

**ROCKINGHAM COUNTY
ANNUAL REPORT**

1998

**This Report Prepared By Your
Rockingham County Commissioners**

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

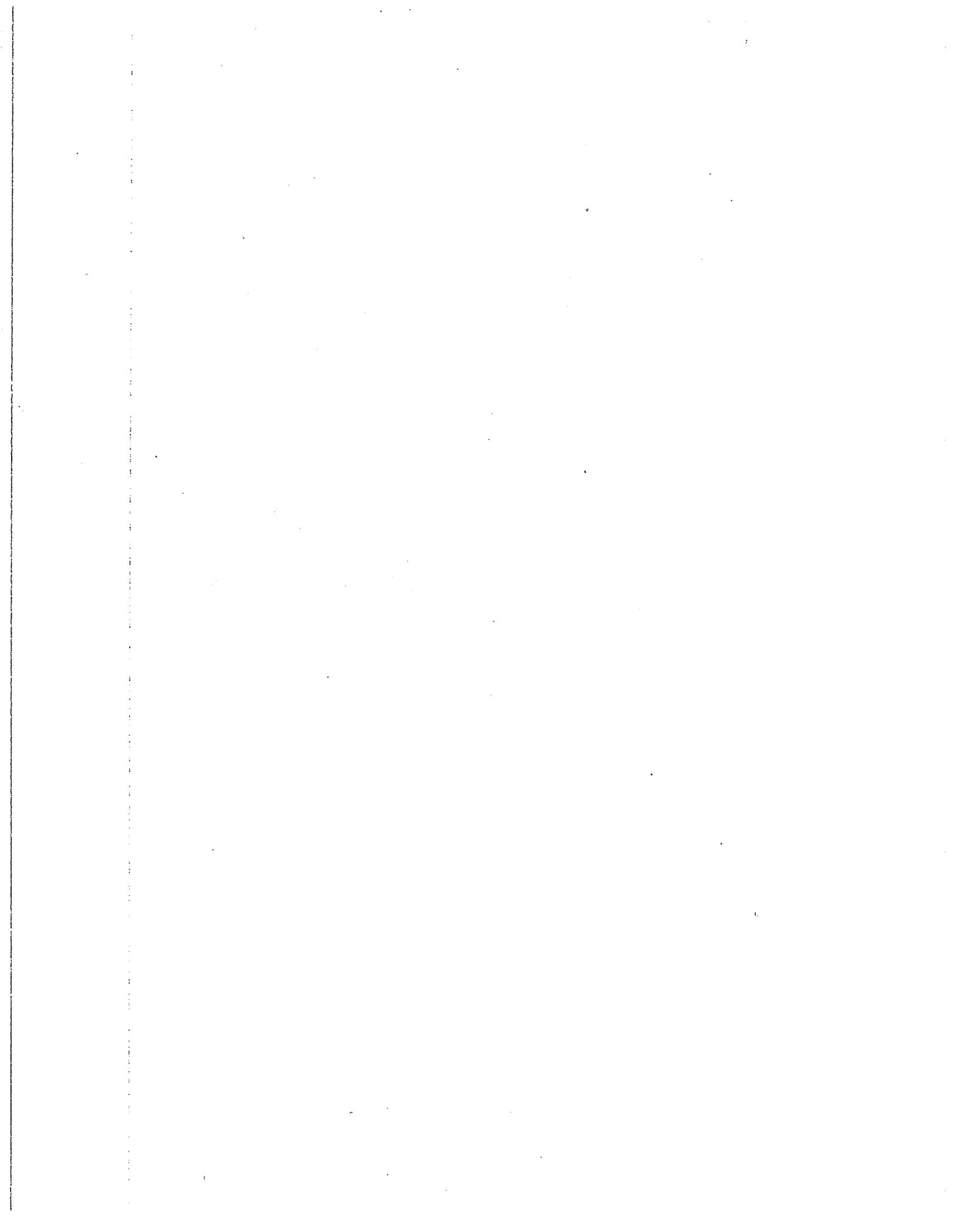


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District 1

Katharin K. Pratt, Chairman

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

District 2

Thomas A. Battles, Vice Chair

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

District 3

Ernest P. Barka, Clerk

Derry Londonderry Salem Windham

COUNTY ATTORNEY

William R. Hart, Esquire

HIGH SHERIFF

Dan Linehan

REGISTER OF DEEDS

Cathy Ann Stacey

TREASURER

Ellen Lavin

CLERK OF SUPERIOR COURT

Raymond W. Taylor

JUDGE OF PROBATE

John R. Maher

REGISTER OF PROBATE

Charles Thayer

**ROCKINGHAM COUNTY CONVENTION
Officers**

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

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

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

**ROCKINGHAM COUNTY
EXECUTIVE COMMITTEE
Officers**

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

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

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

DISTRICT 1

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

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

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

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

Honorable John Anthony Simmons
54 Walnut Avenue
North Hampton, NH 03862-2011
Telephone: (603) 964-4333

DISTRICT 2

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

Honorable Betsy A. Coes
P.O. Box 46; 4 Baker Street
Newfields, NH 03856-0046
Telephone: (603) 772-9751

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

Honorable Warren C. Henderson
8 Heritage Way
Exeter, NH 03833-4316
Telephone: (603) 772-4285

Honorable Kenneth L. Weyler
23 Scotland Road
Kingston, NH 03848-3232
Telephone: (603) 642-3518

DISTRICT 3

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

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

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

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

Honorable Betsy McKinney
120 Litchfield Road
Londonderry, NH 03053-7407
Telephone: (603) 432-5232

REPRESENTATIVES TO GENERAL COURT

DISTRICT 1 (Northwood)

Robert A. Johnson

DISTRICT 2 (Nottingham)

Margaret A. Case

DISTRICT 3 (Epping)

Ronald Nowe

DISTRICT 4 (Epping, Northwood, Nottingham)

Robert K. Dodge

DISTRICT 5 (Auburn)

C. Donald Stritch

DISTRICT 6 (Candia)

Rudolph J. Kobel

DISTRICT 7 (Deerfield)

Joseph E. Stone

DISTRICT 8 (Auburn, Candia, Deerfield)

Rebecca C. Hutchinson

DISTRICT 9 (Danville, Sandown)

Patricia L. Cote Thomas A. Varrell

DISTRICT 10 (Chester, Fremont)

Jon P. Beaulieu

DISTRICT 11 (Chester, Danville, Fremont, Sandown)

Ralph H. Millard

DISTRICT 12 (Raymond)

Franklin Bishop

Richard Dolan

Marian E. Lovejoy

DISTRICT 13 (Derry)

Kathryn Aranda

Sandra K. Dowd

Patricia A. Dowling

Robert M. Fesh

Paul A. Gibbons

John P. Gleason

George N. Katsakiores

Phyllis M. Katsakiores

John Langone

Robert Letourneau

Norman A. Sabella

Frank Sapareto

DISTRICT 14 (Atkinson)

Natalie S. Flanagan

DISTRICT 15 (Hampstead)

Kevin L. Camm

Joseph A. Guthrie

Neil J. Reardon

DISTRICT 16 (Plaistow)

Norman L. Major

Marie Rabideau

DISTRICT 17 (Atkinson, Hampstead, Plaistow)

Kevin L. Camm

Mark A. Cegelis

DISTRICT 18 (Brentwood, Kingston, Newton)

Marjorie Battles-Peirce John W. Flanders, Sr.
 David A. Welch Kenneth L. Weyler
DISTRICT 19 (Newfields, Newmarket)
 Dennis Abbott Betsy Coes Frank M. Schanda
DISTRICT 20 (Exeter, Kensington)
 David A. Flanders John B. Heath
 Warren Henderson J. Arthur Tufts Jackie K. Weatherspoon
 Arthur Tufts
DISTRICT 21 (E. Kingston, Seabrook, South Hampton)
 Benjamin E. Moore Patricia M. O'Keefe Everett Weare
DISTRICT 22 (Hampton, Hampton Falls)
 Andrew Christie, Jr. Robert R. Cushing, Jr. Sheila T. Francoeur
 Jane P. Kelley Kenneth W. Malcolm
DISTRICT 23 (Greenland)
 Bruce L. Dearborn
DISTRICT 24 (New Castle, Rye)
 Jane S. Langley John J. McCarthy, Jr.
DISTRICT 25 (North Hampton, Stratham)
 George R. Rubin John Anthony Simmons Deborah L. Woods
DISTRICT 26 (Salem)
 Ronald J. Belanger Richard T. Cooney Janeen Dalrymple
 Michael W. Downing Stephanie Micklon Richard Noyes
 Bernard J. Raynowska Nancy C. Stickney Donna P. Sytek
DISTRICT 27 (Windham)
 Janet S. Arndt Mary E. Griffin Debbie L. Morris
DISTRICT 28 (Salem, Windham)
 Arthur P. Klemm, Jr.
DISTRICT 29 (Londonderry)
 Gregory G. Carson Vivian L. Dunham Betsy McKinney
 Walter Mikowski Sherman A. Packard Kevin H. Smith
 Giovanni M. Verani
DISTRICT 30 (Portsmouth Ward 1)
 Laura C. Pantelakos
DISTRICT 31 (Portsmouth. Ward 2)
 Terie T. Norelli
DISTRICT 32 (Newington, Portsmouth Ward 3)
 Cecelia Kane
DISTRICT 33 (Portsmouth Ward 4)
 Joseph Frechette Anthony Syracuse
DISTRICT 34 (Newington, Portsmouth Wards 1,3,4)
 Maryann N. Blanchard
DISTRICT 35 (Portsmouth Ward 5)
 Jacqueline A. Pitts Charles L. Vaughn
DISTRICT 36 (Portsmouth Wards 2,5)
 Martha Fuller Clark

ROCKINGHAM COUNTY FINAL 1998 BUDGET

APPROPRIATIONS AND ENCUMBRANCES:

Rockingham County Nursing Home	14,006,330.00
Public Assistance:	
Categorical	10,584,641.00
Board & Care of Children	1,570,000.00
Grant Programs/Human Services Adm.....	1,186,735.00
Department of Corrections	4,234,501.00
Maintenance Department/Land Management	2,300,277.00
Commissioners/Gen Gov/Cap Imp/Telecommunications	5,725,783.00
Human Resources	290,999.00
Fiscal Officer	324,158.00
Treasurer & Deputy	48,607.00
Sheriff:	2,518,274.00
Manchester Airport Duty	747,859.00
Register of Deeds.....	835,743.00
County Attorney	1,341,641.00
Medical Examiner.....	74,100.00
Cooperative Extension Services	335,650.00
Delegation.....	44,434.00
Non-County Specials:	
Child Care Association	12,500.00
Area Homemakers.....	44,000.00
Rockingham County VNA	43,000.00
A Safe Place	10,000.00
Emergency Fire Training	6,250.00
Women's Sexual Assault Support Services	2,500.00
Retired Senior Volunteer Program.....	14,000.00
Nutrition	36,000.00
TOTAL APPROPRIATIONS.....	\$46,337,981.00

ESTIMATED REVENUES:

Rockingham County Nursing Home	14,157,861.00
Register	1,967,000.00
Maintenance	0.00
Sheriff.....	751,990.00
Airport.....	821,267.00
Dispatch.....	47,000.00
General Government	1,008,000.00
Farm/Land Management	13,521.00
Human Services.....	539,601.00
Department of Corrections.....	486,500.00
Human Resources/Fiscal	0.00
County Attorney.....	91,369.00
Commissioners	3,200.00
TOTAL ESTIMATED REVENUES.....	\$19,887,309.00
TOTAL TRANSFERS IN	\$11,600.00
TOTAL FUND BALANCE	\$4,687,554.00
AMOUNT TO BE RAISED IN TAXES - 1998	\$21,751,518.00
GRAND TOTAL.....	\$46,337,981

January 8, 1998

MINUTES

Rockingham County Delegation

Meeting at New Hampshire State House, Concord, Jan. 7, 1998

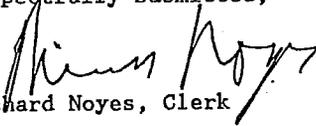
Convention Chairman Kenneth Malcolm called the meeting at the close of the regular floor session of the New Hampshire House to discuss the previously announced schedule of meetings for the annual budget-writing process.

Rep. Malcolm opened the meeting at 5:25 p.m. No roll call was taken, but he declared a quorum present.

After a brief discussion of the budget-writing schedule, and consideration of possible time problems, no motion was made to change the schedule as it stands.

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,


Richard Noyes, Clerk

MINUTES

Public Budget Hearing
Rockingham County
Hilton Auditorium, Tuesday, Jan. 27, 1998

Delegation Chairman Rep. Kenneth Malcolm opened the hearing at Hilton Auditorium in Brentwood at 7:10 p.m.

Rep. David Welch gave the invocation and Rep. Betsy McKinney led the pledge of allegiance.

There were 13 members of the Executive Committee present: Delegation Chairman Packard, Malcolm, Woods, Belanger, Coes, Dolan, Katsakiores, Letourneau, McKinney, Major, Noyes, and Pantelakos. Also members of the Delegation: Reps. Dodge, Guthrie, Kelley and Nowe. Commissioners Katherin Pratt and Thomas Battles were in attendance. Others included County Attorney Hart, Sheriff Linehan, Jail Superintendent Charron, Register of Deeds Stacey, Nursing Home Supervisor Sturtevant, Human Services Director Roy and Fiscal Officer Young.

Chairman Malcolm then read budget items, line by line, giving citizens the opportunity to raise questions on any of them about which they have opinions or need more information.

Commissioner Pratt then explained details regarding the budget. The budget represents a cut in taxes of slightly more than 4% from last year's budget which, in turn, was about 3% below the previous year.

She then offered more detailed explanations, line by line. She explained three community development block grant proposals in which the County facilitates the availability of funds from federal sources.

Revenues were up last year about 3%, with increases felt in the Registry of Deeds and at the jail. Last year was the first for the new Personnel Department and the merit pay program.

She sees as main concerns the cost of the nursing home program, and the growing responsibilities that go with being the second largest county in the state.

Debbie Peru-Hermans of the Rockingham County Meals on Wheels program reported on the status of that program.

Cindy Hayden spoke on behalf of the CDBG grant application. She is Portsmouth's Community Development Director.

Steve Savage of Plaistow, speaking for the Rockingham Chiefs Association, had comments.

Rep. Pantelakos had questions regarding some of the non-county specials programs. Rep. Dolan, who chairs the sub-

committee on that account, reviewed the status of the several accounts and the manner in which they are making their quarterly reports. He said all the accounts are being followed carefully and added the visiting nurses program is operating in such a manner as to be of great benefit to the County.

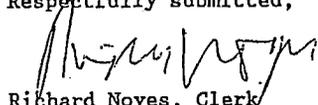
Commissioner Battles added that care has been taken to guard against the possibility that non-county funds will somehow get into the hands of profit-making agencies.

Rep. Coes wanted details regarding the meals-on-wheels program, and was told the relevant figure for that program in the past year is \$40,000.

Commissioner Battles added that some non-county special programs have been cut in the past year, including two whose funds have been cut by 50%.

The meeting was adjourned at 8 p.m.

Respectfully submitted,


Richard Noyes, Clerk

February 13, 1998

MINUTES

Rockingham County Executive Committee
Budget Review

Hilton Auditorium Friday, Feb. 13, 1998

Chairman Packard called the meeting to order at 9:50 a.m. A roll call found 13 member present: a quorum. Present Reps. Beaulieu, Belanger, Coes, Letourneau, Major, Malcolm, McKinney, Norelli, Noyes, Packard, Pantelakos, Welch and Weyler. Rep. Arndt arrived at 10:10 a.m. Also, Reps. Stone, Flanders, and Nowe.

Present as observers were Commissioners Pratt and Barka. Also Treasurer Lavin, County Atty. Hart, Sheriff Linehan, Jail Superintendent Charron, Nursing Home Supervisor Sturtevant, Register of Deeds Stacey, Theresa Young and Jayne Jackson from the fiscal office, and others.

Rep. Welch moved approval of the of personnel positions list as proposed with 671 positions. It was accepted on a voice vote.

Rep. Weyler then moved that two positions for dispatchers in the Sheriff's department be added back to the list. Sub-committee Chairman Nowe said he was pleased at the motion to add the two positions, because his group believes they are needed.

Sheriff Linehan spoke regarding the reorganization of his department which has resulted in personnel changes, and in several revisions of budget lines. He said the need for overtime, a costly factor, was a motivation in reorganizing the department, and his hope of holding down that cost was a factor in the need for two new dispatchers. The Weyler motion was approved on a voice vote.

Rep. Stone, chair of the UNH Extension Service sub-committee, moved a bottom line of \$335,650, and offered details of the distribution. The motion was approved on a voice vote.

Rep. Letourneau, chair of the Telecommunications sub-committee, opened a discussion of the matter. There followed a lengthy discussion of telecommunications and MIS. It is a new subcommittee resulting from increasing dependance on both computers and telephone linkage. Rep. Welch moved that the matter be tabled until after the completion of other items.

Rep. Flanders, chair of the County Attorney subcommittee, reported for that group. He asked that the executive committee put money back in the budget money removed by the salary committee, arguing that the department could not do its job without adequate staffing. Rep. Belanger moved that the position, a paralegal secretary, be put back into the budget. The motion was approved 12 to 2 on a roll call vote. Rep. Pantelakos noted a conflict between the work of the other sub-committees and of the

salary committee. She said changes had been made in some cases about which the other subcommittees were not informed. Rep. Welch moved that \$1,348,641 become the bottom line for the account, and the motion was approved on a voice vote.

Rep. Nowe, chair of the Sheriff's Department subcommittee, reported for that agency. Rep. Letourneau, a member of the subcommittee, explained that the bottom line is up because the department has been reorganized. Sheriff Linehan said he foresees little impact on his budget as a result of legislation currently before the General Court. Rep. McKinney moved approval of \$1,565,304 for Sheriff's budget. It was approved on a voice vote. Discussion turned then to the Dispatch part of the Sheriff's budget. Details of the complicated revision of the Sheriff's budget are to be found in the sub-committee's printed report, on file with these minutes. Rep. Pantelakos moved that the two dispatch positions be added back into this part of the budget. Adopted unanimously on a show of hands. Rep. Belanger moved that the bottom line be \$653,193 and it was approved in a voice vote.

Rep. McKinney moved \$62,332 as the bottom line for the radio division. Approved unanimously on a voice vote.

Rep. Nowe then opened a discussion of the District Court Transport division, and explained the details of this new operation. Rep. Belanger moved \$81,469 as the bottom line for transport, and the motion was approved on a voice vote.

He then reported on the line for outside detail. Rep. Malcolm moved \$139,375 as the bottom line for outside detail and it was approved on a voice vote. Rep. Belanger moved \$2,501,674 as a bottom line for the Sheriff's Department and it was approved on a voice vote.

Nowe then reported for the Manchester Airport Duty section of the Sheriff's budget. Rep. Belanger moved \$747,859 as the bottom line. It was approved on a voice vote.

Rep. Belanger said Sheriff Linehan deserves thanks for the reorganization and the improved performance of the department. His comments were endorsed by the executive committee with a round of applause.

Rep. Flanders, as chair of the Medical Examiner subcommittee, reported on that item. Rep. Belanger moved \$67,100 as the bottom line for the item and it was approved on a voice vote.

Rep. Arndt, as chair of the Registry of Deeds subcommittee, reported on the work of that group. She moved \$835,743 as the bottom line for the Registry. It was approved on a voice vote.

Diane Gill reported for the Human Services department in the absence of Rep. Dowd. Rep. Major moved \$13,341,376 as the bottom

line for the department and it was approved on a voice vote.

Rep. Welch, chair of the Jail sub-committee, reported for that activity. Superintendent Charron explained details of the budget, regarding radios and communications. Rep. McKinney moved \$4,234,501 for the jail and it was approved on a voice vote.

The discussion turned to non-county specials. Rep. McKinney moved \$168,250 as a bottom line. It was approved on a voice vote.

Rep. Coes, as chair of the subcommittees on several units, reported on the Treasurer and Deputy Treasurer accounts. She moved \$48,607 as the bottom line. It was approved on a voice vote.

Rep. Beaulieu reported for Maintenance and Land Management. He noted that the latter part of that department (land management) has been zeroed out in the budget, because of a decision to privatize the operation. Rep. McKinney moved \$2,300,277 as the bottom line for Maintenance, a sum which includes a carryover of \$8,953. The motion was approved on a voice vote.

Rep. McKinney, as subcommittee chair, reported on the Nursing Home account, explaining that no changes had been made in the budget as proposed. She moved \$14,006,330 as the bottom line. She explained that certain bookkeeping changes might be mistaken as an increase of as much as \$800,000 in the account, but that such is not the case.

A report on the Delegation account was made by Chairman Packard in the absence of Rep. Katsakiores, subcommittee chair. Rep. McKinney moved \$44,434 as the bottom line and it was approved on a voice vote.

Rep. Coes then reported on the Human Resources account. Rep. Welch moved \$290,999 as the bottom line, and it was approved.

Rep. Coes reported for the Fiscal Department account. Rep. McKinney moved \$321,258 as the bottom line. It was approved on a voice vote.

Rep. Coes then reported for the General Government account. Rep. Pantelakos moved \$3,690,995 as the bottom line, a figure which includes a carryover of \$80,000. The motion was approved on a voice vote.

Chairman Packard reported on the Capital Improvements section of the budget for the Long Range Planning committee. Rep. Pantelakos moved \$969,120 as the bottom line, and it was approved on a voice vote.

The meeting was recessed at 1:25 p.m. and reconvened at 1:30 p.m.

Rep. Coes then reported on the Commissioners' account. Rep. McKinney moved \$177,109 as the bottom line. It was approved on a voice vote.

There followed a report of the Community Development Block Grant activity, in which the County spends no tax funds but has a legal role. Rep. McKinney moved \$625,000 as the line for that account and the figure was approved on a voice vote.

Then the committee returned to the Telecommunications account, the matter having been taken from the table on a motion by Rep. Letourneau. Members noted some confusion which seems to stem from the fact it is a new committee. The indications are that expense lines have, in some cases, but carried twice in the overall budget, once as part of the Telecommunications account and again as part of other agency accounts.

Rep. Beaulieu moved an amendment in the amount of \$5,300. It brings about a new bottom line, for which Rep. Letourneau moved the amount of \$256,459.

One difficulty in determining this new account is the fact that Jennifer Nelson joined the county staff as its administrator near the close of 1997, so that some changes needed to be made on short notice to prepare the agency for 1998.

Rep. Welch moved that the salaries account be removed from the table. He moved that 674 positions be the effective number in the salary account, and the motion was approved on a voice vote.

Revenues were discussed, with Rep. McKinney working from the report of Rep. Weyler, who chairs the Revenue subcommittee, but who had to leave the meeting before the matter could be raised. She moved \$46,337,981 as the appropriate total.

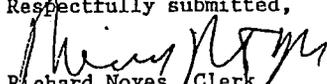
It was voted to keep the present agreements in effect.

Rep. McKinney moved to accept the Salary subcommittee's report, which includes an increase of 1.9% Commissioner Pratt explained that merit payments go to only about 30% of the total staff.

The committee then turned to consideration of line item transfers from five different agencies: County Attorney, Sheriff (two separate requests) Human Services, Human Resources and the Nursing Home (two pages of specific requests in different lines.) They were all approved on a voice vote.

The meeting was adjourned at 2:05 p.m.

Respectfully submitted,


Richard Noyes, Clerk

MINUTES

Rockingham County Executive Committee
Hilton Auditorium, Feb.27, 1998

Chairman Packard opened the meeting at 09:45 a.m. A roll call found 15 members present: Beaulieu, Belanger, Coes, Dolan, Felch, Katsakiores, Letourneau, McKinney, Major, Malcolm, Noyes, Packard, Pantelakos, Weyler and Woods.

Others present included Commissioners Pratt and Barka, Fiscal office members Young and Jackson, Sheriff Linehan, County Attorney Hart, Jail Superintendent Charron, Nursing Home Superintendant Sturtevant and others.

It was moved and seconded (Motion 1, wording of which is on file with these minutes) that the following totals be recommended to the full delegation at its meeting Saturday, Feb. 28. Total \$46,339,981, appropriations and encumbrances; new county taxes \$21,751,519; estimated revenue from other sources, \$19,687,554; and \$4,687,554, fund balance.

