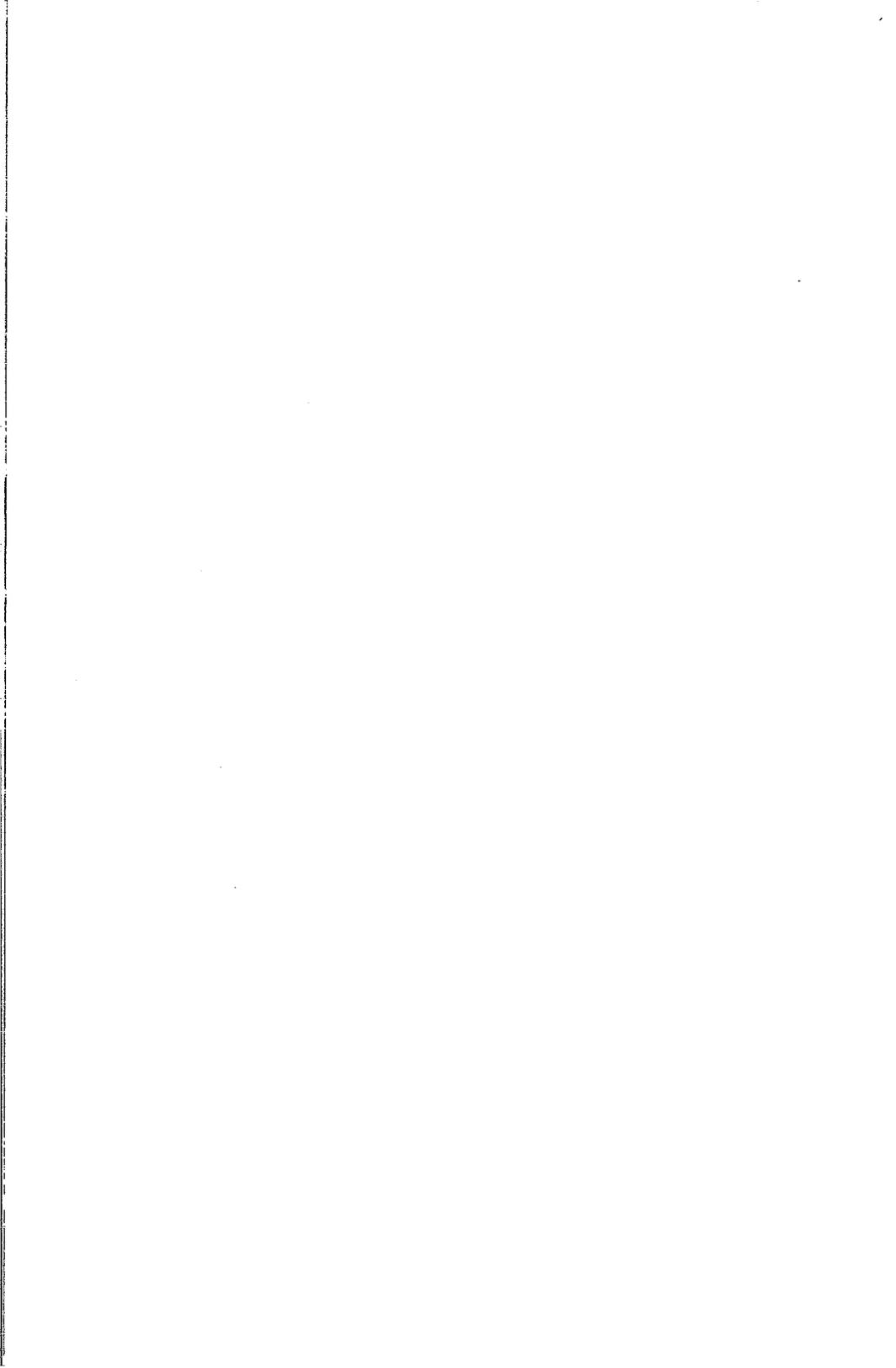


**ROCKINGHAM COUNTY  
ANNUAL REPORT**

**1997**

**This Report prepared by your  
Rockingham County Commissioners**

**Katharin K. Pratt, Chairman  
Thomas A. Battles, Vice Chairman  
Ernest P. Barka, Clerk**



## TABLE OF CONTENTS

County Officers	1-4
Representatives to the General Court	4-6
Rockingham County 1996 Budget	7

### MINUTES

Rockingham County Convention Special Meeting – January 9, 1997	8-9
Executive Committee Meeting January 10, 1997	10-12
Rockingham County Convention Budget Meeting – January 23, 1997	13-14
Executive Committee Meeting - February 7, 1997	15-18
Executive Committee Meeting – February 14, 1997	19-20
Delegation Meeting – February 15, 1997	21-23
First Quarter Budget Review – April 18, 1997	24-26
Executive Committee Meeting – May 30, 1997	27-28
Second Quarter Review – July 18, 1997	29-37
Executive Committee Meeting – September 29, 1997	38-39
Rockingham County Convention - September 29, 1997	40-42
Executive Committee Meeting – October 17, 1997	43-45
Executive Committee Meeting - December 19, 1996	46-47

### REPORTS

Rockingham County Commissioners Report	48
Rockingham County Nursing Home Report	49-51
Rockingham County Nursing Home Census	52-55
Report of the Medical Director	56
Report of County Attorney	57
Report of Register of Deeds	58-59
Report of Sheriff's Department	60-81
Rockingham County Treasurer's Report	82
Report of Department of Corrections	83-105
Report of Engineering and Maintenance	106-107
Report of Human Services	108-109
Report of UNH Cooperative Extension	110-119
Report of Independent Auditor	120-151



**District 1**

Katharin K. Pratt, Chairman

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

**District 2**

Thomas A. Battles, Vice Chair

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

**District 3**

Ernest P. Barka, Clerk

Derry Londonderry Salem Windham

**COUNTY ATTORNEY**

William R. Hart, Esquire

**HIGH SHERIFF**

Dan Linehan

**REGISTER OF DEEDS**

Cathy Ann Stacey

**TREASURER**

Ellen Lavin

**CLERK OF SUPERIOR COURT**

Raymond W. Taylor

**JUDGE OF PROBATE**

John R. Maher

**REGISTER OF PROBATE**

Charles Thayer

## **ROCKINGHAM COUNTY CONVENTION**

Honorable Kenneth W. Malcolm  
Chairman  
8 Bourne Avenue  
Hampton, NH 03842-1136  
Telephone: (603) 926-3034

Honorable David A. Welch  
Vice Chairman  
9 Fifth Street, P. O. Box 570  
Kingston, NH 03848-0570  
Telephone: (603) 642-4402

Honorable Richard Noyes  
Clerk  
25 Settlers' Lane, P.O. Box 75  
North Salem, NH 03073-0075  
Telephone: 893-1192

### **ROCKINGHAM COUNTY EXECUTIVE COMMITTEE**

Honorable Sherman Packard  
Chairman  
72A Old Derry Road  
Londonderry, NH 03053-2218  
Telephone: (603) 432-3391

Honorable Deborah L. Woods  
Vice Chairman  
8 Tucker's Trail  
Stratham, NH 03885-2155  
Telephone: (603) 772-4205

Honorable Richard Noyes  
Clerk  
25 Settlers' Lane, P.O. Box 75  
North Salem, NH 03073-0075  
Telephone: (603) 893-1192

### **DISTRICT 1**

Honorable John W. Flanders, Sr.  
28 Danville Road  
Kingston, NH 03848-3406  
Telephone: (603) 642-3640

Honorable Norman L. Major  
12 Kingston Road  
Plaistow, NH 03865-2212  
Telephone: (603) 382-5429

Honorable Terie Norelli  
35 Middle Road  
Portsmouth, NH 03801-4802  
Telephone: (603) 436-2108

Honorable Laura C. Pantelakos  
528 Dennett Street  
Portsmouth, NH 03801-3621  
Telephone: (603) 436-2148

**DISTRICT 2**

Honorable Jon P. Beaulieu  
157 Smith Road  
Chester, NH 03036-4030  
Telephone: (603) 483-8792

Honorable Betsy Coes  
P.O. Box 46 Newfields, NH 03856-0046  
Telephone: (603) 772-9751

Honorable Richard E. Dolan  
P.O. Box 771, 3 Walnut Hill Road  
Raymond, NH 03077-0771  
Telephone: (603) 895-3822

Honorable Warren C. Henderson  
8 Heritage Way  
Exeter, NH 03833-4316  
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Honorable Kenneth L. Weyler  
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Telephone: (603) 642-3518

**DISTRICT 3**

Honorable Janet S. Arndt  
8 Crestwood Road  
Windham, NH 03087-1429  
Telephone: (603) 434-7908

Honorable Ronald J. Belanger  
P. O. Box 415  
Salem, NH 03079-1636  
Telephone: (603) 893-0659

Honorable George N. Katsakiores  
1 Bradford Street  
Derry, NH 03038-4258  
Telephone: (603) 434-9587

Honorable Robert J. Letourneau  
30 South Avenue  
Derry, NH 03038-2544  
Telephone: (603) 434-1038

Honorable Betsy McKinney  
120 Litchfield Road  
Londonderry, NH 03053-7407  
Telephone: 432-5232

#### **REPRESENTATIVES TO GENERAL COURT**

**DISTRICT 1 (Northwood)**

Robert A. Johnson

**DISTRICT 2 (Nottingham)**

Margaret A. Case

**DISTRICT 3 (Epping)**

Ronald Nowe

**DISTRICT 4 (Epping, Northwood, Nottingham)**

Robert K. Dodge

**DISTRICT 5 (Auburn)**

C. Donald Stritch

**DISTRICT 6 (Candia)**

Rudolph Kobel

**DISTRICT 7 (Deerfield)**

Joseph E. Stone

**DISTRICT 8 (Auburn, Candia, Deerfield)**

Rebecca C. Hutchinson

**DISTRICT 9 (Danville, Sandown)**

Patricia L. Cote      Thomas A. Varrell

**DISTRICT 10 (Chester, Fremont)**

Jon P. Beaulieu

**DISTRICT 11 (Chester, Danville, Fremont, Sandown)**

Ralph H. Millard

**DISTRICT 12 (Raymond)**

Franklin Bishop      Marian E. Lovejoy      Richard Dolan

**DISTRICT 13 (Derry)**

Kathryn Aranda      Sandra K. Dowd      Patricia A. Dowling

Robert M. Fesh      Paul A. Gibbons      John Gleason

George N. Katsakiores    Phyllis M. Katsakiores    John Langone  
 Robert Letourneau       Norman Sabella               Frank Sapareto  
**DISTRICT 14** (Atkinson)  
 Natalie S. Flanagan  
**DISTRICT 15** (Hampstead)  
 Kevin Camm    Edward M. Putnam, II  
**DISTRICT 16** (Plaistow)  
 Norman L. Major    Marie Rabideau  
**DISTRICT 17** (Atkinson, Hampstead, Plaistow)  
 Kevin L. Camm    Mark A. Cegelis  
**DISTRICT 18** (Brentwood, Kingston, Newton)  
 Marjorie Battles-Peirce    John W. Flanders  
 David A. Welch    Kenneth L. Weyler  
**DISTRICT 19** (Newfields, Newmarket)  
 Dennis Abbott    Betsy Coes    Frank M. Schanda  
**DISTRICT 20** (Exeter, Kensington)  
 David A. Flanders    John B. Heath  
 Warren Henderson    J. Arthur Tufts    Jackie K. Weatherspoon  
 Arthur Tufts  
**DISTRICT 21** (E. Kingston, Seabrook, South Hampton)  
 Benjamin E. Moore    Patricia M. O'Keefe    Everett Weare  
**DISTRICT 22** (Hampton, Hampton Falls)  
 Andrew Christie, Jr.    Robert R. Cushing, Jr.    Sheila T. Francoeur  
 Jane Kelley                Kenneth W. Malcolm  
**DISTRICT 23** (Greenland)  
 Bruce L. Dearborn  
**DISTRICT 24** (New Castle, Rye)  
 Jane Langley                John McCarthy, Jr.  
**DISTRICT 25** (North Hampton, Stratham)  
 George R. Rubin        John Anthony Simmons    Deborah L. Woods  
**DISTRICT 26** (Salem)  
 Ronald Belanger        Richard T. Cooney        Janeen Dalrymple  
 Michael W. Downing    Stephanie Micklon        Richard Noyes  
 Bernard J. Raynowska    Nancy C. Stickney        Donna P. Sytek  
**DISTRICT 27** (Windham)  
 Janet S. Arndt    Mary E. Griffin                Debbie L. Morris  
**DISTRICT 28** (Salem, Windham)  
 Arthur P. Klemm, Jr.  
**DISTRICT 29** (Londonderry)  
 Gregory G. Carson        Vivian L. Dunham        Betsy McKinney  
 Walter Mikowski        Sherman A. Packard        Kevin H. Smith  
 Giovanni M. Verani  
**DISTRICT 30** (Portsmouth Ward 1)  
 Laura C. Pantelakos  
**DISTRICT 31** (Portsmouth. Ward 2)  
 Terie Norelli  
**DISTRICT 32** (Newington, Portsmouth Ward 3)  
 Cecelia Kane

**DISTRICT 33** (Portsmouth Ward 4)

Joseph Frechette      Anthony Syracuse

**DISTRICT 34** (Newington, Portsmouth Wards 1,3,4)

Maryann N. Blanchard

**DISTRICT 35** (Portsmouth Ward 5)

Jacqueline A. Pitts      Charles L. Vaughn

**DISTRICT 36** (Portsmouth Wards 2,5)

Martha Fuller Clark

**ROCKINGHAM COUNTY  
1997 BUDGET**

**APPROPRIATIONS:**

Rockingham County Nursing Home .....	14,790,861.00
Public Assistance:	
Categorical .....	10,225,268.00
Board & Care of Children .....	1,546,900.00
Grant Programs/Human Services Adm. ....	1,025,393.00
Department of Corrections .....	4,992,333.00
Maintenance Department/Land Management .....	2,261,796.00
Commissioners/Gen Gov/Cap Imp/Telecommunications .....	5,780,194.00
Human Resources .....	291,867.00
Fiscal Officer .....	300,234.00
Treasurer & Deputy .....	54,038.00
Sheriff: .....	2,295,354.00
Manchester Airport Duty .....	560,918.00
Register of Deeds .....	772,172.00
County Attorney .....	1,195,193.00
Medical Examiner .....	67,200.00
Cooperative Extension Services .....	327,627.00
Delegation .....	44,178.00
Non-County Specials:	
Child Care Association .....	12,500.00
Area Homemakers .....	44,000.00
Rockingham County VNA .....	43,000.00
A Safe Place .....	10,000.00
Emergency Fire Training .....	6,250.00
Women's Sexual Assault Support Services .....	2,500.00
Retired Senior Volunteer Program .....	14,000.00
Nutrition .....	36,000.00
<b>TOTAL APPROPRIATIONS.....</b>	<b>\$46,699,776.00</b>

**ESTIMATED REVENUES:**

Rockingham County Nursing Home .....	14,980,622.00
Register .....	1,697,720.00
Maintenance .....	738,991.00
Sheriff .....	732,415.00
Airport .....	513,439.00
Dispatch .....	27,001.00
General Government .....	1,145,897.00
Farm/Land Management .....	20,520.00
Human Services .....	559,481.00
Department of Corrections .....	141,150.00
Human Resources/Fiscal .....	161,323.00
County Attorney .....	80,809.00
<b>TOTAL ESTIMATED REVENUES.....</b>	<b>\$20,799,367.00</b>
<b>TOTAL FUND BALANCE .....</b>	<b>\$3,150,955.00</b>
<b>AMOUNT TO BE RAISED IN TAXES - 1996 .....</b>	<b>\$22,749,454.00</b>
<b>GRAND TOTAL.....</b>	<b>\$46,699,776</b>

January 9, 1997

MINUTES

Special meeting of Rockingham County Convention held in Room 203 of the Legislative Office Building at Concord Wednesday, Jan. 8, after the floor session of the House of Representatives.

Chairman Kenneth Malcolm opened the special meeting at 2:00 p.m., having announced that the subject was consideration of a "Proposal for Easement of Rockingham County Property" recommended by the three County Commissioners.

It is a Proposal for Easement agreed to by the Commissioners and NYNEX, providing a "piece of land on the Ladd Farm approximately 50' x 50'" the location to be decided by the Commissioners. The purpose of the land is to provide a site for an 11' x 17.5' building to house a digital/optin switching station to improve telephone facilities for County facilities and other users in the area.

A roll call determined a quorum to be present. The members included: Reps. Coes, Syracuse, Guthrie, Noyes, Cegelis, Weyler, Welch, Norelli, Vaughn, John Flanders, Christie, Rubin, Flanagan, Pantelakos, Simmons, Langone, Dolan, Arndt, Camm, Cushing, Varell, Langley, McCarthy, Stickney, Bishop, Cooney, Smith, Abbott, Belanger, Mikowski, Nowe, Griffin, Letourneau, Dowling, Phyllis Katsakiores, George Katsakiores, Beaulieu, Dube, Gleason, Kobel, Schanda, Clark, Dearborn, Dowd, Micklon, Dunham, Frechette, McGovern, Johnson, Major, Carson, Stone, Kelley, Downing, Case, Raynowska, Kane, Aranda, Lovejoy, Gibbons, Tufts, Huthcinson, Heath, Millard, O'Keefe, Francoeur, Woods, Sabella, McGovern, Packard, Henderson, Verani, Weatherspoon, and Sytek.

After some discussion of the proposal's details. Rep. Welch moved approval.

Rep. Dolan argued that he believes the proposal, as worded, does not provide for linkage with the system for the County Courthouse.

Chairman Malcolm reported that the Commissioners have assured him the agreement, as presently worded, is comprehensive and complete. It bears the signatures of all Commissioners.

Rep. Carson asked when telephone lines will be installed, and was told the assumption is it will all be done at one time.

Rep. Sabella asked for a point-by-point clarification of the agreement.

Rep. Welch said the original agreement did not call for all the provisions, but that the present version includes a general

statement of the whole project. The details of the project cannot yet be completed because NYNEX has still ~~to~~go before the Brentwood Planning Board.

The motion was approved on a voice vote, with two dissensions. Reps. Dolan and Rubin wanted to be recorded in opposition.

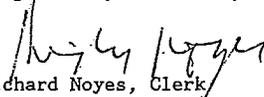
Chairman Malcolm then explained that copies of the new County budget as it stands now were available for members. Rep. Henderson has this caveat: it is not quite final, but nearly enough so that the copies can be used for preliminary review.

He explained that the copies were not printed until "last night" (Tuesday, Jan. 7). Rep. Welch explained that one factor in the final approval is a request from incoming Commissioner Pratt for opportunity to have some input before final agreement is reached.

Dates for the budget review sub-committee meetings are still subject to change and can be verified by means of a telephone call to Administrative Aide Cheryl Hurley.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

  
Richard Noyes, Clerk

January 10, 1997

MINUTES

Meeting of the Rockingham County Executive Committee, this date, at Hilton Auditorium in Brentwood. The meeting was called to act on line item transfer requests which arise out of the need to close the county's book for the year 1996.

Chairman Sherman Packard convened the meeting at 9:35 a.m.

A roll call found 13 members present (see roll call report filed with these minutes.) Rep. Nowe also present.

Rep. Welch, Vice Chairman of the delegation, moved \$1,000 line item transfer in Commissioners' accounts from conferences line account to telephone. Commissioner Battles explained the circumstances which gave rise to the request.

Motion approved on a voice vote.

McKinney moved, Malcolm seconded, a \$1,000 transfer in the fiscal accounts from the social security line to supplies.

Motion was approved on a voice vote.

Malcolm moved, McKinney seconded, approval of two small transfers in the County Attorney/Medical Examiner account: \$600 and \$900. The first was to the telephone line, the second to funeral home transports.

Motion was approved on a voice vote.

Welch moved, Coes seconded, a \$55,279 transfer in the Jail accounts, from administrative salaries and overtime to c/o salaries. Com. Battles explained the need was a result of the new contract with jail employees.

Motion was approved on a voice vote.

McKinney moved, Coes seconded, approval of a \$700 transfer in the Sheriff o/s account. Questions on details were raised by several committee members, and answered by Michael Alden.

Welch moved that the motion be tabled. Seven favored, four opposed, on a division vote by show of hands. The request was therefor set aside temporarily.

McKinney moved, Welch seconded, a \$1,415 transfer from two of the Sheriff's accounts to overtime. Alden explained the circumstances which gave rise to the request.

Motion was approved on a voice vote.

McKinney moved, Dolan seconded, several listed transfers in the Nursing Home account. Administrator William Sturtevant explained the reasons for the request.

Motion was approved on a voice vote.

Rep. Letourneau raised for discussion the fact that the transfer requests approved were not legible. Chairman Packard said changes will be made to improve the request forms and make them more legible.

Welch moved that earlier transfer request (above) be removed from the table. Alden explained further details of retirement and social security accounts.

Welch moved that the original request be approved. Motion passed on a voice vote.

Dolan moved that change be adopted, removing the transfer limit mandate, and proposing instead that Department Heads be responsible for their own budgets. Welch explained how the request for transfers came into use. McKinney agreed that transfers are a departure from earlier practice, and she does not believe the practice is wise. Coes added that the practice has made things clearer for the committee. There was no second, but the issue was discussed.

McKinney then opened discussion of a request from Commissioners for personnel regrades. Battles explained the request results from many problems encountered in trying to find personnel for certain positions at the salary level specified.

Welch moved that the matter be referred to the Commissioners' subcommittee. Motion was approved on a voice vote.

Coes, as chairman of the subcommittee, asked for details as to what will be the trigger allowing commissioners to hire personnel at higher rates. Battles and Pratt raised fact that there can be problems in the time frame. People will not take jobs at lower-than-market rates without assurance that higher rates will be paid.

McKinney moved, Dolan seconded, a transfer as requested by the Maintenance Department for \$2,000 from custodians to adm. salaries. Woodside explained the need.

Motion was approved on a voice vote.

Battles distributed final sheets regarding 1997 budget proposal. He explained that fiscal department is currently at work on the final budget, which will be completed before the day is out. He said Commissioner Pratt has been able to have input on

the new budget.

He then proposed a revised procedure for communication between commissioners and the delegation in the budget process. Chairman Packard added that such improvements have been part of the Long Range Planning consideration, which will continue.

Woodside then offered details on the "storm damage overview" report submitted in writing to the committee as of January 8.

He said storm damage repairs have been made with exceptional dispatch, and at a cost somewhat lower than had been expected. Some repair items will not be completed until spring, partly (roads) because of season, partly (parts ordered) because of uncertainty about delivery. He said, also, that he is pursuing efforts to get more substantial storm-loss reimbursement from higher levels of government than the \$75,000 now indicated. He is seeking more nearly \$500,000.

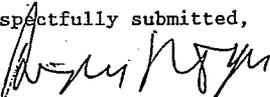
Discussion then returned to Commissioners' request for regrades. One factor, in requiring early attention, is the fact that Commissioner Walker (who retired January 8) has been doing some of the jobs for which new personnel will now be required.

Welch raised the fact that the paper describing regrade requests makes no reference to recently, apparently aborted, effort to set up a Personnel Department.

Chairman Packard noted, during the discussion, that the matter had already been referred to the subcommittee.

Meeting was adjourned at 10:42 a.m.

Respectfully submitted,

  
Richard Noyes, Clerk,

January 23, 1997

Minutes

Rockingham County Convention: public hearing in the budget, at Hilton Auditorium in Brentwood this date.

Chairman Malcolm opened the hearing at 7:05 p.m. Rep. Welch offered the invocation and Rep. Dodge led the pledge of allegiance to the flag. Roll call determined 25 members present. Chairman set the ground rules for testimony.

Commissioner Battles delivered an overview of the budget. Introduced new Commissioner Katherin Pratt, and members of the staff. Budget as presented would mean a 4% tax reduction. It would also mean a substantial investment in capital projects.

Projects include a new radio console, and the formation of a public safety coalition for which it is needed. Commissioners have voted not to renew the contract for security at the airport in Manchester/Londonderry.

Battles said the board has today received a written request for an extension of the contract. Commissioners will consider it and, if they see fit, pass it along to the Convention for consideration of funding. Thanked Executive Committee for cooperation and the public for their input.

Rep. David Welch added developments in the airport security matter, and said there is no bill before the legislature now. Such a bill will be filed, if at all, by the Manchester delegation.

Chairman went through the budget, line by line. No comment until Sheriff's Department.

Christopher LaBerge was recognized and asked questions about transportation. He runs a small company out of Exeter which transports juveniles, and wanted to know effect on his business. Item is not in the commissioner's budget so no information now available.

Commissioners' office: Rep. Dodge had question. Voters are telling him county government is too expensive and should be incorporated into state government. He was critical of long-term cost increases in the commissioners' office. He was speaking as former candidate for Convention Chairman, in which capacity he talked with many department leaders.

Harriet Cady of Raymond was recognized and had questions about details in the commissioners' budget. Administrative costs, for instance, Commissioner Battles responded.

Cady also wanted, and was given, information about the

fiscal office and maintenance.

Jail: Cady wanted to know how many employees ~~and~~ how many administrators. Battles provided figures.

Capital Improvements/Contingency: Plaistow Police Chief Savage spoke about deteriorating conditions in communications with the sheriff's office. Endorsed the public safety coalition and asked Convention for support. Another speaker added support for the concept.

Cady wanted explanation of transfers in maintenance. Battles explained it was result of unexpected flood. Reimbursement is expected (some has already come) from FEMA, Federal Emergency Management Agency. Also she wanted explanation of how income from sale of the old courthouse is handled.

Non-county specials: Cady had questions which she identified as the principal matter which brought her to the hearing. She believes their receipts should all come from one place. These agencies are getting funds from many sources.

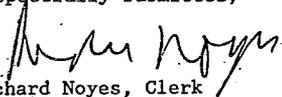
Commissioner Battles said many people agree with her, and the Board is working on a study to address those issues. There will probably be an audit in the area. Battles said some of the agencies are worthy, but more should be known. Young added that some of the agencies are providing audited statements.

Cady argued that if there is revenue from sale of courthouse this year, and it is used to offset tax revenue, the effect will be a sharp increase in taxes the following year.

Commissioner Battles reviewed the costs involved, which will reduce the net revenue. Agreed County is in relatively good economic times, and revenues are up for other reasons than return from sale of the building. Board does not intend to let county in for a budget "bump" as a result.

There being no further requests to offer testimony, the hearing was closed at 8 o'clock.

Respectfully submitted,

  
Richard Noyes, Clerk

February 7, 1997

Minutes, Rockingham County Executive Committee

Meeting to finalize the 1997 budget, in preparation for the delegation meeting Saturday, Feb. 15, held at Hilton Auditorium in Brentwood.

Chairman Packard called the meeting to order at 9:40 a.m.

Roll call determined that 18 members were present. Also Reps. Dowd, J. Flanders, Major, Cooney, Dodge and Nowe. Staff members: Young, Jackson, Sturtevant, Underwood, and others. Commissioners Battles and Pratt. Treasurer Lavin. Acting Sheriff Alden.

Rep. Woods reported for the salary sub-committee, augmenting a report submitted in writing. Malcolm moved to accept the report, seconded by Simmons, and it was approved on a voice vote.

Rep. Dowd reported for the Human Resources sub-committee, and supported the report in writing. Dolan moved approval of \$12,301,025 as the budget total. Approved on a voice vote.

Rep. Arndt reported for the Registry of Deeds, and submitted the report in writing. Arndt move \$741,577 as the budget line. Motion was approved on a voice vote.

Stone reported for the Cooperative Extension line and submitted a report in writing. Dolan moved \$327,627 as the budget line. Motion was approved on a voice vote.

Katsakiores reported for the Delegation account line and submitted a report in writing. Katsakiores moved \$44,178 as the budget line. Motion was approved on a voice vote.

Coes reported for the Treasurer's account and submitted a report in writing. Coes moved \$54,038 as the budget line. Motion was approved on a voice vote.

Coes reported for the Commissioner's account and submitted a report in writing. Coes moved \$171,031 as the budget line. Motion was approved on a voice vote.

Coes reported for the General Government account and submitted a report in writing. There was a long discussion of the outside detail line. Henderson wanted the question divided, so as to act on the outside detail separately. Chair agreed. Coes moved \$3,784,733 as the General Government line. Motion was approved on a voice vote. Letourneau moved to add \$111,500 to the general government line for outside detail. Motion was approved on a show of hands, 10 to 7.

Flanders submitted a report for the County Attorney's line,

and submitted a written report. There was a broad discussion of the addition of three attorneys to the staff, with a minority report opposing it delivered by Dolan. Vice Chairman Woods and others had further questions. Woods explained that the salary subcommittee agreed on reduction of two full time positions in the account. Dolan moved \$1,184,193 as the County Attorney line, Woods seconded. Motion was approved on a hand count, 11 to 6.

Dolan moved \$78,200 as the medical examiner account line. Motion was approved on a unanimous voice vote.

Coes reported on the Fiscal Office line, and submitted a written report. Coes moved that the fiscal office line be \$300,234. Motion was approved on a voice vote.

Coes reported on Human Resources line, and submitted a written report. Coes moved \$300,842 as the account line. McKinney moved that the line be reduced to \$291,267. Motion was approved on a voice vote.

The meeting was recessed for lunch at 12:00 p.m.

Meeting was reconvened at 1:00 p.m. Welch presented report for the Jail subcommittee, and a written report to supplement it. Welch moved \$5,019,551 as the account line. Motion was approved on a voice vote.

Dolan reported for the non-County specials account, and submitted a written report to augment it. Sub-committee members will share an effort to research the real need involved in three agencies which have recently been funded. The study will follow the activities of those agencies on a quarterly basis, and payments will be made quarterly. Beaulieu urged careful examination of need for county funding of Rockingham County VNA, and had assurances it will be done. Beaulieu and McKinney, who expressed views on the matter, were added to the sub-committee. Dolan moved \$168,250 as the account line. Motion was approved on a voice vote.

Dolan moved a resolution, recommending quarterly payments for agencies which are non-county specials, with reports required before payments are made. (A copy of the resolution is on file with these minutes.) Resolution was approved on a unanimous voice vote.

McKinney reported for the Nursing Home account, having submitted a written report in support. McKinney moved that the account line be \$14,771,407. (Dolan not voting because of conflict of interest.) It was agreed line will be changed before the convention meeting on the advice of Sturtevant and Woodside. Motion was approved on a voice vote with two dissensions.

Beaulieu reported for the maintenance account, and submitted a written report which was corrected on the basis of recent

information. Corrections involved the actual date, still uncertain, when the old courthouse is sold. Adjustment may be made in advance of the convention meeting Feb. 15. Beaulieu moved \$2,169,186 as the account line. The motion was approved on a voice vote.

Beaulieu reported for land management account. Beaulieu moved \$53,426 as the account line. Motion was approved on a voice vote.

Nowe reported on the sheriff's account subcommittee. He submitted a four-page written report and made certain changes in it to comply with current facts. Letourneau moved \$1,343,950 as the account line. It was agreed the figure may be revisited before the convention meeting Feb. 15. The motion was approved on a voice vote.

Nowe reported for the Dispatch sub-committee. Pantelakos moved \$547,551 as the account line in the budget. Motion was approved on a voice vote.

Nowe reported for the Radio sub-committee. Belanger moved that \$79,628 be the account line. Motion was approved on a voice vote with Dolan in opposition.

