.**

**Commissioner Battles stated that the Commissioners would like to be placed on the agenda for the next Planning Commission Meeting, and a letter to be sent stating that the Commissioners would attend the hearing. Commissioner Battles requested Ruth Griffin let the Commissioners know of anything further steps they could take to make this happen.**

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Representative Guthrie commented that the Selectmen have a lot to say about what is going on in their town. The Department of Transportation will be coming back to the Police Department to find out about the accidents. The County could also ask the Police Department to provide speed limit signs and work within the local community to see what they would be willing to do. Ruth Griffin suggested changing the speed limit.

Commissioner Battles stated that the Commissioners had worked very hard in the last 12 months to establish a good relationship with the Town of Brentwood, and that was the direction the County would go to be consistent with what the County had done in the past. The County had been involved in discussions in the past about the proposed condominium complex to be on one side of County property. A breakfast had been hosted with some of the residents at the Nursing Home to voice their concerns about the noise and traffic. One of the County's State Reps owned property on North Road and was involved with the Speedway, so the Commissioners would be involving him as well.

Mary Currier suggested the Commissioners get together with Chief Red Byrne, as fire support for the County complex involved multiple towns and they would most likely support the Commissioners. The Towns would be very protective of their ladder truck possibly being involved in accidents with speeders.

Commissioner Barka stated that Councilor Griffin had been very helpful to the County in the past with the new Court House.

Cathy Stacey stated that there had been a meeting last week with Commissioner Hill, who was very receptive to the problems and issues at the new Court House. Ray Taylor and Charlie Thayer were also in attendance at that meeting and were vocal and some fruitful discussions occurred. Commissioner Hill did a site visit to the new Court House after the meeting in Commissioner Battles' office. Mrs. Stacey felt that things were moving forward in a very positive direction. Commissioner Battles stated that Mr. Monihan did not attend the meeting. Councilor Griffin stated she believed the line of communication was going in the wrong direction and Mr. Monihan was not addressing the problems he was hearing about. Commissioner Battles stated that Mr. Monihan did in fact get that message clearly. Councilor Griffin stated that in the transition from former Commissioner Eliot Lerner and Mr. Hill, the present Commissioner, many things have fallen through the cracks. Councilor Griffin stated that Commissioner Hill knew she did not intend to allow that to continue. Commissioner Battles further clarified that the State, not the County owns the building.

Cathy Stacey next addressed the issue of the transfer tax with Councilor Griffin and Commissioner Arnold's unsuccessful attempt with Administrative Rules to change the rules. Councilor Griffin stated the Counties in the State should keep on top of this issue to make objections.

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The County's revenues from this were approximately \$400,000 per year. Commissioner Battles stated it was ludicrous to have purchasers of property in Rockingham County to fill out a tax return, there would be significant cost to the taxpayers, and much information would be inaccessible to taxpayers and the general public. These revenues go into the general funds to offset taxes. Commissioner Pratt stated that the tax return method used in Maine is a disaster.

Commissioner Battles introduced Town Manager George Olsen, who was at the Commissioners' Meeting representing the Seacoast United Way. Mr. Olsen discussed payroll deductions for employees. Seacoast United Way raised \$2.8 million dollars every year in the 40 communities served in Rockingham and Strafford Counties. There are 20 communities served by the SUW in Rockingham County, 68 agencies which are provided financial assistance (i.e. Meals-On-Wheels, A Safe Place, YMCA, etc.) Employees can direct where their gift can go, whether to support of the elderly or children, etc. The Seacoast United Way commences their Annual Fund Drive in September and October, and it is usually over by Thanksgiving time. Commissioner Battles requested Bill Sturtevant and Martha Roy to assist Mr. Olsen with this effort. Commissioner Battles stated that the Seacoast United Way has the full endorsement of the Board of Commissioners.

Commissioner Battles stated that New Hampshire was at the top of a lot of things, i.e. taxable income. The Carnegie Foundation has found the State of New Hampshire to be number 1 in child well being and welfare aid to children for 3 out of the last 5 years. New Hampshire is #7 in the country for personal income, and #1 in the country for least amount of taxation on that personal income. But New Hampshire is #50 in the nation for charitable giving per capita. The Commissioners wish to turn that around and be involved in programs such as the United Way, and thanked Mr. Olsen for coming in.

Commissioner Battles next addressed the grant for a skateboard park in Exeter. This committee had come to the County Commissioners for a grant. The Commissioners have approved similar grants in Derry and Raymond. Mr. Olsen stated that this was on the Selectmen's agenda for Monday night. The Board is very favorable of this endeavor. Commissioner Battles thanked Mr. Olsen for coming to the Commissioners Meeting.

Commissioner Pratt stated that the County Management Team had determined that all departments need to send a copy of their Operating Procedures specific to their department to Human Resources before the September meeting. A previous request from the Commissioners' Office had been made by way of memo dated April 24. The September 18 deadline is in effect and steadfast. Division directors and elected officials need to review to make sure they are current and complete. Material relevant to only some departments will be removed from the County's

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Policies & Procedures Manual and incorporated into the department SOP Manual. SOP Manuals must be available to all departmental staff to clarify their conditions of employment.

**MOVED BY:** Commissioner Pratt to concur with a request by the Treasurer to appoint Timothy Dempsey as the Assistant Treasurer.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

Kathy Nikitas presented the Commissioners with a bid waiver. Commissioner Battles stated that he wished to review it prior to signing.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that the RFPs for 319 grant monies are coming out next month from the New Hampshire DES. She would be receiving the application for water quality grant monies. Mrs. Currier asked if the Commissioners were interested in the possibility of putting in a proposal to do some monitoring and installation of some structures off the parking lots that would help the water quality issue. The runoff from the parking lots is an issue. The RFPs which are coming out in September are due in November. This will take some work and Mrs. Currier is willing to apply for some grant money through the District and have it come through the Conservation District. Commissioner Battles stated that this year the Conservation District was moved out of non-County specials and into a part of the budget for planning management. The County has entered into a memorandum of understanding with the Conservation District. The County Complex is basically a miniature, self-sustaining entity. Mrs. Currier stated that this would be a matching grant application. Maintenance would need to be involved with this.

Mrs. Currier next stated that her office had reviewed the plans and will submit a report to the Commissioners on the Household Realty Trust project. Flooding issues, wellhead protection issues, and water quality issues will be discussed. Mrs. Currier has spoken with Mr. Gilbert concerning these issues and they would be included in her letter to the Town of Brentwood. She has a set of plans in her office, this is public information and the public is welcome to review. The Planning Board is meeting on Thursday night. Commissioner Battles requested Mr. Woodside provide input on behalf of the County.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron stated that the jail population this week is 228. An RFP on medical services is to go out this week. Attorney Gearreald had

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reviewed it and had made some minor changes. Commissioner Pratt mentioned the indemnification issue. Commissioner Battles stated that was covered in the new contract. The Commissioners signed the RFP. The RFP is going to 6 vendors.

Mr. Charron stated that food services RFP had some issues regarding adequate portions. The Nursing Home provided adequate portions for the money. Mr. Sturtevant is going over these issues with Mr. Charron.

Commissioner Battles stated that Project Community continues to be very successful and displayed some alternative uniforms for inmates to wear, and asked Mr. Charron to consider collared shirts when purchasing uniforms. Mr. Charron stated that a new trail had been made in the town of Hampton Falls through the efforts of the inmates. They were also working in the town of Derry cleaning up roads.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young stated that she would be getting together with Martha Roy this afternoon to go over the fiscal impact proposed changes to the Personnel Policies & Procedures Manual. Mrs. Young stated that the financial statements are now done for the annual report. Mrs. Young requested that if any department planned to send out a bid for additional computers, the Fiscal Department needed to add to that bid.

Mrs. Young stated that the timeline was complete, and last year's dates needed to be updated, and requested a couple more days to complete. The comparison between 1996 and 1997 was not ready yet. Commissioner Battles stated that the purpose of the time-line was to ensure that the audit financial statements were completed in a more timely manner in future years. Commissioner Battles requested a time-line by the end of the day to send to all departments.

Mrs. Young reminded everyone that she would be out of the office for the next two weeks for training and vacation.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Dawn Barnes stated that she had revised the request for a grant approval. She had done the warrant for the new grants but a number of those checks are going to have to be held pending their reporting for their last year's expenditures. She will advise the Commissioners when those checks can be released. Commissioner Battles requested a copy of the letters being sent out. Commissioner Battles requested a conversation with the Exeter School District.



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**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside stated that NYNEX is starting construction of the switching station. The tile and carpeting for the Human Services Department should be completed this week. The roofing contractor will start today on the repairs to the slate roof on the Extension Services building. The boiler plant is 85% completed on the abatement of asbestos, and approximately 50% completed on the remainder of the boiler plant items relating to the breaching. Some change orders would be required to have approval. The change orders would be approximately \$9,000 and the total cost would be close to \$175,000. The sprinklers are about 80% complete. The defective Omega sprinkler heads are being replaced and Omega is providing the new sprinkler heads.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his report and stated that the Nursing Home census was 292. Last week bids were opened for Hoyer lifts and Mr. Sturtevant recommends the bid be awarded to TotalMed for all parts, with the note that the part for 2 complete seal kits from TotalMed are higher than Charron Medical.

**MOVED BY:** Commissioner Pratt to approve the recommendation of Mr. Sturtevant to award the bid for Hoyer lift parts to TotalMed.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant reminded everyone that graduation for 6 graduate CNAs was to be held at 1:30 in the Atrium. Mr. Sturtevant stated that several staff members had graduated from vocational technical colleges for RN certification and had passed their exams. Commissioner Battles stated that a congratulatory letter would be sent to all the graduates from all of the Commissioners.

Mr. Sturtevant stated that there would be a job fair September 4 from 1:30-6:30 PM, and he would be on vacation from August 26 to September 2.

Mr. Sturtevant stated that the Home Community Based Care Program for the State of New Hampshire is in suspension until mid-September or October. It is driven by the new State budget cuts in Health & Human Services. New people are barred from coming into the Program and in fact a waiting list has been created. This program helps to keep people out of nursing homes and in the community. Commissioner Morton is in favor of this program as an alternative to nursing home care. Mr. Sturtevant stated that there is a pilot program in long-term care counselor in Belknap County, and a pilot program (new eligibles in Cheshire County). The

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purpose of Senate Bill 204 is to have Counties assist in the funding of residential care assisted facilities, and is capped at 50 statewide. Commissioner Pratt stated she believe the figure is 40, a very low number. Mr. Sturtevant stated this is a pilot program. Mr. Sturtevant stated there is a meeting with the Fiscal Oversight Committee in Concord and he has spoken with Rich Crocker from the Department of Health & Human Services voicing his concerns and the effect on the County and residents. Commissioner Pratt stated that the State budget was raised 9% (\$500,000,000) and it was irresponsible to cut the HICPIC. Commissioner Battles stated that this was a cost-shifting to Counties.

Commissioner Battles stated that the Board of Commissioners would send a letter voicing their concerns. Mr. Sturtevant would draft this letter on behalf of the Commissioners, with copies to the Chairman of the Delegation, the Chairman of the Executive Committee, our Legislative Representatives and Senators.

**REPORT FROM TELECOMMUNICATIONS:**

Theresa Young stated that at the August 12 Telecommunications Meeting, two Delegation members were present, Rep. Norman Majors and Rep. Robert Letourneau. They are assisting with the review process of the RFPs for the telephone, and would coordinate with Cheryl Hurley obtaining the Long Range Planning Committee Reports by September 6.

Two interviews were held August 18 for the MIS, one would be held today, and Telecommunications hoped to have a recommendation by the end of the week. The next Telecommunications Meeting will be September 11 at 9:30 a.m. at the Sheriff's Department.

The Mentoring Group is meeting weekly and is doing a weekly report which should aid the Commissioners. Goals for Telecommunications are being set. Commissioner Battles wished the Mentoring Group to encourage Paul Ardagna to attend Commissioners Meetings to give a Telecommunications Report.

**NEW BUSINESS:**

Commissioner Barka opened RFP bids for the Nursing Home Bakery HVAC system. Bids were received from:

Palmer & Sicard  
Hansen & Fox Company

**MOVED BY:** Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation at the next Commissioners Meeting.

**SECONDED:** Commissioner Pratt.

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**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Woodside addressed the jail compressor problems and the requested bid waiver to repair the same. This particular system is a sole source vendor and cannot be replaced with any other type compressor.**

**Commissioner Battles requested Mr. Woodside provide documentation to establish the fact that this was in fact a sole source vendor, and the Commissioners would sign the bid waiver as requested.**

**Commissioner Barka opened bids for juice, and bids were received from:**

**Jordans  
West Lynn Creamery  
Shaheen Brothers**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and award to the low bidder or in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for dolly trucks, and bids were received from:**

**MedLine Industries  
Chafin  
Red Line Health Care**

**MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Kathy Nikitas addressed the bid waiver from the County Attorney's Office. They are working directly with Graphic Computer Solutions in Virginia. This is a criminal records software database for prosecutors offices called "Prosecutors Dialogue." Through a grant program, the County Attorney's Office had received funding for this program. This bid waiver was needed due to the fact that this was a pilot program for the entire country, and thus far, no other vendors provide this software.**

**MOVED BY: Commissioner Barka to approve the bid waiver for the County Attorney's Office.**

**SECONDED: Commissioner Pratt.**

MB  
Date 9/2/97

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey had a request for a bid waiver which the Commissioners signed.

**Other Business:**

Commissioner Battles stated that the Department of Probation is requesting the County consider renting some space to them in the Carlisle Building. The Commissioners are consulting with the law firm of Casassa & Ryan to draw up a lease. The Delegation would vote on the matter. The Probation Department needed to move before the Delegation would be meeting, and the County would need to allow them to move in prior to that, and Commissioner Battles requested the Delegation be positive about such a lease.

Justin Nadeau has made a request for some of the surplus office equipment which had not sold at the auction. The Commissioners are considering donating some of that surplus, and Commissioner Battles requested that Mr. Woodside inform Mr. Nadeau that he needed to make a formal request in writing to the Commissioners.

Commissioner Battles requested a meeting with the Department of Corrections to discuss alternative sentencing.

Commissioner Battles stated that the County was moving forward with the installation of some of the art work in the Superior Court building. Commissioner Barka suggested a plaque be placed on the art work stating it was the property of Rockingham County. Commissioner Battles was in agreement, and also suggested placing a plaque under the portraits giving a little history on the portrait and the person in the picture. No portraits would be hung in any private offices, but only in public areas for viewing.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 11:30 a.m.

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

MB  
Date 9/2/97

Respectfully submitted,

Maryann Brickett  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Ernest P. Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb

\_\_\_\_\_  
M.B.  
Date 9/16/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**September 2, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Mrs. Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Christine Croto, Sheriff's Department; Mrs. Mary Currier, Conservation District; Mr. Gene Charron, Department of Corrections; Cheryl Hurley, Delegation; Pat Sullo, Julian Houle, Jayne Jackson and Judie Milner, Fiscal Department; Mr. Bill Sturtevant, Nursing Home Administrator; Mrs. Jude Gates and Mr. Ernie Woodside, Engineering & Maintenance; Mrs. Martha Roy, Human Resources; Diane Gill, Human Services; Paul Ardagna, Telecommunications; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Jeff Towne and Betsy Cziria, of the Northern New England Chapter of the American Payroll Association; Paul Sylvain, Exeter News-Letter; Karen Harrigan, Union Leader.

**Commissioner Battles called the meeting to order at 2:04 AM.**

**MOVED BY:** Commissioner Barka to approve the minutes of the August 19, 1997 Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles stated that the Commissioners' Office had received a letter from the Governor's Office wishing the Commissioners to appoint three volunteers to a Committee to review nominees and make selections from Rockingham County. Persons who have volunteered for the selection process are Selectman Wendy Jones from Exeter, Selectman Dick Wood from Raymond, and Howard Altschiller, Editor from the Rockingham County NewsLetter.**

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Commissioner Battles stated that the Commissioners' Office had received a letter from Senator Gregg to Louis Elisa regarding his disappointment of the denial of FEMA to reimburse Rockingham County any further funds for the October flood. The Senator's Office is working with Rockingham County on the appeal process.

