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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 13, 1998**

**Present: Commissioner Battles  
Commissioner Pratt**

**Also present: Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Mary Currier, Conservation; Gene Charron, Corrections; Judie Milner, Fiscal Department; Martha Roy, Director, Human Resources; Dawn Barnes, Human Services; Ernie Woodside, Director, Engineering/Maintenance; Bill Sturtevant, Administrator, Nursing Home; Jennifer Nelson, Telecommunications; Cheryl Hurley, Delegation; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Steve Jussesume, Rockingham County News; Peg Warner, Union Leader.**

**Commissioner Battles called the meeting to order at 2:07 p.m.**

**MOVED: Commissioner Pratt to approve the minutes of the December 30, 1997 Commissioners' Meeting.**

**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

**Commissioner Pratt stated that all towns in Rockingham County would be receiving their copy of the budget via mail tomorrow. Jennifer Nelson would be delivering a copy to the Representatives mailboxes in Concord tomorrow. Commissioner Pratt circulated a copy of the budget to everyone present.**

**Commissioner Battles stated that this budget reflects a 4% tax cut to the taxpayers of Rockingham County.**

**Commissioner Battles thanked all departments for all the help assembling the budget and effecting a tax cut to achieve this goal. Commissioner Battles stated that there would be subcommittee meetings throughout the month, with initiatives in various departments, and the Commissioners supported those initiatives. Among those initiatives is training and**

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telecommunications, computers and technology. The Commissioners are trying to consolidate the costs of training into the Telecommunications budget for all departments. The Commissioners are committed to this and show a training line for all departments to look at.

Another initiative will be remote access in the Registry of Deeds Office. The budget will allow that office to place documents on CDROM.

**MOVED:** Commissioner Pratt to accept the budget proposal as the official proposal of the Commissioners' Office.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles announced that effective following today's Commissioners' Meeting, he would be stepping down as the Chairman of the Board of Commissioners. This position is one of leadership and strength and it is time for Commissioner Pratt to take the lead.

**MOVED:** Commissioner Battles to elect the following officers for the Commissioners' Office:

Commissioner Pratt	Chair
Commissioner Battles	Vice Chair
Commissioner Barka	Clerk

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM HUMAN SERVICES:**

Dawn Barnes spoke briefly on the Community Diversion Program issues.

**MOVED:** Commissioner Pratt to allow the Chair to sign the waiver on behalf of the Board of Commissioners for the Community Diversion Program for the anti-drug abuse program.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Dawn Barnes reminded everyone that there is an incentive fund review meeting Thursday at 1:30 p.m. in the Commissioners' Conference Room. Gene Charron would be speaking about the Victims' Notification Program

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at that time also. The County Attorney's office knows about this program and will lend its support.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey thanked the Board of Commissioners for the 1998 budget proposal, receiving it in a timely manner before her Subcommittee Meeting.

Cathy Stacey stated that the Deeds Office has taken in 2.1 million dollars last year, with \$135,000 to the surcharge account. The Deeds Office had sent the State of New Hampshire \$10,951,900.80. The newspapers had announced 60% future growth for Rockingham County and New Hampshire. Commissioner Battles requested Cathy Stacey to send the Commissioners' Office a copy of those articles.

Cathy Stacey thanked the Board of Commissioners and all County employees for their assistance to the employees in her office who had recently experienced tragedy in their lives.

Commissioner Battles stated that one of the new initiatives for the 1998 budget would be life insurance which employees can contribute to. This would perhaps address those concerns.

Cathy Stacey stated that she could not attend the Salary Subcommittee Meeting as she had been subpoenaed to Tampa, Florida.

Cathy Stacey stated that her office had started the CDROM project and scanning documents about a month ago. Her office is taking film and converting to CDROM in increments so that people can view the indexes as well as the documents on a computer terminal. Hopefully there will be remote access so people would not have to come to her office, but only do the daily rundown before recording documents. Commissioner Battles requested Mrs. Stacey to look at that budget line to ensure it is correct.

**REPORT FROM CONSERVATION:**

Mary Currier spoke about the draft Office of State Planning New Hampshire Coastal Program Financial Assistance Grant Application. The amount requested is \$44,716.00, with County matching funds in kind of \$46,350.00, with a total project cost of \$91,066.00.

**MOVED:** Commissioner Pratt to have the Chair on behalf of the Board of Commissioners sign the grant application.

**SECONDED:** Commissioner Battles.

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**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

**Mrs. Currier stated that she would draft the official cover letter. This grant application is for Water Resource Storm Water Management Project for Rockingham County. Because it is a coastal grant, it needs to be tied to the Squamscott River all the way into Exeter as it is in that watershed and any major oil spill has an impact. Commissioner Battles stated that with all the new mandates passed down from the Federal Government, that the County would be obligated to this and thanked the Conservation District for attempting to draw down Federal dollars rather than have the taxpayers paying for this. Mrs. Currier stated that if this is denied, they have told Mrs. Currier there is another grant opportunity coming, the 6217 Project for grant money which the County can apply for. This will give some guidelines in future expansion discussions.**

**Commissioner Battles expressed his concern about all the development going on around the complex and the effect it would have on the water supply. In the budget this year, the County has asked for money to provide land surveys. Commissioner Pratt stated that Mr. Woodside has reviewed this grant application and it must be in Concord by 4:30 p.m. on Friday, January 16, 1998.**

**REPORT FROM CORRECTIONS:**

**Gene Charron gave his population report. Mr. Charron stated that the Labor Law Seminar is tomorrow with Cynthia Flynn. His goal for 1998 is to update his department's Policies & Procedures Manual starting with an (ACA) American Correctional Institute disk that is not put out any more as a format to update. Commissioner Battles suggested sending over updates as they occur for a vote by the Board of Commissioners.**

**REPORT FROM FISCAL:**

**Judie Milner reported that the proposed 1998 annual County budget package out. Commissioner Battles thanked everyone in the Fiscal Department for all the extra time and effort put into making the budget happen.**

**REPORT FROM HUMAN RESOURCES:**

**Martha Roy stated that the CBDG public hearing is Thursday, January 22, 1998 at 2:00 p.m. in the Commissioners' Conference Room. Many public officials will be in attendance.**

**Commissioner Battles stated that the Commissioners would be opening bids on Tax Anticipation Notes for the Treasurer's Department tomorrow at 11:00 a.m.**



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Commissioner Pratt reminded all departments that they needed to notify Maryann Brickett when scheduling bid openings, as there might not be a Commissioners' Meeting scheduled for that date.

**REPORT FROM MAINTENANCE:**

Mr. Woodside stated that barring any scheduling problems, Thursday or Friday they would be installing the steel doors in the Old Admin Building.

The wiring for the Training Room will be completed before date scheduled for the first classes in January.

Commissioner Battles stated that in the budget for 1998, there is a reorganization item to appoint Jude Gates as the Assistant Maintenance Director.

Mr. Woodside stated that he had a bid waiver for exterior steel doors in the RCNH laundry area which all the Commissioners signed.

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his status report and stated that there were bids to be opened for paper products. Mr. Sturtevant also stated that he would be attending a meeting with the Association of Counties for Long Term Care Wednesday at 1:30 p.m. in Laconia.

Commissioner Battles opened paper bids from:

Portsmouth Paper  
Central Paper  
Interboro Packaging  
TotalMed  
Brite USA  
Banner Systems  
Joseph Garland, Inc.

**MOVED:** Commissioner Pratt to have Mr. Sturtevant shop the bids and award in the best interest of the County.

**SECONDED:** Commissioner Battles.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that he had a bid waiver for a maintenance contract for the Epoc-Tristar Program for the Nursing Department for MDS/Care Planning. This is a Federal requirement which must be completed for

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every resident prior to admission. The Commissioners signed the bid waiver, and Commissioner Barka's signature would be obtained as soon as possible.

**REPORT FROM TELECOMMUNICATIONS:**


Jennifer Nelson stated that the scheduled starting date for the Training Room is January 29 in the Underhill Building. Jennifer Nelson would be meeting Thursday with Lucent Technologies to determine the timeline for the installation as outlined in the proposals.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:05 p.m.

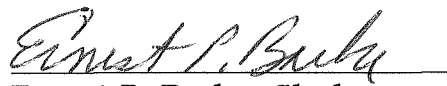
**SECONDED: Commissioner Battles.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

Respectfully submitted,

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

Received by,

  
**Ernest P. Barka, Clerk**  
Rockingham County Commissioners

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS WORK SESSION  
COMMISSIONERS' OFFICE  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 14, 1998**

**Present: Commissioner Pratt**

**Also present: Tim Dempsey, Assistant Treasurer; Maryann Brickett,  
Executive Assistant to the Rockingham County  
Commissioners.**

**Commissioner Pratt called the meeting to order at 11:00 a.m.**

**Tim Dempsey recommended awarding the bid to First Albany, the low bidder.**

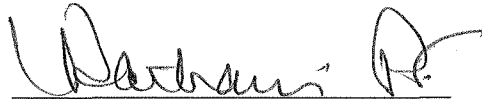
**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 11:05 a.m.**

**Respectfully submitted,**



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

**Received by,**



**Katharin K. Pratt, Chair  
Rockingham County Commissioners**

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 20, 1998**

**Present:**       Commissioner Pratt  
                  Commissioner Barka

**Also present:**     Cathy Stacey, Register of Deeds; Sheriff Dan Linehan,  
Christine Croto, Sheriff's Department; Mary Currier,  
Conservation; Gene Charron, Corrections; Theresa  
Young, Fiscal Department; Roy Morrisette, Human  
Resources; Dawn Barnes, Human Services; Bill  
Sturtevant, Administrator, Nursing Home; Jennifer  
Nelson, Telecommunications; Cheryl Hurley,  
Delegation; Maryann Brickett, Executive Assistant to  
the Rockingham County Commissioners.

**Also present:**     Representative Warren Henderson, Attorney Thomas  
Keane, Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 2:05 p.m.

**MOVED:** Commissioner Pratt to approve the January 13, 1998 Minutes.

**TABLED:** Motion was tabled due to lack of a quorum.

Commissioner Pratt stated that Representative Warren Henderson would be attending the Commissioners' Meeting at about 2:30 to speak on behalf of the CBDG Grant for Wentworth-By-The-Sea property owned by Ocean Properties.

The Commissioners signed Certificates for Tax Anticipation Notes for the Treasurer's Office. Commissioner Pratt stated that on January 14, 1998 the Commissioners met with Tim Dempsey to open bids, and First Albany Corporation was the low bidder for the \$8,000,000 Tax Anticipation Notes bid. The net interest rate was 3.68%, with funds to be available January 26, 1998.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey requested a non-public session. Mrs. Stacey also reported on some new legislation regarding injuries sustained as a result of snow and ice on state owned properties, introduced by Representative Snyder from Strafford and Senator McCarley.

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**SHERIFF'S DEPARTMENT:**

Sheriff Linehan expressed his gratitude to the Commissioners' Office for their willingness and cooperation to work with the Sheriff's Department to reach a consensus on the 1998 budget.

Commissioner Pratt stated that there were bids to be opened for Digital Multi-Channel Communications Systems, and bids were received from:

Ditronics  
Seltronics Eyertel, Inc.

**MOVED:** Commissioner Barka to have the Sheriff's Department shop the bids and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM CONSERVATION:**

Mary Currier stated that the tree program order forms have gone out, should be returned by March 9, and certain items are limited this year. The New Hampshire Envirathon, an environmental Olympics for High School. A number of teens were involved. Part of the fundraising activities is to recycle Hewlett Packard ink cartridges. Mrs. Currier requested all departments to save theirs if possible to be collected by the Conservation District to recycle to raise funds for the Envirathon.

**REPORT FROM CORRECTIONS:**

Gene Charron gave his population report with year end graph. Mr. Charron stated that he would recommend Portsmouth Paper for the paper bid award. As a follow-up to last week's Commissioners' Meeting, Mr. Charron discussed restraint devices, the Department's policy for use of same, and gave the Commissioners a copy of his Policies & Procedures. This item would be put on the agenda for approval at the next Commissioners' Meeting, February 3, 1998.

**MOVED:** Commissioner Barka to award the paper/plastic bid to Portsmouth Paper per the recommendation of Mr. Charron.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

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Mr. Charron stated that he had a Superintendent's Meeting in Concord tomorrow regarding House Bill 1474 which is Unified Corrections System which is coming up.

**REPORT FROM FISCAL:**

Theresa Young stated that the final 1997 A/P runs are final this week. The 1997 year is closed. If there is anything else that needs to be paid out of the 1997 budget, please call Jayne Jackson immediately.

Mrs. Young stated that the W2s are completed and she anticipates they will be passed out with the next payroll.

The Fiscal Office has started working on the payroll project for April 1. The financial statements are well under way at this point.

**REPORT FROM HUMAN RESOURCES:**

Roy Morrisette requested a non-public session for a personnel matter.

**REPORT FROM HUMAN SERVICES:**

Dawn Barnes spoke briefly on the recommendations for the Incentive Funds.

Commissioner Pratt read the recommendations of the 6% Grant Committee that met on January 15. Commissioner Pratt requested further discussion with Mr. Charron about the VINE Program. The total of the awards is \$208,867.00,

**MOVED:** Commissioner Barka to accept the recommendations for the Grant Awards with the one exception that funds for the Rockingham County House of Corrections are to be reserved pending resolution of identified issues.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt stated that there were concerns over the VINE program, and the contract would be sent to the County's attorney for review and recommendations.

Commissioner Pratt stated that Mr. Woodside had fallen and broken his foot during the Friday snowstorm and would be out for about a week. Wayne Gates had also broken his foot.

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**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his status report and stated that there were bids to be opened for frozen vegetables and frozen meats. Mr. Sturtevant stated that bids were opened last week for paper products, and the low bidders were: Bay State Paper, Central Paper, Interboro Packing, Portsmouth Paper and Total Med.

Commissioner Barka opened bids for frozen vegetables, and bids were received from:

Alliant Food Services  
J. P. Foods  
Shaheen Brothers  
Hall-Smith Sysco

**MOVED:** Commissioner Barka to have Mr. Sturtevant shop the bids and award in the best interest of the County.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for frozen meats, and bids were received from:

Cambridge Packing  
Alliant Food Services  
J. P. Foods  
Shaheen Brothers  
Hall-Smith Sysco

**MOVED:** Commissioner Barka to have Mr. Sturtevant shop the bids and award in the best interest of the County.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that he would be attending a Nursing Home Administrators Affiliate Meeting Thursday in Belknap County. He also had a Meeting of "The Gang of 10" in Concord for negotiations with Commissioner Morton.

Mr. Sturtevant spoke about an article that had appeared in the Sunday Portsmouth Herald which contained some erroneous information concerning a gentleman who had passed away, payment of his funeral





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CBDG funds, which would be a 2-year allotment of the County's allocation. Ocean Properties is dealing with many issues, local, financial, etc. One third of the grant monies would be for used for the development of a new road to be constructed behind the Hotel. HUD also has money that they make available to each of the States on an annual basis. In New Hampshire that is administered by the Office of State Planning. The Office of State Planning divides out the portion that is used conventionally for housing and community development and sets aside another portion for economic development that is to be tied to the retention or creation of low to moderate income jobs. The County may apply for up to \$500,000 a year for a 2-year application, if the population is over 10,000. If the population is under 10,000, \$350,000 may be applied for. Mr. Henderson turned the presentation at this point over to Attorney Keane.

Mr. Keane stated that two historically significant hotels have been purchased by private citizens in the State of New Hampshire for renovation, the Mt. Washington Hotel and the Wentworth-By-The Sea.

Mr. Keane stated that the owner of Ocean Properties, Mr. Tom Walsh, moved the corporate headquarters two years ago to Portsmouth, New Hampshire from Maine. Ocean Properties owns and operates in excess of 100 hotels in the U.S. and Canada. They were recently awarded a contract to build a premier, 400-unit hotel in Salt Lake City which will be the site of the Olympics. They also have a hotel in Key West which was recently ranked among the top ten finest resorts in America. This company is well versed in running, building and renovating hotels and have been in the industry for over 40 years. They made an offer to purchase the property from the Green Company under a Purchase & Sales Agreement. This Purchase & Sale Agreement is contingent upon Ocean Properties receiving all the necessary building permits from the town of New Castle. Mr. Bill Walsh is the lead person in the Company on the Wentworth Hotel project, and one of the principals.

It is estimated that it will cost \$20,000,000 plus to build and renovate the Wentworth Hotel over a period of 7-10 years before (if) it would realize a profit. There are 16 proposed condominiums to be built near the Hotel. The road is proposed to be relocated behind the Hotel for the purpose of safety, beautification, and a better view of the ocean. There are also a number of extended-stay units proposed (18).

The Town Meetings, Planning Board Meetings, and Selectmen's Meetings in New Castle have been overwhelmingly in favor of this project and overflowing with New Castle residents 95% plus in favor of this project. The Governor's Office supports this project also. This issue is on the annual ballot for town vote.

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Cathy Stacey, Bill Sturtevant, Theresa Young and Dan Linehan had several questions for Representative Henderson and Attorney Keane.

Ocean Properties proposes 170 hotel rooms, 18 extended stay units, and 4 single family homes. Ocean Properties also purchased additional high-priced property to remain undeveloped to ensure that it will be a first-class hotel project. It is expected that this will be a break-even project.

The REDC funds are available for any project in the 37 towns within Rockingham County. Each town has its own allocation outside of this grant. Representative Henderson stated that this was a federally recognized 501C3 non-profit organization. There are no wetlands involved in this entire project concept.

**MOVED:** Commissioner Barka that the County Commissioners support the Wentworth Hotel Renovation Project concept and pursuit of CBDG grant funding as requested.

**SECONDED:** Commissioner Pratt.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt and Commissioner Barka thanked Representative Henderson and Attorney Tom Keane for their time and the excellent presentation.

Commissioner Pratt reminded everyone of the CBDG Public Grant Hearing for the Seybolt Building being held Thursday at 2:00 p.m. in the Commissioners' Conference Room.

Commissioner Pratt circulated a memo stating the dates of future Commissioners' Meetings through the end of March. This would be helpful in using dates for bid openings. Bid openings should not be scheduled for a date when there is no Commissioners' Meeting.

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

**SECONDED:** Commissioner Barka.

**VOTE:** 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:15 p.m.

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
January 20, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Barka, Cathy Stacey, Roy Morrisette, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

**SECONDED: Commissioner Barka.**

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

**MOVED: Commissioner Pratt to approve the use of 20 days from the sick leave bank for a Nursing Home employee.**

**SECONDED: Commissioner Barka.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

**MOVED: Commissioner Pratt to approve the use of 30 days from the sick leave bank for a Registry of Deeds employee.**

**SECONDED: Commissioner Barka.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:17 p.m.

**SECONDED: Commissioner Barka.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

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Respectfully submitted,

Maryann E. Brickett

Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

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**PUBLIC HEARING  
PORTSMOUTH CDBG GRANT APPLICATION  
SEYBOLT BUILDING RENOVATIONS  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 22, 1998**

**Present: Commissioner Pratt  
Commissioner Barka**

**Also present: Sandra Minard, Child & Family Services; Nancy Fullard, Council Senior Citizens; Rep. Laura Pantelakos (Ward 1-Portsmouth); Rep. Cecelia D. Kane, Portsmouth; Alex Hansen, Asst. Mayor-City of Portsmouth; Jennifer Nelson, Telecommunications; Theresa Young, Fiscal; Cindy Hayden, Portsmouth Community Development; John Bohenko, City Manager-City of Portsmouth; Diane Stradling, Sexual Assault Support Services; Stephen Geller, Rockingham Community Action; Carol Saucier-Dunbar, Family Service Assoc.; Michael Donah, Family Service Assoc.; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Peg Warner, Union Leader; Krysten Godfrey, Portsmouth Herald; Alex Coolidge, Fosters Daily Democrat.**

**Commissioner Pratt called the meeting to order at 2:00 p.m.**

**Commissioner Pratt opened the first of three public hearings at 2:00 p.m. to be followed by a Commissioners' Session.**

**A. OPEN PUBLIC HEARING FOR THE STATE CDBG GRANT APPLICATION TO THE NEW HAMPSHIRE OFFICE OF STATE PLANNING FOR THE SEYBOLT BUILDING RENOVATIONS IN THE CITY OF PORTSMOUTH.**

**All present introduced themselves. Commissioner Pratt stated that the Commissioners voted about three weeks ago to accept and support this project in concept of allocating a piece of the Rockingham County CDBG allocation to this project this year. Cindy Hayden presented an outline at that Commissioners' Meeting and the Commissioners voted to accept, approve and support this in concept. The Commissioners are holding the required public hearings this afternoon and will have a Commissioners' Meeting following the third public hearing to vote specifically to approve**

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this and to move forward so the application can go to Concord on Monday. The deadline is Monday to be received at the Office of State Planning.

**B. INTRODUCTION OF PORTSMOUTH CITY MANAGER JOHN BOHENKO:**

Mr. John Bohenko spoke at this point and thanked the Commissioners for the opportunity to present this grant and file with the State. Cindy Hayden will be making the presentation as it relates to the specifics on the grant. Mr. Bohenko gave an overview as to why the City of Portsmouth wished to comment on this grant. Approximately six months ago Mr. Bohenko started meeting with the Representatives from the Agencies in what is known as the Seybolt Building in the City Hall Complex in Portsmouth. The Seybolt Complex is attached to the City Hall Complex, formerly an old hospital which was converted to use for offices approximately 10 years ago. There are seven agencies that run their business in the Seybolt Building which is about 15,000 square feet. Four of those agencies service a large portion of Rockingham County. The other three agencies service other areas in the County. The City Council requested Mr. Bohenko to work with the staff to try to find ways to upgrade the Seybolt Building with regard to electrical, HVAC, windows, and other basic infrastructure improvements to the building. The agencies within the Seybolt Building are currently paying rent in the range of \$2-\$5/sq. ft. The City of Portsmouth wishes to give these non-profit agencies long-term leases in a facility that would be modernized. The total cost of the project is estimated to be approximately \$900,000, the grant is for \$450,000 and the City working with the City Council will try to raise another \$450,000 partially from City resources and possibly foundation resources. Mr. Bohenko turned the floor over to Cindy Hayden at this point.

Cindy Hayden referred everyone to the Executive Summary of the project's proposals and stated that the State is allocated by the Federal Government U.S. Housing and Urban Development a certain amount of money called State Community Development Block Grant dollars (CDBG). These funds are targeted to benefit low and moderate income residents. These funds are available on a competitive basis to communities and counties within the State. The maximum grant amount which can be applied for is \$500,000 for a one-year project or \$1,000,000 for a two-year project. The scoring process is objective. The number of residents to benefit, the percentage of low/moderate incomes, readiness to go ahead with the project. There are three different grant categories under which you can apply: economic development, housing and public facilities. This particular grant application would be submitted under public facilities. In that grant category this year, the State anticipates having about \$3,000,000 available for the State as a whole. There is no certainty of getting funded and is dependent upon the scoring results.

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The Seybolt Building has been leased for the last 10 years to seven non-profit agencies which serve Rockingham County: Rockingham Community Action, AIDS Response Seacoast, Sexual Assault Support Services, Child & Family Services, Council of Senior Citizens, Family Services Association, and American Red Cross. The Seybolt Building, which was built in the 1930's has no air-conditioning, old non-energy-efficient windows. The elevator is in need of upgrading or replacement, and the electrical system is very outdated. The budget lays out the cost for each of these items. There would be no Rockingham County funds put into this project. This grant application seeks \$450,000 from the State through the State CDBG Program and the City of Portsmouth will provide a match of \$450,000. If the grant funds are made available, the City of Portsmouth would do all of the grant's management administration as well as all the construction administration and hiring and overseeing the contractors and work, etc. This would create no work for the County at all. The aim of this project is to provide long-term affordable space for the agencies. This City will be signing 20-year lease agreements with the agencies if these funds are granted. The grant deadline is Monday January 26.

There will be separate public hearings on these issues, housing and community development plan and a relocation and displacement plan. Cindy Hayden read a letter from County Attorney William Hart to the Commissioners.

### C. PUBLIC INPUT.

Sandra Minard from Child & Family Services spoke in favor of the importance of having an office in Portsmouth at that location, which is easy for families to find.

Nancy Fullford, Director of the Council of Senior Citizens also spoke in favor of the grant application. This location is easily accessible to the elderly, who are used to coming there from all sections of the County. Networking to the other non-profit agencies in the building makes this an excellent location.

Representative Laura Pantelakos, Portsmouth City Chair of the Delegation stated that: "The Portsmouth City Delegation unanimously supports the Rockingham County Commissioners' application for the Community Development Block Grant funds to improve a public facility in Portsmouth. The City of Portsmouth has committed this public facility for housing, health and social service agencies which benefit low and moderate income residents of Rockingham County." All the City Council members are in favor of this application.

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**Michael Donah, Family Services spoke in favor of the grant application. His agency works hand in hand with the City of Portsmouth and the other agencies in the Seybolt Building. This office has been in the Seybolt Building for six years.**

**Carol Saucier-Dunbar, Executive Director of Family Service Assoc. spoke in favor of the grant application. Her agency administer a dental program for residents of the area. Consequently, it is important to be so ideally located next to the Welfare Department.**

**Steve Geller, Director of Rockingham Community Action spoke in favor of the grant application. This is the County's anti-poverty agency. This office has been located there for 10 years. This has been a vital location due to the low cost of rent and the foundation subsidy. The Portsmouth office is the primary administrative office for other offices throughout the County, i.e. fuel assistance and weatherization, a new self-sufficiency program, Head Start, etc. Rockingham Community Action has 6 locations within the County with an annual budget of \$850,000 from the Federal Government. To have the ability of the stability of this location for a long-term period of 20 years would be fantastic and enable his office to plan intelligently for the future and to serve people and expand into the community. He greatly appreciates the County's consideration of this grant application.**

**Diane Stradling, Executive Director of Sexual Assault Support Services. This agency has been in the Seybolt Building for nine years now and this location is very beneficial to all the agencies to work together collaboratively in one space. The condition of the old building seriously affects the work people are able to perform. The computers are often down due to power problems. One thermostat controls three floors of the building, with widely fluctuating temperatures. The elevator often breaks down, trapping people inside. The entire building needs to work more effectively and efficiently for the workers to be able to provide services to the residents of Rockingham County.**

**Representative Cecelia Kane stated that she worked as a nurse in the Seybolt Building in 1940 and it still looked pretty much the same. She is very much in favor of the improvements to the Seybolt Building.**

**Commissioners Pratt and Barka commented that these agencies served many people throughout Rockingham County.**

**Alex Hansen, the Assistant Mayor has spoken to the County Delegation in favor of the improvements and having these agencies at this location. These are not triple net leases. The City of Portsmouth pays the electric and heating bills. If this grant application is not successful, the City of Portsmouth will be forced to increase the rents. If that happens, these**



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agencies may have to turn to Rockingham County and the towns for additional subsidies. This will save money for everyone in the long run.

Theresa Young questioned if the project would be completed within 1998. Cindy Hayden replied it no funds would be available until July 1, 1998, architectural services would have to be bid on, and the actual improvements themselves. The process would most likely take eighteen months.

**E. CLOSE PUBLIC HEARING.**

Commissioner Pratt closed the first public hearing.

Respectfully submitted,



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

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**PUBLIC HEARING  
PORTSMOUTH CDBG GRANT APPLICATION  
SEYBOLT BUILDING RENOVATIONS  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 22, 1998**

**Present:** Commissioner Pratt  
Commissioner Barka

**Also present:** Sandra Minard, Child & Family Services; Nancy Fullard, Council Senior Citizens; Rep. Laura Pantelakos (Ward 1-Portsmouth); Rep. Cecelia D. Kane, Portsmouth; Alex Hansen, Asst. Mayor-City of Portsmouth; Jennifer Nelson, Telecommunications; Theresa Young, Fiscal; Cindy Hayden, Portsmouth Community Development; John Bohenko, City Manager-City of Portsmouth; Diane Stradling, Sexual Assault Support Services; Stephen Geller, Rockingham Community Action; Carol Saucier-Dunbar, Family Service Assoc.; Michael Donah, Family Service Assoc.; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Peg Warner, Union Leader; Krysten Godfrey, Portsmouth Herald; Alex Coolidge, Fosters Daily Democrat.

Commissioner Pratt opened the second of three public hearings at 2:30 p.m. to be followed by a Commissioners' Session.

**A. OPEN PUBLIC HEARING FOR THE STATE CBDG GRANT APPLICATION TO THE NEW HAMPSHIRE OFFICE OF STATE PLANNING FOR THE ROCKINGHAM COUNTY HOUSING AND COMMUNITY DEVELOPMENT PLAN:**

Commissioner Pratt opened the second public hearing stating that this is a State and Federally required plan and hearing in this process.

Cindy Hayden stated that there is a brief two-page plan in the presentation. This is a Federal requirement in order to apply for the CDBG funds which the State in turn requires as well. The County is required to have a housing and community development plan. This plan is to identify the current situation with housing and community development needs and any needs that might arise in the future. The way this has been set up in the plan is that there are three Regional Planning

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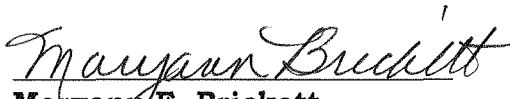
Commissions that cover communities within the County. Most of the communities of Rockingham County lie within the service area of the Rockingham Regional Planning Commission. So much of the Housing Community Development Plan is focused on the Regional Master Plan that was produced by the Rockingham Planning Commission. That Plan sites a number of goals.

**B. PUBLIC COMMENT.**

None.

**C. CLOSE PUBLIC HEARING.**

Respectfully submitted,

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

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Date 1/23/98

**PUBLIC HEARING  
PORTSMOUTH CDBG GRANT APPLICATION  
SEYBOLT BUILDING RENOVATIONS  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 22, 1998**

**Present:** Commissioner Pratt  
Commissioner Barka

**Also present:** Sandra Minard, Child & Family Services; Nancy Fullard, Council Senior Citizens; Rep. Laura Pantelakos (Ward 1-Portsmouth); Rep. Cecelia D. Kane, Portsmouth; Alex Hansen, Asst. Mayor-City of Portsmouth; Jennifer Nelson, Telecommunications; Theresa Young, Fiscal; Cindy Hayden, Portsmouth Community Development; John Bohenko, City Manager-City of Portsmouth; Diane Stradling, Sexual Assault Support Services; Stephen Geller, Rockingham Community Action; Carol Saucier-Dunbar, Family Service Assoc.; Michael Donah, Family Service Assoc.; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Peg Warner, Union Leader; Krysten Godfrey, Portsmouth Herald; Alex Coolidge, Fosters Daily Democrat.

Commissioner Pratt opened the third public hearing at 2:35 p.m. to be followed by a Commissioners' Session.

**A. OPEN PUBLIC HEARING FOR THE STATE CBDG GRANT APPLICATION TO THE NEW HAMPSHIRE OFFICE OF STATE PLANNING FOR THE ROCKINGHAM COUNTY DISPLACEMENT AND RELOCATION PLAN.**

**B. PUBLIC COMMENT.**

Cindy Hayden stated that this plan is also required by the Federal and State Governments in order to submit this grant application. This is a requirement under the Housing and Community Development Act of 1974. This plan is almost essentially word for word what is in that Act. Relative to this particular grant application, it is a moot point as there is no housing involved. It is really targeted to avoid urban renewal projects permanently displacing low and moderate residential units. The County would be saying, if it adopts this displacement relocation plan is that if


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housing were to be removed with the grant funds that are to be provided, they would replace that housing with other Federal funds and do a one-for-one replacement of housing so that housing for low and moderate income residents would still be available.

Commissioner Pratt stated that this is not a residential project in any form to begin with, so this is not really applicable, but a necessary formality. Commissioner Barka commented that the County does not have zoning authority, but does have the authority to apply for a Community Development Block Grant.

**C. CLOSE PUBLIC HEARING.**

Respectfully submitted,

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

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS' MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 22, 1998**

**Present: Commissioner Pratt  
Commissioner Barka**

**Also present: Sandra Minard, Child & Family Services; Nancy Fullard, Council Senior Citizens; Rep. Laura Pantelakos (Ward 1-Portsmouth); Rep. Cecelia D. Kane, Portsmouth; Alex Hansen, Asst. Mayor-City of Portsmouth; Jennifer Nelson, Telecommunications; Theresa Young, Fiscal; Cindy Hayden, Portsmouth Community Development; John Bohenko, City Manager-City of Portsmouth; Diane Stradling, Sexual Assault Support Services; Stephen Geller, Rockingham Community Action; Carol Saucier-Dunbar, Family Service Assoc.; Michael Donah, Family Service Assoc.; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.**

**Also present: Peg Warner, Union Leader; Krysten Godfrey, Portsmouth Herald; Alex Coolidge, Fosters Daily Democrat.**

**Commissioner Pratt called the Meeting to order at 2:40 p.m. Commissioner Pratt stated that Representative Pantelakos has brought in a letter of support from the City Delegation. Representative Syracuse called last night to express his support of the grant application. There is a letter of support from Mayor Sirrell and also a letter of support signed by all the social service agencies in the building. Commissioner Battles is not able to be here this afternoon, but wanted for the record to express his support of this project.**

**Commissioner Barka expressed his support of this project and stated that the County has not used this process enough. The Commissioners should inform the Delegation of the importance of using CDBG grant funds.**

**MOVED: Commissioner Barka that the Rockingham County Commissioners approve and support the County's application to the New Hampshire Office of State Planning not to exceed \$450,000 to be used for renovations to the Seybolt Building owned by the City of Portsmouth. And to further adopt the Housing and Community Development Plan and the Displacement and Relocation Plan for Rockingham County, that the County will accept the grant if it is approved, and enter into a contract**

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with the New Hampshire Office of State Planning; and further, that the County Commissioners authorize the Chairman to execute any documents which may be necessary for this project.

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

Commissioner Pratt stated that a Sub-Recipient Agreement between the County and the City of Portsmouth would be executed at such time the grant is approved by the Office of State Planning. This agreement would determine what agency would administer which responsibilities.

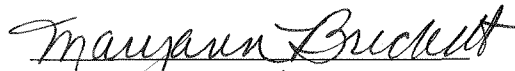
Commissioner Pratt stated that the Commissioners' Office had received a letter of support from Representative Mary Ann Blanchard of Portsmouth.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 2:40 p.m.

**SECONDED: Commissioner Barka.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

Respectfully submitted,

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

Received by,

  
**Ernest P. Barka, Clerk**  
Rockingham County Commissioners

MB  
Date 2/17/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 3, 1998**

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

**Also present:** Sheriff Dan Linehan, Sheriff's Department; Kathy Nikitas, County Attorney's Office; Gene Charron, Corrections; Jayne Jackson, Fiscal Department; Martha Roy, Human Resources; Diane Gill, Human Services; Jude Gates, Maintenance; Bill Sturtevant, Administrator, Nursing Home; Jennifer Nelson, Telecommunications; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

**Also present:** Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 2:10 p.m.

**MOVED:** Commissioner Battles to approve the January 13, 1998 Minutes.

**SECONDED:** Commissioner Pratt.

**ABSTAIN:** Commissioner Barka, who was not present.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

**MOVED:** Commissioner Barka to approve the January 20, 1998 Minutes.

**SECONDED:** Commissioner Pratt.

**ABSTAIN:** Commissioner Battles, who was not present.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.

**MOVED:** Commissioner Barka to approve the January 22, 1998 Minutes.

**SECONDED:** Commissioner Pratt.

**ABSTAIN:** Commissioner Battles, who was not present.

**VOTE:** 2 Yea. Motion passed unanimously in the affirmative.



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**REPORT FROM THE COMMISSIONERS' OFFICE:**

Commissioner Pratt reported that the Salary and Benefits Subcommittee met Monday and there was some interest in the 10-step plan established earlier. The Subcommittee Meeting will reconvene on Friday, February 6 at 9:15 a.m. Commissioner Pratt requested all departments to bring any concerns they may have before the Subcommittee Meeting.

Commissioner Pratt and Commissioner Barka plan to attend the Meeting. Commissioner Barka commented that the majority of Rockingham County employees were employed in the Nursing Home and that those salaries were below the norm for the State of New Hampshire.

Commissioner Pratt stated that at the Subcommittee Meeting there had been some discussion about employees participating in the single plan contributing to their health insurance costs. Jayne Jackson stated that was discussed and also the possibility of cutting the Merit Pool by about 1/3 over last year. Commissioner Battles expressed that Rockingham County's salaries were not competitive, there was a shortage of personnel in New Hampshire and it is difficult to fill Nursing Home positions. Mr. Sturtevant expressed that the issue of cutting the Merit Pool had already caused a lot of dissension among the staff.

Commissioner Battles commented that the County is looking for more ways to cut costs, i.e. by raising the cost for lunches, but employee salaries and health benefits should not be one of those areas.