Nowe, reporting for the Sheriff's Department sub-committee, discussed District Court transport. Dolan moved that the item be eliminated, since two positions involved have been discontinued. No money would therefor be appropriated. Motion was approved on a hand vote, with chairman breaking a tie-vote, making a total vote of 9 to 8.

Chairman Packard reported on the status of the Manchester Airport Duty account. It is proposed in a letter from Airport Direction Testa to Chairman Battles of the Board of Commissioners that a two-month's extension be made to the existing agreement. Chairman Malcolm moved \$490,218 to continue the program to next September 30. Root of the problem is current laws governing workers' compensation. County is self-insured, so that the airport staff creates special problems. Motion was approved on a unanimous voice vote.

Henderson moved resolution that the executive committee not recommend a renewal of the contract for airport security. (Resolution is filed with these minutes.) The resolution was put to a hand vote resulting in an 7 to 7 tie. The chairman's negative vote meant defeat for the motion.

Woods reported on a meeting of the Capital Improvements sub-committee, augmenting a written report.

The report included spending items totalling \$475,000, and an additional list of contingency items. There was a discussion of proposed vehicle replacements in the Sheriff's department.

Chairman Packard passed the gavel to Vice Chairman Woods so he could participate in the debate as a former member of the Long Range Planning committee. He moved that \$106,834 be added to line 42-12-01-11 in the Sheriff's budget to provide for four cruisers. The motion was approved on a voice vote. Woods, having returned the gavel to Chairman Packard, move \$1,120,208 as the amount in the Capital Improvements line and \$275,000 in the contingency line. The sums were both approved on voice votes.

Woods reported on the sub-committee's review of Telecommunications and moved \$251,901 as the account line. It was approved on a voice vote. McKinney then moved reconsideration, which passed on a voice vote, and moved \$270,357 as the revised account line, adding one position to the account. The new figure was approved on a voice vote.

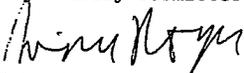
McKinney reported, on behalf of Chairman Weyler, for the Revenues sub-committee. The report will have to be revised before the Feb. 15 delegation meeting, as the resulted of changes made during the meeting recorded herein.

She moved \$43,462,909 as the tentative total for that line, and the motion was approved on a voice vote. She moved \$46,362,909 as the tentative sum for the "bottom line."

The budget preparations having been completed, the committee turned to a request from the Nursing Home for a line item transfer involving three different amounts: \$135, \$165 and \$3,200. The transfers were approved on a voice vote.

The meeting was adjourned at 3:45, and the executive committee will reconvene at 9:30 a.m. Saturday, Feb. 15.

Respectfully submitted,

  
Richard Noyes, Clerk

## MINUTES

Rockingham County Executive Committee meeting at Hilton Auditorium in Brentwood Friday, Feb. 14, 1997.

Roll call determined that 18 members were present (only absences: Arndt and Weyler). Also Reps. Nowe and Major. Commissioners Battles and Pratt. Young and Jackson from the fiscal office. Also Acting Sheriff Alden, Nursing Home Director Sturtevant, Deeds Register Stacey, Jail Superintendent Charron, Maintenance Supervisor Woodside, and others.

Chairman Packard opened the meeting at 9:45 a.m.

Rep. McKinney, as chairman of the Nursing Home sub committee, reported on the maintenance line for that account. Maintenance items represent a \$40,000 increase over last year.

Vice Chairman Welch asked of Sturtevant: Details of positions at the Nursing Home. Questions concerned position called "Payroll Coordinator." Answers were provided.

Young provided details of encumbrances and how they are handled. She explained minor changes in the maintenance revenue.

Rep. Pantelakos moved reconsideration of the transport account in the Sheriff's Department. Motion passed on a hand count, 10 votes in favor. Pantelakos moved that two positions and two vans be put back into the budget, the money needed being \$85,912: District Court transporters.

Vice Chairman Welch explained item had not been in the budget in the past, and was not asked by the Department. He opposed the change.

Pantelakos argued it is a service towns and the city want and need.

Welch explained that Hillsborough County does it, Rockingham County does not. Their bailiffs are armed; ours not. Considerable debate followed.

Rep. Letourneau asked for more information from the Sheriff. Rep. Dolan objected to reopening an entire subject at this late date. Chairman Packard ruled matter would not be reopened. Rep. Belanger moved the ruling be overturned, seconded by Beaulieu. Only five votes were in favor of overturning the ruling, so chairman declared it had failed.

Pantelakos's vote to add the money failed on a show of hands.

Rep. Woods moved that the number of allocated positions on the authorized list be 668. Motion approved on a voice vote, with

Rep. Belanger asking to be recorded as opposed.

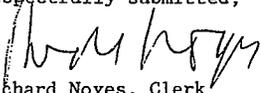
Rep. Woods moved that the final budget figures, as submitted to the Delegation Saturday, is \$ 46,613,864. Also that \$22,663,540 be raised in taxes, that \$20,799,369 be accepted as an estimate of revenue from other sources, and that \$3,150,955 be accepted as total of fund balances. Makes a total of \$46,613,864 as the figure for resources. Rep. Henderson seconded the motion. It was approved on a voice vote.

Rep. McKinney told the committee she will propose to the full Convention Saturday that the limit for requesting line item transfers be increased from \$500 to \$1,000.

Rep. Beaulieu said he will propose Saturday that Rockingham Visiting Nurse Association be removed from the list of non-county activities funded.

There being no further business, the meeting was adjourned at 10:32 a.m.

Respectfully submitted,

  
Richard Noyes, Clerk

## MINUTES

Rockingham County Convention meeting to set the 1997 budget, held at Hilton Auditorium Saturday, Feb. 15, 1997

Chairman Malcolm opened the meeting at 10:05 a.m., and called for a benediction and a pledge of allegiance. Roll call found 57 members present and the chairman declared a quorum.

Executive Committee Chairman Packard moved \$741,577 for the Register of Deeds account. Motion was approved on a voice vote.

Packard moved \$44,178 for the Delegation account. Motion was approved on a voice vote.

Packard moved \$54,038 for the Treasurer and Deputy account. Motion was approved on a voice vote.

Packard moved \$1,184,193 for the County Attorney's account. Rep. Woods explained the unusual increase in the account, explaining it includes additional personnel and a change in certain accounts kept in this line. Equipment has been taken out of General Government, for instance, and distributed to the individual departments. Rep. Coes moved that the line be amended by adding \$56,168 to reinstate two assistant attorney lines which had been deleted. Flanders seconded the motion. He explained that the sub-committee had recommended five instead of three new positions, and supported the amendment. Woods opposed. Simmons explained the sub-committee vote in support was 4 to 3. Flanagan asked if there is any grant money in the positions. Woods explained some positions involved grants. Dodge asked for more details. Sabella said she is changing her position and will support the additional positions. Welch opposed, and said it would be an invitation to other agencies to increase costs. Belanger supported the increase. Coes asked that County Attorney be recognized to support his request. The question was moved.

The amendment failed on a roll call, 26 to 30 votes. The account as initially moved was adopted on a voice vote.

McKinney moved \$78,200 for the Medical Examiner's account. The motion was approved on a voice vote.

Packard moved \$1,971,193 for the Sheriff's account. Pantalakos moved that the sum be amended by adding \$85,912 to provide for two positions and two vans for the transport of District Court prisoners. Blanchard supported. Letourneau supported. Nowe, chairman of the Sheriff's sub-committee, supported. There were several questions addressed to, and answered by him. Dolan opposed the amendment. Simmons opposed.

The amendment was approved on a roll call vote, 30 to 25.

Dolan moved that a plan be requested from the appropriate

authorities, possibly the newly developing Coalition, for meeting this transport need. Blanchard opposed. Welch supported it. Nowe opposed. Motion was called. Chair ruled that the motion failed on a voice vote.

Packard moved the Sheriff's account: \$2,057,041. Chair was asked for details as to the sharp salary increases in the department, pointing out that some deputies are being paid \$60,000 and more a year. Welch explained. Blanchard defended outside detail assignments. The Sheriff's account item was approved on a voice vote.

Welch moved \$490,918 for the Manchester Airport Duty account. He explained that it will fund a three months' extension of the existing program. Motion was approved on a voice vote.

Packard moved \$5,732,829 for the Commissioners' account. Camm wanted explanation of the capital improvements item in the budget. "Where are the savings we were supposed to have through the sale of the old courthouse?" Woods provided figures. Commissioner Battles provided details about the long-range plan for capital improvements. Welch added further details; said need for better long-range planning is to be seen in the sharply reduced income from the sale of the old courthouse which was the result of failure to maintain value of that asset. Packard supported the long-range plan. Camm, having heard the details, supported the motion and said he would not move to cut it.

Sytek suggested dividing the question. Welch moved \$171,031 for the Commissioners' office. Motion approved on a voice vote.

Packard moved \$3,896,233 for the General Government account. Battles explained the reasoning for putting land management into the General Government account. Motion was approved on a voice vote.

Packard moved \$1,120,208 for the Capital Improvements line. Sytek asked for details. Battles furnished them. Motion was approved on a voice vote.

Packard moved \$275,000 for Contingency. Battles explained it is offsetting revenue in the event of grants coming from "devolution" program at federal level. Will spend it only if County gets it as a grant. Dodge had questions, which were answered. The motion was approved on a voice vote.

Welch moved \$270,357 for Telecommunications account. Battles explained the details. Motion was approved on a voice vote.

Packard moved \$300,234 for the Fiscal Office. Motion was approved on a voice vote.

Welch moved \$2,222,613 for Maintenance and Land Management. The motion was approved on a voice vote.

Packard moved \$12,301,506 for Human Services. Motion was approved on a voice vote.

Packard moved \$327,627 for Cooperative Extension. The motion was approved on a voice vote.

Packard moved \$291,367 for Human Resources. Woods explained salary adjustments. Motion was approved on a voice vote. Nowe asked whether the figure included pay raises. Woods explained the merit raise fund. The 2% cost of living adjustment is in the total salary figure.

Dolan moved \$168,250 for Non-County Specials, and explained the process by which the figure was reached. All organizations on the list have been asked to provide additional facts to help the sub-committee determine eligibility. Amount moved is level-funding, and the request is for quarterly payments of any money approved. Sub-committee members will be assigned to particular non-county agencies to perform oversight. Sabella wanted assurances money is being well spent. Motion was approved on a voice vote.

McKinney moved \$14,771,407 for the Nursing Home. Motion was approved on a voice vote.

Weyler moved \$46,699,776 as the bottom line, \$22,749,452 as the amount to be raised in county taxes, \$20,799,369 as the estimated revenue, and \$3,150,955 as fund balances. Total resources are 46,699,955. The motion was approved on a voice vote.

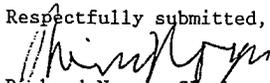
The following resolutions were approved: Salary adjustments, including cost of living adjustment; benefits improved by the salary subcommittee; authorized positions 670; and transfers limit of \$500. McKinney moved that the transfer limit be raised to \$1,000. Resolutions were approved on a voice vote.

Also a resolution: fiscal office have authority to transfer so as to balance. Motion approved on a voice vote.

Chairman Malcolm presented former Chairman Sytek (now Speaker Sytek) a gift on behalf of the Executive Committee.

There being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

  
Richard Noyes, Clerk

MINUTES  
Rockingham County Executive Committee  
First Quarter Budget Review

Chairman Sherman Packard called the meeting to order at Hilton Auditorium at 9:30 a.m. The clerk called the roll and determined that 15 members were present. Chairman Packard then called for reports from chairmen of sub-committees.

Chairman Katsakiores reported for the Delegation sub-committee. He reported that the spending seemed to be in order. The report was approved on a voice vote.

Rep. Coes reported for sub-committee on Commissioners /Treasurer/Fiscal/Human Resources/General Government. She asked Deputy Treasurer Timothy Dempsey to report on matters of bank rates. He proposed that County search for other banks in an effort to find better interest rates, and said he would like to put the account out to bids. (See written report of the Treasurer's office filed with these minutes.) The report was accepted on a voice vote.

Rep. Flanders reported as chairman of the sub-committee for County Attorney/Medical Examiner accounts. (See brief written report filed with these minutes.) There was short discussion, but no problems were noted. Report was accepted on a voice vote.

Rep. Nowe reported for the Sheriff/Manchester Airport sub-committee. He asked recently-appointed Sheriff Linehan to add his comments. Linehan explained the Sheriff's Department is only one percent over budget which, this early in the year, puts the department in good shape. He reported on several minor incidents in the first quarter which demand the department's attention. He expects the new transport van to be fully operational by the first of June. He warned, in answer to a question from Rep. Katsakiores, that he will probably be asking next year for more money for uniforms. The report was accepted.

Rep. Arndt reported as chairman of the sub-committee on the Registry of Deeds. She sees no spending problems. The report was accepted on a voice vote.

Rep. Beaulieu reported as chairman of the sub-committee on Maintenance/Land Management. The report was accepted on a voice vote.

Rep. Dowd reported as chairman of the Human Services/Old Age Assistance sub-committee. There was discussion of the manners in which a better exchange of information may be possible. Rep. Henderson pointed out information is available on the Webster computer program. Rep. Welch explained that the County is linked to the state computer system, and that Delegation Executive Assistant Hurley is accredited to use it. The report was accepted on a voice vote.

Rep. Welch reported as chairman of the Jail account. There was considerable discussion of the account. Commissioner Battles reported on the possibility of grants available. There being no further questions, the account was accepted on a voice vote.

Rep. Stone reported as chairman of the UNH Cooperative Extension account. (See written report filed with these minutes.) He said actual figures are somewhat different from the amounts shown in the first quarter fiscal report provided to executive committee members. He believes the account's spending level is right where it should be. Report was accepted on a voice vote.

Rep. Dolan reported as chairman of the Non/County Specials sub-committee. No money has yet been spent. The sub-committee will be contacting agencies to ask for detailed reports to date. He believes the relationship is going along pretty well as planned. There being no questions, the report was accepted on a voice vote.

William Sturtevant reported for the Nursing Home/Day Care account in the absence of Rep. McKinney who chairs the sub-committee. Rep. Katsakiores had questions regarding the possibility of residential care in the future. There being no further questions the report was accepted on a voice vote.

Rep. Woods reported as chairman of the Capital Improvements/Long Range Planning sub-committee. The report was accepted on a voice vote.

Rep. Weyler reported as chairman of sub-committee on Revenues. He sees no problems, and there were no questions. The report was accepted on a voice vote.

Commissioner Battles offered information on a law suit which is now underway with statewide implications, in which private nursing homes are suing the state. The possibility of hearing the information in non-public session was discussed briefly. Battles said he had nothing to say which could not be aired in public.

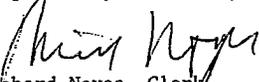
Nursing Home administrator Sturtevant provided information regarding background. The New Hampshire Health Care Association is objecting to regulations handed down by Commissioner Morton. The effect on the ten counties could be a \$6 to \$10 million impact. He cannot be sure, at this point, just what the effect would be on Rockingham County. Counties are not named as respondents in the case, although counties appear in the case documentation. He said County Delegation chairmen are to be called in for a review of the matter during a meeting at Concord next Wednesday. No notice has yet been sent to Rockingham County Delegation. Rep. Weyler, who had information as Chief of Division Two in the House Finance Committee, reported further background details. Commissioner Battles reported there has been input to state's Department of Health and Human Services regarding the need for

rate reform.

There being no further questions, the discussion was closed.

The meeting was adjourned at 10:35 a.m.

Respectfully submitted,

  
Richard Noyes, Clerk

# ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD  
BRENTWOOD, N.H. 03833  
Tel. (603) 679-2256 ext 3269

*Executive Committee*  
*Chairman*  
Sherman A. Packard  
*Vice Chairman*  
Deborah L. Woods  
*Clerk*  
Richard Noyes

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## MINUTES

### Rockingham County Executive Committee

#### Chairman's Meeting

Friday, May 30, 1997

10:00 a.m.

Delegation Office

Members Present: Representative Sherman Packard, Chairman; Representatives Janet Arndt and Kenneth Malcolm.

Also Present: Commissioner Thomas Battles, Chairman, Board of Commissioners; Cathy Stacey, Register of Deeds; Cheryl A. Hurley, Administrative Assistant to the Delegation.

The meeting was called to order at 10:00 a.m. by Rep. Packard, Chairman.

The purpose of the meeting was to clarify the process for approving regrades that were appropriated in the 1997 budget.

Chairman Packard referred to the Resolution and Employee Position Listing which were approved by the Delegation at their February 15, 1997 annual meeting.

Rep. Packard stated that it was his understanding that those regrades referred to in the official position listing as "approved in concept only" and funded in the appropriations would be subject to approval by the Commissioners and processed for payment. Those regrades would then be reflected in the new position listing and submitted to the Executive Committee at their quarterly review meetings.

Commissioner Battles stated that the current Board of Commissioners agreed during the budget process to consider and approve only those regrades that were already appropriated in the 1997 budget.

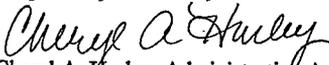
Rep. Packard stated that it is his understanding that those regrades that were funded in the budget would come to the Executive Committee, as a matter of formality, to be consistent with past budgeting practices. Commissioner Battles agreed. It was agreed that the appropriate documentation will be presented to the Executive Committee at their quarterly review meetings.

As always, proposed regrades that are not appropriated in the budget that reflect an increase in dollars must come to the Executive Committee for their approval.

Commissioner Battles informed those present that the Director of Human Resources position has been filled. Martha Roy, former Town Manager for the Town of Raymond, has accepted the position. She will begin some time in June. An Open House for the Human Resources Department will take place shortly after her arrival welcome her.

There being no further business to discuss, the meeting adjourned at 10:25 a.m.

Respectfully submitted,

  
Cheryl A. Hurley, Administrative Assistant  
to the Rockingham County Delegation

  
Rep. Sherman A. Packard, Chairman (cah)  
Rockingham County Executive Committee

/cah

# ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD  
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*Executive Committee*  
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Sherman A. Packard  
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Richard Noyes

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## MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, July 18, 1997  
Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

A scheduled meeting of the Rockingham County Executive Committee was held on Friday, July 18, 1997 at 9:30 a.m. The purpose of the meeting was to conduct the second quarter review.

Those in attendance were: Representative Sherman A. Packard, Chairman; Representatives Arndt, Beaulieu, Belanger, Coes, Dolan, G. Katsakiores, Letourneau, McKinney, Malcolm, Pantelakos, Simmons, Welch, and Weyler.

Also Present: Representatives Flanders, Nowe, Dodge, Griffin, and Guthrie; Tim Ellen Lavin, Treasurer; Tim Dempsey, Deputy Treasurer; Mary Currier, Conservation District; Bill Sturtevant, Nursing Home Administrator; Chris Martin, Nursing Home; Ernest Woodside, Director of Maintenance & Engineering; Jude Gates, Maintenance & Engineering; Gene Charron, Superintendent, House of Corrections; Louis Turner, House of Corrections; Sheriff Daniel Linehan, High Sheriff; Joe Akerly, Sheriff's Department; Don Redden, Sheriff's Department; Attorney William Hart, County Attorney; Roy E. Morrisette, Human Resources Assistant; Martha Roy, Human Resources Director; Theresa Young, Fiscal Officer, and Jayne Jackson, Fiscal Office.

Excused: Rep. Richard Noyes, Clerk

The meeting was called to order at 9:38 a.m. by Rep. Sherman Packard, Chairman

Rep. Packard called for a moment of silence in memory of Representatives Leroy Dube and Beverly Gage, former members of the Rockingham County Delegation, who recently passed away.

Rep. Packard conducted the roll call in Clerk Noyes' absence. A total of 14 members were present, and a quorum was declared.

### Delegation

Rep. George Katsakiores, Chairman of the Delegation Subcommittee, reported on the Delegation budget, at 41.9% expended. Everything appears to be in line, with the exception of the Postage line at 141%. This was attributed to an allocation issue and is being looked into at the present time.

### Commissioners/Treasurer/Fiscal/Human Resources/Gen. Govt.

Rep. Betsy Coes, Chairman of the Commissioners/Treasurer/Fiscal/Human Resources, and General Government Subcommittee, referred to her brief report. She requested an explanation from Commissioner Pratt on how the "County Day" was funded, and explained that Rep. Weyler posed the question. Commissioner Pratt responded that it was provided by the Nursing Home, and that the July 4th fire works were contributed by the Brentwood Fire Department. Rep. Packard called for further questions. Rep. Malcolm asked if there was a profit, and, if so, where did the money go. Commissioner Battles reported the figure of \$7,940.12. Ms. Young reported that the figure will be posted in the "equipment and auction sales line" - line number 30104, which will show in the next budget report.

### Treasurer's Report

Mr. Dempsey, Deputy Treasurer, updated the members regarding Citizen's Bank. Rep. Coes pointed out that the budget is at 52.0%, noting that the Office Supplies line is 149% expended, attributing it to envelopes for Nursing Home employee paychecks. There were no further questions.

### Human Resources

Rep. Coes reported that she did not have any concerns regarding the HR budget, currently 30.0% expended.

### General Government/Capital Improvements

Rep. Coes deferred to Commissioner Battles for an update, as some projects have been completed and are others are nearing completion. Commissioner Battles explained. FEMA monies are still being pursued. Rep. Battles informed the members that he recently went to Washington to address this matter further.

Commissioner Battles referred to complications that have arisen with the boiler in the Nursing Home. The plan is to accommodate the repairs from the \$500,000 that was set aside by the Delegation for matters such as this. Chairman Packard referred to Mr.

Woodside. Mr. Woodside explained the boiler problems in detail. Rep. Katsakiores asked if any federal monies might be available to resolve the problem. Commissioner Battles indicated that grants might possibly be available; however, due to the nature of the situation, the repairs need to be acted on immediately. However, situations of a similar nature will be looked into in the future. Rep. Katsakiores further questioned if any insurance money might be available. Commissioner Battles will verify this and get back to Rep. Katsakiores.

### County Attorney

Rep. John Flanders, Chairman of the County Attorney Subcommittee, reported on the budget, currently at 48.9% expended. He referred to two bills from the County Attorney's Office, which were passed out to the members at the meeting, resulting from two recent cases, one for \$10,000 and another for \$29,000 (see bills attached). Attorney Hart gave a detailed explanation.

Rep. Dolan commented that the department is down two positions, and questioned whether the positions are going to be filled. Attorney Hart responded that both positions have been filled, and the individual filling the attorney position starts next week. He spoke regarding the difficulties of a timely process relating to advertising, reviewing resumes, etc. He pointed out that the attorney salary line is currently 48% expended. Mrs. Young explained that this will even out when the positions are filled.

Rep. Katsakiores questioned whether we are being reimbursed from other counties on cases assigned by the Attorney General. Attorney Hart explained the process where delegating cases might arise. Rep. Katsakiores questioned that with the new courthouse coming on line in Derry, is it likely that other counties in the state might want to make use of the facility to lessen the burden somewhere else? Attorney Hart responded explaining that it is related to jurisdictional reasons only.

Rep. Dolan pointed out that discussions had taken place last year regarding district court prosecution, and questioned why there was no line item for that. He questioned whether or not we are participating or have we dropped the process. Attorney Hart responded that it has been curtailed due to agreements that the office needs to see through, as well as renegotiating the price. Rep. Dolan questioned where the line was. Mrs. Young responded that it is a revenue line which appears on the blue Revenue sheet "Page 3" currently at 50%. Rep. Dolan questioned where the money was coming from. Attorney Hart responded from existing agreements, and reported that the practice has been severely restricted. Rep. Simmons questioned the cost of an attorney in town agreements. He commented that we are paying attorneys higher than market value. Attorney Hart responding that we absolutely are not paying higher than market value. Rep. Simmons questioned why there is a deviation from policy, as the subcommittee did not want this to be done. Rep. Flanders referred to the subcommittee meeting where this issue was discussed. Rep. Pantelakos confirmed that the subcommittee did not tell the County

Attorney not to participate. Rep. Packard suggested that Rep. Flanders have a subcommittee meeting next quarter to review this issue to come to a determination and report back to the Executive Committee.

### Sheriff's Department

Rep. Ron Nowe, Chairman of the Sheriff's Subcommittee, reported that he is extremely pleased to report on the Sheriff's budget, currently 49.7% expended, and Sheriff Linehan's new policies. Inventory is coming along. Also, bids on the consoles are out and are waiting for them to come back. Rep. Nowe informed the committee that Sheriff Linehan is producing monthly reports, which are very beneficial to the subcommittee members. This provides the members with an idea of where the Department is on a monthly basis, and spoke very favorably of the practice. Rep. Nowe reviewed department statistics provided by Sheriff Linehan. Rep. Nowe reported that overall the Sheriff's Department is making great progress in all areas. He informed the members that he took a tour of the Manchester Airport yesterday and was surprised to see how involved and the Deputy Sheriff's are. The K-9 is at the airport and is very active. Sheriff Linehan reported an overexpenditure in Dispatch is anticipated due to covering shifts, etc., resulting in the need for a transfer to accommodate this.

Rep. Coes questioned what will happen when the Airport contract expires. Sheriff Linehan explained that Mr. Frank Testa has been contacted and an RFP will be looked at sometime in the near future. Sheriff Linehan explained that if it is workable, we will go forward. The Sheriff and the Commissioners will work on this issue together.

### Registry of Deeds

Rep. Janet Arndt, Subcommittee Chairman of the Registry of Deeds, reported that the Deeds budget is well within limits, at 47.9% expended, and that revenues are up. She reported that the subcommittee met and the majority of the meeting centered around the ongoing problems that exist at the courthouse. She reported that a letter, as well as back-up material, is on file with the Executive Committee Chairman and the Delegation Office. Some of the problems outlined in the letter are poor air quality, water problems, and septic problems. Several complaints have been registered by the Commissioners and Ms. Stacey. Rep. Packard reported that he did speak with Ms. Stacey a few days ago, and some of the items have been addressed. Rep. McKinney questioned if the County has withheld any rent payments to the State. Commissioner Pratt responded yes, and reported that the Commissioners are making some small progress with the State.

Also, the Maintenance Department has been helping out in the Deeds Office to accommodate them moving furniture, carrying in heavy boxes, etc. The need has arisen as a result of security issues at the courthouse. Maintenance has been providing help one afternoon a month until a more permanent solution can be worked out. The Commissioners are working through the issues at this time.

### Maintenance Department

Rep. Jon Beaulieu, Subcommittee Chairman of the Maintenance Department, read his written report which was distributed to the members prior to the meeting. The budget is currently 48.7% expended. Structural repairs to the barn were discussed. Rep. Welch questioned if these repairs were related to the petting zoo. Rep. Beaulieu responded that the barn is also used for storage purposes. There being no further questions, the report was accepted.

### Human Services

Rep. Sandra Dowd, Subcommittee Chairman of the Human Services Department, was unable to attend the meeting, and Ms. Gill was not present either. A report was not made available to the committee. The budget was noted to be at 49.4% expended.

### Jail

Rep. Welch, Subcommittee Chairman of the Jail, read his written report which was distributed to the members. He informed the members that the subcommittee recently toured the Jail at the conclusion of their Jail Subcommittee Meeting. Rep. Welch reported that the budget is in line, and there appears to be no problems to date. He noted that the bottom line of the salary section of the budget is at 44% which compares favorably to the 45.3% of the past year. The operating budget is at 44% and reflects some equipment purchases that have been made and some that are still largely unexpended. The overall bottom line is at 47.5%. The expense of telephone calls made by prisoners outside of the facility was explained by Rep. Welch and Superintendent Charron. It was pointed out that this is a money maker at 96% of the estimated \$36,000. The report was accepted.

### UNH Cooperative Extension

Rep. Joe Stone, Subcommittee Chairman for UNH Cooperative Extension, was not present at the meeting, and Ms. Wojtusik was not present either. A written report, however, was on file before the committee. The budget was noted to be at 48.5% expended. Rep. McKinney made a motion to approve the report as submitted. The report was accepted.

### Non-County Specials

Rep. Richard Dolan, Subcommittee Chairman of Non-County Specials, reported on the budget. There are no problems at this time. The budget is at 31.9% expended. The report was accepted.

### Nursing Home

Rep. Betsy McKinney, Subcommittee Chairman of the Nursing Home, reviewed the Nursing Home budget. She noted that some anticipated requests for line item transfers may come before the committee. Overall, the budget looks fine at this time at 52.9% expended. The report was accepted.

### Long Range Planning

Rep. Deborah Woods, Subcommittee Chairman of Long Range Planning, was not present at the meeting, however a report was on file with the committee members. Commissioner Battles reported that the RFP for consoles are out, but have not come back to date.

Rep. Dolan questioned whether the committee has discussed the Manchester Airport contract. Commissioner Pratt responded no, indicating that we are waiting to hear from the Airport authority with regard to the RFP.

### Revenues

Rep. Ken Weyler, Subcommittee Chairman of the Revenues Subcommittee, referred to Page 2 of the revenue section of the budget. He reported that the auction sales figure will show up later in the next quarter. Money for the sale of the old courthouse is still waiting to come in, as well as money from FEMA. Deeds revenue is way up over 1 million dollars. With regard to the Sheriff's Department, outside detail is down from what it normally has been, attributing it to the tightening up of the requirements by the Sheriff. A question in Dispatch regarding \$2,440 for district courts was raised. Commissioner Battles explained that this is for juvenile transports. He further explained that we bill the state and we are reimbursed for the cost. This does not have a separate line, but will have one next year. It is currently in the District Court line on page 9 in the Dispatch budget. Rep. Dolan indicated that this creates confusion, and suggested a transport line be put in the budget to break this out. Commissioner Battles agreed with Rep. Dolan's suggestion. Also, congratulations was extended to Mr. Charron, Superintendent of the Jail, in keeping the Jail revenues well above what was anticipated. The report was accepted.

### Line Item Transfers:

Capital Improvements - from line 10100000-57116 Storm Damage \$23,000, from 10100000-57114 Sheriff/UNH/H.S. Improvements \$6,000 from 10300000-58100 Interest on Temporary Loans \$40,000, to 10100000-57123 Capital Improvements \$69,000.

Comments: To accommodate the emergency repair of the boiler system.

A motion was made to accept the transfer by Rep. McKinney, and seconded by Rep. Weyler. The transfer was approved on a voice vote.

Treasurer - from line 12100000-53900 Conferences \$1,500 to line 12100000-53400 Office Expense - Supplies \$1,500.

Comments: Due to the consolidation in 1997 of accounts payable and payroll functions we have underestimated the cost of envelopes and supplies.

A motion was made by Rep. Dolan to accept the transfer, and seconded by Rep. Arndt. The transfer was approved on a voice vote.

Nursing Home - from 4170300059325 Maintenance - Grounds Supplies \$1,000 to 417030059328 Maintenance - Plumbing Supplies \$1,000.

from 4170300059329 Maintenance - Sewer Supplies to 4170300059326 Maintenance - Motor Services Supplies \$1,000.

A motion was made by Rep. Dolan, and seconded by Rep. Arndt. The transfers were approved on a voice vote.

General Government - from 58400 Insurance \$12,500 to 58300 Legal \$12,500.

Comments: This is to help fund Rockingham County's portion of the assessment for legal fees associated with the New Hampshire Health Care Association lawsuit. We are an Intervenor.

A motion was made by Rep. Malcolm, and seconded by Rep. Arndt. The transfer was approved on a voice vote.

Commissioner Pratt explained that this is a portion of Rockingham County's assessment as a result of a lawsuit between the State and private nursing homes in the State of New Hampshire. NHAC has voted to file as an intervenor to the lawsuit. The initial cost is estimated at 8 to 10 million dollars in county nursing homes in the State of New Hampshire regarding rate setting. This covers the cost to hire legal counsel. This is 50% of Rockingham County's assessment of the suit. Rep. Katsakiores requested an explanation to the line. Commissioner Battles explained that this will bring the line up to \$4,750, adding in the \$12,500.