Commissioner Battles stated that there were some Rockingham County employees to recognize for outstanding performance. The first employee to be recognized was Jude Gates from the Engineering & Maintenance Department, who was recently nominated as the N.H. County Employee of the Year by the New Hampshire Association of Counties. Commissioner Battles read the letter from the New Hampshire Association of Counties notifying Mrs. Gates of the award and stated that this was the second year in a row that an employee from Rockingham County had won the award. Last year's winner was Nancy Lang. The formal presentation will be made at the annual conference next week at the Mt. Washington Hotel. The Commissioners Office presented Mrs. Gates with an award and flowers. Pictures were taken of the presentation.

Commissioner Battles next presented Pat Sullo from the Payroll Department with a Proclamation for National Payroll Week. Commissioner Battles stated that exemplary employees should be recognized for their efforts. Pat Sullo for several years has been the President of the Northern New England Payroll Association. Commissioner Battles read the Proclamation and the Commissioners recognize September 15-19 (the third week of September) as National Payroll Week. Commissioner Battles introduced Jeff Towne and Betsy Cziria from the Payroll Association who were present in recognition of Pat Sullo and pictures were taken for their national payroll magazine.

Commissioner Battles stated that the Commissioners' Office had received a letter from the Office of Retired and Senior Volunteer Program (RSVP) regarding senior citizen volunteers. The number of 1997 volunteer hours contributed by seniors in Rockingham County as of the close of fiscal year June 30, 1997 is 11,639 hours.

The Commissioners' Office has received a letter from Justin Nadeau requesting some spare office furniture which had not sold at the auction. Justin attends the New England Law School, and the furniture would be used at that facility.

**MOVED BY:** Commissioner Barka to allow the request for a donation of three conference tables to the New England Law School.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

MB  
Date 9/14/97

Commissioner Battles read a memo from the Board of Commissioners to all departments regarding bids, bid waivers and change orders. A discussion for clarification and issues followed.

The Commissioners received a letter from the Association of Counties advising them of a change to RSA 29:1 in which it states "The state law has required that out of state banks which accept deposits from counties pledge, to the state treasurer collateral for such deposits." A copy of the letter and change would be forwarded to every department with a copy of this week's minutes.

Commissioner Battles stated that the Commissioners' Office has received a copy of a lease drafted by the law firm of Casassa & Ryan for the proposal of leasing space in the Carlisle Building. The lease would need to be acceptable to both parties and presented to the Delegation. A draft copy of the proposed lease would be mailed to Mr. Veno.

Commissioner Battles stated that he authorized Maryann Brickett to sign warrants for flex funds and witness fees on his behalf.

Commissioner Battles next addressed the issue of the new warrant policy as approved by the Board of Commissioners. This was not an operating manual, but rather a policy statement for deadlines and department responsibilities. Commissioner Pratt circulated Cathy Stacy's comments in reply to this matter. A further discussion would follow at the staff meeting next Tuesday.

**MOVED BY:** Commissioner Pratt to accept the revised Warrant Policy.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey gave her report on last month's revenues, over \$1,000,000 again in state tax stamps. Mrs. Stacey also read a letter from Maurice Gilbert of the Department of Revenue Administration. The letter concerned proposed changes to rules under the real estate transfer tax d(RSA 78-B & Rev. 800). Mr. Gilbert was requesting comments no later than September 19, 1997. In fact there is to be a hearing on Friday September 5. Mrs. Stacey would be attending the hearing objecting to this proposal. The Commissioners Office would call to ensure that the Association Office as well as the affiliate would be present on Friday.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated that he had a bid waiver for the Commissioners to sign. The Sheriff had attended several funerals recently and very





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Commissioner Battles stated that the Commissioners would like a recommendation from the Telecommunications Committee regarding a recommendation on the MIS bid as soon as possible.

Commissioner Pratt requested the Commissioners' Office be placed on Mike Burns to-do List due to recent problems in their office and others, and he needs to orchestrate the priorities with the Commissioners' Office.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that she and Mr. Sturtevant would be attending the United Way organizational meeting next week.

The last draft of the Personnel Policies & Procedures as well as the new Employee Handbook will be delivered to O/DDS this week for review.

**REPORT FROM THE HUMAN SERVICES:**

Diane Gill presented her monthly report for July. The major problem identified by her department at the moment is transportation. She is attempting to arrange a meeting between the Sheriff's Department, Juvenile Service officers, Juvenile Service office supervisors, and Judge Corey to address how transportation of juveniles will be handled.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside stated that the carpeting for Extension Services is completed, and the carpeting for the Administration Building and the Sheriff's Department would be completed very soon as well.

Mr. Woodside stated that he had a change order for the boiler project, which the Commissioners signed.

Commissioner Battles stated that he had received Mr. Woodside's package concerning Household Realty Trust. The Planning Board could ask for additional recommendations, realignment of where drainage and swales would go and an impact study. The project would be going forward. Commissioner Battles had concerns regarding waste water spray irrigation, storm water run-off, County budget matters and school budget issues. Mr. Woodside stated that he attended every meeting and that all the concerns of the Board of Commissioners were taken into consideration at the meetings and would be addressed. Commissioner Battles requested Mr. Woodside make adjustments in next year's budget for a complete survey of all County property. There were an additional 19 proposed lots in the area for Black Thorn Subdivision as well. These houses would all have wells.

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**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his report and stated that the Nursing Home census was 295.

There would be a Job Fair Thursday, September 4 from 1:30-6:30 p.m. in the Atrium.

**MOVED BY:** Commissioner Pratt to extend the hiring recruitment bonus to September 30.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that on September 18 at 9:00 a.m. there will be the annual fire training session. The focus this year would be handling fire extinguishers.

Mr. Sturtevant stated that bids were opened last week for linen dolly carts. The low bidder was Medline for \$7,808.80 and he recommended Medline.

**MOVED BY:** Commissioner Pratt to approve the recommendation of Mr. Sturtevant to award the bid for dolly carts to Medline for \$7,808.80.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that he had a bid opening under new business.

**REPORT FROM TELECOMMUNICATIONS:**

Paul Ardagna stated that there is a Telecommunications Meeting on September 11 at 9:30 a.m. at the Sheriff's Department. There would be a subsequent meeting to review the telephone bids. The UPS bid had gone out. Paul had met with Rep. Norm Majors today regarding the phone system who would be reviewing the phone system bids as well. Commissioner Battles requested Paul reschedule the Telecommunications meeting so he would be available to attend. The Commissioners and several other county officials and staff would be at a conference next week. Paul stated that he would have an MIS recommendation by the following day.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robyn Wojtusik stated that the new carpeting looked great and wished to thank the carpeting workers.

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Date 9/16/97

**NEW BUSINESS:**

Commissioner Barka opened RFP bids for the fire detection system, and bids were received from:

Amoskeag Fire Equipment Co.  
Norris Inc.

**MOVED BY:** Commissioner Pratt to have Mr. Woodside shop the bids and make a recommendation at the next Commissioners Meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka opened RFP bids for plumbing supplies, and one bid was received from:

United Supply Co.

**MOVED BY:** Commissioner Pratt to have Mr. Woodside shop the bid and make a recommendation at the next Commissioners Meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka opened RFP bids for laundry, and bids were received from:

Yankee Equipment  
Henrici Controls Corp.

**MOVED BY:** Commissioner Pratt to have Mr. Sturtevant negotiate with the companies that responded to the RFP and make a recommendation at the next Commissioners Meeting.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.


There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 3:25 p.m.

**SECONDED:** Commissioner Pratt.

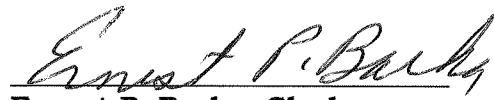
MB  
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**VOTE: 3 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**

Date 10/5  
9/24/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**September 16, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Kathy Nikitas, County Attorney's Office; Sheriff Dan Linehan and Christine Croto, Sheriff's Department; Mr. Tim Dempsey, Treasurer's Office; Mr. Gene Charron, Department of Corrections; Cheryl Hurley, Delegation; Theresa Young and Jayne Jackson, Fiscal Department; Mr. Bill Sturtevant, Nursing Home Administrator; Mr. Ernie Woodside, Engineering & Maintenance; Mrs. Martha Roy and Roy Morrisette, Human Resources; Diane Gill, Human Services; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Paul Sylvain, Exeter News-Letter; Alex Coolidge, Foster's; Rep. Robert K. Dodge; Rep. Kenneth Malcolm; Rep. Joe Guthrie

**Commissioner Battles called the meeting to order at 2:04 AM.**

**MOVED BY: Commissioner Pratt to approve the minutes of the September 2, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles on behalf of the Board of Commissioners recognized an outstanding employee, Robyn Townsend of the Nursing Home. She was recognized as the State's Nursing Home Employee of the Year. Commissioner Battles read the letter of recognition to everyone present.**

**Commissioner Battles stated that he had spoken with Assistant Treasurer Tim Dempsey, the audit was favorable and it was found that Rockingham County continued to maintain an AA bond rating throughout the State. There is also the possibility of a better bond rating in the future.**

MB  
Date 9/24/97

Commissioner Battles stated that the Commissioners' Office had been notified by a group called On-Line Utility Customers Consortium who wished the Commissioners to consider a Memorandum of Understanding for the purpose of lowering utility rates. There would be no fee paid by the County for this service, and the bidding procedure would be followed. A significant savings may be realized through using this service.

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

Kathy Nikitas stated that the Portsmouth District Court office was finally furnished, with telephone lines extensions. Sexual harassment awareness training was scheduled for October. Office supervisors had attended last year, and they would be attempting to hold office-wide training.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated that the Sheriff's Department was in the process of negotiating a contract for the Manchester Airport Security with Fred Testa. He hoped to have the final draft of the contract for the Commissioners' review by Thursday. Commissioner Battles stated when the Commissioners' Office had the final version, legal counsel would review the contract and hoped to bring the issue to a vote next week. A meeting notice would be posted and the Delegation would be kept informed and forwarded a copy of the appropriate RSAs.

**REPORT FROM THE TREASURER'S OFFICE:**

Commissioner Barka stated that in 1980 he and Tom Prentice had flown to New York, courtesy of The First National Bank, to meet with Moody's to obtain a AAA rating. The Commissioners' Office would be attempting to get a AAA rating some time in the future.

Tim Dempsey stated that there were only three double AA ratings in the entire State of New Hampshire, which is very rare. This would have an effect on the tax anticipation notes. Commissioner Battles thanked Tim Dempsey for his efforts on behalf of the County.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron stated that the jail population this week is 237, 214 actual in house. Commissioner Battles stated that the Commissioners had been in touch with some of the State officials from ERRCO who had shown an interest in employing prisoners. Mr. Charron stated that he and Martha Roy would be setting up a meeting with ERRCO and had some questions for Mrs. Flynn. Commissioner Battles stated that an agreement would be forthcoming shortly.

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Date 9/24/97

Mr. Charron stated that he had forwarded a Social Security contract to the Commissioners for review. The Department of Corrections would be receiving a fee if an inmate was housed at this facility over a period of time. The Department of Corrections would only be reporting on the funds. Commissioner Battles suggested that Mr. Charron have Attorney Mark Gearreald review the contract in order to avoid any rights to privacy issues.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young stated that the Fiscal Office would be running the last Accounts Payable for the Quarter next week. Any questions regarding accruals could be directed to Judie Milner in the Fiscal Office or Jayne Jackson.

Theresa Young had a couple of transfer requests for the October meeting. Commissioner Battles reiterated that departments not wait until the last minute to send items to the Fiscal Office, but rather send them as quickly as possible. A meeting was being scheduled with Bill Sturtevant and the Commissioners regarding transfers of funds. Commissioner Battles requested this item be handled at next Tuesday's Commissioners' Meeting.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside stated that the carpeting in the Old Admin Building would be completed in a couple of weeks, and the Sheriff's Department would be done after that was completed. The roofs on the Old Admin Building and the Extension Services building were currently under repair.

With regard to the boiler plant project, the temporary boilers have been removed, the old boilers are back on line, and the project should be completed in about a week. A problem had occurred yesterday with regard to a heating tank coil.

Last week a bid had come in for plumbing fixtures, which Mr. Woodside rejected due to the fact that the price was too high, and this would be rebid.

Commissioner Battles requested Mr. Woodside to notify the Chairman of the Subcommittee and the Fiscal Department. Mr. Woodside stated that he had called, but had not heard from the Chairman at the moment, and he would be meeting with the Fiscal office today.

**REPORT FROM THE NURSING HOME:**



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Date 9/24/97

Mr. Sturtevant gave his report and stated that the Nursing Home census was 294.

Mr. Sturtevant stated that RFPs were opened on laundry upgrades. He did not have a recommendation for the Board of Commissioners at this point, was still studying the bids, and hoped to make a recommendation at the next Commissioners Meeting.

Mr. Sturtevant reminded everyone that this Thursday was the annual fire training, and there would also be more training on Thursday, September 25.

Mr. Sturtevant had sent the Commissioners a memo last week regarding the incinerator and some EPA issues. The incinerator has been closed at this point because it had failed inspection. Mr. Sturtevant, at the request of Belknap County Nursing Home Administrator Bob Chase, would be attending a meeting next Monday afternoon with Commissioner Morton regarding the long-term care counselor project. Funding would be one of the topics.

**REPORT FROM TELECOMMUNICATIONS:**

Theresa Young stated that the Telecommunications meetings had been scheduled for the remainder of the year:

Thursday, October 9 at 9:30  
Thursday, November 13 at 9:30  
Wednesday, December 10 at 9:30

Members of the Telecommunications Committee would be receiving a memo stating dates, times and locations of meetings, and could reference that memo.

The Telecommunications Committee had provided the Commissioners' Office with a recommendation for the MIS bid. There would be a telephone RFP review meeting at 1:00 on Friday.

Commissioner Battles stated that the Commissioners would be meeting with Micro C on Wednesday, on the MIS RFP for final stage negotiations. The Commissioners' Office was working with the Telecommunications Committee's recommendations.

**NEW BUSINESS:**

**Human Resources:**

MS  
Date 9/24/97

Roy Morrisette requested that the Commissioners vote to make Section 1 of the minutes of the November 4, 1996 Commissioners' Meeting Non-Public Session available.

**MOVED BY:** Commissioner Barka to approve and make public Section 1 only of the November 4, 1996 Commissioners' Meeting Non-Public Session.

**SECONDED:** Commissioner Battles.

**ABSTAIN:** Commissioner Pratt who was not a Commissioner at the time.

**VOTE:** 2 Yea. Motion passed unanimously.

**Maintenance Department:**

Commissioner Barka opened RFP bids for plumbing & heating supplies, and bids were received from:

Northpoint Supply  
Northeast Mechanical Corporation

**MOVED BY:** Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation at the next Commissioners Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Woodside next explained the purpose of a Change Order for the boiler plant.

**MOVED BY:** Commissioner Pratt to accept the Change Order as written.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**MOVED BY:** Commissioner Pratt to accept the recommendation of Mr. Woodside for the award of the bid for the Atrium Fire Detection System to Amoskeag Fire Equipment for \$6,250 being the lowest bidder.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

MB  
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**Nursing Home:**

Mr. Sturtevant had a Bid Waiver for the Nursing Department photocopier annual maintenance contract.