It was moved and seconded (Motion 2, wording of which is on file with these minutes) that 676 be the total number of authorized positions.

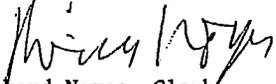
The basis for the numbers was reviewed in comments by Commissioner Pratt and Fiscal Officer Young.

Resolutions to be considered by the full delegation Saturday were read and reviewed.

Chairman Packard read a list of typographical errors which stand in the preliminary budget packet as it presently exists. The numbers are to be corrected in time for Saturday's delegation meeting. No action was necessary by the Executive Committee.

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

Respectfully submitted,


Richard Noyes, Clerk

ROCKINGHAM COUNTY CONVENTION



DELEGATION
Kenneth W. Malcolm, Chairman
David A. Welch, Vice Chairman
Richard Noyes, Clerk

EXECUTIVE COMMITTEE
Sherman A. Packard, Chairman
Deborah L. Woods, Vice Chairman
Richard Noyes, Clerk

119 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-2256 ext. 3269
Fax 679-1502 (24 hours)

MINUTES

ROCKINGHAM COUNTY DELEGATION ANNUAL MEETING

Saturday, February 28, 1998

10:00 a.m.

Hilton Auditorium

Rockingham County Nursing Home

Brentwood, NH

A scheduled meeting of the Rockingham County Delegation was held on Saturday, February 28, 1998 at 10:00 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to approve the proposed 1998 County budget.

Representative Kenneth W. Malcolm, Chairman, called the meeting to order at 10:05 a.m. Rep Betsy Coes delivered the Invocation. Rep. Charles Vaughn led the Pledge of Allegiance to the Flag of the United States.

Rep. Richard Noyes, Clerk, conducted the roll call. Those in attendance were: Representative Kenneth W. Malcolm, Chairman; Rep. David A. Welch, Vice-Chairman; Representatives Abbott, Arndt, Battles, Beaulieu, Belanger, Camm, Case, Coes, Dodge, Dolan, Dowd, Dowling, Dunham, Felch, Flanagan, D. Flanders, J. Flanders, Francoeur, Gibbons, Gleason, Griffin, Guthrie, Heath, G. Katsakiores, P. Katsakiores, Kelley, Kobel, Langone, Letourneau, Lovejoy, Major, McCarthy, McKinney, Mikowski, Noyes, Packard, Pantelakos, Pitts, Raynowska, Sabella, Sapareto, Schanda, Stone, Stritch, Sytek, Vaughn, Weyler, and Woods.

A total of 50 members were present. Chairman Malcolm declared a quorum.

Excused: Representatives Cote, Morris, Nowe, Tufts, and Weatherspoon.

Also in attendance: Commissioner Katharin K. Pratt, Chair, Board of Commissioners; Commissioner Ernest Barka, Theresa Young, Fiscal Officer; Jayne Jackson, Fiscal Office Accounting Manager; Ellen Lavin, Treasurer; Mr. William Sturtevant, Nursing Home Administrator; Nancy Lang, Assistant Nursing Home Administrator; Mary Currier, Rockingham County Conservation District; Jude Gates, Engineering & Maintenance Department; Gene P. Charron, Superintendent, House of Corrections; Louise Turner, House of Corrections; High Sheriff Daniel Linehan, Sheriff's Department; Christine Croto, Sheriff's

Department; Captain Joseph Akerley, Sheriff's Department; Cathy Stacey, Register of Deeds; Attorney William Hart, County Attorney; Claudia Boozer-Blasco, UNH Cooperative Extension; Martha Roy, Human Resources Director; Jennifer Nelson, Telecommunications Coordinator, and Cheryl A. Hurley, Administrative Assistant to the Rockingham County Delegation.

Rep. Malcolm referred to adjustments made to the printed budget, which included the following:

- * Page 3 – At the top of the page “4 new positions” instead of “3.”
- * Page 6 – disregard bold border around item at center of page.
- * Page 8 – new language at top of page, “2 new positions.”
- * Page 12 – statement at top of page should read \$117,000 of operating appropriations is funded “with surcharge account money.”
- * Page 30 – delete at top of the page “new life insurance benefit and.”

- * Employee Position Listing – Total number to reflect 676 positions.

Rep. Noyes, Clerk, read Resolution 3-1998, as follows:

RESOLUTION 3-1998

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 1998 being 676, and that there will be no new positions created nor will there be any regrading of positions or increase of number of positions, other than those budgeted without the approval of the Executive Committee.

It is understood that any personnel change proposed by the County that results in placing the authorized positions in the same or lower grade need not be approved by the Executive Committee. Further, that the County must notify the Executive Committee at each quarterly meeting of any changes that may have been processed in order to provide an update to the accepted position listing.

In addition, it is understood that part-time employment pools are approved in the Human Resources, Nursing and Sheriff's Department, and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any department from obtaining temporary help from outside vendors to cover employment leave.

A motion was made by Rep. Dolan and seconded by Rep. Packard to accept Resolution 3-1998 as read. The motion was approved on a voice vote.

A motion was made by Rep. Packard and seconded by Rep. Woods to approve the Employee Position Listing for a total of 676 County positions. The motion was approved on a voice vote.

Rep. Noyes, Clerk, read Resolution 6-1998, as follows:

RESOLUTION 6-1998

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend the 10-step salary plan to include approximately \$274,000 for a 1.9% COLA and \$75,000 for the merit pool, all of which is incorporated into the 1998 budget.

A motion was made by Rep. Pantelakos and seconded by Rep. Vaughn to approve Resolution 6-1998 as read. Rep. Sytek questioned why \$75,000 for the merit pool amount. Rep. Woods, Acting Chair of the Salary Subcommittee, gave a brief explanation. Rep. Sytek also asked if there were any limits. Rep. Woods said yes and explained the process.

The motion to approve Resolution 6-1998 was seconded and approved by a show of hands.

Rep. Noyes, Clerk, read Resolution 4-1998, as follows:

RESOLUTION 4-1998

Be it resolved that the Rockingham County Convention approve the following health, dental, and worker's comp benefits as described below:

**COUNTY CONTRIBUTION %
Full-Time Employees**

HEALTH BENEFITS:

<u>Membership</u>	<u>1996</u>	<u>1997</u>
Single	100%	100%
2 Person	65%	65%
Family	65%	65%

Part-time employees contribute on a pro-rated basis.

DENTAL BENEFITS:

Full-Time – 100% of all memberships
Part-Time – Pro-rated basis

WORKER'S COMP and UNEMPLOYMENT:

Worker's Comp and Unemployment is funded at 65% per the recommendation of the Executive Committee.

Rep. Vaughn made a motion to approve Resolution 4-1998, as read. The motion was seconded by Rep. Belanger and approved by a show of hands.

Chairman Malcolm then read from the printed budget proposal, line by line, the amounts proposed by the Executive Committee as printed. Rep. Sherman Packard, Chairman of the Executive Committee, moved the line items as follows:

Rockingham County Delegation

Rep. Packard made a motion to approve the Rockingham County Delegation budget at \$44,434. Rep. Belanger seconded the motion. Chairman Malcolm called for questions. There being none, the motion was approved on a voice vote.

Treasurer and Deputy

Rep. Packard made a motion to approve the Treasurer and Deputy Treasurer's budget at \$48,607. Rep. Belanger seconded the motion. Chairman Malcolm called for questions. There being none, the motion was approved on a voice vote.

County Attorney

Rep. Packard made a motion to approve the County Attorney's budget at \$1,348,641. The motion was seconded by Rep. Belanger. Chairman Malcolm called for questions. There being none, the motion was approved on a voice vote. Rep. Sytek asked to be recorded as opposed.

Medical Examiner

Rep. Packard made a motion to approve the Medical Examiner's budget at \$67,100. Rep. Belanger seconded the motion. Chairman Malcolm asked for questions. There being none, the motion was approved on a voice vote.

Sheriff's Department

Rep. Packard made a motion to approve the Sheriff's Department budget at \$2,518,274. Rep. Belanger seconded the motion. Chairman Malcolm asked for questions. There being none, the motion was approved on a voice vote.

Manchester Airport Duty

Rep. Packard made a motion to approve the Manchester Airport Duty at \$747,859. Rep. Belanger seconded the motion. Chairman Malcolm called for questions.

Rep. Dodge had questions, which Sheriff Linehan addressed, regarding technical factors involved in radio frequency interference. Rep. Dodge called the members' attention to the fact that he is a sponsor of a bill in Concord concerning the agreement between Manchester Airport and Rockingham County Sheriff's Department. He asked that the signing of the agreement be held off until action on the bill is complete. Rep. Stone questioned revenue figures in the airport line. Rep. Malcolm referred to surcharge payments paid to cover costs. Rep. Belanger said that he would not support a bill that would change the arrangement currently in place. He spoke very highly of the Sheriff's Department; in particular, the services they provide to the Airport. The motion was approved on a voice vote with Representatives Stone and Dolan voting no.

Registry of Deeds

Rep. Packard made a motion to approve the Registry of Deeds budget at \$835,743. Rep. Belanger seconded the motion. Chairman Malcolm called for questions. There being none, the motion was approved on a voice vote.

Commissioner's Office

Rep. Packard made a motion to approve the Commissioner's Office budget at \$5,728,683. Rep. Woods seconded the motion. Chairman Malcolm called for questions. Rep. Vaughn, speaking as a member of the Commissioners/Fiscal/Treasurer/General Government/Human Resources Subcommittee, questioned the amount in the line. Rep. Coes, Chair of the Commissioners Subcommittee, explained that the amount is not just for the Commissioners Office and salaries, but includes capital improvements and general government. Rep. Vaughn responded that he believes the subcommittee is given insufficient information regarding capital spending, and that he sees the danger of such items being moved forward without adequate review. He requested that the leadership resolve the issue. Rep. Woods, Vice-Chair of the Executive Committee, and Chair of the Long-Range Planning Subcommittee, spoke to the matter referring to the capital improvement list.

Rep. McKinney made a motion that the Commissioner's Office, General Government, and Capital Improvements be broken out into separate lines next year. Rep. Woods seconded the motion.

Rep. Dolan asked that Rep. McKinney's motion to separate the lines be held until later in the meeting. Rep. Coes, Chair of the Commissioner's Subcommittee, explained the nature of the problem. Rep. McKinney made a motion to move the question, which was seconded and approved. Rep. McKinney's motion to separate the lines was approved on a voice vote. Rep. Dolan voted no.

Rep. Sytek questioned why money was budgeted for union negotiations in a non-contract year. Commissioner Pratt explained due to requirements by law.

Rep. Dodge had comments regarding funds for youth programs. He requested to obtain a quarterly report indicating where the money was spent. Commissioner Barka agreed to provide the report. Rep. Dowling responded, speaking as a member of the Finance Committee in Concord. There being no further questions, the Commissioner's budget was approved on a voice vote, with Rep. Packard voting no.

Fiscal Office

Rep. Packard made a motion to approve the Fiscal Office budget at \$321,258. Rep. Welch seconded the motion. Chairman Malcolm called for questions. There being none, the motion was approved on a voice vote.

Maintenance/Land Management

Rep. Packard made a motion to approve the Maintenance/Land Management budget at \$2,300,277. Rep. Belanger seconded the motion. Chairman Malcolm asked for questions. Rep. Sytek asked why a portion of the Land Management budget was zeroed out. Rep. Beaulieu, Chairman of the Maintenance Subcommittee, explained it was the result of the haying operation having been privatized, at no cost to the County. There being no further questions, the motion was approved on a voice vote.

Human Services

Rep. Packard made a motion to approve the Human Services budget at \$13,341,376. Rep. Belanger seconded the motion. Rep. Malcolm asked for questions. Rep. Dodge asked for an explanation on the encumbered funds. Commissioner Pratt explained. Rep. Woods asked whether routine monthly bills are being paid. Commissioner Pratt responded yes. Rep. Sytek asked for an explanation of an apparent decrease in the expectation of incentive funds. Theresa Young, Fiscal Officer, explained attributing it to a timing issue. There being no further questions, the motion was approved on a voice vote.

Jail

Rep. Packard made a motion to approve the Jail budget at \$4,234,501. Rep. Belanger seconded the motion. Chairman Malcolm asked for questions. Rep. Welch, Chairman of the Jail Subcommittee, requested that Gene Charron, Superintendent of the Jail, give an explanation of the new "Victims' Witness Notification Program." Superintendent Charron explained the program, saying that we will be the first in the state to put such a program into effect. Rep. Sytek questioned what line the program was in. Mr. Charron responded that it is funded with \$15,000 of grant money, and additional money is for the systems to be compatible, which is in the line for service contracts. Rep. Dolan wanted to know who made the grant available. The Department of Children and Youth Services (DCYS) 6% Incentive Fund grant program offers the grant.

Rep. Vaughn questioned a 15% decrease in the Jail budget and wanted more information about apparent cost reductions in the line. Rep. Welch, Chairman of the Jail Subcommittee, said it results from cost shifting, involving the preparation of inmate meals. Commissioner Pratt explained details of that change.

Rep. Major asked if the panel vote granting the funds were unanimous, a question not answered because of the availability of record. Rep. Pitts questioned the value of the new program, but noted that it was intended to prevent domestic violence. She affirmed the need to protect children from violence and the emotional effects on them. Rep. Woods had specific questions for Superintendent Charron.

Rep. Pantelakos made a motion to move the question, which was seconded and approved.

Rep. Sytek asked for an explanation on the Sex Offender Task Force for \$8,000, an unnumbered line in the budget on page 28. Superintendent Charron explained. Attorney Hart also explained. Rep. Dolan was given answers to questions, which established that the Court system orders the activity but does not fund it. Rep. Welch admitted being unsure about the source of the funds. County Attorney Hart said the grant comes from the state, which has been terminated, and is now being renewed in a different way. There being no further questions, the Jail budget was approved on a voice vote with Rep. Dolan voting no.

UNH Cooperative Extension

Rep. Packard made a motion to approve the UNH Cooperative Extension budget at \$335,650. Rep. Welch seconded the motion. Chairman Malcolm asked for questions. There being none, the motion was approved on a voice vote.

Human Resources

Rep. Packard made a motion to approve the Human Resources budget at \$290,999. Rep. Welch seconded the motion. Chairman Malcolm asked for questions. There being none, the motion was approved on a voice vote.

Non-County Specials

Rep. Packard made a motion to approve the Non-County Specials budget at \$168,250. Rep. Welch seconded the motion. Chairman Malcolm asked for questions. There being none, the motion was approved on a voice vote.

Nursing Home

Rep. Packard made a motion to approve the Nursing Home budget at \$14,006,330. Rep. Welch seconded the motion. Chairman Malcolm asked for questions. There being none, the motion was approved on a voice vote.

Clerk Noyes read the following resolutions:

RESOLUTION 1-1998

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$46,337,981 in appropriations and encumbrances for the use of the County during 1998.

That \$21,751,519 be raised in new county taxes, that \$19,898,908 be accepted as an estimate of revenues from other sources, and that \$4,687,554 be accepted as fund balance, for a total of \$46,337,981 in resources.

Resolution 1-1998, read by Clerk Noyes, was seconded by Chairman Packard and approved on a voice vote.

RESOLUTION 2-1998

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use for the county; and

Whereas: The County Commissioners are responsible for the day-to-day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore be it Resolved: That pursuant to RSA 24:14, I, the County Convention hereby requires that the County Commissioners obtain prior written approval from the Executive Committee

before transferring to or from any line once the aggregate overexpenditure in any line item reaches \$500. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the overexpenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall overspend their department's bottom line without the Executive Committee's approval.

Rep. Packard made a motion, seconded by Rep. Letourneau, to approve the resolution as read. Rep. McKinney made a motion that the line item amount requiring written approval be increased from \$500 to \$1000. Rep. Packard, Executive Committee Chairman, said he believes \$500 is more prudent and asked that the figure be retained. Rep. Sytek spoke in support of Chairman Packard. Rep. Sabella supported the motion to amend, urging retention of the \$500 limit. Rep. Belanger supported the amendment. Rep. Welch opposed it. Rep. Sabella, repeating her opposition, asked if the \$500 proposal was a result of a formal vote of the Executive Committee. Rep. Packard said no, stating that it is a Convention resolution. Rep. Woods disagreed with Rep. Sabella's comments. Rep. Dolan questioned the use of the word, "aggregate." Rep. Coes supported the amendment. Rep. Gleason asked for comment from the Commissioners. Vice-Chairman Welch, supporting Chairman Packard's comments, referred to the Delegation's responsibility for ongoing oversight of the budget.

Rep. Dolan made a motion to move the question. The motion was seconded by Rep. Stone and approved on a voice vote.

Rep. McKinney's motion to amend the transfer amount from \$500 to \$1000 was seconded by Rep. Belanger and put to a roll call vote.

The amendment was approved 27 to 23. There was further discussion of the matter until Chairman Malcolm declared the resolution amended by the roll call tally. Resolution 2-1998 was amended to \$1000 as follows:

AMENDED
RESOLUTION 2-1998

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use for the county; and

Whereas: The County Commissioners are responsible for the day-to-day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore be it Resolved: That pursuant to RSA 24:14, I, the County Convention hereby requires that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate overexpenditure in any line item reaches

\$1000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the overexpenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall overspend their department's bottom line without the Executive Committee's approval.

RESOLUTION 5-1998

Be it resolved that the Rockingham County Convention approve the following:

That the Fiscal Office has the authority to make periodic transfers from appropriate budget lines to insure that the employment benefit liens properly reflect the status of the accounts during the year.

RESOLUTION 7-1998

Be it resolved that the Rockingham County Convention adopt the following:

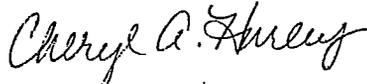
All amounts appropriated for the Non-County Specials to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to county funds distributed. These reports have to be submitted to the Rockingham County Fiscal Office prior to any distribution of subsequent quarterly payments.

Rep. Vaughn made a motion to approve Resolutions 5 and 7, as read by the Clerk. The motion was seconded by Rep. Belanger. Resolution 5-1998 and Resolution 7-1998 were approved on a voice vote.

There being no further business, Rep. Vaughn made a motion to adjourn at 11:45 a.m. The motion was seconded and approved unanimously.

Respectfully submitted,



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



Representative Richard Noyes, Clerk
Rockingham County Executive Committee/Delegation

/cah

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD
BRENTWOOD, N.H. 03833
Tel. (603) 679-9369
24-Hour Fax: (603) 679-1502

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

MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, April 24, 1998
9:30 a.m.
Rockingham County Nursing Home
Brentwood, NH

The members of the Rockingham County Executive Committee held a meeting on Friday, April 24, 1998 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home. The purpose of the meeting was to conduct the first quarter review.

The meeting was called to order at 9:45 a.m. by Rep. Sherman Packard, Chairman.

Rep. Packard called on Rep. Noyes to conduct the roll call.

Those in attendance were: Representative Sherman A. Packard, Chairman; Representatives Arndt, Beaulieu, Belanger, Dolan, Henderson, G. Katsakiores, Letourneau, McKinney, Major, Malcolm, Noyes, Welch, and Woods. Also present were: Rep. John Flanders, Chairman of the County Attorney's Subcommittee, and Rep. Joseph Stone, Chairman of the UNH Cooperative Extension Subcommittee; Rep. Robert Dodge, and Rep. Joseph Guthrie.

Also Present: Commissioner Katharin Pratt, Chair, Board of Commissioners; Commissioner Ernest Barka; Ellen Lavin, Treasurer; Bill Sturtevant, Nursing Home Administrator; Ernest Woodside, Director of Maintenance & Engineering; High Sheriff Daniel Linehan, Sheriff's Department; Cathy Stacey, Register of Deeds; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Robin Wojtusik, Director of UNH Cooperative Extension; Gene Charron, Superintendent, House of Corrections; Theresa Young, Fiscal Officer; Jayne Jackson, Senior Staff Accountant, Fiscal Office; Cheryl A. Hurley, Administrative Assistant, Delegation.

Excused: Representatives Weyler, Norelli, Coes, and Pantelakos.

A total of 12 members were present. A quorum was declared.

Chairman Packard called for a moment of silence in honor of the late Rep. Charles Felch, who was a member of the Executive Committee, and of the late Charles Fergusson of Milford.

The first order of business was the review of Subcommittee Reports as follows:

Delegation Office

Rep. Katsakiores, Chairman of the Delegation Subcommittee, reviewed the Delegation budget. He noted the telephone line expense was up due to the busy time of year. There were no further questions. The Delegation budget was approved by a voice vote.

Commissioners/Treasurer//Fiscal /General Government/Human Resources

In the absence of Rep. Betsy Coes, Chair, Commissioner Pratt explained the Commissioners budget, with the help of staff.

Commissioners:

Commissioner Pratt informed the members that the most recent law suit involving the N.H. Health Care Association had been settled. She noted that \$200,000 will be coming back to counties per the settlement. Rockingham County has paid a total of \$68,000. In addition, the Mindess lawsuit involving the County Attorney's Office has been settled. She reported that the new phone system is up and running.

Human Resources:

Ms. Roy, Human Resources Director referred to the publications line of her budget noting a 103% expenditure correction. She explained that publications and advertising are being combined for the first time. She also referred to line 59300 Conferences/Training/Cont. Ed. This line appears to be a little high at this time, but reflects conferences that were attended so far this year. Rep. Packard referred to the Washington, D.C. trip and wanted to know what the expense was for the H.R. Director to attend. Ms. Roy said the expense was \$300, and was taken out of the Conferences/Training line. Rep. Packard questioned whether that included all expenses. Ms. Roy offered to provide Chairman Packard with a memo further explaining. Rep. Woods questioned whether the copier budgeted for the Human Resources Department was purchased, and, if so, what was the cost. Ms. Roy responded that it has not been purchased at this time, but RFP's have gone out.

Fiscal Office

Ms. Young, Fiscal Officer, reviewed her budget. Rep. Welch noted that the Executive Committee had received information recently that a new payroll system was in place. Ms. Young explained that new payroll software is in place, and they are working out the problems. Rep. Welch questioned whether they were printer problem. Ms. Young responded yes, explaining that she has been told that a new printer is expected to come in on Monday. Rep. Welch wanted to know if this would improve the current situation. Ms. Young said yes, explaining that this will allow for more access to printers. Commissioner Pratt added that two reconditioned printers were expected to be given to the Fiscal Office, but the vendor could not provide them.

Treasurer

Ellen Lavin, Treasurer, updated the members on the Treasurer's Office. She explained that she and Mr. Dempsey are currently interviewing for an administrative assistant to take on the payroll and accounts payable duties currently provided by Mr. Dempsey. She hopes that a decision will be made today with a recommendation to the Board of Commissioners. Rep. Woods stated that she had read the ad placed in the paper for the administrative assistant that gave her the impression that the County was hiring a Deputy Treasurer. This was briefly discussed at a recent Long Range Planning Committee meeting. Ms. Lavin

explained. Mr. Dempsey will no longer sign the checks, as he will be contracted strictly for his financial management services to the County. Rep. Woods expressed her concerns. Rep. Welch referred to the past practice of the Treasurer's Office. Ms. Lavin explained that this will be a contracted position funded in the contracts portion of the budget. The individual will carry out the duties exactly the way the Deputy Treasurer has done. She explained that the individual will work under the Treasurer's supervision, not the Commissioners.

All reports, as presented, were approved by a voice vote.

Telecommunications

Rep. Letourneau, Subcommittee Chairman, gave his report. Rep. Letourneau commented that the report provided by Ms. Nelson was faxed to him and was difficult to read and, therefore, is tentatively scheduling a subcommittee meeting on Monday, May 4, to review the expenditures. Rep. Welch referred to the information provided by Ms. Nelson; namely, the year 2000 plan and questioned why it did not include dates. He also commented that he, as well as other subcommittee members, has several questions that need to be answered that could hopefully be addressed at the subcommittee meeting.

Rep. Woods informed the members that at last Monday's Long Range Planning meeting, the committee requested a mission statement and plan for the Telecommunications Department. She noted that the committee has asked this on several occasions previously. She encouraged the Commissioners to provide it to the committee as soon as possible. She explained that with regards to the year 2000 plan, it is her understanding that it is a critical issue and is designated as a high priority item. Rep. Letourneau agreed with Rep. Woods comments.