Rep. Malcolm, Delegation Chairman, then introduced Ms. Ellen Lavin, Treasurer.

Rep. Welch addressed a question to the Commissioners regarding inmates on work release regarding a contract or working arrangement whereby inmates cannot collect unemployment on work release, adding that this might resolve the issues for the company, but not the county. It was noted that work release numbers are up. There is a revenue source for the county on work release prisoners. If they work an 8-hour day, we take 2 hours of the pay to pay for incarceration. If we do this, the inmate may become an

employee of the county. The Commissioners are concerned about making inmates employees of the county, as there are many gray areas involved. Commissioner Battles stated that he is not comfortable with it at this time.

### **Internal Service Funds**

Jayne Jackson from the Fiscal Office reported on the Internal Service Funds, stating that everything is going smoothly at this time, and the funds are looking good. She asked for further questions, and there were none.

### **Approval of the Changes in the Position Listing**

Rep. Packard pointed out that there has been one regrade in the Registry of Deeds, that was a budgeted regrade.

Rep. Beaulieu questioned the status of the reclassification of the employees in the Maintenance Department which have not taken place to date. He asked whether or not they are going to take place. Commissioner Battles responded that no upgrades would take place if they were not budgeted for the coming year. Rep. Beaulieu stressed the effects this has on the morale in the department. The money for regrades in the Maintenance Department were not budgeted for at the beginning of the year when the Delegation approved the budget. Therefore, they will have to go before the Executive Committee. Rep. Packard confirmed that upgrades that were not budgeted for will be brought before the Executive Committee for approval. However, regrades that have been budgeted will be done by the Commissioners and brought to the Executive Committee for information and approval of the changes in the position listing. There being no further discussion, the position listing was approved.

### **Old Business:**

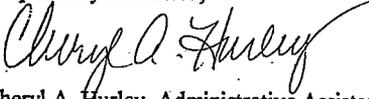
Rep. Dolan questioned if the 1996 books had been audited, and wondered if we had a final report. Commissioner Battles informed him that the audit is in, but the Commissioners have not yet sat down with the auditor. A meeting is planned to take place in the near future.

Rep. Packard announced that due to Rep. Dube's passing, the Executive Committee would need to appoint a replacement some time before the third quarter meeting. Rep. Coes questioned whether this matter would come before the Nominating Committee. Rep. Welch responded that yes it could, or the Chairman of the Executive Committee can make the determination.

Commissioner Battles informed the members that he has been approached by the State to lease some space to the Department of Corrections. The Exeter Probation Office would like to rent space here at the County, and he requested direction from the Board. It was noted that this issue should be brought before the Long Range Planning Committee.

There being no further business, the meeting adjourned at 11:52 am.

Respectfully submitted,



Cheryl A. Hurley, Administrative Assistant  
to the Rockingham County Delegation



Rep. Richard Noyes, Clerk  
Rockingham County Delegation

cah

MINUTES

Rockingham County Executive Committee  
Hilton Auditorium, Brentwood  
Monday, Sept. 29, 1997

Chairman Sherman A. Packard opened the meeting at 9:16 a.m. Roll call found 14 members present: Beaulieu, Belanger, Coes, Dolan, Katsakiores, Letourneau, Malcolm, McKinney, Norelli, Noyes, Packard, Pantelakos, Welch and Woods. Also, Commissioners Battles and Pratt, Manchester Airport Director Fred Testa, Sheriff Linehan and others knowledgeable about the proposed airport contract, including legal counsel for the County.

Rep. Letourneau nominated Rep. Norman Major of Plaistow to fill the vacancy left by the death of Rep. Dube. There were no other nominations. Clerk cast a ballot in favor of Re. Major, who then joined the committee.

Discussion then turned to the commissioners' proposed lease with N.H. Department of Corrections--Probate Division for a "certain portion of the Carlisle Building." Commissioner Battles explained the background. Any renovations which need to be made will be funded by the Department of Probation.

Rep. Welch moved that the lease be approved, seconded by Rep. Pantelakos. Rep. George Katsakiores questioned provision for notices which may be required.

Floor plan of the space in question was distributed to members of the Executive Committee (copy enclosed with these minutes). Motion was approved on a unanimous voice vote.

Chairman Packard then raised the matter of the proposed airport contract, by which the County's Sheriff's Department will provide security services at the Manchester Airport.

Rep. Welch moved that the contract be discussed, and recommended for adoption, but that no recommendation be made for a supplemental appropriation. Motion was seconded by Rep. Malcolm. Welch then explained his motion: Contract is in effect, by action of the Commissioners, and that no additional money is needed to implement it.

Rep. Belanger asked why, then, we are here at this meeting. Chairman explained there was other business to be done, and committee was asked the attend. Rep. Coes asked if a line item transfer has been requested. Welch explained that none is yet needed. Chairman pointed out we will be meeting again Oct. 17 for a third quarter review.

Rep. Dolan asked for a clarification of the motion on the floor. Welch affirmed his motion, as recorded above.

Rep. Malcolm then provided figures which originated with the

staff showing that sufficient money is still available to implement the contract. Rep. Dolan then explained in detail his opposition to the proposed contract, and thereby to any supplemental appropriation because, even if it is not made now, the cost of the contract will ultimately fall on taxpayers.

Rep. Belanger disagreed, in similar detail. Com. Battles explained details of the contract. He believes that failure to provide supplemental funds will, in effect, be voting down the contract. Rep. McKinney asked if the effect of the contract would be to grant a 5% increase to all members of the department. Sheriff Linehan said such is not the fact. There is some separation between the deputies used for regular county business and those used for the airport detail. If, however, the proposal fails, deputies at the airport will no longer be county employees.

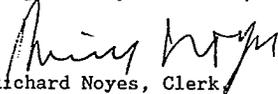
Rep. Welch asked Director Testa if no action is taken today, will the contract nevertheless be appropriated. He added that a later transfer of funds, if approved in a timely manner, would satisfy the contract. The county's legal counsel affirmed that interpretation.

Theresa Young said, in answer to a question from Chairman Packard, that there was about \$3 million left in unexpended funds at the close of last year.

The motion was approved 10 to 5 on a roll call vote.

Rep. Welch moved adjournment, and the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

  
Richard Noyes, Clerk

MINUTES  
Rockingham County Convention  
Hilton Auditorium, Brentwood, N.H.  
Monday, Sept. 29, 1997

Chairman Kenneth W. Malcolm opened a public hearing on the Commissioner's proposed contract with the Manchester Airport Authority at 10:38 a.m.

Rep. Robert Dodge, having been recognized as the first speaker, questioned the laws regarding a need for security services at certain public places. He said the contract will have some impact on those legal needs, including the need for insurance coverage. His question: Is the airport a private agency?

Commissioner Thomas Battles admitted the need for public clarification of legal issues. He addressed questions of funding, a matter which had earlier been discussed at a meeting of the Executive Committee. If the full Convention were to vote against funding, that action could be interpreted as a failure by the County to provide funds for the service, and thereby void the contract.

Manchester Airport Authority Director Fred Testa addressed details of the proposed contract. The basis for it is to fully refund the County for all costs, and an additional 10% will be provided for all personnel costs (including the cost of meetings just such as the ones being held today.)

He said the airport is a public institution, so both parties to the contract are subject to there being appropriations adequate to their needs. The contract includes a 182-day notice clause for termination. Rep. Dolan then questioned Director Testa on details of the agreement.

Rep. Dodge asked Director Testa for clarification of a position he had taken earlier. Rep. Welch reminded Testa of an earlier discussion regarding the county-airport relationship. Director Tests said he is proud of the manner in which Rockingham County sheriffs have conducted themselves. They have been widely complemented. He pointed out that much of the airport actually lies in Rockingham County. "So we are part of the County."

Rep. Vaughan commended the commissioners and staff for the detailed material which has been furnished to the Convention. He then asked for clarification of provisions on page 10 of that material.

Commissioner Battles said answers to his questions, including the facts regarding workmen's compensation, are in the contract. There is no question as to who pays workmen's compensation costs.

Director Testa said the Airport Authority paid for a private policy in the first year of the original contract, but that action taken since by the state legislature has made such an arrangement illegal. He hopes the legislature will be asked to make an exemption for the county-airport agreement. He pointed out that there is a staffing spreadsheet at the end of the contract information material provided to members of the Convention, which verifies that the airport will pay all costs.

Rep. Dolan asked what the additional 10% is intended to cover. Director Testa said it is on top of all costs, except non-personnel costs (such as new uniforms when they are necessary.)

The public hearing was closed at 11:05 a.m.

Chairman Malcolm opened the scheduled meeting of the Convention at 11:22 a.m. A roll call determined that 59 members were present (copy on file with the Delegation Aid.)

Rep. Welch moved that the Convention accept the lease proposed for space in the Carlisle Building. It was approved on a voice vote, with Rep. Dodge opposed.

Rep. Packard, as Chairman of the Executive Committee, reported on actions previously taken by that body.

Rep. Blanchard, speaking as a member of the subcommittee on the Sheriff's Department, said she believes the supplemental appropriation is necessary. What would be the harm of approving the supplemental budget, she asked?

Rep. Welch explained the reasoning he offered at the Executive Committee meeting. The effect of renewing the contract will show up next year.

Rep. Sytek reminded members of comments made during the budget meetings last February when it was believed the airport program should end, pointing out that those comments which are in the record make it necessary now to affirm approval of the agreement. She moved that the contract be approved, and that funds to implement it should be taken from existing money, with transfers voted as necessary. The motion was seconded by Rep. John Flanders.

Rep. Sabella asked: "What if something happens before year end and there is no surplus?"

Rep. Dodge said the agreement calls for a supplemental appropriation, and suggested failure to approve one might jeopardize the agreement.

Rep. Nowe had questions, which were answered by Rep. Dolan.

Rep. Pantelakos restated the position she had taken during

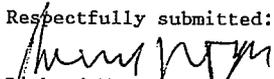
the Executive Committee meeting, warning that a failure to vote the supplemental budget (on the basis of expected surplus) could be seen by the public as carelessness on the part of the Convention.

There were brief closing comments by Reprs. Belanger and Dodge.

The Sytek-Flanders motion was approved 53 to 6 on a roll call vote.

The meeting was adjourned a little after 12:10 p.m.

Respectfully submitted:

  
Richard Noyes, Clerk.

MINUTES

Rockingham County Executive Committee  
Hilton Auditorium, Brentwood -- October 17, 1997

Chairman Sherman Packard opened the meeting at 9:35 a.m.

A roll call found 12 members present, which the chairman declared a quorum, and within a few minutes the number had risen to 16 members present: Arndt, Beaulieu, Belanger, Coes, Major, Katsakiores, Letourneau, McKinney, Malcolm, Norelli, Noyes, Packard, Pantlakos, Welch, Weyler and Woods.

Also present: Reps. Flanders, Dodge, Stone, Dalrymple and Guthrie. Commissioners Barka and Pratt; Treasurer Lavin, Deputy Treasurer Dempsey, Register of Deeds Stacy, Sheriff Linehan; and from the staff, Woodside, Nursing Home Superintendent Sturtevant, Jail Supervisor Charron, Fiscal Office members Young and Jackson; and others.

There were reports from sub-committees made, except where noted below, by the chairman, all of which were accepted by unanimous voice vote. The reports in all cases indicated no sign of fiscal problems during the remainder of the year.

Katsakiores for the Delegation. There was no discussion and the report was accepted on a voice vote.

Coes for Commissioners, General Government, Treasurer, Fiscal and Human Resources. She raised the possibility that some money should soon be allocated for the survey of county property, as the result of developments currently going on in surrounding areas. The report was accepted on a voice vote. Deputy Dempsey then explained the details of a report he had made available to the committee. It is a five-year accounting of the effect of county spending on municipalities, and a copy is on file with these minutes. There followed a discussion of reports provided by the state's Department of Revenue Administration on the effects of tax base equalization.

Letourneau for Telecommunications. The sub-committee has made inquiries of several firms as to the cost of providing services. Commissioner Pratt reported on a similar study by commissioners. The report was accepted on a voice vote.

Flanders for the County Attorney. The sub-committee has held meetings to determine the status of bills which appear to be unpaid. A written report of that meeting is on file with these minutes. It was determined the balances are subject to ongoing negotiations, with the possibility of getting them reduced. The report was accepted on a voice vote.

Letourneau for the Sheriff's Department. The report was accepted on a voice vote.

Arndt for the Registry of Deeds. That agency continues to have problems with the new building, including some which could seriously affect the operation. Also, the new location (because it is in a different local-telephone area) is increasing the cost of some telephone calls. The report was accepted on a voice vote.

Beaulieu for Maintenance. the sub-committee met this quarter, and a written report is on file. The chairman noted the failure on the part of commissioners to fill a position in a key role, despite promises the position would be filled. Rep. Malcolm asked whether metal display letters, removed from the face of the building at Exeter, have been located. Woodside said he has only recently learned of the matter, and that an effort is being made to find them. The report was accepted on a voice vote.

Staff member Diane Gill reported for Human Services in the absence of Sub-committee Chairman Dowd. The report was accepted on a voice vote.

Welch for the Jail. He noted an increase in jail population, which affects the number of meals being served. There will be a question raised during the 1998 General Court term of the possibility of incorporating county jail populations into the state system. The County could feel immediate effects in the possible relocation of female prisoners. The report was accepted on a voice vote.

Stone for the UNH Extension Service. A written report is on file. The report was accepted on a voice vote.

There was no oral report on Non-County specials. The figures were available in the general, printed third-quarter report provided to members, and they were accepted on a voice vote.

McKinney for the Nursing Home. She noted the increased cost of meals for prisoners, and also current labor shortages in several categories. The report was accepted on a voice vote.

Woods for Long-Range Planning. There was a discussion of specifics in maintenance and the planning of a communications console. She urged all department heads to submit reports on long-range needs as early as possible, in view of the approaching deadlines for next year's spending. Weekly meetings will soon begin. The report was accepted on a voice vote.

Weyler for Revenue. Income is satisfactory. Receipts for deed transfers is already well over 100%, with another quarter remaining. The report was accepted on a voice vote.

Jayne Jackson explained a printed report provided to members on the status of internal service funds. The report is on file with these minutes.

Chairman Packard then turned the meeting's attention to

requests for line item transfers, all of which were approved.

General Government, \$27,500. Commissioner Pratt explained the details. McKinney moved approval, Belanger seconded.

Capital improvements, \$7,000. Belanger moved, Woods seconded.

Corrections, \$1,000. Malcolm moved, Welch seconded.

Corrections, \$10,000. McKinney moved, Pantelakos seconded.

Sheriff's Department, \$80,000 on one list and a total of \$104,000 including a second list. McKinney moved and Belanger seconded. Sheriff Linehan said the requests will provide enough money to complete the year.

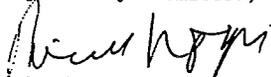
The meeting then considered a request from the Nursing Home for the regrade of one physical therapy position. McKinney moved acceptance and spoke to the motion. Sturtevant augmented with details. He said the change will save money in the long run. The request was approved on a voice vote.

There was discussion of permission to change the listing notices as a result of the above vote. Welch moved that the listing be accepted, Belanger seconded, and it was approved on a voice vote.

Coes, speaking as a sub-committee chairman, said she believes it is important that at least one full meeting of each sub-committee be held each year, explaining that it was not meant as a criticism of any chairman, but as sound policy. Welch agreed, seeing it a factor in making Convention members who do not sit on the Executive Committee aware of county affairs. Chairman Packard agreed with the idea, but said he is not ready to make it a mandate.

The meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

  
Richard Noyes, Clerk

## MINUTES

-- Rockingham County Executive Committee  
Hilton Auditorium, Friday, December 19, 1997

Chairman Sherman Packard called the meeting to order at 9:40 a.m. A roll call found 17 members present, which Chairman Packard declared a quorum. Members present: Reps. Arndt, Beaulieu, Belanger, Coes, Major, Felch, Henderson, Katsakiores, Letourneau, McKinney, Malcolm, Noyes, Packard, Welch, Wyler and Woods.

The committee dealt first, one by one, with a total of 19 requests for line item transfers. The requests are on file with this report. All 19 requests were approved on unanimous voice votes, the work having been completed by 10:20 a.m.

Nine of the transfers requested by the County Attorney's office, each of them dealing with unforeseen prosecution costs, growing out of a multiple vehicle collision on Route 93 involving a fatality, were approved in a single voice vote as the result of a motion from Rep. Welch. A motion by Rep. Dolan to table the matter until the arrival of the County Attorney was defeated on a voice vote.

Consideration of two requests from the County Attorney, dealing with service contracts, was tabled until the close of the transfers discussion, but was approved at that time on a unanimous voice vote.

There were explanations from Sheriff Linehan of requests from his department, from Maintenance Supervisor Woodside and Commissioner Pratt of a program for strengthening security in the County complex at Brentwood, and from Jail Superintendent Charron for a \$17,000 transfer to help fund the cost of unforeseen overtime in the Corrections department.

There were comments from Reps. Dolan and Katsakiores on possible future changes in the procedure for dealing with transfer requests, but no action was taken.

The meeting then turned to questions of year-end funding resolutions.

Committee members were furnished with printed copies of a traditional resolution to provide commissioners with authority to spend at the previous year's rate during the first two months of a new year, when that year's budget has yet to be adopted.

Vice Chairman Woods moved an amendment to the standard resolution. There were requests for clarification from Reps. Henderson, Belanger, Major, Dolan, McKinney and Coes. They wanted to know whether the amendments would result in procedures not taken before. Rep. Welch warned a full discussion of the matter might require the discussion of things not to be addressed in a

public session.

Chairman Packard recessed the meeting at 10:40 a.m. to allow for informal consideration of the Woods amendment. It was resumed at 10:50 a.m. and Rep. Woods withdrew her proposed amendment.

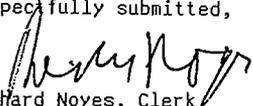
Rep. Dolan then moved to amend the resolution so as to provide that the county be authorized to operate for the first two months of next year, adding this phrase: "authorized to spend only that amount necessary to operate at the 1997 level, up to \$6.5 million." Commissioner Pratt asked what the provision would do to rate increases which might occur for the payment of insurance premiums or other annual costs due in the first two months of the year. Rep. Weyler warned of annual uncertainties, such as snow storms. The matter was discussed at length. Rep. Woods accepted Rep. Dolan's wording. The motion, as amended, was approved 11 to 6 on a show of hands.

Rep. Woods then raised, under the agenda item calling for "other business," what she sees as a growing problem of inability for members of the executive committee to get needed information. She made clear she was speaking as chairman of the long-range planning committee. A second problem, in her view, is a failure on the part of some county administrative people to realize that the need for information is not in itself micro-managing. And a third and more specific problem is the fact that details of the merit pay plan proposed and tentatively approved earlier this year were never submitted to the convention, or voted on by it. She believes that plan, as drawn and put into effect by the administration without convention approval discriminates against one, or some, of the more than 600 authorized employees.

Rep. Welch added a historical dimension to the problem of information being withheld, and said current actions indicate a conscious decision on the part of the commissioners. He urged the committee to act early, so as to avoid any repetition of problems which have occurred and been corrected in the past. Rep. Malcolm, chairman of the full convention, added his agreement with the concern. No action was taken.

Rep. Dolan spoke to clarify the rules which govern the relationship between commissioners and the convention. Rep. McKinney moved adjournment at 11:25 a.m. and that motion was approved.

Respectfully submitted,

  
Richard Noyes, Clerk

**THE ROCKINGHAM COUNTY  
BOARD OF COMMISSIONERS  
1997 ANNUAL REPORT**

Dear County Taxpayer,

In 1997, the Rockingham County Board of Commissioners continued to ensure that County Government is as efficient and responsive as possible. The individual reports provided by Rockingham County's Elected Officials and Division Directors are evidence of the County's efforts.

The financial status of the County remains healthy as we continue our efforts to be efficient and effective with your tax dollars. The attached financial reports attest to a positive picture of good financial management

We were pleased to report a tax cut of 3.07% in 1997 and are excited to report a tax cut of 4.39% for the ensuing budget year. We look forward to providing you a healthy positive report again in 1998.

*Ernest G. Backs*

***ROCKINGHAM COUNTY NURSING HOME  
1997 ANNUAL REPORT***

**Administrator's Report  
Census Documentation  
Medical Director's Report**

# ROCKINGHAM COUNTY NURSING HOME

## 1997 ANNUAL REPORT

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS

### ROCKINGHAM COUNTY, NEW HAMPSHIRE

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I respectfully submit the Annual Report of the Rockingham County Nursing Home for the year ending December 31, 1997.

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

House Bill 32, the reorganization of the State of New Hampshire Department of Health and Human Services, passed the Legislature in November 1995. We have continued to experience the side effects of this significant change in mandated by this legislation.

As I reported in the 1995 report all reimbursement rates were frozen effective October 1, 1995, it had been anticipated that the rates would be recalculated effective July 1996. However, the Department of Health & Human Services determined to hold the rates constant until October 1, 1996. On that date an interim rate determination system was established creating two categories of provider reimbursement by provider type. This placed County Homes in a group alone where they will compete with each other. This change caused a lawsuit to be filed by the New Hampshire Health Care Association against the State of New Hampshire, accusing the State and the Counties to have conspired to create this system. The court case also accused the Counties of operating inefficient facilities. The New Hampshire Association of Counties filed as intervenors in this case to protect the property taxpayers. The outcome of the suit is currently in negotiations.

The Department is planning on establishing a methodology based on acuity levels. New Hampshire Counties feel that in the long run this will be beneficial to County owned and operated facilities. A study committee has been established to make recommendations for implementation.

In May the Bureau of Health Facilities visited us for its Annual Survey of Long Term Care Facilities, as required by the Federal Government. The results of the survey were excellent, no patient care deficiencies were written. There were some areas of Life Safety cited in the report. These have been corrected.

We have continued to perform self-audit and mock surveys to ready ourselves for our annual visit. Hillsborough County has participated and assisted us in performing the mock survey and we have reciprocated. The survey team may visit anytime for the "annual visit" between nine and fifteen months of the previous visit. We anticipate a visit no later than August 1998.

The "Employee of the Month" program continued throughout the year. Peers, residents, families, visitors, volunteers, or any other individual who has an interest in Rockingham County Nursing Home may nominate employees. Each month the selected employee receives a Savings Bond, reserved parking, a plaque and picture posted in the main lobby, a cake, and balloons. Recognized in 1997 were:

January -	Scott McGrath - Nursing Department
February -	Virginia Dow - Food Service
March -	Denise Beaumier - Nursing Department
April -	Patricia Hill - Housekeeping
May -	Jessica Dolloff - Nursing Department

June -	Diane Murphy - Recreation
July -	Barbara Burliegh – Food Service
August -	Jeff Porter - Housekeeping
September -	Debbie Wyman – Nursing Department
October -	Amy Groves – Nursing Department
November -	Donna White – Nursing Department
December -	Michelle Langdon – Nursing Department

In October Robin Townsend, Certified Nursing Assistant was nominated by the facility to the New Hampshire Association of Counties, for the "County Nursing Home Employee of the Year", although she was not selected we were proud to place her name in nomination

Through the efforts of the New Hampshire Association of County Health Care Administrators, the New Hampshire Association of Counties, representatives of the State of New Hampshire, we were able to access an additional \$974,000, for Rockingham County. We are anticipating an additional sum in 1998. The process for developing this sum of funds came from information gathered at meeting of the National Association of Counties.

A trend that has developed over the past year is the frequency of empty beds with in the facility. Our average daily census was 295.83 residents, this compares to 297.46 in the year ending 12/31/96. In the month of December our average was 293 residents. Thus we should be looking at the causes of this reduction in the use of beds and what steps we should take over the next few years to market the facility differently or should we change some of our bed utilization from nursing facility beds to residential care beds. This is an issue we hope to study throughout 1998 through the Long Range Planning Committees that have been established by the County Commissioners and County Delegation.

We will continue to review and where necessary rewrite all job descriptions to meet the requirements of the Americans with Disabilities Act. The policy and procedure manuals for each department were reviewed in 1997 and continue to be an area of work for 1998.

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

The EFFORTS Committee has continued to provide support to the residents of the Home. They have continued to purchase equipment and many special items that a resident may wish to enjoy.

A word of thanks to Gene Charron, Corrections Administrator, Sheriff Daniel Linehan; and members of their respective departments for their assistance and cooperation throughout the year.

Thank you to Mr. Ernest Woodside and members of the Maintenance Department for their hard work to keep the Home and its grounds well maintained.

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

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

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

Respectfully submitted,

William F. Sturtevant  
Administrator

**ROCKINGHAM COUNTY NURSING HOME  
1997 CENSUS REPORT**

TOTAL CENSUS JANUARY 1, 1997 290

Total Admissions		83
Total Discharges	132	
Hospital Admits>Returns	42	
■ Permanent Discharges	16	
Total Deaths	74	

TOTAL CENSUS DECEMBER 31, 1997 291

TOTAL RESIDENT DAYS 10798

DAILY AVERAGE CENSUS	295.83
HIGHEST CENSUS	300.00
LOWEST CENSUS	290.00

DAILY AVERAGE

Underhill Building	57
Fernald Building	83
Blaisdell Building	106
Driscoll Building	50

Average Age of Residents December 31, 1997 82

Average Age at Resident Death 85

Average Age at Admission 80

Average Length of Stay 2 yr. - 3 months - 17 days

\*2 Residents expired while at Exeter Hospital

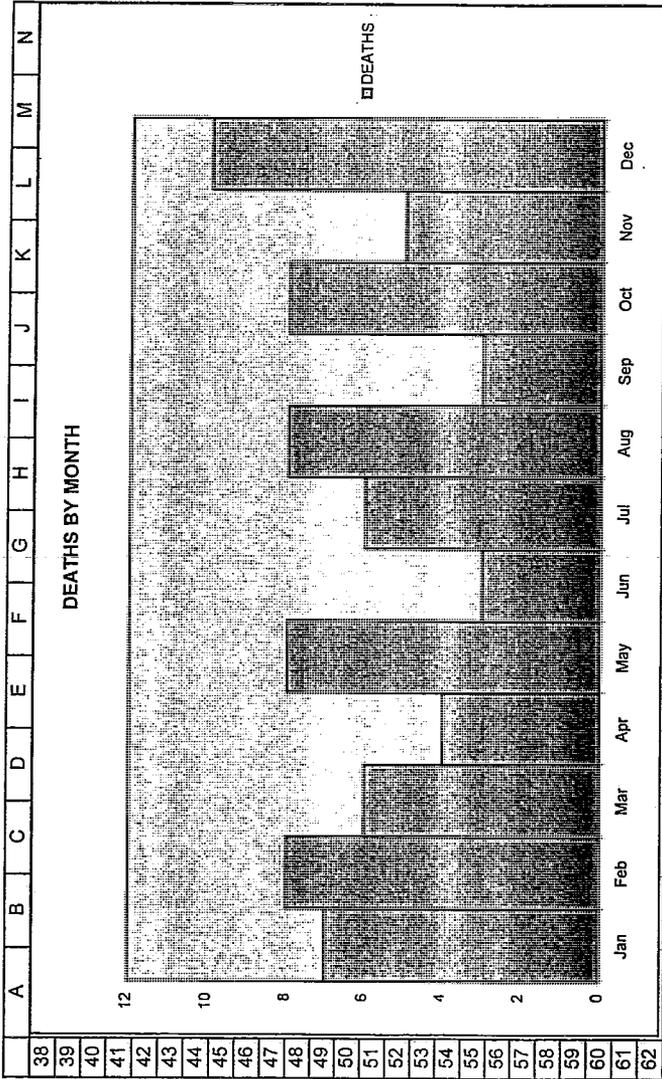
\*10 Residents discharged to another facility

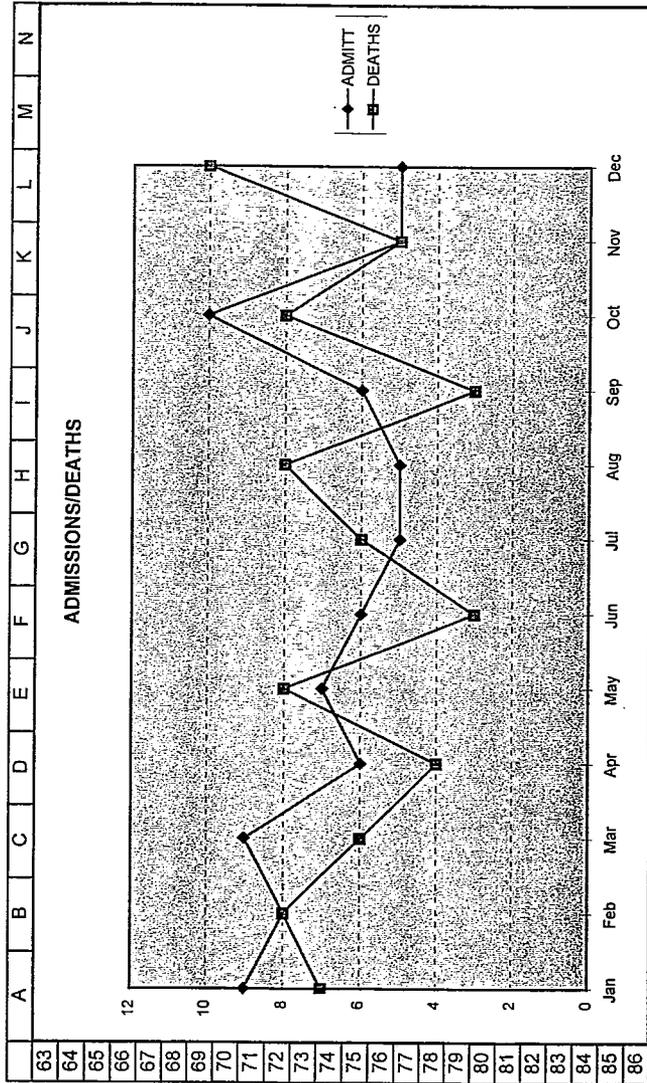
\*4 Resident discharged home

Rockingham County Nursing Home

1997 Census Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1														
2	297	298	296	296	297	295	300	297	294	294	296	296	298	
3	298	298	297	296	297	296	300	297	294	294	296	297	296	
4	298	298	296	297	297	295	300	295	294	294	296	297	296	
5	298	298	295	294	297	294	298	295	295	295	296	296	296	
6	297	297	294	294	296	293	299	294	294	294	295	296	296	
7	300	296	294	294	295	293	299	294	292	292	295	295	295	
8	299	296	295	295	295	293	299	295	293	293	296	297	295	
9	299	296	295	295	292	293	298	293	293	293	296	297	295	
10	297	296	294	296	292	294	298	292	293	293	295	296	296	
11	297	297	295	296	290	294	298	293	293	293	296	297	295	
12	296	298	295	295	291	295	298	293	294	294	296	296	295	
13	296	299	296	296	291	297	297	294	294	294	295	296	294	
14	298	298	297	296	292	296	296	294	294	294	295	296	294	
15	299	299	298	297	292	292	297	299	293	293	294	296	294	
16	300	298	298	298	292	297	299	299	293	294	293	296	295	
17	299	299	297	299	293	298	299	299	292	294	294	296	295	
18	297	298	296	300	293	299	298	292	292	295	293	297	295	
19	297	296	294	299	292	299	299	299	296	294	293	297	295	
20	298	297	295	299	292	299	298	292	292	295	293	297	294	
21	298	297	296	300	293	299	298	292	292	295	294	297	294	
22	298	297	297	299	295	298	298	293	293	295	294	297	294	
23	297	297	296	299	295	297	299	299	296	296	294	297	294	
24	299	297	295	299	295	298	298	294	294	296	294	297	294	
25	298	296	296	298	294	300	297	294	294	296	294	296	287	
26	298	296	297	298	295	300	298	294	294	296	294	296	292	
27	298	296	298	296	295	300	297	295	295	295	294	296	291	
28	297	296	298	297	295	298	297	295	295	295	295	293	291	
29	298	298	295	297	295	299	297	295	295	295	296	296	291	
30	298		292	297	295	299	297	296	296	296	297	297	293	
31	298		294	297	294	299	296	296	293	296	299	297	290	
32	299		296	297	295	295	297	293	293	296	299	297	290	
33	Total	9236	8321	9167	8909	9112	8904	9243	9108	8833	9144	8890	9111	107978
34	Avg	297.94	297.18	295.71	296.97	293.94	296.80	298.76	293.81	294.43	294.97	296.33	293.90	295.83
35														
36	ADMITT	9	8	9	6	7	6	5	5	6	10	5	5	81
37	DEATHS	7	8	6	4	8	3	6	8	3	8	5	10	76





**ROCKINGHAM COUNTY NURSING HOME  
1997 ANNUAL REPORT**

**MEDICAL DIRECTOR' S REPORT**

The most striking change that has occurred over the past year is the occurrence of empty beds for a significant period of time. I think this reflects a couple of trends. First, because of improved home care service and daycare, elderly patients are able to stay at home for a much longer period of time. Therefore, when they enter the nursing home they are much sicker and are much more likely to die with a very short period of time. Secondly, we are beginning to have treatments for some illnesses, which used to result in nursing home admissions. For example, there is now a second drug for Alzheimer's Disease, Aricept, which can delay the progression of the disease for six to twelve months. If patients are able to remain at home during period of time they will often die of competing causes of death and therefore may not need nursing home admission.