Commissioner Barka requested Mr. Sturtevant to do a salary comparison for Rockingham County Nursing Home employees vs. other New Hampshire counties. Commissioner Battles also commented that Rockingham County is the fastest growing County in the State and filling a number of these positions is becoming increasingly more difficult as labor becomes short.

Commissioner Pratt expressed that the Salary and Benefits Subcommittee has not met during the year. The Merit Pool had been reduced to 0, and was now brought back to \$50,000 and a lot of effort has gone into working on the problems and a solution, including the 10-step plan.

Commissioner Barka expressed that in his 20 years he has found the Delegation to be fair. Representative Welch who had not been present at the Salary and Benefits Subcommittee Meeting would more than likely have spoken in favor of the Merit Pool.

Commissioner Pratt expressed that it was very strange when Rockingham County was experiencing a 4% tax cut, that cutting employees benefits would be targeted.

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

Kathy Nikitas thanked Jennifer Nelson, the Telecommunications Coordinator for the proposed rules for Internet use. Kathy also extended credit to former members of the Telecommunications Committee for sharing in that effort. Commissioner Battles expressed that training for Telecommunications might possibly also be cut.

**SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that he was continuing to have meetings with Sheriff Prozzo and a Judge regarding House Bill 204. Nothing has been resolved yet, but this is a continuing issue and he will keep the Commissioners informed.

Sheriff Linehan next discussed the air quality study in the Dispatch area. It was discovered that a return air duct had been blocked. That duct has been opened, the air quality has improved, and he will request another air study from Barbara Hathaway, and plans to purchase an additional humidifier to increase the comfort level.

Commissioner Pratt directed everyone to contact Nancy Lang regarding environmental issues. She is the Workers Comp Coordinator.

Commissioner Barka opened Uniforms bids, and bids were received from:

Central Equipment Company, Inc.  
Neptune, Inc.  
Magson of Northern New England, Inc.

**MOVED:** Commissioner Barka to have the Sheriff's Department shop the bids and make a recommendation at the next Commissioners' Meeting.

**SECONDED:** Commissioner Battles.

**VOTE:** 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM CORRECTIONS:**

Gene Charron gave his population report. Mr. Charron stated that he had been working with one of the County's attorneys on the contract for CCHC. All the changes have been made and approved by all the parties. Mr. Charron requested the Commissioners to sign the contract which had already been voted on.

Mr. Charron requested a change to his paper/plastic bid award to Portsmouth Paper as they made an error on one item.

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Mr. Charron will keep the Commissioners posted on events regarding the move of the Laconia prison. Commissioner Barka stated he believed Berlin might be a strong possibility for the move due to the need for jobs in that area.

**MOVED:** Commissioner Battles to approve the recommendation of Mr. Charron to amend the paper/plastic bid award for cases of heavy weight plastic forks for \$17 per case.

**SECONDED:** Commissioner Pratt.

**VOTE:** 3 Yea. Motion passed unanimously in the affirmative.

Mr. Charron commented on the need for several bid waivers, which the Commissioners signed and approved.

Mr. Charron spoke briefly about a cell fire on January 23. It was not known who was involved. Staff reacted quickly and efficiently. A mattress was lost. There had not been any injuries nor an incident like this in quite a while.

**REPORT FROM FISCAL:**

Jayne Jackson stated that the Fiscal office is completing loose ends with the end of the year 1997 and the beginning of the new year 1998. The next phase of the budget will be out after the Subcommittee reports are finalized from the Delegation Office. The Fiscal Office is attempting to finalize the accruals for 1997 and trying to put the financial statements together. The Auditors are due in on February 17 for about 2 weeks. They will also be going to the Jail and the Sheriff's Department.

The 1099's went out to the vendors. Employees should have received their W2s with their last paycheck. Jayne Jackson had a question regarding the dental contract, which is now in the possession of Martha Roy. She expressed that the current payment system which the Fiscal Office used is preferable to payment once a month

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the Salary Subcommittee had met yesterday and would be meeting again on Friday, February 6 at 9:15 a.m. in a location to be determined by the Delegation Office.

Human Resources will be starting to review all the County employees job descriptions over the next few months. Human Resources is working with the Department of Corrections on various union issues.

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**REPORT FROM MAINTENANCE:**

Jude Gates stated that she had met with Mr. Woodside this morning and he continues to recover. A fax machine is installed in his home to facilitate contact.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that Sandy Powers has passed her Novell certification test. The Commissioners Office will send her a letter of congratulations. Commissioner Battles suggested everyone express their concerns to the Subcommittees, who has doubts as to the necessity of this type of training.

Ms. Gill stated that her department would be going to Concord on Friday for Bridges training. Diane and Robin are working on the community profile which is scheduled for February 26 in Exeter. She is having some difficulty getting facilitators for the small groups in the afternoon. Thirty donation letters have been sent out. Wal-Mart in Raymond is donating the paper products. Dunkin Donuts of the Seacoast is donating breakfast. Gift certificates have been received from Shaw's and Sam's. One hundred twenty people have replied, including 9 representatives and 3 State Senators. This is the County meeting before the State wide meeting in Nashua March 19 & 20 from 9-4 p.m. Diane and Robin will be presenting all the information gathered from the 10 Counties profiles at the State Conference.

Human Services Administrators have been meeting with DCYF to review Senate Bill 479 (the John King Bill). This bill proposes to move the JSOs over to the Division of Youth Services. This has a fiscal impact of \$2,040,000, of which the County will contribute 25%. The Senate Hearing is Tuesday, February 10 at 2:00 p.m. Mr. Sturtevant stated that Senator Barnes and Senator Hollingworth are co-sponsors of the Bill. Diane Gill stated that we might see higher rates for YDC and the detention unit to pay those personnel costs. Commissioner Battles stated that the Rockingham County Senators should be called, and hold a discussion about the impact. Commissioner Battles suggested that he and Diane Gill go up to Concord to speak with them or host a meeting here.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the first class had been held, Introduction to Windows 95. There were 8 participants, the feedback was positive and everyone learned a great deal.

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Date 2/17/98

Jennifer thanked the Maintenance Department, especially Paul Ardagna, Mark Ford and Red McKinnon for their exceptional effort to get the Training Room ready for the first class.

The O/DDs received the February training plans in their mailboxes Friday or Monday as well as user/Internet policies. The Internet policies will be brought to the next Commissioners' Meeting for approval.

Library hours will be 3-6 p.m. daily unless there is a class scheduled. The Computer Training Room Library is located in Underhill Room 3.

Lucent Technologies is here running fiber to the Human Services building and the Cooperative Extension. The cutover date is still scheduled for March 19.

Mr. Sturtevant reminded Jennifer Nelson that vendors who work in this building are responsible for cleaning up after themselves and not blocking fire doors.

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his status report. Mr. Sturtevant stated that there was a hearing next week in either the Senate or the House on the moratorium for nursing home beds. There are two bills, one in the Senate and one in the House.

Mr. Sturtevant is putting together an RFP for lab services. This is at no cost to the County for these services but it is required. The Commissioners signed Memorandums of Understanding for staff dentists, Medical Director and 3 staff physicians for the Nursing Home. Mr. Sturtevant spoke briefly about his bid waivers which the Commissioners signed.

Commissioner Barka opened bids for turkey, and bids were received from:

Jordans  
Hall Smith Sysco  
Cambridge Packing  
Poultry Products  
U.S. Food Service  
Shaheen Bros.  
North Center Foods

**MOVED:** Commissioner Barka to have Mr. Sturtevant shop the bids and award in the best interest of the County.

**SECONDED:** Commissioner Pratt.

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**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

**Commissioner Barka opened bids for mug lids, and bids were received from:**

**Portsmouth Paper  
Central Paper  
Alladin**

**MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and award in the best interest of the County.**

**SECONDED: Commissioner Pratt.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

**Commissioner Barka opened bids for provisions, and bids were received from:**

**Alliant  
North Center Foods  
J. P. Foods  
Jordans  
Shaheen Provisions  
Hall Smith Sysco  
Donahue Bros.**

**OLD BUSINESS:**

**Gene Charron discussed the restraint policy which he had presented at the last Commissioners' Meeting. This item would be placed on the agenda for the next Commissioners' Meeting.**

**There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:22 p.m.**

**SECONDED: Commissioner Barka.**

**VOTE: 2 Yea. Motion passed unanimously in the affirmative.**

MB  
Date 2/17/98

Respectfully submitted,

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

Received by,

Ernest P. Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 2/24/98

**'BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 17, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Christine Croto, Sheriff's Department; Kathy Nikitas, County Attorney's Office; Mary Currier, Conservation; Gene Charron, Corrections; Martha Roy, Human Resources; Diane Gill, Human Services; Jude Gates, Maintenance; Bill Sturtevant, Administrator, Nursing Home; Jennifer Nelson, Telecommunications; Robyn Wojtusik, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 2:05 p.m.

MOVED: Commissioner Pratt to approve the February 3, 1998 Minutes.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE COMMISSIONERS' OFFICE:**

Commissioner Pratt announced that Barbara Hathaway, the Occupational Health Coordinator would be leaving Rockingham County at the end of February. Mr. Sturtevant stated that he and Dr. Hoffman have been interviewing for a replacement and there will be no break in service.

Commissioner Pratt stated that the Commissioners had received a letter from the Attorney General's Office in support of the VINE Program.

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

Kathy Nikitas stated that Bill Hart wished to thank the Commissioners for their cooperation in the budget process this year. Kathy Nikitas also stated that Mr. Hart wished to thank Commissioner Pratt for following up on the air quality problems at the new Court House and will keep the Commissioners' Office posted of any new developments. Commissioner Pratt recommended Kathy



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Nikitas keep in touch with Nancy Lang as she is the Workers' Comp Coordinator.

**SHERIFF'S DEPARTMENT:**

Sheriff Linehan stated that he was also very pleased with the progress made in the air quality studies and solutions to problems. Sheriff Linehan stated that he would present a bid award on the uniforms at the next Commissioners' Meeting, as Captain Akerley was out sick today and could not present that information to the Board.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey discussed several bid waivers involving equipment contract and services. These will again be placed on the agenda for the next Commissioners' Meeting February 24.

Cathy Stacey stated that Wayne Gates had done a great job on the hazardous material survey at the Registry of Deeds. There were some items of concern which would be addressed. The number one matter of concern is the ventilation system.

Cathy Stacey stated that she was aware the Commissioners had received a letter from Mr. Monihan regarding the lack of ventilation in the copy room. She has spoken with Mr. Monihan. The original design was to vent directly to the outside of the building, but the construction did not proceed according to the original 1989 specs. There is no air coming in or out of the Diazo room. Commissioner Pratt recommended Mrs. Stacey contact Nancy Lang to coordinate these issues.

Mrs. Stacey lastly mentioned the March 17 luncheon and offered to get tickets for anyone wishing to attend.

**REPORT FROM CONSERVATION:**

Mrs. Currier stated that the grant for the local source water protection went in to Concord last Thursday. The total amount of the grant requested was \$13,000. The total cost of the project is estimated at \$21,470. The Coastal application for \$44,000 was denied under the Coastal Program, but will be brought back up under the 6217 Grant Project.

Mrs. Currier stated that the current Conservation News was published and the trees are now in.

**REPORT FROM CORRECTIONS:**

Gene Charron gave his census report. Mr. Charron stated that the Department of Corrections Restraint Policy needed approval of the Board of Commissioners.

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MOVED: Commissioner Battles to approve the recommendation of the Superintendent of the Department of Corrections for the new Policies & Procedures, Restraints - Section 3.1.8.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt stated that the Commissioners would table the bid waiver until legal counsel had an opportunity to review the contract on the Javelin System. Time is of the essence.

Mr. Charron next stated that the Social Security Administration Contract needed the Commissioners' signature.

MOVED: Commissioner Battles to approve and to have the Chair sign the Social Security Administration Contract on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka stated there were bids to open for institutional supplies and bids were received from:

- HBD Inc. - Beline Products
- Martin (no bid)
- Textile Sales, Inc.
- ATD-American Co.
- Star Linen Inc.
- Command Supply Inc.
- Bob Barker
- Uniforms Manufacturing Inc.
- Val-U-Sales Co.
- Robinson Textiles
- Supreme Sales Co. Inc. (returned)

MOVED: Commissioner Barka to have Mr. Charron shop the bids and award to the low bidder or in the best interest of the County.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Charron stated that an article had appeared in the paper, and had caused quite a bit of concern at the Jail.

**REPORT FROM HUMAN SERVICES:**

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MB  
Date 2/24/98

Diane Gill reminded everyone that the Community Profile is to be held next week, February 26.

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his status report. Mr. Sturtevant stated that there were four deaths over the weekend.

Commissioner Barka opened bids for provisions, and bids were received from:

- Alliant
- North Center Foods
- U.S. Food Service
- Jordans
- C. S. Woods Co.
- Shaheen Bros.
- Hallsmith Sysco
- Donahue Brothers

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for eggnog, and bids were received from:

- Hallsmith Sysco
- Donahue Brothers
- Ross Products
- Meade Johnson (returned)
- Bernard's
- North Center Foods
- U.S. Food Service
- Jordans

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for instant breakfast food, and bids were received from:

- Donahue Brothers
- North Center Foods

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Hallsmith Sysco  
Jordans

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for orange juice, and bids were received from:

North Center Foods  
Laurel Farms  
Turner  
Hallsmith Sysco  
LAGO (returned)  
U. S. Food Service  
Jordans  
Donahue Brothers  
West Lynn Creamery

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for lab services, and bids were received from:

N. H. Medical Laboratories  
Path Lab

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Commissioner Barka opened bids for the copier service contract, and bids were received from:

Savin  
IKON

MB  
Date 2/24/98

MOVED: Commissioner Barka to have Ms. Wojtusik shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to add the following sentence to the Housing and Community Development Plan for the renovations to the Seybolt Building in Portsmouth, New Hampshire:

"It is the policy of Rockingham County that the involuntary displacement of households from their neighborhoods shall be minimized."

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the Internet and Computer Policies & Procedures were ready for approval by the Commissioners. Commissioner Battles recommended coordinating them with Human Resources.

Jennifer Nelson stated that the firewalls was an important issue and that the user is ultimately responsible for all uses. Commissioner Pratt suggested that everyone review the new policy.

MOVED: Commissioner Battles to accept the Policies & Procedures as drafted and recommended by the Telecommunications Coordinator.

SECONDED: Commissioner Pratt.

OPPOSED: Commissioner Barka.

VOTE: 2 Yea. 1 Opposed.

Commissioner Pratt stated that the new RSA's will be on the Internet. Sheriff Linehan stated his interest in having his warrants and deadbeat dads being placed on the Internet. The County Attorney's Office is also very interested in the Internet.

**OLD BUSINESS:**

Commissioner Pratt stated that the Commissioners had a request for some surplus equipment from Hampton Community Issues Coalition.

MOVED: Commissioner Battles to donate the surplus equipment to the Hampton Community Issues Coalition.

Date MB  
2/24/98

SECONDED: Commissioner Pratt.

VOTE : 3 Yea. Motion passed unanimously in the affirmative.

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

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:00 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
February 17, 1998

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

Those present for NHRSA 91A:3 II (a) and (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Attorney Steve Schulthess, Martha Roy, Nancy Lang, Mary Ashcroft, Sheriff Linehan, Christine Croto and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) and (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously.

MOVED: Commissioner Battles to approve a residency waiver as recommended by the Nursing Home Administrator.

Date MB  
2/24/98

SECONDED: Commissioner Pratt.

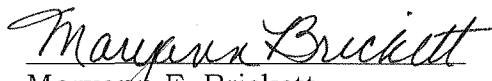
VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 3:20 p.m.

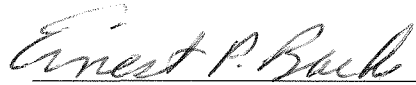
SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 3/11/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 24, 1998**

Present: Commissioner Pratt  
Commissioner Barka

Also present: Ellen Lavin, Treasurer; Joe Akerley and Christine Croto, Sheriff's Department; Jude Gates, Maintenance; Bill Sturtevant, Administrator, Nursing Home; Jennifer Nelson, Telecommunications; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: George Almgren, Sprague Energy.

Commissioner Pratt called the meeting to order at 2:00 p.m.

MOVED: Commissioner Barka to approve the February 17, 1998 Minutes.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE TREASURER'S OFFICE:**

Ellen Lavin stated that there were bids to open for Financial Advisory Services and a bid was received from:

DHK Financial Advisors, Inc.

MOVED: Commissioner Barka to have the Treasurer shop the bid and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

The Treasurer's Office sent out another RFP for Administrative Assistant/Deputy Treasurer and the Commissioners' Office received no responses. The Commissioners recommended that Ellen Lavin place an ad in the newspaper. Ellen Lavin stated the position would probably pay around \$12 an hour for a few hours a week. Tim Dempsey's contract expired December of 1997 and was extended to March 31, 1998.



Date MB  
3/11/98

**SHERIFF'S DEPARTMENT:**

Joe Akerley stated that the Sheriff's Department is recommending Neptune for the uniform bid award.

MOVED: Commissioner Barka to award the uniform bid to Neptune per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Joe Akerley also stated that the Sheriff's Department has looked into the problem at another department and the cruisers were keeping surveillance at the parking lot.

Commissioner Pratt express thanks to the Sheriff's Department and Officer Salmon for hand delivering a package to Representative Packard yesterday.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated there were bids to be opened for fuel and HVAC systems.

Bids for fuel were received from:

- H and H Oil & Gas Company, Inc.
- Buxton Oil Co.
- Proulx Oil & Propane
- Sprague Energy
- Hanscom's Truck Stop, Inc.
- MacDuffie Petroleum

MOVED: Commissioner Barka to have the Maintenance Department evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids for HVAC were received from:

- Fire Pro
- Air Duct Klean
- North East Preventive Maintenance

MOVED: Commissioner Barka to have the Maintenance Department evaluate the bids and award in the best interest of the County.

SECONDED: Commissioner Pratt.

Date MB  
2/11/98

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Jude Gates stated that the County buildings were experiencing a few leaks with the recent heavy rain, but they were being taken care of and the ponds are ok.

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his status report. Mr. Sturtevant stated that there were two deaths over the weekend and they were experiencing a lull in the Nursing Home admissions.

Mr. Sturtevant stated that bids were opened last week for egg nog, and he would recommend awarding the bid to Ross Labs following a taste test of all the products.

MOVED: Commissioner Barka to award the egg nog bid to Ross Labs per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that he would recommend awarding the orange juice bid to West Lynn Creameries. Although they were not the lowest bidder, they followed the specifications for calcium-fortified orange juice and had the longest shelf life.

MOVED: Commissioner Barka to award the orange juice bid to West Lynn Creameries per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that he would recommend awarding the instant breakfast bid to Hallsmith Sysco.

MOVED: Commissioner Barka to award the instant breakfast bid to Hallsmith Sysco per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that there were several low bidders for provisions, and everyone except Hallsmith Sysco would receive a portion of the bid.

MB  
Date 3/11/98

MOVED: Commissioner Barka to award the provisions bid to the low bidders per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that parking signs for several parking lots were being made at the State Prison to better direct traffic in those parking lots. The Probation Department has been using and filling up the Nursing Home visitor parking spaces. They in fact have their own parking lot they should use. The Commissioners recommended the Maintenance Department coordinate all the necessary signs for this project.

Mr. Sturtevant had a bid waiver for the Commissioners to sign. Commissioner Battles' signature would be acquired as soon as possible.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the new cut over date for the installation of the new telephone system is now April 23.

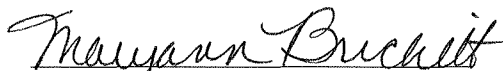
Commissioner Barka stated that he had received a telephone call from one of the other bidders, Ralph Zussman. Jennifer Nelson stated she would be glad to call him and speak to him regarding his concerns.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 2:37 p.m.


SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date 113  
3/24/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 10, 1998**

Present: Commissioner Pratt

Also present: Cathy Stacey, Register of Deeds; Jude Gates, Maintenance; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Pratt called the meeting to order at 2:00 p.m.

Commissioner Pratt opened bids for the Maintenance Department for HVAC Testing & Balancing, and bids were received from:

Tekon Technical Consultants, Inc.

Commissioner Pratt opened bids for the Nursing Home for work stations, and bids were received from:

Equipment Environments  
Pavillion Health Care

Commissioner Pratt opened bids for the Nursing Home for refrigeration preventative maintenance, and bids were received from:

Harris Environmental  
Dowling Refrigeration

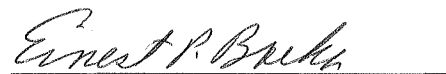
There being no further business to come before the Board of Rockingham County Commissioners the meeting adjourned at 2:03 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Ernest P. Barka, Clerk  
Rockingham County Commissioners

*not a legal meeting*

Date 11/3  
3/24/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 11, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Cathy Stacey, Register of Deeds; Joe Akerley, Sheriff's Department; Mary Currier, Conservation; Gene Charron, Corrections; Cheryl Hurley, Delegation; Jayne Jackson, Fiscal; Martha Roy, Human Resources; Diane Gill, Human Services; Jude Gates, Maintenance; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, Telecommunications; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Ray Donald.

Commissioner Pratt called the meeting to order at 2:02 p.m.

MOVED: Commissioner Battles to approve the February 24, 1998 Minutes.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt stated that the Commissioners' Office is requesting a Non-Public Session under NHRSA 91-A:3 II(e) at the end of the Commissioners' Meeting.

Commissioner Pratt reminded all departments that their Annual Reports are now due.

Commissioner Pratt requested the text of the Resolutions and the roll call vote for the Annual February 28 Meeting from Cheryl Hurley. Cheryl Hurley concurred that she would provide that information.

**SHERIFF'S DEPARTMENT:**

Joe Akerley stated that the Sheriff's Department has no report. The Sheriff is currently out of state. The Sheriff's Department will be forwarding to the Commissioners a current inventory of their department.

MB  
Date 3/24/98

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that her department is sponsoring a poster contest for fifth graders in the County. Nine schools have responded. Mrs. Currier would like to coordinate this effort with Mr. Sturtevant and the County. The Nursing Home residents really enjoy the children's artwork. Mrs. Currier would like to put it on display in the Nursing Home the week of May 18<sup>th</sup> with judging to take place on the 19<sup>th</sup>. Nancy Lang was a judge last year, and Mrs. Currier would love to have her judge again this year. Mr. Sturtevant stated that the week of May 10 is Nursing Home Week.

Mrs. Currier stated that she is still taking tree orders.

Commissioner Battles introduced Ray Donald of East Kingston who is running for Commissioner from District 2.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his status report noting that the population is currently down over previous months. He has offered 10 additional beds to Immigration.

Commissioner Battles had a question regarding the VINE Program. He has tried to reach Dawn Barnes about getting a poll on this. Commissioner Battles had a question regarding the air filters and an air-borne TB machine. Mr. Charron stated that the RFP has gone out for this machine. Regarding the VINE Program, Mr. Charron stated that the County's attorney has reviewed the contract thoroughly, addressing liability issues among other things. The money is required up front, and 120 days are needed for all the computers to communicate with each other, so Mr. Charron is trying to coordinate this entire project.

Commissioner Pratt stated there was another Committee Meeting on April 9 and requested Mr. Charron prepare a cover letter addressing any loose ends and issues for the panel's review for this meeting.

Mr. Charron had two bid waivers for food carts and officer uniforms for the Commissioners' signature. Mr. Charron addressed these two bid waivers.

Mr. Charron also had a bid award for institutional supplies.

MOVED: Commissioner Battles to approve the following awards for institutional supplies:

Robinson Textiles, the low bidder, for white velcro low top sneakers in the amount of \$778.80.

Val-U Sales Co., the low bidder, for briefs in the amount of \$902.50.

Date AB  
3/24/98

Bob Barker Co., the low bidder, for canvas step-ins shoes and work boots in the amount of \$919.10.

Uniforms Manufacturing Inc., the low bidder, for institutional pants, v-neck shirts, jumpsuits, t-shirts and laundry bags in the amount of \$10,763.

Command Supply Inc., the low bidder, for tube socks, sweatshirts and bathrobes in the amount of \$2,244.32.

Textile Sales, Inc., the low bidder, for towels in the amount of \$590.00.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE FISCAL DEPARTMENT:**

Jayne Jackson stated that the audit field work has been completed by Bob Vachon, who was pleased with the way things progressed this year. The Fiscal Department is expecting the figures from the Nursing Home this week. There are 1997 bills still coming through the Fiscal Department, which are being charged to 1998 because the 1997 books are now closed at this point. Commissioner Pratt asked for clarification on 1997 encumbrances and accruals.

The Fiscal Department is working on entering all the budget figures into the Munis Report for all departments.

The payroll conversion will be effective April 1. CompuSense is converting from the BDS system. Employees should see no significant changes. Fiscal will be training with CompuSense throughout the next couple of weeks.

Commissioner Battles requested the Fiscal Department to provide an area on the payroll report for Human Resources to sign and approve.

Jayne Jackson lastly reported that the COLA will be effective as of the next pay period.

**REPORT FROM HUMAN SERVICES:**

Diane Gill presented her January report. The State bill did not include DCYF expenses due to problems with the Bridges, the new computer system.

Diane Gill stated that she has some preliminary information from the Community Profiles for the Commissioners.

Diane Gill stated that she and Robyn Wojtusik will be getting together a presentation for the Juvenile Justice Conference next week.

Date AB  
3/24/98

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that she was hopeful the Commissioners would sponsor the Wentworth CDBG Public Hearing on Tuesday, April 7 at 3:30 immediately following the Commissioners' Meeting.

Human Resources is organizing a Benefits Fair for employees hopefully during Nursing Home Week. Various insurance companies will be present at no cost to the County to discuss any concerns that employees may have.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that the Maintenance Department wishes to award the HVAC bid to FirePro, the lowest bidder. The Commissioners had previously voted to allow Maintenance to award this bid.

The bid award for #6 fuel is to go to Sprague Energy, the low bidder, for a 3-year contract if possible.

MOVED: Commissioner Battles to award the bid for #6 fuel oil to Sprague Energy, per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The bid award for #2 fuel and gasoline is to go to Hanscom's Truck Stop, the low bidder for 3 years.

MOVED: Commissioner Battles to award the bid for #2 fuel and gasoline to Hanscom's Truck Stop for 3 years, per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Jude Gates stated that only one vendor came for a site visit, per the specs for the HVAC testing & balancing. Maintenance has reviewed the proposal and is ready to award the bid.

MOVED: Commissioner Battles to award the bid for HVAC testing & balancing to TEKON-Technical Consultants Inc. of Rochester, per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.



Date MB  
3/24/98

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his census report. The census is 282, with one person in the hospital, 25 discharges since the first of the year, 17 admissions, and 100 clients in Adult Day Program. Mr. Sturtevant has several new applications for admission.

Mr. Sturtevant stated that he would like the Commissioners to review the Policies & Procedures for Admission to the Nursing Home as they haven't been reviewed in quite some time. Currently the local Board of Selectmen are required to make a recommendation for admission to the Nursing Home. This often slows down the process as some Boards do not meet every week. Commissioner Battles expressed that he would like to see some versatility regarding emergency cases.

Bids were previously opened for refrigeration preventative maintenance agreement for the Dietary Department. Mr. Sturtevant recommends Dowling Refrigeration for \$18,960.00 for two years.

MOVED: Commissioner Battles to award the bid to Dowling Refrigeration for a two-year contract with the stipulation that freon replacement for retrofits are included in the contract per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were also opened last week for a work station. Mr. Sturtevant recommends Creative Office Pavillion in the amount of \$2,745.58.

MOVED: Commissioner Battles to award the bid to Creative Office Pavillion in the amount of \$2,745.58 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that the University of New Hampshire had filed a Health Care Transition Grant application for an Alzheimer's Evaluation Unit last year. The grant was not approved last year. They have resubmitted the grant application this year. They would like the County to endorse the grant again this year.

MOVED: Commissioner Battles to allow the Commissioners to endorse the Health Care Transition Grant for an Alzheimer's Evaluation Unit per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

Date MB  
3/24/98

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that effective July 1, 1998 due to the Balanced Budget Act, the Nursing Home will be responsible for consolidated billing. All the services provided to residents will have to be included in this billing, i.e. laboratory, x-rays, transportation, ambulance, dressings, etc. In the past these have been billed by the vendor who provided the services. The Nursing Home will now be responsible for the billing, collection of funds, and paying the vendors. Mr. Sturtevant stated that the only way around this issue would be if the Nursing Home decided to no longer be a skilled care facility. The Nursing Home was encouraged by Washington to not consider this move for at least another year. The final regulations will be in May 1, with implementation by July 1, 1998.

Commissioner Battles stated that the Delegation may have to come back to vote on this matter.

Mr. Sturtevant requested a Non-Public Session under NHRSA 91A:3 II (c).

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the new cut-over date for the installation of the new telephone system is now April 23. The attorney is reviewing the contract with Lucent Technologies.

Jennifer Nelson presented the Commissioners with the new Computer Training Policy. The Commissioners approved the policy with one change. The second sentence of the second paragraph will now read "the Chairman of the Commissioners."

The policy states that any training which is paid for by Rockingham County, prior to taking additional courses, passing of the previous course tests will be required.

The Commissioners requested this item be placed on the agenda for the next Commissioners' Meeting.

Jennifer Nelson stated that Rockingham County will be hosting a Year 2000 Conference.

Jennifer Nelson reminded all departments that they would need to submit a written Work Order to Telecommunications before any work could be performed in their departments per the existing guidelines.

MOVED: Commissioner Battles to approve the Computer Policy as amended.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Date 119  
3/24/98

Commissioner Pratt added that all Work Orders are to be forwarded to the Telecommunications Coordinator by Friday for the following week with the exception of emergencies.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey had several bid waivers which the Commissioners signed. Mrs. Stacey had a bid recommendation for the bids opened March 10, 1998. She would like to recommend North Shore Data in the amount of \$3844.00.

MOVED: Commissioner Battles to award the bid to North Shore Data in the amount of \$3844.00 per the recommendation of Mrs. Stacey.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mrs. Stacey stated that the Scott Lawson Group has been monitoring the readings of carbon monoxide and carbon dioxide in the Registry of Deeds and the County Attorney's offices.

Mrs. Stacey had a request for a Non-Public Session NHRSA 91A:3 II (a).

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:00 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
March 11, 1998

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Martha Roy, Cathy Stacey, and Maryann Brickett.

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

Date MB  
3/24/98

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), (c) and (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

MOVED: Commissioner Battles to allow the buyout of vacation time for an employee as requested by the Register of Deeds.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to waive the residency requirement for an admission to the Nursing Home per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

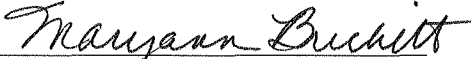
Discussion but no action was taken with regard to a pending lawsuit.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 3:45 p.m.


SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date MB  
4/7/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 24, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Dan Linehan, Christine Croto, Sheriff's Department; Ellen Lavin, Treasurer; Mary Currier, Conservation; Gene Charron, Corrections; Cheryl Hurley, Delegation; Martha Roy, Human Resources; Dawn Barnes, Human Services; Jude Gates, Maintenance; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, Telecommunications; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Steve Jusseume, Rockingham County News; Liz Lisk, Working Capital Program.

Commissioner Pratt called the meeting to order at 2:05 p.m.

MOVED: Commissioner Barka to approve the March 11, 1998 Minutes.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt stated that the Commissioners' Office is requesting a Non-Public Session under NHRSA 91-A:3 II(e) at the end of the Commissioners' Meeting.

**TREASURER'S OFFICE:**

Ellen Lavin presented a bid award for financial services to DHK Financial Services.

Ellen Lavin stated that she had received several applications for another RFP to which she had previously received no response. Commissioner Pratt stated that she wished to talk to Mrs. Lavin and Martha Roy regarding setting up interviews for applicants.

Mrs. Lavin had a contract for the Commissioners' signature.

MOVED: Commissioner Barka to accept the Treasurer's recommendation to award the bid for financial services to DHK Financial Services.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Kathy Nikitas stated that 48 Hours would be featuring a story on national television April 16 with a story covering a trial the Rockingham County Attorney's Office was involved in.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey had no report, only a question regarding the change of vendors for the long distance telephone service. Jennifer Nelson stated that bids would be opened at the next Commissioners' Meeting.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that she had received a telephone call from the Department of Environmental Services. The County grant application for source water protection has been approved. The grant amount is for \$13,000. She anticipates possibly having the contract ready for signature at the next Commissioners' Meeting {still has to go before the Governor and Council before any funds could be awarded.} She is still working on the other grant.

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

Sheriff Linehan stated that there were bids to open for Dispatch Consoles. Bids were received from:

- Edward H. Quimby Co., Inc.
- Ossipee Mountain Electronics, Inc.
- NH Correctional Industries

Sheriff Linehan stated that there were bids to open for Portable Radios & Accessories. The bids received did not state whether or not they were for the Sheriff's Department or the Jail. All bids received were from:

- Economy 2 Way Distributors
- Gorton Communications Inc.
- Ossipee Mountain Electronics
- 2 Way Communications Service Inc.
- Thor Electronics
- Kinney Communications
- Sound Powered Communications

MO  
Date 4/7/98

MOVED: Commissioner Barka to have the Sheriff's Department shop the bids for dispatch furniture and portable radios and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his status report noting the increase in "weekenders" building up on Friday night. A weekender works during the week at their normal job and comes in on Friday night and are released either on Sunday evening or Monday morning. Mr. Charron expressed his desire to have these "weekenders" pay for a portion of their stay as the work release inmates do at the same rate. Commissioner Battles was in favor of this proposal with the comment that the rate should not exceed the work release rate formulas. Mr. Charron stated that the same formula used for work release inmates. Mr. Charron stated that he would be ascertaining how many of the weekend inmates are employed and would prepare a formal written proposal for the Commissioners' review.

MOVED: Commissioner Battles to allow the Department of Corrections to begin to charge all weekend inmates commencing April 1 and the rate will be set in a like manner that reflects what the County charges for the work release program, not to exceed the daily rate of \$55.00.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for personal care items. Bids were received from:

Bob Barker  
ATD-American Co.  
Village Sundries  
Barber Razor Blade Co.  
HBD Inc.  
Poseidon Supply Company  
Walter F. Stephens, Jr.  
Robinson Textiles

MOVED: Commissioner Barka to have the Jail shop the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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Commissioner Barka opened bids for air purification systems. Bids were received from:

Pure Water-Clean Air Group  
Medical Air Technology Corporation  
Abatement Technologies

MOVED: Commissioner Barka to have the Jail shop the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for visits handsets intercommunication. Bids were received from:

VisitPhone

MOVED: Commissioner Barka to have the Jail shop the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that Liz Lisk would be giving a presentation on the Working Capital Program at the end of the Commissioners' Meeting.

**REPORT FROM HUMAN SERVICES:**

Dawn Barnes thanked Commissioner Pratt and Commissioner Barka for attending the Teen Suicide Prevention Meeting yesterday. Commissioner Pratt stated that an RFP may be going out for grant proposals on this matter. During the meeting, other grant programs were identified that have funds for this program.

Commissioner Battles suggested contacting Catholic Charities which has a lot of data on this issue and perhaps funds.

Dawn Barnes stated that she has been in touch with a woman who heads up the Injury Prevention Center at Dartmouth Hitchcock and she has been very helpful. There is a lot of money out there. How to use that money appropriately by the communities is the issue.

Dawn Barnes discussed the VINE application.



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MOVED: Commissioner Battles to allow the Chair to sign the VINE contract on behalf of the Board of Commissioners. Commissioner Pratt requested Gene Charron to provide the Commissioners with proof of insurance.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Dawn Barnes announced that the next 6% Grant Meeting is to be April 9 with a March 30 noon deadline.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that the duct cleaning in the Sheriff's Department was videod and completed last week. The testing and balancing was scheduled for next week.

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his census report. Mr. Sturtevant stated that RFPs were opened in November for vans and prices were to remain in effect until after the budget cycle was over. Mr. Sturtevant is recommending Patsy's Coach of Concord. They were not the low bidder, but they were able to maintain their price including the add-ons and had the lowest interest rate and the fastest delivery date of 90 days and superior quality. The price is \$114,372 for 2 vehicles with 5.57% interest.

MOVED: Commissioner Battles to accept the recommendation of Mr. Sturtevant to award the bid to Patsy's Coach of Concord for the Nursing Home vans.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to sign the contract with Patsy's Coach of Concord on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for waste management. Bids were received from:

SWD Inc.  
Waste Management of New Hampshire  
Astro Waste Services

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MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Commissioners signed a bid waiver for the Nursing Home for Dietary equipment repairs to the food tray conveyor system.