Rep. Welch expressed his concern that the Year 2000 issues are going to manifest into various departments. He also wants to be assured it will be addressed appropriately.

There were no further questions. A motion was made to approve the Telecommunications report as submitted. The motion was seconded. The report was approved by a voice vote.

County Attorney/Medical Examiner

Rep. John Flanders, Subcommittee Chairman for the County Attorney's Office, gave his report. He noted that the budget is under for the first quarter. Rep. Flanders said that he had contacted Attorney Hart who indicated that everything appears to be on track to date. The Medical Examiner's budget was then reviewed. Autopsies were noted to be at 40% expended. Rep. Flanders explained that this is an item that the Office does not have control over, but that hopefully it will level out next quarter. Rep. Dolan had a question regarding autopsies. Ms. Nakitas from the County Attorney's Office, answered his questions.

There were no further questions. A motion was made to approve the report of the County Attorney's Office. The motion was seconded. The report was approved by a voice vote.

Sheriff's Department/Airport

Rep. Nowe, Subcommittee Chairman, was not present at the meeting. Rep. Letourneau, subcommittee member, reported in Rep. Nowe's absence. Rep. Welch commended the Sheriff for providing his monthly report, as he feels they contain a lot of information that is very informative and helpful.

Sheriff Linehan reported that everything appears to be on track at the Airport. Currently, there are no issues between the Town of Londonderry and the Airport. Rep. Packard requested an update regarding the consoles. Sheriff Linehan explained that there has been a delay. The consoles are expected to be installed on Wednesday of next week. Once installed, training will take place.

There were no further questions. A motion was made to approve the report as submitted. The motion was seconded. The report was approved by a voice vote.

Registry of Deeds

Rep. Arndt, Subcommittee Chair, gave her report. She noted that the subcommittee did hold a meeting. Expenses are within budget. Revenues are a little high due to bookkeeping. The workload has increased substantially and, therefore, additional staffing is needed. She noted that there is currently 10 weeks of money in the salary line because of an employee who is out on maternity leave who has not come back yet. Ms. Stacey expressed the need to higher additional help. An employee, who retired from her department last year, is willing to help out on a part-time basis. Ms. Stacey noted that she has a downgrade planned for a recording clerk, which will even things out. It was noted that the employee will be a provisional, part-time employee which exists in the county's personnel policies. Rep. Malcolm supported Ms. Stacey's request.

Ms. Stacey referred to the Year 2000 issues facing her department. She stated that she is not confident that the County's, Telecommunications Department is able to handle this matter internally. Rep. Woods spoke about the year 2000 issues. She questioned where the other counties are with the Year 2000 issues, and if we have contacted them. Ms. Stacey said that she has spoke to other Counties. She informed the members that the Counties will be on one big system that merges together. Rep. Welch referred to memo from the Telecommunications Department referring to the Registry of Deeds regarding the Year 2000 issues. He voiced his concern that careful attention should be given to the fact that the Registry has and uses unique software which does not put them in the same category as other county departments. Rep. Welch said that he will speak with Rep. Letourneau regarding this issue.

There were no further questions. A motion was made to approve the report as presented. The motion was seconded. The report was approved by a voice vote.

Maintenance Department

Rep. Beaulieu, Chairman of the Maintenance Subcommittee, reported on the Maintenance budget. He noted that a total of 22% is expended to date. He pointed out two areas of concern; one being postage which is over, but routine, and equipment repairs which is 184% expended. The repair of a circuit board in the system was carried out, and it was found that the generators needed replacement. A question was raised regarding Land Management. Rep. Beaulieu reminded the members that the Land Management budget has been zeroed out.

There were no further questions. A motion was made to approve the report as presented. The motion was seconded. The report was approved by a voice vote.

Human Services/Old Age Assistance

Rep. Dowd, Chair of the Subcommittee, was not present. Ms. Gill, Director, gave a brief report in Rep. Dowd's absence. She referred to the problem of bills being held up due to the new DCYF computer system. This situation will be reflected in the budget. Otherwise, the budget is right on target.

There were no questions. A motion was made to approve the report as presented. The motion was seconded. The motion was approved by a voice vote.

Jail

Rep. Welch, Chairman of the Jail Subcommittee, presented his report. He informed the members that he has been in touch with Superintendent Charron, and did not see the need to call a subcommittee meeting. Everything for the first quarter looks good and on track.

There were no questions. A motion was made to approve the report as presented. The motion was seconded. The motion was approved by a voice vote. .

UNH Cooperative Extension

Rep. Joe Stone, Chairman of the UNH Cooperative Extension Subcommittee, gave his report. He referred to the Annual Legislative conference planned for June 8th, and urged members to attend. The overall budget is 25% expended. He referenced the Maintenance/Custodial Supplies. Equipment reflects the replacement of the copy duplicator. Service Contracts are 90% spent, due to the normal business at the beginning of the year.

There were no questions. A motion was made to approve the report as presented. The motion was seconded. The report was approved by a voice vote.

Non-County Specials

Rep. Dolan, Chairman of the Non-County Specials Subcommittee, presented his report. He noted that the funds are being spent as directed.

There were no questions. A motion was made to approve the report as presented. The motion was seconded. The report was approved by a voice vote.

Nursing Home

Rep. McKinney, Chair of the Nursing Home Subcommittee, gave her report. She noted that the low occupancy problem may affect revenues. Mr. Sturtevant spoke regarding the vacancy issue which exists all over the Seacoast region. He reported on a survey recently done which reported 65 vacant beds in the Seacoast. However, since that time, the numbers are starting to come back up. He reported that the nursing home this morning had 12 empty beds. There has been a fast turnover of patients coming in who are very ill and pass away in a short period of time. Other avenues are being looked into to deal with the situation.

There were no questions. A motion was made to approve the report as presented. The motion was seconded. The report was approved by a voice vote.

Long Range Planning

Rep. Woods, Chair of the Long Range Planning Committee, presented her report. She informed those present that the Long Range Planning Committee met last Monday. Ms. Woods reported that the February 13th memorandum from Commissioner Pratt on Capital/Long Range Planning was reviewed. Also, a status report was provided to the committee regarding last year's projects, as well as projects planned for 1998.

Rep. Woods reported that Ms. Young was present at the meeting and gave the committee members a very informative summary on strategic planning that was very helpful. Fiscal Year budgeting was also presented by Ms. Young and discussed at length. The Long Range Planning Committee members agreed to have Ms. Young investigate fiscal year budgeting and report back to the committee with her findings.

Rep. Malcolm requested an update on the planned demolition of the old Jail. Ms. Gates from the Maintenance Department, reported that RFP's are planned to go out in June. It is estimated that the demolition will take place some time in July.

Rep. Katsakiores thanked Rep. Wood's for her informative report.

There were no further questions. A motion was made to approve the report as presented. The motion was seconded. The report was approved by a voice vote.

Revenues

Rep. Weyler, Chairman of the Revenue Subcommittee, was not present at the meeting. Rep. Packard asked for questions.

Rep. Woods questioned revenues for District Court Prosecutions. Ms. Nakitas, Office Manager for the County Attorney's Office, answered her question.

Rep. Katsakiores referred to the Airport revenues. He questioned whether it should be broken out by Sheriff's costs and administrative costs. Sheriff Linehan will investigate this. Ms. Young added that it can be broken out very easily by appropriations and revenues. The additional amount is the administration fee.

There were no further questions. A motion was made to approve the Revenue section of the budget. The motion was seconded. The motion was approved by a voice vote.

The next order of business was the line item transfer requests.

Sheriff's Department – Sheriff Linehan explained the dispatch overtime line. Initially, the money in the airport contingency line should have been in the uniform equipment line. Ms. Young explained. The money is truly needed in the equipment line and not the contingency line.

Rep. Malcolm made a motion to approve the transfer request as submitted as follows:

Sheriff's Department: From line 15100000-51002 Sheriff's Clerical Salaries \$10,000 to line 15101000-51402 Dispatch Overtime \$10,000.

From line 15103000-54302 Airport Contingency \$4,600 to line 15103000-54303 Airport Uniform/Equip/Training \$4,600.

Comments: To cover overtime line until approved full-time dispatcher positions filled 7/1/98.

Rep. McKinney seconded the motion. Rep. Dolan questioned the clerical salaries transfer. He wondered if it would be better to take it out of the Radio line which is currently zero. Sheriff Linehan explained that he cautions taking money out of that line as it might be needed. Rep. Belanger opposed the suggestion referring it to micro-managing on the committee's part. He made a motion to move the question. Rep. Woods thanked Sheriff Linehan for his up-front judgement in bringing this issue before the committee.

The motion to move the question was approved. A motion was made to approve the Sheriff's Department transfer requests as presented. The motion was approved by a voice vote.

A motion was made by Rep. Welch and seconded by Rep. Malcolm to approve the employee position listing, noting no changes, for the first quarter. The motion was approved by a voice vote.

Rep. Welch made a motion to approve the provisional position in the Registry of Deeds, with no benefits. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Rep. Packard questioned the "03" fund, referring to the \$130,000 in the account. He questioned whether anything had been done with it, and requested an update. Commissioner Pratt referred to the projects list.

Commissioner Pratt then gave the members an overview on the CDBG. Commissioner Pratt, Rep. Henderson, and Ms. Roy updated the members. The contingent grant line in the budget was referred to. Rep. Henderson spoke to the Rockingham County Economic Development Program. They have not set a bonding limit yet.

Ms. Young gave the committee an Overview of the Strategic Plan Summary. She explained the process and what it is intend to accomplish. The Long Range Planning Committee will be involved in the prioritization of projects. The current bonding issue will be addressed, as well as future bonding. The "03" fund was reviewed. Capital projects and general fund budgeting will also be addressed. A draft "chart" will be formulated. Ms. Young explained that the County has the ability to start reserving monies. Rep. McKinney commented that she hopes the County has the ability to move funds.

Rep. Welch reminded everyone that when the Long Range Planning Committee was established, it was intended to be a cooperative effort between the Commissioners and the Executive Committee. He commented that he is looking forward to seeing what comes forward.

Rep. Letourneau questioned the sale of the old courthouse and wondered if any pending money was left over. Ms Young said that all the funds were received. Commissioner Pratt further explained.

Rep. Packard informed those present that he will be calling a special Executive Committee meeting some time next month.

The next order of business was to fill the vacancy on the Executive Committee due to Rep. Felch's passing.

Rep. Beaulieu made a motion to nominate Rep. John Flanders. The motion was seconded by Representatives Belanger and Katsakiores. Rep. Malcolm moved that the nominations be closed. Rep. Belanger seconded the motion. All were in favor. The Clerk cast one vote in the name of Rep. John Flanders. Rep. Welch congratulated Rep. Flanders on his recent appointment to the Executive Committee.

Rep. Welch asked Commissioner Pratt if the County had settled any other court cases, other than the Mindess case and the Health Care Association. Commissioner Pratt suggested that Rep. Welch be more specific.

There being no further business, the meeting adjourned at 11:40 a.m.

Respectfully submitted,



Cheryl A. Huxley, Administrative Assistant
To the Rockingham County Delegation



Representative Richard Noyes, Clerk
Rockingham County Delegation

MINUTES

Rockingham County Executive Committee
Hilton Auditorium, Friday, April 24, 1998

Chairman Sherman Packard opened the meeting at 9:40 a.m. A roll call found 12 members present: a quorum. Two more members arrived within 10 minutes. Present: Arndt, Beaulieu, Belanger, Dolan, Henderson, Katsakiores, Letourneau, Major, Malcolm, McKinney, Noyes, Packard, Welch, and Woods. Also Reps. Flanders, Guthrie, Dodge and Stone. Also Commissioners Pratt and Barka, Treasurer Lanvin, Nursing Home Superintendent Sturtevant, Maintenance Director Woodside, Sheriff Linehan, Register of Deeds Stacey, Human Resources Director Roy, Human Services Director Gill, Extension Coordinator Wojtusik, Jail and House of Corrections Supervisor Gene Charron and Director Young and Jackson from the Finance Department.

Chairman Packard then asked for a moment of silence in honor of the late Rep. Charles Felch (who was a member of the Executive Committee) and of the late Charles Ferguson of Milford.

Rep. Katsakiores reviewed the delegation budget. It was approved on a voice vote.

In the absence of Rep. Goes, Commissioner Pratt reviewed the Commissioner's accounts, with the help of members of the staff. There were questions regarding the personnel office. Chairman Packard asked for additional information regarding a trip by several members of the staff to Washington, D.C.

Convention Vice Chairman Welch asked for additional information as to how the payroll is being done, with particular regard to computer software being used. Financial Officer Young responded.

Treasurer Lavin reported details of her department. Vice Chairman Woods had questions regarding efforts being made to find new personnel in the department, the need arising from changes in the Deputy Treasurer's circumstances. The recent history of the treasurer's office was reviewed. It was made clear the Treasurer, as an elected official, is not subject to the authority of the Commissioners.

The accounts for commissioners, personnel, and treasurer were approved on a voice vote.

Rep. Letourneau reviewed the telecommunications accounts. He is planning additional meetings in the near future to pursue further understanding. Rep. Welch had questions regarding software which were addressed by Commissioner Pratt. One major concern is that of the potential "year 2000" problem. It can involve interaction with federal agencies.

There being no further questions, the account was approved

being advanced on schedule. The report was approved on a voice vote.

Rep. McKinney reviewed the Nursing Home accounts. She said there are few problems, with the exception of occupancy. There are, at present, 15 empty beds, an unusual situation. Director Sturtevant explained some of the circumstances involved. The first quarter of any year is apt to be one of high turnover in population. There being no further questions, the accounts were approved on a voice vote.

Rep. Woods reviewed the capital improvements accounts. She explained there would be further information from Finance Officer Young. Convention Chairman Malcolm asked for information regarding the demolition of the old County building at Exeter. She said there are indications the jail will be removed in July. Woodside offered comments on the schedule.

The Long Range Planning accounts were approved on a voice vote.

In the absence of Rep. Weyler, the revenue accounts were reviewed by Finance Officer Young. She suggested any particular questions be asked of department heads. Rep. Katsakiores wanted more information regarding reimbursement for the airport account. Sheriff Linehan said he will have answers, after a review. Young had details regarding those details. Rep. Dolan joined in asking for more detailed information.

The Revenue accounts were approved on a voice vote.

Chairman Packard then addressed the matter of line item transfer requests.

Rep. Belanger moved approval of two transfer requests from the Sheriff's Department. Rep. Dolan had questions regarding the line for Dispatch Overtime. Sheriff Linehan explained he is at 76% of the annual sum now, and can expect the needs of more funds in the coming months.

The Belanger motion was approved on a unanimous voice vote.

Rep. Welch moved, and Rep. Malcolm, seconded that the use of temporary positions in the Registry of Deeds be authorized. Rep. Dolan questioned the need for such an action, since it is customary. Rep. Katsakiores wanted assurance there is no plan to turn a "temporary" into a "permanent" employee. The assurance was given and the motion was approved on a voice vote.

The employee accounts listing was approved on a voice vote.

Chairman Packard wanted assurance the so-called "Oak tree" account is still intact and unspent. Commissioner Pratt answered in the affirmative.

on a voice vote.

Rep. Flanders reviewed the County Attorney accounts. The accounts are below budget for the year. The medical examiner accounts are not quite so secure. They are at 40% of annual amounts, despite the fact only one quarter has ended. The accounts were approved on a voice vote.

In the absence of Rep. Nowe, Rep. Letourneau reviewed the Sheriff's Department accounts, and a written report from Rep. Nowe. Sheriff Linehan reviewed the Airport Duty accounts. He said everything is on track there. There was one instance in which 911 calls were being reported to Londonderry police, but that problem has been corrected. The accounts were approved on a voice vote.

Rep. Arndt reviewed the Register of Deeds accounts. They are all within range. Revenue is somewhat above that expected. There is a current need for temporary help to keep pace with additional work, but it can be done within the budget. Register Stacey reported on the "year 2000" problem, explaining that she is compiling a request for proposal on expert review of the system. She had further information regarding the difficulties arising from additional work for the department and the loss of experienced employees. She foresees additional problems in view of the fact that, with continuing rise in real estate activity, we are coming into the summer vacation season.

The Registry of Deeds accounts were approved on a voice vote.

Rep. Beaulieu reported on the maintenance accounts. He noted that the generator repairs account is higher than might be expected. The account is high because of the determination that an important piece of equipment could not be repaired, but had to be replaced.

The account was approved on a voice vote.

The Human Services accounts were reviewed by Director Gill who said they are within range. The accounts were approved on a voice vote.

Rep. Welch reviewed the jail accounts. He said everything appears to be in line. The fact we have more federal prisoners than usual is working to our advantage. The accounts were approved on a voice vote.

Rep. Stone reviewed the UNH Cooperative Extension accounts. He said most accounts were well within range, and explained unusual circumstances in the case of those lines above the one quarter mark, which might be expected after three months of the year. The accounts were approved on a voice vote.

Rep. Dolan said of non-County special accounts that money is

He asked Commissioner Pratt for a review of the CDBG Block grant program. It was provided in some detail. Rep. Henderson had further information regarding the program. He said there is little awareness yet of the program, but said it is growing. Human Resources Director Roy had additional information, it being a subject with which she became acquainted as Town Manager at Raymond.

Chairman Packard then recognized Finance Officer Young to give an overview of the long range planning program. "We don't want to be putting out fires," she explained. "We want to be planning." Bond payments have been reviewed, although no bonding limit has yet been set. The possible need for it is being examined. Capital categories have been defined. She then reviewed the current status of the program. A last detail remaining to be done is the preparation of a chart to be made available to the Executive Committee for its long-term understanding. "Capital" projects are, by definition, those to be carried out over a period of more than one year. There will be a one-to-five year plan on an ongoing basis.

Chairman Packard warned that a special meeting of the Executive Committee may be needed within the next few weeks.

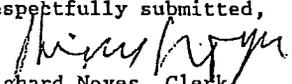
There are written reports of several of the agencies and departments discussed on file with these minutes.

Chairman Packard then raised the fact of a vacancy on the committee, as the result of the death of Rep. Charles Felch.

Rep. Beaulieu nominated Rep. John Flanders for the vacancy, and it was seconded by Rep. Belanger. The motion was approved unanimously on a voice vote.

Rep. Flanders then moved adjournment, and it was approved at 11:35 a.m.

Respectfully submitted,


Richard Noyes, Clerk

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD
BRENTWOOD, N.H. 03833
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Executive Committee
Sherman A. Packard, *Chairman*
Deborah L. Woods, *Vice Chairman*
Richard Noyes, *Clerk*

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Thursday, May 28, 1998
Room 204
Legislative Office Building
Concord, NH

The members of the Rockingham County Executive Committee held a meeting on Thursday, May 28, 1998, at the close of the session day, at 1:40 p.m., in Room 204, at the Legislative Office Building in Concord, NH.

The purpose of the meeting was to vote on the proposed salaries and benefits for elected officials for the term of office 1999-2000, as proposed by the Salary Subcommittee.

Rep. Packard called the meeting to order at 1:40 p.m.

Rep. Welch, Acting Clerk in Rep. Noyes' absence, conducted the roll call.

Those in attendance were: Rep. Sherman A. Packard, Chairman; Representatives Arndt, Beaulieu, Belanger, Dolan, J. Flanders, Henderson, G. Katsakiores, Letourneau, McKinney, Major, Malcolm, Norelli, Pantelakos, Welch, Weyler, and Woods.

Excused: Rep. Richard Noyes, Clerk

A total of 17 members were present, and Rep. Packard declared a quorum.

Rep. Packard stated the purpose of the meeting was to vote on the proposed salaries and benefits for elected officials for the term of office 1999-2000 as presented by the Salary Subcommittee.

Rep. Packard called on Rep. Woods, Chair of the Salary Subcommittee, to give a report. Rep. Woods read the Salary Subcommittee proposals as follows:

ROCKINGHAM COUNTY SALARY SUBCOMMITTEE
PROPOSED
Salaries for Officials Elected for the Term of Office
1999/2000

<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>CHANGE</u>
County Treasurer	part-time	\$5,000	-0-
County Attorney	full-time	1 st term \$50,000	-0-
		2 nd term \$52,500	+\$2,500
		3 rd term \$55,000	+\$2,500
County Sheriff	full-time	1 st term \$45,000	-0-
		2 nd term \$47,500	+\$2,500
		3 rd term \$50,000	+\$2,500
Register of Deeds	full-time	1 st term \$40,000	-0-
		2 nd term \$42,500	+\$2,500
		3 rd term \$45,000	+\$2,500
Register of Deeds	full-time	1 st term \$40,000	-0-
		2 nd term \$42,500	+\$2,500
		3 rd term \$45,000	+\$2,500
Commissioners	N/A	\$10,000	-\$5,000

BENEFITS Established for Term of Office Commencing 1999
NO CHANGE

Benefits for the full-time elected officials and Commissioners will include:

- *Health benefits (single) or Buy-out option
- *Dental benefits (single)
- Mileage payments at .255 per mile, except for officials who use a County provided Vehicle including gasoline provided by the County
- Retirement plan per state statutes (1,700 hours per year)

(* Additional coverage above single plan available. Any additional cost above the cost of single plan is the responsibility of the elected official and will be deducted from bi-weekly paycheck.

Rep. Woods gave an explanation regarding the proposed decrease in the Commissioner's salary. She referred to many issues taken into consideration by the subcommittee in reaching their decision. She explained that the increase in County personnel and employees recently hired who are experts in their field; namely, the hiring of a Fiscal Officer, Human Resources Director, and Telecommunications Coordinator, were all taken into consideration. Also, the Commissioners over the past year hired an executive assistant to take on the shared duties of the Commissioners. All of these issues were taken into consideration to reach the subcommittee's proposal. She explained that all of this information was taken into consideration to justify the decrease in the Commissioner's salary.

Rep. Weyler referred to an evaluation done back in 1992, commenting on County Government jobs descriptions. He explained that some counties currently have business manager positions. He stated that Rockingham County is number one in per-capita tax burden and interprets that as hard work of the County Commissioners. Rep. Weyler stated that he was not in favor of reducing the Commissioners salary. He stated that he would like to recognize the Commissioners for their efforts, and spoke against the Salary Subcommittee's proposal.

Rep. Katsakiores specifically questioned the step program. Rep. Woods referred to the Association of Counties salaries for 1999-2000; specifically, Sullivan County who has adopted the step program. Rep. Woods stated that she feels individuals should be recognized based on experience.

Rep. Belanger agreed with Rep. Weyler's comments. He spoke against the step program.

Rep. Major referred to the handout provided to the Delegation members from the Association of Counties regarding the Salary Survey for 1997/98. He questioned if this was the most current information available. Rep. Woods responded that it was at the time the material was distributed. However, last week a more current, up-to-date survey was faxed to the Delegation Office from the Association of Counties, a copy of which was made available and passed around amongst the members.

Rep. Major opposed to the step increase program. He also opposed the proposed decrease in the Commissioners salary, noting it would be a 33% reduction from \$15,000 to \$10,000.

Rep. McKinney spoke against the step increase program. She spoke about the unfairness of the current board deciding for a future subcommittee/delegation. Rep. Welch explained that is not the Board's intentions, but rather their duty as the Executive Committee to act on this now.

Rep. Beaulieu also spoke against decreasing the Commissioner's salary.

Rep. Dolan spoke against decreasing the Commissioner's salary. He referred to the legality of the notice of meetings taking place. He made several proposals initiating increases to the committee.

Rep. Henderson, speaking as a former Commissioner, spoke in favor of leaving the salaries for all elected officials the same. He spoke against the step increase program. He stated that he saw no compelling need to raise or diminish elected officials salaries at this time.

Rep. McKinney made a motion to leave the salaries for elected officials the same, with no changes, as voted on and adopted in 1996. Rep. Henderson seconded the motion.

Rep. Norelli had questions regarding what information was used by the subcommittee in reaching their decision. She also wanted to know if there were requests from elected officials for increases. Rep. Woods responded. There were requests, as stated earlier in the Salary Subcommittee meeting, from the Sheriff's Department, as well as the Registry of Deeds, as well as the salary information obtained from the Association of Counties

Rep. Packard requested that Rep. Welch conduct a roll call vote on Rep. McKinney's motion to leave the salaries for elected officials the same, with no changes, as voted on and adopted in 1996. Rep. Welch conducted a roll call vote. The vote passed, 10 to 7, in favor of leaving the salaries the same.