MOVED BY: Commissioner Pratt to approve the Bid Waiver for the Nursing Home.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Barka opened bids for frozen vegetables, and bids were received from:

Shaheen Brothers  
Jordans  
J. P. Food Service  
North Center Food Service  
Hall-Smith Sysco

MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Barka opened bids for Vaseline, and bids were received from:

UniCare  
TotalMed

MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Barka opened bids for gloves, and bids were received from:

TotalMed  
Central Paper of Manchester  
Central Paper Products  
UniCare

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**MOVED BY: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Sheriff's Department:**

**The Sheriff's Department had a Change Order for Deputy uniforms. Christine Croto stated that the amount on the original Bid Waiver should have been an estimate, and was in fact incorrect as uniforms is an ongoing issue.**

**MOVED BY: Commissioner Barka to approve the Change Order for the Sheriff's Department in the amount of \$9,137.35.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Nursing Home:**

**The Nursing Home had a request for a reactivation/reclassification of a Physical Therapy Assistant position. Mr. Sturtevant stated that in 1994 the position of Physical Therapy Assistant had been eliminated because it was not able to be filled. A Staff Physical Therapist part-time position had been activated and someone had been hired on a per diem basis. That person has since resigned and their last day is to be Thursday. Both positions were advertised and only 3 applicants applied for the Physical Therapy Assistant. Mr. Sturtevant wished to reactivate the Physical Therapy Assistant position and regrade it from Paygrade XIII to a Paygrade X. A wage study had been done and has been verified by the Human Resources Department. This would be a full-time position and there is enough money in the budget for the same. This would have to ultimately go to the Executive Committee. Martha Roy stated that this position had the recommendation of the Human Resources Department.**

**MOVED BY: Commissioner Barka to open this issue for discussion.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Barka to approve Mr. Sturtevant's request to reactivate and reclassify the Physical Therapy Assistant position.**

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MB  
Date 9/24/97

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that the request would be processed and then forwarded to the Executive Committee and requested this item be placed on the Executive Committee Agenda for their next meeting.**

**Telecommunications:**

**Commissioner Barka opened bids for the Uninterruptible Power Supply, and bids were received from:**

**Graybar Electric Co.  
AHVEC/CSS, Inc.  
R. M. Clark Associates, Inc.  
T.E.A.M. Inc. (Technology Engineering and Marketing Inc.)  
Customized Support Services, Inc. (CSS)**

**MOVED BY: Commissioner Barka to have Paul Ardagna shop the bids and make a recommendation to the Board of Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to award the Insurance Broker RFP to the Insurance Exchange, being the only bidder.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**There being no further business to come before the Commissioners, Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II(c).**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 2:55 p.m.**

MB  
Date 9/24/97

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
September 16, 1997**

**Those present were Commissioner Battles, Commissioner Pratt, Commissioner Barka, Bill Sturtevant, and Maryann Brickett, Executive Assistant to the Commissioners.**

**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 Pratt moved to go out of Non-Public Session on a Roll Call vote.**

**SECONDED: Commissioner Barka.**

**VOTE 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to approve a residency waiver requirement as recommended by the Administrator of the Nursing Home.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to reject a residency waiver requirement as recommended by the Administrator of the Nursing Home.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to refer a residency waiver requirement to Kim Gauthier and Mr. Sturtevant for further research prior to a vote by the Board of Commissioners.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:05 p.m.**

**SECONDED: Commissioner Barka.**

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**VOTE: 3 Yea. Motion passed unanimously.**

**Respectfully submitted,**

*Maryann E. Brickett*  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

*Ernest P. Barka*  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**

MB  
Date 9/30/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**September 23, 1997**

**Present:**       **Commissioner Battles**  
                  **Commissioner Pratt**

**Also present:**       **Sheriff Dan Linehan, Joe Akerley and Christine Croto,**  
                          **Sheriff's Department; Mr. Gene Charron, Department of**  
                          **Corrections; Cheryl Hurley, Delegation; Mr. Bill**  
                          **Sturtevant, Nursing Home Administrator; Mr. Ernie**  
                          **Woodside, Engineering & Maintenance; Mrs. Maryann**  
                          **Brickett, Executive Assistant to the Rockingham**  
                          **County Commissioners.**

**Also present:**       **Fred Testa, Manchester Airport; Karen Harrigan, Union**  
                          **Leader; Rep. Robert K. Dodge; Rep. Kenneth Malcolm;**  
                          **Rep. Richard Dolan.**

**Commissioner Battles called the meeting to order at 2:10 PM.**

**MOVED BY: Commissioner Pratt to approve the minutes of the September 16, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that Commissioner Barka would not be attending the Commissioners' Meeting today.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**MOVED BY: Commissioner Pratt to support the Manchester Airport Security Contract as proposed by the Sheriff's Department for the period of October 1, 1997 through June 30, 2002.**

**SECONDED: Commissioner Battles.**

**Commissioner Battles welcomed Mr. Fred Testa, the Director of the Manchester Airport Authority. Commissioner Battles stated that the Commissioners' relationship with Mr. Testa's office is an extremely good one and thanked Mr. Testa for his availability and support on all issues.**





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some stumbling blocks within the State of New Hampshire, especially with local control as to whether or not the City Aldermen want to give up the airport. The second issue would be to get the State legislature to charter a separate authority with police powers and all the powers that go with separate jurisdiction. Other issues concerned taxes, valuation, ordinances, building codes, building inspector authority, zoning laws, etc. A lot of work would be involved in the Mayor's Office to arrive at a conclusion. There also had been a change in the form of government in the Mayor's Office. The Mayor is now the undisputed administrative head of the City of Manchester, and the Board of Aldermen and Boards of Commissions have been rendered an advisory capacity. There are significant obstacles in the way, and it will take years to arrive at a conclusion. Without law enforcement services on the airport grounds 24 hours a day, the airport would close its doors.

Commissioner Pratt thanked the Sheriff's Department, Mr. Testa, and everyone involved in the contract process. Everyone worked well together in a professional manner in spite of all the obstacles. Everyone's main objective was to solve problems and move forward with the business of the County and the airport.

Commissioner Battles stated that in the package being forwarded to the Delegation, there was a great deal of exceptional analysis concerning the issues. Co-mingling of funds was a concern, as well as inventory of equipment and uniforms. The possibility of a kiosk to exhibit events in Rockingham County is being considered. Mr. Testa stated that a large screen television will be showing video clips of various cities and towns. Color Incorporated, located at Pease International TradePort, has invented and produced a new technology being used at the airport. It is laser, crystal produced technology. They have chosen the Manchester Airport as a marketing center, and the airport has paid for some of their equipment being used. There would be two monitors, one in each concourse playing the videos over and over.

There is also a New Hampshire Information Center at the airport, which could feature Rockingham County.

Commissioner Battles stated that the City of Manchester now is the place for Nobel Prize Winners for Science and Technology. There is a lot going on in that area, and Rockingham County is happy to be a part of it.

Sheriff Linehan stated that copies of the contract and analysis would be hand delivered to the Delegation members by the Sheriff's Department.

**VOTE: 2 Yea. Motion passed unanimously.**

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**MOVED BY: Commissioner Pratt to provide signed copies of the contract to the Commissioners' Office, the Mayor of the City of Manchester, Mr. Testa/the airport, the Sheriff's Department, and the Delegation Office.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt that the Rockingham County Board of Commissioners notify the Rockingham County Delegation that the Commissioners are requesting a supplemental appropriation of \$130,000 for the purpose of funding the Manchester Airport Security Agreement for the remainder of 1997.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were revenues in the budget to fund this for the remainder of the year. The \$130,000 does not reflect the actual cost, but a part thereof. The cost of the contract over the course of approximately 4 3/4 years would be \$3,996,121, and reimbursements would be \$4,337,318 over the life of the contract. This would be a positive effect of approximately \$371,197 to the taxpayers of Rockingham County. The Commissioners' Office would get this information to the Delegation Office today.**

**Commissioner Battles thanked everyone for coming. Mr. Testa and Rep. Malcolm took signed copies of the contract and the contract analysis.**

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

**Sheriff Dan Linehan presented his July/August monthly report, which included for the first time a report from the Criminal Division. The Sheriff's Department picked up prisoners from such places as Michigan, Vermont, and Maryland.**

**Commissioner Battles asked Sheriff Linehan to give some comments on House Bill 204. Sheriff Linehan stated that HB 204 FN is generally referred to at the District Court Bailiff bill. The purpose is to secure a pay raise for the Superior Court bailiffs from \$50 to \$65 a day, and to address the issue of custody and control of prisoners in District Court, as well as to provide security in the District Court as is done in the Superior Court. Rep. Welch chairs the Criminal Justice Committee which recently recommended the bill ought to pass by a vote of 16-0. After much discussion and work sessions, the New Hampshire Association of Chiefs of**

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Police and the Rockingham County Chiefs of Police are in favor of the bill. It will be going to a House and then Senate vote in January.

Commissioner Battles stated that he expects HB 204 would have no actual cost increase to the taxpayers of Rockingham County. Sheriff Linehan stated that the funding for the bill would be through the State, and the overall expenditure is \$1,000,000 less than the same service provided by the AOC. In this case, it would be provided by the various Sheriff's Departments.

Commissioner Battles voiced his concern regarding the funding and asked Sheriff Linehan if a friendly amendment could be added to state that the funding formula not change. The MediCaïd reimbursement had changed through the years. The County's budget has been significantly impacted by these Legislative changes and Commissioner Battles expressed his desire to not have that happen as the result of this bill. The Sheriff stated that the AOC testified in one of the hearings that they suffered a \$2,000,000 budget cut when it was actually \$2,000,000 less than they had requested. Commissioner Battles voiced his concern over unfunded mandates through the years, and the changes in legislation. He wished to avoid that happening in the future of the airport contract. He will discuss this with the Chairman of the House Committee and stated that he would testify concerning this issue.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

**MOVED BY:** Commissioner Pratt to allow the Chairman of the Board of Commissioners to sign and enter into an Agreement with the New Hampshire Department of Corrections/Probation for the leasing of space in the Carlisle Building.

**SECONDED:** Commissioner Battles.

Mr. Woodside addressed the lease issues and requested the Board's support for this lease. The County has been working to effect this lease for several years. The NH Department of Corrections will be making renovations to the building at their own expense, and those renovations would become County property after the expiration of the lease.

Mr. Charron stated that the closeness of the offices would be a distinct advantage to his department in many areas, including the area of alternative sentencing.

Commissioner Pratt noted the lease must be ratified by the Delegation is and is on its agenda for next Monday's meeting.

**VOTE:** 2 Yea. Motion passed unanimously.

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**MOVED BY: Commissioner Pratt to place on the agenda for next week the bid waivers to be signed, as Commissioner Barka was not present today.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to award the bid for gloves to Central Paper Product Company for \$85.95 per case, per the recommendation of the Superintendent of the Department of Corrections.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to award the bid for Vaseline to Total Med the low bidder in the amount of \$6.54/each, per the recommendation of the Nursing Home Administrator.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to award the bid for gloves to Daly's Cardinal Health, the low bidder, per the recommendation of the Nursing Home Administrator.**

**SECONDED: Commissioner Battles.**


**VOTE: 2 Yea. Motion passed unanimously.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 2:55 p.m.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

AB  
Date 9/30/97

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb

MB  
Date 10/14/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**September 30 1997**

**Present:**     **Commissioner Battles**  
                  **Commissioner Pratt**  
                  **Commissioner Barka**

**Also present:**     **Mrs. Mary Currier, Conservation; Mr. Gene Charron,**  
                          **Department of Corrections; Kathy Nikitas, County**  
                          **Attorney's Office; Cathy Stacey, Registry of Deeds;**  
                          **Cheryl Hurley, Delegation; Mrs. Theresa Young and**  
                          **Jayne Jackson, Fiscal; Maintenance; Martha Roy,**  
                          **Human Resources; Diane Gill and Dawn Barnes, Human**  
                          **Services; Mr. Bill Sturtevant, Nursing Home**  
                          **Administrator; Mr. Ernie Woodside, Engineering & Mrs.**  
                          **Paul Ardagna, Telecommunications; Maryann Brickett,**  
                          **Executive Assistant to the Rockingham County**  
                          **Commissioners.**

**Also present:**     **Paul Sylvain, Rockingham County Papers; Alex**  
                          **Coolidge, Fosters.**

**Commissioner Battles called the meeting to order at 2:10 PM.**

**MOVED BY: Commissioner Pratt to approve the minutes of the September 23, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Commissioner Battles stated that a Memorandum of Understanding would be signed with On-Line Utility Customers Consortium pursuant to review by legal counsel.**

**Commissioner Battles requested the Telecommunications Meeting currently scheduled for Thursday, October 9 at 9:00 a.m. be rescheduled to Wednesday, October 8 perhaps at the same time. Theresa Young stated she would notify the members of the Telecommunications Committee. Among the topics which would be discussed at next week's meeting would be the MIS bid.**

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MB  
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prisoners. Mr. Charron stated that Rockingham County received \$55 a day for Federal prisoners.

Commissioner Battles asked Mr. Charron what his revenue projection was for the year. Mr. Charron stated that he would know by the end of the 3rd quarter.

Commissioner Battles opened bids for food services, and bids were received from:

- Kellwell Food Management
- Aramark Correctional
- Republic Management - no bid

**MOVED BY:** Commissioner Pratt to have Mr. Charron analyze the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles opened bids for health services, and bids were received from:

- Allied Resources for Correctional Health
- ASG/Prison Health Services, Inc.
- Correctional Health Care Solutions, Inc.
- CMS Correctional Medical Services
- Prime Care Medical
- EMSA Correctional Care
- Shari Powell Prison Health Service
- Annashae Corp.
- PIHS

**MOVED BY:** Commissioner Pratt to have Mr. Charron analyze the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young stated there needed to be some transfer of funds. Some were provided and there are a few that remain to be done. Commissioner Pratt reminded Mrs. Young that the Commissioners had requested sufficient time to properly review these transfers.



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**REPORT FROM THE MAINTENANCE DEPARTMENT:**

The Sub-Committee Chairperson has scheduled a meeting for the Maintenance Department for 9:00 a.m. October 13, will be rescheduled due to the holiday. Mr. Woodside would notify the Commissioners of the date change.

Mr. Woodside stated that all the carpeting projects would be completed by the end of the week, completing all three buildings.

Mr. Woodside stated that the Children's Day Care will be completely vacated as of the close of today, September 30.

The Commissioners wished to enter into the record the signing of a bid waiver for the RCNH Boiler Plant Breaching, which was in fact signed by the Commissioners last week.

Commissioner Barka stated that there were bids to be opened for refractory work, and bids were received from:

Salem Refractories, Inc.  
Maine Refractory Supply

**MOVED BY:** Commissioner Barka to have Mr. Woodside analyze the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his report, and stated that he was still researching the laundry RFP.

Commissioner Barka stated there were bids to open for bread, and bids were received from:

Country Kitchen  
InterState Baking

**MOVED BY:** Commissioner Barka to have Mr. Sturtevant analyze the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

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**MOVED BY:** Commissioner Barka to allow Mr. Sturtevant to make the necessary repairs to the freezers.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE TELECOMMUNICATIONS DEPARTMENT:**

Paul Ardagna stated that with regard to the UPS bid, he has narrowed it down to one bidder. The bids were a little on the high side. He has made a transfer request to the Commissioners. The bidders were all approximately \$35,000.

There is to be a Telecommunications meeting Friday, October 3 in the Hilton Auditorium, with two of the telephone bidders. ICS will meet first at 9:00 a.m. Lucent will be at 10:30 a.m. The following week there will be a meeting with NYNEX, October 10 at 9:00 a.m. The meetings will be 1/2 hour explanation period, and 1/2 hour of questions and answers.

There being no further business to come before the Commissioners, Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II (c) and (a).

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:15 p.m.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
September 30, 1997**

Those present for NHRSA 91A:3 II (c) were Commissioner Battles, Commissioner Pratt, Commissioner Barka, Bill Sturtevant, and Maryann Brickett, Executive Assistant to the Commissioners.

Those present for NHRSA 91A:3 II (a) were Commissioner Battles, Commissioner Pratt, Commissioner Barka, Cathy Stacey, Martha Roy, Theresa Young, and Maryann Brickett, Executive Assistant to the Commissioners.

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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) and (a), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE 3 Yea. Motion passed unanimously.

MOVED BY: Commissioner Barka to approve the residency waiver as presented by Mr. Sturtevant.

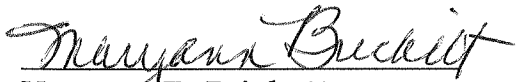
SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

A personnel matter was discussed. No action was taken at this time.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:30 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

\_\_\_\_\_  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb

MB  
Date 10/14/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
HUMAN RESOURCES CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
October 7, 1997 (REVISED)**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Mr. Charles Eaton, Sheriff's Department; Mr. Tim Dempsey, Deputy Treasurer; Judie Milner and Theresa Young, Fiscal; Mr. Bill Sturtevant, Nursing Home Administrator; Mr. Ernie Woodside, Engineering & Maintenance; Paul Ardagna, Telecommunications; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Alex Coolidge, Fosters.