Commissioner Barka opened bids for the Oxyconcentrator. Bids were received from:

Life Plus  
LinCare  
Keene Medical Products  
Step II Medical

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened bids for fish. Bids were received from:

LaVallee  
Cambridge Packing  
U. S. Food Service  
Shaheen Brothers

MOVED: Commissioner Barka to have Mr. Sturtevant shop and award the bids in the best interest of the County.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested a Non-Public Session under NHRSA 91-A:3 II(a).

Commissioner Pratt stated that the Commissioners had a contract renewal for the Municipal Trust Insurance for the jail officers insurance group. This was voted on at a prior meeting, and the Commissioners just needed to sign the contract at this point. Martha Roy stated that the Commissioners are renewing the members services agreement and voting on the resolution in the package.

MOVED: Commissioner Battles:

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RESOLVED: That the Rockingham County shall participate in the New Hampshire Municipal Association Health Insurance Trust (the "Trust") for the provision of health and other benefits to employees of the Rockingham County as may be selected by the Rockingham County. Further, that (i) Katharin K. Pratt, Chair is hereby authorized and directed to execute and deliver to the Trust the "Initial and Renewable Application and Participation Agreement" on behalf of the Rockingham County in the form presented to this meeting and (ii) Katharin K. Pratt, Chair is hereby authorized and directed to execute and deliver to the Trust a certificate of this resolution. Further, the Rockingham County specifically acknowledge that if paragraph (4) (b) of such Agreement is selected, the Participation Agreement shall provide in substance that the Rockingham County agrees to defend and indemnify the Trust, its officers, trustees, employees and agents with respect to any claims or liability arising from (among others) the dissemination by or for the Trust to or for the Rockingham County of certain sensitive claims information that may be requested by the Rockingham County in connection with the administration of its health benefits program. Katharin K. Pratt, Chair is hereby directed in the execution and delivery of the Participation Agreement to not select paragraph (4) (b). I further certify that the foregoing resolution remains in full force and effect.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles that the Board of Commissioners approve the Initial & Renewable Application and Participation Agreement.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**New Business:**

Martha Roy introduced Liz Lisk from the Working Capital Program who gave an in-depth presentation to everyone at the meeting.

Ms. Lisk stated that the Working Capital Program is a statewide business assistance program which is expected to be funded by CDBG and the NH Community Loan Fund.

Commissioner Battles stated, and Commissioner Pratt concurred, that the Commissioners would not be taking any action today, but would vote at a subsequent Commissioners' Meeting.

Ms. Lisk the Working Capital Program provides lending opportunities for loan programs, business training, networking opportunities and peer support for

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small business. It is a peer lending program. Information and training meetings are held locally for those interested in the community to learn about the Working Capital Program. Groups are usually 4-10 persons. The group actually underwrites the loan.

Their strategy is to partner with other business assistance programs and help to develop a continuum of service and in some cases a continuing of capital from the \$500 level up to higher level loans. This is a program for micro businesses of 1-5 employees including the owner with under \$500,000 in sales per year. They are targeting the low to moderate income businesses as well.

There are over 100,000 people who are employed by a micro business or the owner of the micro business in the State of New Hampshire. They have worked for over a year developing this proposal to present to the Office of State Planning. It is a Micro Enterprise Development Grant Fund. This is the first grant application that they will receive for these funds. This does not impact Rockingham County's allocation for economic development, but rather it is above and beyond that. Martha Roy clarified that Rockingham County has \$500,000 per year for CDBG economic development grant allocation and this is completely separate. Ms. Lisk stated that they would be working with all the economic development corporations and other business assistance groups across the state to make sure they know this service is available. Some of those groups are the Small Business Development Center, the local Chambers of Commerce, the Women's Business Center, etc. Grafton County will be the fiscal agent for the application. There are seven counties, including Hillsboro, on board supporting this program. The CDBG monies would support the service delivery and operation of the New Hampshire Community Loan Fund (Working Capital Program). The Loan Fund will actually provide all the loan capital needed by the businesses themselves from their donors. They have never defaulted on a loan. At the moment, they have \$100,000 set aside for loans. They currently have 30 groups across the state comprising about 150 people, ranging from pre-venture to established businesses. Loans are not FDIC insured, but they have a 100% repayment record. The repayment rate from borrowers is approximately 97%. They are a \$7.5 million dollar loan fund. The Loan Fund has been in existence for about 15 years.

The Working Capital Program is seeking Rockingham County's endorsement. Martha Roy clarified that this is completely separate from the County so that no monies will come in or out of the County entity. The funds will go directly through Grafton County. Ms. Lisk has prepared a letter that other counties have used to say that they endorse this program. Grafton County will assume any liability with regard to the grant. Ms. Lisk stated that \$500,000 in funds is used to administrate the program state-wide.

Ms. Lisk stated that Portsmouth, Dover, Rochester, Nashua and Manchester and the five entitlement cities in the State. Those areas can not participate in this program. They have their own direct fund. Commissioner Battles requested more information from Mr. Lisk with regard to these issues. Commissioner Battles stated that Rockingham Community Action has a self-

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sufficiency program for single mothers and teens who don't live at home. This kind of program could actually work very well with a program like this. People in Rockingham County qualify for a loan by filling out an application form. Commissioner Battles suggested that the Commissioners would vote on this matter in two weeks, bring together some other people specifically the Rockingham Economic Development Corporation, the Community Action Self-Sufficiency Program, the Portsmouth Women's Business Center, Executive Councilor Ruth Griffin and some members of the media to talk a little bit more to clarify what kind of initiative this might be and how people could access this program.

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:35 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
March 24, 1998

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, Martha Roy, and Maryann Brickett.

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) and (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

MOVED: Commissioner Battles to approve the recommendation of Bill Sturtevant and Martha Roy for a 90-day extension as requested by an employee for a medical leave without pay and without benefits.

SECONDED: Commissioner Barka.



**Rockingham County Commissioner's Meeting**  
**Adult Medical Day Care Office**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**March 31, 1998**

**Present:**

Commissioner Katharin Pratt; Jennifer Nelson, Telecommunications Coordinator and Martha Roy, HR Director.

**Call to Order:**

The Bid Opening began at 2:05PM. The meeting was moved from the Commissioner's Conference room to the Adult Medical Day Care Office due to a conflict in scheduling.

**Bid Opening:**

Commissioner Pratt proceeded to open the one bid received for long distance telephone service from On-line Utilities Customers Consortium.

Commissioner Pratt asked Telecommunications Coordinator Jennifer Nelson to review the bid and make a recommendation to the Commissioners at the April 7<sup>th</sup>, 1998 meeting.

**Adjournment:**

The Bid Opening was concluded at 2:14 PM.

**BOARD OF ROCKINGHAM COUNTY COMMISSIONER'S WORK SESSION**  
**COMMISSIONER'S CONFERENCE ROOM**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire**  
**April 6, 1998**

Present: Commissioner Pratt  
Commissioner Battles

Also Present: Ruth L. Griffin, Executive Counselor; Amy Jennings; Working Capital of NH; Cheryl Hurley, RC Delegation Office; Jayne Jackson, Fiscal Office; Jeanine DiMario, NH Small Business Development Center; Marie Cappello, Rockingham Economic Development Corp; Juliana Eades, NH Community Loan Fund; Margaret Warner, Union Leader; Elizabeth Lisk, NH Community Loan Fund-Working Capital Program and Martha Roy, RCHR Department

Call to Order: The meeting was called to order by Commissioner Pratt at 1:10PM.

Working Capital Program:

Commissioner Battles introduced Elizabeth Lisk of the New Hampshire Community Loan Fund for a brief presentation on the Working Capital Program.

Ms. Lisk explained that the Working Capital Program was a non-profit program that increases the income and success of the self-employed through loans, business training and mutual support. This program was developed for the small business owner that joins a business loan group of 4 to 10 business owners. The peer lending group reviews the business owners' loan applications and decides which to approve. Loans range from \$500 to \$5000.

Jeanine DiMario, Executive Director of the NH Small Business Development Center stated that she was in support of this application and noted that the two agencies would compliment each other through business networking and loan opportunities.

Marie Cappello, Executive Director of the Rockingham County Economic Development Corporation stated that their group would be glad to host a Working Capital representative at their new facilities and further offered their other services to the Working Capital Program.

Commissioner Pratt asked that a copy of the draft CDBG application be forwarded to the County for their review.

Ms. Lisk stated that the administrative staff to train the peer groups would be located throughout the state in the North, East and Western sections.

Adjournment:

Commissioner Pratt thanked everyone for their attendance and adjourned the meeting at 3:15 PM.



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**PUBLIC HEARING  
CDBG GRANT APPLICATION  
WENTWORTH HOTEL ACQUISITION, RENOVATION AND EXPANSION  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 7, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Theresa Young, Fiscal Department; Martha Roy, Human Resources; Jay Lane, President-Jay Lane Associates; Albert Rex; Etoile Holzaepfel, Friends of the Wentworth President; Sam Maranto, Municipal Consulting Group; Diane DiPietro, Ocean Properties; Tom Keane, Corporate Legal Counsel for Ocean Properties; Representative Warren Henderson, REDC; Marie Cappello, REDC; Steve Jusseume, Rockingham County News; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Pratt opened the public hearing at 3:50 p.m.

1. **Introductions:** Commissioner Pratt introduced Sam Maranto, hearing facilitator and grant writer.
2. **Purpose of Hearing:**
  - a. Mr. Maranto stated that he would be developing a grant application should the Commissioners decide to move forward with their support of the Wentworth Hotel renovation and expansion project.
  - b. CDBG program and possible uses.
  - c. The total project budget is \$20,000,000.
3. **Intended Benefits:** Mr. Maranto stated that this project would: a) create approximately 100 new jobs, 60 for low to moderate income workers. There actually may be 100-140 new jobs created, but for purposes of the grant application, they have used the figure of 100 new jobs being created; b) expanded tax base; c) increased meals and room tax revenues for the State; and d) the restoration and reuse of an area landmark.
4. **Consistency with Housing & Community Development Plan.**
5. **Consistency with Residential Anti-displacement and Relocation Plan.**

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6. Comments/Questions:

Commissioner Barka asked what the grant money would be used for. Mr. Maranto stated that it would be used for the purchase of hotel equipment, road relocation and administration funds.

Commissioner Pratt requested an overview of the total budget. Mr. Maranto stated that the total project cost would be approximately \$20,000,000. Of that total \$1,000,000 would be from CDBG funds. The REDC will lend this money to Ocean Properties, the developers, for 5-7 years at approximately prime rate more or less. The money would be returned to the Rockingham County Economic Development Corp. to be placed in a capitalized revolving loan fund for additional economic development projects in the future for the County. Commissioner Pratt requested anyone interested in a further explanation of the budget contact Mr. Keane after the hearing.

Commissioner Battles asked if there were any objections to the proposal. There were none.

Commissioner Pratt stated that the Commissioners received a fax from Gene Doherty, Selectman from New Castle which read:

“The Town of New Castle has given overwhelming support to the proposed development of the Wentworth Hotel by Ocean Properties and its proposed location change of Route 1B. The large turnout of voters at the Special Town Meeting in February to vote on a proposed location change of Route 1B should be a good indication of their feelings that the proposed development is a benefit to the Town and to the Seacoast community both historically and economically.”

Commissioner Battles raised two questions. The first question was regarding to the revolving loan fund. It is his understanding that 5-7 year payback to the REDC would not include any interest, but would be going to the revolving loan fund.

Warren Henderson responded to the question stating that the REDC will use the principle amount loaned to expand the existing revolving loan fund. The interest earned on this project and others will be used for the cost of administration of the REDC. This is the third CDBG grant that the REDC will be involved in.

Commissioner Battles stated that the concept is something he is in favor of and requested a further explanation of how things worked. He asked if the principal would remain untouched. Mr. Henderson stated that was correct. It will go to expand a regionally available revolving loan fund because the service area is the towns of Rockingham County. Any project within Rockingham County could qualify to receive a portion of the funds from the Revolving Loan Fund in order that they are available to leverage the money over and over

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again. Commissioner Battles asked if this would be construed as an issue with the Office of State Planning.

Marie Cappello responded: When the Capacity Grant Program that started their organization was designed to actually capitalize revolving loan funds with repayments on CDBG. That is the way it was intended for the monies to be used. When the principal comes back to the Regional Loan Fund, it loses most of its Federal strings and is available in perpetuity to reloan out for business expansion in Rockingham County. The only rules the funds are tied to after the loan is repaid are the REDC Revolving Fund Guidelines which try to keep the consistent mission around loaning alternative money with job creation and public benefit in the community.

Commissioner Battles stated for the record that the Commissioners are aware how the transactions would occur and that the Commissioners have been assured that there are no issues with regard to securing the eligibility criteria after that money is repaid.

Warren Henderson stated that the project itself is quite different than the Derry project. The Office of State Planning identifies the Counties as municipalities for the purpose of eligibility. Thus if this project succeeds, it will be the first time that the County has used the capacity that has been available for years. The money is recaptured. They are used for a short-term good which is to revitalize the Wentworth and create new jobs. They are used for a long-term good which is to help expand a regionally available revolving loan fund.

Commissioner Pratt stated that the Delegation approved, through the budget process, the amount of money should these grants be approved. They have to approve the budget money to have it come in and out of the County. That has been done. The Commissioners approve the application, acceptance and expenditure of the grant.

Commissioner Barka stated that this has been available for years, and the county has never taken advantage of it. He approves of using it now. Commissioner Pratt stated that everyone is more comfortable with this program and the general level of expertise is getting better, having the REDC and County staff involved.

Commissioner Battles stated that he personally supports the opportunity to use CDBG funds for economic development and the Revolving Loan Fund. Commissioner Barka asked if the Commissioners would be voting on this today. Commissioner Pratt stated that the application had not actually been written yet and the Board of Commissioners would vote on it at that time.

Commissioner Battles had one further comment concerning the 100 jobs. It is important to the Commissioners that the type of jobs being created be beneficial.

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Tom Keane addressed educational and growth benefits as legal counsel for Ocean Properties. They expected the number of jobs being created to be approximately 120-160. These jobs would include personnel involved in four hotel shifts per day. The hotel and tourism business in the Seacoast and throughout New England is growing very rapidly. Employees will be trained by a company that has over 100 hotels in the United States and Canada. Throughout the process there will be educational benefits.

Commissioner Battles asked Tom Keane if Ocean Properties would be involved in supporting community efforts such as voluntary programs, delinquency issues and elderly services.

Tom Keane stated that there has been a lot of thought from a corporate level. Ocean Properties has been here since 1994 and supported such programs as First Night in Portsmouth to many other requests that comes in to their offices. Ocean Properties has also built the Marriott Courtyard at the Pease Tradeport. Ocean Properties is a very active company. There will be a total of 188 rooms at the newly renovated Wentworth Hotel. The Governor has supported the project and has issued a proclamation in favor of it.

Commissioner Barka stated that with all the hotels Ocean Properties owns, they have proven themselves to be good neighbors.

Etoile Holzaepfel, President - Friends of the Wentworth Hotel, commented that this non-profit organization was formed six years ago to attempt to prevent the Wentworth Hotel from being demolished. She has also served on the New Castle Planning board for the last 13 years and she has seen numerous developers come and go who had hopes of restoring the property. For one reason or another they have all given up. New Castle and the Seacoast area are very fortunate to have Ocean Properties undertake this project due to the fact that it is not the most profitable hotel project available to them. The Wentworth Hotel is a 100+ year old building which will require a great deal of money to make it useful again and to bring it up to current fire codes. The property that was originally associated with the Hotel has decreased in size immensely because of home development, yet Ocean Properties has presented a proposal that should be effective in restoring the historic building and making it a very attractive and appealing destination resort. It will bring a lot of vitality to New Castle and to the Seacoast area and it will provide jobs and employment, not only year-round employment, but summertime employment for young people as well.

Albert Rex, Executive Director of Friends of the Wentworth Hotel spoke briefly. The Friends of the Wentworth hired him 2 ½ years ago to find a buyer such as Ocean Properties. He commented that he was educated in the field of historic preservation, and knew about the history of the hotel. It is a wood framed hotel on the Seacoast and was not easy to find a buyer. From the beginning the Office of State Planning and Rockingham County has been involved in researching grants. This was one of the marketing points used when presenting the Wentworth Hotel project to 100+ developers. It is very

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important historically to preserve a landmark like the Wentworth, a Seacoast icon. Without a project like this and without this grant opportunity the project might not have been successful. The grant was the necessary push to make a company like Ocean Properties take a second look at the Wentworth Hotel and move forward.

Commissioner Pratt stated that during the process of approving another CDBG application for the Seybolt Building in Portsmouth, the Commissioners updated and reaffirmed the Housing and Community Development Plan of the County and also the Residential Antidisplacement and Relocation Plan. This was done in January and February.

It was brought out that in addition to providing community money for the equipment and the road, the County will need to set aside some of those funds for administration of the project. Warren Henderson stated that the REDC will have administrative responsibilities but they will be separate. He felt that one of the things that made the CDBG process strong is that they anticipate that a portion of the monies that go along with the amount of money that is granted/loaned are supposed to be drawn down on an actual cost basis, which is the most responsible way to do it, both by the municipality and the non-profit. Both parties involved are assured that all the funds are adequately accounted for and properly audited and to ensure that the money is not dissipated and used in a wasteful manner. The County can do this at no net cost to the County and taxpayers.

Marie Cappello stated that the grant administrator is actually working for the County and it needs to be one-step, arm's length from the REDC because they actually provide monitoring and oversight to the REDC. However, the sub-recipient agreement that will be developed between the County and the REDC in essence makes them comply with all the oversight monitoring rules and regulations of the entire project. The REDC has ultimate responsibility, but an administrator will work on the County's behalf to provide the monitoring of the REDC and road contractor. As the application is developed, the amount set aside for grant administration for the County will include the cost of legal, a portion of audit if appropriate, and the cost of the grant administrator in terms of what they have to provide and monitor. That budget gets developed as the Municipal Consulting Group does some fact finding with the folks at the County and puts the application together.

Commissioner Barka stated that he was in the Legislature in the 1950's and had spent many happy times at the Wentworth Hotel. Commissioner Pratt stated that not everyone had that pleasure but were looking forward to having it in the future.

Commissioner Pratt thanked everyone for attending the Public Hearing and their participation in making it such a successful project.

Warren Henderson stated that this is a really important precedent being set today. As President of the REDC and as a resident and taxpayer of

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Rockingham County, he wished to thank the Board of Commissioners as a group and individually. There are many levels of benefit here. This is one of the tools that the County can use to bring short and long-term benefits to its residents. Mr. Henderson appreciates the County's willingness to participate.

Commissioner Pratt and Tom Keane thanked Mr. Henderson for all his assistance.

The Commissioners further received a letter from Mr. Dennis Burnside which would be entered into the file.

The Public Hearing closed at 4:30 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

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**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 7, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Dan Linehan, Christine Croto, Sheriff's Department; Mary Currier, Conservation; Gene Charron, Corrections; Cheryl Hurley, Delegation; Theresa Young, Fiscal; Martha Roy, Human Resources; Diane Gill, Human Services; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, Telecommunications; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 2:10 p.m.

MOVED: Commissioner Barka to approve the March 24, 1998 Minutes.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**COMMISSIONERS' REPORT:**

Commissioner Pratt stated that Friday there will be a breakfast meeting to discuss After School Programs which arose from the Community Profile which was done last month by Human Services and UNH Cooperative Extension. This will be Friday at 7:30 a.m. in the residents dining room.

Commissioner Pratt announced that April 14 at 2:00 p.m. will be a Capital Planning Group Meeting. Rep. Debbie Woods has called the Delegation Long Range Planning Committee Meeting for April 20 at 10:00 a.m. in the Commissioners' Conference Room. All departments will need to bring in most recent proposals for the 5-10 year plan.

Commissioner Pratt stated that a Non-Public Session under NHRSA 91-A:3 II(c) was needed at the end of the Commissioners' Meeting with Bill Sturtevant.

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The Department of Corrections had two bid waivers for the record, for uniforms and a three-year service contract with Mosler for the Javelin Controller. This is a sole source vendor.

The Nursing Home had several bid waivers which the Commissioners signed for a garbage disposal replacement, ARJO Symphony fiberglass whirlpool tubs, and ARJO shower cabinet and shower panel.

MOVED: Commissioner Battles to have the Board of Rockingham County Commissioners endorse the Working Capital Project.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles stated that Councilor Ruth Griffin had met last week with the Commissioners and several other persons to discuss at length this project. Commissioner Barka raised a question about whether the County's guarantees this project. Commissioner Battles stated that is not the case. The County is only endorsing the program to enable the Working Capital Program to draw down CDBG funds. Commissioner Pratt stated that these were HUD funds that through the Office of State Planning and was not in the same pool of funds that Rockingham County used. Commissioner Battles stated that Grafton County would be administering all the funds and paperwork for this project.

**HUMAN SERVICES:**

Diane Gill presented her monthly report. Diane Gill shared comments on Senate Bill 479. The Senate Committee passed this bill to the Finance Committee Thursday, April 2, 1998. This bill would move the juvenile service offices from DCYF to the Department of Corrections. This bill has a lot of attendant problems associated with it. She and the Human Services Administrators testified in opposition to the bill. Diane Gill stated that \$2,040,000 would be transferred, 75% from general funds, and the remaining 25% from County sources. There are also concerns relating to how much Federal money will be recouped. For fiscal year 1997, there was \$4,000,000 that was recouped, aside from the \$2,000,000 to be transferred. There was also another \$800,000 recouped for administrative costs. Commissioner Battles stated that the result would be an additional cost of 25% of \$2,000,000 plus a loss of revenue of 25% of \$4,000,000. Commissioner Barka stated that the wording in paragraph one concerning fiscal impact appears ambiguous. Diane Gill stated that it stated no fiscal impact only on local expenditures, not County expenditures.

Commissioner Battles requested that Diane Gill draft a letter from the Commissioners to the members of the Senate Finance Committee and Jack Barnes focusing on the County expenditures. Commissioner Battles stated that the SEA is strongly pushing this bill. If the bill comes out of Finance with



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a vote to pass, then this letter will be sent to all the members of the Senate and all the Legislators from Rockingham County. Commissioner Barka praised Diane Gill for her efforts on the County's behalf at these hearings.

Diane Gill stated that on a good note, she has gotten her State bill today and DCYF has finally come through with Medicaid credits in the amount of \$47,155.

Diane Gill brought some brochures for the County Attorney and Sheriff's offices regarding a video conference on protecting children on the Internet.

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

Kathy Nikitas stated that the County Attorney's office was very happy with a favorable decision in a recent sexual assault case in which the defendant was originally found guilty, sentenced, overturned on a technicality, and finally got a guilty sentence. Commissioner Battles suggested a sentence over two years which would result in incarceration in the State Prison.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated that the first quarter numbers were up and these figures in large part represented refinancing of existing mortgages. The document count is up 54%. Commissioner Battles stated that although transfer costs were up 10%, revenues were up 52%.

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

Sheriff Linehan stated that the defendant in the Officer Charron trial was due in Rockingham County Superior Court tomorrow and necessary precautions were being taken. Madeline Albright was at Pease this morning visiting the Passport and Visa Office at the Pease Tradeport, and the Sheriff's Department handled security for that visit. Senator Gregg was also present and flew back to Washington from that point. Sheriff Linehan stated that some protestors were also present at the visit protesting her statements regarding the death of children during the bombing of Iraq.

The Sheriff's Office had a recommendation for radios and dispatch console furniture. The Sheriff recommends awarding the bid for radios to Ossipee Mountain Electronics of Moultonboro, New Hampshire. For dispatch furniture he recommends Prison Industries. Discussion followed. Commissioner Battles requested a copy of the bid specs.

MOVED: Commissioner Barka to award the radio bid as recommended by the Sheriff's Department.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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MOVED: Commissioner Barka to award dispatch console furniture bid as recommended by the Sheriff's Department.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that she had presented for the Commissioners' signature the contract for the Source Water Protection Program Grant. The Department of Environmental Services will be sending Rockingham County a check in the amount of \$6,000 right away. The other grant the Conservation Department has applied for is not complete yet, however Mrs. Currier stated it did not look favorable. Mrs. Currier stated that she will reapply next year for the non-point source for the same project. Commissioner Battles thanked Mrs. Currier for her perseverance in attempting to obtain funds from these two grants.

Mrs. Currier stated that the trout delivery will be April 18 at the office. The tree planting workshop will be at the Ladd Farm on Saturday morning April 25. The tree pickup is on May 2 at the Conservation Department. There will be a police officer present this year to direct traffic.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his status report. Mr. Charron presented the Commissioners an additional original of the VINE contract for Commissioners' signature. He will be meeting soon with Jennifer Nelson, Telecommunications Coordinator, regarding the technical aspects involved. VINE will be calling Mr. Charron tomorrow via teleconference. The insurance matters have been resolved. He would also like to meet with the police departments to discuss this program.

Commissioner Barka stated that not all states have been as successful with this program as Kentucky with a 100% record. His concern is the wrong information being input into the system. Commissioner Battles stated that the State of New Hampshire is not participating in the VINE Program yet. He had attended a meeting with Dave Welch who advocated this program state wide. Mr. Charron stated that eventually the County Attorney's office will be tied into the County's program. Mr. Charron stated that he and Jennifer Nelson will be addressing security problems with this system to make it tamper proof with periodic testing, and it will be systematically purged within 24 hours. The County will customize their system with VINE. There will not be any additional information than what citizens could ordinarily find in their local newspapers.

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**REPORT FROM FISCAL:**

Theresa Young stated that the new payroll system proceeded very well last week and the software vendor had been in yesterday to make adjustments. Mrs. Young stated that the accrual balances is the next project for Fiscal. The Munis interface is not complete yet. The bill for this has not been processed yet because it has not been delivered yet. The Fiscal Department is looking into the possibility of offering direct deposit to employees. There is a concern about putting direct deposit in at the same time as the Munis interface. Mrs. Young invited anyone interested in discussions on direct deposit to attend a meeting around noon. Pat Sullo has brought in a movie regarding direct deposit. The last piece of the system is the time clock interface. The quarterly report is under way, and Cheryl Hurley requested a copy by Friday. Mrs. Young will give every department their section for review. Commissioner Pratt requested the Commissioners receive a copy for review before it is distributed.

Mrs. Young stated that there are no outstanding issues with the audit and they are trying to have it completed by April 30. Mrs. Young stated that she and Martha Roy will try to meet every other Monday morning to go over issues and concerns.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the Fiscal Department and Human Resources are implementing the pilot earned time program with Deeds, Jail Administration and Laundry. Martha Roy stated that merit pool surveys are due Friday.

**REPORT FROM THE NURSING HOME:**

Mr. Bill Sturtevant gave his census report. There are 13 applications for admission. Mr. Sturtevant had a bid award recommendation for solid waste removal. He recommends Waste Management, Inc. the low bidder.

MOVED: Commissioner Battles to award the bid for solid waste removal to Waste Management, Inc. per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that he had a bid recommendation for oxyconcentrators to Keene Medical. Although they were not the low bidder, their equipment and the maintenance are better.

MOVED: Commissioner Battles to award the oxyconcentrator bid to Keene Medical per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt received a question from the Red Cross if one of the County's grant programs would pay for tuitions for CNA training. She had responded "no," but that RCNH CAN conducts training at no cost to the students and asked Mr. Sturtevant to call the Red Cross.

**New business:**

Nursing Home:

Bids for fish were received from:

- Shaheen
- North Center Foods
- Jordans
- Hall Smith Sysco
- Al's Seafood
- Poultry Products
- Cambridge Packing

MOVED: Commissioner Barka to have Mr. Sturtevant shop and award the bids in the best interest of the County.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for duplicators.

- Allied Business (returned)
- Conway Office Products
- United Business Machines (UBM)

MOVED: Commissioner Barka to have Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for paper.

- Portsmouth Paper
- Banner Systems of Massachusetts
- Central Paper
- Interboro Packaging
- Allied Supply Co.

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MOVED: Commissioner Barka to have Mr. Sturtevant shop and award the bids in the best interest of the County.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for janitorial supplies:

Benda Products (returned)  
Advanced Maintenance Products (returned)  
Banner Systems of Massachusetts  
George T. Johnson Co.  
Arnold Clement Inc.

MOVED: Commissioner Barka to have Mr. Sturtevant shop and award the bids in the best interest of the County.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Jail:

Bids were opened for dishwashing and laundry chemicals.

Summit Supply Corporation of Chester  
John Danais Co., Inc.  
Hall Smith Sysco  
UNX Inc.  
Central Paper Products Co.  
Americlean Systems  
Ecolab Center

MOVED: Commissioner Barka to have Mr. Charron shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Telecommunications:

Bids were opened for digital cable testers:

Ralph Pill Electric Supply Company  
Newark Electronics  
CED Twin State Electric Supply  
Frank P. McCartin Co., Inc.

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Seamans Electrical Distributors  
Bill Stevens Consolidated Electrical Distr.

MOVED: Commissioner Barka to have Jennifer Nelson shop the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to award the telephone service bid to World Com per the recommendation of Jennifer Nelson, Telecommunications Coordinator.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Jennifer Nelson requested the Commissioners sign the Lucent Technologies contract.

MOVED: Commissioner Battles to have the Chair sign the Lucent Technologies contract on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:25 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
April 7, 1998

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

Date <sup>MB</sup> 4/21/98

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Attorney Steve Schulthess, Attorney Joe McKittrick and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c) and (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

MOVED: Commissioner Battles to deny an appeal for reconsideration for the residency waiver for admission to the Nursing Home.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously.

MOVED: Commissioner Battles requested that a notice be posted for a non-public meeting for Friday at 9:00 a.m. to discuss a lawsuit.

SECONDED: Commissioner Barka.

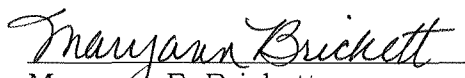
VOTE: 3 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 3:50 p.m.


SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date MB  
5/5/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 21, 1998**

Present: Commissioner Pratt  
Commissioner Barka

Also present: Bill Hart and Dolly Weinhold, County Attorney's Office;  
Cathy Stacey, Register of Deeds; Christine Croto, Sheriff's  
Department; Gene Charron, Department of Corrections;  
Cheryl Hurley, Delegation; Martha Roy, Human Resources  
Director; Diane Gill and Dawn Barnes, Human Services;  
Jude Gates, Maintenance; Nancy Lang, Nursing Home;  
Jennifer Nelson, Telecommunications; Robyn Wojtusik,  
UNH Cooperative Extension; Maryann Brickett, Executive  
Assistant to the Rockingham County Commissioners.

Also present: Attorney Steve Schulthess; Attorney Joe McKittrick; Steve  
Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 2:05 p.m.

MOVED: Commissioner Barka to approve the April 7, 1998 Minutes.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**COMMISSIONERS' REPORT:**

Commissioner Pratt and Gene Charron agreed to table some presentations  
until the May 5, 1998 Commissioners' Meeting.

Commissioner Pratt read a proclamation from Governor Shaheen's Office:

**County Government Week  
April 19-25, 1998**

WHEREAS, the week-long celebration of County Government Week will  
heighten public awareness of the role county government plays in the day-  
to-day life of the citizens of New Hampshire; and

WHEREAS, since 1771, county government has proven to be a valuable asset  
in providing a wide spectrum of service programs and fulfilling the needs of  
communities; and



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WHEREAS, in the spirit of cooperation, county government coordinates its efforts with all units of government on the local, state and federal level; and

WHEREAS, in law enforcement – from detection and apprehension to incarceration – county government helps to ensure the protection and safety of the general public; and

WHEREAS, county government continues to encourage innovative programs to meet the challenges of the future and enhance the quality of life in the State of New Hampshire;

NOW, THEREFORE, I, JEANNE SHAHEEN, GOVERNOR of the State of New Hampshire, do hereby proclaim the week of April 19-25, 1998 as County Government Week and urge all citizens to learn more about services provided by the county government and to show appreciation for the fine work of county government officials and employees.

Given at the Executive Chamber in Concord, this seventh day of April, in the year of Our Lord, one thousand, nine hundred and ninety-eight, and of the independence of the United States of America, two hundred and twenty two.

Commissioner Pratt thanked all the division directors for their effort in making county government a success.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his status report. Mr. Charron had a bid award recommendation for the dishwashing and laundry chemicals to Summit Supply, the low bidder for a 2-year purchase.

MOVED: Commissioner Barka to approve the dishwashing and laundry chemicals bid award to Summit Supply as recommended by Mr. Charron.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Charron had a second bid award recommendation for the portable radios to Thor Electronics, the low bidder.

MOVED: Commissioner Barka to approve the portable radios bid award to Thor Electronics as recommended by Mr. Charron.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Charron next addressed the 75<sup>th</sup> annual Motorcycle Weekend. Belknap County Department of Corrections has requested that Rockingham County

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waive the per diem fee to hold their inmates in the Rockingham County Jail. Mr. Charron noted that Belknap County assisted Rockingham County during the 1996 Flood and reciprocated by waiving their per diem fee at that time.

MOVED: Commissioner Barka to waive the per diem fee as requested by Mr. Charron and the Belknap County Department of Corrections.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Charron drafted a Weekend Sentences Compensation form for the Commissioners' review.

Mr. Charron stated that the ERRCO recycling program was moving along well. The Department of Corrections will resume their former procedures. He is nearly ready to finalize this matter.

Mr. Charron has five persons from his department currently attending the Correctional Academy and six who just completed a two-day training seminar at the Police Standards of Training on Basic Defense Tactics.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the Human Resources Department continues to work on the earned time issue. The Fiscal Department will be placing the vacation and earned time accruals on the next paychecks. The figures are retroactive to April 1, 1998.

**HUMAN SERVICES:**

Diane Gill and Dawn Barnes stated that they has incentive grant awards. Diane Gill presented the Commissioners' Office with a copy of the completed Community Profile. Commissioner Barka asked how much was cut from the Meals On Wheels Program. Diane Gill stated that she was not sure how much the Legislature cut, but had spoken with Debbie Peru about Section 19, and there had been another amendment today regarding nutritional services. Commissioner Barka requested a copy. Diane Gill recommended that she, Debbie Peru and Bill Sturtevant meet to discuss these issues.

MOVED: Commissioner Barka to accept the grants awarded from the April 9, 1998 review:

Child and Family Services	\$16,000.00
Hampton Recreation Department Skateboard Park	\$10,000.00
Hampton Recreation Department	\$ 1,920.00
Hampton Community Coalition	\$ 5,950.00
Nottingham Recreation Department	\$ 6,400.00
Nottingham Recreation Department	\$ 7,000.00

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Nottingham Recreation Department	\$ 4,500.00
Daniel Webster Council BSA	\$ 5,600.00
Rockingham County 4-H: Camperships	\$ 7,960.00
Rockingham County 4-H: Special Programs	\$ 4,765.00
Raymond Recreation Department	\$18,582.00
Ecumenical Transportation Comm.	\$ 4,000.00
Camp Lincoln YMCA	\$15,000.00
Rockingham County Sheriff's Dept.	\$ 2,000.00
TOTAL	\$109,587.00

MOVED: Commissioner Barka to accept the 6% grant recommendations.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM MAINTENANCE:**

Jude Gates stated that Ernie Woodside returned to work Monday and will be here during the hours of 8-12 for a total of 4 hours per day.

**REPORT FROM THE NURSING HOME:**

Nancy Lang stated that the bid award for the duplicator is still under evaluation. However, the Nursing Home is ready to award paper products, janitorial supplies and fish have all been awarded to the low bidder.

Nancy Lang presented the Commissioners with applications to the Nursing Home to be signed by the Commissioners.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the bid award for digital cable testers would need to be placed on the agenda for a future Commissioners' Meeting. The new phone system is moving along well and will be cut over at 4:30 on Thursday evening. Jennifer Nelson requested persons in the Nursing Home building, in the Jail and the Sheriff's Department who left prior to 4:30 p.m. to notify her so that their telephones could be installed earlier.

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

The Sheriff's Department had a bid waiver for computer upgrades to be entered into the official record.

**New Business:**

Department of Corrections:

Bids were opened for photocopiers:

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Panasonic  
Ikon Office Solutions, Inc.  
Minolta Business Systems  
American Data

MOVED: Commissioner Barka to have Mr. Charron evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously.

Commissioner Pratt interrupted the public portion of the Commissioners' Meeting to go into Non-Public Session at this time, and requested all those present who wished to view the remainder of the bid openings to wait in the hall for a few moments. Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II (e).

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 2:30 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
April 21, 1998

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Barka, County Attorney Bill Hart, Attorney Steve Schulthess, Attorney Joe McKittrick, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (e), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

MOVED: Commissioner Barka to accept the recommendation of counsel to settle pending litigation against Rockingham County.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously.

The public portion of the Commissioners' Meeting resumed for bid openings.