The salaries for elected officials for the term of office 1999-2000 are as follows:

County Treasurer	\$5,000
County Attorney	\$50,000
County Sheriff	\$45,000
Register of Deeds	\$40,000
Commissioners	\$15,000

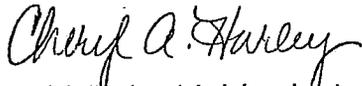
Benefits for the full-time elected officials and Commissioners will include:

- *Health benefits (single) or Buy-out option
- *Dental benefits (single)
- Mileage payments at .255 per mile, except for officials who use a County provided Vehicle including gasoline provided by the County
- Retirement plan per state statutes (1,700 hours per year)

(* Additional coverage above single plan available. Any additional cost above the cost of single plan is the responsibility of the elected official and will be deducted from bi-weekly paycheck.

There being no further business, the meeting adjourned at 2:10 p.m.

Respectfully submitted,



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



Rep. David A. Welch, Acting Clerk
Rockingham County Delegation

/cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION
Kenneth W. Malcolm, Chairman
David A. Welch, Vice Chairman
Richard Noyes, Clerk

EXECUTIVE COMMITTEE
Sherman A. Packard, Chairman
Deborah L. Woods, Vice Chairman
Richard Noyes, Clerk

119 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
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MINUTES ROCKINGHAM COUNTY DELEGATION MEETING

Thursday, May 28, 1998
Room 204
Legislative Office Building
Concord, NH

The Rockingham County Delegation met on Thursday, May 28, 1998, at 2:10 p.m., at the close of the session day, in Room 204, at the Legislative Office Building in Concord, NH.

The purpose of the meeting was to vote on the salaries and benefits for Elected Officials for the term of office 1999-2000.

Rep. Malcolm called the meeting to order at 2:10 p.m.

Rep. Welch, Acting Clerk, conducted the roll call.

Those in attendance were: Rep. Kenneth W. Malcolm, Chairman; Representatives Arndt, Beaulieu, Belanger, Blanchard, Camm, Case, Christie, Cooney, Cote, Cushing, Dalrymple, Dodge, Dolan, J. Flanders, Francoeur, Gleason, Griffin, Guthrie, Heath, Henderson, Hutchinson, Kane, G. Katsakiores, P. Katsakiores, Klemm, Kobel, Langley, Letourneau, Lovejoy, Major, McKinney, Mikowski, Norelli, Nowe, Packard, Pantelakos, Pitts, Rabideau, Raynowska, Reardon, Rubin, Sapareto, Stickney, Sytek, Varell, Vaughn, Welch, Weyler, and Woods.

Excused: Rep. Richard Noyes, Clerk

A total of 50 members were present. Rep. Malcolm declared a quorum.

Rep. Malcolm stated the first order of business was to approve the proposed recommendation by the Executive Committee for the salaries and benefits for elected officials for the term of office 1999-2000. He called upon Rep. Packard, Executive Committee Chairman, for a report. Rep. Packard stated that the recommendation is that the salaries and benefits for elected officials for the term of office 1999-2000 remain the same, with no changes, as voted on and adopted in 1996.

Rep. Dolan made a motion to approve the Executive Committee's recommendation. Rep. Pantelakos seconded the motion.

Rep. Malcolm called for questions.

Rep. Nowe, speaking as the Subcommittee Chairman of the Sheriff's Department, spoke regarding the Sheriff's salary. He referred to the many services provided by the Sheriff's Department. He spoke regarding the transport of prisoners program, as well as the services provided to the Manchester Airport.

He made a motion to amend the Sheriff's salary to \$52,500. The motion was seconded by Rep. P. Katsakiores.

There were questions raised regarding mileage budgets.

Rep. Belanger questioned parliamentary procedure.

Rep. Rubin spoke against Rep. Nowe's amendment, referring to communications regarding funds pertaining to the airport contract.

Representative's Belanger and Camm opposed Rep. Nowe's motion.

A motion was made to move the question on the amendment. The motion failed by a show of hands.

Rep. Nowe then requested that the Chair recognize him for an amendment to the amendment for a correction in the figure he quoted as being wrong. He requested that the Sheriff's salary be raised to \$47,500. The motion was seconded by Rep. Beaulieu.

Rep. Henderson stated that he saw no reason to raise the Sheriff's salary.

Rep. Belanger agreed with Rep. Henderson's comments.

Rep. Vaughn made a motion to move the question. Rep. J. Flanders seconded the motion. The motion was approved.

Rep. Nowe's motion to increase the Sheriff's Salary to \$47,500 failed by a show of hands.

Rep. McKinney made a motion to move the question on the original motion from the Executive Committee. Rep. Dolan seconded the motion.

Rep. John Flanders spoke to the unfairness of giving one individual a raise and not the others.

A motion to accept the Executive Committee's report and recommendation was then made. The motion was approved by a show of hands, with 2 opposed.

The salaries and benefits for elected officials for the term of office 1999-2000 were approved as follows:

County Treasurer	\$5,000
County Attorney	\$50,000
County Sheriff	\$45,000
Register of Deeds	\$40,000
Commissioners	\$15,000

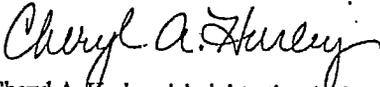
Benefits for the full-time elected officials and Commissioners will include:

- *Health benefits (single) or Buy-out option
- *Dental benefits (single)
- Mileage payments at .255 per mile, except for officials who use a County provided. Vehicle including gasoline provided by the County
- Retirement plan per state statutes (1,700 hours per year)

(* Additional coverage above single plan available. Any additional cost above the cost of single plan is the responsibility of the elected official and will be deducted from bi-weekly paycheck.

There being no further business, the meeting adjourned at 2:38 p.m.

Respectfully submitted,



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



Rep. David A. Welch, Acting Clerk
Rockingham County Delegation

/cah

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD
BRENTWOOD, N.H. 03833
Tel. (603) 679-9369
24-Hour Fax: (603) 679-1502

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

MINUTES

Rockingham County
Executive Committee Meeting
Friday, July 17, 1998
Hilton Auditorium
Rockingham County Nursing Home
Brentwood, NH

The meeting was called to order at 9:35 a.m. by Rep. Packard, Chairman.

Rep. David Welch, Acting Clerk, conducted the roll call.

Those in attendance were: Rep. Sherman A. Packard, Chairman; Representatives Arndt, Beaulieu, Belanger, Dolan, J. Flanders, G. Katsakiores, Letourneau, McKinney, Major, Malcolm, Pantelakos, Welch, and Weyler.

A quorum was declared present by Rep. Packard, with a total of 14 members present.

Also in attendance: Commissioner Thomas Battles; Commissioner Ernest Barka; Theresa Young, Fiscal Officer; Ellen Lavin, Treasurer; Tim Dempsey, Deputy Treasurer; Nancy Lang, Assistant Administrator, Nursing Home; Ernest Woodside, Director of Maintenance & Engineering; Jude Gates, Maintenance & Engineering; Gene P. Charron, Superintendent, House of Corrections; Louise Turner, House of Corrections; High Sheriff Daniel Linehan, Sheriff's Department; Christine Croto, Sheriff's Department; Robyn Wojtusik, Director of UNH Cooperative Extension; Diane Gill, Director of Human Services; Martha Roy, Director of Human Resources; Jennifer Nelson, Telecommunications Coordinator; Attorney William R. Hart, County Attorney; Cheryl A. Hurley, Administrative Assistant, Delegation.

Excused: Representatives Noyes, Nowe, Stone, and Woods.

SUBCOMMITTEE REPORTS:

Delegation

Rep. George Katsakiores, Subcommittee Chairman, reviewed the Delegation budget. Overall 40% expended for the second quarter. Rep. Katsakiores noted a correction to the budget. He explained \$285.00 was posted to the social security taxes line and should have been posted to the delegated per-diem line. This correction has been made by the Fiscal Office.

Rep. Welch informed the members that at the end August the Wang E-mail system at the State House will begin to be phased out. This is the system the Delegation Office currently uses for E-mail access to the representatives. Therefore, he spoke regarding the necessity of the Delegation Office obtaining E-mail access through the Internet. Rep. Letourneau, Subcommittee Chairman of the Telecommunications Department, said that he has spoken to Ms. Nelson about obtaining the Internet for the Delegation Office. Ms. Nelson expects that the Delegation Office will be on line late August or the beginning of September.

There were no further questions. A motion was made by Rep. Malcolm to approve the Delegation budget. The motion was seconded by Rep. McKinney. The motion was approved by a voice vote.

Commissioners/Fiscal/HR/General Government/Treasurer

Rep. Packard informed those present that he recently received a letter from Rep. Betsy Coes resigning as Subcommittee Chair and the Executive Committee due to her work commitments. Rep. Packard announced that he has appointed Rep. Katsakiores to fill in as subcommittee chairman for the remainder of the year.

Rep. Katsakiores, Subcommittee Chairman, reviewed the budget as follows:

Commissioners – Overall, 40% expended. There were no questions.

General Government – Overall, 24% expended.

Mr. Woodside explained that he was recently asked by Commissioner Pratt to call the Town of Brentwood to inform them about the recent demolition of the old Jail. The question was raised at a recent subcommittee meeting if the Town of Brentwood was notified as this could result in a reduction of the County's taxes. Mr. Woodside reported the amount to be approximately \$3,100.

Treasurer – Overall, 45% expended. Rep. Dolan requested an explanation on direct deposit. Ms. Young explained the new payroll system allows for this function. It was sent out to bid to various banks as part of the payroll system. She noted the cost to be 10 cents per transaction. As of this date, approximately 60% of the employees have enrolled.

Rep. Katsakiores referred to the section of his report regarding the restructuring of the Treasurer's Office. He explained that the subcommittee is satisfied with the new arrangement.

Fiscal Office – Overall, 49% expended.

Human Resources – Overall, 33% expended.

There were no further questions. Rep. McKinney made a motion to approve the Commissioners/Fiscal/HR/General Government/Treasurer Subcommittee report as presented. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Telecommunications – Overall, 57% expended. Rep. Letourneau, Subcommittee Chairman, reported that the subcommittee did not meet as everything appears to be on target. He informed those present that the subcommittee had an extensive first quarter review, and those reports are before the Executive Committee members.

It was noted that \$5,000 was budgeted to purchase a meter for testing telephone lines in-house. This will ultimately save the county money. The ISD line was delayed with the new phone service. As a result, the County was not billed for March and April.

Rep. Letourneau announced that he has been invited to attend meetings regarding the Telecommunications Department.

There were no further questions.

A motion was made by Rep. McKinney to approve the report as presented. The motion was seconded by Rep. Malcolm. The motion was approved by a voice vote.

Sheriff's Department - Overall, 48% expended. Rep. Letourneau, member of the Sheriff's Subcommittee, reported on the Sheriff's budget in Rep. Nowe's absence. A subcommittee meeting was not held. Rep. Letourneau did speak with Sheriff Linehan. Rep. Letourneau reported that the consoles are up and running. All members of the Delegation are welcome to visit the Sheriff's Department to see the consoles in operation.

Rep. Letourneau referred to line item transfer requests that will be taken up later in the meeting.

Rep. McKinney made a motion to approve the report as presented. The motion was seconded by Rep. Malcolm. The motion was approved by a voice vote.

County Attorney

Overall, 47% expended. Rep. John Flanders, Subcommittee Chairman, explained that he did not hold a subcommittee meeting. He did speak with the Attorney Hart regarding his budget. Overall, everything appears to be in line. No problems were noted.

Rep. Belanger made a motion to approve the report as presented. Rep. Pantelakos seconded the motion. The motion was approved.

Medical Examiner

Overall, 50% expended. It was noted that autopsies are at 63%. Rep. Flanders pointed out, once again, that the County Attorney's Office has no control over this expenditure.

Rep. Dolan questioned. He referred to discussions held last year between the County Attorney's Office and the Attorney General's Office regarding billing for autopsies. Rep. Dolan asked for an explanation on current expenditures. Neither Attorney Hart or a representative from his office was present at the meeting. Commissioner Battles briefly explained.

Rep. Dolan made a motion to table the Medical Examiner's budget until the County Attorney, or a representative, was present. Rep. Belanger opposed, explaining that the County Attorney's Office has no control over this expenditure. He referred to the budget being 50% expended at half of the year mark which is in line.

The motion on the floor to table was seconded by Rep. Welch. The motion failed.

Rep. Belanger's motion to approve the Medical Examiner's budget was seconded by Rep. Pantelakos. Rep. Flanders agreed to check into this with Attorney Hart. The motion was approved by a voice vote.

Deeds

Rep. Arndt, Subcommittee Chair, reviewed the Deeds budget. Overall, 46% expended. She explained that everything appears to be on target and did not see the need to schedule a subcommittee meeting. There were no questions. Rep. Belanger made a motion to approve the report as presented. Rep. McKinney seconded the motion. The motion was approved by a voice vote.

Maintenance

Rep. Beaulieu, Subcommittee Chairman, reported on the Maintenance budget. Overall, 48% expended. Everything appears to be in order. A subcommittee meeting was noted held. He noted a correction in the Maintenance budget which has been taken care of.

There were no questions. A motion was made by Rep. Belanger to approve the report as presented. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Human Services

Rep. Dowd, Subcommittee Chair, was not present at the meeting. A report was provided to the members. Ms. Gill reviewed areas in the budget which she felt may be of concern in the future.

Rep. Belanger made a motion to approve the report as submitted. Rep. McKinney seconded the motion. The report was approved by a voice vote.

Jail

Rep. Welch, Subcommittee Chairman, reported on the Jail budget. Overall, 50% expended. Rep. Major had a question regarding inmate labor provided to area towns. Rep. Welch explained. Rep. Major wanted to know how the towns are notified of this service. Superintendent Charron explained that a letter is sent to the Selectmen's Office in each of the Towns. Rep. Major requested that Mr. Charron send him a copy of the letter.

Rep. Belanger made a motion to approve the Jail report as presented by Rep. Welch. The motion was seconded by Rep. Malcolm. The motion was approved by a voice vote.

Medical Examiner

Rep. Packard then called upon Attorney Hart, who had just entered the meeting, to provide an explanation regarding the Medical Examiner's budget previously discussed and questioned by Rep. Dolan. Attorney Hart explained that the Medical Examiner's budget is 50% expended at the half point of the year. He explained the 63% expenditure in autopsies, and 44% expenditure in transportation. He gave a comparison in the number of cases from last year to this year, and what the experience has been to date. He explained that cases are marginally up from last year. Autopsies and transports are different because they are not related. He further explained that it is difficult to predict what the numbers will be. Mr. Hart agreed to provide Rep. Dolan with the necessary information so that he can address this issue at the state level.

UNH Cooperative Extension

Rep. Stone, Subcommittee Chairman, was not present. He did submit a report to the members. There were no questions.

Rep. Belanger made a motion to approve the UNH budget. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Non-County Specials

Rep. Dolan, Subcommittee Chairman, reported on the Non-County Specials budget. Expenditures are in order according to schedule. To date, no complaints have been received.

Rep. Flanders made a motion to approve the report as presented. Rep. Arndt seconded the motion. The motion was approved by a voice vote.

Nursing Home/Day Care

Rep. McKinney, Subcommittee Chair, reported on the Nursing Home budget. Overall, 55% expended. She explained that revenues are up 53% due to the increase in reimbursement to nursing homes. The Oxygen line is over-expended, which is difficult to estimate. The grant for the pet therapy program has been approved. She noted a necessary regrade from LPN's to RN's, and explained. Lastly, she noted that the Nursing Home has to appoint a member from the Delegation to the Trust Fund.

Rep. Weyler referred to the revenues section of the budget noting that it is quite a bit less than last year due to the apparent decrease in Nursing Home population. Rep. Pantelakos asked if there was a waiting list at the current time for the Nursing Home. Rep. McKinney responded no.

Rep. Belanger made a motion to approve the Nursing Home report as presented. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Long Range Planning Committee

Rep. Woods, Chair, was not present at the meeting. No report was provided.

Revenues

Rep. Weyler referred to revenues being down attributing it to the decrease in the Nursing Home population. He reviewed the other revenues, which reflected an increase.

Rep. Katsakiores questioned if HB 409 would have an effect on this year's balances. Rep. Weyler reported that it will not, and further explained.

A motion was made by Rep. Belanger to approve the Revenues as presented. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Line Item Transfer Requests

Sheriff's Department - from line 15103000-54301 Airport Liability Costs \$4,200 to line 15103000-54303 Airport Uniform/Equipment/Training \$4,200.

From line 15103000-51155 Airport Salaries \$2,000 to 15103000-54303 Airport Uniform/Equipment/Training \$2,000.

From line 15101000-51002 Dispatch Salary \$5,000 to line 15101000-51402 Dispatch Overtime \$5,000.

Comments: Transfers to Airport equipment line covers new hires at the Airport.
Shift vacancies in Dispatch require additional overtime expenditure.

Captain Akerley explained that the airport operates under a different fiscal year. In applying the figures to the county's fiscal year, there was an even amount given for each month. There were up-front costs for new hires and additional training. The procedure used was incorrect. The budget is in line, but the line item transfer is necessary to handle the upfront costs. With regard to Dispatch overtime, there was a new hire on July 1. There was a difficulty in filling the position. Now that the position is filled this should cut down the amount of overtime, and expenditures should even out.

Rep. Belanger made a motion to approve the line item transfer requests as presented. Rep. Malcolm seconded the motion. The transfer request were approved by a voice vote.

Sheriff's Department -from line 151010000-53501 Dispatch Office Equipment \$5,000 to line 151010000-53701 Dispatch Computer Software \$5,000.

From line 151010000-53501 Dispatch Office Equipment \$1,500 to line 151010000-53900 Dispatch Training \$1,500.

Comments: Office/console furniture came in way under bid.
Able to purchase fire/emergency software this year as opposed to 1999 budget.

Dispatch Computer Software and Dispatch Training - Captain Akerley explained. The department did not plan on purchasing software until 1999, but found they needed it at this time in conjunction with the new consoles.

Rep. Major asked if there was a maintenance contract for the fire/emergency software. Captain Akerley responded yes. The software was purchased through the IMC Software Company out of Massachusetts. The cost of the maintenance agreement is \$750.00. The State also uses this company, as well as several surrounding towns. The amount of \$750 will be budgeted next year to cover this cost. Rep. Letourneau asked if there were any New Hampshire companies who write this type of software. Captain Akerley said there are some, but they are not as comprehensive as IMC.

Rep. Dolan had a question regarding the system purchased. Captain Akerley explained, noting that IMC Corporation provides the best software available.

Rep. Pantelakos made a motion to approve the line item transfer request as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

County Attorney - from line 54101 Expense of Prosecution \$3,000 to line 53900 Conferences \$3,000.

From line 53300 Dues \$2,500 to line 53900 Conferences \$2,500.

Comments: The opportunity has arisen to send three prosecutors to the 53rd Annual Short Course for Prosecutors in Chicago. These transfers will allow them to attend this information filled and extremely useful course without going over our bottom line.

Attorney Hart explained.

Rep. Pantelakos made a motion to approve the line item transfer request as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Nursing Home - from line 41701053502 Dietary Equipment-Expendable \$2,000, from line 41701053500 Dietary - Equipment Repairs \$2,000 to line 41701053801 Dietary Cooking Fuel Propane Gas \$4,000.

From line 41702059204 Nursing Medical Supply \$3,000 to line 41702059205 Nursing Oxygen Supply \$3,000.

From line 41702051121 Nursing Salaries LPN's \$30,579 to line 41702051120 Nursing Salaries - RN's.

Rep. McKinney explained the transfer regarding LPN's and RN's. She noted the availability of RN's vs. LPN's.

Rep. Weyler questioned if the nursing home ran an LPN nursing school program. Rep. McKinney responded no, but they do provide C.N.A training. Rep. McKinney will speak with Mr. Sturtevant. Nancy Lang, Assistant Administrator further explained. Classes are offered 3 times a year for C.N.A. training. Rep. Letourneau questioned if the Nursing Home provided internships to UNH. He noted that it may be something we might want to consider.

Rep. McKinney made a motion to approve the line item transfer request. The motion was seconded by Rep. Belanger. The line item transfer request was approved by a voice vote.

Appointment to the Nursing Home Trust Fund

Rep. McKinney requested that Rep. Malcolm appoint a Delegation Member to the Nursing Home Trust Fund. Rep. Malcolm announced that he has appointed Rep. McKinney to the Nursing Home Trust Fund.

Employee Position Listing

Rep. Packard reviewed the employee position listing.

Rep. McKinney explained the regrade from LPN 1 to RN 1 in grade 12. Rep. Belanger made a motion to approve the regrade request. Rep. Malcolm seconded the motion. The motion was approved by a voice vote.

Rep. McKinney made a motion to approve the position listing for the seconded quarter. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Internal Service Funds

Information regarding the Health, Dental, and Workers Comp fund were distributed to the members. There were no questions.

Other Business

Rep. Welch noted that Commissioner Barka recently received the Vaughn Award for Rockingham County. Rep. Welch congratulated Commissioner Barka.

New Business

Rep. Weyler, Chairman of the County Government Study Committee, announced that the committee will hold their first meeting sometime in August. He read the list of the members on the committee. He briefly explained that it is a committee to study county government. He referred to comparison data he obtained from the ten counties, and noted that he is pleased to announce that Rockingham County is number one, per-capita, with the lowest taxes. Rep. Weyler noted that the committee will define what the study areas will be at their first meeting.

Rep. Welch added that he wrote a letter to Rep. Malcolm requesting the mission of the committee. He noted that, to date, he has not received a reply. Therefore, Rep. Welch asked Rep. Weyler the question. Rep. Weyler said that the committee members will determine the mission statement, and will send it out to the Delegation and Department Heads once decided upon.

Rep. Malcolm then requested that Rep. Weyler read the letter he sent him regarding the formation of the County Government Study Committee. Rep. Weyler read the letter.

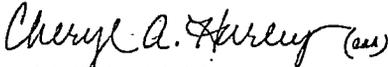
Rep. Welch referred to the Municipal & County Government Study Committee who is currently researching the same or similar issues at the state level. He commented that he feels it is inappropriate to appoint a committee of the Delegation without a mission statement, and direction of where the committee is heading.

Rep. Belanger commented that the Delegation members were not notified of its formation, and feels they should have been. Rep. Malcolm further explained. Rep. Belanger requested that it be a courtesy extended to at least the Executive Committee.

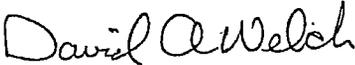
Rep. Katsakiores asked if Rockingham County was withdrawing from the Association of Counties. Commissioner Battles responded they are not.

There being no further business, the meeting adjourned at 11:21 a.m.

Respectfully submitted,



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



Representative David A. Welch, Acting Clerk
Rockingham County Delegation

cah

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD
BRENTWOOD, N.H. 03833
Tel. (603) 679-9369
24-Hour Fax: (603) 679-1502

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

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Third Quarter Review
Friday, October 23, 1998
Hilton Auditorium
Rockingham County Nursing Home
Brentwood, NH

The Rockingham County Executive Committee held a third quarter review meeting on Friday, October 23, 1998 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home.

Rep. Sherman Packard, Chairman, called the meeting to order at 9:48 a.m.

Rep. David Welch, Acting Clerk, conducted the roll call. Rep. Welch reported that 9 members were in attendance and a quorum was not present.

Rep. Packard announced that there were several items on the agenda that require a vote of the committee that cannot be taken up if a quorum is not present. He then instructed Ms. Hurley, Administrative Assistant, to poll those members not present to try to obtain a quorum.

Rep. Packard then took up subcommittee reports as this agenda item did not require a vote of the committee.

Delegation

Rep. George Katsakiores, Subcommittee Chairman, reported on the Delegation budget. Overall 53% expended. He reported that postage remains on the high side at 100% expended to date. There were no questions.

Commissioners/Fiscal/General Government/Human Resources/Treasurer

Rep. George Katsakiores, Subcommittee Chairman, gave his report and referred to the subcommittee meeting minutes that were provided to all members present. (See report attached).