**Commissioner Battles called the meeting to order at 2:05 PM.**

**REPORT FROM THE COMMISSIONERS OFFICE:**

**Mr. Paul Ardagna addressed the issue of the MIS recommendation by the Committee. He stated that the background checking had been done on MicroC and BBC, the two eligible contractees. The Committee would like to recommend MicroC for their choice.**

**MOVED BY: Commissioner Barka to award the MIS bid to MicroC.**

**SECONDED: Commissioner Battles.**

**OPPOSED: Commissioner Pratt who stated that she had not heard a compelling argument for changing to someone new, as well as the disruption it could create for the departments at this especially busy time of the year.**

**VOTE: 2 Yea. 1 Nay. Motion passed.**

**Commissioner Battles addressed the issue of bad debt write-offs.**

**MOVED: Commissioner Barka to authorize the Board of Commissioners to write off the County's accounts receivable lists the amount of \$632,250.80 in the Nursing Home accounts receivable, which have been deemed to be bad debts. This figure appears in the County's financial statements as "Allowance for Uncollectibles."**

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Date MB

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED: Commissioner Barka to authorize the Board of Commissioners to write off the County's accounts receivable lists the amount of \$107,253.36 that was a portion of the funds owed from the Town of Seabrook for taxes. A settlement was reached during 1996, where the town agreed to pay only a portion of what was originally due. This balance is the remainder that will not be paid. It appears on the County's financial statements as a portion of "Due from other Governments."**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED: Commissioner Barka to authorize the Board of Commissioners to allow the following transfer of funds within the Internal Service Funds:**

**Transfer \$80,000 from the Unemployment fund and  
Transfer \$164,500 from the Dental fund and  
Transfer \$244,500 to the Health fund.**

**These transfers are in accordance with decisions made during the 1997 budget preparation.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles reviewed the revised line item transfers for the Sheriff's Department. He asked how the accounts had been selected to transfer money from. Mrs. Young said she had reviewed with Christine Croto the accounts with money available, but had not made any recommendations. Commissioner Battles said he could not approve the transfers as written. Commissioner Pratt and Commissioner Barka concurred. They agreed to review these lines with the Sheriff's Department to reach a mutually acceptable revision as quickly as possible.**

**MOVED: Commissioner Barka to authorize the Treasurer to borrow \$2.5 million dollars in anticipation of taxes.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

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Tim Dempsey discussed the RFP for banking services, and stated that he would provide the Commissioners' Office with a list of vendors who would receive the RFP.

Mr. Bill Sturtevant, Nursing Home Administrator stated that he wished to reject the soft drink bid, due to the fact that there was only one bidder.

MOVED: Commissioner Pratt to allow Mr. Sturtevant to reject the soft drink bid.

SECONDED: Commissioner Barka.

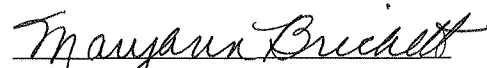
VOTE: 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 2:25 PM.


SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb

MB  
Date 10/28/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
October 14, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan, Mr. Charles Eaton, Christine Croto, Sheriff's Department; Mr. Tim Dempsey, Deputy Treasurer; Mrs. Mary Currier, Conservation; Mr. Gene Charron, Superintendent, Department of Corrections; Theresa Young, Fiscal; Mrs. Martha Roy, Human Resources; Diane Gill, Human Services; Mrs. Nancy Lang, Nursing Home; Mr. Ernie Woodside, Engineering & Maintenance; Paul Ardagna, Telecommunications; Robyn Wojtusik, UNH Cooperative Extension; Mrs. Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Rep. Joe Guthrie; Karen Harrigan, Union Leader; Mr. Chet Rogers and Gary Blanchard, MicroC; Frank Case, UniCare Health Services; Miles Gerrish and Frank Polokovin, Neighbor Care.

Commissioner Battles called the meeting to order at 2:05 PM.

**MOVED BY:** Commissioner Barka to approve the minutes of October 7, 1997.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**MOVED BY:** Commissioner Pratt to approve the minutes of September 30, 1997.

**SECONDED:** Commissioner Battles.

**OPPOSED:** Commissioner Barka.

**VOTE:** 2 Yea. 1 Nay. Motion passed.

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**REPORT FROM THE COMMISSIONERS OFFICE:**

Commissioner Battles stated that the budget preparation package would be sent out tomorrow with a cover letter from the Commissioners' Office. Commissioner Battles emphasized that the deadline for draft budgets to be received by the Commissioners' Office is November 1 as in previous years. If anyone has any questions, please direct them to either the Fiscal Office or the Commissioners' Office.

Commissioner Battles stated that MicroC had been awarded the MIS bid introduced Chet Rogers, owner and Gary Blanchard from MicroC, project manager who would be the lead person for the County. One person in each department would be the authorized person to call MicroC for free telephone support. MicroC was the low bidder and is known throughout the State as a training center. MicroC was recommended unanimously by the Telecommunications Committee. Commissioner Battles will circulate a list of those contact persons. Some of the persons already determined are: Robin Stevens (UNH Coop), Dolly Weinholt (County Attorney, Louise Turner (Corrections), Butch Eaton (Sheriff), Sandy Powers (Human Services) and Judie Milner (Commissioners, Fiscal, Maintenance, Human Resources, Delegation). The Commissioners would also like to have a person for Human Resources, Maintenance and the Nursing Home skilled for this as well.

Commissioner Battles read a news release regarding MicroC's training grant for students of good academic standing with economic needs. The person to contact is Martha Roy, Human Resources. Commissioner Battles wished to thank MicroC and its owner Chet Rogers for its generous commitment to the youth of Rockingham County, and circulated copies of the press release for everyone's information.

Commissioner Battles stated that due to the fact that MicroC was still present and "on the clock" the Telecommunications matters would be handled at this time.

Paul Ardagna stated that there had been a meeting with NYNEX last Friday. A couple of telephone vendors were coming out this week to go over some issues. The UPS bid is on hold due to economic issues. Commissioner Battles stated that the bid had come in for over \$35,000 and \$32,000 had been budgeted and suggested it be redone as an RFP.

**MOVED:** Commissioner Barka to reject the bid for the UPS system and send out again in the form of an RFP.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. The motion passed unanimously.



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Date 10/28/97

Commissioner Battles suggested Paul Ardagna allow a very short turnaround time and send to only the persons who have already bid.

Paul Ardagna stated that Mr. LeTourneau and Norm Majors requested Commissioner Battles to remain after the Executive Committee Meeting on Friday to review some telephone items.

Commissioner Battles requested Paul Ardagna escort MicroC around to the various departments.

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

Kathy Nikitas stated that the Joint Loss Safety Management Committee Meeting would be held at the Court House tomorrow.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey gave her report, stating that the 3rd Quarter closed out with over \$1,000,000 for September and almost \$200,000 for the County. Commissioner Battles asked Mrs. Stacey what she anticipated the figures for the end of the year would be. Mrs. Stacey stated she anticipated them to be over \$10,000,000 for the State, and for the County over \$2,300,000. \$1,700,000 revenues had been budgeted for the year. There will be a fund balance carryover for next year.

Cathy Stacey had a bid waiver for the OCE renewal contract on the Model 3200. This is a specialty aperture card printer which reproduces plans from an aperture card, which is a very small picture, into a full size copy. Mrs. Stacey emphasized that the money for this item came out her surcharge funds, and was at no cost to the County or taxpayers and was a service to the public.

**REPORT FROM THE SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that his first item on the agenda is a bid waiver regarding Zetron, Inc. for the record. Zetron is a sole source vendor for fire dispatching equipment.

Sheriff Linehan's recommendation for awarding the RFP on the consoles is Motorola at a figure to be determined upon review of all the options available from Motorola in the best interest of the County.

**MOVED:** Commissioner Barka to accept the recommendation of the Sheriff to award the bid to Motorola, not to exceed \$285,000 in the best interest of the County.

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**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Sheriff Linehan stated that making the decision was difficult, but the Motorola products are clearly superior and the supply, maintenance and support operations are far superior as well. Commissioner Battles clarified that the capital improvements budgeted amount of \$285,000 was for the consoles themselves. Sheriff Linehan stated that next year's budget would have to include funds for furniture.**

**REPORT FROM THE CONSERVATION DISTRICT:**

**Mary Currier stated that a meeting is scheduled with the Department of Transportation, Div. 6 for October 28 at 10:00 a.m. with Mike Burlidge. Rockingham Planning Commission has arranged for meetings to discuss the rise in the road in front of the County Complex on North Road. Mr. Woodside has sent a letter to the Planning Commission regarding the County's concerns for the meeting being held tonight in Portsmouth.**

**REPORT FROM THE TREASURER'S OFFICE:**

**Tim Dempsey stated that an RFP has gone out to 13 different banks for banking services. The letters to the towns regarding taxes will go out tomorrow.**

**Commissioner Battles asked for the amount of the reduction in taxes. Commissioner Pratt stated that it was around \$714,382. Commissioner Battles stated that this was about 3/4 of a million dollar decrease. Commissioner Barka stated that Derry had gone down 9 cents a thousand.**

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

**Mr. Gene Charron gave his population report and stated that INS revenues were anticipated to be approximately \$400,000 last year's projected revenues. Commissioner Battles stated that this total, added to the increase in the Deeds revenues, and the \$100,000 that the Delegation did not vote for to be put in the supplemental budget totalled roughly \$1,100,000 for a fund balance for next year. Commisisoner Battles emphasized that the County was bringing in additional revenues which accounted for the fund balance. The County's revenue picture is improving daily.**

**Mr. Charron stated for the record that he had a bid waiver for the central control panel from a sole source provider. This is the only supplier in the entire country.**

MB  
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Mr. Charron stated that he had 3 responses for the food services RFP. Two companies were not interested at the time. Kelwell and Republic might be interested in looking at the property. Concerns were the loading docks and who would initially invest in the equipment. The companies who responded wished the County to make the necessary renovations first. Commissioner Battles requested Gene Charron to call Dave at Marriott.

Mr. Charron stated that he had a thank you letter from East Kingston regarding Project Community and Kids Care.

Mr. Charron stated that on November 5 he has a company representing VINE, a Victims Notification, coming to discuss this program. The meeting will be in the Hilton Auditorium. Through this program, victims can get an update on the whereabouts of their perpetrator. Mr. Charron expressed an in interest in a joint effort with the other New Hampshire counties. Cost needs to be determined, but the demonstration was at no expense. Mr. Charron will be sending out invitations for November 5 at 10:00 a.m. for the presentation.

**REPORT FROM THE FISCAL OFFICE:**

Theresa Young stated that the budget packages are ready, and would be giving them to Maryann Brickett for the Commissioners' letter to be attached for distribution tomorrow. Mrs. Young stated that she would run about 10 copies of the disc in case the departments wished to run the program themselves to see what it would look like done. Cathy Stacey requested their copy today, as they are in another building. Commissioner Pratt stated that she would hand deliver their budget package after the Commissioners had reviewed the package.

Mrs. Young stated that on the budget projections, one of the new columns for last year that was redone this year is the projection for the 1997 expenses. Best estimates are needed on expenses for the fund balance account.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that flu shots were being given this week.

Health and dental insurance proposals for submission to the County Management Team are being reviewed.

Human Resources is also working on an ergonomics policy with the Joint Loss Safety Committee. This will be discussed at tomorrow's meeting.

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Human Resources will be submitted the County Complex's evacuation plans to the State Fire Marshall's Office for review.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that she had no report, but thanked the Commissioners for doing the assurances. Diane Gill stated that she has a meeting tomorrow morning with Nancy Rollins of Health and Human Services.

Commissioner Battles asked what the shortfall in intermediate nursing care program would be. Diane Gill stated it would be approximately \$300,000 at this point. Commissioner Battles stated that intermediate nursing care is a mandated service, and is the cost of elderly in private nursing homes, the County's nursing home, Medicaid eligible recipients. The County pays 30.55% of the daily rate, the Federal government pays about 50% and the State pays 19%. The funds for this amount would have to come from the fund balance.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Woodside stated that he would be attending the Manchester meeting, and the Planning Board meeting on Thursday. He has stated the County's concerns regarding North Road and support of the program to the Planning Board. He had sent a copy of the letter to Ruth Griffin.

Mr. Woodside stated that the New Hampshire Department of Probation is coming along very well, and he anticipated they would occupy the premises by the end of the month or November 1.

Commissioner Barka stated that there were bids to open for plumbing supplies, and responses were received from:

Capitol Plumbing & Heating  
Goulet Supply

**MOVED:** Commissioner Battles to have Mr. Woodside shop the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Woodside stated for the record that a Change Order had been signed by the Commissioners for the boiler plant breaching.

Mr. Woodside made a recommendation for the Refractory work to boiler #1 to Maine Refractory Supply Co., Inc. for \$3,725.

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**MOVED: Commissioner Barka to accept the recommendation of Mr. Woodside to award the bid to Maine Refractory in the amount of \$3,725.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that he wished to review the dining room/bakery HVAC RFP award and evaluate for funding issues before allowing the bid to be awarded.**

**MOVED: Commissioner Barka to award the dining room/bakery HVAC RFP per Mr. Woodside's recommendation, contingent upon agreement by the Board of Commissioners as to the funding of same.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE NURSING HOME:**

**Nancy Lang stated that the laundry bid would be held so Mr. Sturtevant could do further study on several issues.**

**Mr. Sturtevant's recommendations with regard to bids are:**

**Donahue Bros. for cereal  
Wonder Bread for bread  
TotalMed for Chux**

**MOVED: Commissioner Barka to award the bids as noted above per Mr. Sturtevant's recommendations.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened RFPs for Occupational Health and responses were received from:**

**Occupational Health Solutions  
Center for Occupational & Environmental Health  
Business Health Management**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.**

MB  
Date 10/28/97

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened RFPs for Pharmacy Services and responses were received from:**

**Down East Pharmacy Inc.  
UniCare Health Services  
Neighbor Care**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka opened bids for paper and responses were received from:**

**Central Paper  
Banner Systems of Massachusetts  
TotalMed  
Portsmouth Paper Company**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM COOPERATIVE EXTENSION:**

**Robyn Wojtusik had a request from the Master Gardeners who are working on the project next door to come to the next Commissioners Meeting in November. The date has not been determined yet, as November 11, the next regular time was in fact a holiday. Robyn will check with the Commissioners' office for the exact date of the next meeting. The Master Gardeners will present their proposal at that time.**

**The Cooperative Extension will be going forward with the Youth Community Profiles in conjunction with the Juvenile Justice System. They will do 10 profiles in 10 counties with hopefully 200 people per profile to assess needs and issues around youth and crime prevention.**

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Commissioner Battles stated that this is funded through the SAG. Robyn stated that identified persons will then go to the Statewide conference March 18 & 19, 1998 in conjunction with Judge Kelly, Judge Susan Carbon and the Crime Prevention/Juvenile Justice. Hopefully the conference will yield a plan of action to tackle particular issues in their own communities around juvenile crime.

**NEW BUSINESS:**

Commisisoner Battles stated that MicroC will be starting Monday with the "To Do List" from every department.

Robyn Wojtusik stated that not everyone was aware they had to send the Commissioners' Office a "To Do List." Commissioner Pratt stated that this was the normal procedure for every department to notify the Commissioners Office of their needs, which then in turn was put on a "To Do List" by Judie Milner in the Fiscal Office. Paul Ardagna also called everyone with information. This was also discussed at last week's Telecommunications Meeting, and was reflected in the minutes. Robyn had not attended that meeting, and Maryann was out sick last Thursday and Friday following the meeting. The minutes were in fact done on Monday, a holiday, and were distributed the next business day, Tuesday at the Commissioners' Meeting to everyone on the Telecommunications Committee.

**Sheriff's Department:**

Sheriff Linehan stated that his department was actually purchasing the software for \$6,000 rather than leasing, as it was less expensive in the long run.

Sheriff Linehan stated that this software program company he is looking at will write a new civil program for the Sheriff's Department at no expense as a test project for other sheriff's departments. Sheriff Linehan stated that most of the municipal agencies in the county use this program, without the enhancement of the civil process. Commissioner Battles requested the Sheriff to send out an RFP for this and request a 50% "bug free" clause to be included. Sheriff Linehan stated that he would get the RFP out in the next couple of weeks.

Ernie Woodside stated that Mary Currier would attend the meeting in Portsmouth tonight.

Mr. Woodside stated that he would like to award the bid to Capitol Plumbing and follow up at the next Commissioners' Meeting with the total dollar figures. Commissioner Battles concurred.

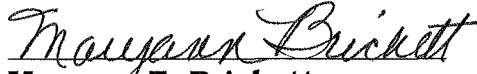
MB  
Date 10/28/97

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 3:15 PM.