I think because of the enormous amount of work by the pharmaceutical companies, it is likely that we will see even more effective drugs for slowing the progression of Alzheimer's Disease and therefore, we need to look critically at the role of the nursing home and number of beds which are available as the conditions change over the next few years.

The wide ranges of services available here continue to allow us to provide quality services for our patients. The medical staff and Mrs. Rohr provide excellent coverage so that when acute problems develop, someone is always available to address them. The teams of rehabilitation specialists and outside consultants do an excellent job of maintaining maximum functional state for our residents.

The very low rate of decubiti and the constant attention to falls are addressing some of the common problems, which are seen in facilities like ours. It is excellent to have comparative data so that we can continue to track the quality of care, which is provided at the nursing home.

Respectfully Submitted,

Karl Singer, MD  
Medical Director

## ANNUAL REPORT TO THE TAXPAYERS

1997 saw a stabilization in the number of charges brought by the County Attorney's Office along with a stabilization of conviction rate overall. Felony sexual assault cases remain the largest single type of case that goes to trial. In those cases, our conviction rate (defined as a guilty verdict) is approximately 55%. Our conviction rate in other cases where forensic evidence is more likely to exist is substantially higher, however. The overall conviction rate for the office remains at about 75+%, and is somewhat higher at the district court level.

We see changes for 1998, as there have been each and every year of the last four. This year we hope to develop the position of investigator to enhance our prosecutorial ability in sexual assault cases by developing more information at an earlier time. This is a position that is supported by the Rockingham County Chiefs of Police Association and has been needed by this office for a long time. As well, we hope to develop a pre-trial diversion program which will assist in dealing with those individuals for whom, while they may have committed a crime, a non-prison diversion program may bring about the more effective result from the system. This would be at the request of the local police departments and would require an enhanced cooperative effort between police agencies and the prosecutors' office. It is the help and assistance of the Rockingham County Commissioners and the Delegation comprised of your state representatives that have made the success that we've had over the last number of years possible. These individuals who give their time to public service should be thanked and praised for the difference that they have made in the County Attorney's Office.



OFFICE OF THE REGISTER OF DEEDS  
1997 ANNUAL REPORT

To the Honorable Board of Commissioners:

I am proud to report that this office, by careful planning and by a conscientious management realized a profit of slightly over \$1,433,000.00, the details of which are reflected on my statistics below. The sincere efforts of my staff, not only effected this pleasant financial result, but also made it possible to improve the service of this office to the public.

The copy department continues to be an extremely busy area. Over \$309,000.00 in income was generated by this department in 1997. Approximately \$45,000 was earned through our FAX copies. This reflects an increase of \$11,000.00 in revenue from this department above 1996 documented figures.

After this office researched and tested several options for the computerization and merger of the Copy Department and Accounts Payable Department, a new program was written and installed which has assisted materially in our overall efforts to operate this office more efficiently.

During 1997 a large research project which began in 1995 for the development and implementation of a digital imaging system was finally concluded. After many hours of research and testing, a Scanning/Retrieval System was purchased from Connor & Connor. We began scanning all documents as of November 1, 1997, and anticipate having a retrieval station available to the public for immediate access to documents in late 1998. This system will eliminate staff having to retrieve documents resulting in better use of man hours and ultimately allow the indexing system and documents to be accessed via modem.

There are two areas which demand attention in 1998. The more pressing of which is the "YEAR 2000" conversion and the integrity of our current system, the other being a conversion project of film to images. This program involves considerable expense and can only be reasonably accomplished over time.

It remains my belief that the Registry of Deeds should be operated in the best interest of the general public and particularly the taxpayers, my staff and I pledge ourselves to this end.

1997 STATISTICS

Number of Recordings	67,834 documents
Pages filmed	211,329
Number of Copies Made	254,112 pages
FAX Copies Sent	16,081 pages
1997 Copy Dept. Receipts	\$ 309,410.00
1997 Total Receipts	\$2,104,356.70
1997 Expenditures	\$ 671,099.44
Surcharge Account	\$ 135,670.00
	(\$117,720.00 appropriated & \$17,950 banked)

Respectfully submitted,

*Cathy Ann Stacey*

Cathy Ann Stacey,  
Register of Deeds

**SHERIFF'S DEPARTMENT  
ROCKINGHAM COUNTY**



**1997 ANNUAL REPORT**

**JAMES DANIEL LINEHAN  
SHERIFF**



**James Daniel Linehan**  
High Sheriff

## Rockingham County Sheriff's Department

101 North Road  
Brentwood, New Hampshire 03833

(603) 679-2225  
FAX: (603) 679-1877

February 27, 1998

Dear Members of the Rockingham County Delegation, and  
The Rockingham County Commissioners,

It gives me great pleasure to present you with the 1997 Annual Report for The Rockingham County Sheriff's Department. I believe you will find it to be insightful, educational, and an accurate depiction of our current state.

This past year saw a lot of change and improvement in operations at the Sheriff's Department. First and foremost, credit must be given to the talented and dedicated men and women of the Department who have chosen to make their careers in this challenging environment. Without their commitment and dedication to service and public safety our continued improvement would not have been so significant.

The members of the County Delegation and the Board of Rockingham County Commissioners are to be commended for their support, and encouragement which have helped to create an atmosphere of good will and selfless service. As we prepare to continue our changes and improvements into the future, the continued delivery of services in an efficient, professional and effective manner will remain our highest priority.

Please accept this Annual Report, dedicated to Captain David Lincoln and prepared by Captain Joseph Akerley with my gratitude for your support.

Sincerely,

A handwritten signature in cursive script that reads "Dan Linehan".

Dan Linehan  
High Sheriff, Rockingham County

## Table of Contents

Page 1	.....	Preface & Mission Statement
Page 2	.....	Foreword
Page 3	.....	Dedication of Annual Report
Page 4	.....	Organization - Civil Division
Page 5	.....	Civil Writs Served By Year - Chart
Page 6	.....	Civil Revenue - Chart Warrants Division
Page 7	.....	Transportation Division
Page 8	.....	1997 Transports - Charts
Page 9	.....	Involuntary Emergency Hospitalization - Chart
Page 10	.....	Airport Division Communications Division
Page 11	.....	Rockingham County Courthouse Division
Page 12	.....	Business Office Division
Page 13	.....	1997 Events
Page 14	.....	Training
Page 15	.....	Drug Seizures
Page 16	.....	1997 Fiscal Report - Summary
Page 17	.....	1997 Personnel Activity Report
Page 18	.....	Special Deputies

## Preface

The Rockingham County Sheriff's Department has established a new philosophy and format with regard to its Annual Report. This fresh approach is intended to provide a more in-depth review of the previous year's activities, providing, for the first time, a pertinent summation of the significant events that influenced departmental operations during the year. This written, historical record will serve as a foundation for the establishment of accurate, institutional memory, a reference tool that many will find useful in the future.



## Mission Statement

It is the mission of the Rockingham County Sheriff's Department to enforce the Laws of the State of New Hampshire and United States of America faithfully and impartially and to provide public safety services for the citizens, businesses, and other law enforcement agencies within our jurisdiction, emphasizing professionalism, cooperation, competence and integrity, in order to foster a partnership which will preserve and improve the quality of life in Rockingham County.

## Foreword

A combination of events, particularly in personnel changes, combined to make 1997 one of the most dynamic years in the history of the Rockingham County Sheriff's Department.

In early January of 1997, after being elected to his sixth term, former Sheriff Wayne Vetter resigned from office immediately after being sworn in. His resignation was anticipated, as it had been widely publicized that he was the likely choice for the position of Executive Director of the New Hampshire Fish & Game Department, an appointment which he received immediately prior to his resignation.

Pursuant to New Hampshire RSA 661:9, it became incumbent upon the Superior Court to appoint a Commissioner to fill the vacancy and unexpired term of Sheriff Vetter. Thirty candidates made application for the position, a field then narrowed down to ten, and finally to three.

Topping the field of candidates, on February 26, James Daniel Linehan of Danville was sworn in as Commissioner to perform the duties as Sheriff of Rockingham County. A retired Lieutenant with the New Hampshire State Police, "Dan" Linehan held a Bachelor of Science Degree Summa Cum Laude from the University System of New Hampshire, and presented himself with a strong background in law enforcement management.

Following, are the reports from the several Divisions within the Rockingham Sheriff's Department. It is salient testimony to the employees of this agency that throughout this period of change, and while operating at sub-minimum staffing levels, they produced more, while remaining focused and committed to providing a high level of service to the citizens of Rockingham County.

David N. Lincoln  
Chief Dispatcher  
Rockingham County Sheriff's Department Communications Center  
Hired January 1, 1972 - Retired November 30, 1997



Background , Left to Right - Former Sheriff Charlie Vetter, Sheriff Dan Linehan  
Former Sheriff Wayne Vetter  
Foreground - Chief Dispatcher David Lincoln

The Rockingham County Sheriff's Department dedicates this 1997 Annual Report to David N. Lincoln, in sincere appreciation for his 26 years of commitment and service to this agency.

Widely known as the "father" of the Communications Center, David Lincoln presided over its growth for nearly three decades. Serving under four High Sheriffs, he was an active and valuable planning participant in regional public safety issues.

In the spring of 1998, the Rockingham County Sheriff's Department will have completed renovations to the Communications Center, instituting a "state of the art" Computer Aided Dispatch System that services 23 Police Departments and 13 Fire Departments.

We are grateful to David Lincoln for his dedication, knowledge, guidance, and vision which have prepared the Rockingham Sheriff's Department for the communication challenges of the twenty-first century.

## **Organization**

For several decades, the organization of the Sheriff's Department has remained, essentially, unchanged.

The High Sheriff is the Chief Administrator of the Department, and appoints an Executive Officer, normally called a Chief Deputy, as his second in command. A rank structure exists within the Department, but supervisors are not remunerated for their additional responsibilities.

All full-time, sworn officers are classified under the personnel pay plan as Deputy II. These deputies may be assigned to administrative duties, but are normally positioned in either the Civil process or Warrants Divisions. In 1981 there were 12, full-time Deputy Sheriffs classifiable as Deputy II. This number increased to 14 in 1995, but has dropped to 13 after a 1997 resignation. (The 1998 Reorganization Plan provides for the elimination of the #14 Deputy II position)

Other full-time Deputy Sheriff positions include members of the Transportation Division, presently classified at a lower pay grade as Deputy I. It is within this division that the greatest increase in personnel has occurred during the last 17 years. In 1981 there was one Transportation Division deputy. In 1997, this Division was staffed by 1 part-time and 6 full-time deputies. (Two full-time deputies are part of the Pilot District Court Transportation Program.)

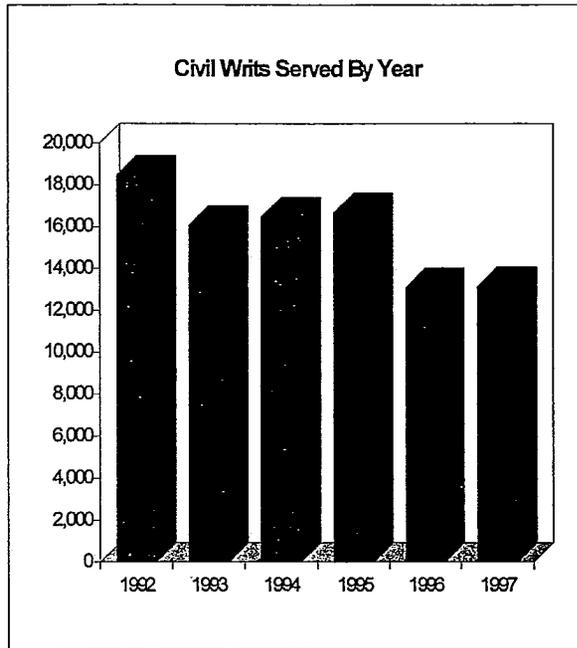
### **Civil Division**

**8 Full-time Sworn Deputy II**  
**2 Full-time Administrative Assistants**

The Civil Division is responsible for all civil writs directed to the Sheriff's Department. This includes Petitions, Summonses, Attachments, Orders of Notice, Restraining Orders, and a variety of other writs from the other 49 states. The 8 Deputies assigned to this Division are supported by 2 office staff positions, classified as Administrative Assistants. The county was divided into 8 patrol areas, but in 1997, the areas were reduced to 7 because of the extended absence of a deputy.

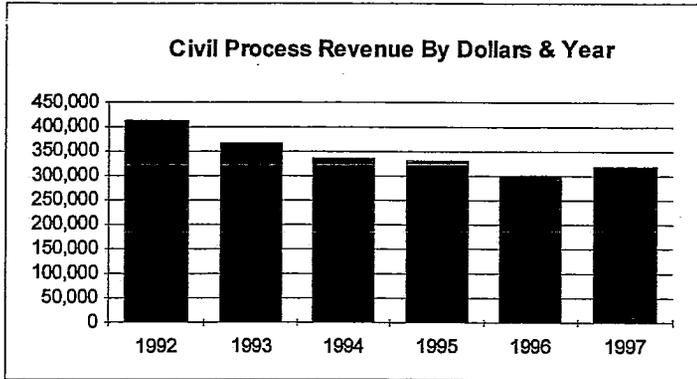
The service of civil process is unpredictable, depending to a large extent on the local, regional and national economies. While some counties in the state might experience a large increase in civil process, adjacent counties may experience a decrease. There are also trends which indicate the cyclical nature of this phenomena. In 1981, for example, the Portsmouth Patrol Area averaged about 30-35 civil writs per month. This number steadily increased to an average high of approximately 200 per month in the late 80's and early 90's.

In 1997, the Civil Division processed 13,141 writs, and generated \$318,795.00 in revenue. By comparison, in 1992, 18,469 writs were processed and \$413,033.00 was generated in revenue. While 1997 experienced an increase in writs and revenue over 1996, it is premature to predict a trend reversal towards an increase in process activity.



Not all variances in civil process may be attributable to cycles or economic trends. On July 1st, 1996, the Family Division Pilot Program was instituted in Rockingham County. Many writs formerly served by the Sheriff's Department were, instead, simply picked up by a party to the action at the Family Division location, or mailed. Statistics provided by the Family Division show that this occurred on 404 occasions in 1996, and 575 occasions in 1997. At an average fee of \$28.68, this reflects a loss of \$16,491 in revenue.

The decrease in the numbers of civil writs processed resulted in a corresponding decrease in revenue.



### Warrants Division

**4 Full-time Sworn Deputy II**  
**1 Full-time Dispatcher**

This Division is primarily responsible for the apprehension of individuals on civil and criminal arrest warrants generated out of the Superior Court System, and on civil arrest warrants issued by District Courts throughout the state. During the majority of 1997, the Warrants Division was staffed by 2 deputies. Down from a compliment of 5 deputies in 1994, the reduction was necessary due to assignment priorities, sickness and injury. Deputies assigned to the Civil Division were primarily responsible for the District Court arrest warrants.

<u>As of December 31, 1997</u>	Superior Court	
⇒ Active Criminal Arrest Warrants		593
⇒ Active Criminal Arrest Warrants With Subject In Custody At Another Location		66
⇒ Active, Civil Arrest Warrants		68
<u>Total Active Arrest Warrants</u>		727 (1997) 735 (1996)

<u>1997 Warrants Division Arrests</u>		<u>1996 Warrants Division Arrests</u>
◆ Criminal	372	389
◆ Civil	71	82
◆ Recalls	113	169
<u>Total Warrants Cleared In 1997</u>	556	<u>Total Warrants Cleared In 1996</u> 640

<u>As of December 31, 1997</u>	District Court	
	<u>1997</u>	<u>1996</u>
⇒ Active Civil Arrest Warrants	143	197
⇒ Civil Warrant Arrests	61	74
⇒ Civil Warrant Recalls	852	856
<u>Total Warrants Processed</u>	1,056	1,127

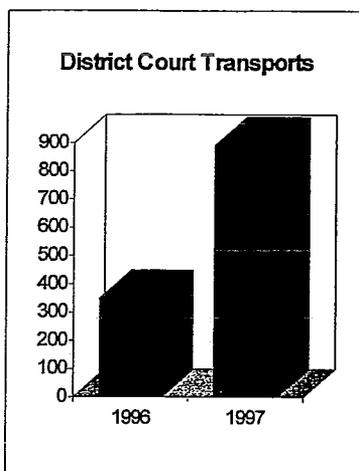
Most District Court Civil Arrest Warrants are recalled without having to take the individual into custody. Usually the defendant becomes aware that a deputy is looking for him/her and resolves the matter with the Court before an arrest is made.

### Transportation Division

**6 Full-time Sworn Deputy I**  
**1 Part-time Sworn Deputy**

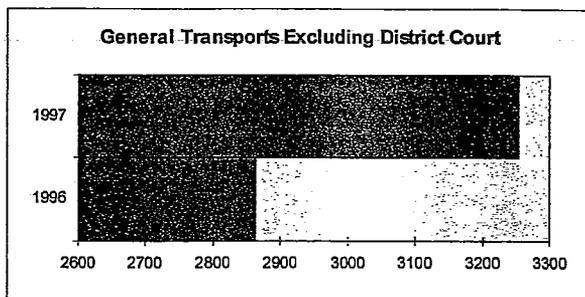
The Transportation Division is comprised of 2 sections. The first section consists of 2 full-time deputies that are specifically assigned to the Pilot District Court Transportation Program. This program was funded from July through December of 1997 with the purpose of handling all District Court transports for local police departments throughout the county. The intended result was to enable local police officers to remain in their communities, relieved of the obligation to transport prisoners back and forth from the County Jail.

This program, according to feedback from the local police departments, is very successful. Prior to the implementation of this program, the Rockingham Sheriff's Department assisted other departments whenever time permitted. The popularity of this program, for the 5 months it has been operative, is reflected in a comparison to the total District Court transport assists provided on a voluntary basis in 1996.



1996 = 351  
1997 = 892

The second section is staffed by 4 full-time and 1 part-time deputy. They are responsible for a broad range of prisoner transportation and control involving Rockingham County court cases throughout the state.



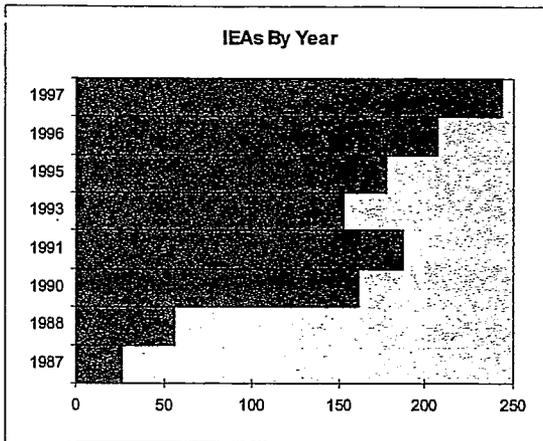
1996 = 2,862  
1997 = 3,253

Not all transports were in-state. During 1997, deputies traveled into several other jurisdictions in order to bring back fugitives or prisoners on Interstate Detainer Agreements.

Massachusetts	67	California	2
Maine	20	Arizona	1
New York	6	Rhode Island	1
Vermont	3	Tennessee	1
Maryland	2	Wisconsin	3
Connecticut	2		
United States Marshall Flights	Illinois 1	Florida	1
<b>Total Out of State Transports 110</b>			

## Involuntary Emergency Hospitalization

The Sheriff's Department is mandated by RSA 135-C:29 to transport individuals in need of emergency psychiatric care on an involuntary basis. This law became effective on January 1, 1987. In the 10 years since enactment, the number of IEHs has steadily increased. These transports are unpredictable, and often occur during late evening or early morning hours, and on weekends and holidays. In an effort to mitigate a significant overtime expense involving these transports, the Sheriff's Department implemented evening shifts and a Saturday coverage schedule. Also, when safety considerations permit, transports are accomplished with one deputy instead of two. Estimations indicate that these procedures have reduced overtime expenses pertaining to IEHs by over 60%.



1987	26	1993	153
1988	56	1995	177
1990	162	1996	207
1991	187	1997	243

Data was not available for 1989, 1992, and 1994.

## Airport Division

**11 Full-time Sworn Deputies**

**5 Part-time Sworn Deputies**

The Airport Division of the Rockingham County Sheriff's Department provides law enforcement services for the Manchester Airport, a Category III Airfield that handled over 1 million passengers in 1997.

In September, the Rockingham County Legislative Delegation approved a three month extension on the service contract which included a significant pay raise for Airport Division Deputies and a reorganization of the Division. With agreement of the Manchester Airport Authority, no employees were laid off in the reorganization plan and staffing levels continue to be reached by attrition.

As the Airport continues to experience rapid growth, the calls for service to the Airport Division increase.

In 1997 Airport Unit Deputies:

- ⇒ Responded to 2,490 Security Alarms
- ⇒ Supervised 320 Escorts
- ⇒ Answered 1,102 Complaints & Calls For Service
- ⇒ Handled 429 Motor Vehicle Violations
- ⇒ Initiated 189 Criminal Investigations
- ⇒ Responded to 64 Medical Emergencies
- ⇒ Investigated 68 potential Destructive Devices
- ⇒ Reported 96 FAA Violations
- ⇒ Assisted other Law Enforcement Agencies on 303 occasions
- ⇒ issued 1,408 Parking Tickets

## Communications Division

**12 Full-time Dispatchers**

**1 Full-time Call-taker**

**10 On Call Dispatchers**

The Rockingham County Sheriff's Department Communication Division is the largest operation of its kind in the state. This Communications Center provides dispatching services for 23 Police Departments and 13 Fire Departments within the county. The Communications Center also provides operational control for the 99 Evacuation Sirens that protect the seacoast area in the event of an emergency at the Seabrook Nuclear Power Station.

In October, interior renovations began to accommodate the new Computerized Dispatch Consoles that were purchased under a \$264,761 bid through Motorola. In December, the Department contracted with Information Management Corporation in order to provide the software for a "state of the art" Computer Aided Dispatch System. These improvements to the Communication Division ensure the continued high quality of service to the communities within Rockingham County well into the next century.

Operational requirements during 1997 necessitated several personnel reassignments within the Department. In October, Deputy James Szeliga was reassigned from patrol to Supervisor of the Communications Center, where he relieved the ailing Chief Dispatcher David Lincoln. Dispatcher Charles Eaton was required to spend more of his time tending to the Department's computer network, a demanding task that significantly reduced his availability for Dispatch functions. Staffing levels remained problematic throughout the year and necessitated overtime expenditures beyond normal expectations.

The Communications Division is equipped with 4 State Police On-line Telecommunications System terminals. Utilizing this computer equipment, dispatchers provide law enforcement officers with motor vehicle listings, license checks, criminal record checks, and other pertinent data that may assist or protect an on duty police officer. Activity is measured by the number of transactions that take place on a given system. In 1993, the Rockingham County Dispatch Center logged 263,719 such transactions. In 1997, reported transactions totaled 335,053, a 21% increase over 1993. During the last five years, over 1.5 million transactions have been logged through the system.

### **Rockingham County Courthouse Division**

**19 Bailiffs**

**\$50 Per Diem**

The Rockingham County Courthouse Division is responsible for maintaining order and security at the Rockingham County Courthouse and the satellite facilities of Portsmouth Family Division and Jury Court, Auburn Family Division, and Salem Family Division locations.

The Bailiffs average 19 positions a day, and are scheduled and supervised by Lieutenant Barry Peacock, Commanding Officer of the Transportation Division. The payroll and training costs are reimbursed to the county by the Administrative Office of the Courts for the State of New Hampshire. In 1997, this amounted to \$277,628.00.

During 1997, emphasis was placed upon heightening the security level at the Rockingham County Courthouse.

- ◆ Regular Security Meetings were conducted and relevant issues addressed
- ◆ Bailiffs were issued OC Canisters and trained in the use of this tool
- ◆ Handcuffs and training were provided to the Bailiffs
- ◆ Bailiffs Ed Daneault and Thomas Moreau completed the Part-time Police Academy, bringing the number of Certified, Part-time Police Officer/Bailiffs to 8
- ◆ State Police Bomb Squad Commander Sgt. John McMaster provided training to Bailiffs and other courthouse personnel.
- ◆ The State Police Swat Team conducted an exercise at the facility
- ◆ A mechanism was instituted to identify and increase security on potentially threatening cases
- ◆ Designated Bailiffs received training and became firearms qualified
- ◆ A radio link was established with the Sheriff's Department Communications Center
- ◆ Written procedures were established for various emergency situations
- ◆ Telephones were installed at all Bailiff stations

In 1997, Bailiffs at Security Checkpoints took into safe, temporary storage:

- 22 Handguns
- 3,347 Knives
- 178 Razors
- 232 Scissors
- 331 Canisters of MACE or OC
- 24 Screwdrivers

### Business Office Division

**1 Full-time Business Office Manager**

**1 Full-time Administrative Assistant**

**1 Full-time Administrative Assistant/Prosecutor/Deputy II**

**1 Full-time Bookkeeper**

The Business Office is responsible for processing all civil paperwork received by the Sheriff's Department, record keeping, payroll, and accounts payable and receivable for every Division within the agency.

During most of 1997, an Administrative Assistant/Prosecutor/Deputy II position was maintained at this level. This was a multifaceted position that combined clerical and accounting responsibilities with the prosecution of Department court cases. In December, Donald Redden resigned from this position and obtained employment with the Strafford County Sheriff's Department. This vacancy was not filled.

## **Events**

### **Deerfield Fair**

In 1997, the Rockingham Sheriff's Department again assumed responsibility for law enforcement services at the Deerfield Fair. Expenses incurred for providing these services were reimbursed to the County by the Deerfield Fair Association.

### **Loudon Motorcycle Races**

During June of 1997, the Department responded to a request from the Belknap County Sheriff's Department for assistance in crowd control at this annual event. This Department responded with 7 deputies and 4 vehicles.

The Belknap County Sheriff's Department reimbursed Rockingham County for payroll expenses at the rate of \$17 per hour, per deputy. Gasoline was provided by Belknap County.

### **NH Office of Emergency Management Emergency Management Administration**

In 1997, Deputies from the Rockingham Sheriff's Department continued to be active participants in Emergency Management issues that affect the County.

#### **⇒ Team Piscataqua '97 September 4**

A large, multi-agency and intrastate exercise, this drill simulated the emergency response to the scenario of an LPG Tanker Ship colliding with the Sarah Long Bridge in the Piscataqua River. The Rockingham Sheriff's Department was the primary law enforcement agency participating in the exercise. Associated costs were not reimbursed to the County.

#### **⇒ Seacoast Response '97 June 21**

In June of 1997, the Pease International Tradeport sponsored an exercise that simulated the crash of a large passenger aircraft with numerous casualties on the airfield. During this multi-agency drill, Rockingham County Deputies managed the Law Enforcement Staging Area at the NH Air National Guard cantonment Area. This full-scale exercise that this Department participated in was the third at Pease in the last six years.

The Rockingham Sheriff's Department is an integral part of the Pease International Tradeport's FAA approved Emergency Response Plan. Along with the Sheriff's Department Mobile Command Post, 7 Deputies manage the Law Enforcement Staging Area. Associated costs are not reimbursed to the County.

⇒ **Manchester Response '97**

Airport Unit Deputies and Headquarters Staff participated in a multi-agency table-top exercise simulating a passenger jet that crashing and burning on the airfield in Londonderry. According to the FAA approved Emergency Response Plan, the Rockingham Sheriff's Department Airport Division is responsible for assuming Law Enforcement Operations Command at the scene. Since 1994, two similar table-tops and two full-scale exercises have been conducted. All costs associated with these drills and exercises are fully reimbursed to the County by the Manchester Airport Authority.

⇒ **State Transportation Staging Area**

For over a decade, Rockingham Sheriff's Deputies have been responsible for management of the State Transportation Staging Area. This operation, currently located at Park & Ride in Epping, is responsible for the staging of over 600 vehicles that would be utilized in the event of a large scale evacuation within the Emergency Planning Zone of the Seabrook Nuclear Power Plant. The planning, management, training, drill and exercise participation is an ongoing process that is fully funded by the NH Office of Emergency Management.

⇒ **Mendums Pond Dam & Tower Hill Pond Dam**

The Rockingham Sheriff's Department Communications Center, in partnership with the New Hampshire Department of Environmental Services, is an integral participant in the emergency response procedures regarding these watersheds.

## **Training**

In 1997, the Rockingham Sheriff's Department began a focused emphasis on training for its employees. By the end of December, 89 members of the Department had received training for a combined total of 2,952.5 hours.

Exercising responsible scheduling management, this training was accomplished with NO overtime expense. Course fees and materials cost the Sheriff's Department \$4,075.48.

Average Training Received Per Department Member in 1997      33.1 hours

## Drug Seizures

In 1997, Deputy Sheriff Wayne Powers and Sheriff's K9 Deputy PMP Black Smoke seized:

- ♣ 537.5 Pounds of Marijuana
- ♣ 21 Pounds of Psilocybin
- ♣ 10 Cans of Steroids
- ♣ 2 Pounds of Crystal Methamphetamine

These seizures reflect a street value of \$880,650.00 and resulted in 26 Arrests.

Subsequent seizures by the DEA, Attorney General's Drug Task Force, and New Hampshire State Police, resulting from follow-up investigations, equaled \$122,250.00 in illegal drugs, and \$153,948.00 in assets.