Commissioner Katharin Pratt gave a brief explanation to those present regarding Senate bill 409. Mr. Sturtevant distributed information to the members. He explained that this issue requires the vote of the full Delegation. (See info attached).

Commissioner Pratt also updated the members on the Year 2000 issues. She reported that the Commissioners, along with the Telecommunications Department, are researching and gathering information on how to address the issue and what effects it will have on County offices. Rep. Letourneau, Telecommunications Subcommittee Chairman also explained. He noted that the Y2K issue needs to be investigated very thoroughly and action plans should be in place as it is going to significantly impact everyone in the workplace.

Rep. Major, Vice Chair of the Telecommunications Subcommittee, added that one of the major problems that will arise from the Y2K issue relates to liability, so legal counsel should be contacted as well.

Rep. Dolan entered the meeting at 10:25 a.m., at which time a quorum was declared.

Line Item Transfer Requests

Rep. Packard then took up line item transfer requests as the next order of business, noting that a quorum is necessary for approval of such transfers.

A summary sheet prepared by the Fiscal Office listing transfer requests for 1998 ending the 3rd quarter was distributed to the members, along with the individual line item transfer request forms.

The line item transfers were presented as follows:

Fiscal Office -- From line 11200-53900 Conferences \$1500 from 10300000-5704 General Government Computer \$2900 to 11200-53502 Equipment \$4,400.

Comments: The Fiscal Office was scheduled to receive a second printer in 1998. We gave up a printer in anticipation of its arrival, have taken on additional report workloads previously printed in the Nursing Home and have been working with one printer over 8 years old. We continue to run into printer scheduling problems. I am proposing that the remaining funds available for our printer along with budgeted but unused training funds be used to make up the difference needed for this \$6,000 piece of equipment.

Rep. Belanger made a motion to approve the transfer request as presented. Rep. Flanders seconded the motion. Rep. Katsakiores requested that Ms. Young further explain and she did. There being no further questions, the motion was approved as submitted.

Maintenance -- From line 11300000-5102 Admin. Salaries \$4000 from line 11300000-51200 Brentwood Mechanics \$300 from 11300000-51205 WWTF Salaries \$2000 to line 11300000-51201 Boilermen Salaries \$9000.

Comments: To cover expenses of an employee retiring, not anticipated, and to allow for a minimum of overlap prior to that retirement to train a replacement.

Mr. Woodside explained.

Rep. Belanger made a motion to approve the transfer request as presented. Rep. Flanders seconded the motion. The transfer request was approved as submitted.

Maintenance – From line 11300002-55200 RCNH Fuel \$10,000 to line 11300002-55100 RCNH Electricity \$10,000.

From line 11300006-55200 Extension Services Fuel \$700 from 11300007-55200 Maintenance Fuel \$800 to 11300006-55100 Extension Services Electricity \$1500.

Comments: To cover expenses anticipated through year-end.

Rep. Belanger made a motion to approve the transfer requests as presented. Rep. Flanders seconded the motion. The transfer requests were approved by a voice vote.

Jail – From line 54809 Laundry \$1,000 to 54811 Bedding \$1000.

Comments: Having conducted an inventory, many blankets have outlived their usefulness more so than we thought. Replacement of said items becomes a necessity. We would fall short of providing two blankets per bed during winter months.

Rep. Belanger made a motion to approve the transfer request as presented. Rep. Flanders seconded the motion. The transfer was approved by a voice vote.

Jail – From line 51301 CO Salaries \$56,000 to line 51402 Overtime \$56,000.

Comments: Due to resignations, workman's comp, family leave issues, it is necessary for this transfer

Rep. Belanger made a motion to approve the transfer request as presented. Rep. Flanders seconded the motion.

Rep. Dolan questioned. Superintendent Charron provided a more detailed explanation. He referred to the need to fill positions. Ms. Young further explained worker's comp and salary lines.

There being no further questions, the transfer request was approved by a voice vote.

Medical Examiner (County Attorney) – From line 53000 (Dept. #13101000) (M.E.) Telephone \$1000 from #53400 (Dept #13101000) (M.E.) Office Supplies \$1000 from #54404 (Dept #13101000) (M.E.) Labwork \$800 from #53701 (Dept. #13100000) (CA Software \$4000 from #53501 (Dept 13100000) (CA) Equipment/Furniture \$2000 from #54101 (Dept #13100000) (CA) Exp of Prosecution \$1000 to #54402 (Dept #13101000) (ME Autopsies (\$9800 total)

Comments: The "autopsies" line will be, basically, full expended by the end of September. The number of deaths, as well as the number that will require autopsy is not within our control. Additionally, the line this year (\$30,000) is \$5000 less than it was in last year's budget. This transfer is intended to cover eventualities through year's end.

Rep. Belanger made a motion to approve the transfer request as presented. Rep. Flanders seconded the motion.

Rep. Packard requested that Attorney Hart further explained noting that the Attorney General is the individual who has the authority to authorize autopsies. Discussion ensued.

Registry of Deeds – From line 53400 Office Expenses \$3000 to line 53100 Postage by Phone \$3000. From 53401 Office Equipment \$3000 to 53100 Postage \$3000.

Comments: This transfer is required as a result of the high volume of documents recorded at this office. At the time of recording, fees for postage are shared and received as part of the Department's revenue.

Rep. Belanger made a motion to approve the transfer request as presented. Rep. Flanders seconded the motion.

Rep. Packard called on Ms. Stacey who explained this transfer is necessary due to the increase in office workload.

The line item transfer requests was approved by a voice vote.

Nursing Home – To line 4170053000 Telephone \$4500 from 4170053502 Equipment Non-Expendable \$4500 to 4170151002 Dietary Salaries \$10,000 from 4170251002 Nursing Administration Salaries \$10,000 to 4170152103 Dietary State Retirement \$1000 from 4170152100 Dietary Social Security \$1000 to 4170251120 Salaries RN's \$28,000 from 4170251121 Salaries LPN's \$28000 to 4170252103 Nursing State Retirement \$11,000 from 4170252100 Nursing Social Security \$11,000 to 4170659001 Environmental Services Uniform Allowance \$4000 from 4170559001 Linen Uniform Allowance \$4000 to 4170652103 Environmental Services State Retirement \$1000 from 4170652100 Environmental Services Social Security \$1000 to 4170653501 Environmental Services – Equipment Non-Expendable \$2300 from 4170653501 Environmental Services – Equipment Expendable \$2300.

Comments: See Nursing Home transfer request form attached.

Rep. Belanger made a motion to approve the line item transfer requests as presented. Rep. Flanders seconded the motion.

Mr. Sturtevant further explained the nature of the requests.

The Nursing Home line item transfer requests were approved by a voice vote.

New Position - Registry of Deeds

Martha Roy, Human Resources Director, explained the proposed position. She distributed material to the members present explaining same. Rep. Belanger made a motion to approve the position. Rep. Flanders seconded the motion.

Ms. Stacey further explained. The need for the position is due to the increased workload in the Deeds Office. This position, if approved, will be filled as soon as possible. There is sufficient money in the salaries line for this position.

The motion was approved by a voice vote.

Employee Position Listing

The employee position listing for the third quarter was submitted by the Fiscal Office for approval. Rep. Packard noted the changes from the second quarter in the Deeds Office for a downgrade. There were no other changes.

Rep. Belanger made a motion to approve the position listing as presented. Rep. Flanders seconded the motion. The employee position listing was approved by a voice vote.

Subcommittee Reports:

Registry of Deeds -- Rep. Janet Arndt, Subcommittee Chair, reported. Overall, the budget at the third quarter is 65% expended. Revenues to date have exceeded what was expected for the year. Rep. Katsakiores, referring to the position approved earlier in the meeting, questioned how much it would cost for the rest of the year. Ms. Stacey estimated that it would be under \$3,000. Ms. Stacey noted that there is sufficient funds in the department's salary lines to cover the cost of an additional position.

Sheriff's Department -- Rep. Ron Nowe, Subcommittee Chairman, reported. Overall, the budget at the third quarter is 68% expended. Rep. Nowe reported that he did not call a subcommittee meeting as everything appears to be in line. Rep. Nowe referred to the Year 2000, and noted that the department will start on an accrued system.

The Dispatch budget is 64% expended. Rep. Nowe reported that the new dispatch center and consoles are coming along nicely. Rep. Nowe reported that the radio budget is 75% expended.

District Court Transport -- Overall budget is at 75% expended. Revenues are coming in and the program is doing better than expected for its first full year.

Outside Detail is 68% expended.

Manchester Airport is 69% expended, and right on target.

Rep. Nowe reported that dispatch overtime remains to be an issue at the Dispatch Center and the Airport. He attributed this to the current job market. The salaries remain to be a little on the low side and, therefore, it is hard to keep the help.

Rep. Belanger made a motion to approve the Sheriff's Department budget. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

Nursing Home -- Rep. Peg Case, Subcommittee Chair, reported on the budget. Rep. Packard announced that Rep. Case was recently appointed to Chair the Nursing Home Subcommittee due to Rep. McKinney's recent resignation. He noted that Rep. Case has been a long time member of the subcommittee. Rep. Case provided the members with a report and referred to Mr. Sturtevant to answer questions. There were no questions.

Rep. Belanger made a motion to approve the Nursing Home budget. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

Human Services -- Rep. Dowd, Subcommittee Chair, was not present at the meeting. Ms. Gill, Director of Human Services, reported in her absence. Overall, the budget is 71% expended. Ms. Gill reported that the Permanently & Totally disabled and Intermediate Nursing Care lines will both be overexpended. However, the Old Age Assistance & DCYF lines might have enough to cover the expenditure.

Rep. Belanger made a motion to approve the Human Services budget as presented. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

County Attorney – Rep. Flanders, Subcommittee Chairman, reported. Overall, the budget is 69% expended to date.

Rep. Letourneau made a motion to approve the budget as presented. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

Medical Examiner – Rep. Flanders reported. Overall, the budget is 81% expended. Rep. Flanders noted that autopsies remain to be an issue for the County Attorney's Office. Rep. Katsakiores questioned whether the legislators should look into this issue at the state level. Rep. Dolan noted that he had looked into this a couple of years ago. It was left that if it still remained to be an issue then we would notify the Medical Examiner's Office. However, this is still a viable opportunity to investigate. The Attorney General does mandate autopsies as stated prior in the meeting. If the Attorney General directs the County Attorney's Office to have an autopsy performed, then the County Attorney could request an unfunded mandate.

Attorney Hart further explained that there was a change in the law, but it is not going well in his opinion. A long discussion ensued. It is an unfunded mandate. Rep. Welch stated that a simple solution is to not pay the bill.

Rep. Dolan suggested that Attorney Hart provide a detailed report on the number of autopsies which he felt did not need to be performed, but the Attorney General's Office mandated one be done. Mr. Hart added that Dr. Andrews wants to resolve this issue. Attorney Hart has spoken with him. Attorney Hart suggests we involve Dr. Andrews, maybe at the subcommittee level, to address this with the Attorney General's Office. Approximately 20 to 25 percent the County Attorney's Office did not recommend an autopsy be performed. The statutes specifically authorizes autopsies on mandated areas, but not one the payment. This is a common problem in other counties as well.

Rep. Flanders recommended that we set up a special subcommittee to address this issue with Rep. Dolan as Chairman.

Rep. Belanger made a motion to approve the County Attorney and Medical Examiners Office budget as presented. Rep. Flanders seconded the motion. The motion approved on a voice vote.

Maintenance – Rep. Beaulieu, Subcommittee Chairman, reported. Overall 64% expended. Rep. Beaulieu reported that he did not hold a subcommittee meeting. He reviewed a few lines that are on the high side. Funds may need to be shifted within the budget, but everything is fine at present.

Rep. Belanger made a motion to approve the Maintenance budget as presented. The motion was seconded by Rep. Flanders. The motion was approved on a voice vote.

Telecommunications – Rep. Letourneau, Subcommittee Chairman, reported. Overall, the budget is 72% expended. Rep. Letourneau reviewed the lines in the budget. The Publications line is overspent due to the purchase of a Y2K manual. The new telephone system in place and going well. We are now on the world wide web. Rep. Dolan had questions regarding Y2K. He noted that the federal government is requiring compliance. Rep. Letourneau commented that to his knowledge the federal government does not even have a Y2K plan in place. Rep. Letourneau expressed his concern that the Y2K is a wide unknown.

Rep. Welch questioned whether the County's software programs have been certified for Y2K. Ms. Nelson explained that there is specific software that is not compliant; namely the Nursing Home and Human Resources software. Some software programs will be redone by the vendors to meet compliance.

Revision numbers have to be checked to see whether they are or are not compliant. Ms. Nelson explained that no specific requests have been received by the federal government requiring us to be compliant, to date. The compliance deadline is July 1, 1999 for the County.

Rep. Belanger made a motion to approve the budget as presented. Rep. Flanders seconded the motion. The report was approved as presented.

Jail - Rep. Welch, Subcommittee Chairman, reported. He distributed his report to the members. He did not hold a subcommittee meeting as everything appears to be in line with the exception of a couple of line item transfer requests which were previously approved.

Fewer inmates at the Jail. Revenues are up significantly - \$195,000 over the estimate for the year. Due to federal prisoner stay. Rep. Major - Are federal prisoners violent. Mr. Charron explained they have a variety of problems. If they present too much of a problem at our Jail we can send them back. When the new jail was built, all cells were built to accommodate maximum security.

Rep. Belanger made a motion to approve the Jail budget as presented. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

At this point Attorney Hart had to leave the meeting. Rep. Packard personally wished Attorney Hart well as this is probably the last Executive Committee meeting he will be attending. Attorney Hart was wished well by those present. Mr. Hart commented that it has truly been a pleasure.

UNH Cooperative Extension

Rep. Stone, Subcommittee Chairman, was not present. However, a report was distributed to the members. Overall, 70% expended.

Rep. Belanger made a motion to approve the report as presented. Rep. Flanders seconded the motion. The budget was approved by a voice vote.

Non-County Specials - Rep. Dolan, Subcommittee Chairman, reported. Overall, 75% expended. He announced that the subcommittee is going to follow the same budget format as last year as it proved to be very successful.

Rep. Belanger made a motion to approve the report as presented. Rep. Flanders seconded the motion. The report was approved by a voice vote.

Long Range Planning Committee - Rep. Sherman Packard, Acting Chairman, reported that the Long Range Planning Committee recently met. He referred to the report distributed to the members.

Rep. Belanger made a motion to approve the report as presented. Rep. Flanders seconded the motion. The report was approved by a voice vote.

Revenues - Rep. Weyler, Subcommittee Chairman, was not present. Ms. Young, Fiscal Officer, reviewed the revenue section of the budget. She noted that the Registry of Deeds and the Jail revenues are up significantly. She reported that the bills for taxes have gone out to the towns and are due in December. Nursing Home revenues are affected.

Rep. Belanger made a motion to approve the Revenues as presented. Rep. Flanders seconded the motion. The report was approved by a voice vote.

A handout was provided to the members on the status of the Internal Service Funds & Capital Projects. Ms. Jackson reported that the funds look healthy.

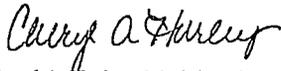
At this time Rep. Packard informed the members that Ms. Jackson has resigned and is leaving at the end of October. He commented that Jayne has been a tremendous employee and has done a great job in Fiscal and she will be missed. He wished her the best in the future.

Rep. Katsakiores questioned the expense of over \$84,000 in legal fees this year. He questioned whether it is anticipated that we will spend more next year. Commissioner Pratt spoke about the recent health care association law suit. However, no decisions have been made at present.

Rep. Packard thanked all those members on the Executive Committee that were present as this is their last meeting for the year.

There being no further business, the meeting adjourned at 11:45 a.m.

Respectfully submitted,

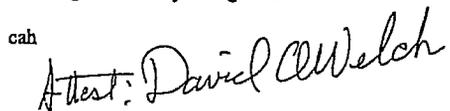


Cheryl A. Hurley, Administrative Assistant
To the Rockingham County Delegation



Representative David A. Welch, Acting Clerk
Rockingham County Delegation

cah



ROCKINGHAM COUNTY CONVENTION



DELEGATION
Kenneth W. Malcolm, Chairman
David A. Welch, Vice Chairman
Richard Noyes, Clerk

EXECUTIVE COMMITTEE
Sherman A. Packard, Chairman
Deborah L. Woods, Vice Chairman
Richard Noyes, Clerk

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MINUTES
ROCKINGHAM COUNTY DELEGATION MEETING
Monday, November 23, 1998
7:00 p.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood, NH

The Rockingham County Delegation held a special meeting on Monday, November 23, 1998 at 7:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to vote on Senate Bill 409.

The meeting was called to order at 7:05 p.m. by Rep. Kenneth W. Malcolm, Chairman. Chairman Malcolm announced the first order of business would be a public hearing to explain House Bill 409 followed by a vote of the full Delegation.

Rep. Sheila Francoeur delivered the invocation. Rep. John Flanders led the pledge of allegiance.

Chairman Malcolm announced that the Nursing Home is conducting a Christmas raffle. If anyone is interested, tickets are sold at the switchboard. The drawing will be held on December 7, 1998.

Chairman Malcolm turned the meeting over to Mr. Sturtevant, Nursing Home Administrator. Mr. Sturtevant informed the members that the purpose of the meeting was to vote on Sections 8 and 9 of Senate Bill 409, a partnership between the State of New Hampshire and the Counties in terms of funding long-term care services for residents of New Hampshire. He explained that representatives from the Department of Health and Human Services and representatives from the Counties, as well as individuals from the Senate and the House, have worked this piece of legislation for over a year. This piece of legislation helps to control the costs of long-term care and helps give us insight as to where we are going over the next five years. It is important to remember and note that this legislation terminates at the end of five years. At that time, another review will be done to assess the funding of long-term care in New Hampshire. He explained that legislation brings the share back to a 50/50 split between the Counties and State which was in effect many years ago and will allow us to expand services for people in mid-level of care, not just people who are in nursing homes. It will allow for available services to individuals in the community under the Medicaid program.

Mr. Sturtevant introduced Ms. Catherine Keane, the Director of the Division of Adult and Elderly Services, and Attorney John Wallace, Associate Commissioner, from the Department of Health and Human Services.

Mr. Sturtevant called on Ms. Keane who turned Sections 8 and 9 over to Attorney Wallace. A brief overview was given. He referred to the packet, which was provided to the delegation members by HHS. He explained that there are two versions of Senate bill 409 in the packet. Senate Bill 409 has to do with long-term care assistance from the state. The bill was passed and took effect on November 25, 1998. However, there are two sections of the bill, which are not effective until January 1, 1999. Section 8 and 9 will not take effect until all of the counties separately vote to approve it. All the Counties must approve Sections 8 and 9 in order for the proposed changes to take effect. He explained that this bill takes us back to a 50/50 relationship between the Counties and State with respect to long-term care costs. He explained that there is an actual limit on what a County's exposure of liability is. This arrangements sunsets in 5 years. The Counties are being asked to vote on this to enter into a partnership with the State so that the financial incentives of where people, where they are placed, and what services they are paying for are the same between the State and the Counties.

Ms. Catherine Keane reviewed sections of the bill. She noted that it is important to understand that the Delegation is voting on Sections 8 and 9 of the bill. The bill has already been passed and signed into law which do not require ratification by the Counties. She briefly reviewed the other parts of the bill, which is a statement in law about how the state provides long-term care services. She talked about the definitions of mid-level care and what the new services are that the state will be providing. The mid-level services are residential care, supported residential care, assisted living, and congregate housing. These services will be available to a person if they meet eligibility for nursing home services under the Medicaid program.

Rep. Vaughn wanted to what "focal points" were. He questioned whether Ms. Keane was talking about the units that are established throughout the different counties in which the citizens may go or whether in fact they are going to go into a nursing home at which the beds are capped at 8,000. He wanted to know how Rockingham County plays into that and also where the resident review boards are going to be established. Ms. Keane explained that she could not provide an exact definition of what a "focal point" was at this time. She explained that a lot of work is before them and one is to define a focal point. The Long-Term Care Advisory Committee will define what focal points is and where they will be located that works best for communities. In general, focal points are entities where people can get information and assistance about issues relating to senior needs and long-term care. There will be a focal point in every County throughout the State and the bill mandates that the department establishes the network of community-based focal points. Rep. Vaughn wanted to know who pays for the individuals working in the focal points. Ms. Keane said the State would pay, noting that there is an appropriation of \$1,000,000 in the bill for that purpose. Rep. Vaughn commented that this is a significant change.

Rep. Pitts had questions regarding focal point functions. She wanted to know how the numbers work for the County with regards to \$54,000,000 cap. She also wanted to know if the bill allows for any reimbursement for in-home services provided by a family member.

Ms. Keane briefly reviewed the focal points. She does not envision duplication of services that are already offered at the present time. Ms. Keane further explained that there is nothing in the bill that authorizes the department to reimburse family caregivers for in-home care provided to a family member.

Attorney Wallace responded to the \$54,000,000 cap. Mr. Sturtevant referred to the spreadsheet that was distributed to the members prior to the meeting that provided information regarding how things fall under the current legislation and how they will fall under the proposed legislation over the next 5 years. Rockingham County has an exposure of approximately 9.6 million dollars under the current law, and 9.5 million dollars under SB-409. In year 2000 it is 10.5 million under the current law and a little over 10 million dollars under SB-409. This is taking into consideration the \$2,000,000 credit as our share.

Mr. Wallace explained that there are some unknowns. The Department of Health and Human Services has tried to project what would happen under the old (current) system. He pointed out that the aging population is increasing at a much faster rate than the population growth in general. It has been determined that if some action is not taken, then we will not be able to afford care, nor will anyone else. The state would not have enough money to pay the costs. Cost projections were done conservatively.

Rep. Raynowska wanted to know how home care is going to be certified and how do individuals access it. Ms. Keane explained that the state licenses home health care agencies to ensure those home health agencies meet required standards. How an individual access home care differs in terms of whether they have Medicaid or whether they are self-pay. Medicaid recipients must fill out a form to meet the requirements to be eligible. Private pay, or self-pay, accesses the service himself or herself.

Rep. Rubin wanted to know if there were provisions to the bill for leveling long-term care patients from one county to another. Ms. Keane explained that there is nothing that prohibits that from occurring in SB-409. Mr. Sturtevant explained the current rules in effect at the nursing home require a waiver of residency by the Board of County Commissioners. We only admit individuals from Rockingham County. SB-409 does not alter that in any way.

Rep. Dodge wanted to know if this is considered a downloading of responsibility from the State to the County. Ms. Keane said she does not. She looks at this bill as positioning New Hampshire for the future. She noted that if we do not make these changes, the burden to the County taxpayers which is heavy today would climb even more. This bill allows us to look at other alternatives, which are often alternatives that people want, such as staying at home, or in a homelike setting for as long as possible. Ms. Keane stated that the bill will benefit the county taxpayers, and does not believe it downloads any responsibility on them. Rep. Dodge commented regarding his feeling on the limitation on the methodology of care as outlined in the bill, and believes it should be expanded to include a day care, as is practiced very efficiently in this county, which is not included in SB-409. He wanted to know if we would be exempt from reimbursement from the State. Ms. Keane explained that the State does pay for adult day programs through our waiver authority that we have from the Federal Health Care Financing Administration. Adult Day Care programs are an important service that helps maintain individuals in their community and in their home for as long as possible.

Rep. Dodge wanted to know what the Department of Health and Human Services does with the 25% of their share. Attorney Wallace explained that they are paying providers, such as the nursing home. It is all paid out in payments to providers around the state. Rep. Dodge wanted to know where the 50/50 share comes from. Attorney Wallace explained that the Department of Health and Human Services is going to pay 25% and the Counties are going to pay 25%. The partnership beyond that is worked out in the other provisions of the bill about creating the focal points, needs assessment, and county notice and approval. There are a lot of ways in which the partnership extends. He explained in terms of the funding arrangements, it is going to be split down the middle of that portion of our budget. Rep. Dodge commented that there are points in the bill that are not covered.

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Rep. Norelli wanted to know who is responsible for paying for a nursing home bed if the patient comes from another county. Ms. Keane explained that the resident of that county pays for the bed.