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County Attorney's Office:

Bids were opened for Computer Hardware and Software:

Computer City  
Data Pro Corp.  
Softmart, Inc.  
BCC Network Integration  
Intel Express  
Spatris Communications  
CompUSA Inc.  
NECB Data Systems  
Adel-XT Computer Company  
Multimedia Systems, Inc.  
ValCom  
Cocci Computer  
Portsmouth Computer Group, Inc.  
Turbotek Computer Corp.

MOVED: Commissioner Barka to have the County Attorney's office evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously.

Sheriff's Department:

Bids were opened for file servers:

Botnay Bay Computers, Inc.  
Digital Connections, Inc.  
NECB Data Systems, Inc.  
Turbotek Computer Corp.

MOVED: Commissioner Barka to have the Sheriff's Department evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Sheriff's Department:

Bids were opened for network hubs:

Botnay Bay Computers, Inc.  
Digital Connections, Inc.  
NECB Data Systems, Inc.

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Turbotek Computer Corp.

MOVED: Commissioner Barka to have the Sheriff's Department evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Sheriff's Department:

Bids were opened for Sony CPD-3000 Monitors:

Botnay Bay Computers, Inc.  
Digital Connections, Inc.  
NECB Data Systems, Inc.  
Turbotek Computer Corp.

MOVED: Commissioner Barka to have the Sheriff's Department evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Maintenance:

Bids were opened for hay operations:

Irving Woodman

MOVED: Commissioner Barka to have the Maintenance Department evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for exterior steel doors:

R. G. Toombs Door Co.

MOVED: Commissioner Barka to have the Maintenance Department evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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Bids were opened for Kuhn Gyrorake GA3200 GT:

R. N. Johnson  
Townline Equipment Sales, Inc.  
R. S. Osgood & Sons  
R. C. Hazelton Company, Inc.

Bids were opened for replacement windows:

Brown & Horsch Insulation Co., Inc.  
Kinney Roofing Co., Inc.

Bids were opened for light fixtures:

Ralph Pill Electric Supply  
Yale Electric  
Consolidated Electrical Distributors, Inc.  
Graybar Electric Company, Inc.  
Twin State Electric Supply  
Seamans Electrical Distributors  
Wesco  
Wesco Distribution Inc.  
Rockingham Electric Supply Co.

MOVED: Commissioner Barka to have the Maintenance Department evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Nursing Home:

Bids were opened for steamers:

Hobart Sales – returned  
Holyoke Equipment  
American Restaurant Equipment Supply  
Interstate Restaurant Equipment

MOVED: Commissioner Barka to have the Nursing Home evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for draperies:

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New England Shades, Blinds, Draperies & Carpet World  
Victor Rome

MOVED: Commissioner Barka to have the Nursing Home evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for pallet trucks:

Northeast Foods  
Grainger

MOVED: Commissioner Barka to have the Nursing Home evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:05 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
April 21, 1998

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Barka, Nancy Lang, Martha Roy and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

MOVED: Commissioner Barka to approve the leave without pay for a Nursing Home employee.

SECONDED: Commissioner Pratt.



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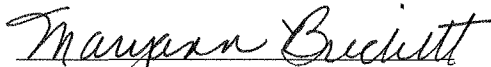
VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 3:30 p.m.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date MB  
6/26/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 5, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Sheriff Linehan and Christine Croto, Sheriff's Department; Mary Currier, Conservation; Gene Charron, Department of Corrections; Jayne Jackson, Fiscal; Diane Gill, Human Services; Jude Gates, Maintenance; Nancy Lang, Nursing Home; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Ray Donald, East Kingston.

Commissioner Pratt called the meeting to order at 2:10 p.m.

MOVED: Commissioner Barka to approve the April 21, 1998 Minutes.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**COMMISSIONERS' REPORT:**

Commissioner Pratt stated that the Commissioners' Office had a request from the Telecommunications Subcommittee to identify the number of cell phones and beepers being used by County employees. Commissioner Pratt requested the information be returned to the Commissioners' Office by Friday, May 8, 1998.

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

Kathy Nikitas stated that next week is National Police Week. The County Attorney's Office will be hosting a reception/brunch at 11:00 on Wednesday, May 13 honoring police officers and recognizing a couple of Rockingham County employees. All are welcome.

Kathy Nikitas requested the Commissioners' signatures on appointments for a number of Assistant County Attorneys. They will in turn be forwarded to the Attorney General's Office.

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Kathy Nikitas stated that last year a prosecutor had attended a drug recognition expert school in Buffalo, New York. This was 100% paid for by the Governor's Highway Safety Agency. The County Attorney's Office has another opportunity to participate in another week-long seminar in June in Oregon. The County Attorney's Office needs the Commissioners' approval to spend the funds to attend this seminar and then be reimbursed in full for the \$1900 cost. The Commissioners' Office approved the request.

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

The Sheriff's Department had several bid awards. The first bid recommendation is for the Network Hub. Sheriff Linehan recommends awarding the bid to Digital Connections in the amount of \$1,130.00.

MOVED: Commissioner Battles to award the network hub bid to Digital Connections in the amount of \$1,130.00 per the Sheriff's recommendation.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Sheriff Linehan's next bid recommendation is for the 20" monitors. Sheriff Linehan recommends awarding the bid to Turbotek of Londonderry in the amount of \$1,229.00.

MOVED: Commissioner Battles to award the monitor bid to Turbotek in the amount of \$1,229.00 per the Sheriff's recommendation. This award is contingent upon the Sheriff's Department requesting Turbotek meeting the other competitive bids.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Sheriff Linehan's recommendation for the bid award of the file server is to Digital Connections of Dover in the amount of \$5,225.00.

MOVED: Commissioner Battles to award the file server bid to Digital Connections in the amount of \$5,225.00 per the Sheriff's recommendation.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier expressed sincere thanks to Wayne Gates for all his assistance this past weekend for the tree and shrubbery sale. Mary Currier stated that next week the State will be doing testing for septic designers out back. The

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Conservation Department will also be doing a soil field day the next day. Maintenance will be assisting by digging the test pits.

Mary Currier stated that Plow Day is being cancelled due to construction on Route 101 and the lack of access to the fields.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his status report stating there were 47 Immigration Dept. inmates. Mr. Charron stated he had bid award recommendations.

Mr. Charron stated that he has a certification meeting Friday. There are to be 5 graduates from the Academy this Friday.

Mr. Charron had several bid awards. The first recommendation is for the paper/plastic bid to Portsmouth Paper Co. in the amount of \$2,654.82, Bay State Janitorial & Paper Supply Co. in the amount of \$1,983.90 and Central Paper Products Co. in the amount of \$2,084.50.

MOVED: Commissioner Battles to award the paper/plastic bids as recommended by the Superintendent of the Department of Corrections.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Charron's next bid award recommendation is for inmate personal care items and he is recommending Americare Products Co. for razors and toothbrushes in the amount of \$8.38/case; ATD-American Co. for combs at \$2.30/case and shave cream at \$36.00/case; Bob Barker Co. for bar soap at \$34.95/case and toothpaste at \$20.50/case.

MOVED: Commissioner Battles to award the bids for inmate personal care items as recommended by the Superintendent of the Department of Corrections.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Charron is recommending the bid award for janitorial supplies to Arnold T. Clement Co. in the amount of \$1,549.66, George T. Johnson Co. in the amount of \$6,326.72, and Advanced in the amount of \$551.16.

MOVED: Commissioner Battles to award the bids for janitorial supplies as recommended by the Superintendent of the Department of Corrections.

SECONDED: Commissioner Barka.

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VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM FISCAL:**

Jayne Jackson stated she had no report.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated the Registry is experiencing a high volume of recordings with another record month. The document count comparing April of 1997 with April of 1998 was up by 2,600 documents. Revenues for the year are up 31%. Tax stamps are up 47%. The majority of that figure is refinancing. Last Friday 330 plus mortgages were recorded, with under 200 deeds and \$160,000 in revenue stamps recorded the same day.

Mrs. Stacey stated that she would be back to a full staff next Monday.

**HUMAN SERVICES:**

Diane Gill presented her monthly report and requested a Non-Public Session under 91:A:3 II (c).

The Commissioners and Diane Gill discussed Bills 479 (JSO) and 409 (Long Term Care). Commissioner Pratt reminded everyone that per the agreement in the Health Care Association lawsuit, officially the Counties are supporting 409 as part of that agreement.

Commissioner Battles posed a question to the Nancy Lang of the Nursing Home. With the revenue projections that were made for the Nursing Home budget based on the census that is not being met. Commissioner Battles asked for a first half year projection for revenue.

**REPORT FROM MAINTENANCE:**

Jude Gates stated that Ernie Woodside had been released to work 6 hours per day.

**New Business:**

Nursing Home:

Bids were opened for milk:

Turner Dairy  
Lago (returned)  
West Lynn Creamery  
Laurel Farms

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MOVED: Commissioner Battles o have Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for ice cream:

West Lynn Creamery  
Laurel Farms

MOVED: Commissioner Battles to have Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Maintenance:

Maintenance is recommending Irving Woodsman for hay operations. The Commissioners advised Jude Gates to have one of the County's attorneys review the contract before awarding and will try privatizing the haying operations for one year.

MOVED: Commissioner Battles to award the bid to Irving Woodsman for a period of one year upon review by legal counsel.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Maintenance is recommending R.G. Tombs Door for the exterior steel doors, a total of 6 steel doors in the sum of \$12,000.

MOVED: Commissioner Battles to award the bid to R.G. Tombs in the amount of \$12,000 per the recommendation of Maintenance.

Maintenance is recommending Townline Equipment Sales for the bid award for the Kuhn Gyrorake.

MOVED: Commissioner Battles to award the bid to Townline Equipment Sales per the recommendation of Maintenance.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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Maintenance is recommending a bid award to Kinney Roofing in the amount of \$17,000 for replacement windows.

MOVED: Commissioner Battles to award the bid to Kinney Roofing in the amount of \$17,000 per the recommendation of Maintenance.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Maintenance is recommending overbed lighting bid awards to Rockingham Electric in the amount of \$5,708.74, Seaman's Supply in the amount of \$236.40, CED Twin State Electric in the amount of \$2,478.30 and CED Gilman Electric in the amount of \$2,327.41.

MOVED: Commissioner Battles to award the bids for overbed lighting as recommended by Maintenance.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Maintenance had a bid waiver for Scott Lawson Group, Ltd. for air quality testing at the Sheriff's Department. This is a safety issue which Nancy Lang addressed.

Nursing Home:

Bids were opened for potato chips:

Nagles Food Products  
Vincents

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for diet gingerale.

Connor Bottling Works  
Pepsi Cola Co.  
Shaheen  
Jordans  
Hall Smith Sysco

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MOVED: Commissioner Barka to have the Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for a grinder/slicer:

Holyoke Equipment Co.  
Interstate Equipment  
Northeast Foods Service  
Hobart

MOVED: Commissioner Battles to have the Mr. Sturtevant evaluate the bids and make a recommendation at the next Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for frozen meats:

Shaheen Bros.  
Cambridge Packing  
Essem  
Jordans  
Alliant

MOVED: Commissioner Battles to have the Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for coffee:

Donahue Bros.  
Alliant

MOVED: Commissioner Battles to have the Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for frozen veggies.



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Alliant  
Hall Smith Sysco  
Jordans  
Shaheen

MOVED: Commissioner Battles to have the Mr. Sturtevant evaluate and award the bids in the best interest of the County.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Nursing Home made a bid award recommendation for steamers. The low bidder is Interstate Restaurant for \$8,600.00

MOVED: Commissioner Battles to award the steamer bid to Interstate Restaurant in the amount of \$8,600.00 per Mr. Sturtevant's recommendation.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Nursing Home made a bid award recommendation for draperies to Victor Rome for \$6,310.00, the low bidder. Commissioner Battles asked if Don Sisson had received a bid. Nancy Lang stated "no." Commissioner Battles had previously requested that he be given a chance to bid on this item.

MOVED: Commissioner Battles to send the drapery bid back out.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Nursing Home made a bid award recommendation for the pallet truck to Grainger the low bidder in the amount of \$427.17.

MOVED: Commissioner Battles to award the pallet truck bid to Grainger, the low bidder in the amount of \$427.17 per Mr. Sturtevant's recommendation.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Nancy Lang stated that bids for a digital duplicator were opened at a previous Commissioners' Meeting. Conway Office Products is the low bidder at \$2,495.00.

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MOVED: Commissioner Battles to award the digital duplicator bid to the low bidder Conway Office Products in the amount of \$2,495.00 per Mr. Sturtevant's recommendation.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Nancy Lang distributed a calendar for Nursing Home Week. The employees' appreciation luncheon would be Wednesday, May 13.

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

SECONDED: Commissioner Battles.

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

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
May 5, 1998

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Diane Gill, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

MOVED: Commissioner Battles in keeping with RSA 165.27-a to allow for up to \$1,000 to be used for funeral expenses. This amount is to come out of the flex fund account as recommended by Diane Gill.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to allow the Board of Commissioners to release an old 1937 lien on a property in Salem, New Hampshire.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

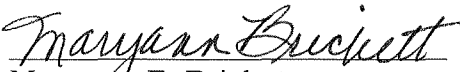
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There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 3:45 p.m.

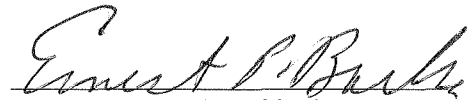
SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date MB  
6/26/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 19, 1998**

Present: Commissioner Pratt

Also present: Kathy Nikitas and Dolly Weinholt, County Attorney's Office; Christine Croto, Sheriff's Department; Mary Currier, Conservation; Gene Charron, Department of Corrections; Cheryl Hurley, Delegation; Theresa Young, Martha Roy, Human Resources Director; Fiscal; Diane Gill, Human Services; Jude Gates, Maintenance; Bill Sturtevant, Nursing Home; Jennifer Nelson, Telecommunications Coordinator; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Ray Donald, East Kingston; Representative Joe Guthrie; Mike Bertrand and Kurt Zarnowski, Social Security Administration Office; Steve Jusseume, Rockingham County Papers.

Commissioner Pratt called the meeting to order at 2:08 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt stated that Commissioner Barka was testifying at a Senate Hearing on SB409 which was running late and that Commissioner Battles was ill. For lack of a quorum of the Board of Commissioners, Commissioner Pratt proceeded with a Work Session.

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

Bids were opened for computer chairs:

Jaymil Active Furniture Inc.

Kathy Nikitas stated that Paul Ardagna has been helpful to the County Attorney's Office by running wire for the new computers and new phone lines needed for new staff members.

Kathy Nikitas stated that an air quality study was done for the Court House. Mr. Woodside had indicated that on behalf of the Commissioners, the County Attorney's office and Cathy Stacey had been requested not to release the report until the Commissioners had reviewed it. Commissioner Pratt stated she would review it with Nancy Lang, the Workers Comp Coordinator. Kathy

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Nikitas stated that the report mainly addressed humidity and air temperature consistency.

Commissioner Pratt stated that the Department of Corrections had a special presentation to make. Mike Bertrand and Kurt Zarnowski of the Social Security Administration made a presentation to Lt. Blomeke for all his assistance to their program which prevents incarcerated inmates from receiving social security benefits. Mike Bertrand stated that the Social Security office had recently signed an agreement with Rockingham County which allows their office to reimburse the County for their efforts in this program.

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

Christine Croto stated that she had no report. Christine Croto stated that an air quality test had been done in dispatch last week. Jude Gates stated that verbal results would be received in about two weeks and a written report in about a month.

**REPORT FROM THE CONSERVATION DISTRICT:**

Mary Currier stated that the entries for the poster contest would be placed on display tomorrow morning. Judging would take place Thursday. The entries of the 5<sup>th</sup> grade students would be on display through the long weekend.

Mary Currier stated the department secretary's last day was the previous Friday and things were going rather slowly until a replacement could be found. There were a few trees left from the sale if anyone is interested.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his status report stating there were 46 Immigration Service inmates. The ERRCO agreement has been finalized but Mr. Charron is waiting for the Court to approve work release programs for more inmates.

**REPORT FROM FISCAL:**

Theresa Young stated that the A/P is in the Commissioners' office for review. The cash report meeting is next week and Fiscal would like to meet with the Commissioners prior to that meeting.

Theresa Young reminded all departments to check their paycheck for accrual balances. She would send another reminder memo to all staff.

**HUMAN RESOURCES:**

Martha Roy stated that Human Resources was continuing FMLA training for any departments that were not able to attend the FMLA training a couple of months ago. Martha Roy stated that a few union issues were still pending that she and Gene Charron continue to work on.

**HUMAN SERVICES:**

Diane Gill stated that she attended the hearing on SB409 in Concord. Commissioner Barka did testify. There is clearly concern about the fiscal impact, especially among the representatives from Rockingham County that sit on this committee. The hearing would resume this afternoon after a recess. Diane Gill further stated that Senator King had also testified. Caps would be looked at closely, including the mechanisms for what would happen if the caps were reached and who is responsible if the caps were exceeded.

Diane Gill stated that her department has an ongoing issue with the Sheriff's Department providing transportation for juveniles through DCYF and court ordered services. There is a meeting tomorrow with the juvenile officer's supervisor and Nancy Rollins to attempt resolution to this issue.

**REPORT FROM MAINTENANCE:**

Jude Gates stated that her department had two RFP openings. With the arrival of spring, the boilers were being broken down. Haying operations were continuing before more rain. Ernie Woodside is in the office 6 hours a day.

Bids were opened for underground storage tanks:

Cyn Environmental Services  
Gold Eagle Contracting, Inc.  
Enpro  
Lawco Corporation

Bids were opened for the jail demolition:

Great Northern Site Corporation  
Kidder Building Wrecking, Inc.

Commissioner Pratt noted that Maintenance needed to evaluate the bids and make recommendations to the Commissioners' office.

**REPORT FROM THE NURSING HOME :**

Commissioner Pratt signed applications for admissions to the Nursing Home in the other Commissioners' absence.

Mr. Sturtevant stated that the census continues to be an issue. There are 283 in the house and one in the hospital. There are 4 applications for admission, and one applicant changed his mind. To address this issue Mr. Sturtevant will file an application for respite care by Friday.

Mr. Sturtevant stated that the coffee bids have been rejected and will be placed out for RFP to renegotiate issues.

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Mr. Sturtevant stated that last week was National Nursing Home Week and he appreciated everyone's help. The prior week was the annual visit from the State Medicaid program to survey the Nursing Home's program. There were no deficiencies. Mr. Sturtevant thanked all the staff and department heads who assisted in this effort. His staff had also receive numerous compliments from the State staff with regard to how hard and well they work together considering the heavy care load for the residents. The home is quiet, and the residents are receiving good quality care. Families also had numerous compliments as well. The residents had their group meeting and had no issues.

Commissioner Pratt requested all departments send Maryann Brickett any items to be placed on the agenda for Commissioners' Meetings and that material for the Commissioners needs to go to Maryann for proper distribution and follow up.

Bids were opened for draperies:

Window Thins, Plaistow  
J & M Langley, Portsmouth  
Direct Line Furnishings of Epping  
N. E. Shades & Carpet  
Victor Rome

Bids were opened for groceries:

North Center Foods  
Donahue Bros.  
Shaheen Bros.  
Jordan Foods  
Hall Smith Sysco

Bids were opened for frankfurts:

Cambridge Packing  
Essem

Bids were opened for bakery products:

Donahue Bros.  
Shaheen Bros.  
Jordans Foods  
C. S. Woods

Bids were opened for beds:

Sunrise Corporation

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Commissioner Pratt recommended Mr. Sturtevant evaluate the bids and make recommendations to the Commissioners.

The Commissioners will post a notice for a special Commissioners' Meeting to award bids later this week.

The Commissioners had signed a bid waiver for the Nursing Home for gift certificates.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt adjourned the Work Session at 3:04 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Chair  
Rockingham County Commissioners



Date MB  
6/26/98

**SPECIAL COMMISSIONERS' MEETING  
COMMISSIONERS' OFFICES  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 21, 1998**

Present: Commissioner Pratt  
Commissioner Barka

Also present: Kathy Nikitas; Dolly Weinhold; Nancy Lang; Jennifer Nelson; Maryann Brickett.

Commissioner Pratt called the meeting to order at 1:13 p.m.

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

MOVED: Commissioner Barka to accept the recommendation of the County Attorney's office to award the computer bids (with the exceptions of #9 and #10) as follows:

1. CPU Hardware/Features: Turbotek in the amount of \$11,672.00
2. Network Server: Turbotek in the amount of \$7,879.00
3. Software Products: Turbotek in the amount of \$4,640.00
4. Hub: Multimedia Systems in the amount of \$733.06
5. Monitors: Cocci Computer Services in the amount of \$3,400.00
6. Processor Upgrades: Turbotek in the amount of \$981.00
7. CD Rom Tower: NECB Data Systems in the amount of \$2,300.00
8. CTV Adapter/PC to TV Converter: Multimedia Systems, Inc. in the amount of \$275.00

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to award the bid for office chairs to Jaymil Active Furniture, Inc. in the amount of \$4,451.15 as recommended by the County Attorney's office, with the exception that the County Attorney's office follow up with the Occupational Therapist.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

MOVED: Commissioner Barka to award the frankfurter bid to Essem, the low bidder, per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

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VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to award the slicer bid to Hobart, the low bidder, per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to award the meat grinder bid to Holyoke, the low bidder, per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to award the bid for beds to Sunrise, the low bidder, per the recommendation of the Nursing Home Director.

SECONDED: Commissioner Pratt.

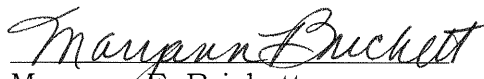
VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that she was going to postpone the bid award until the next Commissioners' Meeting.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt adjourned the Special Commissioners' meeting at 1:25 p.m.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 6/26/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 2, 1998**

Present: Commissioner Pratt  
Commissioner Battles

Also present: Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Dan Linehan and Christine Croto, Sheriff's Department; Mary Currier, Conservation; Gene Charron, Department of Corrections; Cheryl Hurley, Delegation; Martha Roy, Human Resources; Diane Gill, Human Services; Jude Gates, Maintenance; Bill Sturtevant, Nursing Home; Jennifer Nelson, Telecommunications Coordinator; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Pratt called the meeting to order at 2:17 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt reminded everyone that Nancy Lang is the Workers Comp Coordinator. If anyone in a department has a serious accident or illness call for emergency help and then Occupational Health, Thomas Clayton. For environmental concerns, call Nancy Lang.

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

Kathy Nikitas stated that the recently formed Sex Crime Unit was going very well.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated that she had bid waivers to be signed and bids to open. Her department had another record month with 2,700 more documents than last month. A check had gone to the State for \$1,200,000, with \$160,000 revenue for the County for last month. Her department is recording over 700 documents per day. Representative Letourneau donated a burster to her department, a machine which removes the perforations from the side of paper and then inserts them into the envelopes.

Jennifer Nelson informed Mrs. Stacey that departments were now using WorldCom for the long distance carrier. They should be receiving notification shortly. The rates are .09 per minute for interstate and .108 per minute for intrastate calls.

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Bids for mail folder/inserters machines were received from:

NeoPost  
Pitney Bowes  
Formax

MOVED: Commissioner Battles to have the Register of Deeds evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Sheriff Linehan stated that the console installation is going well. They are up and running. The file server is having WindowsNT and IMC software installed.

**REPORT FROM THE CONSERVATION DISTRICT:**

On behalf of the Department of Environmental Services, Mrs. Currier thanked the Maintenance Department for digging the test pits for their test program for the septic designers and the Soil Field Day. Mrs. Currier also wished to thank Sheriff Linehan and Nancy Lang for assisting with the judging of the art contest. The residents enjoyed the posters a great deal. Mrs. Currier displayed the poster of the grand prize winner from the art contest.

Jude Gates gave a status report on the Master Gardening Project. Donated trees which were totally organic would be planted this year. She has obtain a great deal of information from the Department of Agriculture. Most of the work to be done this year would be tree planting and landscape design. Mrs. Currier stated that Rhode Island is the only other state in New England that certifies its farms for organic farming.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Mr. Charron gave his status report. His department received \$73,000 revenues last month, largely due to the immigration population. Project Community II is going well this year. The Kingston Fair has made a request to avail these services as well.

Mr. Charron stated that the landscaping at the jail is going very well. Maintenance has been a tremendous help with the mulch and equipment they have provided. Some work has been done on the parking lot. Commissioner Battles cautioned Mr. Charron about the threat of lime disease and the use of appropriate precautions to ensure worker safety. Mr. Charron stated that a great supply of pest control products have been donated to the Department of Corrections. Commissioner Battles also cautioned Mr. Charron about the inmates being suitably dressed at all times.

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Mr. Charron stated that he is continuing to review bids for the tuberculosis control units.

Mr. Charron stated that he was continuing to line up staff for the ERRCO Project. Coordination for candidates for the program was done with the County Attorney's Office and local law enforcement officials. Commissioner Battles stated that a maximum of 25% up to \$55 per day was deducted from their salary. Mr. Charron stated that was correct. They received twice the hourly wage earned per day per worker.

Mr. Charron stated that the Chaplain's contract was ready for the Commissioners' signatures. Commissioner Battles and Commissioner Pratt signed the contract. Commissioner Barka's signature would be obtained as soon as possible.

MOVED: Commissioner Battles to allow the Board of Commissioners to approve and sign the Chaplain's contract.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**HUMAN RESOURCES:**

Martha Roy stated that the sign-up sheets for elections for the Employees Advisory Committee will be posted in all departments shortly. Elections will be held in late June.

The Emergency Leave Bank donations are being worked on. Letters would be going out soon.

Bids were received for photocopiers from:

- Savin
- American Data
- Minolta
- Conway
- MacDurgin
- Danka
- Ikon

MOVED: Commissioner Battles to have Martha Roy evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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Commissioner Battles directed Mrs. Roy to be sure she signed off on all payrolls before checks were distributed. The Commissioners and the Auditor agree that this is an important issue. Commissioner Pratt stated that the bank will need close turnaround time for direct deposit. The Bank needs a certain number of days to know the amount of checks coming through for direct deposit.

Commissioner Battles also directed Mrs. Roy to encourage the Insurance Exchange to speed up their proposals for group insurance. Martha Roy stated that the Insurance Exchange has met with employees on life and disability insurance issues. Martha Roy stated that she would call the Insurance Exchange.

**HUMAN SERVICES:**

Diane Gill presented the Commissioners with her monthly report and a program guide for Parent-Child Mediation. Diane Gill stated that the DCYF meeting will be Thursday, June 18 at 3:00 p.m.

**REPORT FROM MAINTENANCE:**

Jude Gates stated that she had no report, but wished to make a recommendation for the demolition of the old Jail.

MOVED: Commissioner Battles to award the bid for the demolition of the old Jail to Kidder per the recommendation of the Maintenance Department.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Jude Gates stated that the demolition would include asbestos abatement, lead abatement, knocking down the building, filling in the hole and grading. The granite marker and fifty square feet of slate would be kept for bench stock for repairs to other slate roofs still on the complex. The demolition would take place upon giving the State 10 days notice for the hazardous waste removal. The project would take 3 days for the actual demolition, and 3 weeks for the total project and cleanup. Commissioner Battles also cautioned Maintenance to be careful of the tick infestation this year and to take proper precautions with its personnel.

Commissioner Battles requested the Maintenance Department to confer with the Commissioners to display some of the antique pictures from the old Court House building at the new Court House building.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report. The census was still low, but things are improving. The actual affect on the revenues due to the vacant beds is

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\$116,000. The Nursing Home will be receiving a check for \$222,000 next week as a result of the Health Care Association lawsuit settlement and a 1.5% bonus from 1997 and a 3% rate increase that was retroactive back to February 1.

Commissioner Battles suggested that residents from Strafford and Hillsborough Counties might be placed at the Rockingham County Nursing Home. Mr. Sturtevant said he had been conferring about this with other counties. Mr. Sturtevant stated that he was still experiencing staffing problems.

Mr. Sturtevant had a recommendation for the drapery bid. He recommends Direct Line, the low bidder. They are willing to provide the material originally requested in the specs at the same rate they quoted for a lower quality material.

MOVED: Commissioner Battles to award the drapery bid to Direct Line per the recommendation of the Nursing Home Administrator, with the stipulation that the material indicated in the specs will be used. If they fail to comply with this condition, this would be rebid.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested a Non-Public session under NHRSA 91A:3 II (a).

Mr. Sturtevant stated that he has filed an application to do respite care. The pet therapy and music therapy grants are moving well. Mr. Sturtevant has to provide the tax exempt number to the State. He has applied for other grants with the help and suggestions of the Stratham SPCA. He would also be approaching the Iams Pet Food Company for a grant.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the new June schedule for applications classes if out, with an average of one class per week for the summer. Commissioner Battles stated that the County Attorney and other department heads had favorable comments for the how the classes were going.

Jennifer Nelson stated that she had a bid recommendation for the flute cable tester. She recommends Siemens.

MOVED: Commissioner Battles to award the flute cable tester bid to Siemens per the recommendation of the Telecommunications Coordinator with the stipulation that the Telecommunications Coordinator request free software packages.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

\_\_\_\_\_  
MB  
Date 6/26/98

Commissioner Pratt stated that the Commissioners held a special meeting two weeks ago to award bids for computer equipment to the County Attorney's office and frankfurters for the Nursing Home. Commissioner Pratt and Commissioner Barka were present.

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

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative on a roll call vote at 3:40 p.m.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
June 2, 1998

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Bill Sturtevant, Martha Roy and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

MOVED: Commissioner Battles to grant a leave of absence without pay and the continuation of health insurance coverage for a Nursing Home employee for a period of 90 working days as requested by Mr. Sturtevant and the issue would be revisited after the 90 day period.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles instructed Mr. Sturtevant and Mrs. Roy to make sure the Fiscal Office knew about this vote to ensure that medical coverage continues for this employee.

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Martha Roy and Maryann Brickett.

MOVED: Commissioner Battles to research the attendance of an employee at Commissioners' Meetings and to recommend disciplinary action if appropriate.



MB  
Date 6/26/98

SECONDED: Commissioner Pratt.


VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:00 p.m.

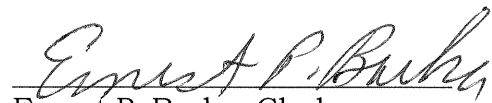
SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 6/24/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 16, 1998**

Present: Commissioner Barka

Also present: Nancy Lang, Asst. Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Barka called the meeting to order at 2:00 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Barka stated that the purpose of this work session was for bid openings only.

**REPORT FROM MAINTENANCE:**

Bids were opened for Dietary flooring:

York Flooring Co., Inc.  
R & J Industrials  
Elliott & Tabor Co. Inc.

Commissioner Barka noted that Maintenance needed to evaluate the bids and make a recommendation to the Commissioners' office.

Bids were opened for Dietary insulation:

Damon Insulation  
Advanced Insulation

Commissioner Barka noted that Maintenance needed to evaluate the bids and make a recommendation to the Commissioners' office.

**REPORT FROM THE NURSING HOME :**

Bids were opened for wheelchair parts:

Keene Medical  
Rehabilitation Parts Associates Inc.  
Life Plus  
Charron Medical Equipment

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Date 6/26/98

Commissioner Barka noted that the Nursing Home needed to evaluate the bids and make a recommendation to the Commissioners' office.

Bids were opened for coffee:

Donahue Brothers  
Alliant Food Services  
New England Coffee  
U. S. Food Service

Commissioner Barka noted that the Nursing Home needed to evaluate the bids and make a recommendation to the Commissioners' office.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka adjourned the Work Session at 2:12 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date ms  
7/24/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS' CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 23, 1998**

Present: Commissioner Pratt

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Captain Joe Akerley, Sheriff's Department; Mary Currier, Conservation; Gene Charron, Department of Corrections; Martha Roy, Human Resources Director; Diane Gill, Human Services; Ernie Woodside and Jude Gates, Maintenance Department; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Also present: Steve Jusseume, Rockingham County Papers.

Commissioner Pratt called the Work Session to order at 2:10 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt reminded all departments to send their Annual Reports to the Commissioners' Office by next Tuesday. The annual audit is now complete, and the County Annual Report will need to be prepared.

Commissioner Pratt presented Ernie Woodside with a 10 year Certificate of Achievement.

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

Sheriff Linehan updated the Commissioners on the dispatch console project. There has been difficulty with scheduling. Sheriff Linehan stated that training on the new system has taken place and welcomed everyone to come and view the new system.

Captain Akerley addressed the C.O.P.S. MORE '98 Grant. This is Community Oriented Policing Services. He stated that the ultimate purpose of the grant is to put more officers on the street. The Sheriff's Department put together a grant proposal to the Department of Justice

MB  
Date 7/24/98

in the amount of \$285,000. If approved it would decrease the Sheriff's Department yearly telephone bills by approximately \$50,000.

**REPORT FROM THE REGISTER OF DEEDS:**

Commissioner Pratt and everyone wished Cathy Stacey a very happy birthday.

Mrs. Stacey presented the Commissioners with folder/inserter bid award information. The bid award would be placed on the agenda for the next Commissioners Meeting. Cathy Stacey stated that revenues were great, approximately \$1,600,000 for the month thus far.

**REPORT FROM CORRECTIONS:**

Gene Charron gave his census report. The C.O.s who were injured recently is recovering well.

Mr. Charron had copier and tuberculosis testing equipment bid award recommendations for the Commissioners. These items would be placed on the agenda for the next Commissioners' Meeting.

The Corrections Department is acquiring several tuberculosis screening units in the near future.

Corrections had previously requested the Commissioners to award the inmate clothing bid to one vendor. Mr. Charron would now like to request the Commissioners' permission to allow this vendor to finish this current order and then request future clothing needs from Robinson Textiles, Bob Barker and Command Supply for the lowest bid on other needed items of clothing. Commissioner Pratt recommended Mr. Charron place this in writing for the Commissioners' signatures.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated Mr. Charron and she would be working on union negotiations soon. Human Resources is also working on Employee Advisory Committee elections.

**REPORT FROM HUMAN SERVICES:**

Diane Gill distributed her monthly report to the Commissioners.

MB  
Date 7/24/98

**REPORT FROM MAINTENANCE:**

Mr. Woodside had three bid award recommendations for his department, underground storage tank closure, dietary insulation and dietary flooring repairs.

Mr. Woodside mentioned that there was security work in the capital projects list. Burns Security will be at the complex in the morning to review and discuss these issues with Maintenance.

Mr. Woodside expects the flashing lights and signs on North Road to be replaced and relocated next week.

The Nursing Home has received two new buses and Mr. Woodside is recommending keeping 2 older buses, #3 and #4 for backup purposes for the Nursing Home and use by the Jail. Mr. Charron addressed this issue stating that it would be preferable for inmates to be transported rather than walking between the Jail and the Nursing Home for security and liability purposes.

Mr. Woodside stated that Mary Currier and he met with Grace Walker and the FEMA Mitigation Team last Monday. They feel comfortable with the reports that came back. Rockingham County's problems and issues are understood and will be addressed. Maintenance is waiting for a cost factor report from Grace Walker. Additional planning for flood waters needs to be addressed. The Conservation Department is working collaboratively with FEMA and Maintenance on this project. Mr. Woodside expects final approval on funds to be received soon. Rockingham County would not have to come up with additional funds until next year under capital projects. Mary Currier stated that she joined the engineers for their survey this morning. There will be additional survey work of the flood zone done July 9 and 10. Mrs. Currier expects a mitigation grant of possibly \$200-\$300,000 to be awarded to Rockingham County. FEMA will assist with resolving the problem rather than pay damages as a result of another flood. Some conceptual designs will be drawn up and everyone will discuss these as a group as they relate to the Jail, the sewer pumping complex, the Nursing Home parking lots, etc. The County will have to come up with a portion of the funds, but Mrs. Currier stated they could be in-kind services. Mrs. Currier expects the Commissioners office would have the dollar figures before the next fiscal cycle in October. The Office of Emergency Management and FEMA would have to approve this plan as well.

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MB  
Date 7/24/98

Mr. Woodside stated that the old Jail has been demolished. The contractors have worked in a very professional manner and he has received no complaints thus far. The project should be completed by June 29, well before the July 4 celebration. Mr. Woodside stated that the piece of granite on the front of the building was saved. Mr. Charron stated that the original brass handrails were saved. They are on display in the lobby of the Jail. Mr. Charron would like to have the plaque, old fire extinguisher and other memorabilia on display above the brass rails in the lobby.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, stating there is a vacancy rate of 8% per a telephone survey throughout the Seacoast region. Mr. Sturtevant and several other Nursing Home Administrators will be holding a meeting to discuss the vacancies and what can be done. The vacancies started before the holidays and there have not been many new applications to the Nursing Home. Daycare census remains at about 90.

Mr. Sturtevant has several bid awards. Mr. Sturtevant recommends Life Plus, Charron Medical, and Rehabilitation Equipment for wheelchair parts, the low bidders except for the arm slings. The low bidders for arm slings and hot packs did not bid on the correct item.