SECONDED: Commissioner Pratt.

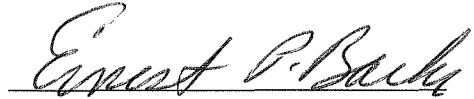
VOTE: 3 Yea. Motion passed unanimously.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb



NB  
Date 11/10/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
October 28, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Sheriff Dan Linehan and Christine Croto, Sheriff's Department; Kathy Nikitas, County Attorney's Office; Mary Currier, Conservation; Gene Charron, Corrections; Cheryl Hurley, Delegation Office; Theresa Young and Jayne Jackson, Fiscal Office; Martha Roy, Director and Roy Morrisette, Human Resources; Diane Gill and Dawn Barnes, Human Services; Bill Sturtevant, Nursing Home Administrator; Barbara Hathaway, Occupational Health; Ernie Woodside, Engineering & Maintenance; Robyn Wojtusik, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Neil Lovett, The Insurance Exchange; Karen Harrigan, Union Leader; Pam Arnold, Bank of New Hampshire.

Commissioner Battles called the meeting to order at 2:15 PM.

**COMMISSIONERS' REPORT:**

**MOVED:** Commissioner Barka to approve the minutes of the October 14, 1997 Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**MOVED:** Commissioner Pratt to accept the recommendation of the County Management Team to approve Health Source as the County's new health care provider.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Pratt stated that open enrollment would start the week of November 3, 1997 and that Human Resources would be scheduling information and enrollment meetings.

Commissioner Battles read a letter received from the Chief of Police of the Town of Fremont requesting the donation of some surplus equipment which was not sold at the auction.

**MOVED:** Commissioner Barka to donate the surplus equipment to the Town of Fremont.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**NO REPORTS FROM: COUNTY ATTORNEY, REGISTER OF DEEDS, SHERIFF'S DEPARTMENT.**

Sheriff Linehan discussed the issue of an article in the Manchester Union Leader surrounding the bid award to Motorola. Sheriff Linehan stated that ModuCom had written a letter of complaint to the attention of Marjorie Pierce, the County Attorney, and Commissioner Thomas Battles concerning the bid award. Sheriff Linehan listed several reasons why he chose Motorola. Service and installation by Motorola would be conducted within Rockingham County, not from the West Coast. The morning of the announcement Sheriff Linehan received a telephone call from Alan Topliff, of Wright Communications stating that comments attributed to the Director of the State Police were not true and involved Topliff in an integrity issue. ModuCom had difficulty with some customers in Connecticut, the Connecticut State Police and the Litchfield County Dispatch Inc.

Commissioner Pratt requested all departments to send the Commissioners' Office a copy of all their bidders lists, on a disc so the Commissioners' Office could keep an updated list to send bids and RFPs out with. This should avoid some of the bidding problems in the future.

Commissioner Battles requested the Sheriff's Department get together with the Commissioners' Office to schedule telecommunications training.

**TREASURER'S REPORT:**

Commissioner Barka opened bids for banking services, and bids were received from:

Fleet Bank  
Bank of New Hampshire

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**Citizens Bank  
Concord Savings Bank  
Vermont National Bank**

**MOVED: Commissioner Barka to have the Treasurer shop the bids and make a recommendation to the Commissioners' Office.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that the County needed to renew the dredge and fill permit and should be receiving it in the mail shortly. The Commissioners' Office would make a copy and see that Ernie Woodside took care of having it recorded at the Registry of Deeds.

Mary Currier stated that Commissioner Pratt met with the Department of Transportation this week and signs may be changed and moved in the near future. Commissioner Barka stated that Mary Currier should keep Councilor Ruth Griffin informed on everything that was happening.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his weekly report and stated that he wished to award the paper bid to Portsmouth Paper Company.

**MOVED: Commissioner Barka to approve the recommendation of Mr. Charron to award the paper bid to Portsmouth Paper Company.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM FISCAL:**

Theresa Young stated that the auditors were to meet at 4:00 p.m. today with the Commissioners. Departments were working on their budget packages and Friday November 3 was the deadline. The Fiscal Office is putting together year-end packages for all departments.

A/P, Tim Dempsey and Terry Haney would be meeting tomorrow with Kathy Nikitas.

Theresa Young would be attending the Staff Retreat on Wednesday, and there is a Treasurer's Meeting Thursday at 9:00 a.m.

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Commissioner Battles stated that it is crucial to meet as many dates and deadlines as possible and to get all accruals and encumbrances in on time.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy discussed the new ergonomics policy which has been received and endorsed by the Safety Committee. Human Resources would be setting up meetings with Division Directors and Elected Officials to review each job for ergonomic issues.

**MOVED:** Commissioner Pratt to approve the ergonomics policy as recommended by Martha Roy.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

Barbara Hathaway and Martha Roy will be jointly working with departments on safety issues.

**REPORT FROM HUMAN SERVICES:**

Dawn Barnes stated that there are incentive fund awards.

**MOVED:** Commissioner Barka to accept the recommendations of Human Services for the incentive funds totaling \$105,230.00, with the next review date being January 15, 1998.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM MAINTENANCE:**

Ernie Woodside stated that he had attended a damn workshop hosted by the Rockingham County Conservation Department at Salem High School. An emergency action plan was created as there are new dam regulations and laws from the Department of Environmental Safety.

Commissioner Battles and Mr. Woodside discussed the portrait of Amos Tuck and a possible loan to the Exeter Historical Society. Commissioner Battles stated that the portrait in fact belonged to the County of Rockingham.

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Commissioner Barka stated there were bids to open for transfer switches and bids were received from:

National Electrical Testing & Service, Inc.  
Electronic Environments Corporation

MOVED: Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Barka stated there were bids to open for fire alarm systems and bids were received from:

P & H Alarm Systems, Inc.  
International Systems of America, Inc.  
Norris Inc. Electronic Alarms

MOVED: Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Barka stated there were bids to open for ice melter and bids were received from:

Grainger  
J. & F. Farms, Inc.  
Arjay True Value

MOVED: Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Barka stated there were bids to open for fire sprinkler inspections and bids were received from:

Grinnell Fire Protection Systems  
Hampshire Fire Protection Co., Inc.  
Rem-C Fire Protection

Date MB  
11/10/97

**Amoskeag Fire Equipment  
New England Fire Equipment Co.**

**MOVED: Commissioner Barka to have Mr. Woodside shop the bids and make a recommendation to the Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Woodside stated that his recommendation for the plumbing bid was to award it to Capitol Plumbing & Heating.**

**MOVED: Commissioner Barka to accept the recommendation of Mr. Woodside to award the plumbing bid to Capitol Plumbing & Heating.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Woodside stated that his recommendation for the RCNH Bakery/ Diningroom HVAC RFP to Palmer & Sicard.**

**MOVED: Commissioner Barka to accept the recommendation of Mr. Woodside to award the HVAC RFP to Palmer & Sicard.**

**REPORT FROM THE NURSING HOME:**

**Mr. Sturtevant stated that 60 days ago the Commissioners opened RFPs for micro switches for a Nursing Home washer, \$8,000 being budgeted for this item. The review process took quite a long time, and it is his recommendation that the bids be rejected due to the wide discrepancy in bid prices and the fact that the machines have been stabilized and new switches may not be necessary.**

**MOVED: Commissioner Barka to reject the bids for the micro switches per Mr. Sturtevant's recommendation.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Sturtevant stated that bids were opened for paper products, and he would recommend Central Paper, Portsmouth Paper and Bay State Paper the low bidders.**

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**MOVED: Commissioner Barka to accept the recommendations of Mr. Sturtevant for the award of the paper bids.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Sturtevant stated that bids had been opened for pharmacy services and he would recommend Uni-Care.**

**MOVED: Commissioner Barka to accept the recommendations of Mr. Sturtevant for the award of the pharmacy service bid to Uni-Care.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Sturtevant stated that he was continuing to interview for the occupational health position, and hopefully he would have a recommendation at the next Commissioners' Meeting.**

**Mr. Sturtevant stated that the license renewal for the Nursing Home was now due and the Commissioners signed the application for renewal.**

**Commissioner Barka stated there were bids to open for soft drinks, and bids were received from:**

**Pepsi  
Coca Cola**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop and award the bid to the lowest bidder or in the best interest of the county.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Regarding Nursing Home rates, Mr. Sturtevant recommends that effective January 1, 1998 the private pay rates should be \$152.79 excluding the cost of pharmaceuticals. Private pay residents will receive a 12% discount on the average wholesale price of medications. Billing for pharmacy will be sent directly to the responsible party for the resident.**

**MOVED: Commissioner Pratt to accept the recommendation of Mr. Sturtevant for the new rates as outlined above.**

**SECONDED: Commissioner Barka.**

ME  
Date 11/10/97

**VOTE: 3 Yea. Motion passed unanimously.**

**Mr. Sturtevant presented a bid waiver for laundry equipment repairs which the Commissioners signed.**

**REPORT FROM TELECOMMUNICATIONS:**

**Commissioner Pratt stated that Micro-C started last Monday and passed out a list for telephone support. If there are any questions with the new process, please call the Commissioners' Office. First call should be to the systems administrator, then the Commissioners' Office to create a work order. Commissioner Pratt would see that every department had a supply of work orders shortly. Work orders should flow to Maryann Brickett's desk, in turn to Commissioner Pratt. Micro-C would work through the backlog and assess department needs and make recommendations to the Commissioners' Office.**

**Mr. Sturtevant requested a non-public session.**

**There being no further business to come before the Commissioners, Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (c).**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:15 p.m.**

**Commissioner Barka had left the Commissioners' Meeting at this point.**

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
October 28, 1997**

**Those present for NHRSA 91A:3 II (c) were Commissioner Battles, Commissioner Pratt, Bill Sturtevant, and Maryann Brickett.**

**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 Pratt moved to go out of Non-Public Session on a Roll Call vote.**

**SECONDED: Commissioner Battles.**



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MB  
Date 11/10/07

**VOTE 2 Yea. Motion passed unanimously.**

**MOVED BY: Commissioner Pratt to approve the residency waiver as presented by Mr. Sturtevant.**

**SECONDED: Commissioner Battles.**

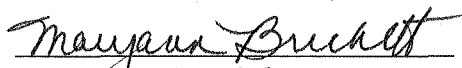
**VOTE: 2 Yea. Motion passed unanimously.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:20 p.m.**

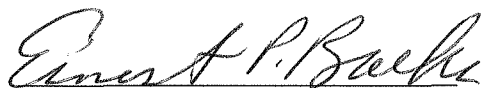
**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**

Date <sup>NOV</sup> 11/10/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 4, 1997 - 2:05 P.M.**

**Present: Commissioner Pratt**

**Also present: Butch Eaton, Sheriff's Department; Maryann Brickett,  
Executive Assistant to the Rockingham County  
Commissioners.**

**Lacking a quorum, the Commissioners' Meeting could not convene.**

**SHERIFF'S REPORT:**


**Mr. Eaton stated that there was one bid to open for the Sheriff's  
Department Police Software, and a bid was received from:**

**Information Management Corporation**

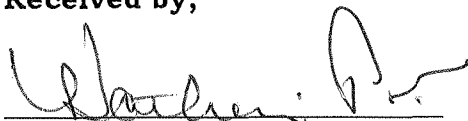
**Commissioner Pratt suggested that Mr. Eaton bring the bid to the  
Sheriff's Department for evaluation and make a recommendation at the  
next Commissioners' Meeting.**

**Commissioner Pratt moved to adjourn at 2:20 p.m.**

**Respectfully submitted,**

  
**Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners**

**Received by,**

  
**Katharin K. Pratt, Vice Chair  
Rockingham County Commissioners**

**/meb**

MB  
Date 11/25/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 10, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Cathy Stacey, Register of Deeds; High Sheriff Dan Linehan; Mary Currier, Conservation District; Gene Charron, Superintendent, Department of Corrections; Jayne Jackson, Fiscal; Martha Roy, Director, Human Resources; Diane Gill, Human Services; Bill Sturtevant, Administrator, Nursing Home; Ernie Woodside, Engineering & Maintenance Dept.; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Ray Donald, East Kingston.

Commissioner Battles called the meeting to order at 2:07 p.m.

**MOVED:** Commissioner Barka to approve the minutes of the October 28 and November 4, 1997 Commissioners Meetings with one change under the Sheriff's Report.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles introduced Ray Donald from East Kingston who expressed an interest in running for County Commissioner. Commissioner Battles stated that he would give Mr. Donald a copy of the budget.

**REPORT FROM REGISTER OF DEEDS:**

Cathy Stacey stated that revenues at the Registry of Deeds had gone over \$1,000,000 again for the month of October, five months in a row.

Mrs. Stacey presented some bid quotes for supplies for her office. Mrs. Stacey next discussed a CD Rom Scanning Machine for \$60,000 which was budgeted for out of the surcharge account. Mrs. Stacey has chosen Connor & Connor, Inc. of Exeter from approximately 15 vendor bids. All other 9 New Hampshire counties use Connor & Connor also.

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Mrs. Stacey had a bid award for a 10-drawer film cabinet.

**MOVED:** Commissioner Barka to award the bid to Spectra Associates per the recommendation of Mrs. Stacey.

**SECONDED:** Commissioner Pratt

**VOTE:** 3 Yea. Motion passed unanimously.

Mrs. Stacey had some bid waivers which the Commissioners signed.

**REPORT FROM SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated that he was attempting to settle issues with the Police Software contract and the contract should be ready by next Tuesday.

**REPORT FROM CONSERVATION:**

Mary Currier stated that she was working on a request for a grant for storm water monitoring.

The Commissioners have received a letter from Leon Kennison of the Department of Transportation summarizing the meeting with Mike Burlage and setting up the signing of the agreement.

The Conservation District is setting up a training session for real estate appraisers on Wednesday at the Yard Restaurant. Cathy Stacey is going to speak with them about the DRA and attempts to try and change the administrative rules and legislation.

**REPORT FROM DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron gave his weekly report. Mr. Charron presented the Commissioners' Office with some information on the VINE Program (Victims' Notification). Mr. Charron requested some time to discuss with the Commissioners. Commissioner Battles indicated interest in the VINE Program and asked Mr. Charron how it could be started. Mr. Charron stated that costs were \$11,000 for a one-time startup fee, with a monthly maintenance and updating fee of approximately \$1,500. Commissioner Battles asked if grant money could help to pay for this program and suggested calling the Attorney General's Office for more information.

Mr. Charron stated that EMSA had pulled out of the medical bidding process and he would have to select another vendor, either CHS or PHS.

MB  
Date 11/25/97

**REPORT FROM FISCAL DEPARTMENT:**

Jayne Jackson stated that there was no report. She would report directly to Cathy Stacey regarding the telephone bill.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that Human Resources has been holding health and dental benefits seminars for employees. They are reviewing employee health applications as they come in to send to Health Source.

Commissioner Battles asked how the United Way fundraising efforts were proceeding. Martha Roy stated that letters were going out Thursday with paychecks. Mr. Sturtevant would be having a continuous play video in the staff dining room starting next week regarding the United Way fundraising effort.

Commissioner Battles stated that Martha Roy would be working with the airport on the Economic Development Corporation to do a video at no cost to the County for economic opportunities in Rockingham County as well as items of interest to vacationers.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that she had just received the October state bill and that her budget was approximately \$300,000 over.

**REPORT FROM MAINTENANCE:**

Mr. Woodside stated that there were RFPs to be awarded and bids to be opened. Mr. Woodside stated that the Generator Transfer Switch Pms was in fact \$2,000 not \$1,750, the ice melt bid was not the lowest but they did not bid per specs and the exit door bids would have to wait until next week because they were not in on time. Mr. Woodside recommended the bid award for Generator Transfer Switches go to EEC. Mr. Woodside recommended the bid award for fire alarm testing go to Amoskeag Fire Alarm, for fire sprinkler to Grinnell Fire Protection, and Engine Generator Set Annual Inspection/Preventative Maintenance to Southworth Milton.

**MOVED:** Commissioner Pratt to award the bid for the Fire Alarm Testing & Inspection to Amoskeag Fire Alarm, the Fire Sprinkler Quarterly Test & Inspection to Grinnell Fire Protection, the Engine Generator Set Annual Inspection/PMS to Southworth Milton, and the Generator Transfer Switch Pms to EEC per the recommendation of Mr. Woodside.