Rep. George Katsakiores, referring to Page 8, line 13, of the bill under proportionate Share Fund, wanted to know if that was the long term care assistance fund previously referred to. Attorney Wallace once again explained that this section has nothing to do with what the Delegation is required to vote on, as it is not in Section 8 and 9 of the bill. He explained that the proportionate share fund is federal monies that are made available. They go to the Counties and in part back to the State in a complicated formula regarding how much Medicare pays vs. how much Medicaid pays for beds. Rep. Katsakiores noted that it talks about any surplus money carried forward from previous years. He asked for an explanation. Attorney Wallace explained that it is a surplus of the pro-share money that was put into an account within the Department of Health and Human Services. Rep. Katsakiores also referred to Page 9, line 16, regarding the Oversight Committee on HHS. Attorney Wallace explained that it is a legislative committee that was created a number of years ago which has maintained its composition.

Rep. Dolan referred to the language in Section 10. He noted that it appears to be very ambiguous to think that this bill has passed, all but Sections 8 and 9, but says it will not take effect until approved by the legislative body. He talked about its compliance under 28A for the purposes of RSA 388-8 and 388-9. He asked Chairman Malcolm for an explanation. Chairman Malcolm turned the question over to Mr. Sturtevant. Mr. Sturtevant reiterated that the Delegation is being asked to vote on Sections 8 and 9 of the legislation. The bill itself has passed the legislature and requires each Delegation to vote in the affirmative on Sections 8 and 9.

Attorney Wallace also responded saying that he believes the question is how Part 1, Article 28-A, plays into this. He explained that you could not impose any new obligation, which increases the cost to a local government, without approval of the legislative body of that local government. It is a relationship with the state with respect to the funding of long-term care. It is not expected that the arrangement will increase the cost, but there is a question that it might. In order to avoid the problem, it was agreed that all legislative bodies should approve it.

Rep. Vaughn, referring to Page 10, II, requested an explanation stating that he believes this section is very convoluted. Attorney Wallace explained.

Rep. Pitts wanted to know what the maximum dollar amount was. Attorney Wallace explained that there is not a specific maximum by county. Counties did not break out the cap.

Rep. Malcolm called for further questions. There were none. The public hearing section of the meeting was closed.

Rep. Welch, Acting Clerk, conducted the attendance roll call. Those in attendance were: Rep. Kenneth W. Malcolm, Chairman; Representatives Abbott, Beguile, Belanger, Bishop, Camm, Case, Christie, Clark, Cooney, Dalrymple, Dodge, Dolan, Dowling, Dunham Flanagan, J. Flanders, Francoeur, Gibbons, Gleason, Griffin, Heath, Henderson, Hutchinson, Kane, G. Katsakiores, Kobel, Letourneau, Lovejoy, Major, McCarthy, Norelli, Noyes, Packard, Pitts, Rabideau, Raynowska, Rubin, Schanda, Stickney, Stone, Stritch, Sytek, Tufts, Vaughn, Weare, and Welch.

Also Present: Commissioner Katharin Pratt, Mr. William Sturtevant, Nursing Home Administrator, Ms. Ms. Young, Fiscal Officer; Ms. Milner, Fiscal Office; Ms. Gill, Director of Human Services; Cheryl Hurley, Admin. Asst., Delegation. Ms. Catharine Kean, DHHS, DEAS; Attorney John Wallace, DHHS.

Rep. Welch reported a total of 47 members present. A quorum was declared.

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Rep. Malcolm called on Rep. Case, Chair of the Nursing Home Subcommittee, who made the following motion:

To accept the provisions of Senate Bill 409, Chapter 388, Laws of 1998, Sections 8 and 9.

The motion was seconded. Rep. Malcolm introduced a voice vote, at which time Rep. Dolan requested that the Chair conduct a roll call vote due to its importance.

Rep. Welch conducted a roll call vote. The motion passed - 46 yes and 1 abstention by Rep. Dolan due to a conflict.

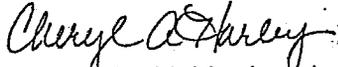
Rep. Malcolm recognized Rep. Letourneau who made an announcement. Rep. Letourneau, noting that this will be the last time this Delegation officially meets, stated that in keeping with tradition and recognizing the respect and warm feelings for our outgoing chairmen, he would like to recognize Rep. Ken Malcolm, Chairman of the Delegation, and Rep. Sherman Packard, Chairman of the Executive Committee, for their long hours and dedication and presented them with a gift on behalf of the Delegation members.

Rep. Packard thanked everyone very much saying that it has been an honor to serve for the past two years. He then announced that the Executive Committee would meet immediately following the close of the meeting in the Commissioners' Conference Room.

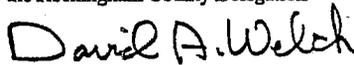
Rep. Ken Malcolm expressed his sincere thanks.

There being no further business, the meeting adjourned at 8:25 p.m.

Respectfully submitted,



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



Rep. David A. Welch, Acting Clerk
Rockingham County Delegation

cah

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD
BRENTWOOD, N.H. 03833
Tel. (603) 679-9369
24-Hour Fax: (603) 679-1502

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

MINUTES

ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Monday, November 23, 1998
Commissioners' Conference Room
Rockingham County Nursing Home
Brentwood, NH

The Rockingham County Executive Committee held a special meeting on Monday, November 23, 1998, following a meeting of the Full Delegation to consider a transfer request from the Sheriff's Department and any other business that came before the committee.

Those in attendance were: Rep. Sherman A. Packard, Chairman; Representatives Beaulieu, J. Flanders, Henderson, G. Katsakiores, Letourneau, Major, Malcolm, Norelli, Noyes, and Welch.

Also present: Commissioner Katharin Pratt, Chair, Board of Commissioners; Theresa Young, Fiscal Officer; Captain Joseph Akerley, Sheriff's Department; Mr. Bill Sturtevant, Nursing Home Administrator; Judi Milner, Fiscal Office; Cheryl A. Hurley, Administrative Assistant, Delegation.

The meeting was called to order at 8:40 p.m. by Rep. Packard, Chairman.

There were three (3) line item transfer requests distributed to the members for consideration.

Rep. Packard called on Captain Akerley to give the members a brief explanation on the Sheriff's Department line item transfer request. Captain Akerley explained that when the budget was prepared for Airport salaries for deputies who were going to cover while other deputies were receiving training or vacation, etc., not knowing how much coverage they needed, the whole figure was lumped into one column under vacation coverage. Payroll expenses were also added. When the Fiscal Office broke the payroll expenses out, they noted an error which this transfer is essentially correcting. Ms. Young further explained that it was all located underneath the salary line and should have been broken out between the payroll expenses and salaries. The funding is in the salary line and needs to be in the retirement line.

Rep. Belanger made a motion to approve the following line item transfer request:

From line 15103-51155 Airport Salaries \$4,000 to line 15103-02108 Airport Retirement \$4,000.

Rep. Beaulieu seconded the motion. Rep. Packard called for questions. There were none. The transfer request was approved by a voice vote.

A line item transfer request for the Register of Deeds was then discussed. Ms. Young provided an explanation at Ms. Stacey's request. She explained there was a difference in calculating a new position.

Rep. Belanger made a motion to approve the line item transfer request as follows:

From line 53400 Office Expense Supplies \$1,500, from line 53401 Office Expense Machines 43,500 to line 51002 Salaries \$5,000.

The motion was seconded by Rep. Beaulieu. Rep. Packard called for questions. There were none. The motion was approved by a voice vote.

A line item transfer request for the Nursing Home was presented. Rep. Packard referred to the transfer sheet (attached) which was self-explanatory. Mr. Sturtevant briefly explained.

Rep. Flanders made a motion to approve the following line item transfer request:

To line 4170153601 Dietary Service Contracts \$500 from line 4170153500 Equipment repairs \$500; to 4170052103 Administration State Retirement \$1000 from line 4170052100 administration Social Security \$1000, to line 4710152103 Dietary State Retirement \$1500 from line 4170152100 Dietary Social Security \$1500; to line 4170252100 Nursing State Retirement \$5000 from line 4170153801 Nursing Social Security \$5000; to line 4170153801 Dietary Fuel \$2,500 from line 4170759600 Pharmacy Drugs \$2,500; to line 4170655500 Environmental Services - Purchased Services \$2,500 from line 4170759600 Pharmacy Drugs \$2,500.

The motion was seconded by Rep. Belanger. Rep. Packard called for questions. The motion was approved by a voice vote.

Rep. Packard referred to the last order of business which was a transfer request for the Sheriff's Department. He explained that he was not sure what, if any, action would be taken at this meeting. He explained that the Sheriff's Subcommittee held a meeting at the request of Sheriff Linehan. He referred to Ms. Young for an explanation. Ms. Young explained the current practice in whereby the Executive Committee acts as the budget committee for the Delegation. By law, as the result of the current RSA's, we operate under a line item budget whereby the Executive Committee approves line item transfers. She explained that a budget is put together with several line items along with definitions for each one.

The Sheriff's Office and the Fiscal Office have hit an issue that is vague to the Sheriff's Office, but clear to the Fiscal Office due to historical knowledge. The Fiscal Office has support bringing forward what has been going on in the budget. She explained that the new subcommittee in 1997 decided to fund a specific coverage out of a specific line. They funded special deputy pay out of the overtime line. It was originally in the deputy line, eliminated at the Commissioners' level, and added back in at the subcommittee level. The Delegation approved that request. When the 1998 budget went into effect, no change had been made. The authorization for those kinds of line item expenses still sat in that line. Sheriff Linehan says this understanding was not familiar to him, and he would like to be able to make those expenditures against his deputy salary line. The reason being is those special deputies are not now just being asked to cover vacation vacancies, but vacancies that have existed in the deputy line throughout the year. Ms. Young stated that she is asking for authorization from the Executive Committee to in effect have the ability to expend that specific line item out of a different line. Appropriations do not need to be moved, but she needs the ability to spend the expenditures out of a different line. The issue is clearly moving expenditures, not appropriations.

Rep. Malcolm wanted to know what would be the result if nothing were to be done in this budget cycle. Ms. Young explained that the overtime line would overexpend, and a transfer of line items would be necessary.

Captain Akerley, attending in Sheriff Linehan's absence, explained there is money in the budget for overtime and money in the budget for salaries. A payroll report is sent to the Fiscal Office which includes the names of the individuals and where they worked, and gives direction as to what account it should be charged to. Sheriff Linehan thought this was happening because the department had four deputies leave and special deputies were asked to fill the vacant positions. When these special deputies were covering, they were covering the remainder of the money that was left in the salary account. Sheriff Linehan's position is that the money should not be coming out of the overtime portion of the budget. It should be coming out the salary portion of the budget. He wants an accurate reflection of the overtime monies that he has spent over the past year, and he maintains that he cannot do that if everything is lumped into the overtime account. He noted that Sheriff Linehan has reduced overtime by 70% by instituting night and weekend shifts. Sheriff Linehan is trying to maintain an accurate account of how much overtime money full-time deputies are receiving.

Rep. Letourneau wanted to know if we have any more deputies now than what we started the fiscal year with. Rep. Akerley said no. Rep. Letourneau noted that we funded a certain amount of deputies with the appropriate amount of money to pay those deputies. He questioned why we not paying them out of the salary line. Captain Akerley explained that when the deputies left, and there was a period of time until we could replace them, we paid special deputies at a rate of \$10.25 an hour. It is preferred that the money be taken out of that salary line as opposed to overtime line. He noted that deputies are not being paid overtime to cover those hours.

Rep. Welch noted that one of the reasons the Executive Committee is here, is because the subcommittee does not have the authority to give any direction except to the Executive Committee. That is standard practice. A resolution is passed each year stating that the Executive Committee act as a subcommittee of the Delegation. Rep. Welch commented that he understanding that the subcommittee is recommending that a special line be included in the next budget for this purpose. Captain Akerley agreed. Rep. Welch asked Ms. Young that if the Executive Committee were to give direction at this time, would it take care of her concerns. Ms. Young responded yes. He asked Ms. Young if she could provide the committee with an accurate reflection of what took place this year in the next budget cycle. Ms. Young responded yes.

Rep. Packard stated that he has had a couple of conversations with Commissioner Pratt, and he is uncertain how much the Commissioners have been involved in this situation. He said he would prefer not to take any action without the Commissioners making a decision on this issue.

Commissioner Pratt explained that this was never brought to the Commissioners' attention, but brought to the subcommittee without informing the Board of Commissioners. She explained the normal course of events for a line item transfer being that it goes from the Department to the Commissioners to the Executive Committee.

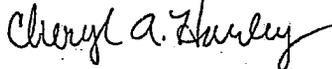
Rep Ron Belanger made a motion to authorize expenses for special deputies expenses out of the deputies salary line, subject to approval of the Board of Commissioners. The motion was seconded by Rep. John Flanders. The motion was approved by a voice vote.

Commissioner Pratt stated that she was not present at this meeting representing the Board of Commissioners.

Rep. Welch commented that the action taken by the Executive Committee is putting the cart before the horse. Standard practice is that the Commissioners recommend, then the subcommittee recommends, and then approval or disapproval is made by the Executive Committee. However, in this particular instance, the Commissioners will receive the information they need and can proceed.

There being no further business, the meeting adjourned at 9:00 p.m.

Respectfully submitted,



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



Rep. David A. Welch, Acting Clerk
Rockingham County Delegation

cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION
Kenneth L. Weyler, Chairman
George Katsakiores, Vice Chairman
David A. Welch, Clerk

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EXECUTIVE COMMITTEE
Jon P. Beaulieu, Chairman
Vivian R. Clark, Vice Chairman
David A. Welch, Clerk

MINUTES

ROCKINGHAM COUNTY DELEGATION

ORGANIZATIONAL MEETING

Wednesday, December 9, 1998
10:00 a.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood NH

The Rockingham County Delegation held an Organizational Meeting on Wednesday, December 9, 1998 at 10:00 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH.

Rep. Kenneth Malcolm, Chairman, called the meeting to order at 10:13 a.m.

Rep. Sheila Francoeur delivered the Invocation.

Rep. John Flanders led the Delegation in the Pledge of Allegiance.

Rep. David Welch, Acting Clerk, conducted the roll call. Those in attendance were: Rep. Abbott, Arndt, Beaulieu, Belanger, Bishop, Blanchard, Bridle, Case, Martha Clark, Vivian Clark, Cooney, Cox, Dalrymple, Dearborn, DiFruscia, Dolan, Fesh, Flanagan, John Flanders, Francoeur, Gibbons, Gleason, Grant, Griffin, Hamel, Hutchinson, Kane, George Katsakiores, Phyllis Katsakiores, Langley, Langone, Letourneau, Lovejoy, Major, Morse, Norelli, Mary Lou Nowe, Ron Nowe, Noyes, O'Keefe, O'Neil, Packard, Pantelakos, Pitts, Priestley, Putnam, Quandt, Raynowska, Rubin, Ruffner, Sabella, Sapareto, Schanda, Shelton, Shultis, Splaine, Stickney, Stone, Stritch, Sytek, Tufts, Varrell, Vaughn, Weare, Welch, Weyler, Whittier, Zolla.

Rep. Welch announced a total of 68 members were present. Rep. Malcolm declared a quorum.

Rep. Malcolm opened the floor for nominations for the Delegation Chairmanship. Rep. Donald Stritch nominated Rep. Kenneth Weyler of Kingston as Chairman of the Delegation. Rep. Raynowska seconded the nomination.

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Rep. Malcolm called for further nominations from the floor. There were no further nominations.

Rep. Vaughn moved that the nominations be closed. Rep. Malcolm announced Rep. Kenneth Weyler as Chairman of the Delegation.

Rep. Weyler, Chairman, presented Rep. Malcolm, outgoing chairman, with a declaration from the Speaker of the House. Rep. Weyler read the declaration and presented it to Rep. Malcolm. Rep. Malcolm thanked those members in attendance.

Chairman Weyler then called for nominations of Vice Chairman of the Delegation. Rep. Sherman Packard nominated Rep. George Katsakiores, of Derry, as Vice Chairman of the Delegation. Rep. John Langone seconded the nomination. Rep. Charles Vaughn moved that the nominations for Vice Chairman be closed. Rep. Belanger seconded the motion. Rep. Weyler instructed the clerk to cast one ballot in favor of Rep. George Katsakiores as Vice Chairman. Rep. George Katsakiores was declared Vice Chairman of the Delegation.

Chairman Weyler called for nominations for the position of Clerk of the Delegation. Rep. Noyes nominated Rep. David Welch, Acting Clerk, of Kingston, as Clerk of the Delegation. The motion was seconded. Rep. Belanger moved that the nominations be closed. Rep. Weyler called for the secretary to cast one ballot in favor of the nomination of Rep. David Welch as Clerk. Rep. David Welch was then declared Clerk of the Delegation.

Chairman Weyler called for nominations for officers of the Executive Committee of the Delegation. Rep. John Flanders nominated Rep. Vivian Clark, of Hampstead, as Chair of the Executive Committee. The nomination was seconded by Rep. Norma Sabella.

Rep. Weyler called for further nominations from the floor. Rep. Dolan nominated Rep. Jon Beaulieu, of Chester. Rep. Bernard Raynowska seconded the nomination. Rep. Ron Belanger moved that the nominations be closed. The motion was seconded.

Rep. Weyler called for election by secret ballot. Rep. Jon Beaulieu and Rep. Vivian Clark each chose tellers from each district to count ballots. Ballots were then given for election of Chairman of the Executive Committee.

Chairman Weyler recognized Clerk Welch for the results of election of Executive Committee Chairman. Clerk Welch reported the results as follows: Rep. Clark - 14 votes; Rep. Beaulieu 53 votes. Rep. Weyler announced Rep. Jon Beaulieu as Chairman of the Executive Committee.

Rep. Weyler called for nominations of Vice Chairman of the Executive Committee. Rep. Weyler recognized Rep. Beaulieu who nominated Rep. Vivian Clark as Vice Chair. A motion was made by Rep. Belanger that nominations be closed. The Clerk was instructed to cast one ballot in favor of Rep. Vivian Clark as Vice Chair of the Executive Committee. Rep. Vivian Clark was declared Vice Chairman of the Executive committee.

Chairman Weyler called for nominations for the position of Clerk of the Executive Committee. Rep. Richard Noyes nominated Rep. David Welch as Clerk of the Executive Committee. Rep. Norman Major seconded the nomination. Rep. Weyler instructed the secretary to cast one ballot in favor of the nomination of Rep. David Welch as Clerk of the Executive Committee. Rep. David Welch was then declared Clerk of the Executive Committee.

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Rep. Weyler then recognized Rep. Charles Vaughn, member of the Nominating Committee in Chairman Betsy McKinney's absence, for the slate of Executive Committee members. Five members were elected from each of the three districts were read as follows:

<u>District 1</u>	<u>District 2</u>	<u>District 3</u>
Maryann Blanchard	Peg Case	Janet Arndt
Sheila Francoeur	Richard Dolan	Ron Belanger
Norman Major	John Flanders	Robert Letourneau
Jacqueline Pitts	Ron Nowe	Richard Noyes
E. Albert Weare	Frank Schanda	Sherman Packard

Chairman Weyler called for further nominations from the floor in District 1. Rep. Marhsall Quandt nominated Rep. Natalie Flanagan from Atkinson. Rep. Belanger seconded the nomination. Rep. Vaughn then read the towns represented in District 1. Rep. Belanger moved that nominations be closed. Rep. Letourneau seconded the motion. There were no further nominations from the floor.

Rep. Weyler called for election by secret ballot. The Chair appointed tellers for the election. Ballots for District 1 were handed out.

There were a couple of brief announcements while the tellers were counting ballots.

Rep. Phyllis Katsakiores announced that the Derry delegation would meet to reorganize after the close of this meeting.

Rep. Terie Norelli announced that there would be a briefing on childcare issues on January 8, 1999 at the LOB in Room 306 and 308 from 9:00 a.m. to 3:00 p.m. Lunch will be provided. Please RSVP to Mary Jane Walner.

Rep. Malcolm announced that in the past a Delegation member from each district was elected to manage a small fund for the Delegation. Rep. Malcolm handed over an envelope with \$33.00 for this purpose. He announced that if each member donated \$2.00 it would be enough for two years.

Also, there is a Giving Tree at the Nursing Home for residents. Everyone was encouraged to donate.

Rep. Ron Nowe reminded members of the Wildlife Marine that there is a meeting today at 1:00 p.m.

Rep. Weyler announced that anyone interested in having lunch today should see Mr. Sturtevant for a meal ticket, which is \$1.00.

Commissioner Pratt, Chairman of the Board of Commissioners, welcomed everyone.

Commissioner Barka briefly spoke about Rockingham County having the lowest tax rate in the state.

Rep. Weyler took up Resolutions as the next order of business while waiting for the results of the District votes.

He read the resolutions as follows:

RESOLUTIONS

Resolution 1999-1 - Adoption of Procedures for Filling Rockingham County Executive Committee Vacancies (RSA 24:2-b):

I move that the Rockingham County Convention authorize the Executive Committee to fill vacancies on the Executive Committee by a vote of the remaining members. Replacements shall be from the same Commissioner District as the seat being vacated, and to the extent possible shall be from the same party.

Resolution 1999-2 - Authorization for Rockingham County to Pay 1999 Expenses (RSA 24:15):

Due to timing differences, the County runs without a signed operating budget during the months of January and February. Historical figures demonstrate that the January and February expenses will total approximately \$6.5 million.

Since RSA 24:15 states that "no County Commissioners, or elected or appointed official shall pay, or agree to pay, or incur any liability for the payment of, any sum of money for which the County Convention has made no appropriation," I move that we, the Executive Committee of the County Convention, authorize the County to spend up to \$6.5 million for 1999 expenses during the months of January and February in anticipation of the subsequent approval of the 1999 budget.

Further, that the \$6.5 million be allocated proportionately to line items based on 1998 approved net appropriations to fund like operating and personnel expenses in existence as of 12/31/98.

Resolution 1999-3 - Authorization for Rockingham County to Borrow in Anticipation of Taxes (RSA 29:8):

I move that the County Convention authorize the following resolution: That the money in the treasury of the County being insufficient to meet the demands upon it beginning January 1, 1999, approval is hereby given to the Treasurer, upon the order of the County Commissioners, to borrow up to \$20,000,000 under RSA 29:8 as amended.

Resolution 1999-4 - Executive Committee to act as a Subcommittee (RSA 24:2)

I move that the Rockingham County Executive Committee be empowered by the County Convention according to RSA 24:2 to act as a subcommittee to consider the budget and make recommendations to the County Convention.

A motion was made to adopt Resolution 1999-1, 1999-2, 1999-3, and 1999-4 as stated above. The motion was seconded and approved by a voice vote.

Returning to the election of nominees from District 1, Rep. Weyler declared that the polls be closed. Rep. Weyler announced District 1 as follows:

District 1

Maryann Blanchard
Sheila Francoeur
Norman Major
Jacqueline Pitts
E. Albert Weare

Chairman Weyler called for nominations from the floor for District 2. There were none. A motion was made that the nominations be closed. The Chair instructed the secretary to case one vote in favor of the slate as presented and declared the nominees as elected to the Executive Committee. Rep. Weyler announced District 2 as follows:

District 2

Peg Case
Richard Dolan
John Flanders
Ron Nowe
Frank Schanda

Chairman Weyler called for nominations from the floor for District 3. There were none. A motion was made that the nominations be closed. The Chair instructed the secretary to case one vote in favor of the slate as presented and declared the nominees as elected to the Executive Committee. Rep. Weyler announced District 3 as follows:

District 3

Janet Arndt
Ron Belanger
Robert Letourneau
Richard Noyes
Sherman Packard

Rep. Weyler announced that the Executive Committee would be meeting immediately following the adjournment of the Delegation meeting to confirm officers and consider line item transfer requests from the Human Services Department and Maintenance Department.

Page 6

There being no further business, the meeting adjourned at 12:13 p.m.

Respectfully submitted,

Cheryl A. Hurley

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

David A. Welch

Representative David A. Welch, Chairman
Rockingham County Delegation

cah

**THE ROCKINGHAM COUNTY
BOARD OF COMMISSIONERS
1998 ANNUAL REPORT**

Dear County Taxpayers,

During 1998, the County Elected Officials and the Division Directors continued to work towards our goal of minimizing the impact of County costs to you while offering the quality services you expect.