**Total Value of Drugs & Assets = \$1,156,848.00**



1997 K9 Costs = \$1,066.59

K9 Cost Per Day In 1997 = \$1.73    Seizure Value Per Day = \$3,169.45

The vehicle used by Deputy Sheriff Wayne Powers and K9 Deputy PMP Black Smoke was donated by Portsmouth Ford at a cost of \$1.

Drug Forfeiture Money received from the DEA and deposited in the Rockingham County Sheriff's Drug Task Force Account in 1997 totaled \$3,461.60.

The Rockingham Sheriff's Department and K9 PMP Black Smoke assisted other agencies on 10 occasions in 1997, including two boardings of ocean-going ships in response to a request for assistance from the United States Coast Guard.

# 1997 Fiscal Report

## Summary

<u>Department</u>	<u>Appropriation</u>	<u>Revenue Received</u>
Outside Detail .....	\$ 129,787.....	\$ 146,289
Bailiff Reimbursement.....	\$ 241,103.....	\$ 277,628
Civil Process Division .....	\$ 297,000.....	\$ 315,305
Seabrook Grant Salary .....	\$ 27,000.....	\$ 27,000
Transport Reimbursement.....	\$ 0.....	\$ 5,401
Airport Reimbursement .....	\$ 513,439.....	\$ 595,948
<b><u>GRAND TOTAL.....</u></b>	<b><u>\$ 1,208,329.....</u></b>	<b><u>\$ 1,367,571</u></b>

The following represents 1997 Net Appropriations and Actual Expended:

<u>Department</u>	<u>Net Appropriation</u>	<u>Expended</u>
Sheriff's .....	\$ 1,439,663.....	\$ 1,399,867
Dispatch.....	\$ 574,251.....	\$ 526,384
Radio Shop .....	\$ 83,528.....	\$ 83,524
District Court .....	\$ 66,412.....	\$ 61,021
Outside Detail .....	\$ 131,500.....	\$ 131,109
<b><u>GRAND TOTAL .....</u></b>	<b><u>\$ 2,295,354.....</u></b>	<b><u>\$ 2,201,905</u></b>
<b><u>AIRPORT TOTAL.....</u></b>	<b><u>\$ 560,918.....</u></b>	<b><u>\$ 561,626</u></b>

# 1997 PERSONNEL ACTIVITY

## AIRPORT DIVISION

Employee	Title	D.O.H.	D.O.S.
CHASE, James	Deputy I	1/8/97	
DICKSON, Frederick	P/T Sgt	1/17/97	
HOWLAND, Robert	P/T Sgt		7/5/97
DALY, Frank	Deputy I	7/7/97	
GIBBONS, Jeffrey	Deputy I	7/7/97	
CHASE, John	P/T Sgt	8/11/97	
DICKSON, Frederick	P/T Sgt		8/23/97
MURPHY, Jay	Deputy I	8/25/97	
GRZASKO, Frank	P/T Sgt	11/4/97	
CHASE, James	Deputy I		11/9/97
BELANGER, Richard	Dispatcher	12/12/97	
CLOUTIER, Ginger	Dispatcher	12/12/97	
LePAGE, Michael	P/T Dispatcher	12/12/97	
MITCHELL, George	Dispatcher	12/12/97	

## COMMUNICATIONS DIVISION

Employee	Title	D.O.H.	D.O.S.
SADLER, Malissa	Call Taker	2/3/97	
GANLEY, Mary Jo	P/T Dispatcher	5/5/97	
PARISI, Paul	P/T Dispatcher	7/28/97	
FOWLER, Aaron	P/T Dispatcher	7/30/97	
McNAIR, Cecily	P/T Dispatcher	8/12/97	
CHRISTENBURY, Parks	Electronics Tech	11/17/97	
LINCOLN, David	Chief Dispatcher		11/30/97
MUNROE, Mark	Dispatcher		12/1/97
CLARK, Keith	Radio Tech		12/19/97

D.O.H. = Date of Hire

## CIVIL DIVISION

Employee	Title	D.O.H.	D.O.S.
* ALDEN, Michael	Undersheriff		3/1/97
BLONIGEN, Brenda	Deputy II	6/23/97	
PRENDERGAST, James	Deputy II		11/30/97

\* Medical LOA - No Return Date

## TRANSPORTATION DIVISION

Employee	Title	D.O.H.	D.O.S.
MackENZIE, Jay	Deputy I	5/5/97	
RANDALL, Ronald	Deputy I	5/12/97	

## BUSINESS OFFICE DIVISION

Employee	Title	D.O.H.	D.O.S.
CROTO, Christine	Bus Office Sup	5/12/97	
PFISTER, Gylene	Admin Asst II		7/25/97
RAND, Brenda	Bookkeeper	8/18/97	

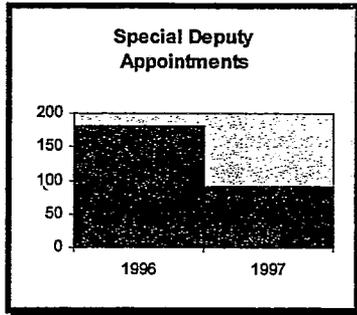
## ROCKINGHAM COUNTY COURTHOUSE DIVISION

Employee	Title	D.O.H.	D.O.S.
HUNT, David	Bailiff	1/16/97	
DAWSON, Ronald	Bailiff	1/23/97	
PARKER, Neil	Bailiff		10/10/97

D.O.S. = Date of Separation

## Special Deputies

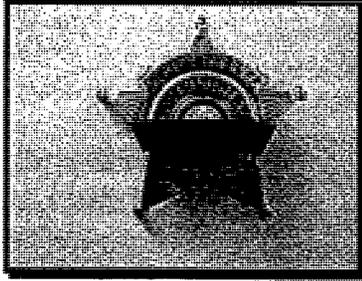
In 1997, 91 Special Deputies were sworn in by Sheriff Linehan. This represents a decrease in the number of Special Deputy Appointments of approximately 50%.



Of the 91 Special Deputies, 56 are:

- ◆ Police Officers for local municipalities in Rockingham County whose appointments aid them in the performance of their duties for the local department.
- ◆ Bailiffs at the Rockingham County Courthouse and the satellite facilities.
- ◆ Corrections Officers at the Rockingham County Jail & House of Corrections.

The remaining 35 Special Deputies augment the Deputy Force of the Rockingham County Sheriff's Department.



New Hampshire State Trooper Leslie Lord

Murdered August 19, 1997

New Hampshire State Trooper Scott Phillips

Murdered August 19, 1997

Epsom Patrolman Jeremy Charron

Murdered August 24, 1997

**To: The Honorable Board of County Commissioners  
Rockingham County, New Hampshire**

I respectfully submit the annual report of the Rockingham County Treasurer's Office for the year ending December 31, 1997.

1997 was a productive year in solidifying the management of the office and a continued effort to bring more accountability and responsiveness to the Treasurer's Office.

During my year as County Treasurer, I was particularly pleased with the following accomplishments:

- Review of the banking services was performed in December, 1997. Request for proposals were mailed in October with the decision to stay with Citizens as they offered the best rates for the County.
- Continued enhancement in the manner the Treasurer's Office remains accountable and responsive to the needs of Rockingham County.

Our office is largely viewed as "a service office" to the commissioners, elected officials, employees, and taxpayers of Rockingham County. Emphasis continued to be placed on the manner and the timeliness we were able to respond to particular needs was of critical importance.

During the year the County issued two Tax Anticipation Notes. The first was for \$12.0MM in January, 1997, at an interest rate of 3.60%. The second borrowing took place in October for \$2.5MM at a rate of 3.75%.

We are currently not involved in any legal proceedings.

Respectfully submitted,

Ellen M. Lavin  
Rockingham County Treasurer

Rockingham County  
Department Of Corrections

**1997**  
**Annual**  
**Report**

*Superintendent*  
*Gene P. Charron*



GENE P. CHARRON  
Superintendent

# Rockingham County

## DEPARTMENT OF CORRECTIONS

CAPT. AL WRIGHT  
LT. PAUL HOLLICK  
Chief of Security  
LT. JOHN BLOMEKE  
Staff Training  
LOUISE TURNER  
Business Office Supervisor  
JANET MICKLOS-MAISEY  
Director of Human Services

## 1997 Annual Report

TO: The Honorable Board of Rockingham County Commissioners  
FRM: Superintendent Gene P. Charron

I respectfully submit the Annual Report for the Rockingham County Department Of Corrections for the year **1997**.

The inmate population from January to April showed a dramatic increase. This increase stabilized May through July. August and September actually fell slightly below the prior year which is the first time in some years that this has happened. The remainder of the year increased over the prior year but was slight. The 1997 average daily population was **241**. The average daily count for 1996 was **238**. The attached graphs will show the comparison for the past three years and a 5 year graph.

Admissions for 1997 3,113 - 2,743 males 370 females  
1996 3,030 - 2,690 males 340 females

### Training

There was a total of 14 Correctional Officers who attended, graduated and became certified by the 46th, 47th and 48th N.H. Association of Counties Correctional Academy. Additionally, there was 1 mid line supervisor who attended and completed 40 hours on Supervision, through the Academy. Two officers attended "Edged Weapon Defensive Tactics Instructor Course NH Police Standards. One officer attended "Restraint Device Course". Both of these Courses enhance our in-house Training Program saving outside training cost. Thus 91% of staff are Academy certified. Furthermore, all certified officers excluding the ones who were Academy certified this year have been re-certified with 25 hrs of annual training. All personnel are CPR and First Aid trained. New employees are provided with 60 to 80 hours of hands on and classroom training. This is accomplished by using the valuable talent that we have in-house and the utilization of outside agencies and people who provide training at no cost. The Field Training Officer program continues valuable mentorship. My special thanks to my Training Officer Staff, Lieutenant Blomeke, Deputy Superintendent Wright and those agencies outside who have provided us with no costs training.

## SPECIAL INMATE PROGRAMS

**Project Community Phase 1** This is our third year with "**Welcome To The Jungle**" This program continues to be popular with area schools. My sincerest thank you to Sergeant Steve Church, Correctional Officers Bruce Chamberlain and Arnold Horsch for their generosity of time for this important program. We added to this program this year. "**Operation Kid Care**" Over 600 children were photographed and printed during the County "Old Home Days" and The 4th Of July celebration. The Town of East Kingston also took advantage of this program during their "Old Homes Days Celebration. Special thanks to Sgt. Steve Church and Correctional Officer David Consentino.

**Project Community Phase 11** This is the second year of this program. It involved a selected group of inmates and a Correctional Officer. This program was made available to all municipalities in Rockingham County. Projects varied from town roadside cleanup, landscaping, painting, transfer stations, town hall maintenance. There are also 5 inmates assigned daily to 5 municipalities. These five have provided over 7200 hours of free labor. Additionally, the program itself provided 15 towns with free labor for many projects, see list. Special thanks to Lieutenant John Blomeke who coordinated the program and Correctional Officer David Consentino who oversaw the inmates. This project alone provided a total of 9,792 hours of free labor. 700 hours over last year.

We also utilized inmate labor for the beautification of the outside of the facility. Flowers were planted, shrubs trimmed, doors painted, brush removed etc. Interior painting projects also were done. My appreciation is extended to the maintenance department for providing us with the necessary tools and equipment. A beautiful stone wall was built by the inmates at the entrance of the driveway. Manpower was also provided to the Probation Department which is now located on County grounds. Special recognition is extended to Sgt. Church, Sgt. McKinley, Cpl. West and Correctional Officer Consentino for the successful coordination of this program.

**Total inmate  
man hours provided for all 1997 projects is 53,743  
1,343.5 work weeks**

## INMATE WORK RELEASE PROGRAM

There were a total of 60 inmates who participated in this program. This program allows the inmate to work in the private sector. The inmate is allowed to participate when approved by the court in conformance with our guidelines. **This program generates a revenue for the county by charging for room and board,** it also provides the inmate with the ability to pay restitution, support his family, pay fines, reimburse victims etc. This success rate of this program is due to Janet Micklos -Maisey who is our Human Services Director and Correctional Officer Ren Horne who is "G" Block manager. The program has an 73.33% success rate.

## HUMAN SERVICES REPORT

There are many programs that are provided to the inmate population. We have a GED program, AA, NA, Bible Study, Anger Management, Art Therapy, Classes on AIDS which provides counseling and referrals.

Volunteers play an important role in this facility, and because of that, their recognition is well deserved.

A special thanks to Chaplain Johnston for coordinating Chapel Services and providing for the Spiritual needs of the inmate population. His ability to get area churches involved is greatly appreciated. We have an inmate choir under the able and dynamic leadership of Mrs. Pam LeFebvre.

## MENTAL HEALTH AND SUBSTANCE ABUSE

These two areas play an important role in our day to day operations. Mental Health and Substance Abuse have become an important part of the Correctional field. We are seeing more and more need in this category. The case load for our Mental Health Counselor has increased dramatically, not only with this category of inmate but it is also required that every inmate who is admitted to this facility have a Mental Health assessment. We have enhanced our procedures for Suicide Watches and Procedures.

Statistically 85 % of the inmate population was under the influence of drugs and/or alcohol when they committed their crime. Our Substance Counselor works diligently with this category of inmate. Communication between these two departments and EMSA, our medical provider, has greatly enhanced our ability to define these serious areas of concern. A thank you to Helen Watkins and Noreen Frizzelle.

## MEDICAL DEPARTMENT

A thank you is in order to Virginia Folan and her staff of professionals. A job "Well Done". We are saying "Good Bye" to EMSA who has been our medical provider for the past 2 1/2 years. They have done a great job while here. A new provider begins in 1998 and I am confident that they will maintain the quality of this department. EMSA personnel working here have all been retained by the new company.

### Conclusion

It is important at this time to recognize and extend this departments appreciation to the many volunteers who provide their time and talent for the many programs that we have available for the inmate population. They are to be recognized for their dedication and energetic efforts.

An expression of gratitude to the Rockingham County Board of Commissioners, Representative David Welch, Chairman of our sub-committee, his committee members and the members of the Delegation, for their assistance, guidance and support for this past year.

A thank you to all Rockingham County Department Directors, and elected officials and their staff for their assistance and cooperation throughout the year.

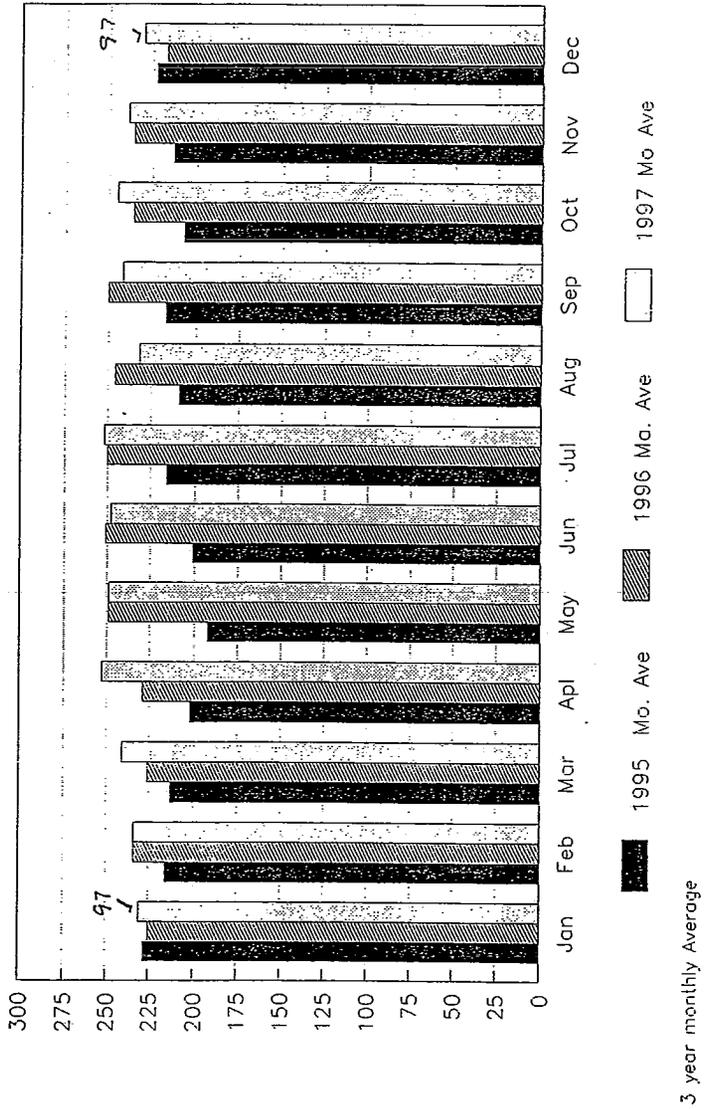
Last but not least my appreciation and recognition of the Department Of Corrections staff. Professionals who are dedicated and committed to the ideals of this department. Employees who perform on all levels with pride and devotion. Special recognition to the husbands, wives and children who provide their support and encouragement throughout the year.

Sincerely,

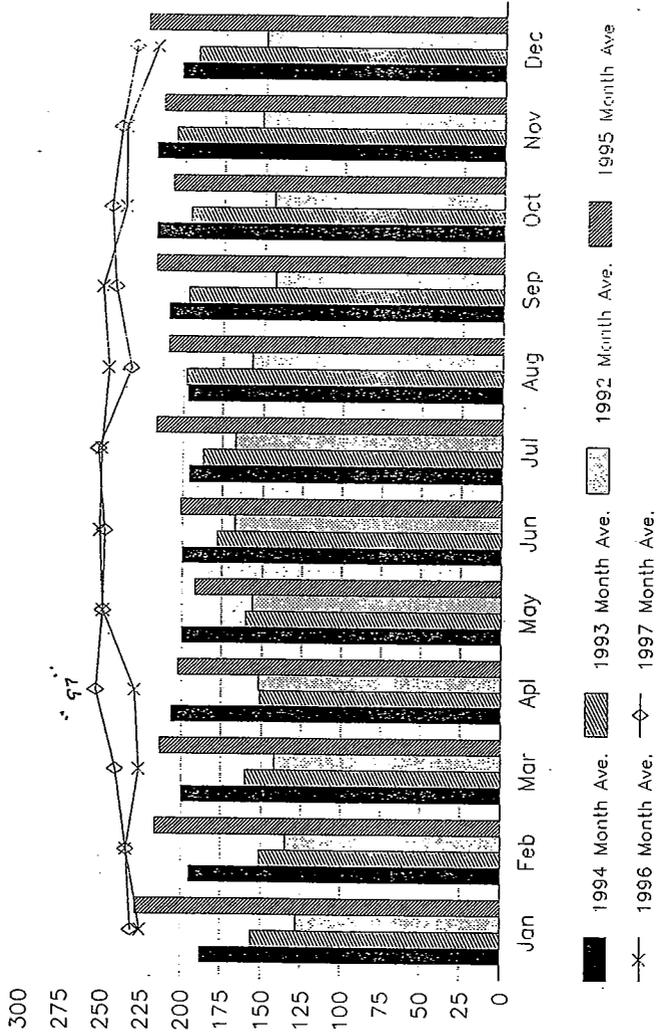


Gene P. Charron  
1997rcp/comm

# Rockingham County Dept. Of Corrections



# ROCKINGHAM COUNTY DEPARTMENT OF CORRECTIONS



5 YEAR MONTHLY AVERAGES



# Rockingham County

## DEPARTMENT OF CORRECTIONS

GENE P. CHARRON  
Superintendent

AL WRIGHT  
Deputy Superintendent  
LT. JOHN BLOMEKE  
Staff Training  
LOUISE TURNER  
Business Office Supervisor  
JANET MICKLOS  
Director of Human Services

1997 Statistical Report as of 01/2/97

	Pre/Trial	Sentenced	Total
Inmate Count 1 Jan 1997	109	105	214
Inmate Count 31 Dec 1997	127	106	233
Committed 1 Jan-31 Dec 97	2345	768 total	3113

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AVERAGE DAILY COUNT DURING	1986		86
	1987	26% Increase	108
	1988	3% Increase	111
	1989	17% Increase	130
	1990	26% Increase	164
	1991	9% Decrease	149
	1992	0% Increase	149
	1993	19% Increase	178
	1994	13% Increase	202
	1995	4% Increase	211
	1996	13% Increase	238
	1997	1% Increase	241

Between 1986 & 1997 our Average Daily Population has increased by 280%

First Offenders Booked from Jan - Dec 1997	1597
Repeat Offenders Booked from Jan - Dec 1997	1516
Males Booked between Jan & Dec 1997	2743
Females Booked between Jan & Dec 1997	370
Average Age of Inmates Booked between Jan & Dec	30 Yrs

Average Daily Count	Jan	1997	231
	Feb	1997	234
	Mar	1997	241
	Apr	1997	253
	May	1997	249
	Jun	1997	248
	Jul	1997	252
	Aug	1997	232
	Sep	1997	242
	Oct	1997	245
	Nov	1997	239
	Dec	1997	230
	1997	Avg daily count	241

1997 Distribution of Commitments by Community or Agency

Town	Number	Town	Number
Atkinson	<u>19</u>	North Hampton	<u>19</u>
Auburn	<u>21</u>	Northwood	<u>17</u>
Brentwood	<u>42</u>	Nottingham	<u>32</u>
Candia	<u>32</u>	Plaistow	<u>53</u>
Chester	<u>11</u>	Portsmouth	<u>92</u>
Danville	<u>14</u>	Raymond	<u>92</u>
Deerfield	<u>12</u>	Rye	<u>11</u>
Derry	<u>83</u>	Salem	<u>216</u>
East kingston	<u>19</u>	Sandown	<u>37</u>
Epping	<u>65</u>	Seabrook	<u>49</u>
Exeter	<u>69</u>	South Hampton	<u>7</u>
Fremont	<u>15</u>	Stratham	<u>34</u>
Greenland	<u>30</u>	Windham	<u>30</u>
Hampstead	<u>21</u>	Belknap Sheriff	<u>19</u>
Hampton	<u>297</u>	Hills Sheriff	<u>4</u>
Hampton Falls	<u>9</u>	Rockingham Sheriff	<u>816</u>
Kensington	<u>5</u>	Strafford Sheriff	<u>2</u>
Kingston	<u>105</u>	N. H. State Police	<u>108</u>
Londonderry	<u>25</u>	Self Turn/In's	<u>234</u>
Newcastle	<u>3</u>	N. H. State Prison	<u>25</u>
Newfields	<u>7</u>	Probation/Parole	<u>59</u>
Newington	<u>41</u>	Federal Marshal	<u>10</u>
Newmarket	<u>67</u>	Immigration	<u>114</u>
Newton	<u>21</u>	Total	<u>3113</u>

Summary of Charges During 1997

Acts Prohibited	6	Murder (Attempted)	0
Aggravated Fel. Sex Assault	36	Murder 1st Degree	6
Assault First Degree	13	Murder 2nd Degree	1
Assault Second Degree	43	Murder Consp. to Commit	1
Assault Simple	262	Negligent Homicide	1
Assault on a Police Officer	3	Non Payment of Fines	24
Arson	4	Non Support	19
Att.Theft of a Motor Vehicle	5	Op. After Revoc/Susp.	197
Bail Jumping	7	Op. With/Out License	11
Bail Revoked	12	Open Container	31
Bigamy	1	Overnight Hold	162
Burglary	55	Perjury	1
Career Criminal	2	Poss. Burglary Tools	2
Conduct After An Accident	10	Poss. Controlled Drugs	156
Conspiracy	1	Poss. C/D W/Intent Sell	34
Contempt of Court	114	Fornography	2
Criminal Liability	2	Poss. Hypodermic	17
Criminal Mischief	56	Poss. Prop. Veh. W/O S/N	2
Criminal Restraint	8	Prostitution	1
Criminal Threat	98	Prohibitive Sales	5
Criminal Trespass	35	Prowling	9
Cruelty to Animals	3	Protective Custody	324
Cruelty to Corpse	1	Rec. Stolen Property	121
Default	72	Reckless Conduct	30
Destruction of Evidence	0	Reckless Operation	27
Disobey Police Officer	55	Resist Arrest	89
Disorderly Conduct	58	Riot	6
Domestic Violence	34	Robbery	28
DWI Sentenced	125	Sale of Control Drugs	27
DWI Pre/Trial	165	Shoplifting	117
Endanger Welfare of Child	6	Stalking	4
Escape	5	Theft	122
Extortion	1	Theft by Deception	18
Fail to Register Sex Offender	1	Theft Unauth Taking	32
False Report to Police	43	Transp. Cont. Drugs	15
False Scrips	0	Unauth/Use M/V	8
Federal & Immigration Charges	99	Unlawful Poss. Alcohol	23
Felon in Poss. of Firearm	16	Viol. Protective Order	43
Felon. Sex Assault	46	Unlawful Use Weapon	0
Forgery	50	Warrants	244
Fugitive from Justice	59	Welfare Fraud	1
Fraud Use of Credit Card	21	Wire Tapping	0
Gambling	0	Witness Tampering	6
Habitual Offender	54	Viol. Probation/Parole	242
Harassment	11	State Prison Transfers	27
Hindering Apprehension	7	Fish & Game Violations	0
Indecent Exposure	3	Lewdness	2
Issuing Bad Checks	19	Littering	0
Interfere With Custody	7	M/Vehicle Violations	31
Kidnapping	4	Total Chgs Booked	4015



**Rockingham County**  
DEPARTMENT OF CORRECTIONS

**GENE P. CHARRON**  
Superintendent

**AL WRIGHT**  
Deputy Superintendent  
**LT. JOHN BLOMEKE**  
Staff Training  
**LOUISE TURNER**  
Business Office Supervisor  
**JANET MICKLOS**  
Director of Human Services

TO: Sup. Charron  
FROM: Lt. Blomeke  
RE: Training

During 1997, 14 Correctional Officers attended and passed the New Hampshire Association of Counties Corrections Academies.

The 46th Academy was attended by:

Laurie Albright  
Roland Davis  
John Farnham  
Kevin McGee  
Michael Robito

The 47th Academy was attended by:

Christopher Hutchins  
Richard Parry  
Mark Pease  
John Willey

The 48th Academy was attended by:

Jeffrey Barnes  
Patricia Cheney  
Matthew Currier  
Jeffrey DeCosta  
Matthew Hayward

The New Hampshire Association of Counties also presented the 4th First Line Supervisors' Academy Feb. 17-21. This was attended by:

Cpl. Philip Fraser

Two officers attended "Edged Weapon Defensive Tactics Instructor Course" held at the New Hampshire Police Standards & Training Complex. This was attended by:

Cpl. Albert Poliquin  
Robert Hippern

Handcuffing Instructor Class was attended by:

Ronald Farrell

93

Administration  
Phone: (603) 679-2244  
FAX: (603) 679-1727

99 North Rd.  
Brentwood, NH 03833

Admissions & Release  
Phone: (603) 679-1342  
FAX: (603) 679-1613

These new trainers will provide more in-service training for Correctional Staff.

We currently have 75 of 82 Correctional Officers (91%) that have been Certified. The remaining officers will be Certified in 1998.

Annually, each Correctional Officer must have 25 hours of in-service training to maintain their Certification. With the use of in-house trainers, as well as, volunteer trainers from other Agencies, each Correctional Officer receives at least the required number of hours for Certification. In 1997, we were able accomplish our training by scheduling the Correctional Officers for in-service training and overtime was greatly reduced for training hours.

Newly hired Correctional Officers receive two weeks of classroom training. Following the classroom training, the new Correctional Officers are assigned with a Field Training Officer to mentor and guide these new Correctional Officers. Ideally, each new Correctional Officer is assigned with a Field Training for the first four weeks of cell block assignments. The Field Training Officer and possibly the assigned shift may change each week. Between the classroom training and Field Training Officer assignments, the first 6 weeks are intense and closely monitored training.

  
Lt. John Blomeke,  
Staff Training



GENE P. CHARRON  
Superintendent

# Rockingham County

## DEPARTMENT OF CORRECTIONS

AL WRIGHT  
Deputy Superintendent  
LT. JOHN BLOMEKE  
Staff Training  
LOUISE TURNER  
Business Office Supervisor  
JANET MICKLOS  
Director of Human Services

### Project Community Phase-1 1997 Re-Cap

SPT. Charron;

Project Community Phase-1 was more active during 1997 than we had anticipated. The program followed the same theme, as in previous years, of visiting various schools and doing a presentation for the students on the county correctional system and how to make the types of decisions to keep from experiencing the negative effects of the law. The program participants are Sgt. Stephen Church, Officer Arnold Horsch, Officer Bruce Chamberlain. 1997 was very successful for the program and already 1998 seems to be getting off to a busy start. The 1997 schedule went as follows,

January 21, 1997---The program was presented at the Legislative Office Building in Concord N.H. for several state representatives.

April 22, 1997----Merrimack High School--4 consecutive presentations for their criminology classes. This is a school that has been visited several times in the past.

May 08, 1997-----Youth Development Center- A presentation was done for a group of students. This is the second time at this facility.

August 21, 1997----The program was presented here at the facility to 3 teachers representing different schools.

95

September 23, 1997--Sanborne Middle School--Presentation for their "Mock Trial" class. Also a school that has been visited several times in the past.

October 06, 1997---The program was presented at the N.H. Bar Association's "Law related education conference".

October 13, 1997---Notre Dame College--A presentation for students studying to become teachers in an "Alternative School" setting.

October 23, 1997---Portsmouth Middle School-- We were invited to this school as guest speaker during their "Red Ribbon Week" ceremonies.

November 05, 1997--Merrimack High School-4 consecutive presentations for their second semester of criminology.

November 06, 1997--Epping High School-1 presentation high school seniors.

December 17, 1997--Dover High School-4 consecutive presentations for their Practical Law classes.

  
Sgt. Stephen Church



# Rockingham County

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Director of Human Services

Supt. Charron;

The following is a Re-Cap of the Department of Corrections grounds beautification and building maintenance project for the year ending 1997. These details represent thousands of hours of inmate labor. All details were mainly conducted on weekends and were extra duties not included with the regular scheduled inmate weekly work force. This is the second year for this project and it has proven to be very successful with many positive results that can be seen around the facility.

January 1997---Re-finished two wooden benches in booking area in holding cell #P-5 and #P-7.

Continued interior painting projects, painted the Urinalysis testing room.

February 1997--Re-finished wooden bench in visiting area.

Painted hallway between door #106 and the inmate elevator.

Painted hallway between door #100 and door #102.

March 1997---Painted hallway between door #909 and kitchen.

Painted all doors and trim in the #909 and #903 hallway.

April 1997----Painted the education coordinator's office in administration.

"Touch up" painted all doors and trim in administration.

Painted visiting area.

Painted hallway between door #104 and #300.

April 1997---- Painted hallway between door #107 and #109.  
(continued)

Painted hallway leading into visiting area.

Painted the staff lounge.

Painted the pre-trial barber shop.

Painted the sentenced barber shop.

Painted hallway between door #109 and #110.

Began spring outdoor grounds maintenance. (mow  
grass, trim grass, clean parking lot, cut brush.)

June 1997-----Continued weekly grounds maintenance

Removed and replaced all mulch around shrubery.

Landscaped and transplanted two shrubs at the entrance  
to the public parking lot.

July 1997-----Continued the weekly grounds maintenance.

Removed all brush along the east side of the driveway  
back to the property line.

Constructed 6 stone flower pots between the upper and  
lower parking lots. Constructed stone wall at entrance.

Planted flowers in stone flower pots and at the upper  
entrance to the facility.

August 1997----Continued the weekly grounds maintenance.

Cleared the vegetation away from the stream at the front  
of the building.

September 1997--Continued the weekly grounds maintenance.

Trimmed all shrubbery around the facility.