**SECONDED:** Commissioner Barka

\_\_\_\_\_  
MB  
Date 11/25/97

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED: Commissioner Barka to award the bid for Ice Melter to Arjay, Inc. per the recommendation of Mr. Woodside and in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were RFPs to open for sheet vinyl & ceramic tile, and bids were received from:**

**Cadieux's Flooring  
New England Shade & Carpet World**

**Commissioner Battles suggested that Mr. Woodside put Donald Sisson from Epping on his bid list for carpeting.**

**MOVED: Commissioner Barka to have Mr. Woodside shop the bids, grant to the low bidder and make a recommendation at the next Commissioners Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Pratt reminded everyone to send their current updated bid lists to the Commissioners Office.**

**REPORT FROM THE NURSING HOME:**

**Mr. Sturtevant gave his weekly report. Mr. Sturtevant stated that there were three vendors who responded to the RFP and he would recommend Business Health Management, the current vendor receive the two-year agreement. This would be in the best interest of the County and they provide after hours coverage, something the other two vendors do not do except for an additional fee.**

**MOVED: Commissioner Barka to award the bid to Business Health Management per the recommendation of Mr. Sturtevant.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

MB  
Date 11/25/97

Mr. Sturtevant stated that bids were opened at the last Commissioners' Meeting for soft drinks. There were two bidders, Pepsi Cola and Seacoast Coca Cola. Mr. Sturtevant recommends Pepsi Cola.

Mr. Sturtevant stated that bids were to be opened for body wash on Wednesday. Mr. Sturtevant made a request for a non-public session to discuss an application for admission.

**New Business:**

Commissioner Battles stated that Attorneys Steve Schulthess, Getman, Stacey, Tamposi & Steere have left the law firm of Devine, Millimet & Branch and formed their own law firm "Getman, Stacey, Tamposi, Schulthess & Steere, P.A., Attorneys at Law, 889 Elm Street, Manchester, NH 03101. The Commissioners have typed a letter to allow Attorney Schulthess to continue with the workers comp cases that he is handling now and cases in the future. Commissioner Barka stated that Steve Schulthess had done a tremendous job representing the County and had won approximately 95-98% of the cases. Commissioner Battles stated that the County's agreement was with Devine, Millimet & Branch, so the Commissioners have to have a vote to agree to continue with Steve Schulthess, whose rates would remain the same.

**MOVED:** Commissioner Barka to allow Commissioner Battles to sign the letters on behalf of the Board of Commissioners to allow Attorney Steve Schulthess to continue representing the County in workers comp matters.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

There being no further business to come before the Commissioners, Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II (c).

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:09 p.m.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
November 10, 1997**

Date <sup>mb</sup> 11/25/97

Those present for NHRSA 91A:3 II (c) were Commissioner Battles, Commissioner Pratt, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

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 Barka moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE 3 Yea. Motion passed unanimously.

MOVED BY: Commissioner Barka to waive the residency requirement as presented by Mr. Sturtevant provided he meets Rockingham County acceptance criteria.

SECONDED: Commissioner Pratt.

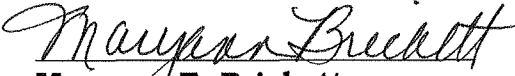
VOTE: 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 3:18 p.m.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners



Date

MB  
12/2/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 25, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Cathy Stacey, Register of Deeds; High Sheriff Dan Linehan and Christine Croto; Kathy Nikitas, County Attorney's Office; Ellen Lavin, Treasurer; Tim Dempsey, Deputy Treasurer; Mary Currier, Conservation District; Gene Charron, Superintendent, Department of Corrections; Theresa Young, Fiscal; Martha Roy, Director, Human Resources; Diane Gill, Human Services; Bill Sturtevant, Administrator, Nursing Home; Ernie Woodside, Engineering & Maintenance Dept.; Jennifer Nelson, Telecommunications Dept.; Robyn Wojtusik, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Rep. Joe Guthrie; Nancy Adams, UNH Cooperative Extension; Arthur Baker, Master Gardener; Nancy Surette, Master Gardener; Steve Jusseaume, Rockingham County News.

Commissioner Battles called the meeting to order at 2:10 p.m.

**MOVED:** Commissioner Barka to approve the minutes of the November 10, 1997 Commissioners' Meetings.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Battles stated there was a newspaper release November 24 regarding projected revenues at the Jail. One of the initiatives is to increase revenues. The VINE program will be elaborated more on later. The inmates industries programs are designed to help offset the cost of incarceration to taxpayers. Another initiative in the discussion stage is diversion grant monies for the Power Squadron, to provide internet safety for children.

Date MB  
12/5/97

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

Kathy Nikitas stated that the County Attorney's office had no report and everything was running smoothly. Everyone wished Kathy a happy birthday.

**REPORT FROM REGISTER OF DEEDS:**

Cathy Stacey stated that she had some bid waivers. Hearing no discussion, the Commissioners signed both bid waivers. The third item, a bid waiver for Connor & Connor was tabled and would be discussed during budget sessions.

Commissioner Battles introduced the new Telecommunications Coordinator, Jennifer Nelson. Commissioner Pratt welcomed Jennifer and stated that all future work orders need to be directed to Jennifer now. Commissioner Battles stated that various department personnel had gone to Micro C for training and had met Jennifer. Commissioner Barka requested a list of personnel who have gone for training.

**REPORT FROM SHERIFF'S DEPARTMENT:**

Sheriff Dan Linehan stated that the item on the agenda, was the IMC software bid award, the only bidder. IMC will write a civil program for the Sheriff's Department free of charge. The software will be installed for approximately \$40,000. The funding could be done over a period of two years. Commissioner Battles stated that there would be no vote by the Board today as they needed a firm dollar figure. Sheriff Linehan stated there may also be some changes in the wording in the contract.

**REPORT FROM THE TREASURER:**

Ellen Lavin stated there had been five responses to the banking RFP. They were requesting more complete answers from three banks before awarding the bid in the next couple of weeks.

**REPORT FROM CONSERVATION:**

Mary Currier stated that the Christmas tree would be displayed in the Atrium very soon in time for any planned Christmas parties. The tree is a joint donation from the Conservation District and Parker's Tree Farm of Greenland, made in the name of John York.

**REPORT FROM DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron gave his weekly report and stated that the population is usually down this time of the year. Mr. Charron stated that projected

MB  
Date 12/2/97

revenues were expected to be approximately \$365,000 but in fact he was expecting revenues to be in excess of \$535,000.

Revenue sources were immigration, work release income, the inmate telephone system, all of which have added to the revenue. Mr. Charron expressed his gratitude for the Commissioners' support of the VINE program.

Commissioner Battles explained that a Derry Company had approached the Commissioners to work with them in a collaborative effort to provide a work force in an economy where labor is somewhat scarce. Human Resources has been involved in this effort for six months. A discussion regarding fluctuating prison population followed.

**REPORT FROM FISCAL DEPARTMENT:**

Theresa Young stated that budget meetings were being scheduled, beginning with Fiscal following the Commissioners' Meeting. The Fiscal Department would be sending a memo to all departments. She would be working with the Sheriff's Department on their budget.

The Fiscal Department would need the Executive Committee to grant the authority to spend in the first couple of months next year and the authority to borrow.

Mrs. Young stated that the A/P run will be put in the Commissioners' Office on December 3 to accommodate the two holidays. The Sheriff's budget should be done tomorrow.

Commissioner Pratt stated that the Commissioners' budget will be going out on or before January 14, 1998.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that health and dental applications should all be in to Human Resources now. All employee annual evaluations scores are due in by December 8.

**REPORT FROM HUMAN SERVICES:**

Diane Gill presented her October report. The October State bill would be presented on a warrant. Diane Gill stated that she would need a transfer in December. Projected year-end costs for intermediate nursing care would be approximately \$237,000 over budget.

Mr. Sturtevant stated that he has a meeting on December 2 with the State regarding rates.

\_\_\_\_\_  
MB  
Date 12/5/97

Commissioner Battles requested more information regarding what the State projected from this year's budget, as it is public information.

**REPORT FROM MAINTENANCE:**

Mr. Woodside stated that he would like to recommend two bid awards to the low bidders for sheet vinyl and ceramic tile:

Cadieux Flooring \$9,590  
R. G. Toombs (steel doors) not to exceed \$7,000.

Commissioner Battles recommended the steel door bid be sent out for rebid and increase the number of people who were to receive the bid.

The last item on the agenda was a bid waiver for the transport of #6 fuel which the Commissioners approved and signed.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that an RFP had gone out for pharmacy services for the Nursing Home and it was awarded to Uni-Care, the current vendor. An appendix had been added to the contract granting a few more rights and services to the Nursing Home. Mr. Sturtevant requested the signature of the Chairman of the Board of Commissioners.

Mr. Sturtevant stated that an RFP had gone out for Occupational Health Services for a 2-year contract. Mr. Sturtevant recommended using the current vendor Occupational Health Services for no increase in fees for the first year, and a 2% increase in fees for the second year. They will also provide after-hour services at no extra charge.

Commissioner Barka stated that there were bids to open for body wash, and bids were received from:

Gulf South Medical Supply  
Red Line Health Care

**MOVED:** Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Commissioner Barka stated that there were bids to open for cranberry juice, and bids were received from:

MB  
Date 12/2/92

**J. P. Food Service Inc.  
Donahue Brothers  
Shaheen Brothers**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka stated that there were bids to open for speech therapy services, and bids were received from:**

**New England Speech Services  
Fred Lewis**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka stated that there were bids to open for vans, and bids were received from:**

**Patsy's GMC  
Bus and Bodies**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.**

**SECONDED: Commissioner Pratt.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there would be a brief Commissioners' Meeting Tuesday, December 2.**

**Mr. Sturtevant presented a bid waiver for mental health services, which reflected no rate increase for the past three years for the Center For Life Management. The Commissioners approved and signed the bid waiver.**

**The Commissioners stated there would be a budget meeting with Mr. Sturtevant on Saturday at 10:00 a.m.**

Date MB  
12/2/97

Commissioner Barka left the meeting at this point to attend a School Board meeting.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robyn Wojtusik stated that her budget was ok and she introduced Nancy Adams, Nancy Surette and Arthur Baker from the Master Gardener Program.

Nancy Adams gave a lengthy presentation regarding the Master Gardener Program and stated they would like to use the term Rockingham County Horticulture Center. A candidate for the Master Gardener Program receives 45 hours of classroom instruction in a variety of horticultural concepts. Upon completion of training, the students return 45 hours of volunteer service to the community. The Program would like to set aside a 10-acre site at the Rockingham County Complex devoted to this use over a period of years. A number of sites were surveyed, which might be compatible for soil, watering, etc. A site has not been chosen. Nancy Adams stated that grant opportunities for environmental education were also being explored.

The Commissioners wished to have several more meetings with the Master Gardener personnel, the UNH Cooperative Extension and Mr. Woodside from Maintenance for further in-depth discussions. Several issues which need to be decided in addition to location would be drainage, soil quality, parking, fencing, wild life, traffic, costs and educational facilities.

Mr. Sturtevant suggested a site on the Nursing Home side of North Road for the benefit of the residents, so they could enjoy the gardening without the hazard of crossing the road.

**MOVED:** Commissioner Battles to have the Commissioners agree to entertain the initiative and concept with further discussion between the Board, the Master Gardeners, Cooperative Extension and Maintenance to finalize a Memorandum of Understanding to proceed with such a concept.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Barka, though absent at this point was in favor of moving forward with the concept of the Master Gardener Program.

MB  
Date 12/5/97

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session under NHRSA 91A:3 II (a).

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:50 p.m.**

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
November 25, 1997**

Those present for NHRSA 91A:3 II (a) were Commissioner Battles, Commissioner Pratt, Martha Roy, Bill Sturtevant, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

**SECONDED: Commissioner Battles.**

**VOTE 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Pratt to grant emergency sick leave time to an employee as presented by Human Resources on behalf of the Sheriff's Department.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Pratt to not grant emergency sick leave time to an employee as presented by Human Resources on behalf of the Nursing Home.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

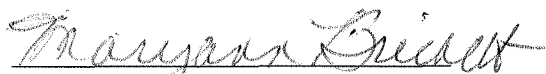
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MB  
Date 1.5/5/97

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:55 p.m.

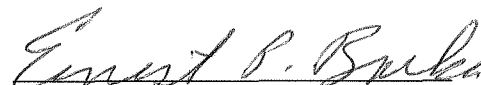
**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**



MB  
Date 12/9/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 2, 1997**

**Present:** Commissioner Battles  
Commissioner Pratt  
Commissioner Barka

**Also present:** Joe Akerly and Christine Croto, Sheriff's Department;  
Gene Charron, Superintendent, Department of  
Corrections; Martha Roy, Director, Human Resources;  
Bill Sturtevant, Administrator, Nursing Home; Maryann  
Brickett, Executive Assistant to the Rockingham  
County Commissioners.

**Also present:** Steve Jusseaume, Rockingham County News.

Commissioner Battles called the meeting to order at 2:10 p.m.

**MOVED:** Commissioner Barka to approve the minutes of the November  
25, 1997 Commissioners' Meeting.

**SECONDED:** Commissioner Battles.

**ABSTAIN:** Commissioner Pratt.

**VOTE:** 2 Yea. 1 Abstain.

Commissioner Battles stated that the Commissioners wished to have security at the Human Services building enhanced and asked Joe Akerly to speak to the Maintenance Department about a line item transfer to provide funding for strengthening security in the building. Commissioner Battles requested input from the Sheriff's Department. Commissioner Battles suggested restricting access, to have this done immediately today, and to get together with Maintenance and Human Services about this issue.

**REPORT FROM SHERIFF'S DEPARTMENT:**

Captain Joe Akerly stated that the police software bid award issue would be tabled until further notice from the Sheriff's Department. The next item on the agenda was a bid waiver for shop parts. Commissioner Battles requested an inventory of Keith Clark's personal equipment as he is leaving the department and has a lot of personal equipment he will be taking when he leaves. All new equipment is being bar-coded.

MB  
Date 12/9/97

Commissioner Battles requested that the bid waiver be discussed with the Sheriff's Department at a later date before signing.

**REPORT FROM DEPARTMENT OF CORRECTIONS:**

Mr. Gene Charron stated that the population remains steady. Mr. Charron presented the Commissioners with a package regarding the medical services proposal and his recommendation to the lowest bidder. He had decided against EMSA due to a price increase of 25%.

MOVED: Commissioner Barka to accept Mr. Charron's recommendation to award the medical services contract in the amount of \$435,884.00 to Annashae, the lowest bidder.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the Personnel Policies & Procedures Manual was completed as recommended by the County Management Team. This is also with the understanding that two things would be done, a Fiscal impact study and to be reviewed and approved by County's legal counsel. This includes a safety policy, Americans With Disabilities Act policy, Division Director Grievance policy and smoking policy. These were the most significant changes. The manuals will be bound by the end of December, one for the O/DD and one to be in a public place for employees to review.

Commissioner Battles stated these policies & procedures also included a sexual harassment policy and drug screening of newly hired employees.

MOVED: Commissioner Barka to approve the Personnel Policies & Procedures as drafted by the Human Resources Department.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Commissioner Pratt wished to thank everyone who worked on this Personnel Policies & Procedures manual. This was a very large undertaking. The employee manual would be going out to every employee with the last paycheck of the year.

MB  
Date 12/9/97

Mrs. Roy stated that the Union requested the release of the non-public session of the July 1, 1997 Commissioners' Meeting. Mrs. Roy recommended releasing the minutes to be done on a case by case basis.

**MOVED:** Commissioner Barka to release the minutes of the non-public session of the July 1, 1997 Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that he would like to award the cranberry juice bid to J. P. Foods Services, the low bidder for \$18.95 per case.

**MOVED:** Commissioner Barka to award the cranberry juice bid as recommended by Mr. Sturtevant to J. P. Foods Services, the low bidder for \$18.95 per case.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Mr. Sturtevant stated that he would like to award the body wash bid to Gulf South/TotalMed, the low bidder in the amount of \$27.90 for the 16 oz. size and \$32.90 for the 21 oz. size per case.

**MOVED:** Commissioner Barka to award the body wash bid as recommended by Mr. Sturtevant to Gulf South/TotalMed, the low bidder for \$27.90 and \$32.90 per case.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 2:35 p.m.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously.