Mr. Sturtevant recommends U.S. Foods Service, the low bidder for the coffee vendor at \$.015 per cup vs. \$.23 per cup.

Mr. Sturtevant stated that the Greater Piscataqua Community Foundation notified him that they have awarded the Nursing Home a grant for the music therapy program in the amount of \$2,800. This is a matching grant. They are still considering the pet therapy grant and will be making a decision in the next couple of weeks.

Mr. Sturtevant stated that two new vans were delivered next week. Legal counsel is reviewing the lease contract, which would also require the signature of the Board of Commissioners.

Mr. Sturtevant stated that new beds would be arriving around July 1. Mr. Sturtevant would like to declare the old beds as surplus and donate them to IMEC in Seabrook as the Board of Commissioners had voted on last year.

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MB  
Date 7/24/98

Mr. Sturtevant stated that July 4 was approaching. He is concerned about the water saturation of the fields as it relates to parking. Mr. Sturtevant recommended meeting with Chief Red Burne to suggest alternative parking ideas. The fireworks display will be on Saturday, July 4.

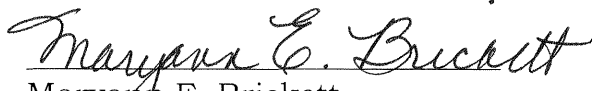
Mr. Sturtevant reported there had been some water damage to ceiling tiles where the Underhill renovations were done in 1985. When the ceiling tiles were taken down, nests of termites were found. Pest control came and toured the area with Vern Rines and Bob Gilbert. They are making recommendations and will put those recommendations in writing for review. This will be a two-year project to rid the Nursing Home of the termites. The initial estimate for the work is \$8,000.

Commissioner Pratt announced that the next County Management Team Meeting is August 13.

A Commissioners' Meeting will be scheduled for either Thursday or Friday morning to take care of pending items on the agenda.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt adjourned the Work Session at 3:05 p.m.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

\_\_\_\_\_  
Katharin K. Pratt, Chair  
Rockingham County Commissioners



Date MB  
8/6/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 26, 1998**

Present: Commissioner Pratt  
Commissioner Battles

Also present: Cathy Stacey, Register of Deeds; Gene Charron,  
Department of Corrections; Martha Roy, Human  
Resources Director; Ernie Woodside, Maintenance  
Department; Bill Sturtevant, Nursing Home  
Administrator; Maryann Brickett, Executive Assistant  
to the Rockingham County Commissioners.

Commissioner Pratt called the meeting to order at 9:40 p.m.

**COMMISSIONERS' REPORT:**

MOVED: Commissioner Battles to approve the minutes of the May 5  
Commissioners Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve the minutes of the May 19  
Commissioners Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve the minutes of the May 21  
Commissioners Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve the minutes of the June 2 Commissioners Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REGISTER OF DEEDS:**

Cathy Stacey recommends NeoPost, the low bidder for the folder/insert machine in the amount of \$4,288.95.

MOVED: Commissioner Battles to approve the bid award for the folder/insert machine as presented by Cathy Stacey.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM CORRECTIONS:**

Gene Charron made a bid award recommendation for the copier bid to Cannon, which had ultimately the lowest price, worked the best, and had the longest drum life.

MOVED: Commissioner Battles to approve the bid award for the copier machine to Cannon as presented by Mr. Charron.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Charron is recommending the bid award for air purification equipment to go to Abatement Technologies in the amount of \$3,603 per unit. Commissioner Battles recommended Mr. Charron purchase 3 units. Commissioner Battles stated for the record that the Commissioners are concerned about the possibility of tuberculosis and the high risk an outbreak would pose.

MS  
Date 8/6/98

MOVED: Commissioner Battles to approve the bid award to Abatement Technologies to purchase 3 air purification units in the sum of \$3,603 per unit as presented by Mr. Charron.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Charron reported that he had saved some items from the old Jail which was recently demolished and they are on display in the lobby of the new Jail.

Mr. Charron stated that he was having trouble with acquiring uniforms from a vendor who had previously been awarded the bid. He asked the Commissioners to allow him to go to the other vendors who had bid on uniforms, and purchase needed items from the other low bidders.

MOVED: Commissioner Battles to allow Mr. Charron to order the clothing needed for inmates from other vendors who were the lowest bidder.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles asked Mr. Charron to research the cost of certification of CO's, whether it was less expensive as provided by the Association of Counties or Police Standards & Training.

Martha Roy commented that Police Standards & Training provides free training to all towns and cities for all police officers and special duty police officers, both full and part time. Martha Roy further commented that there is a difference between a police officer and a correctional officer, and the certification level provided in training. Commissioner Battles stated it was his understanding that the Police Standards & Training provides a school for correctional officers at the state level, for the State Prison. Mr. Charron would look into the cost of this schooling. Mr. Charron stated he would do the research and get together in July with the Commissioners to further discuss the issues.

MB  
Date 8/6/98

**REPORT FROM MAINTENANCE:**

Mr. Woodside had three bid award recommendations for his department, underground storage tank closure, dietary insulation and dietary flooring repairs.

Mr. Woodside recommends R & J Industrial Floors, Inc. in the amount of \$8,295.00 for the dietary flooring bid award.

MOVED: Commissioner Battles to award the dietary flooring bid to R & J Industrial Floors, Inc. in the sum of \$8,295.00 as presented by Mr. Woodside.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommends Advanced Insulation in the sum of \$4,500.00 for the dietary insulation bid award.

MOVED: Commissioner Battles to award the dietary insulation bid to Advanced Insulation in the sum of \$4,500.00 as presented by Mr. Woodside.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommends Gold Eagle in the sum of \$8,130.00 for the underground storage tank bid award. Commissioner Battles and Mr. Woodside discussed the paper trail for the removal of waste material from County property. Commissioner Battles stated he would not vote to award this bid, but wishes to table the matter until he spoke with Mr. Hill, an environmental waste consulting firm.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant recommends U. S. Foods Service, the low bidder to be the coffee vendor for the Nursing Home. U. S. Foods Service quoted \$.015 per cup vs. \$.23 per cup and they will provide the urns.

MS  
Date 8/6/98

MOVED: Commissioner Battles to award the bid for coffee to U. S. Foods Service as recommended by Mr. Sturtevant.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant wishes to award the bid for wheelchair parts to Life Plus, Charron Medical and Rehabilitation Equipment.

MOVED: Commissioner Battles to award the bid for wheelchair parts as recommended by Mr. Sturtevant.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that the Nursing Home has received the grant for music therapy from the Greater Piscataqua Community Foundation in the sum of \$2,800.00.

MOVED: Commissioner Battles to authorize the Chair of the Board of Commissioners and Mr. Sturtevant to sign for the grant.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that the Nursing Home has received the two new vans.

MOVED: Commissioner Battles to authorize the Chair of the Board of Commissioners to sign the lease agreement for the new vans for the Nursing Home.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt announced that the Executive Committee Meeting for the 2<sup>nd</sup> Quarter Review is Friday, July 17 at 9:30 a.m. in the Hilton



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Date <sup>MS</sup> 8/6/98

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

MOVED: Commissioner Battles to direct the payment of liability insurance for the Jail Chaplain.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to direct the payment of two weeks' salary in lieu of vacation time to an employee.

SECONDED: Commissioner Pratt.


VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 11:15 a.m.


SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
\_\_\_\_\_  
Katharin K. Pratt, Chairman  
Rockingham County Commissioners

MB  
Date 8/7/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 30, 1998**

Present: Commissioner Pratt  
Commissioner Barka

Also present: Bill Hart, County Attorney's Office; Christine Croto, Sheriff's Department; Al Wright, Department of Corrections; Judie Milner, Fiscal; Jeannette Hauschel, Human Services; Ernie Woodside, Maintenance Department; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, Telecommunications Coordinator; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Pratt called the meeting to order at 2:05 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt stated that the Commissioners completed the exit interview with the Auditors last week. The financial statements will be received shortly.

Commissioner Pratt announced that the County Attorney's office was awarded a grant. Commissioner Pratt also advised that departments need to budget for anticipated grants as this one grant exceeds the entire total for undesignated contingent grants in the 1998 budget.

Commissioner Barka concurred that the audit went very well this year.

Commissioner Pratt stated that several vendors were present waiting for bids to be opened, and would go out of order in order to facilitate their being able to review the bids.

**MAINTENANCE:**

Bids were opened for Jail Heat Wheels:

Dowling Corporation



MB  
Date 8/7/98

Hansen-Fox Co., Inc.  
Palmer and Sicard, Inc.  
AAA Energy Service Co.

MOVED: Commissioner Barka to have Mr. Woodside evaluate the RFPs and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for the Jail Feedwater Tank:

Dowling Corporation  
Hansen-Fox Co., Inc.  
Palmer and Sicard, Inc.  
AAA Energy Service Co.

MOVED: Commissioner Barka to have Mr. Woodside evaluate the RFPs and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**NURSING HOME:**

Bids were opened for oxygen respiratory care:

Keene Medical Products  
Life Plus  
Step 2 Medical

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MB  
Date 8/7/98

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

Kathy Nikitas stated that the County Attorney's office had sent the Commissioners' office some information concerning a grant award. This amount was not fully reflected in the budget, but will discuss the details with the Commissioners' office at a later time.

**REGISTER OF DEEDS:**

Bids were opened for aperture card readers:

North Shore Data Services, Inc.  
Document Security, Inc.  
National Microsales Corporation

MOVED: Commissioner Barka to have Cathy Stacey evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Christine Croto stated that the Sheriff's Department has been quiet this week and had nothing further to report.

**REPORT FROM THE FISCAL DEPARTMENT:**

Judie Milner announced that Jayne Jackson had a baby boy on June 15, Ryan Anthony. She is expected back in the office around September 1.

Judie Milner also stated that direct deposit is getting closer. Citizens Bank will be here at the complex on July 9 from 7-10 a.m. and 2-5 p.m. for questions about direct deposit.

The Executive Committee quarterly review meeting is July 17 and Fiscal needs any transfer requests by July 6 in order to obtain the appropriate signatures to mail out.

Judie Milner stated that the auditor solicited comments on the management report and that the Fiscal office had prepared suggestions.

MB  
Date 8/7/98

Judie Milner further reported that the adjustment on the Jail funds needs to be approved. Commissioner Pratt noted there was no dollar amount or effective date on the request from Fiscal and requested that information be provided to the Commissioners.

The Fiscal Department inquired about the status of the Audit RFP and the Actuary RFP.

**REPORT FROM HUMAN SERVICES:**

Jeannette Hauschel had no report for Human Services.

**REPORT FROM MAINTENANCE:**

Mr. Woodside had 4 additional RFP openings. Mr. Woodside also reported that the installation of the doors for the outside of the buildings will begin tomorrow. The installation of windows for the Carlisle section of Probation and the old Administration Building will begin on July 8 and continue until completed.

Mr. Woodside commented on the completion of the demolition of the old Jail building. The fire alarm panel which was struck by lightning is nearly completed being repaired. It is back on line and testing will be done today.

RFPs were opened for Fernald flooring:

Cadieux Flooring

Commissioner Barka requested Mr. Woodside rebid this item due to the low response. He requested to see the list of bidders so that he could call and inquire why more vendors had not responded to the RFP.

MOVED: Commissioner Barka to table this RFP.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

RFPs were opened for the Boiler Plant retaining wall:

S. Tomasz Masonry

Date MB  
8/7/98

Dion Construction Co.

MOVED: Commissioner Barka to have Mr. Woodside evaluate the RFPs and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

RFPs were opened for masonry repairs:

S. Tomasz Masonry

MOVED: Commissioner Barka to have Mr. Woodside evaluate the RFPs and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for Roth Feedwater pumps:

Roth Pump Company  
Comfort Mart Dist. Inc.

MOVED: Commissioner Barka to have Mr. Woodside evaluate the RFPs and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM CORRECTIONS:**

Al Wright gave the Jail census report. Al Wright stated that the Fiscal Department will be transferring the Commissary funds from one account to another pending Commissioners' approval.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that the census is at 274, one person is in the hospital. There are several new applications being worked on. Mr.

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mB  
Date 8/7/98

Sturtevant has spoken with Rockingham County VNA and Hospice Program to discuss the possibility of using the facility as a Respite Care facility for some of their patients. Patients would be here for a maximum of five days. Adult Day Care is at 90.

Mr. Sturtevant stated that the 50 new beds will be arriving on July 9. Mr. Sturtevant wished to donate the 50 old surplus beds to I.M.E.C. of Seabrook which uses them in the distribution of medical equipment in developing third world countries. This year they will be sent to South America.

MOVED: Commissioner Barka to have the Board of Commissioners declare the 50 beds that will be replaced as surplus and authorize the donation of this equipment to I.M.E.C. of Seabrook, New Hampshire.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant reminded everyone about the July 4 celebrations Saturday.

Mr. Sturtevant informed the Board that the Nursing Home has received a grant from the Alexander Eastman Foundation in the sum of \$2,000 for a pet therapy program.

Bids were opened for frozen veggies:

Shaheen Bros.

MOVED: Commissioner Barka to direct Mr. Sturtevant to rebid this item.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt asked that all departments provide the Commissioners a list of all the vendors who received bids at the time bids are opened.

Bids were opened for linen:

MB  
Date 8/7/98

Boston Trade International  
JTB Enterprises  
Best Manufacturing  
Boston Textile  
Signature Textile (no bid)  
Star Silk & Linen  
Victor Rome  
Poseidon Supply  
Textile Sales  
Fred Jennings

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for Workers Compensation Claims Administration:

Constitution State – Travellers Group

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bid and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that she had returned from a week of training for the new phone system in New York.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 2:40 p.m.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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Respectfully submitted,

Maryann Brickett

Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date 8/7/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
July 14, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Becky Jo Burns, Register of Deeds; Sheriff Linehan, Sheriff's Dept.; Christine Croto, Sheriff's Dept.; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services; Ernie Woodside and Jude Gates, Maintenance Department; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, Telecommunications Coordinator; Robin Wojtusik, UNH Cooperative Extension; Sarah Gardner, Commissioners' Office.

Commissioner Pratt called the meeting to order at 2:10 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt announced that the Commissioners will approve the minutes of June 16, 23, 26, 30 at the next Commissioner's Meeting.

Commissioner Pratt stated that "The Year 2000" compliance meeting held this week was attended by only three department representatives. A note will be sent out by the Commissioners as a reminder that in order to expedite compliance processes all departments need to attend these compliance meetings, and bring any information requested.

Commissioner Pratt announced that Governor Shaheen awarded Commissioner Barka the Vaughan Award at ceremonies in Concord on June 30, 1998. This award, sponsored by The Council on Aging, awarded for this county under the category of: "Active Senior Citizen Programming". Commissioner Barka is also Chairman of the Meals On Wheels Program. Congratulations to Commissioner Barka!!

Commissioner Pratt announced today that Representative Stone, co-sponsored a bill that raised the Bid Requirement from \$1,000 to \$5,000



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effective July 4, 1998. All other requirements remain the same including the \$1,000 Line Item Transfer.

MOVED: Commissioner Battles to remove the \$100 quote requirement for office supplies.

SECONDED: Commissioner Barka

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REGISTER OF DEEDS:**

Becky Burns attended on behalf of the Register of Deeds Office and recommended the bid for aperture card readers be awarded to Document Security.

MOVED: Commissioner Battles to award the bid for aperture card readers to Document Security per the recommendation of the Register of Deeds.

SECONDED: Commissioner Barka

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Becky Burns also distributed the final figures for the month of June.

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

Christine Croto reviewed the bid waiver for ammunition. She stated that the NH Sheriff's Association sent out a request for proposal. The Sheriff's current vendor has an even lower price and they are requesting a bid waiver to use this supplier.

Sheriff Linehan stated the Sheriff's Department is submitting an application for grant funds to dedicate a position to a Child Advocacy Program. Sheriff Linehan stated the funding would be for an entry level Sheriff's position to accommodate the departmental transfer of an existing Sheriff to Deputy-in-Charge of a Child Advocacy Program. Approval of the application of this grant funded position, based on a possible delayed date, is marked as a three year position. There was discussion of possible grant funding methods to be discussed further upon award of the grant.

Date 8/2/98

MOVED: Commissioner Battles to approve the request for Commissioner consideration of a grant funded position.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young stated that the county should be exempt from the state tax listed on the phone bill relating to telecommunication. Mrs. Young provided the Commissioners with a sample letter to telecommunication vendors requesting the removal of state taxes from the service bills retroactive to September, 1996.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that SB346 which established a task force to study foster care systems, designated that a representative from the county Human Services Department join this task force. Mary Ellen McKay has invited Diane Gill to take the position. The report which is due in November 2000 will address issues of efficiency, retention, training, and monetary reimbursement. Diane Gill addressed the issues she was experiencing with the Bridges program. The State is working to correct these problems.

**REPORT FROM MAINTENANCE:**

Ernie Woodside reported the status of the following projects: The probation department window replacement is completed with the exception of the trim which will be completed July 15. All windows in the Administration building have been completed with the exception of four windows on back order.

Insulation of the pipework, metal covering of the duct work, and the addition to the Dietary Department started July 13. The anticipated completion date is July 17.

Phase II safety repairs to the Dietary Department are scheduled to begin July 20.

\_\_\_\_\_  
Date 8/7/98

MOVED: Commissioner Battles to allow Mr. Woodside to make bid recommendations without background explanation.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended the Jail heat wheels bid to be awarded to Palmer & Sicard.

MOVED: Commissioner Battles to award the bid for Jail heat wheels to Palmer & Sicard per the recommendation of Mr. Woodside.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended the Jail feedwater tank bid be awarded to Palmer & Sicard.

MOVED: Commissioner Battles to award the bid for the Jail feedwater tank to Palmer & Sicard per the recommendation of Mr. Woodside.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended the boiler plant retaining wall bid be awarded to S. Tomasz.

MOVED: Commissioner Battles to award the bid for boiler plant retaining wall to S. Tomasz per the recommendation of Mr. Woodside.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended the masonry repairs bid be awarded to S. Tomasz.

MOVED: Commissioner Battles to award the bid for masonry repairs to S. Tomasz per the recommendation of Mr. Woodside.

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SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended the Roth feedwater pumps bid be awarded to Comfort Mart Distributors.

MOVED: Commissioner Battles to award the bid for Roth feedwater pumps to Comfort Mart Distributors per the recommendation of Mr. Woodside.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended the Fernald Building flooring bid be awarded to Cadieux Flooring.

MOVED: Commissioner Battles to award the bid for Fernald Building flooring to Cadieux per the recommendation of Mr. Woodside.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside stated that the underground storage tank removal was tabled the first week of June. The only additional requirement they recommended was to ensure that Gold Eagle confirmed in writing that they will conduct the UST closure in strict accordance with NHDES prior to the removal from the ground. Commissioner Battles read a recommendation by Stone Hill regarding their review of the Bid Proposals.

MOVED: Commissioner Battles to take the RFP for underground storage tank removal off of the table.

SECONDED: Commissioner Barka

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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MOVED: Commissioner Battles to award the bid for underground storage tank removal to Gold Eagle per the recommendation of Mr. Woodside.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for septic tank removal:

Rome Construction

MOVED: Commissioner Battles for Mr. Woodside to evaluate the bid and if it does not comply with the specifications, that it be rejected and bid again. Recommendation for bid award to be brought to next meeting.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside presented a Bid Waiver request recommended by Superintendent Charron for approval to replace the 1AA and 17AA key cylinders in the House of Corrections. This vendor installed the initial keylocks when the building was built.

Mr. Woodside stated that the survey team finished last week, and their report is due by the end of the week.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that the census is 281, an improvement from 275 two weeks ago. Admissions are scheduled for July 15 and July 16. Adult Medical Day Care census is 90.

The projected trend for revenues and expenditures net result is approximately one half million dollars listed in detail in the second quarter subcommittee report.

Bids were opened for frozen vegetables:

Shaheen  
Jordans  
Hall Smith Sysco

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Mr. Sturtevant requested the Nursing Home be allowed to evaluate the bid and award it in the best interest of the County.

MOVED: Commissioner Battles to have Mr. Sturtevant evaluate and award the bid in the best interest of the county.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for paper:

Allied Supply, Co.  
Central Paper  
Interborough Packaging Corp.

Mr. Sturtevant requested the Nursing Home be allowed to evaluate the bid and award it in the best interest of the County.

MOVED: Commissioner Battles to have Mr. Sturtevant evaluate and award the bid in the best interest of the county.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant recommended the bid for the oxygen respiratory care services be awarded to Life Plus.

MOVED: Commissioner Battles to award the bid for oxygen respiratory care services to Life Plus per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant recommended the bid for the linen be awarded to multiple low-bidders per his report.

Bids were opened for Linen:

*ms*  
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Victor Rome  
Boston Textile  
Best Manufacturing  
JTB Enterprises  
Star Silk and Woolens  
Textile Sales

Mr. Sturtevant recommended the bid award for Workers Compensation Claims Administration be awarded to Constitution State.

MOVED: Commissioner Battles to award the bid for Workers Compensation Claims Administration to Constitution State per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that the proposal from U.S. Food Service contained a major error and wished the Commissioners to vote to reconsider and rescind that bid award. Mr. Sturtevant wishes to recommend to rescind the coffee contract bid award from U.S. Food Service and reconsider awarding the bid to Donahue Bros.

MOVED: Commissioner Battles to rescind the coffee contract bid award to U.S. Food Service.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to the award the coffee bid to Donahue Bros.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that a retirement reception for Irma Goodrich is scheduled for 2:00 p.m., July 15, 1998 in the staff dining room. Irma has been with the Nursing Home for twenty-two years and is now retiring. She worked for many years as a Head Nurse on the Nursing

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Units. She trained volunteers and recently has been working in Quality Control.

A reminder that Mr. Sturtevant leaves July 16 for the National Association of Counties Conference and will be returning to the office on July 28.

The new Archo tubs and showers are installed. The lifts have arrived and will be installed.

Both Music and Pet Grants have been approved. No vote for approval by the Commissioners is necessary.

Mr. Sturtevant recommended a reduction of the LPN positions by two (8 to 6 authorized) and increase of two RN positions (16-18 authorized).

MOVED: Commissioner Battles to approve the position changes.

SECONDED: Commissioner Barka

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that she encouraged the departments to contact her if they had any questions regarding the Year 2000 Committee or the information required. She reminded the Officials and Division Directors that she needed the inventory information requested for the Year 2000 meeting on July 13.

Commissioner Pratt wished to take this time to thank the County Attorney's Office and Mrs. Young for providing fax service during the temporary telephone shutdown on Thursday, July 10, 1998.

**REPORT FROM UNH COOPERATIVE EXTENSION:**

Robin Wojtusik from Co-Operative Extension stated that the proposed arboretum consists of 10 acres of land located across from the Rockingham County Nursing Home. Each year one acre, will be used to display educational/theme landscape construction and design. All plants and labor are donations to this project. The Maintenance



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Department has begun preparing the land. The Master Gardeners held their first meeting July 9, to plot the first parcel.

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

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
July 14, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Martha Roy, and Sarah Gardner.

MOVED: Commissioner Battles to approve an unpaid leave of absence without benefits for a three-month period to a Nursing Home employee.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to direct Martha Roy to notify all Division Directors and Elected Officials that for obvious workers comp reasons, work at home is not approved by the Commissioners and should not be occurring without a majority vote of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3

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

SECONDED: Commissioner Barka.

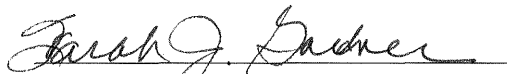
VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Barka moved to adjourn at 4:05 p.m.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,



Sarah J. Gardner  
Temporary Assistant to the  
Rockingham County Commissioners

Received by,



Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date MB  
8/11/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
July 28, 1998**

Present: Commissioner Pratt  
Commissioner Battles

Also present: Kathy Nikitas, County Attorney's Office; Cathy Stacey, Register of Deeds; Joe Akerley, Sheriff's Dept.; Gene Charron, Corrections Supt.; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Jude Gates, Maintenance Dept.; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Coordinator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Steve Jusseume, Rockingham County Newspapers.

Commissioner Pratt called the meeting to order at 2:07 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt announced that the Commissioners would need a non-public session under NHRSA 91A:3 II (e).

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

Kathy Nikitas stated she had no report.

**REPORT FROM REGISTER OF DEEDS:**

Mrs. Stacey stated that there were bids to be opened for the Year 2000 Compliance Software. Bids were received from:

Aldon Workbench 2000 - No bid  
North Shore Data Services Inc.  
Mid Range Systems

MOVED: Commissioner Battles to have Mrs. Stacey evaluate the bids and make a recommendation to the Commissioners.

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SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Cathy Stacey stated that she wished to extend her office hours from 4:00 p.m. to 7:00 p.m. several evenings per month. A discussion between Mrs. Stacey and the Commissioners followed. Commissioner Battles suggested that the hours be time specific, i.e. until October 31 and to notify the Delegation today about the change of hours. Mrs. Stacey stated that the abstracters using the facility would incur the extra costs involved. Commissioner Pratt recommended sending a letter to Rep. Sherman Packard. Commissioner Battles also recommended Mrs. Stacey speak with Human Resources regarding the issue of straight time or overtime pay.

MOVED: Commissioner Battles to approve the extension of office hours at the discretion of Mrs. Stacey through October 31, 1998 with the understanding that the costs involved will be covered by the abstracters using the facilities.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Captain Joe Akerley gave a status report on the communication center: The carpet was installed this morning. The furniture would be arriving Thursday from Prison Industries. All other items should be completed Friday and the Sheriff's Department would invite all employees to visit upon completion.

Captain Akerley wished to thank the Maintenance Department and the Telecommunications Coordinator for all their effort to assist in the completion of this project. The Sheriff's Department has received several applications for a network administrator. The Dispatch Dept. is two people short at the moment and they are having trouble filling positions. Morale in the Sheriff's Department is at an all time high.

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Date 8/11/98

**REPORT FROM THE CORRECTIONS DEPARTMENT:**

Gene Charron gave his census report.

Mr. Charron recommends Central Paper Co. and Interboro Packaging for the paper/plastic bid award as outlined in the report presented to the Commissioners.

MOVED: Commissioner Battles to award the paper/plastic bid to Central Paper Co. and Interboro Packaging per the recommendation of Mr. Charron.

SECONDED: Commissioner Pratt

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young stated that the Fiscal Department is moving forward on the exemption from the state tax on the telephone bill. Her department has had many requests for a copy of the auditor's financial statements.

Commissioner Pratt reported the Commissioners are reviewing them and they will be available by the end of the week.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that she had no report and is requesting a non-public session under NHRSA 91A:3 II (a).

**REPORT FROM MAINTENANCE:**

Jude Gates reported that Mr. Woodside is on vacation this week. The second phase of the Dietary flooring replacement started today. The Maintenance Department has filled the last vacancies and is working with a full staff again.

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Commissioner Battles inquired about the haying operations this year. Jude Gates stated that the haying project was not going as well as anticipated, but that they had received a payment last week. Commissioner Battles informed Mrs. Gates that the Commissioners wished to put the waste water operation out for bid. Mrs. Gates stated that an RFP could be sent out approximately one week after the meeting with Mr. Douglas.

Commissioner Battles inquired about the energy audit. Commissioner Battles inquired about the 03 funds and stated he wished to resolve this issue as soon as possible. A meeting needs to be scheduled between the Maintenance Department, the Fiscal Department, Telecommunications and the Commissioners to plan this. Commissioner Battles wishes to expend the money by the end of the year.

Jude Gates reported that the Maintenance Department is recommending to award the septic tank removal contract to Rome Construction.

MOVED: Commissioner Battles to award the contract for the septic tank removal to Rome Construction, not to exceed \$10,000, per the recommendation of the Maintenance Department.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM MIS/TELECOMMUNICATIONS:**

Jennifer Nelson stated that there were bids to be opened for Internet services. Bids were received from:

TIAC  
Genitech Systems & Consulting Inc.  
NorthEast InterNet Publishing Inc.  
The TeleConnection (TTLC)  
Rocket Science Internet Solutions

MOVED: Commissioner Battles to have the Telecommunications Coordinator evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

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Date           

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report. There are 287 residents, 1 in the hospital, an admission scheduled for today, and 2 more this week. There are 13 new applications for admission and 90 in the Adult Day Care Program. Mr. Sturtevant had a request for a non-public session under NHRSA 91A:3 II (a).

Commissioner Battles requested an update on the impact the current census is having on the budget. Mr. Sturtevant stated that he would get a copy to Commissioner Battles as soon as possible and will update the Commissioners on a monthly basis. Commissioner Battles recommended Mr. Sturtevant and Diane Gill meet to discuss the fiscal impact.

Commissioner Pratt announced that there would be no Commissioners Meeting September 8 due to the primary elections, but that there will be an additional meeting on August 18.

Commissioner Battles recommended all departments begin planning their budgets for the next fiscal year. A memo would be going out to the departments in August reminding them to begin this process.

Commissioner Battles and Mr. Sturtevant discussed the election and that the County hosted primary results at the complex that evening for the benefit of the community and the press. The Commissioners will send a letter to all the media requesting they post this information.

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

SECONDED: Commissioner Pratt.

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

MB  
Date 8/11/98

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
July 28, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Theresa Young, Martha Roy, and Maryann Brickett.

Those present for NHRSA 91A:3 II (a) and (e) were Commissioner Pratt, Commissioner Battles, Bill Sturtevant, Martha Roy, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) and (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to request a letter from legal counsel to Commissioner Barka concerning matters involving County personnel.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to send a letter of voluntary termination to a Nursing Home employee upon the recommendation of the Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to grant a leave of absence without pay to a Nursing Home employee upon the recommendation of the Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.



MB  
Date 8/11/98

MOVED: Commissioner Battles to deny admission to an application for admission to the Rockingham County Nursing Home upon the recommendation of the Director.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to have the Board of Commissioners sign a Release of Lien and a Settlement Agreement for monies owed to the Nursing Home.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to go back into non-public session under RSA 91A:3II (a). Those present were Commissioner Battles, Commissioner Pratt, Bill Sturtevant, Martha Roy and Maryann Brickett.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) and (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 3:30 p.m.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MB  
Date 8/11/98

Respectfully submitted,

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

Received by,

Katharin K. Pratt  
Katharin K. Pratt, Chairman  
Rockingham County Commissioners

Date MB  
8/11/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS OFFICES  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 6, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Martha Roy, Human Resources Director; Cindy Hayden, Community Development Director-City of Portsmouth; and Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Pratt called the meeting to order at 12:00 p.m.

MOVED: Commissioner Battles to approve the minutes of the June 26, 1998 Commissioners Meeting.

SECONDED: Commissioner Pratt.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to approve the minutes of the June 30, 1998 Commissioners Meeting.

SECONDED: Commissioner Pratt.

ABSTAIN: Commissioner Battles who was not present.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve the minutes of the July 14, 1998 Commissioners Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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MB  
Date 8/11/98

**COMMISSIONERS' REPORT:**

The Commissioners discussed the possibility of children of employees using the Computer Training Room facilities to learn about computers.

The Commissioners discussed the CDBG grant for the Seybolt Building in Portsmouth.

MOVED: Commissioner Battles to authorize Rockingham County to apply for, accept and expend money from state, federal, or other governmental unit or a private source which becomes available during the fiscal year, in accordance with the procedures set forth in New Hampshire RSA 31:95-b, and further to authorize the Chairman of the Board to execute any and all documents and policies required by the Office of State Planning.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles stated for the record that the Commissioners support keeping all of the social services agencies that are currently in the building. The Seybolt Building is the property of the City of Portsmouth. Cindy Hayden stated that most agencies would probably wish to renew their leases for a long-term lease.

MOVED: Commissioner Battles to accept the recommendation of the Treasurer for tax anticipation borrowing and authorize Commissioner Barka to sign on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 12:30 p.m.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MB  
Date 8/11/98

Respectfully submitted,

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

Received by,

Ernest P. Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 8/18/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS OFFICES  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 7, 1998**

Present: Commissioner Barka

Also present: Tim Dempsey; and Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 11:00 a.m.


Bids were opened for tax anticipation borrowing:

First Albany  
State Street  
Fleet Securities  
Commerce Capital  
BankBoston  
Bank of NH – No Bid  
U. S. Securities, NH – No Bid

Tim Dempsey made a recommendation for tax anticipation borrowing which recommendation the Commissioners voted to accept at the August 6 Commissioners Meeting. Tim Dempsey, the Deputy Treasurer recommends to award the RFP for tax anticipation borrowing to First Albany in the amount of \$5,000,000.00 at a rate of 3.80% with a premium of \$1,201.00 and NIC of 3.7378%.

There being no further business to come before the work session, everyone adjourned at 11:10 a.m.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Date MB  
8/18/98

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

\_\_\_\_\_  
MB  
Date 9/15/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 11, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Kathy Nikitas, Tamara Corcoran and Jim Houghton, County Attorney's Office; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan; Cheryl Hurley, Delegation Office; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Dawn Barnes, Human Services; Ernie Woodside, Maintenance Dept.; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Steve Jusseume, Rockingham County Newspapers.

Commissioner Pratt called the meeting to order at 2:05 p.m.

**COMMISSIONERS' REPORT:**

Commissioner Pratt stated that a letter went to the New Hampshire Sunday News from an inmate at the Rockingham County Jail thanking the Jail for their humane treatment and rehabilitation.

Commissioner Pratt commented that the Commissioners had received a very nice letter from Belknap County thanking the Corrections Department for their assistance with Motorcycle Weekend.

The funeral for a Corrections Department officer were held this Tuesday morning.

The Commissioners are requesting that all departments need to begin working on their new budgets.

Commissioner Pratt stated that the direct deposit issue is being worked on and reviewed by Human Resources, Fiscal and the Employee Advisory Committee.



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MOVED: Commissioner Battles to approve the minutes of the July 28 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed unanimously in the affirmative

MOVED: Commissioner Battles to approve the minutes of the August 6 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative

Commissioner Pratt announced that the Commissioners would need a non-public session under NHRSA 91A:3 II (e).

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

Kathy Nikitas introduced Tamara Corcoran and Jim Houghton from the County Attorney's Office. Kathy Nikitas stated that the County Attorney's office had sent a letter to the Commissioners regarding the Spectra camera law enforcement kits which were intended to be purchased through a grant contingency fund of \$5,500.00. This would place a camera in almost every cruiser. The Federal Government grant would reimburse the County Attorney's Office \$5,500.00 for this purpose. They also had some funds remaining from last year's equipment line of the budget.

Commissioner Pratt stated that there were several grant this year which were not entirely budgeted for and the Commissioners aren't sure if there were enough funds for all of them. Theresa Young suggested that the County Attorney's office process and warrant. Kathy Nikitas stated that she would be attending the CMT Meeting on Thursday and would finalize the paperwork at that time.

**REPORT FROM THE FISCAL DEPARTMENT:**

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Date 9/15/98

Theresa Young stated that the Fiscal Department was conducting training for the Munis system and Phase II would begin in October. Mrs. Young stated that she would be attending a conference in Washington next week. Judie Milner and Jayne Jackson would be covering for the department in her absence.

Mrs. Young stated that the next report from the CompuSense interface should include all the numbers for all the months. Direct deposit is held up for the August 20 payroll.

Commissioner Battles stated that the Commissioners' Office needs 4 copies of the budget package including backup before November 1.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that she is recommending Minolta for the copier bid award.

MOVED: Commissioner Battles to award the copier bid to Minolta in an amount not to exceed \$9,700 per the recommendation of Mrs. Roy.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to place the old copier from the Human Resources Department in the Commissioners' Conference Room.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mrs. Roy stated that Human Resources over the next several weeks will be meeting with elected officials and division directors to review their current job descriptions, making the format more uniform across the County.

Human Resources is developing a benefits booklet for employees. The tentative date for the 1998 Benefits Fair is October 29 from 7 a.m. to 4 p.m. Mr. Sturtevant stated holding the Fair from 6 a.m. to 4 p.m. is fine with the Nursing Home.

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Commissioner Battles stated that the Insurance Exchange has been assisting the Commissioners to get better rates from our insurance vendors.

**REPORT FROM HUMAN SERVICES:**

Dawn Barnes stated that the Commissioners need to vote on the grant review awards.

Commissioner Pratt announced that she is on the Hampton Child and Family Extension Board.