Throughout the year many other smaller things were taking place such as  
washing and waxing vehicles, picking up trash, sweeping parking lots, general  
cleaning and custodial details. We also have many more projects planned for  
1998.



**Rockingham County**  
DEPARTMENT OF CORRECTIONS

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Director of Human Services

TO: Sup. Charron  
FROM: Lt. Blomeke  
RE: Project Community-1997

In addition to the work details performed for the participating municipalities in Rockingham County, there are two other projects the Department has implemented.

Several towns have requested, and received, the services of inmate labor to work in or around the Town Hall, Police Department and/or Fire Department. The response for this work detail has been well received. In 1997, five(5) municipalities and the State Police Barracks-Troop A, utilized the services of the inmate labor. The inmates provided a total of 7200 hours for those participating in this project.

Sgt. Stephen Church and Correctional Officer David Consentino performed in **Operation Kid Care**. Parents were provided with pictures and finger prints, placed in a pass book with plastic case, of toddler and adolescent children. This project was completed at Old Home Days and the Fourth of July Celebration held at the County Complex. The Town of E. Kingston utilized this detail during an Old Home Celebration for the Town. In all, approximately 600 children were pictured and finger printed through this service.

Lt. Blomeke



# Rockingham County

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Director of Human Services

TO: Sup. Charron  
FROM: Lt. Blomeke  
RE: Project Community-Phase II 1997

This work detail, which started in 1996, proved to be well received and beneficial to the cities and towns that participated in Project Community-Phase II.

The participating cities and towns received a total of 74 days of labor. The average day had 5 inmates working on this crew with the work day lasting approximately 7 hours. This computes to approximately 2590 hours or 370 man days. This is an increase of approximately 700 hours of work over 1996. In 1997 we were able to schedule more work days and also increase the size of the work crew to 5 inmates.

The letters that were received from the participating towns expressed deep appreciation for the work performed. These letters also commended the behavior, attitude and performance of the inmates, as well as, the professionalism of the Correctional Officers that were supervising the work details. These are available upon request.

The following is a breakdown of the participating municipalities and the work performed:

Salem	Roadside Trash Pick Up (80 Bags) Scraping and painting Hwy Dept Plows
Chester	Install Nature Trail, Cut Brush, Pull Stumps, Install Bench
N. Hampton	Scrape and paint at the Fire Dept.
Rye	Roadside Trash Pick Up (75 Bags)
Atkinson	Roadside Trash Pick Up (30 Bags) Cleaning the Police Dept., Raking Leaves, Landscaping at Ball Field
Deerfield	Dig Basement of Town Hall, Trash Pick Up at Recycling Center (38 Bags), Raking and Cutting Brush at Veasle Park

<b>Kingston</b>	Raking and Preparing the Plains for Kingston Days Celebration, Hauling Brush to the Dump
<b>E. Kingston</b>	Roadside Trash Pick Up (19 Bags), Landscaping at the Ball Field, Staining shed at the Cemetery
<b>Candia</b>	Landscaping at the Rec Field, Removal of Snow Fence, Scrape and Paint Hwy Plows, Painting a Town Shed
<b>Hampstead</b>	Scrape and paint the porch to the Town Hall
<b>Derry</b>	Roadside Trash Pick Up (65 Bags)
<b>Sandown</b>	Roadside Trash Pick Up (80 Bags), Landscaping at the Ball Field
<b>Hampton Falls</b>	Cutting a Nature through the Marsh- Approx. 3/4 miles in length, Excavation for expansion of cemetery, spread loam, cut brush, repair Headstones
<b>Nottingham</b>	Roadside Trash Pick Up (46 Bags), Assorted vehicle parts and tires
<b>Epping</b>	Roadside Trash Pick Up, 7 truckloads of brush cut and removed, removal of an abandoned shack

In addition to serving the above municipalities, the inmates on this work crew also picked up trash along North Road in Brentwood prior to "Old Home Days" at the Complex.

  
 Lt. Blomeke



# Rockingham County

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JANET MICKLOS  
Director of Human Services

TO: Sup. Charron  
FROM: Lt. Blomeke  
RE: Inmate Labor/1997

DETAIL	MAN HOURS
RCNH Laundry (AM)	11,542
RCNH Laundry (PM)	3,857
RCNH Pots & Pans (AM)	4,386
RCNH Pots & Pans (PM)	4,553
RCNH Dishroom (AM)	1,860
RCNH Dishroom (PM)	1,308
RCNH Dietary	1,872
RCNH Housekeeping	2,290
RCNH Pots & Pans (11-7)	1,958
RCEM Maint/Inv.	3,167
RCEM Grounds Crew	5,790
Miscellaneous	1,368
Troop A	1,555
Epping PD	690
Plaistow PD	528
Kingston PD	2,664
Exeter PD	504
Raymond PD	1,261
<b>TOTAL</b>	<b>51,153</b>



GENE P. CHARRON  
Superintendent

# Rockingham County

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Director of Human Services

END OF YEAR REPORT - Work Release

1 January - 31 December, 1997

Inmates participating in court ordered WORK RELEASE	60
Inmates remaining on program until release	44
Inmates removed from program for NON-COMPLIANCE	16
SUCCESS RATE - 1997	73.33 %

*Janet Micklos*  
Janet Micklos  
Director of Human Services

Administration  
Phone: (603) 679-2244  
FAX: (603) 679-1727

103  
99 North Rd.  
Brentwood, NH 03833

Admissions & Release  
Phone: (603) 679-1342  
FAX: (603) 679-1613



# Rockingham County

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JANET MICKLOS  
Director of Human Services

GENE P. CHARRON  
Superintendent

END OF YEAR REPORT - Human Services

1 January - 31 December, 1997

### EDUCATION:

86 Inmates attended ABE/GED classes  
10 inmates earned GED Certificates

The Education Coordinator position was filled in July. There was an eight and one half month lapse in education services for pre-trial inmates. As of 1 September, the ABE/GED Instructor position for sentenced inmates was vacated after nine years of a consistent presence. This position has already been filled and services are now available for all inmates interested in attending classes.

### PROGRAMS:

HIV/AIDS Education is again possible for inmates through the support of AIDS Response Seacoast (ARS). The agency has made available several staff to address different components of care. Two evenings per week a counselor is on site to offer group sessions focusing on education. A staff person is available to any inmate requesting case management when referred through the medical department. Additionally, an individual from the agency is able to coordinate training for staff with the facility training officer.

VOLUNTEERS continue to play a significant role in providing additional resources in both manpower presence and donation of games and clothing for inmates.

MENTAL HEALTH/SUBSTANCE ABUSE have added two new groups to address inmate issues: Anger Management and "Rebuilding My Life."

SEX OFFENDER PROGRAM funded through a grant from the County Incentive Funds served 25 offenders during their incarceration. That portion of the program that is conducted at the facility

104

Administration  
Phone: (603) 679-2344  
FAX: (603) 679-1727

99 North Rd.  
Brentwood, NH 03833

Admissions & Release  
Phone: (603) 679-1342  
FAX: (603) 679-1613

involves an initial assessment and group sessions to deal with denial and education as an initial step toward the prevention of re-offense and begin the long journey toward providing restitution to victims.

CHAPEL activity continues to be strong. Inmates in the Choir have provided special music to enhance weekly worship services. Inmates participated in a working furlough to assist Candia Congregational Church with a major church activity.

*Janet Micklos*

Janet Micklos  
Director of Human Services



Rockingham County  
Engineering & Maintenance Services  
116 North Road — Brentwood, NH 03833-6614  
Telephone: 603 679-5335, ext. 3328  
Fax: 603 679-1681

Engineering & Maintenance Services  
Annual Report 1997

To the Board of Rockingham County Commissioners:

I respectfully submit the annual report for the year ending December 31, 1997.

Again, another year has passed and the employees have performed an excellent job in maintaining the County Complex as well as maintaining the hay operations. In a very poor season, we were able to come in above the estimated revenue. The completion of the Water Treatment Facility Phase II and the final review of the upcoming Wastewater Treatment Facility Discharge Permit have proven that the Department and the County are doing an excellent job at staying at the leading edge of compliance issues. Our Wastewater Treatment Facility, to our great pride, received the EPA award for Excellence in Operations for the region in 1997. Another accomplishment of which we are very proud is the fact that Jude Gates, our Business Office Supervisor, was recognized as Employee of the Year by Rockingham County and by the New Hampshire Association of Counties.

I would like to extend my sincere gratitude to Bob Gilbert for his continued efforts in the sometimes-thankless job of Adjutant Foreman. His work has proven to be a great asset to our operations and has truly enhanced our ability to service all County departments.

Some of the larger projects undertaken by our department during 1997 include:

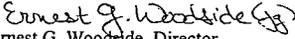
1. Completion of renovations to two of the RCNH Underhill bathrooms.
2. Installation of lighting over the resident's beds in RCNH Underhill building.
3. Replacement of the RCNH Laundry hot water tanks and piping.
4. Installation of two new convection steamers for the RCNH Dietary Department.
5. Painting of the Petting Barn, and replacement of windows.
6. Interior painting of the UNH Cooperative Extension Services building.
7. Interior painting of the Old Administration Building.
8. Installation of a new fence for the County Cemetery.
9. Construction of the Sheriff's 'OEM' Room; installation of a wall in Sheriff's Dispatch, and renovations for a security storage room.
10. Participation in electrical and data wiring upgrades for the forthcoming Rockingham County Sheriff's Department Dispatch console.
11. Electrical and data wiring for the Telecommunications Training Room.
12. Upgrading of all computer wiring in all buildings, installation of new cables to extend the Network.
13. Installation of a new computer system and cabling in the Department of Corrections, installation of a new UPS.
14. Participation in the RCNH Boiler Breaching and asbestos abatement project, maintaining the temporary boilers to ensure the comfort of all residents and staff, and general support and vigilance wherever called for during the project.
15. Upgrading of the wiring systems, installation of a new feed water pump for the boilers, and rebuilding of the deaerator piping and controls in the RCNH Boiler Plant.

16. Rebuilding and replacement of the main heat exchange circulators serving the RCNH.
17. Insulation of piping in all RCNH mechanical rooms.
18. A great deal of effort has been expended in efforts relating to well head protection, stormwater pollution prevention, hazardous materials handling and reduction, and similar ventures. This work all points to an efficient and responsible stewardship of our resources, ensures our awareness of and compliance with evolving regulatory issues, and demonstrates that we are going into the next century with our eyes wide open.

The above list does not include the daily preventive maintenance and work orders performed for the continued daily operations of the Complex. This work is performed in the utmost professional manner, and is accomplished because of the support of all staff and employees working together as a team. We look forward to the upcoming challenges in 1998.

In closing, I would like to thank the Board of Rockingham County Commissioners and all Department Heads for their continued support, which has made 1997 another very successful year for us all.

Respectfully Submitted,

  
Ernest G. Woodside, Director  
Engineering & Maintenance Services

**ROCKINGHAM COUNTY**  
**DEPARTMENT OF HUMAN SERVICES**  
Tel. (603) 679-2256

111 North Road



Brentwood, N.H. 03833

**ROCKINGHAM COUNTY DEPARTMENT OF HUMAN SERVICES**  
**1997 ANNUAL REPORT**

I respectfully submit to the Board of Rockingham County Commissioners the Annual Report of the Department of Human Services for the year ending December 31, 1997.

The Department of Human Services was responsible for an appropriated budget of \$11,769,000 for the funding of services to residents of nursing homes, juveniles and their families, the disabled, and the elderly.

The Department of Human Services is responsible for approving for payment the court-ordered expenses of juveniles; including children in need of services, delinquents, and children who may be found to be abused or neglected. Rockingham County funds twenty-five percent of these costs, and the State of New Hampshire, Division of Children, Youth and Families, seventy-five percent. Rockingham County paid expenses for an average of 389 children on a monthly basis; the cost averaging \$128,570 monthly. This reflects a slight decrease in caseload, and an attendant decrease in costs below last year. Reimbursement for juvenile's expenses was collected from parents in the amount of \$ 93,761.

This department is also responsible for the payment of expenses for Old Age Assistance. This program provides cash grants to income-eligible elderly persons. The county pays a fifty percent share of the total cost. Rockingham County paid for an average of 255 clients per month at a total average cost of \$15,000 monthly.

The Aid to the Permanently and Totally Disabled is a program which provides cash grants to income-eligible persons who have severe physical or mental disabilities. The county share is fifty percent of the costs. This program served approximately 810 persons, at a total average monthly cost of \$76,000.

The Intermediate Nursing Care line item of the budget represents the most costly portion of this department's budget. The program pays for medical services to residents of private nursing homes, as well as the Rockingham County Nursing Home, with costs split - fifty percent federal share, 30.55 percent county share and 19.45 percent state share. There was an average caseload of 931 residents, at an average monthly cost of \$756,685.

Rockingham County granted over \$400,00 to community prevention programs. It is the purpose of these programs to provide services which will prevent children and families from becoming involved in the juvenile justice system, or to provide judges with alternatives to costly placements or services once a juvenile petition has been filed.

Rockingham County's Parent-Child Mediation Programs, and their dedicated community volunteers, completed their twelfth year providing mediation services to families who are experiencing difficulties with their adolescents. The programs received referrals from the courts, as a diversion alternative, schools, the Division for Children, Youth and Families, and police departments. Parent-child mediation is provided free of charge to families residing in Rockingham County, and continues to have the strong support of the legislators who comprise the Human Services budget sub-committee.

I would like to express my appreciation to the Board of Commissioners for the assistance provided to this department. I would also like to recognize the excellent staff of this department, including the Parent-Child Mediation Program Coordinators, for their service on behalf of the families of Rockingham County.

Respectfully submitted;

Diane D. Gill

## *Agriculture Resources*

Nancy Adams

Nada Haddad

**Cultivating Your Best Assets: Personnel Management for Ornamental Businesses-** Thirty five people attended representing approximately 22 New Hampshire businesses. Topics included writing an employee handbook, overview of labor laws for family firms, employee safety, and getting everyone involved and exited about the business.

**2<sup>nd</sup> Annual Open Farm Day-** UNH Cooperative Extension coordinated the 2<sup>nd</sup> Annual Open Farm Day. The event, supported by different government agencies (NH Department of Agriculture, Markets & Food, Natural Resources Conservation Service) and organizations (Granite State Dairy Promotion, Rockingham County Farm Bureau, NH 5 D Day for Better Health), drew a crowd of approximately six thousand people. Farm tours, hayrides, farm demonstrations and the tasting of farm-raised products were some of the activities offered by the 14 host farms.

**NH COOKS-** NH COOKS is a program to develop economic opportunities within the food and agriculture industry. Its mission is to expand the food specialty industry in NH by providing time-shared food production facilities and entrepreneurial training to start-up and emerging food business. The NH COOKS is a collaborative effort of 18 public and private organizations. One of the two regional sites is located in Epping, UNH Cooperative Extension has assisted in the user policy and marketing committee.

**Swine Information Day-** Information on raising pigs and locating sources of pigs is in big demand. UNH Cooperative Extension and the New Hampshire Pork Producers Council organized the First Annual Swine Information Day at the Deerfield Fairgrounds. Two hundred people from around the state took part in informal discussions on housing, feeding & nutrition, processing of pork, and animal health.

### **Other Activities Include-**

- Technical assistance provided to agricultural enterprises
- Commercial pruning demonstration
- Soil test recommendations for nutrients
- Business Planning for Ornamental Firms
- Horticultural business opportunities
- Agritourism workshop
- Planting small fruits and shrubs
- Soil preparation

**Consumer Education Regarding their Home Environment-** Cooperative Extension has traditionally served as a resource of information on a variety of topics for the general public. Most of these requests focus on horticulture and the home environment. Many of these requests come from urban and suburban homeowners not involved in Extension's traditional programming efforts. The decision that these

constituents make regarding their home environment can have a significant impact on their community and environment.

**Master Gardeners-** Three new Rockingham County Master Gardener were trained in this year's program. In total, 20 Rockingham County Master Gardeners were involved in activities during 1997 delivering approximately 450 hours of volunteer!

**Seacoast Greenhouse Project-** The Greater Portsmouth Education Partnership Council in collaboration with New Heights, UNH Cooperative Extension, Strawberry Banks, and the SAU's 50 & 52 (Portsmouth, Greenland, Rye, Newington participated in a community service learning initiative called "Seacoast Greenhouse Project". The project engaged 300 third-grade students in the process of growing flowering annuals and later, donating them to Adopt-A-Spot and other community beautification efforts. In total, 17 third grad classes participated in this eight-week project. In total, six Master Gardeners served as classroom mentors for the project while another two prepared resource booklets for each class.

**Other Master Gardener Activities-**

- Flower displays at Rte 95 toll booths and liquor store
- Children's garden with EFNEP staff at Newmarket
- Experiment with red plastic mulch to improve tomato yields
- Town Beautification
- Gardening articles written for newsletters
- Slide presentations and talks given to civic groups
- Beautification of Windham Public Library
- Free soil testing at Portsmouth Farmers' Market

**Country Living Day-** This year, 300 adults and children participated in this program which included 30 adult educational seminars and a full day of youth educational activities.

**Creating Your Own Paradise-** This four- part landscaping lecture series was co-sponsored with the Urban Forestry Center, Portsmouth, and attended by 70 area residents.

## ***Forestry and Water Resources***

**Phil Auger**

Rockingham County is again experiencing an intense period of development. The impacts on natural resources in most communities has and will continue to be staggering, particularly when one considers that the county's population is predicted to increase 63% by the year 2020. At stake are open space areas that provide wildlife habitat, outdoor recreation opportunities and clean water. These are vital components of community character and raw materials for the state's forest-based industries.

### **New projects we are involved this year:**

**BEAR-PAW Region Greenways-** This project involves seven towns: Raymond, Nottingham, Northwood, Candia, Deerfield, Epsom and Strafford. Volunteers from these towns have identified existing open space areas that, if permanently protected from development, will form linkages between already existing open space lands.

The name, is derived from Bear Brook and Pawtuckaway State Parks. This is a voluntary land protection effort largely dependent on educational outreach and tools such as conservation easements to accomplish its mission. The organization has incorporated and is now recognized as a private non-profit 501 © (3) organization. Extension has helped BEAR-PAW get established and recently wrote a successful grant to the National Park Service Rivers, Trails and Conservation Assistance Program for a part-time aide who will help guide us through the next year. Our hopes are to have at least a part-time land protection professional in place, for the project, before the end of 1998.

We are also involved with numerous other land protection initiative in Rockingham County. Phil Auger is now a Director with the Rockingham Land Trust. This organization concentrates on voluntary land protection assistance to landowners in Exeter, the abutting communities and the 13 towns along the Exeter River watershed. Extension is also working closely with landowners and some of the state's larger land trusts including the Nature Conservancy and the Society for the Protection of N.H. Forest on projects throughout the county.

**Open Space of Value-** UNH Cooperative Extension completed open space economic studies which demonstrate the economic value of undeveloped lands. These were done for towns to become aware that open space lands are a valuable economic entity and that investments in permanent land protection can make sense at the local level. The studies were done in Stratham, Deerfield and Fremont in 1994 and the results were published in a short booklet called "**Does Open Space Pay**". This work generated considerable interest from a variety of groups throughout the state which continues now. These and other studies have been featured in a slide presentation called the "**Dollars and Sense of Open Space**" which was developed by the NH Wildlife Federation. Interest in doing similar or related studies has flourished. Exeter and Peterborough were completed this year and about six other communities are in the works.

## ***Sea Grant & Marine Resources***

### **Rollie Barnaby**

**Creating a community-based, self regulating organization, NAMA-** Sea Grant Extension continues to collaborate with a group of stakeholders including fishermen, conservationists, scientists, and educators to create a **Northwest Atlantic Marine Alliance (NAMA)**. The goal of the alliance is to create a community-based, self-organizing and regulating organization to restore and enhance an enduring Northwest Atlantic marine system which supports a healthy and diverse abundance of marine life for commercial recreational, aesthetic, and other uses. The organizing group has received over \$100,000 from charitable trusts or foundations to get this project off the ground. Sea Grant is an important member of the team and will be involved in its outreach activities in the future.

Sea Grant Extension was successful in obtaining a Saltonstall/Kennedy Grant (\$26,000) to conduct seven workshops around New England on collaborative decision solving. The target audience is fishermen and people involved in fisheries management.

The New Hampshire Commercial Fishermen's Association continues to have a positive impact in fisheries management. Two of its members were chosen to serve on the New England Fisheries Management Council. This is the only fishermen's group in New England that has two members on the Council. Sea Grant continues to work very closely with the Association, although the need is lessening as the Association grows and matures.

**Hagfishery continues to grow-** For the first time since Sea Grant demonstrated the potential for this fishery, in 1993 three New Hampshire fishermen entered the fishery on a part time basis. This fishery has given groundfish fishermen an alternative fishery when they can't fish because of management closures.

**Surf Clams Fishery-** With the help of Sea Grant Extension, two New Hampshire fishermen have started a new fishery in Seabrook, NH. They are harvesting surf clams in state waters, processing them, freezing them and selling them as bait to recreational fishermen, bait shops, and charter boat companies. Sea Grant helped them with a market study, business plan, and in researching the resource. They are in their first six months of business and it looks very promising. Shellfish harvested in New Hampshire including surf clams cannot be sold as food.

**Aquaculture-** The proceedings of the May 1996 Open Ocean Aquaculture Conference were completed and available in the spring of 1997. Many copies have been distributed nationally and internationally. Presentations were made on open ocean aquaculture to local, regional, and national meetings including the National Aquaculture Extension Meeting in Annapolis, Maryland. Rollie Barnaby also served on the steering committee for a successful Open Ocean Aquaculture Conference in Hawaii in April 1997.

Sea Grant Extension has worked closely with researchers at UNH and was very much involved in a project that constructed and deployed two experimental submersible fish cages in the summer of 1996. Juvenile cod were placed in the cages and local commercial fishermen fed the fish. Extension was involved in the planning and development of the project, acted as a liaison with the fishing industry, and was responsible for dissemination of the results to the local industry, media, decision makers, and general public.

Extension continues to work closely with the research community planning future marine aquaculture projects. Two local aquaculturists are investigating the possibility of growing baitfish, and golden and common shiners commercially in a close recirculating system. In 1996 the baitfish industry ranked fourth in dollar value to all domestic aquaculture industries. Currently, the majority of baitfish are grown in the state of Arkansas and then transported by tractor trailers throughout the United State. There is demand for baitfish in the Northeastern United State due to large population centers and significant sport fisheries that are within reach of millions of people. Sea Grant Extension helped the aquaculturists connect with UNH researchers, helped find a lab that could be used, obtained some modest financial support, arranged meetings with state Fish and Game officials, and acted as an advisor throughout this ongoing project.

## ***Family Development***

**Claudia Boozer-Blasco**

**Karen Blass**

**Family Focus Parenting Education-** are workshops on Parenting the Young Child, Parenting the Child, Parenting the Adolescent and Supportive Connections for Single Parents and their Children. This year 109 parents attended parent workshops in Brentwood, Deerfield, Derry, Kingston, Londonderry, and Portsmouth. Both the Extension Educator and five professional Family Focus volunteers (who are also teachers, guidance counselors, and day care workers) presented programs in cooperation with area schools, day care centers, and family centers. Parents increase their skills and confidence in their parenting role by learning about their child's normal development, responsive discipline, improving self-

esteem, and managing the stress of parenting. Single parents and their children learned about how to cope with the normal adjustments to their changing family following divorce. In addition, Headstart Family Workers continued to use the Family Focus Curriculum as they assisted parents individually with their parenting issues.

**The Art of Parenting Conference-** was a one-day workshop held in Portsmouth at the Little Harbor School as a cooperative effort with numerous seacoast organizations working with families. The Extension Educator co-chaired the program committee which planned the workshops and exhibits. Approximately 100 parents attended the workshop with a keynote address on **“Parenting Styles: From Stress to Smiles”** and small groups sessions on child development, developing trust, responsive discipline, sibling rivalry, child safety, parenting the athlete, nutrition for children, and single parenting.

**Cradle Crier and Toddler Tales-** are child development newsletters distributed to parents of infants and toddlers. 2, 582 parents received these monthly, age-paced newsletter which describe all aspects of normal development of infants and toddlers and offer practical suggestion for how parents can support and encourage their child’s development.

**Food and Nutrition programs-** are either multi or one-session programs on nutrition topics such as Reducing Dietary Fats, Nutrition Labeling, The Food Pyramid, and Children and Nutrition, all intended to promote healthy diets and help prevent certain chronic diseases. 246 individuals attended the nutrition programs offered to the general public and in cooperation with area schools, business, weight loss groups, community groups, and senior citizen groups.

**N.H. Celebrates Well ness-** is a statewide effort whose mission is to enhance the personal wellness of all people in New Hampshire. This grass-roots project accomplishes its goals by mobilizing, training, and supporting teams of volunteers in schools, senior communities, businesses, and town communities. In Rockingham County, the Family Development Extension Educator helped support and provide resources for seven Wellness Teams who carried out a variety of health and wellness activities in schools in Brentwood, Candia, Chester, Deerfield, Derry, Hampstead, and Kingstew.

**Food Safety Programs-** are programs for consumers, food managers, and specialty food producers that can help insure the safe storage and preparation of foods for the home and for the eating public. Programs this year included Safety Awareness in the Food Environment (SAFE), Food Preservation by Canning and Freezing, and introduction to HACCAP (Hazard Analysis and Critical Control Points). A total of 152 individuals participated in public programs, trainings for producers at NH COOKS and food preparers at Headstart centers, and a meeting for apple cider producers.

**Project Safeguard-** is a family-based “prevention education” program designed to address substance abuse and health related issues that impact quality of life. The program was developed in 1988 by Warren Berry, a teacher at Masticola Middle School in Merrimack, NH. Because of it’s success, Project Safeguard has been adopted by numerous middle schools in Rockingham County and throughout New Hampshire. The programs is unique in that it involves removing students from the campus and transporting them to another site where they will be joined by their parents for the purpose of attending an all-day conference. In this neutral environment, conference participants will attend a variety of workshops on topics relating to: Building Trust, Improving Self-Esteem, Communication, Conflict Resolution, Enhancing Self-Esteem, and other issues related to early adolescence. Parents and students plan their day together by pre-selecting workshops which they would like to attend.

**Taking charge of Your Finances-** is a five-session money management course that continues to be in demand, meeting the needs of individuals with significant debt and cash flow problems. The course has also assisted individuals with being able to save money for future goals. After completion of the class, individual will have developed their own Spending/Saving Plan based in the data gathered during the course. Other topics include communication, values, goal-setting, credit management, insurance, organizing and keeping financial records. Throughout the class, the important of two fundamentals of successful money management are emphasized: "Live Within Your Means and "Pay Yourself First".

**High School Financial Planning-** is co-sponsored by UNH Cooperative Extension and the College for Financial Planning to teach high school students to manage their money. Thus far, twenty-six high school teachers from ten schools have been trained to use the program materials and UNH Cooperative Extension serves as a resource, providing education materials as requested and ongoing support to the teachers using these materials.

**Health Insurance Counseling Education Assistance Service (NICEAS)** this program is to train and support volunteers so they may provide assistance to seniors and their caregivers on questions regarding Medicare, Medigap, Long Term Care Insurance and Medicaid. UNH Cooperative Extension has trained 206 volunteers statewide and keeps them updated on changes. This has required considerable reading, research and networking with government agencies and insurance companies. These volunteers are now located at numerous sites across the state, including Rockingham County. Each fall we conduct a three-day training for new volunteers, a one-day re-certification training in June for existing volunteers, write articles on our areas of expertise for the volunteer newsletter "Connections" and answer questions for local and state-wide volunteers.

Karen Blass has authored a new Medicare managed care publication for New Hampshire beneficiaries entitled "Medicare Managed Care" which is now available to beneficiaries in Rockingham County and across the state. The publication includes an overview of managed care with particular emphasis on the differences between traditional Medicare and Medicare managed care. There is also a comprehensive list of questions for the beneficiary to ask the insurance company providing a Medicare managed care plan. Inserted in the middle of the publication is an up-to-date comparison chart of all the Medicare managed care plans available in Rockingham County and New Hampshire. This will allow beneficiaries to choose a plan that best fits their needs if they decide that they would like to receive their health care services through a Medicare managed care plan.

**Financial Empowerment for Women-** is a seven-session series, developed by the American Association of Retired Persons, providing an opportunity for mid-life and older women to become more knowledge and confident in the area of money management. Topics include: Spending/Savings Plans, Banking and Credit, Insurance, Investments, Social Security, Survivor's Benefits, Estate Planning, choosing a Professional. In the spring of 1997, Financial Empowerment for Women was provided to fifty-five women in Portsmouth.

### ***Expanded Food And Nutrition Education Program (EFNEP)***

**Judi Delaney-Shirley, R. D., Program Associate**

The EFNEP program in Rockingham County provides support for various programs to clients with the most need. The limited income audience range in age and individual need. Our programs also provide a network of informational support to volunteers, schools, groups, agencies, and their clients.

**Great Beginnings-** is a seven week series of educational program addressing nutritional need during pregnancy and in the young family. This program can be done individually or in small groups. It offers the healthy choices during pregnancy as well as assist with shopping skills, feeding infants, toddlers and the teen family. This year the program was offered in Newmarket High Health Class for the first time. It was received by both male and female students.

**Home Study Course-** is a six lesson nutrition program to help families eat better for less. This program offers families throughout the county an opportunity for information on Food Safety, Red Labels, Health Choices with Super Meal Planning, Saving Money on Food and Make Snacks Count and it is done through the mail.

**Eating Right is Basic-** is a program for all ages. This year 300 youth completed this series of lessons in the Seabrook school. The children were very enthusiastic and learn to make healthy choices. The Dole 5-a-Day videos made this nutritional program appealing to the children. This fundamental nutrition program is beneficial to parents/caregivers as well as children. It provides information on planning good nutritional low cost meals. With the concern for food safety, preparation and cooking foods, this program is essential.

**Planning Ahead, Staying Ahead-** with all of us having to tighten the purse strings and families getting larger and time being of the essence, this program will help you organize your resources. It provides assistance in nutrition and managing your food dollars. Money management is a concern for young and old alike. This program has also been offered to seniors with a focus on their concerns: consumer fraud, gift giving alternatives, and cooking for one or two.

**Seed to Salad-** is a gardening nutrition education project for youth. This summer eleven children, one Master Gardener and two students from UNH (Nutrition major and Recreation major) planned, planted and harvested their bounty again at Newmarket Recreation Center. They also learned about garden maintenance, journal writing hands on activities on growing your garden and nutrition. The participants and staff enjoyed the fruits of their labor.

### ***Aquaculture Education and Research Center (AERC)***

**Robyn Wojtusik, Extension Educator**

**Amy Day, Project Coordinator**

Early on I knew there was more to experiential learning than met the eye. Deep within the youth who shlepped through the mud, slid on the rockweed and explored the animals in our touch tank, changes were happening. There was growth, excitement, understanding and finally a reason for all of that academic stuff.

Back in 1988, UNH Cooperative Extension in Rockingham County, began operating a small Aquaculture marine lab in Seabrook. Located near the Yankee Fishermen's Cooperative the lab served as an education site for many youth, from preschoolers to young adults. Program efforts over the years included raising softshell clams and juvenile lobsters to a Tidal Experience summer program for Middle School Age youth. Funding for these programs was provided through grants from the Sea Grant Marine Advisory Program, Piscataqua Charitable Trust and the Office of State Planning Coastal Program.

Over the years, the harsh environment and lack of operational funds has taken a toll on the building. While program efforts continued it became apparent that the facility was no longer a safe place to conduct educational programs. So in 1996, we began a journey that will result in a new facility for the community of Seabrook as well as the region.