Date 12/9/97

Respectfully submitted,

Maryann Brickett  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Ernest P. Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb

MB  
Date 12/16/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 9, 1997**

**Present: Commissioner Battles  
Commissioner Pratt**

**Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Christine Croto, Sheriff's Department; Mary Currier, Conservation District; Kathy Nikitas, County Attorney's Office; Cheryl Hurley, Delegation Office; Jayne Jackson, Fiscal Department; Martha Roy, Director, Human Resources; Bill Sturtevant, Administrator, Nursing Home; Jennifer Nelson, Telecommunications; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Rep. Joe Guthrie.**

**Commissioner Battles called the meeting to order at 2:15 p.m.**

**MOVED: Commissioner Pratt to approve the minutes of the December 2, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that budget review meetings were nearly completed with all departments. The Commissioners' Office is working on a variety of different proposals and initiatives, including privatization issues with the departments.**

**REPORT FROM THE COUNTY ATTORNEY'S OFFICE:**

**Kathy Nikitas stated that she would fax the Commissioners' Office the County Attorney's revised budget either this afternoon or tomorrow.**

**REPORT FROM THE REGISTER OF DEEDS:**

**Cathy Stacey had a bid waiver for the Connor & Connor optical scanning proposal, which the Commissioners approved and wished entered into the record.**

MB  
Date 12/16/97

Cathy Stacey also had a bid waiver for the renewal maintenance contract on the Extek Silver Duplicator. Commissioner Battles and Commissioner Pratt signed the bid waiver, and Commissioner Barka's signature would be requested this week.

**REPORT FROM SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that a Security Committee meeting was held at the Court House today. There were no unresolved issues and things were going well. Mr. O'Neill was not present at the meeting. Judge Nadeau and Charlie Thayer were present though.

The Sheriff's Association has donated \$15,000 to the police memorial fund, with \$20,000 yet to reach the goal.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that the Christmas tree has been erected in the Atrium and suggested a longer ladder would be helpful to decorate the tree.

Commissioner Battles suggested that Mr. Woodside procure a larger ladder in his 1998 budget. Mr. Sturtevant stated that his department was doing just that.

**REPORT FROM THE FISCAL DEPARTMENT:**

Jayne Jackson stated that the Fiscal Office has scheduled a meeting with the Commissioners to discuss dental issues. Martha Roy requested that she and Roy Morrisette be included in these meetings.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that there were bids to open for printing services.

Commissioner Pratt opened bids from:

- The Randall Press, Inc.
- New Hampshire Printers
- The Copy Center of Exeter
- Yankee Printer

**MOVED:** Commissioner Pratt to allow Martha Roy to review the bids, notify all bidders of the changes, and award the printing services bid to the lowest bidder or in the best interest of the County.

**SECONDED:** Commissioner Battles.

MB  
Date 12/16/97

**VOTE: 2 Yea. Motion passed unanimously.**

**Martha Roy discussed the Human Resources/Fiscal software and its compatibility to interface with the Fiscal Department. It will be purchased this year from CompuServe and implemented fully next year. She would have a recommendation to the Commissioners before the end of the year.**

**Martha Roy stated that almost all of the Merit Pool recommendations were now in.**

**The Employee Handbooks would be distributed on December 24 with the last paychecks of the year.**

**REPORT FROM THE NURSING HOME:**

**Mr. Sturtevant gave his population report and stated that there were bids to open for dishwasher chemicals, an annual 2-year contract.**

**Bids were received from:**

**North Center Foods  
AmeriClean Systems  
Eco Lab  
Shaheen Brothers  
Jordans  
Bernard J. Twomey  
Summit Supply  
J. P. Food Services**

**MOVED: Commissioner Pratt to allow Mr. Sturtevant to shop the bids and make a recommendation at the next Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Pratt reminded everyone that there would be a County Management Team meeting Thursday, December 11 at 10:00 a.m., followed by a luncheon. All division directors and elected officials were invited as well as their assistants.**

**Mr. Sturtevant announced that Wednesday, December 17 was the annual Christmas buffet.**

MB  
Date 12/16/97

Mr. Sturtevant stated that the Constitution State services contract for workers comp expires December 31, 1997. He suggested extending the contract for a period of time. Commissioner Battles suggested extending it for a 6-month period.

Mr. Sturtevant requested a non-public session.

**REPORT FROM THE TELECOMMUNICATIONS DEPARTMENT:**

Jennifer Nelson stated that 3 RFPs have gone out this week for computer training and the upgrades for new user computers before the end of the year, UPS had been reproposed, and notebook laptops. Jennifer is expecting to have ready for signature this week an RFP for training room furniture, printers, and supplies and equipment needed for upgrading of current computer systems.

Commissioner Battles suggested that Merrimack County had purchased some computer tables from the State Prison for \$20. Cathy Stacey stated that they were beautiful. Jennifer Nelson stated that she had contacted the State Prison and they would be sending her photos of the furniture.

Cathy Stacey also suggested an auction in Hooksett on the last Friday of the month. Non-profit organizations can attend the auction for free and receive supplies. It is located on Route 3 in Hooksett at the old St. Mary's location.

Commissioner Battles stated that Internet services were being cut from the County Attorney's budget and these services will be going out to bid. A policy would be forthcoming for Internet users. Another concern is the end of the century "Millennium Bug."

Jennifer Nelson stated that over the last 3 days she had met with Representative Majors to go over the finalists in the bid process for the telephone system and they should have a recommendation for the Commissioners by the end of the year. Commissioner Battles requested the recommendation by the end of next week.

Jennifer stated that next Monday, Tuesday and Wednesday NYNEX would be doing an audit of the current telephone system and a physical inventory to ensure that the numbers being quoted are correct. This will affect only departments on the North Road campus. They will do this audit at no cost to the County.

Jennifer requested that all departments return all software and manuals to the Telecommunications Department today in order to do upgrades on systems for Micro C to do that and in order to consolidate everything being used in one location.



MB  
Date 12/16/97

Commissioner Battles requested that Mary Currier keep the Commissioners up to date on all grants that the Conservation District is looking at. Commissioner Pratt wished to speak to Mary Currier regarding the storm water runoff matter. Mary Currier stated that she had another grant window for the Coastal Program due in January. The 319 Program is to be a \$40,000 necessary match and it was Mrs. Currier's understanding that the County could not come up with that amount of money. Commissioner Pratt requested Mrs. Currier to put all these reports in written form because she had to meet with the Long Range Planning Committee on Monday, December 15.

The Commissioners stated that next week's Commissioners' Meeting was for the purpose of facilitating department needs. If anyone had an item to place on the agenda, they should attend. If they did not need to attend, attendance would not be required.

Commissioner Battles stated that the Commissioners' Office needed to know what all departments' year end projections as to where their budget figures would be coming in at.

Jayne Jackson stated that all departments would be receiving a memo from Fiscal regarding year end issues.

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c).

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea.** Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:10 p.m.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
December 9, 1997**

Those present for NHRSA 91A:3 II (a) were Commissioner Battles, Commissioner Pratt, Martha Roy, Bill Sturtevant, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

MB  
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**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Battles to terminate a Nursing Home employee upon the recommendation of the Administrator.**

**SECONDED: Commissioner Pratt.**

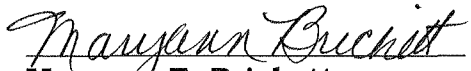
**VOTE: 2 Yea. Motion passed unanimously.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:00 p.m.**

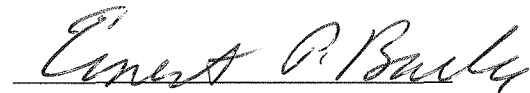
**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**

MB  
Date 12/23/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 16, 1997**

**Present:       Commissioner Pratt  
                  Commissioner Barka**

**Also present:       Cathy Stacey, Register of Deeds; Sheriff Dan Linehan  
                          and Christine Croto, Sheriff's Department; Mary  
                          Currier, Conservation District; Kathy Nikitas, County  
                          Attorney's Office; Jayne Jackson, Fiscal Department;  
                          Martha Roy, Director, Human Resources; Ernie  
                          Woodside, Maintenance Department; Nancy Lang, Asst.  
                          Administrator, Nursing Home; Maryann Brickett,  
                          Executive Assistant to the Rockingham County  
                          Commissioners.**

**Also present:       Steve Jussesume, Rockingham County News.**

**Commissioner Pratt called the meeting to order at 2:10 p.m.**

**MOVED: Commissioner Pratt to approve the minutes of the December 9,  
1997 Commissioners' Meeting.**

**SECONDED: Commissioner Barka.**

**VOTE: 2 Yea. Motion passed unanimously.**

**REPORT FROM THE FISCAL DEPARTMENT:**

**Jayne Jackson stated that the Fiscal Office had put together a package of  
information for the Commissioners' Office so they could see where the  
Fiscal Department came up with the figures for 1998 for the Dental  
Program. The Fiscal Office would be flat funding the budget. There is a  
0% increase in dental and a small increase to COBRA, per EBPA's  
recommendation.**

**MOVED: Commissioner Barka to approve the proposal submitted by EBPA  
for the 1998 dental plan:**

**Based on the proposal submitted by EBPA and its subsequent review  
by the Fiscal Office, I move that the County continue to fund \$427  
per budgeted position for dental coverage for the 1998 calendar  
year.**

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In addition, I move that the County accept the dental proposed rates as quoted by EBPA for the 1998 calendar year for those employees who pay a pro-rated portion due to a less-than-80-hour-bi-weekly-work week. This rate should also apply to elected officials choosing higher than single coverage and for retirees who pay for coverage. I further move that those on the County's COBRA dental plan pay the rates proposed by EBPA plus the standard 2% administrative fee.

**Employees, Elected Officials and Retirees**

Single	\$20.25
Two	\$40.50
Family	\$54.68

**COBRA**

Single	\$20.65
Two	\$41.31
Family	\$55.77

**SECONDED: Commissioner Pratt**

**VOTE: 2 Yea. Motion passed unanimously.**

Commissioner Pratt introduced Cindy Haydem from the Portsmouth Community Development Department. Ms. Haydem discussed the rehabilitation of the Portsmouth City Hall. The City of Portsmouth is interested in working with the County on a grant application under the State Community Development Block Grant Program, targeting low and moderate income residents. The City is looking for funds to do HVAC, electrical, and window replacement at what is known as the Seybolt Building which is attached to current City Hall. Located in the Seybolt Building are several social services agencies that provide services to low and moderate income residents in the County of Rockingham as well as communities in Strafford and into southern York, Maine County. Since the City of Portsmouth would be the grant recipient, it can not also be the grant applicant. They are looking to apply for between \$450,000 and \$500,000. The City would provide all the local matched dollars acquired to make this project go forward. There would not be any funding sought from the County for this project. If this grant application were successful, the County would be the grant recipient, and then the City and County would work out a sub-recipient grant arrangement so that the City could administer the funds for the repairs needed to a City owned building. One grant deadline is the end of January, and the other July 1, 1998. Ms. Haydem has been speaking with Martha Roy on this subject. Mrs. Roy has spoken with the Commissioners about this process and the Full Delegation will have to vote on this grant application. Other

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communities can apply for these grant funds as well. They anticipate there will be between \$3-3.5 million dollars available in the Housing & Public Facilities grant category. Ms. Haydem expected this grant to score highly because these social service agencies provide services to low and moderate income residents of the County.

Commissioner Pratt request that the Commissioners be provided a budget for the grant project and also other funding and matching dollars. Ms. Haydem has spoken with the Portsmouth County Delegation about this matter already and they are looking for the Commissioners' guidance and approval to move forward with this project.

Commissioner Pratt, Commissioner Barka and Commissioner Battles are interested in this block grant, but there is a possibility the County Delegation would have to approve this matter.

Martha Roy stated that she has spoken with Cheryl Hurley, and Mrs. Hurley stated that the appropriate step would be for the City of Portsmouth to meet with the Subcommittee prior to going to the Executive Committee. Commissioner Barka stated that it was premature to go to the Executive Committee Meeting on Friday. The County Attorney is looking into this matter as well. Sheriff Linehan had a question if all communities in Rockingham County have access to these agencies. Ms. Haydem stated that there were seven agencies in the building. Four agencies provide services to all communities in Rockingham County and the other three provide services to a number of communities in Rockingham County.

Commissioner Pratt stated that the Commissioners would circulate this memo to let everyone know what towns are serviced by these offices. The Commissioners do not want to fund items for services outside of Rockingham County. Commissioner Pratt suggested the week after New Years to get together again to discuss the grant application.

Martha Roy stated that she would arrange a Subcommittee Meeting.

**REPORT FROM SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that the Sheriff's Department had one item on the agenda, the IMC software bid award. Sheriff Linehan stated that it was less expensive to purchase rather than lease this equipment long term. This company, at no extra charge, would develop a software program which enables the Sheriff's Department to check the civil warrants against criminal warrants. The purchase amount of the software package is \$33,200 and they would be requesting a line item transfer. Half this amount would come out of this year's budget, and half out of next year's budget. Commissioner Pratt stated that this amount would be coming out

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of the Telecommunications budget per agreement between the Sheriff and the Commissioners

**MOVED:** Commissioner Barka to accept the recommendation of the Sheriff's Department to award the police software bid to IMC in the amount of \$33,200.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Sheriff Linehan further commented that another advantage is that most local agencies use this software so it would be interchangeable through modem transfer. This would eliminate a lot of man hours and keep all departments current. This would also interface with the State Police.

Commissioner Pratt stated that these line item transfers would be brought before the Executive Committee Meeting Friday.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey had no report except that a member of her staff had an unfortunate mishap. Her family home had burned to the ground last night. Mrs. Stacey is looking for any type of donation. There are 4 adults and 2 young children, ages 2 and 4. They are currently living at a family member's home. Mrs. Stacey requested personal items and Christmas presents be brought to the Deeds' Office.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the software bid award with the Fiscal Department was temporarily postponed. They were still negotiating with the vendor.

Mrs. Roy stated that she had a recommendation for printing services to the Copy Center of Exeter, the low bidder, in the amount of \$1,831.

**MOVED:** Commissioner Barka to award the printing services bid per Mrs. Roy's recommendation to the Copy Center of Exeter, the low bidder, in the amount of \$1,831.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Pratt stated that originally it was announced that the Employee Handbooks would be passed out with the last paycheck of the year, but the Commissioners request that they be passed out to

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departments no later than December 29, 1997 and the acknowledgment forms be back no later than January 5, 1998.

**REPORT FROM MAINTENANCE:**

Mr. Woodside stated that he would be meeting with the D.O.T. at 1:00 p.m. tomorrow to look at the signs, etc. on North Road, and hopefully the moving of signs would occur shortly after the meeting tomorrow.

Mr. Woodside stated that he had a bid waiver for sprinkler upgrades for the Commissioners to sign. This is for the bid that was earlier awarded to Grinnell, the low bidder. Deficiencies were found not only in the Nursing facility, but in the Carlisle Building, Extension Services, and the Jail. Commissioner Battles would need to sign as well, but Commissioner Pratt and Barka signed the Change Order.

**REPORT FROM THE NURSING HOME:**

Nancy Lang stated that the dishwashing chemicals bid award should go to Summit, the low bidder, in the amount of \$8,776.68

**MOVED:** Commissioner Barka to award the dishwashing chemicals bid to Summit the low bidder, per the recommendation of the Nursing Home Administrator, in the amount of \$8,776.68.

Mrs. Lang stated that the bid waiver paperwork for Constitution State has not arrived yet and would have to be placed on the agenda for the next Commissioners' Meeting.

Mrs. Lang stated that the next item on the agenda was a bid waiver for Hobart dishwashing parts for the Dietary Department. The Commissioners signed the bid waiver and Commissioner Battles' signature would be obtained as soon as possible.

Mrs. Lang had some applications for admissions for the Commissioners to sign.

Mrs. Lang reminded everyone that the Annual Christmas Buffet was tomorrow at 11:30 and everyone was invited.


There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 2:40 p.m.

**SECONDED:** Commissioner Pratt.

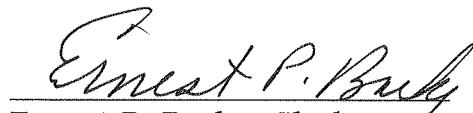
**VOTE:** 2 Yea. Motion passed unanimously.

MB  
Date 12/23/97

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb





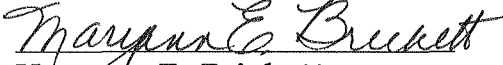
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There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 9:30 a.m.