MOVED: Commissioner Battles to award the grants as presented by Human Services:

Approved:

Woodbury School, Salem	\$ 2,000.00
Hampton Child and Family Extension	Approved
Family Support and Service Program	\$15,000.00
Lincoln Street School, Exeter	\$ 8,397.00
Families First	\$15,000.00
The Upper Room	\$60,000.00
Sanborn School District	\$ 8,596.00
Daniel Webster Council (add'l camp funds)	\$ 1,000.00
Nottingham Teen Center	\$ 7,250.00

Funds Reserved Pending More Information:

Deerfield Teen Center	\$18,710.00
New Outlook Teen Center	\$20,000.00
Odyssey House	\$15,000.00

Funds To Be Released From \$10,000 4/98 Reserves:

R.C. Youth Development Coalition	\$ 773.00
C.A.T.S./Teen Life Coalition	\$ 6,000.00

Total New Funds To Be Released:	\$170,753.00
Total Funds To Be Released From Reserves:	\$ 6,773.00

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MB  
Date 9/15/98

**REPORT FROM MAINTENANCE:**

Ernie Woodside stated that the new beacons are up on North Road but awaiting for Public Service to hook up.

The Commissioners, the Sheriff and Mr. Woodside discussed the possibility of holding an auction this year on September 26. Commissioner Pratt suggested getting a list of automobiles and other items available for the auction. The Commissioners would make a public announcement and send out letters to all the towns who may wish to participate again. Mr. Woodside stated he would send out a memo coordinating the auction, place an announcement in the Manchester Leader and notify the auctioneer that was used last year.

RFPs were opened for uniforms:

UniFirst  
Lands' End Corp.  
General Linen Service Co., Inc.  
Todd Uniforms for Business

MOVED: Commissioner Barka to have Mr. Woodside evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report. There are 292 residents, an admission scheduled for today, and 1 more tomorrow.

Mr. Sturtevant announced that there would be a graduation ceremony for CNAs on Thursday at 1:30 p.m. in the Atrium.

Mr. Sturtevant stated that there would be a Job Fair for recruiting on Thursday, September 10 from 3-7 p.m. He will be working with Human Resources for any departments who need to hire employees. Mr. Sturtevant would coordinate with the other Job Fair at the Fox Run Mall.

Bids were opened for eggs:

MB  
Date 9/15/98

Seagull Egg Co.

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bid.

SECONDED: Commissioners Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that no bids were received for fish and he would send the bid out again.

Bids were opened for frozen meat:

- Shaheen Bros.
- Cambridge Packing
- Hall Smith Sysco
- North Center Foods
- Jordans Sysco Foods Service

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioners Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for frankfurters:

- Shaheen Bros.
- Cambridge Packing
- Essem

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioners Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for juice:

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Jordans Sysco Foods Service  
Shaheen Brothers  
North Center Foods  
Turners Dairy  
West Lynn Creamery

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioners Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for provisions:

Shaheen Brothers  
Bernard Toomey  
North Center Foods  
Jordans Sysco Foods Service

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioners Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Bids were opened for goods:

Shaheen Brothers  
Bernard Toomey  
North Center Foods  
Jordans Sysco Foods Service  
Donahue Brothers

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioners Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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MB  
Date 9/15/98

**REPORT FROM TELECOMMUNICATIONS:**

Bids were opened for structured wiring:

Cocci Computer Services Inc.  
HighLAN Design Technologies  
Lucent Technologies  
Vitts Networks

MOVED: Commissioner Battles to have the Telecommunications Coordinator evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioners Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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

Sheriff Linehan stated that the Sheriff's Department was now dispatching in the newly redesigned Dispatch Center which is now fully operational. In the near future, there will be a formal walk-through and open house for employees to view the new room.

Sheriff Linehan also stated that he recently spoke with Senator Gregg and Congressman Sununu's office with regard to the grant applications that the Sheriff's Department has proposed.

**REPORT FROM REGISTER OF DEEDS:**

Cathy Stacey stated that employees needed to turn in their nominations for New Hampshire Association of County Employees of the Year and they have to be received by her no later than August 24. Mrs. Stacey will be on vacation next week.

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

SECONDED: Commissioner Barka.

\_\_\_\_\_  
mB  
Date 9/15/98

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
August 11, 1998**

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to have Mr. Sturtevant speak with legal counsel before the Board of Commissioners accept the payment schedule and sign an agreement concerning a Nursing home lien.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 3:15 p.m.



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SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

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

Received by,

Ernest Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 9/15/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 18, 1998**

Present: Commissioner Pratt

Also present: Christine Croto, Sheriff's Dept.; Mary Currier, Conservation Dept.; Gene Charron, Superintendent; Department of Corrections; Jay Houle, Fiscal Dept.; Diane Gill, Human Services; Jude Gates, Maintenance Dept.; Nancy Lang, Asst. Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Pratt called the meeting to order at 3:05 p.m.

**REPORT FROM THE COMMISSIONERS OFFICE:**

Commissioner Pratt stated that several items which the Commissioners had on the agenda would be moved to the next Commissioners Meeting due to lack of a quorum.

**REPORT FROM THE CONSERVATION DEPARTMENT:**

Mary Currier stated that a meeting is scheduled to be held in the Hilton Auditorium Tuesday August 25 at 7:00 p.m. concerning the Clean Water Action Plan. Because they will be working on the Unified Watershed assessment and because Rockingham County has a lot of water quality issues, Rockingham County will be #1 in line for Federal dollars. This meeting is to see if the Unified Watershed assessment findings are accurate and for public input of any additional sites which need cleaning. One of the sites is the County property itself on North Road. This is an opportunity for the County to do some long range planning and to receive potential grant monies to take care of water quality issues under the 319 Grant Program.

Mary Currier stated that NHDES is coming down and a similar meeting is being hosted by the Conservation District in each county. The counties need to prioritize. Mary Currier stated she had maps in her office outlining problem sites in each county.

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Mary Currier stated that she forwarded a copy of the G.I.S. Survey which she completed for Rockingham County. This would be a great opportunity for Rockingham County to begin working on projects for grant applications as the turnaround time is usually very short. EPA usually looks very favorably on these issues. Mary Currier will advise the Commissioners Office of the time frame involved as there may be a substantial increase in Federal dollars. This project is being done under Vice President Gore's Clean Water Action Plan and the Unified Watershed Assessment is being done under that.

Commissioner Pratt stated that department budgets will be completed in early October and several departments are applying for and in some cases receiving grants that were not budgeted. This type of potential grant really needs to appear in next year's budget. Most of last year's grant monies were not used because a CDBG grant was not moving as fast as anticipated.

Mary Currier also stated that the grant monies for the Jail flood mitigation will be prepared in time for the new budget cycle. Representative Ken Wyler and all the legislators are involved in this meeting.

The new fall bulb flier is out for anyone interested and Mrs. Currier gave Nancy Lang several for the nurses stations for the gift certificates.

Mrs. Currier stated that a boundary survey was done of the County property by John W. Durgin Engineers in 1957, but not including the parcel acquired since that time from Herb Taylor. Mrs. Currier will meet with Cathy Stacey to see if that parcel was surveyed and recorded at the Registry of Deeds when it was added on for the new Nursing Home addition.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his census report. Next week the VINE presentation and training session will be held next Wednesday from 9-11 a.m. in the Hilton Auditorium. The Police Departments and anyone who has an interest in the Program. There will be a media release on Thursday at 10:30 a.m. at the Jail. The official start date will be next Wednesday and those attending the training session will receive an information package. The Department of Corrections is seeking corporate sponsors.

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

Christine Croto stated that the Sheriff's Department had no report.

**REPORT FROM THE FISCAL DEPARTMENT:**

Jay Houle stated there was no report. Theresa Young will be back from the conference in Washington on Monday, August 24.

**REPORT FROM MAINTENANCE:**

Jude Gates stated that the repair on the water main to the Jail will occur at 3:00 p.m. The letters for the auction have gone out and H.G. Webber will be the auctioneer this year again. The towns will be invited to participate again if they wish.

RFPs were opened for ditch reclamation:

Mike Malasky  
Rome Construction  
Waterline Industries Corporation

The Maintenance Department will evaluate the bids and make a recommendation to the Commissioners.

**REPORT FROM THE NURSING HOME:**

Nancy Lang stated there were several applications to the Nursing Home for the Commissioners signatures. The census is now up to 293.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that she has received a fax regarding an early morning meeting on Senate Bill 409.

The Peer Mediation Program received the OJJDP grant in the amount of \$11,759.00. This was reduction from the \$17,007.00 requested. Cathy Francoeur, Diane and Theresa Young will get together to discuss how much will be left by September 30, the Federal fiscal year and determine how much will be needed for next year.

MB  
Date 9/15/98

Diane Gill distributed her monthly report for the Commissioners, which contains the year-end 1998 figures for parental reimbursement. These figures are about \$9,000 ahead of 1997.


The YDC rates have gone into effect. Diane has written to Commissioner Favreau informing him that the county will be holding invoices until they have met with him next week. In this month's state bill, Human Services was billed for the rate increase of 3% which commenced May 1 in addition to the 1 ½% bonus.

Diane Gill next discussed the 6% grant for the Derry Teen Coalition Coordinator's salary.

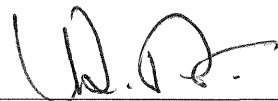
Diane Gill recommended a legend/map be placed in the parking lot to direct people to the various departments. It is very confusing to find offices on the complex.

There being no further business to come before the Board of Rockingham County Commissioners, the work session adjourned at 4:00 p.m.

Respectfully submitted,

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

Received by,

  
\_\_\_\_\_  
Katharin K. Pratt, Chairman  
Rockingham County Commissioners

MB  
Date 9/29/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 25, 1998**

Present: Commissioner Pratt  
Commissioner Battles

Also present: Captain Joe Akerley and Deputy Wayne Powers,  
Sheriff's Dept.; Mary Currier, Conservation Dept.;  
Gene Charron, Superintendent, Department of  
Corrections; Theresa Young, Fiscal Dept.; Martha Roy,  
Human Resources Director; Ernie Woodside,  
Maintenance Dept.; Bill Sturtevant, Nursing Home  
Administrator; Maryann Brickett, Executive Assistant  
to the Commissioners.

Commissioner Pratt called the meeting to order at 3:15 p.m.

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

Captain Joe Akerley introduced Deputy Sheriff Wayne Powers from Rye, New Hampshire who is a dog handler for the County's drug dog K-9 Deputy PMP Black Smoke. On August 17 Sheriff Linehan issued a Special Order of accommodation which Captain Akerley read. It stated that during the first seven months of 1998 this team was instrumental in the seizure of 1.3 million dollars in drug related assets, including 545 pounds of marijuana which have resulted in the arrest of 36 individuals on drug related charges. Captain Akerley added that the program was reinstated in May of 1997 by Sheriff Linehan and was expanded to include some full-time officers from the Attorney General's Drug Task Force of the Drug Enforcement Administration of New Hampshire State Police and New Hampshire National Guard. Since this time, this team has been involved in 50 narcotics cases that represent a combined street asset value of over \$3.2 million dollars. Investigations have resulted in the arrests of 75 individuals. They have assisted the U.S. Customs Service, the United States Coast Guard, Maine DEA, Vermont State Police, Vermont State Drug Task Force, the Manchester Police, Stratham Police, New Hampshire State Police and the Rockingham County House of Corrections. To date Deputy Powers and PMP Black Smoke have been involved in the combined seizure of over 1 ton of marijuana and

MB  
Date 9/29/98

subsequent investigations and seizures have netted over \$406,000 in currency, half a million dollars in real estate, 26 vehicles, for a grand total of nearly \$5 million dollars. A press release was issued and newspaper articles have appeared in the Lawrence Eagle Tribune and the Manchester Union. A round of applause followed. Commissioner Pratt praised Deputy Wayne Powers on behalf of the County.

Captain Akerley stated that the new dispatch functions have commenced as of 9:00 a.m. this morning. Police and fire departments have been visiting the site.

### **COMMISSIONERS REPORT**

Bids were opened for audit services:

Grzelak and Company, P.C.  
Vachon, Clukay & Co.  
Plodzik & Sanderson Professional Association  
Mason & Rich, P.A.  
Pierson, Grill & Saunders

### **REPORT FROM MAINTENANCE:**

Ernie Woodside stated that he wished to award a bid for uniforms to UniFirst Corporation in the amount of \$1,555.50 , wished to award the bid for ditch reclamation to Rome Construction not to exceed \$20,000 and there were RFPs to be opened for fire alarm system upgrades.

A letter has gone out to all the Board of Selectmen of Rockingham County regarding this year's auction, and any items to be included in the auction should be delivered to the horse barn.

All the work items on North Road have been completed, i.e. the signs, beacons, etc.

Mr. Woodside also stated that yesterday a site crew came to view paving for the parking lots and road areas, including expansion behind the Blaisdell Building for next year's July 4 celebration.

Yesterday the flooring contractors and abatement contractors for Fernald 1 began work. The flooring crack is not structural damage or a serious concern.





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Date 9/29/98

Mr. Charron thanked the Commissioners for their support on the surplus bus.

Mr. Charron will be officially unveiling the V.I.N.E. Program tomorrow with a training program in the Hilton Auditorium at 9:00 a.m. Several programs have already registered and he has received many favorable comments. This is the first program in New England. Packages will be passed out to attendees.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young stated that she attended a conference in Washington, D.C. last week and has brought back a Federal Audit Financial statements.

Mrs. Young stated that direct deposit will begin with the next pay period and 35% of employees have signed up for it. Mrs. Young reminded the Commissioners that there was the Treasurer's monthly review meeting at 9:00 a.m. tomorrow. Commissioner Pratt agreed that they could meet following the Treasurer's Meeting to discuss the union issues.

The Munis interface is working well except for the interfunds. Mrs. Young requested to view the audit RFPs which were sent in. Commissioner Pratt stated that the Commissioners wished to view first and they would be available some time next week.

MOVED: Commissioner Battles to award the bid for ditch reclamation to Rome Construction not to exceed \$20,000 per the recommendation Mr. Woodside.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside stated he would use inmate services whenever possible for this project.

MOVED: Commissioner Battles to award the bid for uniforms to UniFirst Corporation in the amount of \$1,555.50 per the recommendation Mr. Woodside.

SECONDED: Commissioner Pratt.

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Date 9/29/98

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to have Mr. Woodside evaluate the bids for fire alarm system upgrades and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside noted that the RFP has gone out for the energy audit.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that Mr. Sturtevant and she had an excellent Job Fair last week. They received numerous applications for Nursing, Correctional Officers, Bailiffs and Dispatch positions. Mr. Sturtevant concurred that the Job Fair received a lot of response and he believed it was more cost effective than running ads in the newspapers. Mr. Sturtevant stated that the Fox Run Mall masterminded the Job Fair and several radio stations and MacIntosh College sponsored it. There will also be future job fairs in October and March. Human Resources will have more notice next time and can be more organized. Mr. Sturtevant stated it is imperative that anyone who is requesting positions to be filled must have someone in attendance at the booth.

Martha Roy stated that she is finalizing speakers for the Fall Supervisors Academy here at the County. This will include all supervisors as well as EO/DDs and hopefully will hold two academies this fall.

Martha Roy stated she would need a non-public session under RSA Chapter 91A:3 II, (a).

Commissioner Battles asked if budget packages had gone out to all the departments. Commissioner Pratt stated they would be soon. Martha Roy stated that the Benefits Fair would be held October 29 from 6 a.m. - 3 p.m. The Insurance Exchange would be bringing information regarding long-term care insurance.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report. There are 293 residents, and several applications for admission for the Commissioners signatures.

Mr. Sturtevant commented on Senate Bill 409 which is at the House Finance Committee and this is the last work session day. The proposed caps have become actual caps at the County level. The Finance Committee will vote on Thursday. It is scheduled for the House on September 10, but will not go to the House if there is no consensus from the Senate.

Staffing for the Nursing Home remains a challenge as we are competing with the Exeter Hospital which gives a recruitment bonus of \$2,000 for anyone who recruits a new employee and a hiring bonus of \$3,000 if you are an employee for 3 months. This is for all personnel in the Nursing area. Sunrise Corporation, formerly the Clipper Home has established a \$1,000 recruitment and sign-on bonus they pay out at the end of 6 months. The vacancy rate for CNAs is approximately 17% for the day shift, 35% for the evening shift, 33% for the night shift, 9% for licensed personnel on the day shift, 18% at 3-11, and 19% for 11-7. Mr. Sturtevant expressed interest in speaking further with the Commissioners about incentives to obtain new hires as had been done last year with recruitment bonuses. Mr. Sturtevant recommended a sign-on bonus of \$1,000 and \$500 for an employee who assisted in the recommendation of a new hiree.

MOVED: Commissioner Battles to implement the proposal offered by the Nursing Home Administrator Bill Sturtevant to offer \$1,000 to new hires to be paid in 3 increments of \$333 at the time of hire, \$333 after 6 months of employment, and \$334 after 12 months of employment. To offer a recruitment bonus to any employee of the County who recruits a new employee for the Nursing Department. The \$500 bonus will be paid in 3 increments, \$200 at the time of hire, \$100 after 6 months of employment, and \$200 after 12 months of employment.

This offer will further extend to the Department of Corrections until the 2 vacancies are filled, payable ½ at the time of hire, ½ upon completion of the 6-month probation period, contingent upon and pending approval of legal counsel.

SECONDED: Commissioner Pratt.

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Date 9/29/98

VOTE: 2 Yea. Motion passed unanimously in the affirmated.

Mr. Sturtevant further commented that he wished to fill Nursing Assistant vacancies with Ward Aides. There is a class for Nurses Aides in September, which is almost full.

MOVED: Commissioner Battles to hire Ward Aides to fill vacancies as Nursing Assistants.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmated.

Six to eight applications or Nurses Aides were received at the Job Fair and about a dozen for non-Nursing Home positions. Commissioner Battles requested Martha Roy contact Community Action's Self-Sufficiency Program which is also opening a new office in Raymond and to target people with those skill levels. Commissioner Battles also recommended offering job positions and bonuses to persons outside of Rockingham County, where the unemployment rate is much higher. The recommendation was also made to run ads in the Lawrence Eagle Tribune and the Nottingham Transcript.

Mr. Sturtevant stated he would need a non-public session under RSA Chapter 91A:3 II, (a).

Bids were opened for Food Services:

Republic - No Bid  
HDS  
Fitz, Vogt and Associates Ltd.

MOVED: Commissioner Battles to have Mr. Sturtevant evaluate the bid and make a recommendation to the Commissioners.

SECONDED: Commissioners Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.



MB  
Date 9/30/98

Griffin, the Chairman of the House & Senate Health Committees, the Insurance Exchange and Elliot Snyder.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to have the Board of Commissioners instruct the Human Resources Director to make the necessary arrangements to ensure that the child of an employee receives insurance coverage.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to accept a Settlement Proposal and payment schedule on a Nursing Home real estate lien.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:55 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Chairman  
Rockingham County Commissioners

\_\_\_\_\_  
MB  
Date 9/29/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
September 1, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Cathy Stacey, Register of Deeds; Kathy Nikitas, County Attorney's Office; Mary Currier, Conservation Dept.; Gene Charron, Superintendent, Department of Corrections; Jay Houle, Fiscal Dept.; Martha Roy, Human Resources Director; Dawn Barnes, Human Services; Nancy Lang, Nursing Home Administrator; Jennifer Nelson, Telecommunications/MIS Coordinator; Maryann Brickett, Executive Assistant to the Commissioners.

Also Present: Attorney Glenn Milner; Patrick Johnson and Jennifer Wright, Portsmouth Herald; Peg Warner, Union Leader; Gillian Flynn, Fosters; Steve Jusseume, Rockingham County Papers.

Commissioner Pratt called the meeting to order at 3:05 p.m.

**COMMISSIONERS REPORT**

Commissioner Pratt stated that the Commissioners would need a non-public session under NHRSA 91A:3 II (a) and (e).

Commissioner Pratt also stated that the County has received a check in the sum of \$50,000 in payment of an old Nursing Home lien. Approval of minutes is tabled until the next Commissioners' Meeting.

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

Kathy Nikitas stated she had no report and everything in the County Attorney's office is going well. There were no trials in August, but will continue in September. Kathy Nikitas also reported that the County

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Attorney's office will be holding a seminar on September 23 in the Hilton Auditorium for "interviewing sexual assault victims."

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

Sheriff Linehan stated that the dispatch is finally completely done. Sheriff Linehan stated there would be an DWI checkpoint operation coming up this weekend and there would be a press conference about it tomorrow in Hampton. The Sheriff's Office, the Hampton Police, the State Police and Seabrook Police will jointly participate in to reduce the incidence of drunk driving especially over the holiday weekend. It will be advertised in local newspapers and by local media. The press release will come out tomorrow at 3:00 p.m. from the Hampton Police Department.

**REPORT FROM THE CONSERVATION DEPARTMENT:**

Mary Currier stated that she met with Cathy Stacey to research the boundary survey for the County complex and had a plan in her file. The complex minus the parcel which is an addition to the site of the current Nursing Home is 20 acres and this parcel was added in 1971. This 20 acres is referred to as the Taylor parcel and has never been surveyed. The remaining parcel was surveyed in June of 1957 and is on file at the Registry of Deeds. Mrs. Currier has a copy of the deed and recommends the boundary survey to be done. She has spoken with Mr. Woodside about the survey. Commissioner Pratt asked if there were any boundary pins on the County property. Mrs. Currier stated there were not and will review this with Cathy Stacey and her surveyor. Commissioner Battles stated this is important as there is a good deal of building occurring on parcels which abut the County property. The County needs to establish these boundaries clearly and would be doing a survey this year. Mrs. Stacey stated that while doing title work for a development behind the County complex, they discovered that there is an acre piece of property owned by the Town of Brentwood. Commissioner Pratt thanked Cathy Stacey and Mrs. Currier for all their work on this survey. Mrs. Currier stated that the Ladd Farm definitely needs to be surveyed as there are no boundary surveys for this parcel. The 20-acre parcel acquired in 1971 also needs to be surveyed and boundary markers installed.

The surveyors did additional survey work today for the flood zone mitigation. Mrs. Currier has reviewed the preliminary information with the engineer and it should be ready for the Commissioners review by September 21 and the final decision has to go to Concord before the end of September.



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On Friday Mrs. Currier will be viewing some property in Greenland by airplane to locate any beaver dams which may be holding back some of the stormwater runoffs.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey reported that at the last Commissioners meeting, bids were opened for the Year 2000 compliance software. She wishes to award the bid to North Shore Data Services, Inc. in the sum of \$24,500. Mrs. Stacey emphasized that this money is coming from her surcharge fund and will not be a burden to the taxpayers. Mrs. Stacey also stated that payment will be made in full upon completion of all the work and testing which will take approximately 3 months. They will begin work within 2 weeks of notification of the bid award.

MOVED: Commissioner Battles to award the bid for Y2K compliance software in the Registry of Deeds to North Shore Data Services, Inc. not to exceed the sum of \$24,500, contingent upon a letter that will come to the County upon completion of the work confirming that the programs are "Year 2000 compliant."

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Superintendent Charron gave his census report stating that things have been quiet.

**REPORT FROM THE FISCAL DEPARTMENT:**

Jay Houle stated that A/P vendor checks would be going out tomorrow.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that the Human Resources Department is continuing work on the Job Fair for next week and the Benefits Fair in October.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Dawn Barnes stated that she had YDC figures for the Commissioners. Commissioner Battles stated that YDC costs have gone up nearly 60%

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effective for July 1, 1998. The cost per child at YDC has gone up from \$198 per day to \$298 per day. The average is 10 children per day, thus for the 6 remaining billable months for YDC, this \$1,000 per day extra for a total of \$46,000 additional funds needed to pay for this.

Commissioner Battles requested what next year's fiscal impact is expected to be. The real cost is \$184,000 for the remainder of the year for 10 children. The fiscal impact for next year if these figures remain the same would be an extra \$365,000. Commissioner Battles stated this increase would need Delegation approval. Dawn Barnes stated that Human Services is currently holding bills pending the final decision. Commissioner Pratt stated it is her understanding that Hillsborough County has refused to pay their bills. Commissioner Barka recommended acting through the Association of Counties.

MOVED: Commissioner Battles: BE IT RESOLVED that the Board of Rockingham County Commissioners strongly object to the increases suggested by YDC for the daily rate at the Youth Development Center.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles requested that Diane Gill draft a letter to the Association of Counties and the affiliate from the Commissioners, with copies to Nancy Rollins, Terry Morton, the Governor's Office, Ruth Griffin, Donna Sytek and the President of the Senate. It should outline the real costs for the Rockingham County placements of this year, approximately \$184,000 and next year \$400,000 and describe the cost to the County taxpayers.

**REPORT FROM MAINTENANCE:**

RFPs were opened for duct work replacement:

Palmer & Sicard

MOVED: Commissioner Battles to have Mr. Woodside evaluate the bids and make a recommendation to the Commissioners' Office.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

RFPs were opened for paint room exhaust:

Palmer & Sicard

MOVED: Commissioner Battles to have Mr. Woodside evaluate the bids and make a recommendation to the Commissioners' Office.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Nancy Lang stated there were applications for the Commissioners to sign. Nancy Lang stated she would also need a Non-Public Session under NHRSA 91A:3 II (c).

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the Y2K Workshop held last Friday was very informative and she wished to thank the Commissioners for their support. There were 30 persons in attendance, 3 guest presenters, 13 attendees from town government within Rockingham County, 14 attendees from 5 separate counties. Dave Barker, the Town of Derry Director of Administrative Services, gave one presentation. The attendees were very appreciative of the County reaching out to them to make them aware of this problem and wished to continue this roundtable type of discussion. Neither the State nor the Municipal Association have taken a leadership role at this time. The County Committee meets here bi-weekly. The inventory of the computer systems themselves has been completed and the software inventory is still being processed. Jennifer Nelson will update the Commissioners' Office bi-weekly.

The training schedule for September through November will be in mailboxes Thursday.

The call accounting system is up and running. The training will finish tomorrow. Reports will state what calls are made from what telephones.

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There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session on a roll call vote under NHRSA 91A:3 II and (a) and (e).

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
September 1, 1998**

Those present for NHRSA 91A:3 II (a) and (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Attorney Glenn Milner and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (e), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Barka gave Commissioner Battles credit for ultimately finalizing this settlement on behalf of the County. Commissioner Battles qualified that this vote is with the understanding that there is a release that will be forthcoming to the Commissioners' Office as soon as it is signed and will be held in escrow. The Commissioners have a confirmed fax copy signed by Attorney Fran Murphy who is acting on behalf of Michael DiCroce that says:

"The offer extended to the defense on Friday - i.e. signing the Agreement, including apology by Commissioner Battles - is available for acceptance in writing so long as received by fax by me by 5:00 p.m. today."

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MOVED: Commissioner Battles on a roll call vote: That the Chair on behalf of the Board of Commissioners will sign the Settlement Agreement in a lawsuit on behalf of Rockingham County.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

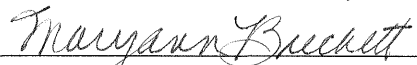
There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:30 p.m.

SECONDED: Commissioner Barka.


VOTE: 3 Yea. Motion passed unanimously in the affirmative.

A press conference followed.

Respectfully submitted,

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

Received by,

  
\_\_\_\_\_  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 9/29/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
September 15, 1998**

Present: Commissioner Barka

Also present: Dolly Weinhold, County Attorney's Office; Ernie Woodside, Engineering & Maintenance Director; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the work session to order at 3:00 p.m.

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

RFPs were opened for CD ROM archiving:

Absolute Data Destruction  
Document Management Solutions  
Information Services, Inc.  
AMS Imaging Inc.  
North Country Education Foundation

The County Attorney's Office will evaluate the bids.

**REPORT FROM MAINTENANCE:**

No RFPs were received for building renovations:

RFPs were opened for hot bituminous paving:

Rome Construction Inc.  
Bell & Flynn, Inc.

Mr. Woodside will evaluate the bids and make a recommendation to the Commissioners' Office.

**REPORT FROM THE NURSING HOME:**

Bids were opened for cereal:

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Shaheen Bros.  
Jordan/Sysco  
21<sup>st</sup> Century Foods  
Donahue Bros.

Mr. Sturtevant will evaluate and award the bids.

Bids were opened for frozen vegetables:

J. P. Foods  
21<sup>st</sup> Century  
Hall, Smith  
Jordan/Sysco Food Service  
Shaheen Bros.  
C. S. Woods

Mr. Sturtevant will evaluate and award the bids.

Bids were opened for potato chips:

Sirois Foods  
Vincents  
L & L Products Inc.  
Tayters Potato Chips (returned)

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

Bids were opened for baking supplies:

Jordans/Sysco  
Hall, Smith  
C. S. Woods  
21<sup>st</sup> Century  
Shaheen Bros.

Mr. Sturtevant will evaluate and award the bids.

Bids were opened for Vaseline:

Gulf South Medical Supply  
MedLine





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Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

MC  
Date 10/27/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
September 22, 1998**

Present:           Commissioner Pratt  
                      Commissioner Battles  
                      Commissioner Barka

Also present:       Kathy Nikitas, County Attorney's Office; Al Wright,  
                      Department of Corrections; Cheryl Hurley, Delegation;  
                      Jayne Jackson, Fiscal Dept.; Martha Roy, Human  
                      Resources Director; Diane Gill, Human Services; Ernie  
                      Woodside, Maintenance Dept.; Nancy Lang, Nursing  
                      Home Assistant Administrator; Jennifer Nelson,  
                      Telecommunications/MIS Coordinator; Maryann  
                      Brickett, Executive Assistant to the Commissioners.

Commissioner Pratt called the meeting to order at 3:05 p.m.

**COMMISSIONERS REPORT**

Commissioner Pratt stated that the Commissioners would need a non-public session under NHRSA 91A:3 II (a) & (d).

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

Kathy Nikitas stated the County Attorney's Office won a trial last week which resulted in a very favorable outcome. Steven Keable, Dennis May and Jennie Sheehan, Victims' Advocate worked really hard on this case.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Al Wright gave the census report. The Corrections Department discussed a bid waiver for the record. A vendor who had originally been awarded a bid could not fulfill the entire order, so they wished to purchase the needed cleaning supplies from other available vendors for the remainder of the year.

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MOVED: Commissioner Barka to allow the Department of Corrections to purchase the necessary cleaning supplies from other vendors for the remainder of the year.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE FISCAL DEPARTMENT:**

Jayne Jackson stated that the audit RFPs have been reviewed by the Fiscal Officer who had done a spreadsheet of the 4 or 5 vendors responding to the RFP. If the Commissioners have any further questions, she would be happy to help.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that the Human Resources Department continues to work on the benefits handbook. A Masters in Public Administration student intern from UNH will be working in HR at no cost to the County. Roxanne O'Rourke will be here 3 ½ days a week through December.

Martha Roy also stated that the optional auto and home owners insurance offerings will be implemented soon. Mr. Sturtevant will be reviewing the long-term care insurance proposal. There will be more information available at the Benefits Fair October 29.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Diane Gill stated that all counties are currently holding \$123,882 in YDC invoices from July and August. She has not heard from Mr. Favreau's business manager about the budget. Every county is holding payments until receiving a response.

With the passage of SB 409, the Human Services Administrators have spoken to the Association of Counties as well as John Hebert about becoming involved right away in the processing of the ancillary services for the long-term care.

**REPORT FROM MAINTENANCE:**

Mr. Woodside reported that the County Auction will be this Saturday. There will be 2 trucks up for auction.

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Mr. Woodside recommends that the paving bid be awarded to Rome Construction in the amount \$94,000.00. The areas to be paved are the old jail site to provide additional parking, behind the former children's daycare center, and a portion of the Blaisdell parking lot. Mary Currier has been consulted with regard to drainage issues.

Commissioner Pratt inquired if the oil storage tank work had been completed and if any costs would be incurred for unforeseen environmental cleanup. Mr. Woodside stated the tanks had been removed and there is no contamination to be cleaned up.

MOVED: Commissioner Barka to award the paving bid to Rome Construction in the amount of \$94,000.00 per the recommendation of Mr. Woodside.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside stated that bids were opened last week for fire alarm system upgrades. He recommends rebidding this item.

MOVED: Commissioner Barka to have Mr. Woodside rebid the fire alarm system upgrades.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Woodside recommended Palmer & Sicard in the amount of \$5,440.00 for the bid award for laundry dryers ductwork.

MOVED: Commissioner Barka to award the bid for laundry dryers ductwork to Palmer & Sicard in the amount of \$5,440.00 per the recommendation of Mr. Woodside.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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Mr. Woodside recommended Palmer & Sicard in the amount of \$11,270.00 for the bid award for the E&MS paint room exhaust.

MOVED: Commissioner Barka to award the bid for E&MS paint room exhaust to Palmer & Sicard per the recommendation of Mr. Woodside.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Nancy Lang presented Mr. Sturtevant's bid awards for the Vaseline, potato chips, Chux and gloves award.

MOVED: Commissioner Barka to award the bid for Vaseline and A&D ointment to Gulf South, for potato chips to Vincent's, for Chux to Gulf South, and for gloves to Gulf South and Central Paper per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Nancy Lang stated that the Nursing Home population remained the same.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that she had a bid award and a report on the Y2K issue for the County. At the last meeting of the Y2K Committee, the systems administrators were asked to go back to their departments and create weighted lists which will be reviewed at tomorrow's meeting at 1:00 p.m. She will then meet with the Commissioners to discuss contingency planning prior to finalizing anything in the budgets.

Jennifer Nelson recommends the bid award for Internet services go to TTLIC, the current provider, at \$19.95 per month per account. For the first year, there will be one single dial up account per department on a month to month basis.

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MOVED: Commissioner Barka to award the Internet services bid to TTLC per the recommendation of the Telecommunications Coordinator.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Jennifer Nelson further stated that all departments will be hearing from her about their accounts prior to receiving the account information. Each departmental user will be required to sign an Internet use policy. Jennifer would be happy to review this policy with each department on an individual basis.

Commissioner Pratt informed the departments that Representative Sherm Packard wished to hold a 5-Year Long Range Planning meeting in early October.

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session on a roll call vote under NHRSA 91A:3 II (a) and (d).

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
September 22, 1998**

Those present for NHRSA 91A:3 II (d) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Attorney Bob Casassa, and Maryann Brickett.

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Martha Roy and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles that the Commissioners proceed with disciplinary action on a personnel matter as discussed.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.


The Commissioners met with legal counsel regarding to eminent domain proceedings in Londonderry and will meet within a week's time to set a date to hold a public hearing.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:45 p.m.

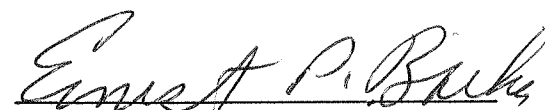
SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

Date MB  
10/27/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
September 29, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Cathy Stacey, Register of Deeds; Kathy Nikitas and Dolly Weinhold, County Attorney's Office; Mary Currier, Conservation Department; Gene Charron, Superintendent, Department of Corrections; Theresa Young, Fiscal Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Ernie Woodside, Maintenance Department Director; Nancy Lang, Asst. Nursing Home Administrator; Jennifer Nelson, Telecommunications/MIS Coordinator; Maryann Brickett, Executive Assistant to the Commissioners.

Also Present: Steve Jusseume, Rockingham County Papers; Peg Warner, Union Leader.

Commissioner Pratt called the meeting to order at 3:05 p.m.

**COMMISSIONERS REPORT**

Commissioner Pratt stated that the Commissioners would need a Non-Public Session under NHRSA 91A:3 II (b).

Commissioner Pratt also stated that the Commissioners Office had received a fax informing that there is to be a meeting at Hillsborough County Thursday, October 1 dealing with various items. The Executive Committee members from each County are invited. Commissioner Barka and Cathy Stacey expressed concern about the notification of this meeting. Commissioner Pratt noted that the by-laws and budget would be reviewed at a meeting Wednesday night at Merrimack County.





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MOVED: Commissioner Barka to have Mrs. Stacey evaluate the bids and make a recommendation to the Commissioners office.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Nancy Lang gave the Nursing Home census report. The census is 289, 1 in the hospital, 11 applications, 3 admissions this week, and Adult Medical Day Care is 92.

Bids were opened for frozen vegetables:

Mr. & Mrs. Bernard Toomey  
Shaheen Bros.  
Jordans/Sysco Foods Service  
C. S. Woods  
J. P. Foods  
21<sup>st</sup> Century  
North Center Foods

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Sheriff Linehan stated that one of his staff is leaving the department for another position. Their department is short 3 dispatchers and they are still looking to fill these positions. He has hired a part-time person to work at the Manchester Airport. A quarter of a million people came through the Manchester Airport in August this year.

He expects to hear about the grant application for radio construction money by next month. His office has been asked to fill some slots at the Deerfield Fair as an emergency situation exists.

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The Sheriff's Department fleet has 2 of the new cruisers to be set up yet. One of these cars is for the Airport and is completed. The Sheriff's Department will have 4 spares and one cruiser is assigned to Dispatch. The lease is ready to go.

**REPORT FROM THE CONSERVATION DEPARTMENT:**

Mary Currier stated that Conservation is co-sponsoring the innovative Stormwater Technologies Trade Show October 29 at the Center of New Hampshire in Manchester. The cost is \$30 to attend and her office is taking registrations.