We are especially pleased to report that while Rockingham County is the fastest growing County in the State it continues to enjoy the lowest county tax rate in the State of New Hampshire. Our continued commitment can be found in our 1998 budget which reflected a 4.39% tax cut and in our 1999 budget which reflects a 3.38% tax cut. This represents a tax cut for the third year in a row.

The County saw some significant changes in 1998. We are hoping that milestone legislative changes in the field of health care and living alternatives for the elderly will be a positive change for years to come. Related services provided by the County account for more than 50% of the 1998 expenses.

We also began to expand our grant opportunities to include partnerships with Rockingham County towns and cities. The County is actively seeking and receiving a variety of grant revenues including Community Development Block grants as well as other state and federal grants. We look forward to pursuing other grant opportunities.

1998 was also the year of challenges. We continue to evaluate the current and future effect of all issues. The Y2K issue has been aggressively addressed in 1998 and we expect to devote the appropriate resources in 1999 to ensure a smooth transition. We have also strongly asserted ourselves in alliance with the New Hampshire Association of Counties against the astronomical increases passed by the State Youth Development Center (YDC) for housing a juvenile at YDC. We will continue to pursue change in 1999.

Finally, we have involved ourselves in opportunities that will benefit the County taxpayers. Specifically, the states were awarded a sizeable settlement from the tobacco companies in 1998. We feel the counties are entitled to a significant amount of this settlement because of the smoking related costs incurred by the Nursing Home for related illnesses. As a result, we have entered into yet another alliance with the New Hampshire Association of Counties where we will pursue our alternatives in order to ensure that the counties receive a just amount from this settlement.

We look forward to 1999 because we are confident that the Elected Officials and Division Directors of Rockingham County are ready to face any challenges and opportunities of the coming year.

**ROCKINGHAM COUNTY NURSING HOME
1998 ANNUAL REPORT**

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

ROCKINGHAM COUNTY NURSING HOME

1998 ANNUAL REPORT

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS

ROCKINGHAM COUNTY, NEW HAMPSHIRE

I respectfully submit the Annual Report of the Rockingham County Nursing Home for the year ending December 31, 1998.

This was a year of change and challenge at Rockingham County Nursing Home. Throughout the year, the resident census was below the norm. At times, the number of vacant beds was more than 20 beds. Although this did have an adverse effect on the revenue earned, it did compensate for the vacant staff positions particularly in the nursing department.

Recruitment of personnel and residents took the focus throughout most of the year. We worked closely with the Exeter, Portsmouth, and Parkland Hospitals discharge planners. We found that we were not alone in this experience of vacant beds in the Seacoast Area. The average daily census in 1998 was 286 compared to 296 in 1997. The average age at time of admission in 1998 was 90 years, compared to 80 years in 1997. This statistic adds to the theory that the types of services available in the Seacoast allow folks to remain in their home for a long period.

We have been looking at the causes of this reduction in the use of beds and what steps we should take over the next few years to market the facility differently or should we change some of our bed utilization from nursing facility beds to residential care beds. This is an issue we hope to resolve in 1999 through the Long Range Planning Committee that have been established by the County Commissioners and County Delegation.

Recruitment of personnel has been a priority as well. We have attempted to use many different methods to recruit new employees from Job Fairs here at the complex, and at the Fox Run Mall. We have also established other hiring incentives including a bonus for new hires that remain with the Home for a year.

In May, the Bureau of Health Facilities visited us for its Annual Survey of Long Term Care Facilities, as required by the Federal Government. The results of the survey were excellent, no patient care deficiencies were written. The staff is to be complimented for the results of this survey.

We have continued to perform self-audit and mock surveys to ready ourselves for our annual visit. The survey team may visit anytime for the "annual visit" between nine and fifteen months of the previous visit. We anticipate a visit no later than August 1999.

The "Employee of the Month" program continued throughout the year. Peers, residents, families, visitors, volunteers, or any other individual who has an interest in Rockingham County Nursing Home may nominate employees. Each month the selected employee receives a Savings Bond, reserved parking, a plaque and picture posted in the main lobby, a cake, and balloons. Recognized in 1998 were:

January -	Wade Hitchcock - Laundry
February -	Claudette Porter - Nursing
March -	Constance MacDougall - Adult Medical Day Care
April -	Alayne Zalanskas - Nursing
May -	Helen Mitchell - Nursing
June -	Martha Welch - Environmental Services
July -	Ellen Hamden - Nursing
August -	Mabel Landry - Nursing
September -	Sandra Foss - Environmental Services
October -	Claire Picard - Nursing
November -	Mary Kelly - Nursing
December -	

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

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

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

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

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

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

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

Respectfully submitted,

William F. Sturtevant
Administrator

**ROCKINGHAM COUNTY NURSING HOME
1998 CENSUS REPORT**

TOTAL CENSUS **JANUARY 1, 1998** **290**

Total Admissions		84	
Total Discharges		137	
Hospital Admits>Returns	29		
■ Permanent Discharges	16		
Total Deaths	95		

TOTAL CENSUS **DECEMBER 31, 1998** **276**

TOTAL RESIDENT DAYS **104,296**

DAILY AVERAGE CENSUS		288	
HIGHEST CENSUS		300	
LOWEST CENSUS		267	

DAILY AVERAGE

Underhill Building		54	
Fernald Building		78	
Blaisdell Building		104	
Driscoll Building		50	

Average Age of Residents December 31, 1998		82	
Average Age at Resident Death		86	
Average Age at Admission		83	
Average Length of Stay		2 yr. - 5 months - 15 days	

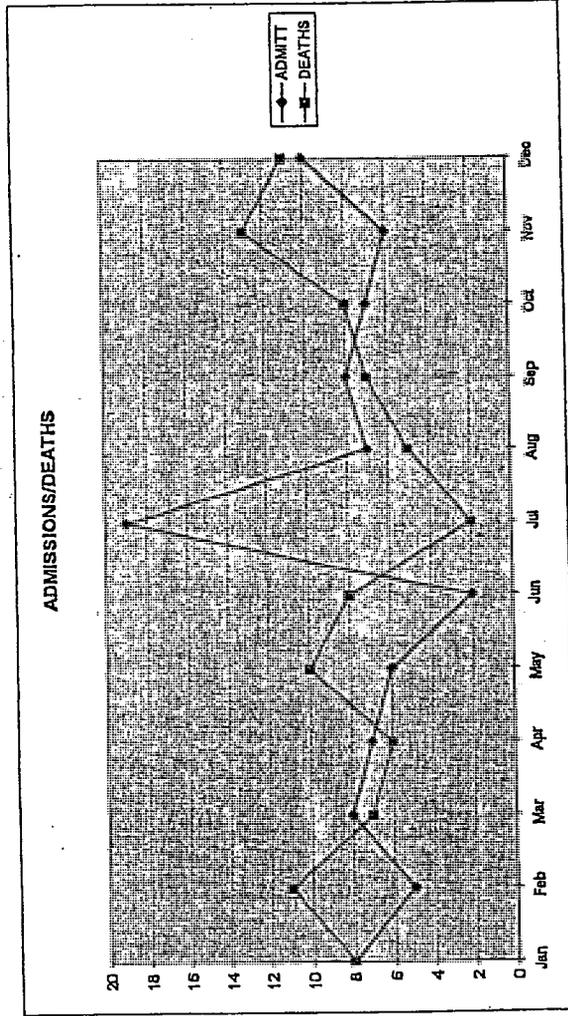
*3 Residents expired while at Exeter Hospital

*2 Residents discharged to another facility

*8 Resident discharged home

1998 Census Data

Rockingham County Nursing Home



**ROCKINGHAM COUNTY NURSING HOME
1998 ANNUAL REPORT**

MEDICAL DIRECTOR' S REPORT

The trends of the last few years have continued this year. We continue to see patients who are sicker and sicker at the time of their admission. Many of them die within a few days to a few weeks of admission. This rapid turnover has been one of the contributory factors of a falling census. In addition, there are many more places where patients can be cared for in the community so there are fewer people who are eligible for admission to Rockingham County Nursing Home. The result of this may be the need to close one nursing unit. This will help in balancing staffing as well making the unit more efficient to operate. I expect this trend will continue in the future, particularly as we develop more effective ways of treating Alzheimer's disease and slow down the need for admission for terminal care for Alzheimer's disease.

One new program, which has been more widely used this past year, has been the hospice program. This has been helpful for the staff; patients and family members in terms of providing additional support and care for patients in the last days and weeks of their life.

We continue to provide extremely high quality care to our patients because of the excellent nursing staff at Rockingham County Nursing Home. In spite of all the changes, they have maintained the quality of their efforts.

Respectfully Submitted,

Karl Singer, MD
Medical Director

COUNTY ATTORNEY 1998 ANNUAL REPORT

The former County Attorney did not leave a formal annual report for 1998. I would suggest reference to a letter submitted to the citizens of Rockingham County in November of last year for his summary of his time in office.

However, I am able to submit the following information since taking office in January.

In 1998 the County Attorney's office took 17 cases to trial. By contrast, in the last 3 months this office has increased the rate of taking felony cases to trial by 188% annualized.

I have divided the County into three areas, and created three distinct litigation teams. Each team is comprised of a senior attorney, the team leader, and two less experienced attorneys. Each team leader is responsible for training and mentoring the attorneys assigned to his/her team and for providing training to town police departments within the team's area.

I am evaluating the internal structure of the County Attorney's office with the goal of assuring the most effective and efficient use of available resources.

As 1999 unfolds, I will continue to reorganize the County Attorney's office to make it more responsive to the needs of the law enforcement community and the citizens of Rockingham County. In addition I will continue to work to increase the skills and professionalism of the attorneys and support staff of my department.

James M. Reams
Rockingham County Attorney

OFFICE OF THE REGISTER OF DEEDS
1998 ANNUAL REPORT

To the Honorable Board of Commissioners:

I am proud to report that this office, by careful planning and by a conscientious management realized a profit of slightly under \$1,958,000.00, the details of which are reflected on my statistics below. The sincere efforts of my staff, not only effected this pleasant financial result, but also made it possible to improve the service of this office to the public.

The copy department continues to be an extremely busy area. Over \$464,000.00 in income was generated by this department in 1998. Approximately \$70,000 was earned through our FAX copies. This reflects an increase of \$155,207.00 in revenue from this department above 1997 documented figures. The only draw back to these numbers is that as information becomes available over the internet or from remote access, we must analyze what the detrimental impact will be to the revenue generated by this department.

The Scanning/Retrieval System purchased from Connor & Connor in 1997 is on its way to bringing this office into the Twenty-First Century. We are scanning all documents on a daily basis and are in the process of reviewing bids sent out for the hardware to allow this system and the images to be made available to the public. We anticipate this system will eliminate staff having to retrieve documents resulting in better use of man hours and ultimately allow the indexing system and documents to be accessed via modem.

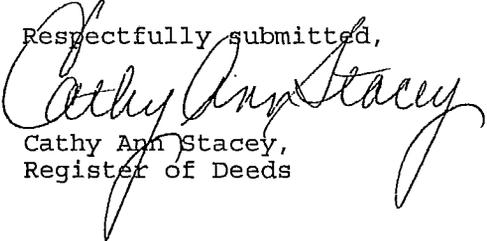
The "YEAR 2000" conversion has been completed and we are confident that the integrity of our current system is in tact. We began a large conversion project of film to images at the end of 1998 which will continue over the next several years. This program involves considerable expense and can only be reasonably accomplished over time. It is our hope to offer images and indexes back to 1960 when completed on the public computer terminals as well as via remote access.

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

1998 STATISTICS

Number of Recordings	91,175 documents
Pages filmed	313,583
Number of Copies Made	330,349 pages
FAX Copies Sent	23,686 pages
1998 Copy Dept. Receipts	\$ 464,617.00
1998 Total Receipts	\$2,793,699.96
1998 Expenditures	\$ 835,743.00
Surcharge Account	\$ 182,350.00

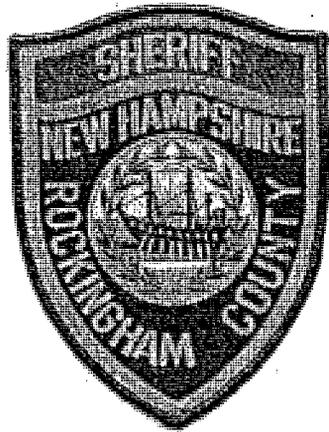
Respectfully submitted,



Cathy Ann Stacey,
Register of Deeds

Rockingham County

**Sheriff's
Department**



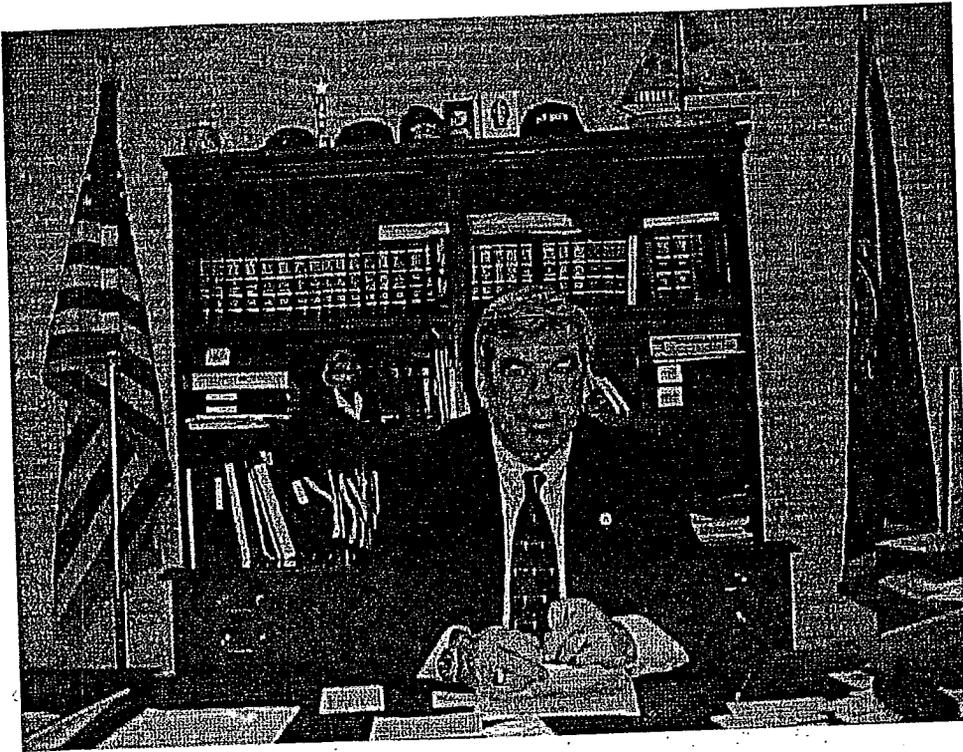
1998 Annual Report

**James Daniel Linehan
High Sheriff**

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James D. Linehan
Rockingham County High Sheriff

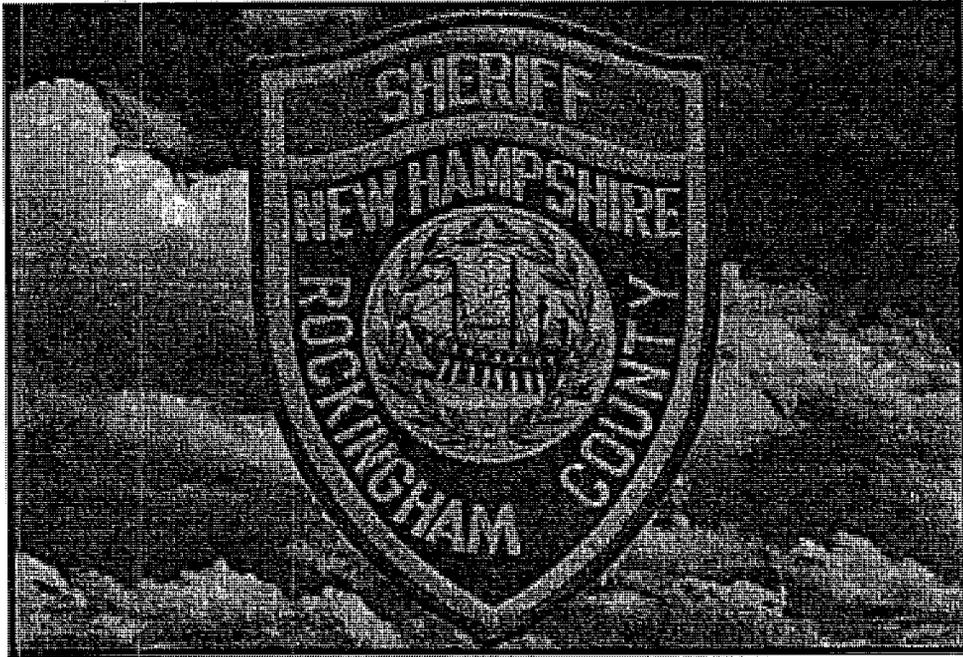
I am pleased to present the Rockingham County Sheriff's Department 1998 Annual Report, the second of a newly adopted reporting format.

In 1997, I directed that the Annual Report consist of more than the customary one page submission, and instead, be produced in a manner which would provide an accurate overview of the Department's personnel, budget and operations for the previous year. A report produced in this fashion provides a valuable and comprehensive, annual, historical record.

Any compilation and presentation of facts and figures is, however, a shallow reflection of the time and effort that the men and women of the Rockingham County Sheriff's Department have put towards their duties. No report could adequately portray the competency, commitment, and selflessness that I have witnessed in most of the Department's employees during the previous year.

I look forward to continuing the close relationship developed with the County Commissioners, County Delegation and Chiefs of Police, so that, together, we can provide the citizens of Rockingham County with the very best in professional law enforcement services.

Mission Statement



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

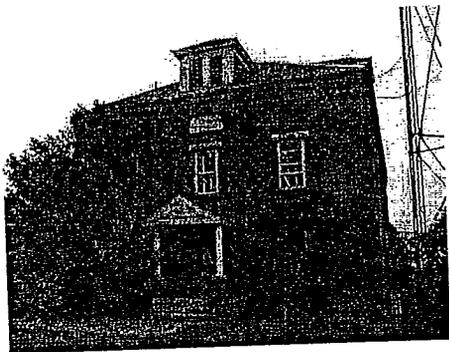
Foreword

As early as 871, under the English rule of King Alfred the Great, the sheriff was responsible for maintaining law and order within his own county. When English settlers migrated to the eastern shores of America, the office of sheriff migrated with them.

While most sheriffs were appointed, a county in Virginia, by popular election, chose their own sheriff in 1651. Over the next two hundred years, sheriffs were assigned a broad range of responsibilities by colonial and state legislatures.

In New Hampshire, the office of sheriff was an appointed position in the five counties that were established in 1771: Rockingham, Hillsborough, Strafford, Cheshire and Grafton. The original five counties were eventually divided into ten, which included Merrimack, carved from Rockingham and Hillsborough in 1823.

In 1784, the office of sheriff as an elected position was established by the New Hampshire State Constitution, with further duties of the office delineated in 1791 by legislative enactment.



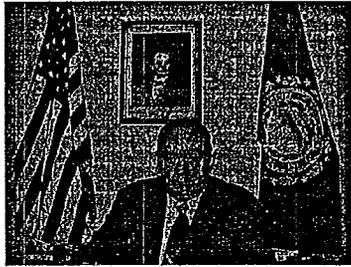
Old Rockingham County Jail, Demolished 1998

The duties, responsibilities, and jurisdictions of the various sheriff's departments in the United States have evolved into a present day profile that is somewhat confusing to an observant traveler. For instance, in New Hampshire, sheriffs have statewide jurisdiction, broad authority unheard of except in one other state in the union. In some states, sheriffs serve strictly in the capacity as jailers, while sheriffs in adjoining states may have no responsibilities in the management of their jail. In most regions of the country, sheriffs are the primary law enforcement presence, while the northeast generally relies on state and local police departments to handle the bulk of the law enforcement effort. Services provided often differ between counties of the same state as well.

In New Hampshire, some counties only serve civil process and transport prisoners, while other counties perform these functions in addition to being active law enforcement participants. The size of the department is relative to population, industrial and business base, and extent of law enforcement involvement and support. The Coos County Sheriff's

Department, in 1998, hired its first full-time employee. Belknap and Carroll Counties have regularly scheduled uniformed traffic patrols, while Rockingham does not.

Rockingham County – Then and Now



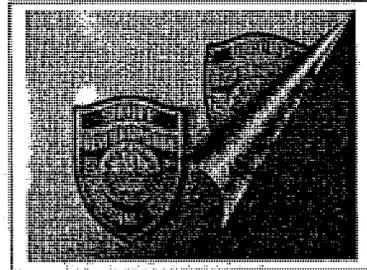
High Sheriff George Sampson

Under the administration of Sheriff George Sampson (1959-1980), the Rockingham County Sheriff's Department was an active agency in motor vehicle law enforcement and the investigation of criminal offenses, particularly in the smaller communities throughout the county. Sheriff Sampson also directly supervised operations at the county jail. When Sheriff Charlie Vetter was sworn into office (1981-1988), he relinquished the role of jailer. Active motor vehicle law enforcement patrols and criminal investigations declined significantly during his tenure, largely a result of the evolving self-sufficiency of local police

departments and the increasing demand for deputies needed for the service of civil process. (In 1981, Portsmouth averaged approximately 30 civil services per month, increasing to over 200 by 1990.)

In 1981, there were 11 full-time deputy sheriffs.

- 1 Administration
- 5 Civil Division
- 4 Criminal Division
- 1 Superior Court



Today, there are 20.

- 3 Administration
- 7 Civil Division
- 4 Warrants Division (formerly called Criminal Division)
- 5 Transportation Division
- 1 Superior Court

The increase (9) includes 2 in administration, 2 in the Civil Division, and 5 in the Transportation Division.

The increase in the Civil Division was necessitated by the phenomenal rise in the demand for civil process service during the late 1980's and early 90's. In 1981, the Civil Division was assigned 5 deputy sheriffs. During the peak years, the Civil Division was augmented by a deputy from the Criminal Division and 2 new hires, bringing the number to 8. This demand, fueled by economic trends, began to decline markedly in 1993.

The decline in civil process service, however, did not alleviate the workload on deputy sheriffs.

- While the numbers of civil papers decreased, the complexity of many civil writs increased, necessitating more effort and time for preparation and service of the writs. New rules, passed down by the Administrative Office of the Courts, demanded that many writs, formerly allowed to be served at an individual's abode, be served in hand, a requirement that also increased deputy time and effort per service.
- At the same time, local police departments successfully lobbied to have the Sheriff's Department assume a greater role in the transportation of prisoners to and from Superior Court, and, at times, District Courts. When possible, deputies also began transporting prisoners from local departments to the county jail.
- A law enacted by the legislature in 1987 also served to expand the role and dramatically impact the duties and responsibilities of the Sheriff's Department. RSA 135-C:63 mandated that deputy sheriffs in New Hampshire transport individuals in need of emergency psychiatric care, on an involuntary basis, to an appropriate institution. The impact of this legislation was not immediately apparent, as only 26 patients were transported during that year. By 1991 however, this number grew to 187, and at the end of 1998, it had reached 255. These transports (called IEAs) normally required 3-4 hours to complete and involved 2 deputies. They were also unpredictable in occurrence, and off duty call-outs were frequently necessitated.

The increased complexity of civil writs, added demand for prisoner transportation, and growing numbers of IEAs, wholly consumed a deputy's duty time. Very little, if any time was devoted to general law enforcement activities. The depletion of deputies in the Warrants Division created a significant increase in the numbers of outstanding criminal and civil warrants.