Today, we are fortunate to share the completion of the first phase of development in the evolution of this program. Through funding from the Office of State Planning Coastal Program we were able to begin planning for a new building which would house the Aquaculture Education and Research Center in Seabrook.

We have had so much support and interest in this program. Many people have participated in this initial first step. As participants in the design charette, on our advisory committee, as consultants, architects, engineers, university faculty and student interns and most recently on a planning group.

While it's exciting to participate in the "bricks and mortar" component of this project it is equally as exciting to build a non-formal academic program that integrates life skills, community service and workforce preparation. All the while, incrementally building the communities capacity to sustain this resource for the future.

## ***4-H Youth Development***

**Lynn Garland**

**Robyn Wojtusik**

The 4-H Youth Development "Provides, positive experiences for youth and adults to develop their individual potential as caring and contributing members of an ever changing work".

The Club experience- includes youth setting goals, creating projects in areas such as animal, plant, family and consumer sciences, natural resources, mechanical science, communication arts and science, citizenship, leadership and special interests. As youth continue in 4-H, the expectation is they continue to challenge themselves as they advance in skills, knowledge and competence. Youth build life skills in decision making, problem solving, managing resources, group process, relating to others, communication and self understanding. County-wide programs bring youth, leaders and their families together and provide a focal event for given project areas.

Youth can participate in the club program anytime between the ages of 5 until turning 19. The Cloverbud program, which is non-competitive, reaches youth between the ages of 5 and 7. Volunteers teach hands-on projects, coordinate local and county programs and serve as positive role models as they work, teach, counsel and have fun with the youth in their clubs. Currently in Rockingham County, there are 138 local clubs and family units with 127 volunteer leaders. IN 1997, 17 new clubs were organized.

### **Club Activities and Events:**

**Babysitting Short Courses:** these courses are conducted jointly with community group such as recreation department, libraries, PTO/PTA, junior women's club and wellness teams. Twenty-one volunteers coordinated the programs and 40 other volunteers taught aspects of the curriculum which stresses roles and responsibilities, growth and development, handling emergency situations, leading

positive play and providing basic care.

**Demonstration Day:** youth research and organize a public presentation in the form of a demonstration, an action exhibit which involves others, or a formal public speech. This year 37 youth presented information to others, gaining valuable communication skills that will last a life time.

**Discovery Clover Buddy series:** emphasizes projects that can be done with youth 8-12 and their parents. Activities include food, crafts, science and plants. Additionally, teachers in South Hampton utilized the program in their classrooms.

**Fashion Revue:** youth model garments they have created by sewing, knitting, weaving, or crocheting, and develop stage presence. Older youth design stage decorations and write and read the narrations for fashion revue models. In 1997, there were 32 youth showcasing their outfits. In addition, a talent show is held to provide another venue for youth's talents. 4-H youth also take part in the Rockingham County Nursing Home Week with an evening of Fashion Revue and Talent presentations. Fall crafts funshops featured 18 heritage and cultural arts workshops with 52 people taking part in the sessions taught by 20 volunteers.

**Favorite Foods Festival:** youth select and prepare a favorite food dish, learn more about nutrient content and the benefits to good health, develop menu planning skills, sample other peoples recipes and practice interview skills.

**International 4-H Youth Exchange (IFYE):** programs that teach similarities and difference between life in another country and ours reached 2, 660 people. Allison Sarna, Candia was selected to be an IFYE delegate in 1998 and will spend 6 months living in another culture.

**Kids on the Block:** handicapped awareness puppet programs were presented to 1, 057 people with presentations at schools in Raymond, Brentwood, Atkinson, Stratham as well as at Deerfield and Stratham Fair.

**Let's Talk about Money:** a basic overview for early elementary grades, was conducted by teachers in Auburn, Atkinson, Hampton and Exeter Schools. The High School Financial Planning Program reached 305 students through trained teachers in Exeter and at Manchester Central.

**Safe at Home Workshops:** were organized with volunteers in Candia, Kensington, and Auburn and reached 94 youth with self-care information and parents newsletter.

**Spaces Conference:** each April, youth, parents, volunteer leaders and teachers come together in a day-long conference with sessions in personal development, science and technology, global and environmental education. This year, 142 youth and 47 adults participated and there were 24 workshops sessions offered to match a variety of interest areas. The spaces curriculum was utilized after teacher trainings in Nottingham Elementary, Auburn Elementary and with the Candia Moore School's OM team. The similarities and difference section learning activities were blended with leadership training materials for a special day-long program at Timerlane High School.

**Talking with TJ:** is a video and learning activities short course that helps youth develop skills in teamwork, cooperation and conflict resolution. This year the curriculum was done in Nottingham, Danville, Atkinson, Auburn and Candia schools reaching 336 students.

**The Summer Happenings programs:** were implemented thanks to a DCYF grant. 131 youth took part in foods, crafts, science, sewing, personal development, spaces and recreational leadership programs. The projects made were also displayed at Stratham Fair to give the youth satisfaction of others recognizing their good work.

**4-H Camp events:** involved many people who gathered at the camps open house for the Beth Bourne Lodge dedication program. Beth Bourne served as Rockingham County 4-H club agent for 43 years before she retired in 1969. This year 191 youth participated in 4-H camp programs at Bear Brook State park and 18 youth at the 4-H livestock camp program. With a grant from the county incentive fund, another 36 youth were given the opportunity to experience camp.

**Stratham and Deerfield Fair:** times are special ones for youth as they prepare their project and animals to show to their best advantage. Stratham Fair had 32 clubs participating in project displays and 15 individual members and clubs creating educational displays. Deerfield Fair had 41 clubs showcasing a variety of projects and 15 members and clubs teaching others through educational displays. Two hundred eight youth took part in the fitting and show and type classes with their animals at Stratham Fair and 146 shooed at Deerfield Fair. Also, at Stratham Fair youth participated in analyzing quality standards and making decision by taking part in judging programs: 51 in the horticultural judging, 42 in the consumer home economics judging, 21 in livestock judging, 12 in the tractor driving and 23 in the forestry event.

**The County 4-H Horse Show:** involved seven 4-H Clubs, 48 riders and 18 non-riders. Twenty-six older members ere selected at state horse show delegates. The county also had representative at the State Horse Communications, Judging, Quiz Bowl and Hippology programs. Ashley Miller, Brentwood, was selected to participate in the National Horse Quiz Bowl and Stephanie Simmons, was selected for the National 4-H Horse Public Speaking program.

**County 4-H Recognition Night:** thirty-five volunteers were presented National 4-H Clover awards for 2, 5, 10, 15, and 25 years of service to youth; 53 volunteers were saluted for serving as key volunteers coordinating major 4-H programs. Over 200 youth were awarded county medals of honor, pins, certificates and 4-H merchandise for excelling in projects and programs at the county, state, regional and national and international levels. Thirteen 4-H clubs were recognized for their community service projects. Citizenship in Action grants were awarded to the North Hampton Seacoast Servants for their Project Mercy activities and to the Nottingham Legard Family for the ABC quilt project teaching others to quilt. The 4-Her's of the year award was presented to Melanie Sarna, Candia. Top family and consumer science project member is Liz Rosengren, Deerfield, who also was one of four NH teen representatives to the National 4-H Conference in Washington, DC. Our top agriculture and natural resource project member is Stephanie Simmons, Kensington, and I Dare You Leadership Awards were given to Karl Hubner, Hampstead, and Norman Brandt, East Kingston. College scholarship checks totaling \$2,650 were presented to seven 4-H alumni of the county and a volunteer leader. Friend of 4-H Awards were presented to Cameron and Joan Sewall, Stratham, and Executive Councilor Ruth Griffin of Portsmouth.

**COUNTY OF ROCKINGHAM  
NEW HAMPSHIRE**

**Financial Statements**

**December 31, 1997**

**and**

**Independent Auditor's Report**

**COUNTY OF ROCKINGHAM  
NEW HAMPSHIRE**

**FINANCIAL STATEMENTS  
December 31, 1997**

**TABLE OF CONTENTS**

	<u>Page(s)</u>
INDEPENDENT AUDITOR'S REPORT	1
<b>GENERAL PURPOSE FINANCIAL STATEMENTS</b>	
EXHIBITS:	
A Combined Balance Sheet - All Fund Types and Account Groups	2
B Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Funds	3
C Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual (Budgetary Basis) - General Fund	4
D Combined Statement of Revenues, Expenses and Changes in Retained Earnings - All Proprietary Fund Types	5
E Combined Statement of Cash Flows - All Proprietary Fund Types	6
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS	7-19
<b>SUPPLEMENTAL SCHEDULES</b>	
SCHEDULES:	
1 Schedule of General Fund Revenues and Other Financing Sources - Estimated and Actual (Budgetary Basis)	20
2 Schedule of General Fund Expenditures and Other Financing Uses - Budget and Actual (Budgetary Basis)	21
3 Schedule of General Fund Changes in Unreserved Fund Balance	22
4 Schedule of Changes in General Fund Balance Reserves	23
5 Combining Balance Sheet - Internal Service Funds	24
6 Combining Statement of Revenues, Expenditures and Changes in Retained Earnings - Internal Service Funds	25
7 Combining Balance Sheet - Fiduciary Fund Types	26
8 Combining Schedule of Changes in Assets and Liabilities - Agency Funds	27

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# Vachon, Clukay & Co., PC

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners  
County of Rockingham, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Rockingham, New Hampshire as of and for the year ended December 31, 1997, as listed in the table of contents. These general purpose financial statements are the responsibility of the County of Rockingham, New Hampshire's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As more fully described in Note 1, the general purpose financial statements referred to above do not include the financial statements of the General Fixed Assets Account Group, which should be included to conform with generally accepted accounting principles. The amount that should be recorded in the General Fixed Assets Account Group is not known.

In our opinion, except for the effect on the general purpose financial statements of the omission described in the third paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the County of Rockingham, New Hampshire as of December 31, 1997, and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the County of Rockingham, New Hampshire. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Vachon, Clukay & Co., PC*

February 24, 1998

EXHIBIT A  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS**  
 December 31, 1997

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Funds			Account Groups		Totals
	General Fund	Special Revenue Fund	Capital Projects Funds	RCNH Enterprise Funds	Internal Service Funds	Trust and Agency Funds	General	Long-Term Debt	Memorandum Only)			
<b>ASSETS</b>												
Cash and cash equivalents	\$6,930,262	\$3,520	\$174,775	\$31,556	\$181,016	\$103,571						\$7,424,700
Restricted cash				39,818								39,818
Investments					2,404,413							2,404,413
Accounts receivable, net	157,713			1,490,583	11,864							1,660,160
Due from other governments	519,511											519,511
Due from other funds	5,917			2,130,703	19,842							2,156,462
Inventory	432,479			93,571								526,050
Prepaid expenses	6,438			1,928	200							8,566
Restricted - Patient assets				258,071								258,071
Property and equipment, net				11,679,381								11,679,381
Amount to be provided for retirement of general long-term debt and other obligations												
<b>TOTAL ASSETS</b>	<u>\$8,052,320</u>	<u>\$3,520</u>	<u>\$174,775</u>	<u>\$15,725,611</u>	<u>\$2,617,335</u>	<u>\$103,571</u>	<u>\$9,083,840</u>	<u>\$9,083,840</u>	<u>\$35,760,972</u>			

EXHIBIT A  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS (CONTINUED)**  
 December 31, 1997

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Funds		Account Groups		Totals
	General Fund	Special Revenue Fund	Capital Projects Funds	RCNH Enterprise Funds	Internal Service Funds	Trust and Agency Funds	General	Long-Term Debt	(Memorandum Only)	
<b>LIABILITIES</b>										
Accounts payable	\$379,278		\$31,493	\$136,887	\$304,288					\$851,946
Accrued expenses	233,655			308,771						542,426
Deferred revenue	47,943									47,943
Patient or inmate accounts	1,906,337			258,071		\$95,548				353,619
Due to other governments	2,117,078		23,025	10,442	5,917					1,906,337
Due to other funds										2,156,462
Capital lease obligations								\$156,905		156,905
Compensated absences				1,238,151				546,935		1,785,086
General obligation long-term debt - Bonds and notes				3,650,000				8,380,000		12,030,000
<b>TOTAL LIABILITIES</b>	<u>4,684,291</u>		<u>54,518</u>	<u>5,602,322</u>	<u>310,205</u>	<u>95,548</u>		<u>9,083,840</u>		<u>19,830,724</u>
<b>FUND EQUITY</b>										
Contributed capital				3,726,511						3,726,511
Retained earnings:										
Reserved for donor restricted assets				71,375						71,375
Reserved for special purposes					2,307,130					2,307,130
Unreserved				6,325,403						6,325,403
Fund Balance:										
Reserved:										
Encumbrances	465,192									465,192
Inventory	432,479									432,479
Unreserved:										
Designated	517,590	\$3,520	120,257			8,023				649,390
Undesignated	1,952,768									1,952,768
<b>TOTAL FUND EQUITY</b>	<u>3,368,029</u>	<u>3,520</u>	<u>120,257</u>	<u>10,123,289</u>	<u>2,307,130</u>	<u>8,023</u>				<u>15,930,248</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$8,052,320</u>	<u>\$3,520</u>	<u>\$174,775</u>	<u>\$15,725,611</u>	<u>\$2,617,335</u>	<u>\$103,571</u>	<u>\$9,083,840</u>			<u>\$35,760,972</u>

**EXHIBIT B**  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
For the Year Ended December 31, 1997

	Governmental Fund Types			Fiduciary	Totals (Memorandum Only)
	General Fund	Special Revenue Fund	Capital Projects Funds	Funds Expendable Trust Funds	
<b>REVENUES</b>					
Taxes	\$22,749,452				\$22,749,452
Interest	554,436		\$14,334	\$391	569,161
Charges for services:					
Deeds	2,230,706				2,230,706
Sheriff's Department	1,376,064	\$4,149			1,380,213
Maintenance	811,612				811,612
Commissioners Office	60				60
County Attorney	50,101				50,101
Corrections Department	568,104				568,104
County Land Management	22,266				22,266
Human Services	663,782				663,782
Personnel Services	156,178				156,178
Other	670,383				670,383
	<u>29,853,144</u>	<u>4,149</u>	<u>14,334</u>	<u>391</u>	<u>29,872,018</u>
<b>OTHER FINANCING SOURCES</b>					
Capital lease proceeds	103,397				103,397
Operating Transfers In			183,953		183,953
	<u>103,397</u>		<u>183,953</u>		<u>287,350</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>29,956,541</u>	<u>4,149</u>	<u>198,287</u>	<u>391</u>	<u>30,159,368</u>
<b>EXPENDITURES</b>					
Current:					
Public Assistance	12,328,163				12,328,163
Corrections	4,554,395				4,554,395
Maintenance	2,013,064				2,013,064
Fiscal Office	293,884				293,884
General Government	492,282				492,282
Commissioners	155,382				155,382
Personnel Services	202,394				202,394
Sheriff's Department	2,687,568	1,184			2,688,752
Register of Deeds	672,388				672,388
County Attorney	1,173,868				1,173,868
Medical Examiner	56,563				56,563
Extension Service	320,983				320,983
Land Management/Farm	45,531				45,531
Telecommunications	130,517				130,517
Treasurer and Deputy	48,044				48,044
Delegation	34,115				34,115
Human Service Specials	218,250				218,250
Capital Outlay	922,018		11,558		933,576
Debt Service - Principal	930,000				930,000
Debt Service - Interest	995,754				995,754
	<u>28,275,163</u>	<u>1,184</u>	<u>11,558</u>		<u>28,287,905</u>
<b>OTHER FINANCING USES</b>					
Operating Transfers Out	1,552,112		200,000		1,752,112
	<u>1,552,112</u>		<u>200,000</u>		<u>1,752,112</u>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<u>29,827,275</u>	<u>1,184</u>	<u>211,558</u>		<u>30,040,017</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	129,266	2,965	(13,271)	391	119,351
FUND BALANCE - January 1	3,202,636	555	133,528	7,632	3,344,351
Change in reserved fund balance - Inventory	36,127				36,127
<b>FUND BALANCE - December 31</b>	<u>\$3,368,029</u>	<u>\$3,520</u>	<u>\$120,257</u>	<u>\$8,023</u>	<u>\$3,499,829</u>

125

See notes to financial statements

EXHIBIT C  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL (BUDGETARY BASIS) - GENERAL FUND**  
For the Year Ended December 31, 1997

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Taxes	\$22,749,452	\$22,749,452	
Interest	300,000	554,436	\$254,436
Charges for services:			
Deeds	1,697,720	2,230,706	532,986
Sheriff's Department	1,272,855	1,376,064	103,209
Maintenance	738,991	811,612	72,621
Commissioners Office		60	60
County Attorney	80,809	50,101	(30,708)
Corrections Department	141,150	568,104	426,954
County Land Management	20,520	22,266	1,746
Human Services	559,480	663,782	104,302
Personnel Services	161,323	156,178	(5,145)
Other	845,897	670,383	(175,514)
<b>TOTAL REVENUES</b>	<u>28,568,197</u>	<u>29,853,144</u>	<u>1,284,947</u>
<b>OTHER FINANCING SOURCES</b>			
Operating Transfers In	196,700		(196,700)
	<u>196,700</u>		<u>(196,700)</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>28,764,897</u>	<u>29,853,144</u>	<u>1,088,247</u>
<b>EXPENDITURES</b>			
Current:			
Public Assistance	12,797,561	12,328,163	469,398
Corrections	4,979,750	4,548,190	431,560
Maintenance	2,203,369	1,986,197	217,172
Fiscal Office	300,234	293,884	6,350
General Government	650,502	481,403	169,099
Commissioners	171,030	165,382	-5,648
Personnel Services	291,367	202,394	88,973
Sheriff's Department	2,772,960	2,679,168	93,792
Register of Deeds	751,252	714,653	36,599
County Attorney	1,195,192	1,173,868	21,324
Medical Examiner	67,200	56,563	10,637
Extension Service	327,627	320,983	6,644
Land Management/Farm	53,426	44,781	8,645
Telecommunications	246,858	183,975	62,883
Treasurer and Deputy	54,038	48,044	5,994
Delegation	44,179	34,115	10,064
Human Service Specials	218,250	218,250	
Capital Outlay	1,721,827	583,397	1,138,430
Debt Service:			
Principal	1,760,000	930,000	830,000
Interest	1,309,231	995,754	313,477
	<u>31,915,853</u>	<u>27,989,164</u>	<u>3,926,689</u>
<b>OTHER FINANCING USES</b>			
Operating Transfers Out		1,552,112	(1,552,112)
		<u>1,552,112</u>	<u>(1,552,112)</u>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<u>31,915,853</u>	<u>29,541,276</u>	<u>2,374,577</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	(3,150,956)	311,868	3,462,824
<b>FUND BALANCE - January 1</b>	2,554,842	2,554,842	
Change in reserved fund balance - Inventory	36,127	36,127	
<b>FUND BALANCE - December 31 - Budgetary Basis</b>	<u>(5559,987)</u>	<u>2,902,837</u>	<u>\$3,462,824</u>
Reconciliation to GAAP Basis:			
Elimination of encumbrances outstanding at end of year		465,192	
<b>FUND BALANCE - December 31 - GAAP Basis</b>		<u>\$3,368,029</u>	

See notes to financial statements

## EXHIBIT D

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN**  
**RETAINED EARNINGS - ALL PROPRIETARY FUND TYPES**

For the Year Ended December 31, 1997

	Proprietary Fund Types		Totals
	Enterprise Fund	Internal Service Funds	(Memorandum Only)
<b>OPERATING REVENUES</b>			
Patient service revenue	\$12,756,416		\$12,756,416
Charges to other funds		\$2,975,292	2,975,292
Other	2,313,349	407,494	2,720,843
	<u>15,069,765</u>	<u>3,382,786</u>	<u>18,452,551</u>
<b>OPERATING EXPENSES</b>			
Nursing services	7,973,928		7,973,928
Ancillary services	2,395,337		2,395,337
Dietary services	2,437,817		2,437,817
General services	1,043,243		1,043,243
Administrative services	886,974		886,974
Claims and premiums		3,120,360	3,120,360
Depreciation	652,573		652,573
Other		22,389	22,389
	<u>15,389,872</u>	<u>3,142,749</u>	<u>18,532,621</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(320,107)</u>	<u>240,037</u>	<u>(80,070)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Interest expense	(201,670)		(201,670)
Net loss on disposal of assets	(7,368)		(7,368)
	<u>(209,038)</u>		<u>(209,038)</u>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<u>(529,145)</u>	<u>240,037</u>	<u>(289,108)</u>
Operating transfers from other funds	1,577,112	244,500	1,821,612
Operating transfers to other funds	(8,953)	(244,500)	(253,453)
Net transfers	<u>1,568,159</u>		<u>1,568,159</u>
<b>NET INCOME</b>	<u>1,039,014</u>	<u>240,037</u>	<u>1,279,051</u>
RETAINED EARNINGS, as restated - January 1	<u>5,357,764</u>	<u>2,067,093</u>	<u>7,424,857</u>
RETAINED EARNINGS - December 31	<u>\$6,396,778</u>	<u>\$2,307,130</u>	<u>\$8,703,908</u>

See notes to financial statements

EXHIBIT E  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINED STATEMENT OF CASH FLOWS**  
**ALL PROPRIETARY FUND TYPES**  
For the Year Ended December 31, 1997

	Proprietary Fund Types		Totals
	Enterprise Fund	Internal Service Funds	(Memorandum Only)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Operating income (loss)	(\$320,107)	\$240,037	(\$80,070)
Adjustments:			
Depreciation	652,573		652,573
Changes in assets and liabilities:			
Restricted cash	20,802		20,802
Accounts receivable	28,216	(1,462)	26,754
Due from other funds	(414,609)	20,902	(393,707)
Prepaid expenses	(1,928)	(200)	(2,128)
Inventory	(4,044)		(4,044)
Other current assets			
Accounts payable	12,905	(108,801)	(95,896)
Accrued expenses	45,567		45,567
Deferred revenue		(36,816)	(36,816)
Due to other funds	(30,073)	5,917	(24,156)
Compensated absences	157,326		157,326
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>146,628</u>	<u>119,577</u>	<u>266,205</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Acquisition of fixed assets	(667,575)		(667,575)
Proceeds from sale of fixed assets	532		532
Net (increase) in investment securities		(700,574)	(700,574)
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>	<u>(667,043)</u>	<u>(700,574)</u>	<u>(1,367,617)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Operating transfers, net	1,568,159		1,568,159
<b>NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES</b>	<u>1,568,159</u>		<u>1,568,159</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Principal paid on long-term debt	(830,000)		(830,000)
Interest paid on long-term debt	(203,125)		(203,125)
<b>NET CASH USED BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>(1,033,125)</u>		<u>(1,033,125)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	14,619	(580,997)	(566,378)
<b>CASH BALANCE - January 1</b>	<u>16,937</u>	<u>762,013</u>	<u>778,950</u>
<b>CASH BALANCE - December 31</b>	<u>\$31,556</u>	<u>\$181,016</u>	<u>\$212,572</u>
<b>SUPPLEMENTAL DISCLOSURE OF NON-CASH TRANSACTIONS:</b>			
Cost basis of disposed fixed assets	\$138,886		\$138,886
Loss on disposal of fixed assets	7,900		7,900
	<u>\$146,786</u>		<u>\$146,786</u>

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS**  
December 31, 1997

**NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the County of Rockingham, New Hampshire (the County) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units, except as disclosed. The governmental accounting standards board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the GASB's generally accepted accounting principles applicable to the County, and the County's conformity with such principles, are described below. These disclosures are an integral part of the County's financial statements.

***Reporting Entity***

The County of Rockingham, New Hampshire operates under the Delegation - Commissioner form of government and provides County services as authorized by state statutes. As required by GAAP, specifically *Statement #14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity"*, these financial statements are required to present the County of Rockingham, New Hampshire and its "component units" (if any). A *primary government* is defined by the GASB as any state government or general purpose local government. Additionally, a primary government may also consist of a special-purpose government (such as a school district) that meets all of the following criteria: (a) it has a *separately elected governing body*, (b) it is *legally separate*; and (c) it is *fiscally independent* of other governments.

A *component unit* is defined by the GASB as a legally separate organization for which the elected officials of the primary government are "financially accountable". The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if an organization is "fiscally dependent" on the primary government. *Fiscal independency* is defined by the GASB as the ability to complete certain essential fiscal events without substantive approval by a primary government, (a) determine its budget without another government's having the authority to approve and modify that budget, (b) levy taxes or set rates or charges without approval by another government, and (c) issue bonded debt without approval by another government. For the year ended December 31, 1997 there were no potential component units identified upon which the application of these criteria were applied.

**BASIS OF PRESENTATION - FUND ACCOUNTING**

The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The County has created several types of funds and a number of discrete funds within each fund type. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures/expenses. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. Funds are classified into three broad fund categories; Governmental, Proprietary and Fiduciary Funds. Each fund category, in turn, is further divided into separate fund types as described follows:

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
December 31, 1997

**NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Governmental Funds***

Governmental funds are used to account for most of a government's programs and activities, including the collection and disbursement of earmarked monies (*special revenue funds*), and the acquisition or construction of general fixed assets (*capital projects funds*) or the accumulation of resources for the payment of principal and interest (*debt service funds*). The general fund is used to account for all activities of the government not accounted for in some other fund. The presentation format of the general purpose financial statements includes all governmental fund types, funds with account balances or transaction activity for the year ended December 31, 1997 are clearly identifiable.

***Proprietary Funds***

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (*enterprise funds*) or to other departments or agencies primarily within the County (*internal service funds*). The Rockingham County Nursing Home is accounted for through an enterprise fund. Although the Nursing Home Enterprise Fund is designated as self-supporting, a significant component of its income and funding is in the form of a subsidy from the General Fund on an annual and recurring basis. As more fully described in Note 2, several self-insured risk management programs are operated by the County and are accounted for through Internal Service Funds in accordance with GASB Statement #10, "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues".

***Fiduciary Funds***

Fiduciary funds are used to account for the assets held on behalf of outside parties, including other governments, or on behalf of other funds within a government. When these assets are held under the terms of a formal trust agreement, either a nonexpendable trust fund or expendable trust fund is used. The terms "nonexpendable" and "expendable" refer to whether or not a government is under an obligation to maintain the trust principal. Agency Funds generally are used to account for assets that the government holds on behalf of others.

***Account Groups***

General Fixed Assets are not capitalized in the funds used to acquire or construct them. Instead, GAAP requires that capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are to be reported in the General Fixed Assets Account Group.

All purchased fixed assets are to be valued at cost where historical records are available and at an estimated historical cost where to historical records exist.

Donated fixed assets are to be valued at their estimated fair market value on the date received.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
December 31, 1997

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Public domain ("infrastructure") general fixed assets consisting of parking lots, walkways, curbs and gutters, drainage systems and lighting systems are not required to be capitalized, as these assets are immovable and of value only to a government.

The County does not maintain a record of its general fixed assets and accordingly, a General Fixed Assets Account Group, required by Generally Accepted Accounting Principles (GAAP), is not included in these financial statements. Accordingly, this has resulted in a report modification (qualification).

Long-Term Debt is recognized as a liability of a governmental fund primarily when due. For other long-term obligations, including compensated absence, only the portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such debt and other obligations are reported in the General Long-Term Debt Account Group.

The General Fixed Assets and General Long-Term Debt Account Groups are not funds. They are concerned only with the measurement of financial position and not with results of operations.

**BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e. revenues and other financing sources) and decreases (i.e. expenditures and other financing uses) in net current assets.

All proprietary funds and nonexpendable trust funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e. net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets. The County has elected not to follow the FASB pronouncements issued subsequent to November 30, 1989 in accounting and reporting for its proprietary operations.

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). *Measurable* means the amount of the transaction can be determined and *available* means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Miscellaneous fees and revenues are recorded as revenues when received in cash. Investment earnings are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except principal and interest on debt service and other long-term obligations, which are recognized when due to be paid.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
December 31, 1997

**NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The accrual basis of accounting is utilized by proprietary fund types and nonexpendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded when incurred.

The County may report deferred revenue on its combined balance sheet when a potential revenue does not meet both the measurable and available criteria for recognition in the current period or when resources are received by the government before it has a legal claim to them (such as grant monies). In subsequent periods, when both revenue recognition criteria are met, or when the County has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

**BUDGET**

Governmental revenues and expenditures are controlled by a formal integrated budgetary system which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations which govern the County's operations. The County budget is formally acted upon at the County Convention. During the year, appropriations may be transferred between line items, but total expenditures may not exceed the total approved budget (with the exception of emergency items which require approval by the New Hampshire Department of Revenue Administration under RSA 32). At year end, all unencumbered annual appropriations lapse. Other appropriations which have a longer than annual authority may carry over at year end if the governing body intends to continue or complete the special purpose for which the funds were established. State legislation also requires balanced budgets and, in most cases, the use of the beginning general fund unreserved fund balance to reduce the amount of taxes to be raised. For the County fiscal year ended December 31, 1997, \$3,150,956 in beginning general fund unreserved fund balances was used to reduce taxes.

**ENCUMBRANCES**

Encumbrance accounting is utilized in the governmental funds to account for commitments relating to unperformed contracts for goods and services. Encumbrances outstanding at year end are reported as reservations of fund balance and do not constitute expenditures or liabilities of the governmental fund, but are carried forward to supplement appropriations of the succeeding year. Encumbrances outstanding at year end in the General Fund are detailed by function as follows:

Corrections	\$995
Maintenance	5,478
Commissioners	10,000
Sheriff's Department	16,600
Register of Deeds	42,265
Telecommunications	53,458
Capital Outlay	336,396
	<u>\$465,192</u>

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
 December 31, 1997

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**RECONCILIATION OF EXHIBIT B TO EXHIBIT C**

Amounts recorded as budgetary amounts in the Combined Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual (Budgetary Basis) - General Fund (Exhibit C) are reported on the basis budgeted by the County. General Fund budgetary expenditures were adjusted for encumbrances and capital leases (see Note 6) as follows:

	<u>Expenditures and Transfers</u>
Exhibit B	\$29,827,275
Encumbrances, December 31, 1996	(647,794)
Encumbrances, December 31, 1997	465,192
Capital leases	(103,397)
Exhibit C	<u>\$29,541,276</u>

**CASH, CASH EQUIVALENTS AND INVESTMENTS**

Cash and equivalent accounts include amounts in demand and savings account deposits as well as short-term investments (such as certificates of deposits) with a maturity date within three months of the date acquired by the County. Investments, if any, are stated at cost (for equity instruments) or amortized cost (for debt instruments).

**ACCOUNTS RECEIVABLE**

Billable services rendered during 1997 and prior and uncollected at December 31, 1997 are recorded as receivables. The allowance for estimated uncollectibles in the Nursing Home Enterprise Fund is \$64,991.

**DUE TO AND DUE FROM OTHER FUNDS**

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which the transactions are executed. *Quasi-external transactions* are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Nonrecurring or permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**INVENTORIES**

Inventories of the General Fund are accounted for utilizing the purchase method. Under this method, inventories are recorded as expenditures when purchased. When inventory amounts are material (significant) at year end they are to be reported as assets of the respective fund and are to be equally offset by a fund balance reserve. Inventories in the Nursing Home Enterprise Fund, under the accrual basis of accounting, are valued at the lower of cost (first-in, first-out basis) or market.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
December 31, 1997

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**FIXED ASSETS**

Fixed assets of the Nursing Home Enterprise Fund, a proprietary fund type, are valued at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. Estimated useful lives for buildings and improvements are 10 to 30 years and for movable equipment are 3 to 15 years.