The EPA 319 Clean Water Act Grant application (Non-Point Source Pollution Grant) is due in November 6 in Concord if the County is going to apply. Mrs. Currier will need to get a copy of that to Mr. Woodside for budget purposes.

Mrs. Currier was informed that the Taylor River Stabilization Project in Hampton grant through the Office of Emergency Management has been increased approximately \$50,000. This is under the 404 Hazard Mitigation Grant Program. This grant is now at \$184,000, the total cost of the project for the Taylor River.

Mr. Woodside stated that he and Mrs. Currier have been working very diligently to receive approval for mitigation through FEMA for the protection of the Jail in the event of a 100-Year Flood. All the parties involved have recommended to FEMA and they have approved that recommendation. The Board of Commissioners need to now approve the acceptance of the Grant from FEMA for \$168,000, \$40,000 of which is in-kind services. Commissioner Battles requested a breakdown on in-kind services. Mr. Woodside stated that none was available at this point, but would provide the Commissioners with one at a later date. Mrs. Currier stated that her time would be included in this match. Commissioner Battles noted that Mrs. Currier's regular time, and time spent as a grant writer should be used.

Mr. Woodside stated that there will be a berme at the rear of the Jail. The pond does not have to be dredged. The berme will hold back the water. The dam will not be redesigned or enlarged, but will remain the same. The culverts underneath both roads to the Jail are inadequate, and will need to be enlarged. There are wetlands abutting the Buxton

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property on the Jail access side. The culverts beneath North Road will be replaced and enlarged as well.

Mrs. Currier stated that the Commissioners need to approve the amount of the grant and will have to budget for in-kind services for the 1999 budget. Another benefit is that the cost of the County's flood insurance may in fact decrease. Part of the grant money is being spent out of the State ice storm damage program even though Rockingham County didn't have ice storm damage.

MOVED: Commissioner Battles that the Board of Commissioners accept the New Hampshire Office of Emergency Management mitigation grant and to have the Chair sign on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

For the record, Commissioner Battles stated that no money would be spent on this project this year.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his census report. Revenue is averaging approximately \$70,000 per month.

**REPORT FROM THE FISCAL DEPARTMENT:**

Theresa Young stated that the Quarterly Review Meeting is October 23. The Fiscal Office needs all departments to send in their transfer requests as soon as possible.

The Fiscal Department will be talking with Cathy Stacey and the Commissioners about getting their records on CD ROM.

Theresa Young briefly explained the budget process for all departments. Commissioner Battles stated that all departments should have a firm idea of their final budgets by the end of September. Judie Milner has received most accruals and the Fiscal Department needs these immediately so that the 3<sup>rd</sup> Quarter Report can be done. Commissioner Pratt requested a green bar 3<sup>rd</sup> Quarter Report by tomorrow.

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**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy introduced Roxanne O'Rourke who will be working in HR 3 ½ days a week through December, and is a Masters in Public Administration student at UNH.

Martha reported some insurance increases. Health Source has quoted a 5.2% increase, which is lower than the 22% increase had Rockingham County not gone with a two-year cap. The NHMA Health Insurance Trust increase is at 12.6% for their health insurance. These figures are being distributed to the Fiscal Office and the Board of Commissioners. More data will be available next week. The Insurance Exchange will have the EBPA dental rate in the next few days.

HR is sending out payroll notices on October 14 for the Benefits Fair. The Commissioners will have this in advance to review. The Benefits Fair will be held October 29 in the Hilton Auditorium from 6 a.m. to 4 p.m. Cathy Stacey was concerned that her staff could not conveniently come to this fair as it is month end for the Registry of Deeds. Martha Roy offered to make special accommodations for the Deeds Department.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Diane Gill stated that Human Services were holding \$164,127 in YDC invoices. The letter, omitting the final paragraph, will go out on Commissioners letterhead this week. Commissioner Battles requested emphasis with the Commissioners' indignation over the rate increases. Commissioner Barka suggested that Rockingham County establish a facility for juveniles on County property.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that the Fall Training Schedule is out. The first evening class is being held tonight at 6:00 p.m.

Regarding the Y2K Project, Jennifer still needs information (i.e. risk assessments) from Engineering & Maintenance and the Fiscal Department. The Telecommunications Department is hoping to switch fax lines to PBS around November 4.

Jennifer is working with Sprint and Bell Atlantic and looking for a quote from WorldCom on the Sheriff's lines.

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With regard to Internet access, all new accounts are set up and ready to go. An internet policy which was approved by the Commissioners in March is required to be signed by all Internet users. All department heads have a reserved number and will receive it as soon as she received their signed Internet User Policy along with their password and sign-on.

WorldCom would be issuing a 30% credit shortly, due to billing errors.

MOVED: Commissioner Barka to approve the minutes of the August 11, 1998 Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve the minutes of the August 25, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Barka to approve the minutes of the September 1, 1998 Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Commissioners, Commissioner Battles made the motion to go into Non-Public Session on a roll call vote under NHRSA 91-A:2 II (b).

SECONDED: Commissioner Barka.

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

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Date 10/27/98

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
September 29, 1998**

Those present for NHRSA 91-A:2 II (b) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Gene Charron, Martha Roy and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91-A:2 II (b), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles that Rockingham County vote in opposition to any budget proposals, dues structuring or by-law changes if vote(s) are called for on these matters at the Association Conference.

SECONDED: Commissioner Pratt.

OPPOSED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Battles to assure that taxpayer dollars are spent in an economical and productive manner consistent with the goal of appropriate training for Rockingham County personnel that written pre-approval by the Board of Commissioners for all conference/training/continuing education expenditures in excess of \$200 (per conference/class/program, per attendee) be required.

SECONDED: Commissioner Pratt.

OPPOSED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

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MOVED: Commissioner Battles that on Thursday, November 5 the Board of Commissioners will hold a public hearing from the hours of 7 – 9 p.m. in Londonderry to hear testimony regarding the Manchester Airport taking of property in Londonderry by eminent domain.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Commissioners will be sending out formal notification to the Manchester Airport Authority and King Trust. It is Commissioner Battles understanding that Commissioner Barka will notify the Selectmen of Londonderry about placing a public notice. Commissioner Barka will notify Rep. Sherm Packard. Commissioner Barka stated he should have the location to hold the hearing by Friday.

MOVED: Commissioner Battles that the County negotiating team with the collective bargaining unit will consist of 3 members, the Human Resources Director, the Superintendent of the Department of Corrections and the County's paid negotiator, or their alternates.

SECONDED: Commissioner Barka.

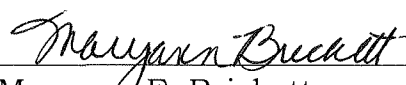
VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:55 p.m.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

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



\_\_\_\_\_  
MB  
Date 10/27/98

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

\_\_\_\_\_  
MB  
Date 10/15/98

**INTERDEPARTMENTAL WORK SESSION  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
October 13, 1998**

Present: Commissioner Pratt

Also present: Kathy Nikitas, County Attorney's Office; Sheriff Dan Linehan; Mary Currier, Conservation Department; Gene Charron, Superintendent, Department of Corrections; Theresa Young, Fiscal Director; Roy E. Morrisette, Human Resources; Jeannette Hauschel, Human Services; Ernie Woodside, Engineering & Maintenance Director; Nancy Lang, Asst. Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Pratt called the work session to order at 3:05 p.m.

Commissioner Pratt announced that there is to be a public hearing regarding the Manchester Airport eminent domain matter on November 5 from 7-9 p.m. at the Northgate Conference Center which is a part of the Londonderry Town Offices Complex.

Commissioner Pratt stated that the Long Range Planning Committee met this morning at which the five-year plan was discussed.

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

Sheriff Dan Linehan stated that he had received the Sheriff of the Year award at the New Hampshire Association of Counties conference last week.

Sheriff Linehan invited everyone to view the new Dispatch Center. Everyone is favorably impressed with the facilities. Sheriff Linehan stated that the Sheriff's Department had two new hires which he would report on at the next Commissioners' Meeting.

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

Kathy Nikitas reported that a member of the County Attorney's Office was accepted for a week-long training program by scholarship to the

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National District Attorneys Association Advocacy Center which recently opened in South Carolina in June. This is to be completely paid for by Federal monies.

Kathy Nikitas also reported that the building maintenance department at the Court House will be looking into a safety issue with some carpeting and she would provide the Commissioners with a copy of the report.

Commissioner Pratt reminded everyone that safety issues must be reported to and coordinated by Nancy Lang, the Workers Comp Coordinator.

**REPORT FROM CONSERVATION:**

Mary Currier stated that bulb sales were nearly finished.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his census report.

**REPORT FROM FISCAL:**

Theresa Young stated that bids for actuarial services were to be opened. Mrs. Young announced that an employee from her department would be leaving as of October 30. The CMT meeting would be held in October prior to the employee departing.

**REPORT FROM HUMAN RESOURCES:**

Commissioner Pratt and all present congratulated Roy Morrisette for receiving the H. R. Employee of the Year Award. Paula Adams from the Registry of Deeds also received an award.

Roy Morrisette stated that the Benefits Fair will be held October 29. The New Hampshire Retirement System would not have a representative present at the Fair, but Human Resources will address employee questions.

Neil Lovett from the Insurance Exchange will be meeting with Martha Roy, Theresa Young and Jayne Jackson Thursday regarding dental rates.

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**REPORT FROM HUMAN SERVICES:**

Jeannette Hauschel stated that the total of YDC invoices (from July 1 through September 30) being held is \$198,059.35.

**REPORT FROM MAINTENANCE:**

To facilitate vendors who were present, bids were opened for Performance Based Energy Services:

Siemens  
Viron Corporation  
Combined Energies

Ernie Woodside stated that there were RFPs to be opened for Multi-Purpose Shop/Utility Building. Bids were received from:

The Four Oaks Corp.  
Rome Construction

Mr. Woodside will evaluate the bids and make a recommendation to the Commissioners.

**REPORT FROM THE NURSING HOME:**

Nancy Lang gave the census report noting that there are 13 applications for admission.

Bids were opened for paper:

Interboro Packaging  
Portsmouth Paper  
Allied Supply  
Central Paper  
Joseph Gartlan  
Gulf South

Bids were opened for turkey:

Essem Packaging  
21<sup>st</sup> Century Foods Inc.  
Jordans Sysco  
Shaheen Bros.

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Cambridge Packing

Bids were opened for provisions:

Donahue Bros.  
Jordans Foods  
21<sup>st</sup> Century Foods  
Sysco Hall Smith

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

Bids were opened for Actuarial Services:

Price Waterhouse Coopers LLP  
Tillinghast-Towers Perrin  
Sedgwick Financial & Actuarial Consulting  
Executive Resource Center  
AMI Risk Consultant, Inc.  
ANISTICS (returned)

Commissioner Pratt asked Mrs. Young to evaluate the bids and make a recommendation to the Commissioners.

There being no further business to come before the Board of Rockingham County Commissioners, the Work Session adjourned at 3:35 p.m.

Respectfully submitted,



Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Chairman  
Rockingham County Commissioners

MB  
Date 11/24/98

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
October 27, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Cathy Stacey, Register of Deeds; Mary Carrier, Conservation Department; Gene Charron, Superintendent, Department of Corrections; Theresa Young, Fiscal Director, Judie Milner; Martha Roy, Human Resources Director and Roy E. Morrisette; Dawn Barnes, Human Services; Ernie Woodside, Engineering & Maintenance Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/Telecommunications Coordinator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 3:00 p.m.

Commissioner Pratt reminded everyone that November 5 there will be a hearing at the Northgate Conference Center on Route 102 in Londonderry regarding the Manchester Airport taking of land issue. The hearing is at 7:00 p.m. It is to hear testimony from the interested parties.

Commissioner Pratt requested that items to be placed on the Commissioners' Meeting agendas be in no later than Friday. Everyone was also reminded that all communications for the Commissioners need to go through Maryann Brickett's office.

MOVED: Commissioner Barka to approve the minutes of the September 22, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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MOVED: Commissioner Barka to approve the minutes of the September 29, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM CONSERVATION:**

Mary Currier stated that she is looking into getting the Christmas tree for the Atrium and some new larger ornaments.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his census report.

Mr. Charron wished to recommend the latex glove bid be awarded to Central Paper Products Company in the amount of \$85.75 per case.

MOVED: Commissioner Barka to award the glove bid to Central Paper Products Company in the amount of \$85.75 per case per the recommendation of Mr. Charron.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative

Mr. Charron wished to recommend the paper/plastic bid be awarded to Portsmouth Paper in the amount of \$4,687.87 and Interboro Packaging Co. in the amount of \$368.12.

MOVED: Commissioner Barka to award the paper/plastic bid to Portsmouth Paper in the amount of \$4,687.87 and Interboro Packaging Co. in the amount of \$368.12 per the recommendation of Mr. Charron.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Charron reported that 11 inmates attended the first night of the new parenting class. Inmates have to commit to 8 weeks of classes.

**REPORT FROM FISCAL:**

Theresa Young stated that approximately 40% of the department budgets were in. Judie Milner is working on getting the new positions listing for next year.

Mrs. Young stated that she is getting ready for the audit process and moving forward on getting the 3<sup>rd</sup> Quarter expenditures and reports ready for the auditors.

Mrs. Young made a request for a Non-Public session.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the County Management Team has recommended health insurance scenarios, including a 5.3% increase for the employees' health insurance. This includes a contribution by singles that remain in the Point of Service Plan of 5%. The dental plan remains the same.

The CMT recommends a 1.5% increase for Cost of Living Adjustment.

The CMT recommends the Merit Pool fund stay at \$75,000.

MOVED: Commissioner Barka to approve the recommendations of the County Management Team.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Martha Roy stated that the Commissioners have approved the Hanover Insurance Company's home and auto insurance which is voluntary insurance for employees to purchase at no cost to the County. Mrs. Roy requested the Commissioners sign the letter of intent.

MOVED: Commissioner Barka to accept the Hanover Insurance Company's voluntary home and auto insurance program.

SECONDED: Commissioner Pratt.



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VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Martha Roy stated that she needed a Non-Public Session under RSA Chapter 91A:3 II (a).

**REPORT FROM HUMAN SERVICES:**

Dawn Barnes stated that she wished the Commissioners to vote on the Incentive Fund Grants recommended from the last meeting.

MOVED: Commissioner Barka to approve the recommendations for the October 15, 1998 6% Incentive Fund Grants.

Family Mediation of So. Rock. Cty.	\$4,308.75
Big Brothers/Big Sisters	Denied
Londonderry Family Network	Denied
Community Diversion Program	\$15,000.00
Raymond Recreation/School District	\$19,964.02 (encumber)
Rockingham Community Action: Compass	Denied
HCIC: Transportation Network	\$13,810.00 (encumber)
Odyssey Youth Reach (resubmitted proposal)	\$11,667.00
Release of New Outlook Funds	Yes
County Human Services Resource Book	\$3,000.00 (encumber)
Amount to be released:	\$30,975.75
Amount encumbered pending further information:	\$36,774.02
Total new awards:	\$67,749.77

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Dawn Barnes stated that she needed the Board of Commissioners to release the sum of \$60,000 that was encumbered earlier in the year to pay these approved grants.

MOVED: Commissioner Barka to release the sum of \$60,000 to pay for approved grants.

SECONDED: Commissioner Pratt.

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VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM MAINTENANCE:**

Ernie Woodside stated there were bids to be opened for survey work.  
Bids were received from:

Parker Survey Associates, Inc.  
RSL Layout & Design, Inc.  
James Verra & Associates, Inc.

MOVED: Commissioner Barka to have Mr. Woodside evaluate the bids  
and make a recommendation to the Board of Directors.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Ernie Woodside stated there were bids to be opened for above/under  
ground storage tanks. Bids were received from:

American Tank Management, Inc.

MOVED: Commissioner Barka to have Mr. Woodside evaluate the bid  
and make a recommendation to the Board of Directors.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Ernie Woodside stated there were bids to be opened for security systems.

Bids were received from:

Eastern Security Systems  
D. M. Burns Security

MOVED: Commissioner Barka to have Mr. Woodside evaluate the bids  
and make a recommendation to the Board of Directors.

SECONDED: Commissioner Pratt.

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VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report. He will maintain the census at around 290 due to a staffing shortage.

Bids were opened for bread:

Best Foods  
J. J. Nissen  
LePage Bakeries  
Interstate Brands Corp.

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bill Sturtevant stated there were bids to be opened for frankfurters, and bids were received from:

21<sup>st</sup> Century Foods  
Cambridge Packing Co.  
Essem

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that in September, RFPs were opened for a feasibility study on the future assisted living program. UNH bid \$40,000. Helms & Co. bid \$26,500. Susan White & Associates bid \$27,000. Martha Roy, a representative from the State Department of Health & Human Services and he reviewed the RFPs which were submitted. Based on their review and the information that was available at this time, Mr. Sturtevant recommends the RFP be awarded to Helms & Co. and that it

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be divided in half, one on feasibility/marketing study and the organizational study.

MOVED: Commissioner Barka to award the RFP for the assisted living feasibility study to Helms & Co. in the sum of \$26,500 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that at this time every year, the Board establishes the rates the Nursing Home facility will be charging commencing January 1, 1999 for Medicaid and Private Pay clients. The recommendation for the Medicaid rate effective October 1, 1998 is \$123.18. The recommendation for the Private Pay rate effective January 1, 1999 is \$161.00. This is a 6% increase. These rates are based on Senate Bill 409.

MOVED: Commissioner Barka to approve the daily Medicaid and private pay rates as recommended by Mr. Sturtevant.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested a Non-Public session.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that she wished to award the bid for structured wiring to Vitts Networking in the sum of \$75,000 to complete the WAN between buildings and update/expand the wiring in this building.

MOVED: Commissioner Barka to accept the recommendation of the Telecommunications Coordinator for structured wiring to be awarded to Vitts Networking in the sum of \$75,000.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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Jennifer Nelson gave an update to the Y2K Committee report. They are moving forward and everyone should have received a memo regarding contingency planning.

Commissioner Barka read a letter of recognition received by Roy Morrisette from the New Hampshire Association of Counties. Everyone congratulated Roy. The award is for the 1998 Human Resources Employee of the Year for the New Hampshire Association of Counties.

Commissioner Battles stated that the Commissioners will be meeting with Joe Diament from Odyssey House to discuss the possibility of having a regional Youth Detention Center on the Rockingham County campus.

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

SECONDED: Commissioner Battles.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
October 27, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Theresa Young, Martha Roy, and Maryann Brickett.

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Bill Sturtevant, Martha Roy, and Maryann Brickett.

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Gene Charron, Martha Roy, and Maryann Brickett.

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Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Ernie Woodside, Martha Roy, and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), (c) and (e), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve three residency waivers as recommended by Mr. Sturtevant and the Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve an hourly rate of \$18.45 for a Nursing Home position.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve the 1 week vacation for a Fiscal office employee who is leaving. The Commissioners will not approve the part-time telecommuting employment request.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles that the Commissioners will agree to a mediation session for a House of Corrections employee.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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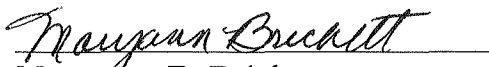
MOVED: Commissioner Battles to pay two Division Directors for 4 weeks' vacation in lieu of time off and have agreed upon a solution to spend down accrued vacation time.

SECONDED: Commissioner Barka.

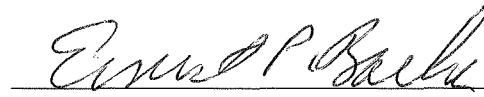
VOTE: 3 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, the meeting adjourned at 5:15 p.m.

Respectfully submitted,

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

Received by,

  
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Ernest P. Barka, Clerk  
Rockingham County Commissioners

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MB  
Date 11/24/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 10, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Cathy Stacey, Register of Deeds; Mary Currier, Conservation Dept.; Gene Charron, Superintendent, Department of Corrections; Jay Houle, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services; Jude Gates, Maintenance Dept.; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/Telecommunications Dept.; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Paula Adams, Registry of Deeds; Joe Diamant, Odyssey House.

Commissioner Pratt called the meeting to order at 3:03 p.m.

**COMMISSIONERS REPORT**

Commissioner Battles presented and read a letter of commendation for Paula Adams. Mrs. Adams recently received the 1998 Registry of Deeds Employee of the Year Award from the New Hampshire Association of Counties, has been with the Deeds Office for 12 years and is currently Assistant Deputy Registrar.

MOVED: Commissioner Battles to award the RFP for audit services for years ending 12/31/98, 12/31/99, 12/31/00 and 12/31/01 to Mason & Rich P.A. of Concord, New Hampshire and for Medicaid cost report services to Pierson, Grill & Saunders of Hanover, New Hampshire.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.



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For the record Commissioner Battles stated that a letter from Commissioner Barka had stated that Commissioner Barka did not wish to award the bid for audit services to Grzelak. Commissioner Barka clarified that he simply wished the award to go to the lowest bidder.

MOVED: Commissioner Battles to award the contract for financial services to DHK Financial Advisors for a two-year period.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to award the contract for insurance brokerage services to The Insurance Exchange for a two-year period.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles stated that since using the Insurance Exchange to broker the insurance coverage for Rockingham County, there has been a significant savings realized, in excess of hundreds of thousands of dollars.

MOVED: Commissioner Battles to authorize the Board of Commissioners to send a letter to Kathy Eastman, NHMA-HIT in Concord authorizing Neil Lovett of The Insurance Exchange to obtain the most current health insurance experience for the Rockingham County Department of Corrections group.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**REPORT FROM THE REGISTER OF DEEDS:**

RFPs were opened for film to disk conversion. Bids were received from:

(AMS) Associated Microfilm Management Services, Inc.  
Connor & Connor Inc.  
OmniSys Corp.  
Digital Scanning, Inc.

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MOVED: Commissioner Barka to have Mrs. Stacey evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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

Sheriff Linehan announced that Deputy Doug Salmon will be leaving the Sheriff's Department as of November 24. The Sheriff's Department will be hosting a going away party in his honor on November 23 at 9:30 a.m.

Sheriff Linehan stated that the C.O.P.S. MORE grant funding was denied for the radio infrastructure money, but he is assured by Congressman Sununu's office that they are continuing to pursue this. The second round of funds is due to be released early next year. Sheriff Linehan will also contact Senator Gregg's office as well. Sheriff Linehan stated that there may be additional funds available through the State Police. Commissioner Battles stated that the Commissioners will assist in any way they can.

Sheriff Linehan further stated that House Bill 204 is dead. Security by Sheriffs in the district courtrooms is not going to happen, but the part dealing with custody of prisoners in the courtrooms is still viable, however it is unclear how that's going to be funded. Sheriff Linehan has made it clear that if the State is not paying, the Sheriff's Department will not support any unfunded mandates. Sheriff Linehan stated that there is nothing new regarding the bombing scare in Hampstead. Sheriff Linehan stated that he went to a Commissioners' Meeting in Concord on Friday at 1:00 p.m. to attend a briefing with the Attorney General, Federal authorities, and high ranking State officials. They were briefed on what to look for. Sheriff Linehan brought the information back and held a briefing in the Hilton Auditorium at 5:00. About 60 police and fire officials attended the briefing.

Commissioner Battles asked Sheriff Linehan if he had gotten results with the bomb dog issue. Sheriff Linehan stated he has researched the issue, training costs etc. and it will appear in the next budget request. A grant may also be a possible way to fund the dog as the training is the most expensive item.



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Jay Houle requested a status on the audit RFP and to have the Commissioners confirm whether or not Mason & Rich would be the auditors. Commissioner Battles reminded Mr. Houle that the Commissioners just awarded this earlier in the meeting.

Jay Houle stated that most budgets have come in, but Fiscal is still missing the Commissioners, Telecommunications, General Government, Capital Improvements, Contingency Grants and Deeds. Commissioner Battles informed Mr. Houle that what the Commissioners normally do is flat fund everything that the Commissioners are responsible for and then wait to see what else is coming in to find out where the budget lies to see how deep cuts need to be made. Commissioner Battles requested the Fiscal Department flat fund these and report on budget totals.

Commissioner Pratt stated that the Human Resources budget was turned in today.

**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy reminded everyone that there is a County Management Team Meeting Thursday. There will be the last Supervisors' Academy of 1998 this Friday. Approximately 30 persons attended the last academy. The Benefits Fair on October 29 went very well. Human Resources is working with the Deeds Department to make sure that their employees have all the benefits information. Martha Roy stated that if anyone had employees who were not able to attend the Benefits Fair, please send them to Human Resources for a personal visit.

Martha Roy requested a Non-Public session.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

MOVED: Commissioner Battles to award the bid for survey work to Parker Survey Associates, Inc. per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to award the bid for security of the Old Administration Building and Nursing Building to Eastern Security per

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the recommendation of the Maintenance Department, pending review of the Nursing Home Director and the Human Services Director of the security plan.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to award the bid for above/underground storage tank compliance to American Tank Management, Inc. per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Commissioner asked Jude Gates about two bid waivers. Mrs. Gates stated that oil/water separator is a sole source vendor. Commissioner Battles requested that Mrs. Gates personally research this issue to be sure that this was in fact a sole source vendor. Commissioner Battles stated that he would not support the bid waivers until he was assured that this was a sole source vendor.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report, with 288 residents, one admission today for respite care from the Hospice Program, and 11 applications for admission.

At the last Commissioners Meeting bids were opened for bread. Mr. Sturtevant recommends Boyer Fassets in the amount of \$663.42 a week. Although they were not the lowest bidder, they meet the specs and delivery time required.

MOVED: Commissioner Battles to award the bid for bread to Boyer Fassets as recommended by Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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Mr. Sturtevant stated that in the spring, the second grant applications went out for the health care transition grant. The Nursing Home had endorsed and agreed to meet with the University of New Hampshire as a co-grant to work with them on this grant. They will be meeting in December with them as they are getting ready to implement the Alzheimers Assessment Program. Mr. Sturtevant stated that there was no budget impact to the Nursing Home.

The Delegation will be meeting Monday, November 23 at 7:00 p.m. to discuss Senate Bill 409. Mr. Sturtevant has received confirmation from Cassey Keene that she and John Wallace will be here that evening to make a presentation and answer questions.

**REPORT FROM THE HUMAN SERVICES DEPARTMENT:**

Commissioner Battles introduced Joe Diament from Odyssey House, who will be speaking on the subject of a possible Youth Detention Facility here at Rockingham County.

Joe Diament thanked the Commissioners for allowing him to come and speak. This issue has become more public since YDC raised their rates. A Sub-Committee of the District Court Judges Association had established some recommendations a year ago. Judge Lawrence chaired the committee. Odyssey House does not handle violent offenders right now because they are not a secured facility. The recommendations of the committee were that there be a small number of small bed facilities available for short-term internment or stabilization periods. They are not the same as psychiatric units. Sometimes, young people in trouble lose control of their situations and themselves and go beyond the level that Odyssey House can control them. Odyssey House is as secure and intensely clinical as you can get without a locked facility in New Hampshire. A short period in a locked, physically secure facility will be all that's necessary for that stabilization and the reality testing so they can resume more normal treatment.

Mr. Diament stated he would be very happy to work with the County in bringing a facility of this kind into existence. Commissioner Battles commented that it is his impression that what is needed is short-term, secured care. While there is plenty of residential and therapeutic long-term care available. Mr. Diament stated that Odyssey House, with a capacity of 30, is full all the time. Other facilities have reduced their beds as they have been unable to fill them.

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Commissioner Barka asked if Rockingham County could get funds from the State for this project. Commissioner Battles stated that Rockingham County would get 75% of the funds, but would be reducing the total cost which would reduce Rockingham County's exposure. There is also a possibility of funding to bring the facility into existence and perhaps offset administration costs. Mr. Diament stated he believed there is preliminary work under way to develop a similar facility in the Nashua area and funds were available through the Attorney General's Office.

Commissioner Battles asked what the cost of juvenile transport is. The Sheriff's Department is currently transporting youths up to Jefferson and other facilities. Sheriff Linehan stated he did not know exactly, but more important is the amount of time that deputies are involved in the to and from transport and unavailable for other duties. Sheriff Linehan stated that we could have the same type of facility down here and save that amount of time and transportation costs. This certainly would be better for his department and better for the courts. The courts could give shorter notice when they need to see these people for scheduling. At the moment, he often had deputies leaving the area at 3:00 a.m. Diane Gill stated that the costs are approximately \$4,000 per month. Commissioner Battles stated that juvenile transport costs are about \$50-60,000 a year right now. These costs are partly reimbursable, but ultimately Rockingham County pays.

Diane Gill agreed and stated that the JSO's want shelter care facilities as opposed to the YDC model. Diane Gill asked Joe Diament what the rate structure might look like. Mr. Diament stated that it would depend on the number of beds and other factors.

Commissioner Battles stated that the Commissioners wished to pursue this discussion with Mr. Diament, Diane Gill and the Sheriff. Commissioner Battles asked Diane Gill to bring together a group of people, i.e. juvenile service officers, court personnel, the Commissioners, Sheriff Linehan and Gene Charron where this could be more fully discussed, perhaps some evening. Commissioner Battles requested Diane Gill also alert Commissioner Elect Maureen Barrows to see if she wished to get involved.

Commissioner Barka asked if this would cost the County extra money than was already being spent. Commissioner Battles felt that it would actually cost the County less and felt the County could provide these

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services for less money, more efficiently and provide a better service to the juveniles in Rockingham County. Commissioner Battles felt that is what he was hearing from Mr. Diament, Diane Gill and other people. Diane Gill stated that the JSO's need shelter care that is secure. Joe Diament stated that short term care, less than 21 days, is what is needed.

Commissioner Battles thanked Mr. Diament for coming in to speak with the Board of Commissioners.

Diane Gill circulated her monthly report to the Commissioners. Mrs. Gill stated that the September bill has been paid, but doesn't have the next month's bill yet. The numbers have been sent to Fiscal though.

Mrs. Gill stated that the affiliate meeting was held this morning. Mrs. Gill stated that a proposal of \$271.44/day would be proposed to YDC. Commissioner Battles directed Mrs. Gill not to agree to that figure prematurely, but suggested the Delegation should see the skyrocketing figures to react correctly to the crisis. The number of residents is down to 85 which means the rate will skyrocket the end of next July. Mrs. Gill will be putting forth legislation that will cap the county's expenditures, like SB 409. Commissioner Battles suggested a 10% increase over the \$198/day rate would be more reasonable. Commissioner Barka suggested Mrs. Gill present this as a recommendation by the County Commissioners. Commissioner Battles requested Diane Gill call her subcommittee Chairman and Vice Chair to notify them of the actions of the Board today and to see if she and the sub-committee would support and co-sponsor legislation. Commissioner Barka recommended calling Rep. Ken Wyler.

Mrs. Gill stated that Nancy Rollins informed her that Donna Lee Lozeau is sponsoring legislation to take DCYF out of Health & Human Services and put it under DYDS. Mrs. Gill felt this was not a good idea. Commissioner Battles directed Mrs. Gill to get more legislation out there. Gene Charron suggested getting Representative Dave Welch's support as he is not happy with YDC.

Mrs. Gill stated that she has spoken with Emily Mercier from the Nursing Home Association and she explained an acuity based rate that the Nursing Home Affiliate is going to propose to Commissioner Terry Morton. This may be good for the County Nursing Homes, but will try to keep the budget neutral. This should not affect the County's budgets.



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Date 11/24/98

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

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
November 10, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Martha Roy and Maryann Brickett.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

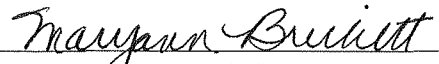
SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

No further action was taken.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Battles moved to adjourn at 4:45 p.m.

Respectfully submitted,

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

MB  
Date 11/24/98

Received by,

Ernest P. Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 11/24/98

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING  
COMMISSIONERS OFFICES  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 16, 1998**

Present: Commissioner Pratt  
Commissioner Barka

Also present: Jude Gates, Maintenance Dept.

Commissioner Pratt called the meeting to order at 10:10 a.m.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

MOVED: Commissioner Barka to award the bid for a 50' x 50' steel building for motor services to Rome Construction in an amount not to exceed \$100,000, which will cover the cost to construct and equip a fully operational motor services department. The reduced size will not provide for any building and grounds space.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to not award a bid for energy management services.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Both Commissioner Barka and Commissioner Pratt signed two bid waivers upon the recommendation of Mrs. Gates, Assistant Director of Engineering & Maintenance. The first bid waiver was to Waterline Industries, Inc. for piping of the RCNH Boiler Plant in the sum of \$8,000. The second bid waiver was to Northeast Mechanical Corporation for the purchase of three and installation of one electric heater on the boilers in the RCNH Boiler Plant in the sum of \$8,000.

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MOVED: Commissioner Barka to approve a total of \$39,000 for the RCNH security system improvements, to complete this project with 1998 funds.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

This was work partially awarded to Eastern Security on November 10, 1998 in the amount of \$25,000. To start this work within the 1998 budget amount for this project. The additional \$14,000 is available in the 1998 capital projects account from an anticipated surplus in that line.

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

SECONDED: Commissioner Pratt.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
November 16, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Barka and Jude Gates.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

No further action was taken.

MB  
Date 11/24/98

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to adjourn at 11:50 a.m.

Respectfully submitted,

Maryann E. Brickett

Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

Ernest P. Barka

Ernest P. Barka, Clerk  
Rockingham County Commissioners

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\_\_\_\_\_  
Date\_\_\_\_\_

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
WORK SESSION  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 17, 1998**

Present: Martha Roy, Human Resources Director and Maryann  
Brickett, Executive Assistant to the Commissioners.


**REPORT FROM THE HUMAN RESOURCES DEPARTMENT:**

Martha Roy stated that there were RFPs to be opened for Credit Union  
Services. Responses were received from:

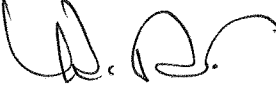
Seacoast Credit Union  
Granite State Credit Union  
Service Credit Union  
Northeast Credit Union

Martha Roy will evaluate the bids and make a recommendation to the  
Board of Commissioners.

Respectfully submitted,

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

Received by,

  
\_\_\_\_\_  
Katharin K. Pratt, Chairman  
Rockingham County Commissioners

MB  
Date 12/8/98

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
November 24, 1998**

Present: Commissioner Pratt  
Commissioner Barka

Also present: Sheriff Dan Linehan; Mary Currier, Conservation Dept.; Gene Charron, Superintendent, Dept. of Corrections; Jay Houle, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/Telecommunications Coordinator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Commissioner Elect Maureen Barrows; Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 3:07 p.m.

Commissioner Pratt announced that the Delegation met last night and voted to pass Sections 8 and 9 of Senate Bill 409 almost unanimously.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that Vitts Network is working on the wiring in the building and would be happy to answer questions for anyone. They will be working on the WAN. The overall project is due to be completed by December 22 according to the work schedule. Departments will be notified a week before work is scheduled to begin in their department. The County Attorney's office will be connected to the WAN via modem. The Register of Deeds office will not be connected to WAN.

The Y2K project is moving along. Quotes are being pulled together on the initial contingency planning. Jude Gates has located someone at PSNH who is willing to put a guarantee in writing. PSNH has a web site up and running to track progress and they expect to be done by July 1999 the same date County anticipates being done.

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Commissioner Pratt reminded everyone that the Y2K contingency planning is a department head level meeting and all department heads and elected officials need to meet with Jennifer. Substitutes will not be sufficient.

MOVED: Commissioner Barka to approve the minutes of the October 27, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to approve the minutes of the November 10, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to approve the minutes of the November 16, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Sheriff Linehan stated that there is no new report. His department is working on the budget. Hopefully the Dispatch Department will be up and running soon.

The Sheriff's Department needed the Commissioners' signatures on a line item transfer. Discussion followed.

**REPORT FROM CONSERVATION:**

Mary Currier stated that she met this noon time with the Office of Emergency Management and FEMA and the County's money has been obligated and \$120,000 which will now be coming in to the State of New Hampshire for the mitigation project for Rockingham County. The



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contract is being prepared that will go to the Governor and Council and should be received some time in December for the Commissioners' signatures.

Mary Currier recommended sending letters of thanks to Grace Walker at OEM and Woody Fogg. Grace Walker especially ensured that this project was protected. A new gentleman from FEMA will be working with the County on the project.

Mrs. Currier showed enlarged aerial photos of the County complex. Commissioners Pratt and Barka thanked Mary Currier for all her work on the completion of the project.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his census report. Mr. Charron stated that on December 23, 2 persons would hopefully be graduating from the Correctional Academy.

Supt. Charron stated that the Laconia Prison will be staying open. The cap was raised from 300 to 500.

**REPORT FROM FISCAL:**

No report. Commissioner Barka asked if the payroll would be ready by Wednesday. Jay Houle stated that it would.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that Human Resources has been holding health and dental informational sessions the past two days. If any department has employees who have additional questions, they can set up individual appointments with Human Resources. Martha Roy encouraged all departments to have their employees turn in their renewal and change forms for health and dental by Wednesday at the latest.