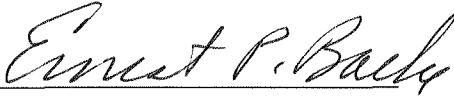
**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Respectfully submitted,**

  
**Maryann E. Brickett**  
**Executive Assistant to the**  
**Rockingham County Commissioners**

**Received by,**

  
**Ernest P. Barka, Clerk**  
**Rockingham County Commissioners**

**/meb**

Date MB  
12/31/97

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 23, 1997**

**Present: Commissioner Battles  
Commissioner Pratt**

**Also present: Martha Roy, Director, Human Resources; Bill Sturtevant, Administrator, Nursing Home; Jennifer Nelson, Telecommunications; Cheryl Hurley, Delegation; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Commissioner Battles called the meeting to order at 2:05 p.m.**

**MOVED: Commissioner Battles to approve the minutes of the December 16, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**MOVED: Commissioner Battles to approve the minutes of the December 19, 1997 Commissioners' Meeting as amended.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that he would give the Commissioners' Report next week when all division directors were present.**

**Commissioner Pratt referred to a March 11, 1997 memorandum from the Merit Pool Sub-Committee to the members of the Personnel Advisory Commission which reads as follows:**

**Recommendations:**

**"4. Should the number employees in any County Department with total score be greater than 30% the Director of Human Resources shall have the discretion of up to 35% total participation of employees in that department. Should the number be greater than 35% then the HR Director shall bring this information before the**



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**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant stated that two vendors had submitted proposals for the speech therapy contract and he would recommend Fred Lewis the current provider for 14 years in the amount of \$60.00/hour. Although he was not the low bidder, it was in the best interest of the County and the residents of the Nursing Home. The other vendor has submitted a proposal for \$55.00 per hour, but could not ensure the same therapist every week, and this would be disruptive for the residents. The contract would be for 2 years at a fixed rate.

**MOVED:** Commissioner Pratt to accept the recommendation of the Nursing Home Administrator to renew the contract for speech therapy with Fred Lewis in the best interest of the County and the residents of the Nursing Home.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles requested Mr. Sturtevant send to the County's attorney for review. Mr. Sturtevant stated he would when the contract was finalized.

Mr. Sturtevant stated that he would be submitting 2 grant applications, for pet therapy and music therapy for the residents. Mr. Sturtevant recommends using matching funds and trust fund money for a 6-month pilot program before putting this in the budget for 1999. Mr. Sturtevant stated that he would be working with the University of New Hampshire and their Allied Health Department and Betty Crapo, the head of the occupational therapy program.

Commissioner Battles stated that he had spoken to the Delta Society in Washington about teaching a class for pet therapy at Rockingham County for \$2,000 or so.

Mr. Sturtevant stated that applications are due April 1 for funding through the New Hampshire Charitable Trust. The Commissioners need to talk about whether or not to approve how to accept the grant funds. Mr. Sturtevant stated that it would be in his budget and the Delegation would be informed of this. Mr. Sturtevant stated that only the interest on trust funds can be spent and one trust fund could only be spent in the area of education for gerontology. The County might consider scholarship, \$1,000 each from each Commissioners' District to be passed to a high school or college student.

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Mr. Sturtevant stated that the emergency leave bank committee positions have been filled. Martha Roy stated that an appeal has been made. Commissioner Battles stated that the Committee should decide on the issue of the appeal as to a recommendation to the Commissioners.

Mr. Sturtevant stated that he had two bid waivers, and Commissioner Barka's signature would be obtained as soon as possible. Mr. Sturtevant stated that his BTOS software was expiring very quickly and he would be required to replace it shortly. The bid waiver for laundry repairs is an emergency situation.

Mr. Sturtevant stated that the contract extension with Constitution State was not in yet. Commissioner Battles suggested a bid waiver for a 3-month extension.

**MOVED:** Commissioner Pratt to extend the contract with Constitution State for a period of 90 days per the recommendation of Mr. Sturtevant.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Mr. Sturtevant stated that he needed a non-public session for a residency waiver and a report on legal counsel's recommendation on a Nursing Home lien.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that she would recommend the Commissioners accept the proposal from Lucent Technologies with the modifications that were made yesterday, i.e. lowering the cost of maintenance for the second year, and the addition of two video cards at no charge. The value of the cards is approximately \$3,000 each. Commissioner Battles suggested in addition to this, that the County be given 2 extra wireless phones, for a total of 4 phones.

**MOTION:** Commissioner Pratt to award the bid for telephone services per the recommendation of the Telecommunications Coordinator to Lucent Technologies as outlined above.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that he was preparing a press release on this matter and wished to thank everyone including the Delegation members, who participated in bringing resolution to this important issue.

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Date 12/31/97

**Commissioner Battles stated that a bid waiver for training room furniture is not actually needed, and recommended the Telecommunications Coordinator consult the State Warehouse or State Prison for the furniture needs.**

**MOVED: Commissioner Pratt to direct the Telecommunications Coordinator to purchase furniture for the Training Room from the State Prison Industries and to acquire a chair for Mr. Woodside.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated that there were bids to open for Notebook Computers, and bids were received from:**

**Gateway 2000  
Future Microsystems, Inc.  
AMC Computer Services, Inc.  
Digital Connections, Inc.  
Computer Hut  
Multimedia Systems, Inc.  
Computer Medics  
Adel-XT Computer Co.  
NECB Data Systems  
Computer Town  
Cocci Computer Services, Inc.  
Data Systems Network Corporation  
Portsmouth Computer Group  
Salmon Falls Computer  
Amherst Equipment Corp.  
BCC Network Integration  
CompUSA  
NSI  
PC Connection  
Turbotek Computer Corp.**

**MOVED: Commissioner Pratt to have the Telecommunications Coordinator shop the bids and make a recommendation to the Commissioners' Office before the end of the year.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

MB  
Date 12/31/97

**Commissioner Battles stated that there were bids to open for Web Page Design, and bids were received from:**

**Multimedia Systems, Inc.  
Scott Eccleston  
Sweedx2 Web Creations  
Portsmouth Computer Group  
KIP-USA**

**MOVED: Commissioner Pratt to have the Telecommunications Coordinator shop the bids and make a recommendation to the Commissioners' Office before the end of the year.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Battles stated there were bids to open for Computer Hardware Components, and bids were received from:**

**NECB Data Systems  
BCC Network Integration  
Cocci Computer Services, Inc.  
Future Microsystems, Inc.  
Adel-XT Computer Company  
Multimedia Systems, Inc.  
Portsmouth Computer Group  
Salmon Falls Computer  
Amherst Equipment Corporation  
Computer Hut  
Computer Medics  
CompUSA  
DataPro Corporation  
Digital Connections  
Gateway 2000  
PC Connection, Inc.  
Turbotek Computer Corp.**

**MOVED: Commissioner Pratt to have the Telecommunications Coordinator shop the bids and make a recommendation to the Commissioners' Office before the end of the year.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously.**



MB  
Date 12/31/97

Commissioner Battles stated that there were bids to open for Computer Printers, and bids were received from:

Data Pro Corp.  
NECB Data Systems  
Cocci Computer Services, Inc.  
Future Microsystems, Inc.  
AMC Computer Services, Inc.  
Digital Connections, Inc.  
Multimedia Systems, Inc.  
Portsmouth Computer Group  
BCC Network Integration  
Salmon Falls Computer Services, Inc.  
Adel-XT Computer Company  
Amherst Equipment Corporation  
CompUSA  
Computer Hut  
NSI  
PC Connection, Inc.  
Turbotek Computer Corp.

**MOVED:** Commissioner Pratt to have the Telecommunications Coordinator shop the bids and make a recommendation to the Commissioners' Office before the end of the year.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

Commissioner Battles stated that there were bids to be opened for Training Room Equipment, and bids were received from:

AMC Computer Services, Inc.  
Multimedia Systems, Inc.  
Amherst Computer Products  
Data Systems Network Corporation  
NSI  
Adel-XT  
BCC Network Integration  
Computer Town  
Cocci Computer Services, Inc.  
NECB Data Systems  
DataPro Corp.  
Portsmouth Computer Group  
Salmon Falls Computer  
CompUSA  
Computer Hut

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Computer Medics  
Digital Connections  
Gateway 2000  
High Tech Sales & Leasing  
PC Connection  
Turbotek Computer Corp.

**MOVED:** Commissioner Pratt to have the Telecommunications Coordinator shop the bids and make a recommendation to the Commissioners' Office before the end of the year.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**MOVED:** Commissioner Pratt recommended that all the UPS bids be rejected.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously.

**Discussion:** Commissioner Battles stated that the new Telecommunications agreement with Lucent would provide for the UPS system issues. Commissioner Battles requested the Telecommunications Coordinator send rejection letters to all the vendors who responded. Jennifer Nelson commented that several areas in the building would need their own UPS in addition to this. Commissioner Battles requested Jennifer Nelson obtain information from Theresa Young as to whether if by going out to bid, the County could encumber these monies, go out for quotes, and speak with Commissioner Barka about his concurring with a bid waiver for this process.

Jennifer Nelson disclosed that she knew the gentleman from SweedX2 in passing.

There being no further business to come before the Commissioners, Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c).

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:10 p.m.



MB  
Date 12/30/97

Respectfully submitted,

Maryann Brickett

Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

/meb

Date MB  
1/13/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 30, 1997**

**Present: Commissioner Battles  
Commissioner Pratt  
Commissioner Barka**

**Also present: Gene Charron, Corrections; Judie Milner, Fiscal  
Department; Martha Roy, Director, Human Resources;  
Bill Sturtevant, Administrator, Nursing Home; Jennifer  
Nelson, Telecommunications; Cheryl Hurley,  
Delegation; Maryann Brickett, Executive Assistant to  
the Rockingham County Commissioners.**

**Also present: Steve Jussesume, Rockingham County News.**

**Commissioner Battles called the meeting to order at 2:05 p.m.**

**MOVED: Commissioner Battles to approve the minutes of the December  
23, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Pratt.**

**ABSTAIN: Commissioner Barka who was not present at the meeting.**

**VOTE: 2 Yea. Motion passed unanimously.**

**Commissioner Pratt restated the process for getting computer technical  
support. These services cost the County \$60/hour. The process is that  
Work Orders which are generated by the Systems Administrators must go  
through Jennifer Nelson, the Telecommunications Coordinator. This  
process must happen consistently and the Commissioners' Office will  
recirculate the memos as a reminder. Jennifer Nelson will coordinate the  
activity and schedule for computer tech support.**

**MOVED: Commissioner Pratt to extend the contract with DHK (Tim  
Dempsey) until 3/31/98.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

MB  
Date 1/13/98

**REPORT FROM CORRECTIONS:**

Gene Charron gave his population report. Mr. Charron stated that the contract with Annashae will be reviewed with an attorney tomorrow. Annashae wishes to have a one-month contract in the interim until the final contract is in place.

**REPORT FROM FISCAL:**

Judie Milner requested all departments send to the Fiscal Department all their encumbrances, A/P's, etc. as soon as possible.

Commissioner Pratt requested a list from the Fiscal Office regarding all departments encumbrances, A/P's, etc. as soon as possible.

**REPORT FROM MAINTENANCE:**

Mr. Woodside had gone home ill, but Commissioner Battles and Mr. Sturtevant discussed the three bid waivers and the need for them. The Commissioners signed the bid waivers for the Maintenance Department:

R. G. Tombs Door Co. - Exterior Doors for Human Services  
York Flooring Co. - RCNH Dietary Kitchen  
Amoskeag Fire Equipment - Fire Alarm System

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his status report. Next Mr. Sturtevant stated that he had received from the New Hampshire Housing Finance Authority a Request For Proposals for Assisted Living Development. Mr. Sturtevant stated that if the County was to pursue, there needed to be money in the budget. There needed to be \$2,000 filed with the application, a portion of which would be returned. This is a pilot program, and some funds could be obtained from Health & Human Services. There would be some matching funds. Commissioner Battles stated that if the County were to pursue this, this needed to be in this year's budget and did not feel the Commissioners could respond to this issue in the next two weeks. Commissioner Battles suggested Mr. Sturtevant look into the matter further, and if it was a worthwhile endeavor to try to arrange to put the money in this year's budget. Commissioner Pratt suggested an estimated amount be included in the contingent grant account.

Mr. Sturtevant stated that at last week's Commissioners' Meeting, the Commissioners had voted to extend the contract with Constitution State for 3 months. Mr. Sturtevant requested that vote be rescinded as he had a 6-month contract extension.

MB  
Date 1/13/98

**MOVED: Commissioner Pratt to rescind the previous vote to extend the contract with Constitution State for a 3-month period.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**MOVED: Commissioner Pratt to extend the contract with Constitution State for a 6-month period.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**REPORT FROM TELECOMMUNICATIONS:**

**Jennifer Nelson stated that last week the Commissioners had directed her to shop several bids and come back to the Commissioners with recommendations by the end of the year.**

**Commissioner Barka complimented Jennifer Nelson on her thorough analysis and presentation for the Commissioners.**

**Commissioner Pratt suggested the Telecommunications Coordinator to award the bids in the best interest of the County, contingent upon Commissioner Battles and the Telecommunications Coordinator negotiating for the lowest prices.**

**Commissioner Barka stated that there were bids to be opened for the Display System for the Hilton Auditorium, and bids were received from:**

**Maine Video Systems**

**MOVED: Commissioner Pratt to direct the Telecommunications Coordinator to shop the bids and award the bids in the best interest of the County.**

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

**Commissioner Barka stated that there were bids to be opened for the Computer Monitors, and bids were received from:**

**NSI/New England Systems, Inc.  
State Line Computers, Inc.  
Adel-XT Computer Company**

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Portsmouth Computer Group  
Digital Connections  
CompUSA Inc.  
Amherst Computer Products  
Turbotek Computer Corporation  
Future Microsystems, Inc.  
Multimedia Systems, Inc.  
PC Connection, Inc.  
Marshall Technical Services, Inc.

**MOVED:** Commissioner Pratt to direct the Telecommunications Coordinator to shop the bids and award in the best interest of the County.

**SECONDED:** Commissioner Barka.

**VOTE:** 3 Yea. Motion passed unanimously.

**NEW BUSINESS:**

Sheriff Linehan stated that the console installation preparation is under way. Maintenance is completing the wiring work and structural improvements in the dispatch area.

Sheriff Linehan stated that an air quality study has been done by Barbara Hathaway and Bob Gilbert. The Sheriff would like to get the matter resolved.

Commissioner Barka suggested that the Sheriff take no action until the program Barbara Hathaway and Bob Gilbert suggested had been reviewed.

Commissioner Battles suggested that the duct work needs to be cleaned. Any further repairs to the air quality should be put in next year's budget. Commissioner Battles further directed Ernie Woodside and the Maintenance Department to clean the duct work on Friday in the needed areas in the Sheriff's Department.

Sheriff Linehan stated that an employee in Dispatch had filed a formal complaint concerning the air quality in the Dispatch area.

Commissioner Battles stated that there has been a recommendation by the County Management Team to amend the Merit Pool criteria so that no department be excluded for 1997, and only in this case would there be a waiver of the 100% rule.

**MOVED:** Commissioner Pratt to concur with the recommendation of the County Management Team to amend the Merit Pool criteria so no



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department is excluded for 1997 and only in this case would there be a waiver of the 100% rule.

**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

Commissioner Pratt stated that the Merit Pool criteria will be reviewed for 1998. A subcommittee of the County Management Team has been formed to do this and will meet in January.

**OLD BUSINESS:**

Gene Charron stated that there was an outstanding contract with Annashae which needed to be resolved as soon as possible. Commissioner Battles stated that one of the County's legal counsel would review today or tomorrow.


Mr. Charron suggested signing a 30-day letter in the interim and Commissioner Battles concurred to signing a 30-day letter of intent while the contract was being reviewed by legal counsel.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 2:46 p.m.

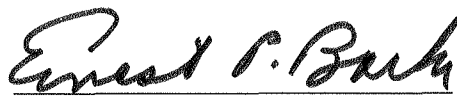
**SECONDED: Commissioner Barka.**

**VOTE: 3 Yea. Motion passed unanimously.**

Respectfully submitted,

  
**Maryann E. Brickett**  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
**Ernest P. Barka, Clerk**  
Rockingham County Commissioners