**LONG-TERM OBLIGATIONS**

Long-term obligations of the County are reported in the General Long-Term Debt Account Group. Expenditures for debt service and other long-term obligations (including compensated absences) are recorded when they are due, or when they are expected to be liquidated with the expendable available financial resources of a governmental fund. Long-term debt of the Nursing Home enterprise fund is reported in the enterprise fund in accordance with generally accepted accounting principles.

**COMPENSATED ABSENCES**

County employees are sometimes entitled to certain compensated absences based, in part, on their length of employment. In accordance with GASB Statement #16, "*Accounting for Compensated Absences*", compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of such compensated absences that are not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group (and no fund liability or expenditure is reported for these amounts). Compensated absences of the Nursing Home enterprise fund are included in accrued expenses as a fund liability as required by generally accepted accounting principles.

The calculation of compensated absences can include (a) vacation leave that is attributable to past service in which it is probable that the County will compensate the employee through paid time off or cash payment at termination or retirement, and (b) vested sick leave in which it is probable that the County will compensate the employee through cash payment conditioned on the employee's termination or retirement calculated under the "vesting method". The calculation also includes the incremental cost of any item associated with compensation payments such as the employer share of social security, Medicare and retirement.

**FUND EQUITY**

For governmental funds the unreserved fund balances represent the amount available for budgeting future operations; the reserved fund balances represent the amounts that have been legally identified for specific purposes and are not appropriated for expenditure; and the designated fund balances represent tentative plans for future use of financial resources. For governmental and other funds, equities can be reserved for endowments (the principal balances of nonexpendable trust funds plus any unspent income balances), reserved for encumbrances (commitments relating to unperformed contracts for goods and services), reserved for inventory (recorded at year end, if material, under the purchase method) or designated for continuing appropriation (commitments relating to unperformed non-lapsing appropriations).

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
December 31, 1997

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**MEMORANDUM ONLY - TOTAL COLUMNS**

The combined general purpose financial statements include total columns that are described as memorandum only. Data in these columns do not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Interfund transactions have not been eliminated from the total column of each financial statement.

**NOTE 2—STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

*Deposits and Investments*

The County treasurer is authorized by state statutes to invest excess funds, with the approval of the commissioners, in

- obligations of the United States Government,
- savings bank deposits of banks incorporated under the laws of the State of New Hampshire,
- Certificates of deposit of banks incorporated under the laws of the State of New Hampshire or in national banks located within the States of New Hampshire or Massachusetts, or,
- "participation units" of the *New Hampshire Public Deposit Investment Pool* established under RSA 383:22.

The receiver of such public funds to be deposited or to be invested in securities shall "prior to acceptance of such funds" provide a collateralization option (represented by exclusively segregated securities defined by the Bank Commissioner as qualifying under RSA 386:57) for such funds in an amount at least equal to the amount to be deposited or invested in securities.

For the year ended December 31, 1997, the County was in compliance with these applicable deposit and investment state laws and regulations.

*Risk Management*

The County is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions; injuries to employees; and natural disasters. The County purchases commercial insurance coverage for all general insurance risks, property liability risks and for the protection of assets. The County has established risk management fund types in accordance with GASB Statement #10, "*Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*", to account for and finance its uninsured risks of loss for health, dental, unemployment and workers compensation. Settled claims, if any, have not exceeded the County's coverage in any of the past three fiscal years.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
 December 31, 1997

**NOTE 2—STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (CONTINUED)**

*Claims, Judgments and Contingent Liabilities*

Grants - Amounts received are subject in later years to review and adjustment by grantor agencies, principally the federal and state governments. At such time, any disallowed claims, including amounts already collected, may constitute a liability of the County and the applicable funds. At December 31, 1997, the County believes that disallowed expenditures, if any, based on subsequent review will not have a material effect on any of the individual funds or the overall financial position of the County.

**NOTE 3—CASH AND INVESTMENTS**

*Deposits*

At December 31, 1997, the carrying amounts and bank balances with financial institutions of the County's cash deposits are categorized by credit risk as follows:

Category 1 - Deposits that are insured by the Federal Deposit Insurance Corporation (FDIC) or collateralized by securities held by the County (or its agent) in the County's name.

Category 2 - Deposits that are uninsured and collateralized by securities that are held by the pledging institution's trust department (or agent) in the County's name.

Category 3 - Deposits that are uninsured and uncollateralized or collateralized by securities that are held by the pledging institution's trust department (or agent) but not in the County's name.

	Category			Carrying Amount	Book Balance
	1	2	3		
General Fund	\$100,000	\$8,335,740		\$8,435,740	\$6,930,262
Special Revenue Funds	3,520			3,520	3,520
Capital Projects Fund	100,000	84,142		184,142	174,775
Proprietary Funds	238,389	259,111		497,500	510,461
Trust and Agency Funds	110,517			110,517	103,571
	<u>\$552,426</u>	<u>\$8,678,993</u>		<u>\$9,231,419</u>	<u>\$7,722,589</u>

*Investments*

Category 1 - Investments that are insured or registered, or securities held by the County (or its agent) in the County's name.

Category 2 - Investments that are uninsured and unregistered, with securities that are held by the counterparty's trust department (or agent) in the County's name.

Category 3 - Investments that are uninsured and unregistered, with securities that are held by the counterparty, or by its trust department (or agent) but not in the County's name.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
 December 31, 1997

**NOTE 3—CASH AND INVESTMENTS (CONTINUED)**

	Category			Carrying Amount	Market Value
	1	2	3		
U.S. Government Securities		\$2,404,413		\$2,404,413	\$2,465,544

**NOTE 4—PROPERTY AND EQUIPMENT - PROPRIETARY FUNDS**

The following is a summary of changes in the Nursing Home Proprietary Fund property and equipment for the year ended December 31, 1997:

	Balance 1/1/97	Additions	Reductions	Balance 12/31/97
Land	\$196,187			\$196,187
Buildings and improvements	15,285,483	\$546,019	\$79,750	15,751,752
Moveable equipment	1,452,302	121,556	59,136	1,514,722
	<u>16,933,972</u>	<u>667,575</u>	<u>138,886</u>	<u>17,462,661</u>
Less: Accumulated depreciation	(5,261,693)	(652,573)	(130,986)	(5,783,280)
	<u>\$11,672,279</u>	<u>\$15,002</u>	<u>\$7,900</u>	<u>\$11,679,381</u>

The balances as of January 1, 1997 have been restated (see Note 12).

**NOTE 5—PENSION PLAN**

***Pension Description***

The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

***Funding Policy***

Covered public safety and general employees are required to contribute 9.3% or 5.0% of their covered salary, respectively, and the County is required to contribute at an actuarially determined rate. The County's contribution rates were 2.73% and 3.39% of covered payroll for police officers and general employees, respectively through June, 1997 and 3.812% and 4.282%, respectively thereafter. The County contributes 65% of the employer cost for police employed by the County and the State contributes the remaining 35% of the employer cost. The County contributes 100% of the employer cost for general employees of the County. On-behalf fringe benefits (GASB #24) contributed by the State of New Hampshire have not been recognized as amounts are not material to the financial statements.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
 December 31, 1997

**NOTE 5--PENSION PLAN (CONTINUED)**

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending December 31, 1997, 1996 and 1995 were \$510,861, \$425,936, and \$390,658, respectively, equal to the required contributions for each year.

**NOTE 6--LONG-TERM DEBT**

*Changes in Long-Term Debt*

The following is a summary of debt transactions for the year ended December 31, 1997:

	<u>1/1/97</u>	<u>Additions</u>	<u>Reductions</u>	<u>12/31/97</u>
General Obligation Debt:				
General Fund	\$9,310,000		\$930,000	\$8,380,000
Nursing Home Enterprise Fund	4,480,000		830,000	3,650,000
Capital Lease Obligations	104,311	\$103,397	50,803	156,905
	<u>\$13,894,311</u>	<u>\$103,397</u>	<u>\$1,810,803</u>	<u>\$12,186,905</u>

*General Obligation Debt*

The County can issue general obligation debt instruments to provide funds for the acquisition and construction of major capital equipment, infrastructure and other facilities. General obligation debt instruments are direct government obligations and consequently are a pledge of the full faith and credit of the County. General obligation debt instruments currently outstanding, and reported in the general long-term debt account group and Nursing Home enterprise fund are as follows:

	<u>Interest Rates</u>	<u>Principal Balance</u>
<u>Long-Term Debt Account Group</u>		
1992 - \$13,200,000 Public Improvement Bond, maturing in 2004	5.2%-6.0%	<u>\$8,380,000</u>
<u>Nursing Home Proprietary Fund</u>		
1994 - \$6,600,000 Mitchell Project Bond, maturing in 2004	4.45%-4.90%	<u>3,650,000</u>
Total General Obligation Long-Term Debt		<u>\$12,030,000</u>

*Capital Lease Obligations*

Capital lease obligations represent lease agreements entered into for the financing of equipment acquisitions. These contracts are subject to cancellation should funds not be appropriated to meet payment obligations. Amounts are annually budgeted in the applicable function. Following are capital leases at December 31, 1997:

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
December 31, 1997

**NOTE 6—LONG-TERM DEBT (CONTINUED)**

Equipment, due in annual installments of \$40,162 including interest, through March, 1998 at 5.85%	\$37,943
Equipment, due in annual installments of \$16,522 including interest, through March, 1998 at 5.12-6.15%	15,565
Equipment, due in annual installments of \$26,640 including interest, through June, 1999 at 5.25%	49,360
Equipment, due in annual installments of \$29,165 including interest, through May, 1999 at 5.25%	54,037
	<u>\$156,905</u>

Annual debt service requirements to maturity for general obligation debt and capital leases, including interest of \$2,761,092 are as follows:

<u>Fiscal Year</u>	<u>Bonds</u>	<u>Capital Leases</u>	<u>Total</u>
1998	\$2,158,280	\$112,489	\$2,270,769
1999	2,144,488	55,805	2,200,293
2000	2,130,475		2,130,475
2001	2,115,910		2,115,910
2002	2,098,965		2,098,965
2003-2004	4,131,585		4,131,585
	<u>\$14,779,703</u>	<u>\$168,294</u>	<u>\$14,947,997</u>

**NOTE 7—DUE TO AND DUE FROM OTHER FUNDS**

Individual interfund balances at December 31, 1997 are as follows:

<u>Fund</u>	<u>Due From</u>	<u>Due To</u>
General Fund	\$5,917	\$2,117,078
Capital Projects Funds		23,025
Proprietary Fund Types:		
Nursing Home Enterprise Fund	2,130,703	10,442
Internal Service Funds:		
Health Insurance Risk Management Fund	10,053	5,917
Dental Insurance Risk Management Fund	487	
Worker's Comp. Risk Management Fund	9,302	
	<u>\$2,156,462</u>	<u>\$2,156,462</u>

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
 December 31, 1997

**NOTE 8--CONTRIBUTED CAPITAL - PROPRIETARY FUNDS**

There were no changes in the contributed capital account for the Nursing Home Enterprise Fund during the year ended December 31, 1997. The balance as of January 1, 1997 has been restated (see Note 12). The balance at December 31, 1997 is \$3,726,511.

**NOTE 9--NET WORKING CAPITAL**

The net working capital for the Nursing Home Enterprise Fund as of December 31, 1997 is \$1,568,908.

**NOTE 10--DESIGNATED FUND BALANCE**

*General Fund*

Appropriations for certain projects and specific items not fully expended at year end are carried forward as continuing appropriations to the next year in which they supplement the appropriations of that year. Following are continuing appropriations at December 31, 1997.

Public Assistance	<u>\$517,590</u>
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*Expendable Trust Funds*

Expendable Trust Funds balances designated for subsequent years' expenditures are as follows:

Nursing Home Expendable Trust	<u>\$8,023</u>
-------------------------------	----------------

**NOTE 11--OPERATING LEASES**

Office Space

The County leases office space from the State of New Hampshire at the Rockingham County Court House for the Registry of Deeds and County Attorney. This lease expires on June 30, 2005. The terms of the lease require annual payments of \$152,006, payable in monthly installments, with adjustments based on percentage adjustments in the Consumer Price Index. Rental expense for the year ended December 31, 1997 was \$152,006.

Future minimum rental payments are as follows:

<u>Year</u>	
1998	\$152,006
1999	152,006
2000	152,006
2001	152,006
2002	152,006
2003-2005	380,015

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
 December 31, 1997

**NOTE 11--OPERATING LEASES (CONTINUED)**

Office Space

In November, 1997, the County entered into a three year agreement to lease office and courtroom space to the State of New Hampshire. The lease expires on November 5, 2000 and provides for the option to renew for an additional two years. The County is responsible for the payment of utilities. Rental income for the year ended December 31, 1997 was \$2,500. The following is a summary of the minimum rental payments to be received by the County.

<u>Year</u>	
1998	\$15,000
1999	18,321
2000	19,141

**NOTE 12--PRIOR PERIOD ADJUSTMENT**

Balances in the Nursing Home Enterprise Fund as of January 1, 1997 have been adjusted for fixed assets previously reported in the Nursing Home that are applicable to Governmental Fund Types and should be reported in the General Fixed Assets Account Group as follows:

	<u>Property and Equipment, net</u>	<u>Contributed Capital</u>	<u>Retained Earnings</u>
Balance 1/1/97, as previously reported	\$12,226,166	\$3,163,915	\$6,474,247
Amount of restatement due to fixed assets applicable to Governmental Fund Types	<u>(553,887)</u>	<u>562,596</u>	<u>(1,116,483)</u>
Balance 1/1/97, as restated	<u>\$11,672,279</u>	<u>\$3,726,511</u>	<u>\$5,357,764</u>

**NOTE 13--SUBSEQUENT EVENT**

In February, 1998, the County entered into a lease purchase agreement for telephone equipment. The terms of the lease provide for monthly installments of \$2,351, including interest, through April, 2005 at 6.52%. The lease will terminate if funds are not appropriated at the annual County delegation meeting.

SCHEDULE 1  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**SCHEDULE OF GENERAL FUND REVENUES AND OTHER FINANCING SOURCES**  
**ESTIMATED AND ACTUAL (BUDGETARY BASIS)**  
**For the Year Ended December 31, 1997**

Revenues and Other Financing Sources	Current Year Estimate			Actual	Variance Favorable (Unfavorable)
	Original Estimate	Changes (Net)	Final Estimate		
<b>GENERAL GOVERNMENT</b>					
Taxes	\$22,749,452		\$22,749,452	\$22,749,452	
Interest	300,000		300,000	554,436	\$254,436
Other:					
Telephone	1,000		1,000	21	(979)
Escheat Funds	10,000		10,000	18,187	8,187
Nynex easement	15,000		15,000	15,000	
Sale of courthouse building	500,000		500,000	500,000	
Contingent grant	310,000		310,000	2,960	(307,040)
Emergency management	9,897		9,897	117,527	107,630
Other				16,688	16,688
	<u>23,895,349</u>		<u>23,895,349</u>	<u>23,974,271</u>	<u>78,922</u>
<b>DEEDS</b>					
Transfer taxes	280,000		280,000	456,329	176,329
Equipment surcharge	117,720		117,720	117,720	
Other	1,300,000		1,300,000	1,656,657	356,657
	<u>1,697,720</u>		<u>1,697,720</u>	<u>2,230,706</u>	<u>532,986</u>
<b>SHERIFF'S DEPARTMENT</b>					
Salary reimbursement	241,103		241,103	277,628	36,525
Civil	297,000		297,000	307,951	10,951
Outside detail reimbursement	129,787		129,787	145,649	15,862
Grant	64,525		64,525	16,000	(48,525)
Dispatch grant equipment	27,000		27,000	27,000	
Airport security	513,439		513,439	595,931	82,492
Other	1		1	5,905	5,904
	<u>1,272,855</u>		<u>1,272,855</u>	<u>1,376,064</u>	<u>103,209</u>
<b>MAINTENANCE</b>					
Nursing Home Services	738,991		738,991	811,438	72,447
Other				174	174
	<u>738,991</u>		<u>738,991</u>	<u>811,612</u>	<u>72,621</u>
<b>COMMISSIONERS OFFICE</b>					
COUNTY ATTORNEY	80,809		80,809	60	60
<b>CORRECTIONS DEPARTMENT</b>					
Federal prisoners	50,000		50,000	433,211	383,211
Telephone	36,000		36,000	73,859	37,859
Work release/Board	55,000		55,000	60,933	5,933
Other	150		150	101	(49)
	<u>141,150</u>		<u>141,150</u>	<u>568,104</u>	<u>426,954</u>
<b>COUNTY LAND MANAGEMENT</b>					
Rent	5,520		5,520	5,520	
Sales	15,000		15,000	16,733	1,733
Other				13	13
	<u>20,520</u>		<u>20,520</u>	<u>22,266</u>	<u>1,746</u>
<b>HUMAN SERVICES</b>					
State incentive funds	505,305		505,305	601,372	96,067
Other	54,175		54,175	62,410	8,235
	<u>559,480</u>		<u>559,480</u>	<u>663,782</u>	<u>104,302</u>
<b>PERSONNEL SERVICES</b>	161,323		161,323	156,178	(5,145)
<b>TOTAL REVENUES</b>	<u>28,568,197</u>		<u>28,568,197</u>	<u>29,853,144</u>	<u>1,284,947</u>
<b>OPERATING TRANSFERS IN</b>	<u>196,700</u>		<u>196,700</u>		<u>(196,700)</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>28,764,897</u>		<u>\$28,764,897</u>	<u>\$29,853,144</u>	<u>\$1,088,247</u>
<b>FUND BALANCE USED TO REDUCE TAXES</b>	<u>3,150,956</u>				
<b>TOTAL REVENUES, OTHER FINANCING SOURCES AND FUND BALANCE USED</b>	<u>\$31,915,853</u>				142

SCHEDULE 2  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**SCHEDULE OF GENERAL FUND EXPENDITURES AND OTHER FINANCING USES**  
**BUDGET AND ACTUAL (BUDGETARY BASIS)**  
 December 31, 1997

Expenditures and Other Financing Uses	Beginning Reserve Items (Expenditures Only)		Current Year Budget		Ending Reserve Items (Expenditures Only)	Actual	Variance Favorable (Unfavorable)
	Budget Voted	Transfers (Net)	Budget Total				
<b>PUBLIC ASSISTANCE</b>							
Old age assistance	\$184,000		\$184,000			\$179,465	\$4,535
Intermediate Nursing Care	8,798,000	\$305,100	9,103,100			9,080,222	22,878
Aid to permanency and totally disabled	920,000	(5,000)	915,000			913,044	1,956
Court ordered service for children	1,595,000	(48,100)	1,546,900			1,546,967	(67)
Meditation programs	785,368		785,368		\$499,303	369,191	157,371
Administration	240,025		240,025			232,394	7,631
Other	3,167		23,168		18,287	6,880	1,168
	243,664		12,545,561		517,590	12,328,163	195,472
<b>CORRECTIONS</b>							
Operations	5,026,750	(47,000)	4,979,750			4,548,190	431,560
	5,026,750	(47,000)	4,979,750			4,548,190	431,560
<b>MAINTENANCE</b>							
Operations	2,203,369		2,203,369			1,986,197	217,172
	2,203,369		2,203,369			1,986,197	217,172
<b>FISCAL OFFICE</b>							
Operations	300,234		300,234			293,884	6,350
	300,234		300,234			293,884	6,350
<b>GENERAL GOVERNMENT</b>							
Insurance	400,500	(12,500)	388,000			318,158	69,842
Audit fees	16,000		16,000			9,422	6,578
Legal fees	35,000	40,000	75,000			19,409	55,591
County dues	15,000		15,000			12,842	2,158
Judgements	1		1				1
Software maintenance	19,000		19,000			4,994	14,006
Property taxes	27,000		27,000			23,286	3,714
Union negotiations	23,000		23,000			10,874	12,126
Conservation district	50,000	(50,000)					
Land Purchase	75,000		75,000			75,258	(258)
Contingency	275,000	(262,500)	12,500			7,160	5,340
Other	1		1				1
	935,502	(285,000)	650,502			481,403	169,099

SCHEDULE 2

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 SCHEDULE OF GENERAL FUND EXPENDITURES AND OTHER FINANCING USES  
 BUDGET AND ACTUAL (BUDGETARY BASIS) (CONTINUED)

December 31, 1997

	Beginning Reserve Items (Expenditures Only)		Current Year Budget		Ending Reserve Items (Expenditures Only)	Actual	Variance Favorable (Unfavorable)
	Budget Voted	Transfers (Net)	Budget Total				
<b>Expenditures and Other Financing Uses</b>							
<b>COMMISSIONERS</b>							
Operations	171,030		171,030			165,382	5,648
	171,030		171,030			165,382	5,648
<b>PERSONNEL SERVICES</b>							
Operations	291,367		291,367			202,394	88,973
	291,367		291,367			202,394	88,973
<b>SHERIFF'S DEPARTMENT</b>							
Law enforcement	1,368,950	(12,600)	1,356,350			1,306,229	50,121
County dispatch center	547,552	26,700	574,252			530,726	43,526
Radio shop	79,628	3,900	83,528			83,525	3
Airport duty	490,918	70,000	560,918			565,793	(4,875)
Outside detail	111,500	20,000	131,500			131,874	(374)
District court transport	85,912	(19,500)	66,412			61,021	5,391
	2,684,460	88,500	2,772,960			2,679,168	93,792
<b>REGISTER OF DEEDS</b>							
Operations	751,252		751,252			714,653	36,599
	751,252		751,252			714,653	36,599
<b>COUNTY ATTORNEY</b>							
Operations	1,184,192	11,000	1,195,192			1,173,868	21,324
	1,184,192	11,000	1,195,192			1,173,868	21,324
<b>MEDICAL EXAMINER</b>							
Operations	78,200	(11,000)	67,200			56,563	10,637
	78,200	(11,000)	67,200			56,563	10,637
<b>EXTENSION SERVICE</b>							
Operations	327,627		327,627			320,983	6,644
	327,627		327,627			320,983	6,644
<b>LAND MANAGEMENT/FARM</b>							
Operations	53,426		53,426			44,781	8,645
	53,426		53,426			44,781	8,645
<b>TELECOMMUNICATIONS</b>							
Operations	270,358	(23,500)	246,858			183,975	62,883
	270,358	(23,500)	246,858			183,975	62,883

SCHEDULE 2  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**SCHEDULE OF GENERAL FUND EXPENDITURES AND OTHER FINANCING USES**  
**BUDGET AND ACTUAL (BUDGETARY BASIS) (CONTINUED)**  
 December 31, 1997

	Beginning Reserve Items (Expenditures Only)		Current Year Budget		Ending Reserve Items (Expenditures Only)	Actual	Variance Favorable (Unfavorable)
	Budget Voted	Transfers (Net)	Budget Total				
<b>Expenditures and Other Financing Uses</b>							
<b>TREASURER AND DEPUTY</b>							
Operations	54,038		54,038			48,044	5,994
	54,038		54,038			48,044	5,994
<b>DELEGATION EXPENSES</b>							
Operations	44,179		44,179			34,115	10,064
	44,179		44,179			34,115	10,064
<b>HUMAN SERVICE SPECIALS</b>							
Child Care Association	12,500		12,500			12,500	
Area Homemakers	44,000		44,000			44,000	
Rockingham VNA	43,000		43,000			43,000	
A Safe Place	10,000		10,000			10,000	
Emergency fire training	6,250		6,250			6,250	
Conservation district		50,000	50,000			50,000	
Sexual assault support	2,500		2,500			2,500	
Nutrition	36,000		36,000			36,000	
Senior volunteer program	14,000		14,000			14,000	
	168,250	50,000	218,250			218,250	
<b>DEBT SERVICE</b>							
Principal long-term debt	1,760,000		1,760,000			930,000	830,000
Interest long-term debt	722,981		722,981			519,855	203,126
Interest on RAN's	641,250	(55,000)	586,250			475,899	110,351
	3,124,231	(55,000)	3,069,231			1,925,754	1,143,477
<b>CAPITAL OUTLAY</b>							
Capital outlay land and improvements	500,000		576,000			304,813	271,187
Capital outlay machinery and equipment	993,823	(40,000)	953,823			87,403	866,420
Other	198,004	(6,000)	192,004			191,181	823
	1,691,827	30,000	1,721,827			583,397	1,138,430
<b>OPERATING TRANSFERS OUT</b>							
Transfer to capital projects						183,953	(183,953)
Transfer to enterprise funds						1,368,159	(1,368,159)
						1,552,112	(1,552,112)
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	\$243,664	\$31,905,853	\$31,915,853	\$10,000	\$517,590	\$29,541,276	\$2,100,651

**SCHEDULE 3**  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**SCHEDULE OF GENERAL FUND CHANGES IN UNRESERVED FUND BALANCE**  
For the Year Ended December 31, 1997

**SCHEDULE OF CHANGES IN UNRESERVED FUND BALANCE**

<b>Unreserved Fund Balance</b>	
January 1 - Beginning of year	\$1,914,826
December 31 - End of year	<u>1,952,768</u>
<b>Change in Unreserved Fund Balance</b>	<u>\$37,942</u>

**ANALYSIS OF CHANGE**

Revenue Variance - Favorable	\$1,088,247
Expenditure Variance - Favorable	2,100,651
Unreserved Fund Balance Used to Reduce Taxes	<u>(3,150,956)</u>
<b>Change in Unreserved Fund Balance</b>	<u>\$37,942</u>

SCHEDULE 4

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**

**SCHEDULE OF CHANGES IN GENERAL FUND BALANCE RESERVES**

For the Year Ended December 31, 1997

	December 31, 1996		December 31, 1997		Change
	(Subtotal)	Total	(Subtotal)	Total	
<b>GENERAL FUND BALANCE RESERVES</b>					
Public Assistance	\$243,664	\$243,664	\$517,590	\$517,590	\$273,926
Corrections	7,200	7,200	995	995	(6,205)
Maintenance	32,345	32,345	5,478	5,478	(26,867)
General Government	10,879	10,879			(10,879)
Commissioners			10,000	10,000	10,000
Sheriff's Department	25,000	25,000	16,600	16,600	(8,400)
Register of Deeds			42,265	42,265	42,265
Land Management/Land	750	750			(750)
Telecommunications			53,458	53,458	53,458
Capital Outlay	571,620	571,620	336,396	336,396	(235,224)
		<u>\$891,458</u>		<u>\$982,782</u>	<u>\$91,324</u>

SCHEDULE 5  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINING BALANCE SHEET - INTERNAL SERVICE FUNDS**  
 December 31, 1997

	Internal Service Funds				Totals
	Health Insurance Risk Management Fund	Dental Insurance Risk Management Fund	Worker's Comp. Risk Management Fund	Unemployment Insurance Risk Management Fund	
<b>ASSETS</b>					
Cash and Cash Equivalents	\$22	\$3,387	\$170,377	\$7,230	\$181,016
Investments	218,722	225,075	1,922,685	37,931	2,404,413
Accounts Receivable	11,864				11,864
Due From Other Funds	10,053	487	9,302		19,842
Prepaid expenses			200		200
<b>TOTAL ASSETS</b>	<u>\$240,661</u>	<u>\$228,949</u>	<u>\$2,102,564</u>	<u>\$45,161</u>	<u>\$2,617,335</u>
<b>LIABILITIES</b>					
Claims Liability		\$11,435	\$292,853		\$304,288
Due to Other Funds	\$5,917				5,917
<b>TOTAL LIABILITIES</b>	<u>5,917</u>	<u>11,435</u>	<u>292,853</u>		<u>310,205</u>
<b>FUND EQUITY</b>					
Retained Earnings	234,744	217,514	1,809,711	\$45,161	2,307,130
<b>TOTAL FUND EQUITY</b>	<u>234,744</u>	<u>217,514</u>	<u>1,809,711</u>	<u>45,161</u>	<u>2,307,130</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$240,661</u>	<u>\$228,949</u>	<u>\$2,102,564</u>	<u>\$45,161</u>	<u>\$2,617,335</u>

SCHEDULE 6

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN RETAINED EARNINGS  
INTERNAL SERVICE FUNDS**

For the Year Ended December 31, 1997

	Internal Service Funds				Totals
	Health Insurance Risk Management Fund	Dental Insurance Risk Management Fund	Worker's Comp. Risk Management Fund	Unemployment Insurance Risk Management Fund	
<b>REVENUES</b>					
Charges to Other Funds	\$1,870,240	\$273,598	\$797,782	\$33,672	\$2,975,292
Reimbursements/Refunds	242,712	13,268		20,248	276,228
Interest	29,292	25,622	72,381	3,817	131,112
Other	154				154
	<u>2,142,398</u>	<u>312,488</u>	<u>870,163</u>	<u>57,737</u>	<u>3,382,786</u>
<b>EXPENSES</b>					
Claims and Premiums	2,439,359	263,322	391,796	25,883	3,120,360
Other		1,161	21,011	217	22,389
	<u>2,439,359</u>	<u>264,483</u>	<u>412,807</u>	<u>26,100</u>	<u>3,142,749</u>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<u>(296,961)</u>	<u>48,005</u>	<u>457,356</u>	<u>31,637</u>	<u>240,037</u>
Operating transfers from other funds	244,500				244,500
Operating transfers to other funds		(164,500)		(80,000)	(244,500)
Net transfers	<u>244,500</u>	<u>(164,500)</u>		<u>(80,000)</u>	
<b>NET INCOME (LOSS)</b>	<u>(52,461)</u>	<u>(116,495)</u>	<u>457,356</u>	<u>(48,363)</u>	<u>240,037</u>
Retained Earnings - January 1	287,205	334,009	1,352,355	93,524	2,067,093
Retained Earnings - December 31	<u>\$234,744</u>	<u>\$217,514</u>	<u>\$1,809,711</u>	<u>\$45,161</u>	<u>\$2,307,130</u>

SCHEDULE 7  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINING BALANCE SHEET - FIDUCIARY FUND TYPES**  
 December 31, 1997

	Agency Funds		Expendable	Totals
	Inmates Account	Commissary Account	Trust Fund	
<b>ASSETS</b>				
Cash and Cash Equivalents	\$28,070	\$67,478	\$8,023	\$103,571
<b>TOTAL ASSETS</b>	<u>\$28,070</u>	<u>\$67,478</u>	<u>\$8,023</u>	<u>\$103,571</u>
<b>LIABILITIES</b>				
Patient or inmate accounts	\$28,070	\$67,478		\$95,548
<b>TOTAL LIABILITIES</b>	<u>28,070</u>	<u>67,478</u>		<u>95,548</u>
<b>FUND EQUITY</b>				
Fund Balance				
Unreserved:				
Designated			\$8,023	8,023
<b>TOTAL FUND EQUITY</b>			<u>8,023</u>	<u>8,023</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$28,070</u>	<u>\$67,478</u>	<u>\$8,023</u>	<u>\$103,571</u>

**SCHEDULE 8**  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINING SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES - AGENCY FUNDS**  
 December 31, 1997

	Balance <u>1/1/97</u>	Additions	Reductions	Balance <u>12/31/97</u>
Inmates Account	\$26,168	\$401,478	\$399,576	\$28,070
Commissary Account	<u>51,540</u>	<u>146,935</u>	<u>130,997</u>	<u>67,478</u>
	<u>\$77,708</u>	<u>\$548,413</u>	<u>\$530,573</u>	<u>\$95,548</u>