Martha Roy stated that she needed a Non-Public Session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that she had letters to give to the Commissioners about the regional facility meeting scheduled for Thursday, December 3 at 7:00 p.m. That morning, the affiliate is meeting to decide about the YDC rate

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issue. They will recommend a cap of 10% over last year's rates, which will bring the rate up to about \$220 a day.

Human Services continues to work on the budget. Human Services has about \$95,000 of outstanding YDC and detention days that have not been paid yet.

Mrs. Gill has spoken with the Commissioners about the check for about \$175,000 she will be receiving from DCYF for recoupment of expenses for 95/96. She will need to speak with Fiscal about setting aside some of these funds for needed projects and her department would like to receive these funds in 1998.

**REPORT FROM MAINTENANCE:**

Jude Gates had no report. The pictures have been delivered to the new Court House, with the exception of the Daniel Webster portrait. The State will be hanging the portraits. Maureen Barrows requested Jude check on the Amos Tuck portrait and let Ray Taylor know.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, with 284 residents and 14 applications for admission.

Bids were opened for provisions:

Jordans  
Hall/Smith Sysco  
Shaheen Bros.  
Jordan Sysco Food Services

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Bids were opened for soft drinks:

Pepsi Cola

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Date 12/8/98

Seacoast Coca-Cola

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate and award the bids.

Bids were opened for laundry chemicals:

John Danais Co.  
Alpha Chemicals  
AmeriClean Systems (returned)  
Nova Chemical Sales

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that a contract was awarded for a services and feasibility study to Helms & Co. which needs the Commissioners signature.

MOVED: Commissioner Barka to have the Chairman sign the contract on behalf of the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant announced that the Christmas Buffet is to be December 16 from 12 to 2 p.m.

Mr. Sturtevant requested the Commissioners sign a lien release as the Nursing Home has received payment in the amount of \$2,041.13.

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MOVED: Commissioner Barka to sign the lien release in the Gelineau property in Kingston.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Barka to release the Beede lien on property in Plaistow.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant and Mrs. Roy requested Non-Public sessions.

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

SECONDED: Commissioner Pratt.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
November 24, 1998**

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Barka, Mr. Sturtevant and Maryann Brickett.

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Barka, and Martha Roy.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) and (c), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

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VOTE: 2 Yea. Motion passed unanimously in the affirmative.

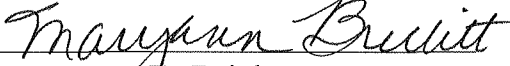
MOVED: Commissioner Barka to approve s residency waiver as recommended by Mr. Sturtevant and the Commissioners.

SECONDED: Commissioner Pratt.


VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

MB  
Date 12/22/98

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 8, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: Kathy Nikitas, County Attorney's office; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan; Gene Charron, Superintendent, Dept. of Corrections; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Director and Jeannette Hauschel; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Morgan Minch, Fosters' Daily; Peg Warner, Union Leader; Steve Jusseume, Rockingham County News.

Commissioner Pratt called the meeting to order at 3:10 p.m. and reported the Commissioners need a Non-Public Session under NHRSA 91A:3 II (a).

MOVED: Commissioner Barka to approve the minutes of the November 24, 1998 Commissioners' Meeting.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to declare the County Attorney's office chair as surplus and to be sold to the County Attorney for \$1.00.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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Date 12/22/98

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

Kathy Nikitas wished to thank Jude Gates for the Maintenance Department's assistance in painting in the County Attorney's office. Bob Murphy did the job on very short notice.

Kathy Nikitas also stated that another attorney was accepted for a full scholarship for a trial advocacy course in South Carolina at the National District Attorney's Association Advocacy Center in January. This is fully funded with Federal money.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated that her office is continuing to be very busy, has surpassed the record figures for the year 1986, and is the busiest year ever for the Registry. Mrs. Stacey continues to run into problems with the State regarding the extended hours and she will contact Commissioner Donald Hill to intervene and resolve this issue. Mrs. Stacey does not expect this pace to slow down until February or March.

Mrs. Stacey reported that there is approximately \$172,000 in the surcharge account as a result of the 86,000+ volume of recorded documents for the year 1998 thus far. Mrs. Stacey stated that the contract with Connor & Connor is to be for a four-year period and is to be paid for from this surcharge account. Connor & Connor is the only company that could tie in the software portion of the specs.

MOVED: Commissioner Battles to award the bid for film to disk conversion to Connor & Connor as recommended by the Register of Deeds.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt noted that once this process is completed, the public would have remote access to the Registry of Deeds. Mrs. Stacey stated that this will happen very soon. She is discussing this with Jennifer Nelson to assist in completing this process. Commissioner Battles questioned and Mrs. Stacey concurred that remote access would be available some time in 1999. The Y2K Millennium Bug would not affect remote access. Mrs. Stacey also stated that the grantor/grantee indices

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Date 10/22/98

would be Internet accessible in 1999. There would be a charge for downloading copies, with an account and access code. Transfers to individual towns will be done via scanning and writing to CD as opposed to paper in the future. Every town that owns a PC can use this new process. This should result in expanded revenues. The Registry of Deeds continues to be against electronic filings for this purpose and fraud issues.

Mrs. Stacey stated that her office has been doing Y2K work. A bid was awarded several months ago to ensure that her office and the AS400 are Y2K compliant. Testing began last week. This process should be completed within the next 2 ½ months.

Commissioner Pratt asked if the evening hours will continue in the future, or is this service just for the summer. Mrs. Stacey stated that she intended to continue the evening hours until the real estate market slows down. Evening hours will be until 7:00 p.m. twice a month.

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

Sheriff Linehan stated that the only unresolved issue is the deputy salary overtime and he continues to work with the Fiscal Office on this matter. The Sheriff's Department will present their budget backup information to the Commissioners and the Fiscal Office by the end of the week.

Sheriff Linehan stated that he continues to work on the COPS grant process. Commissioner Battles stated that this issue should get more press coverage as it is a public safety issue. There is a nuclear power plant, two airports, a nuclear sub base, the pipeline, etc. Sheriff Linehan stated that he has written letters to the U.S. Secret Service, the ATF and the FAA denied the bomb dog training certification funding. The dog could probably be obtained via a grant. The training would involve several weeks of training, lodging, meals, etc. Commissioner Battles noted that the State of New Hampshire does not have one certified bomb dog. Sheriff Linehan emphasized that many VIP's fly in and out of Pease and Manchester Airports, and there were recent bomb threats in a Hampstead school and in the Rockingham County Nursing Home. Sheriff Linehan will attempt to secure grant money for the bomb dog.



MB  
Date 10/22/98

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Gene Charron gave his census report. Mr. Charron stated that year to date, he has recuperated \$4,400 from the Social Security Program (SSDI).

**REPORT FROM FISCAL:**

Theresa Young informed the Commissioners that the drafts (4) of the budget are in the (s) drive. There is to be an organizational meeting tomorrow with the Delegation. Mrs. Young had some line item transfers for the Commissioners' signature. The Delegation would be authorizing the borrowing for the Tax Anticipation Notes tomorrow. They will ask for the authority to borrow more in case additional funds are needed toward the end of next year for the Y2K. Fiscal is budgeting \$14,500,000.00 on the TAN's, with authority to borrow higher. The Delegation will also be authorizing the ability to spend money in January and February. Commissioner Battles stated that the Commissioners would discuss this further in the Non-Public portion of the meeting.

Mrs. Young stated that there is a temporary person in the Fiscal Department, Karen Johnson, who is working on the internal controls and making visits to several departments. The auditors' schedule is about two months behind. Fiscal is hopeful of getting the auditors in December to do their expenditure testing.

The Fiscal Department would like to encourage everyone to get their encumbrances in by Friday, December 18.

MOVED: Commissioner Battles to cut off ordering any additional supplies, goods or services for Fiscal 1998 will be allowed after December 18 in order to get a fix for encumbrances for the end of the year. After December 18, all such orders will become part of the 1999 year budget without the Commissioners' approval.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mrs. Young will send a notice to all departments informing them of this cut-off date. Commissioner Battles requested that this memo go out by Wednesday.

Mrs. Young stated that this week's payroll checks will include the new health premiums and buy-outs. Longevity went out last week. Merit pay is still scheduled for the 17<sup>th</sup>.

Mrs. Young stated that the last payroll in December is expected to be done on Wednesday, December 23.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that there were outstanding regrade requests which need to get in soon to Human Resources by Friday, December 11 for the 1999 budget. Commissioner Battles stated that these regrades would have to be in by the same deadline as encumbrances.

Martha Roy stated that the last date for the Elected Officials and Division Directors to turn in their Merit Pool lists is Thursday, December 10.

Human Resources received four proposals for the Credit Union RFP recommendations - Northeast, Service, Seacoast and Granite State Credit Unions. The Sub-Committee formed by the CMT reviewed these Credit Unions to provide services to the County in addition to New Hampshire Credit Union under the following categories:

1. Willingness to perform both paper transfer and direct deposit.
2. Competitive rates, fees and charges.
3. Branches.
4. Free ATM locations throughout the County.

The Committee unanimously recommended Service Credit Union to be the second Credit Union to provide additional credit union services to the County employees. Commissioner Battles asked if the employees had been informed of this. Martha Roy stated that she will put this on the next Commissioners' agenda.

MOVED: Commissioner Battles to award the Credit Union Services RFP to Service Credit Union as a second credit union for employees, contingent upon the approval of the Employee Advisory Committee and a memo will go out informing all the employees that they can choose outside of Service Credit Union.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Pratt wished the memo to include direct deposit information.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that Maintenance security personnel have been working on the security at the Human Services building. Mrs. Gill requested that Maintenance place the street number (111) over the door to alleviate confusion and to give her a bill.

Commissioner Battles stated that a few nights ago a meeting was held to discuss housing juveniles. There are no shelter beds in Rockingham County right now. It is estimated that approximately \$50,000 will be spent this year on transportation costs. Attending were Judge Corbey, John McDermott, Juvenile Justice Administrator for DCYF, Councilor Ruth Griffin, both JSO supervisors from the Portsmouth and Salem areas, Maureen Barrows and others. An RFP for shelter beds will be coming out within the next three months. Hopefully several persons in Rockingham County will respond to that RFP.

Diane Gill stated that she sent a letter to Commissioner Favreau and followed up with a meeting with his staff to let them know that all the Counties of New Hampshire agreed to pay a 10% rate increase over fiscal year 1998 rates, which for YDC will amount to \$220/day down from their request of \$325 and \$298. The New Hampshire Association of Counties met on Friday and this issue was brought up and endorsed there as well.

Diane Gill stated that they have a sponsor for legislation to cap the County's participation of \$50 a day and this is being worked on. Commissioner Battles stated that any legislators who supported this should be co-sponsors of this legislation. Commissioner Battles also commented that further legislation should be sponsored to protect the County taxpayers. Commissioner Barka suggested legislators from each of the 10 Counties be a co-sponsor. Senator Russman has indicated that he would possibly co-sponsor a bill. Commissioner Battles requested that Diane Gill call Senator Fred King, Senator Russman and Representative Arthur Klemm to coordinate some legislation from the Senate, as both House and Senate legislation is needed. YDC has a 108 bed capacity and this year they have averaged 86 persons.

MB  
Date 12/22/98

**REPORT FROM MAINTENANCE:**

The Commissioners signed a bid waiver in the amount of not more than \$8,000 to Trane Corp. for the Maintenance Department a replacement compressor for the Jail Chiller unit.

Commissioner Pratt thanked the Maintenance Department and Jude Gates for all the lovely Christmas decorations.

The surveyors are almost finished surveying the Ladd Farm portion and are working on the Taylor property next. The County actually owns land in Stratham and should have Cathy Stacey research what other property the County owns and send the Commissioners copies of the deeds. Commissioner Battles suggested that the County consider selling some of the land it owns. Jude Gates said she would find out where this property is.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave his census report, with 280 residents, 16 discharges in November, and 6 applications for admission.

Bids were opened for Gentle Rain:

Red Line  
Gulf South Medical Supply

MOVED: Commissioner Barka to have Mr. Sturtevant evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Battles.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant stated that at the last Commissioners' Meeting bids were opened for laundry chemicals. Mr. Sturtevant recommends John Danais Co., the low bidder, for \$13,500 per year for two years.

MOVED: Commissioner Battles to award the bid for laundry chemicals to John Danais in the amount of \$13,500 per year for two years, per the recommendation of the Nursing Home Administrator.

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SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant recommends Seacoast Coca Cola for the soft drink bid.

MOVED: Commissioner Battles to award the bid for soft drinks to Seacoast Coca Cola as recommended by the Nursing Home Administrator.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

The Commissioners signed a bid waiver to CLM Behavior Health Systems of Salem, NH in the amount of 45,000.

Mr. Sturtevant asked if the Commissioners had made arrangements yet for the January Inauguration. Commissioner Pratt stated that the Inauguration would be Wednesday, January 6 at 10:30 a.m. in the Atrium. Lunch will be provided and the Commissioners' Office will provide the Nursing Home with a head count.

Mr. Sturtevant requested a Non-Public Session under NHRSA 91A:3 II (e).

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

SECONDED: Commissioner Barka.

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

Date 12/22/98<sup>NB</sup>

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
December 8, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Mr. Sturtevant, Martha Roy and Jude Gates, Assistant Director of Engineering & Maintenance.

Discussion: The Board discussed the reorganization of the Engineering & Maintenance Department and elimination of the position of Engineering & Maintenance Director which would result in a dismissal of the current Director. They further discussed the compensation issues surrounding the reorganization.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
PUBLIC SESSION**

MOVED: Commissioner Battles to reorganize the Engineering & Maintenance Department through the elimination of the position of the Engineering & Maintenance Director.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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

SECONDED: Commissioner Pratt.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
December 8, 1998**

Those present for NHRSA 91A:3 II (e) were Commissioner Pratt, Commissioner Barka, Bill Sturtevant, Nancy Lang, Martha Roy, Mary Ashcroft and Maryann Brickett.

Discussion: The Board discussed a proposed settlement of an outstanding workers compensation case.

There being no further business regarding this matter to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (e), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
PUBLIC SESSION**

MOVED: Commissioner Barka to settle a workers comp case.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) and (e), Commissioner Barka moved to go out of Non-Public Session on a Roll Call vote.

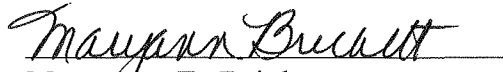
SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

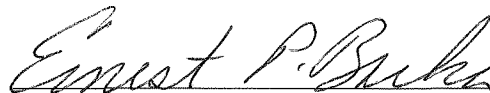
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There being no further business to come before the Board of Rockingham County Commissioners, the meeting adjourned at 5:30 p.m.

Respectfully submitted,

  
Maryann E. Brickett  
Executive Assistant to the  
Rockingham County Commissioners

Received by,

  
Ernest P. Barka, Clerk  
Rockingham County Commissioners



MB  
Date 12/31/98

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 22, 1998**

Present: Commissioner Pratt  
Commissioner Battles  
Commissioner Barka

Also present: County Attorney Bill Hart; Capt. Joe Akerley, Sheriff's Dept.; Christine Croto, Sheriff's Dept.; Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jennifer Nelson, MIS/Telecommunications Coordinator; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Peg Warner, Union Leader; Steve Jusseume, Rockingham County News.

Commissioner Battles called the meeting to order at 3:10 p.m. and reported the Commissioners need a Non-Public Session under NHRSA 91A:3 II (c).

MOVED: Commissioner Battles to approve the minutes of the December 8, 1998 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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

Bill Hart stated that in his capacity as County Attorney, this would be the last Commissioners' Meeting he would probably attend. Mr. Hart wished to express his personal thanks to everyone present and stated that it has been a pleasure working with everyone. Commissioner Barka expressed that he felt Mr. Hart had done a good job as County Attorney.

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Mr. Hart stated that the transition has been going well and the County Attorney's offices have been repainted. New positions have been posted as there have been a number of resignations recently.

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

Christine Croto stated that she wished the Commissioners to sign a Resolution of Special Deputies Overtime Memorandum of Understanding. The purpose of this is to clarify allocations and postings not currently covered by the budget.

Commissioner Barka stated that he is not in favor of unfunded mandates. Commissioner Pratt stated that Senate Bill 204 was passed by the Legislature this year and the Supreme Court struck down parts of this bill, the funding piece. According to the Sheriff's Association, the Court left the requirement to perform the work. The Commissioners were told in a budget meeting on Friday by Captain Akerley that the Sheriff's Association met on Thursday and decided that the Sheriffs should go ahead and start performing this duty in January, bill for January and take it from there. The Commissioners were asked to put money in next year's budget for this. The Commissioners have suggested due to the fact that it is so late in the budget process, and because a corresponding revenue could not be anticipated, that this would not be put in the Department or Commissioners' budget, but the Sheriffs can bring this in through the Delegation process into Subcommittee to see if anything is clearer at that point.

MOVED: Commissioner Battles that the Board of Commissioners oppose any County funding for security in the District Courts until there is a funding mechanism by which to draw down compensation from the State.

SECONDED: Commissioner Barka.

DISCUSSION: Commissioner Battles stated that the Board of Commissioners feel they will never support this unfunded mandate. Commissioner Barka noted that Rep. Dave Welch is working on this and was a sponsor of SB204. Commissioner Battles stated that the Board of Commissioners should send a letter to Rep. Welch informing him that they believe it is an unfair burden to be placing on the property taxpayers. Commissioner Barka stated that he felt the Legislators



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AYE: Commissioner Pratt.  
OPPOSED: Commissioner Barka.

Commissioner Pratt reminded everyone that the Commissioners' Office need a final guest count for the January 6 swearing in ceremony by December 24. Maryann will be on vacation next week. All departments need to send all communications for the Commissioners through Maryann. Agenda items must be in by the previous Friday.

**REPORT FROM THE CONSERVATION DISTRICT**

Mary Currier stated that about 3 weeks ago she was contacted by an organization called Government Information Services which offer a 4-issue trial of their announcements on grants, legislative and regulatory coverage of Federal grants programs, a weekly compilation of funding notices and regulations issued by Federal Agencies and updated web site information about foundations where you can find more money. The subscription is comprised of 50 newsletters, adds your name to the web site, and costs \$279 per year. Mrs. Currier opted to send for the 4 free issues. Commissioner Pratt asked Jennifer Nelson to look into a group license.

Mrs. Currier stated that she is attempting to contact Mr. McDonald, of Household Realty, about the Jail Mitigation Drainage. Commissioner Pratt inquired about \$40,000 in funds for the Jail Mitigation Grant.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Commissioner Pratt stated that she received a nice letter from Supt. James O'Mara from Hillsborough County thanking Deputy Supt. Al Wright for his assistance to their department. This letter will go in Deputy Supt. Wright's personnel file.

Mr. Charron stated that two people have graduated from the Academy this afternoon. Mr. Charron requested the Commissioners' signatures on the CCHD contract. The reason for the Addendum is that the cap for outside hospital services was raised and capped for 1999 and 2000.

Gene Charron gave his census report. Mr. Charron also reminded the Commissioners that he would be on vacation next week.

**REPORT FROM HUMAN RESOURCES:**

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Martha Roy stated that there were bids to open for Employee Assistance Program:

Center For Occupational & Environmental Health  
Magellan Behavioral Health  
Resource Management Consultants

MOVED: Commissioner Barka to have Mrs. Roy evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Martha Roy stated that Human Resources is collecting all the Safety Summary forms for the various departments' Safety Committees. They need to be delivered to the State by year end and encouraged everyone to have their forms into Human Resources by Monday.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that the State bill has been delayed. Approximately \$88,000 needs to be encumbered for the YDC bills that Human Services is holding. This will be encumbered at the higher rate that YDC wants as they have notified DCYF that they want the higher rate put into the system. She met again this morning with Nancy Rollins and Barbara Cotton from YDC to try and resolve this issue. Mrs. Gill expected rates to be well over \$300 after the first of the year due to the fact that the YDC census is remaining at about 86.

The new security system camera has been installed in their building but the security light in the parking lot is out.

Mrs. Gill stated that she went up to the LBA report presentation this morning. It was a very interesting meeting. Commissioner Battles thanked Diane Gill for all the work she has done on behalf of this issue and stated that she has done an exceptional job at rallying support of all 10 counties. Mrs. Gill stated that Donna Lee Lozeau brought up the issue about the Counties' concern over rates today and also the Counties' initiatives about regional facilities. Mrs. Gill has spoken with John McDermott about the Commissioners' concerns and he will respond in writing. The subject of certification of the need for shelter care beds is

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one of the proposals. Mrs. Gill believes that DCYF may allow Rockingham County to have shelter care beds here but they may expect us to pay 100% of the cost. Commissioner Battles stated that one of the problems Judge Corbey had mentioned is that sometimes he will have calls at 3:00 a.m. and he has to place a juvenile with no place to put them. They will then be picked up and driven to Jefferson, then during the day picking them up and driving them all the way home again. The transport costs are approximately \$50,000 a year for Rockingham County. Commissioner Battles felt the Commissioners should consider doing something with the Salem/Derry area to work with Judge Corbey to find some beds to be reserved just for those courts. Commissioner Barka felt that a facility should be staffed around the clock. Commissioner Battles suggested working with a facility such as Hampstead Hospital to give us a couple of shelter/emergency beds that the County would help pay for. Commissioner-elect Barrows has indicated that she thinks it's better for the County to job it out than for the County to be in the business of providing the beds. Commissioner Battles stated that DCYF needed to approve the beds and suggested that Mrs. Gill call John McDermott to develop a pilot project.

Diane Gill stated she will need a Non-Public session under 91A:3 II (c).

Commissioner Battles stated that this year will be the third tax cut in a row as the Commissioners and all departments have focused on revenue enhancement and cost controls. Commissioner Battles stated that a revenue line was placed in the budget this year for the Tobacco Settlement. Diane Gill stated that John Disko has contacted the Counties. They wish to have a Nursing Home Administrator representative and a Human Services Administrator representative to work with Commissioner Morton. It has not been determined yet how much each county will receive, but it is estimated that the State will receive \$22,000,000 over the next few years, with 12 ½% going back to the Counties. Commissioner Pratt believed the figure is \$53,000,000 a year for 20 years to New Hampshire, with a smaller percentage to the Counties.

Commissioner Battles stated that the tax cut this year should be about 5%, thanks to all the division directors.

MOVED: Commissioner Battles to extend the contract for the legal counsel who serve Rockingham County for 12 months at the existing rate.

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SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Commissioner Battles stated that the number of lawsuits has dropped dramatically due to the fact that the Commissioners now take a hard line on frivolous lawsuits.

**REPORT FROM MAINTENANCE:**

Jude Gates stated that the boiler blow done is piped to the waste water treatment facility and the oil/water separator is off line and they will no longer be discharging to the brook. Maintenance has gotten the sewer camera this year.

Morale in the Maintenance Department is good. The contractor is going on the diesel containment. The gasoline piece is done and they are in the middle of the diesel piece right now. This is the grant that Mary Currier helped Maintenance obtain.

Mrs. Gates had an item for reconsideration of a bid award. They had originally awarded a bid for the concrete retaining wall for the inground oil tanks over at the boiler plant to S. Tomasz, who has bowed out. Mrs. Gates is now recommending Rome Construction for the bid, at \$1,000 lower than the original bid award.

MOVED: Commissioner Battles to award the bid for concrete retaining wall Rome Construction per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Jude Gates stated the she will need a Non-Public session under 91A:3 II (a).

Commissioner Battles stated that this year's budget should be completed by the end of the week. One of the new things in 1999 is the reorganization of the Maintenance Department under Nursing Home Operations. Contacts for day-to-day operations will be handled by Jude Gates.

**REPORT FROM THE NURSING HOME:**

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Mr. Sturtevant gave his census report. Commissioner Battles inquired about the residential care. If the census continues to be down this much, then residential care is something we should seriously look at. Mr. Sturtevant stated that a feasibility study is currently ongoing and is due back in March. Mr. Sturtevant stated that renovations would need to be done in the Underhill Building. Commissioner Pratt mentioned a possible CDBG grant for this.

Mr. Sturtevant stated that at the last Commissioners Meeting, bids were opened for Gentle Rain. He would recommend Red Line, the low bidder. MOVED: Commissioner Battles to award the bid to Red Line per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested a Non-Public Session under NHRSA 91A:3 II (c).

**REPORT FROM SHERIFF'S DEPARTMENT:**

Captain Joe Akerley reported on the \$285,000 COPS grant for a microwave link. The Sheriff will continue to pursue a Federal grant in 1999. Additional County funds will not be used for Phase II of this project.

Commissioner Battles asked where the Sheriff's Department stood on the bomb dog issue. Captain Akerley stated that the Sheriff's Department is exploring different methods of revenue. Commissioner Battles stated that this item has been placed in the budget. Captain Akerley stated that there would be no possibility of funding from the FAA.

Commissioner Battles stated that the County could charge the FAA for this service and a revenue line should be placed in the budget to charge the Airport for the use of this dog. Commissioner Battles asked Captain Akerley to look at a cost for this, as this would be the only bomb dog in the State of New Hampshire. Captain Akerley stated that the Sheriff's Department, because of their jurisdictional abilities and flexibility in scheduling, would be the premiere law enforcement agency in the State to get a bomb dog. The Portsmouth Police Department will actively pursue the funding to provide the Sheriff's Department a bomb dog. They need to get some funds via donations and it could take months.



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Commissioner Battles recommended the County fund this project which he believed would cost approximately \$20,000. Captain Akerley stated \$20,000 would be maximum. Captain Akerley stated that the Working Dog Foundation which has a lot to do with canines in the State does a terrific job with canines in the State. They recognize the value of this dog and the value of the placement of this dog to the Rockingham County Sheriff's Department. A deputy will have to be assigned to the dog. When a bomb dog is required, a Logan Airport dog supplied by the FAA is called in for the job. The dog would be placed in the Derry area as a lot of calls come from that area, especially for the Manchester Airport. Calls would be expected from the Seabrook Nuclear Power Plant, Pease International Tradeport, Concord, the Malls, etc. Commissioner Battles recommended putting \$20,000 in the 1999 budget for this program. Commissioner Battles requested the Sheriff's Department start pursuing this immediately.

Commissioner Battles stated that \$20,000 would be placed on the expenditure side of the budget now, and a few dollars on the revenue side. Captain Akerley stated that if the County appropriates the money and goes ahead and puts the dog into service, the Working Dog Foundation probably would not reimburse us for that amount of money. They feel so strongly about this that they will try to get donations and fund this dog, but if we've already done it, they have so many other departments that want drug dogs that they would focus their attention elsewhere. Captain Akerley stated that the person he has been speaking with regarding the training of the dog is the same gentleman that provides Massachusetts State Police, Logan Airport with all their dogs and is currently doing the United Nations bomb dog teams and the New York Police Fund. They are provided and funded by the FAA and that's only because it's a Category X Airport. They are just starting to do Category 1 Airports now. The waiting list is long. Manchester is moving into a Category 2 Airport. As a result, there is no hope for FAA funding for a bomb dog for the Manchester Airport at this time.

MOVED: The Board of Commissioners endorse the pursuit of a bomb dog for the Sheriff's Department as soon as possible.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson stated that there will be more information coming out about the wiring project the middle of next week. Commissioner Barka inquired as to why telephone lines were not being installed at the same time. Jennifer Nelson clarified this was due to the fact that technology was rapidly changing and the County would be ready in a few years when certain improvements and advancements were made possible through Bell Atlantic and the providers in New Hampshire.

Training classes will resume in mid-January in the Training Room.

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

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
ROCKINGHAM COUNTY NURSING HOME  
December 22, 1998**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Mr. Sturtevant, Jude Gates, and Maryann Brickett.

Discussion: Request for a leave of absence without pay.

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Mr. Sturtevant, Diane Gill, and Maryann Brickett.

Discussion: Release of a Human Services Parental Reimbursement lien.

Those present for NHRSA 91A:3 II (c) were Commissioner Pratt, Commissioner Battles, Commissioner Barka, Mr. Sturtevant, and Maryann Brickett.

MB  
Date 12/31/98

Discussion: Waiver of residence requirement for a Nursing Home admission.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Battles moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve a leave of absence without pay for an employee in the Maintenance Department.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to vote to release a lien for a parental reimbursement as requested by the Human Services Director.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to approve a residence waiver requirement for a Nursing Home admission.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to clarify the present leasing arrangement for the trailer on the Ladd Farm and to extend the current lease for 24 months.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed unanimously in the affirmative.

MB  
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There being no further business to come before the Board of Rockingham County Commissioners, the meeting adjourned at 5:05 PM.

Respectfully submitted,

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

Received by,

Ernest P. Barka  
Ernest P. Barka, Clerk  
Rockingham County Commissioners

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\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
December 31, 1998**

Present: Commissioner Pratt  
Commissioner Battles

Also present: Cathy Stacey, Register of Deeds; Al Wright, Deputy Superintendent, Dept. of Corrections; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Bill Sturtevant, Director of Operations; Jennifer Nelson, MIS/Telecommunications Manager.

Commissioner Pratt called the meeting to order at 9:16 a.m.

MOVED: Commissioner Battles to approve the minutes of the December 22, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles that the 1999 Rockingham County Commissioners Budget to reflect the total expenditure line of \$46,925,831 plus encumbrances and revenues of \$47,204,014 with a total amount received by County taxes of \$20,765,243.

SECONDED: Commissioner Pratt.

VOTE: Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to compensate all elected officials and County employees, including the Cooperative Extension educators, at the rate of 32.5 cents per mile for mileage reimbursements, contingent upon Delegation approval in the 1999 Rockingham County budget.

SECOND: Commissioner Pratt.

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Date\_\_\_\_\_

DISCUSSION: Commissioner Battles noted that had this figure been used County-wide as it was for the Cooperative Extension educators, the impact in 1998 would have been only \$3,300.

VOTE: Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to eliminate the following County positions through attrition effective January 1, 1998:

Chef Manager  
(2) Certified Nursing Assistants  
Associate Accounting Analyst

Also, to eliminate the following position through a lay-off due to reorganization:

Director of Maintenance and Engineering

SECOND: Commissioner Pratt

DISCUSSION: Commissioner battles noted that these positions were being eliminated through attrition. The Chef Manager will be promoted to Assistant Director position. The (2) CNA positions have been vacant for some time and will be eliminated immediately. The Associate Accounting Analyst is currently filled by a person who will be moving today to a higher position, leaving this position vacant. As of today, the Associate Accounting Analyst position will be funded as a provisional position, meaning this position will be funded for a maximum of six months. The Director of Maintenance position is being eliminated through re-organization. Commissioner Battles observed that these positions have been eliminated by the Commissioners and should not be considered part of the Delegation's continuing funding resolution.

VOTE: Motion passed unanimously in the affirmative.

MOVED: Commissioner Battles to revise the Nursing Home Administrator's title to: Nursing Home Administrator/Director of Operations.

SECONDED: Commissioner Pratt

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Date \_\_\_\_\_

DISCUSSION: Commissioner Battles stated that the Commissioners had reorganized the Engineering & Maintenance Services Department and placed that under the supervision of the Director of Operations. In addition, MIS/Telecommunications has been placed under the direction of the Director of Operations.

VOTE: Motion passed unanimously in the affirmative.

Commissioner Battles would like the record to reflect that the Board of Commissioners had received a letter from Jeannette Hauschel, Chair of the Employee Advisory Committee requesting the rate increase for mileage.

Commissioner Battles also mentioned that the 1999 budget includes a revenue line for the Tobacco Settlement. The Board of Commissioners received a memo from William Sturtevant, Director of Operations, regarding this settlement that Mr. Battles would like reflected in the record.

At the last meeting of the NH Association of Counties, the proposed Tobacco Settlement was discussed. From what I understood at the meeting...New Hampshire will receive \$53 million a year for the next 20 years.

A proposal was for the counties to receive approximate 12.5% of that each year. However, we all know that this is most likely a very high figure and will be reduced. Although Terry Morton has identified the counties as a player in this we all know it is up to the Legislature to appropriate the money and they are looking to spend it for Education and other things (stuff). A committee of George Maglaras, Bob Hemenway, and Ellen Ann Robinson have been appointed to work on this. I have placed a call to Bob Hemenway to gather more information.

Commissioner Battles reported that Mrs. Gill has been working on an initiative with the Commissioners to cap the Rockingham County property taxpayers burden for the rate at YDC at \$50/day. There is legislation sponsored this term to that effect; the Commissioners would ask everyone to contact their state representatives and speak to them about supporting this legislation. Mr. Battles also noted that there is a significant accrual in the 1999 budget for the astronomical rate increase

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already billed to the county taxpayers. That accrual reflects the withholding of payment to the State.

Commissioner Pratt noted that the Swearing-In Ceremony is scheduled for next Wednesday, January 6, 1998 at 10:30 a.m. in the Atrium. There will be seven (7) elected officials sworn in at that time.

Commissioner Pratt also confirmed that there will be a Board of Commissioners Meeting next Tuesday, January 5, 1998 at 4:00 p.m. Items for the agenda should be in to Maryann no later than noon on Monday, January 4, 1998.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey thanked the Commissioners for their support this year. Mrs. Stacey also thanked Commissioner Battles for his support during his term and stated that she has enjoyed working with him.

Commissioner Battles commended Mrs. Stacey for the remarkable revenues received by their department this year. Commissioner Battles thanked the Register of Deeds Office for their outstanding effort this year and stated that enhanced revenue opportunities, such as this, were one of the reason the Board of Commissioners had been able to reduce the County tax rate by 4.5% this year.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Al Wright, Deputy Superintendent gave the census report showing a total population of 229, with 213 in the facility. Deputy Superintendent Wright stated that the Department of Corrections continues to enjoy a high number of INS inmates, which has improved jail revenues for 1998. Commissioner Battles and Commissioner Pratt thanked the Department of Corrections for their contribution to Rockingham County through increased INS revenues as well as for handling the program with so few problems.

MOVED: Commissioner Battles to approve the request for training as recommended by the Department of Corrections.

SECONDED: Commissioner Pratt

VOTE: Motion passed unanimously in the affirmative.



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\_\_\_\_\_  
Date\_\_\_\_\_

**REPORT FROM HUMAN RESOURCES:**

Martha Roy, Director of Human Resources, stated that the Employee Assistance Program review committee has had a chance to meet and review the three RFP's received. It is their recommendation that the bid be awarded to Resource Management Consultants for a total of \$17,975.

MOVED: Commissioner Battles to approve the EAP contract to the Resource Management Consultants for the amount of \$17,975 contingent on all details being worked out in a contract manner with Human Resources.

SECOND: Commissioner Pratt

VOTE: Motion passed unanimously in the affirmative.

Commissioner Pratt noted that this service, in the past, had been included in the Health Insurance Benefit. This program, however, is a full-blown Employee Assistance Program and the Board sees it not only as a benefit to the employees who need it, but also as a management tool for the departments. This program will offer options for dealing with job-related performance problems, etc. and expands on the health insurance benefits currently provided.

**REPORT FROM HUMAN SERVICES:**

Diane Gill reported that due to a boiler breakdown, the Administration building was without heat today; the staff was sent home early. Engineering & Maintenance is working to repair the boiler and clear the air.

**REPORT FROM TELECOMMUNICATIONS:**

Jennifer Nelson, MIS/Telecommunications Manager requested that the Board of Commissioners extend the Micro C, Inc. contract one year. The current contract is scheduled to expire on October 28, 1999, just two months prior to the Year 2000. Ms. Nelson stated that the contract price was reduced by 38% in the process of re-negotiation.

MOVED: Commissioner Battles to extend the Micro C, Inc. contract one year to October 28, 2000 on the recommendation of the MIS/Telecommunications Manager.

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\_\_\_\_\_  
Date \_\_\_\_\_

SECOND: Commissioner Pratt

VOTE: Motion passed unanimously in the affirmative.

**OLD BUSINESS:**

Commissioner Pratt stated that the Board of Commissioners had received a fax from Bob Casassa, Esquire regarding the Manchester Airport taking of land decision. The King Trust has asked for a reconsideration of the Commissioners decision. Commissioner Pratt stated that the Board will take it under advisement.

MOVED: Commissioner Battles to adjourn the meeting.

SECOND: Commissioner Pratt

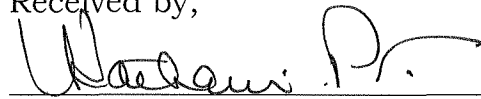
VOTE: Motion passed unanimously in the affirmative.

Meeting was adjourned at 9:47 a.m.

Respectfully submitted,

\_\_\_\_\_  
Jennifer Nelson,  
MIS/Telecommunications Manager

Received by,



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Katharin K. Pratt, Chairman  
Rockingham County Commissioners