Sheriff's Cruisers At Old County Courthouse In Exeter
@ 1970

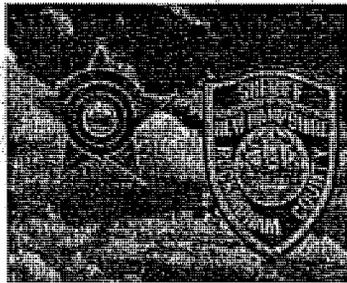
Between 1981 and 1998 the role of the Sheriff's Department dramatically changed in some aspects. While still wholly responsible for the service of civil process, the agency's involvement in regularly scheduled motor vehicle patrol and criminal investigations diminished, with an emphasis instead on a support services role for local police departments. By relieving local officers from the burden of transporting some prisoners, this support enabled the officers to remain in their communities, on patrol and available to handle routine and emergency calls. In many cases, these services also reduced associated overtime expenses for many of the smaller towns. This practice was so popular that police chiefs from around the county unanimously endorsed the proposal to hire 2 additional deputies for the Transportation

Division in order to handle all district court transports. This pilot program was approved to begin in July of 1997 and has been universally successful.

While the self-sufficiency of many local police departments has lessened the demand for active Sheriff's Department motor vehicle and criminal assistance, one function of the Sheriff's Department has essentially remained unchanged over the last two decades. The Emergency Dispatch Center is a dynamic, complex Division of the Sheriff's Department that provides 24 hour, professional, state-of-the-art public safety communications services, at no cost, to those communities who otherwise could not afford it. The number of communities availing themselves of this service has steadily increased over the years. The Dispatch Center currently services 23 police departments and 13 fire departments within the county, in addition to being a critical component in the Radiological Emergency Response Plan.

A recent addition to the responsibilities of the Sheriff's Department came in September of 1993 when the Department entered into a contractual agreement to provide law enforcement services at the Manchester Airport. The Airport Division, while managed out of headquarters in Brentwood, is a fiscally self-sufficient Division, with all costs fully reimbursed by the Airport Authority of the City of Manchester. A significant amount of net revenue (\$73,408.00 in 1998) is generated as a result of this agreement, which serves to offset any incidental administrative costs associated with managing the Division.

The Rockingham County Sheriff's Department continues to fulfill an essential role in the Criminal Justice System. In the years to come, new challenges and responsibilities will likely modify the scope of the Department's public safety services. With its broad range of statutory authority and by benefit of economics of scale, the Sheriff's Department is in the unique position to fulfill, not duplicate, public safety demands, thus enabling local police departments to focus on law enforcement issues in their own communities.



"It's not the critic who counts, nor the man who points out how the strong man stumbled – or where the doer of good deeds could have done better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives, who spends himself in a worthy cause" – Theodore Roosevelt

Some Significant 1998 Accomplishments

Business Office Division:

Christine M. Croto – Business Office Manager



- The business office has successfully developed and implemented a program and database to accurately track all accounts receivable and expenditures relating to departmental operations. This accomplishment has improved communications between vendors, contractors and other county departments. It has enhanced this Department's ability to more accurately predict budgetary needs on a line item basis. Significant results have also been achieved in collecting on overdue accounts.
- Computerized record management is now accurately and appropriately maintained on a daily basis.
- Department re-organization was completed and received approval through the budget process.
- 3 staff members completed the NH Part-time Police Academy.
- Productivity increased *without* the need to hire a 5th, approved employee.

Electronic Services Division:

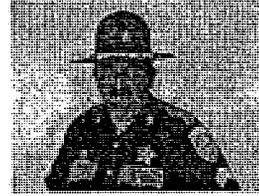
- Complete renovation of the Emergency Dispatch Center was achieved with installation of the new Computer Aided Dispatch (CAD) system.
- Air Quality Study completed.
- New Telephone System installed.
- Increased Dispatcher training and the development of a new training manual.
- Inventory and operability checks of all equipment and remote sites.
- Local communities received radio repair assistance for the first time in over a decade.
- The Department received approval for 2 additional dispatchers.



Dispatch Supervisor Jane Irish

Warrants Division:

- Staffing was increased, through reassignment, to increase productivity.
- Record management was revised and enhanced.
- Identification Cards were developed and provided to local departments.



Sergeant James E. Nye

Civil Division:

- Scheduling and coverage was modified to reduce overtime and increase efficiency.
- Special deputies were trained in order to be immediately available for coverage of vacant shifts in patrol areas, thus reducing overtime expenses.
- Enhanced collection efforts dramatically reduced the accounts receivable balances.

Transportation Division – Superior Court:

- Increased training and development of security procedures (i.e.: bombs, dangerous persons.)
- Security provided for 7 high profile cases.
- Established procedures for evening security coverage of the Registry of Deeds.
- Enhanced telephone communications with the Emergency Dispatch Center.

Airport Division:

- Replacement of deputy supervisors, who were assigned to desk duty at the Airport Communication Center, with civilian dispatchers, enabling these supervisors to spend duty time in and around the terminal building, patrolling, and directly supervising personnel.
- Development of Standard Operating Procedures and improved crash management policies.
- Development of incident reporting procedures to local departments that share jurisdiction within the airport.



Deputy Sheriff Kenny Ling

Applicable to all Divisions during 1998, was an emphasis on:

- ✓ Increasing effectiveness and efficiency through proper scheduling, records management and accounting.
- ✓ Training, which enhances professional performance and decreases liability, increased by over 400%
- ✓ A continuing effort to provide adequate equipment and uniforms to all personnel.
- ✓ Inter-department and public relations.
- ✓ Central Filing & Master Logs: A new central file serving all Divisions commenced on January 1, 1998. This provided for the accurate accounting of all criminal investigations, prosecutions, arrests, IEAs, and motor vehicle activity.
- ✓ Uniform Inventory, Issue and Control: The uniform and equipment inventory data base was completed. This system provides for the accurate accounting of stock inventory as well as equipment that has been issued to individual officers. This enables the department to readily identify equipment needs and specifically account for county and airport property.
- ✓ Evidence Control System: An accurate inventory was completed of the evidence room. The evidence control system was improved and newly created forms were utilized. Motions to dispose of evidence were completed and presented to the Superior Court. (Evidence, dating back over 30 years, was disposed of)
- ✓ Records Archives: Archives were created to store all agency records in an organized fashion and in a central location. Each Division was provided an area for their individual records. Outdated and unnecessary records were destroyed, and a timetable was established for future records disposal.
- ✓ Special Deputy Training: The department offered 8 hours of NHPS&TC approved in-house training and mandated that all Special Deputies receive an additional 8 hours of department oriented training.
- ✓ Firearms Training: The department transitioned to the new Sig Sauer Model P239 .357s, which were obtained by a no cost trade for the older, department owned Sig Sauer Model 228s. A firearm instructor's team was implemented which provided a more extensive and diversified training program. Deputies received challenging and enhanced classroom and range instruction on 2 occasions in 1998, a first for the department.



The greatest obstacle to progress during 1998 was the attempt to maintain staffing levels within some of the divisions. Retirements and resignations necessitated that the department expend an *extraordinary* amount of time in the recruitment, selection, hiring and training process. For example, the Electronic Services Division lost employees with a combined experience of 48 years in dispatching services, and was able to attract replacements with a combined total of only 2 years. This inability to recruit experienced individuals is a factor of the economy and of the low starting wages for the position. Rockingham County's starting rate of pay for a dispatcher is \$8.88 per hour. This places Rockingham next to last in a contemporary survey of 14 area agencies whose starting average is \$10.44.

The completion of the reorganization effort and re-grading of some employees during 1998 dramatically increased the Department's morale and efficiency in those Divisions affected. With approval of some re-grades within the Electronic Services Division, similar results are expected.

Command Staff



Captain Joe Akerley
Chief Deputy



Lt. Mark Peirce
Operations



Lt. Jim Szeliga
Electronics Services Division

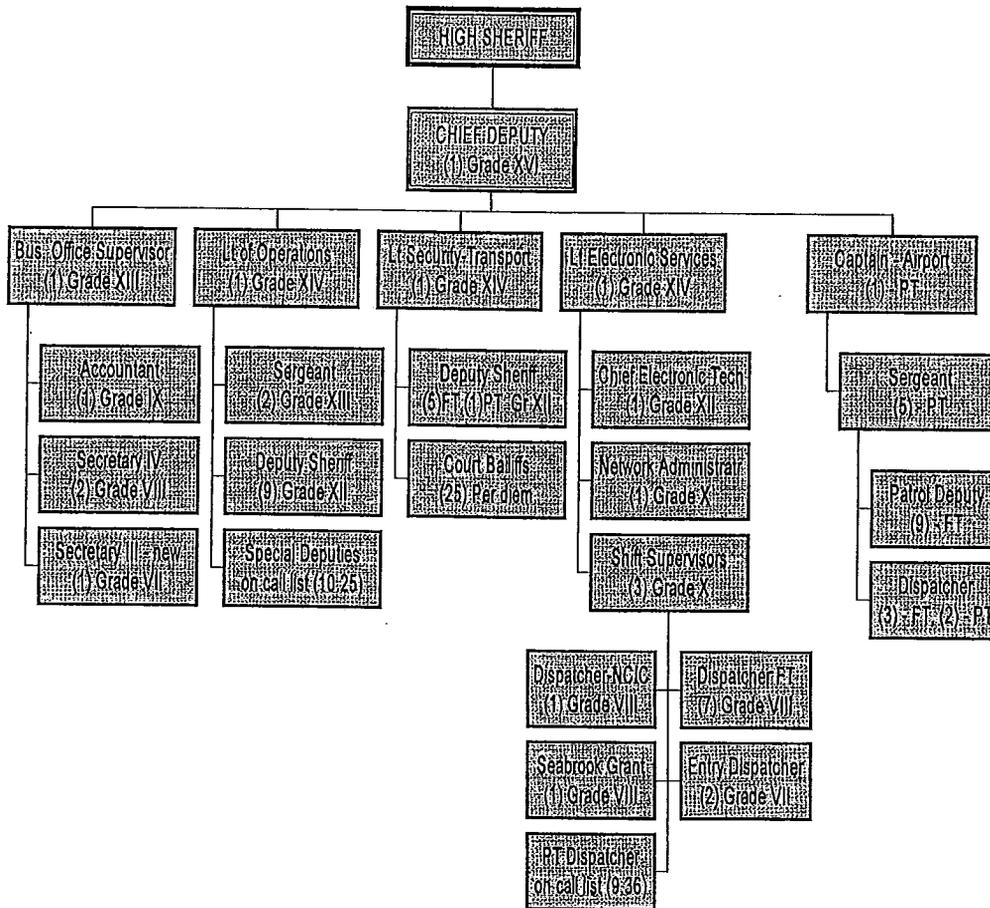


Lt. Barry Peacock
Transportation-Superior Court Division



Captain Loring Jackson
Airport Division

Sheriff's Department 1998 Organizational Chart



1998 Fiscal Report

REVENUE BUDGET Appropriations and Actual Received (95%):

<u>Department</u>	<u>Appropriation</u>	<u>Actual</u>
Outside Detail	\$ 165,856	\$ 143,657
Bailiff Reimbursement.....	\$ 265,634	\$ 237,285
Civil Process Division	\$ 320,000	\$ 310,847
Seabrook Grant Salary	\$ 27,000	\$ 27,000
Emergency Management Grant	\$ 15,000	\$ 12,000
Sheriff's Misc. Grant	\$ 0	\$ 1,426
Transport Reimbursement	\$ 5,000	\$ 27,838
Miscellaneous revenue.....	\$500	\$ 375
<u>TOTAL.....</u>	<u>\$ 798,990</u>	<u>\$ 760,428</u>

OPERATING BUDGET Appropriations and Actual Expended (90%):

<u>Department</u>	<u>Appropriation</u>	<u>Expended</u>
Sheriff's.....	\$ 1,555,304	\$ 1,413,752
Dispatch	\$ 663,193	\$ 590,599
Radio Shop.....	\$ 62,332.....	\$ 61,692
District Court	\$ 81,469	\$ 79,372
Outside Detail	\$ 139,375	\$ 112,461
<u>TOTAL</u>	<u>\$ 2,501,679</u>	<u>\$ 2,257,876</u>

AIRPORT DETAIL BUDGET

	<u>Appropriation</u>	<u>Actual</u>
OPERATING	<u>\$ 747,859</u>	<u>\$ 707,508</u>
REVENUE.....	<u>\$ 821,267.....</u>	<u>\$ 779,834</u>
(Reimbursements plus admin fee)		

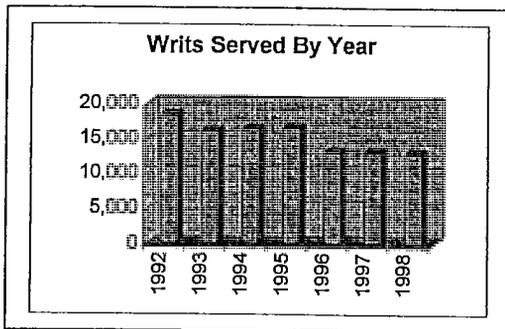
1998 Activity Summary by Division

Civil Division:

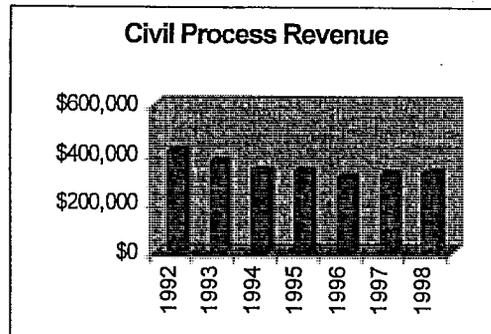
➤ 7 Full-time Deputy Sheriffs

Civil Division deputies are primarily responsible for the service of civil process, district court civil arrest warrants, and some prisoner transportation within their designated patrol areas. Division deputies also routinely transport IEAs. Deputies, during the course of their routine patrol, assist other law enforcement agencies in a variety of circumstances, and enforce motor vehicle and criminal laws when the occasion presents itself.

Deputies report to the office daily, where they sign returns of service and set up additional writs that have arrived in the mail. Two staff members of the Business Office process and manage all the mail and paperwork, entering all new writs into the computer system, and billing for services.



1998 12,903 1997 13,141



1998 \$318,294.28 1997 \$318,795.00

Civil Division Transports: 162

Warrants Division:

- 4 Full-time Deputy Sheriffs – 1 Civilian NCIC Technician

Deputies assigned to the Warrants Division are responsible for:

- Arrest of individuals on Superior Court Criminal and Civil Warrants
- Jail Investigations
- Nationwide Extraditions
- Transportation of IAD prisoners (Interstate Agreement on Detainers)
- IEA transportation
- Preparation of fugitive complaints and Governor's Warrants
- Background checks for federal and local agencies
- K-9 Drug Intervention & Detection

1998 - Arrest Statistics

Warrants Division
Superior Court

Arrests on Criminal Warrants	390
Arrests on Civil Warrants	76
Warrant Recalls	141
Outstanding Criminal Warrants	541
Outstanding Civil Warrants	88
Outstanding Criminal Warrants/In Custody	66
Total Arrest Warrants Cleared	607
Total Outstanding Superior Court Warrants	695
Total Arrest Warrants Managed	1,302

Civil Division
District Court

Arrests on Civil Warrants	45
Recalls Before Assigned To Deputy	258
Recalls After Assignment To Deputy	465
Non-Est	87
Not Assigned (10 Day Hold)	21
Issued To Other Counties	26
Total Arrest Warrants Cleared	855
Arrest Warrants Outstanding	152
Total Arrest Warrants Managed	1,054

1998 Arrest Warrant Grand Totals

Arrests	559
Outstanding Arrest Warrants	894
Warrants Managed	2,356



1998
 Out of State Transportation – Warrants Division

102 Transports

Connecticut 1	Florida 1	Illinois 1	Maine 13
Massachusetts 63	Rhode Island 1	Vermont 1	Maryland 3
New York 7	New Jersey 1	Minnesota 1	US Marshall 9

1997
 110 Transports

Transportation Division:

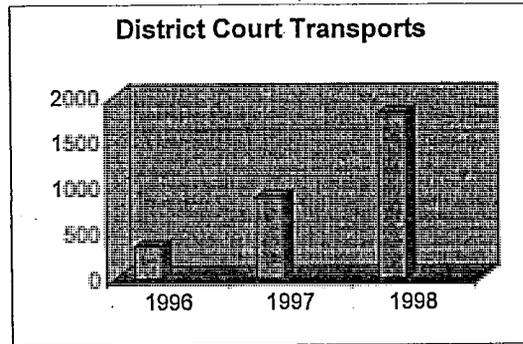
- 6 Full-time Deputy Sheriffs
- 1 Part-time Deputy Sheriff

This Division is responsible for the District Court transportation of prisoners for local police departments throughout Rockingham County. Regular transports are also routinely conducted between the County Jail and Rockingham Superior Court, Family Division, New Hampshire State Prison and various other locations. In addition, the Division assists in IEAs and other transport related matters.

Deputy Sheriff Matt Caracciolo



In July of 1997, a pilot program was funded, enabling the Sheriff's Department to assume transportation responsibilities for prisoners to and from the seven District Courts in the county. Prior to that time period, District Court prisoner transportation was provided to local communities as a courtesy, if deputies were available. The program has proven to be a significant benefit to the communities. In 1997 there were 892 transports, 1,816 in 1998: a 103% increase.

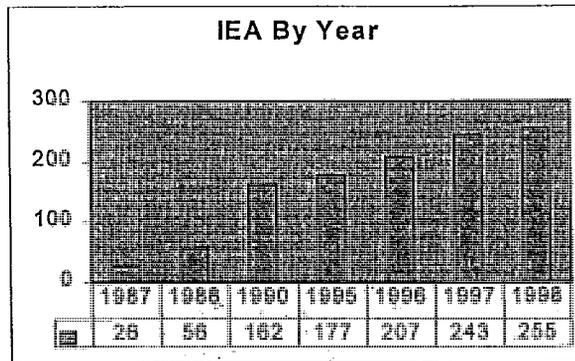


1998 Total Transports
4,896

1997 Total Transports
4,150

Total Department Transports – 1998 5,223

Involuntary Emergency Admission



Members of the Civil, Warrants and Transportation Division share in the responsibility for IEA transports. These IEAs are requested at all hours of the day and night, weekends and holidays. The implementation of evening and weekend patrols has demonstrably reduced the instances of overtime pay that were at

one time, a major expense factor of the budget. Patients are sometimes violent, requiring two deputies for safety purposes. Frequent transports are conducted from the Seacoast Mental Health Facility or Portsmouth Pavilion to the New Hampshire State Hospital.

**ROCKINGHAM SHERIFF'S DEPARTMENT VEHICLE INVENTORY
YEAR - 1998 MONTH - DECEMBER**

EQ #	YEAR	MAKE	MODEL	EQ #	YEAR	MAKE	MODEL
HEADQUARTERS				TRANSPORTATION			
1	83	GMC	C7D Box	17	93	Ford	Crown Vic
3	90	Chev	Corsica	16	93	Ford	Crown Vic
40	85	Chev	Blazer	24	96	Ford	Crown Vic
35	95	Krist	Trailer	33	97	Ford	Van
ADMINISTRATIVE				32	97	Ford	Van
29	97	Ford	Crown Vic	31	97	Ford	Van
20	96	Ford	Crown Vic	30	97	Ford	Van
22	96	Ford	Crown Vic	SPARE CRUISERS			
COMMUNICATIONS				10	93	Ford	Crown Vic
19	93	Ford	Crown Vic	11	93	Ford	Crown Vic
7	93	Ford	Aerostar	14	93	Ford	Crown Vic
CIVIL				6	92	Ford	Crown Vic
27	97	Ford	Crown Vic	15	93	Ford	Crown Vic
25	96	Ford	Crown Vic	SALVAGED 1998			
23	96	Ford	Crown Vic	18	93	Ford	Crown Vic
21	96	Ford	Crown Vic	34	88	Ford	Aerostar
37	98	Ford	Crown Vic				
38	98	Ford	Crown Vic				
39	98	Ford	Crown Vic				
WARRANTS							
26	97	Ford	Crown Vic				
28	97	Ford	Crown Vic				
36	98	Ford	Crown Vic				

Patrol Activity:

The majority of mileage sustained by the fleet is logged in the transportation of prisoners, a process that does not allow for the deputy to engage in routine motor vehicle law enforcement and other patrol activities. When not otherwise engaged, Deputies:

- Stopped 298 motorists for moving traffic violations
- Stopped 102 motorists for license and registration violations
- Stopped 76 motorists for inspection and other violations
- Covered 4 motor vehicle accidents
- Checked 127 motor vehicle operators for suspected violations
- Assisted 402 distressed or disabled motorists
- Assisted other departments with calls for assistance on 264 occasions

Airport Division:

- Authorized Strength: 9 Full-time Patrol Deputies
6 Part-time Patrol Supervisors
3 Full-time Dispatchers
2 Part-time Dispatchers

The Airport Division of the Rockingham County Sheriff's Department provides law enforcement services for the Manchester Airport, a Category III Airfield that handled over 1.9 million passengers in 1998.

The Airport has continued to grow at a phenomenal rate. By the end of August 1998, the year-end record breaking figures of 1997 had already been surpassed. New construction projects on ramps and taxiways, lengthening of the two runways, terminal expansion and additional parking areas were also well underway.

This extraordinary growth generated a corresponding increase in Airport related law enforcement activity.

Airport Unit Statistics:

	1997	1998
Door Alarms	2,490	4,879
Escorts	320	580
Calls For Service	1,102	3,419
Vehicle Related	429	1,131
Criminal	189	254
Medical	64	130
Aircraft Related	29	30
Destructive Device	68	136
FAA Violation	96	106
Law Enforcement Assist	303	625
Parking Tickets	<u>1,408</u>	<u>1,774</u>
Total	6,498	13,064



Deputy Sheriff Jeff Gibbons

101 % Increase in 1998 Activity Totals

The Airport Division lost 6 full-time Deputy Sheriffs during 1998. Three Deputies were transferred to the Transportation Division and three Deputies resigned to accept positions with local police departments. This resulted in personnel shortages that were filled by the recruitment of additional part-time, retired police officers and Special Deputies. This arrangement has worked well, with the retired officers bringing a level of experience that has benefited the Division.

During September, Airport Division Supervisors changed to a 12 – 12 – 8 schedule which has proven to be of benefit to the officers and the Department. (Part-time, retired police officers can be scheduled no more than 34 hours per week)

During the latter part of 1997, Airport Division Supervisors, previously assigned to the Communications Center as desk sergeants, were reassigned to regular supervisory patrol duties and were replaced in the Communications Center by civilian dispatchers. This arrangement has also been a positive change, providing patrol areas with immediate and direct supervisory presence.

The Rockingham County Sheriff's Department is in its second year of a 5-year contract with the Manchester Airport Authority.

Superior Court Division:

Security at the Rockingham County Courthouse is managed by the Sheriff's Department. The Transportation Division operates from this facility, with deputies providing custody and control of high-risk prisoners in the courtrooms. There are normally 19 Bailiffs that augment the deputies in the facility, providing security at the doorways, in the corridors, judge's chambers and courtrooms. Eight of the Bailiffs are also armed, Special Deputies, thus providing an added law enforcement presence. Bailiffs are per diem employees and are paid \$50 per day. The payroll and training costs associated with their employment are reimbursed to the county by the Administrative Office of the Courts. In 1998 this amounted to \$237,285.47.

During 1998, Bailiffs received training in the use of, and were issued OC Spray. Training also included bomb identification and procedures for managing dangerous persons. Enhanced security measures were necessitated by several high profile cases that appeared during the year. These included either trials or hearings for Smart, Bader, Perry, Woodard, Jeleniewski, Grant and Doucette.

Procedures were adopted for evening coverage at the Registry of Deeds and an additional telephone line was instituted to enhance communications between headquarters and the security control room.

Superior Court Statistics:

At security checkpoints, Bailiffs seized and temporarily stored for the owners:

25 Handguns
2,827 Knives
166 Razors
168 Scissors
333 Canisters of Mace/OC
1 Throwing Star

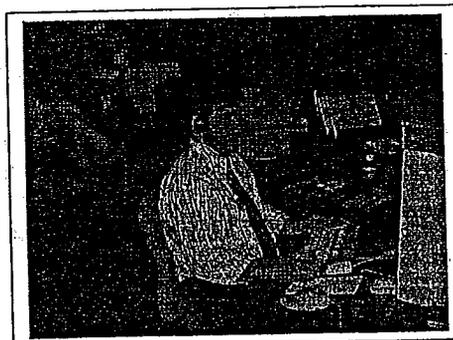


Bailiffs Connie Bentley & John Nickerson

Electronic Services Division:

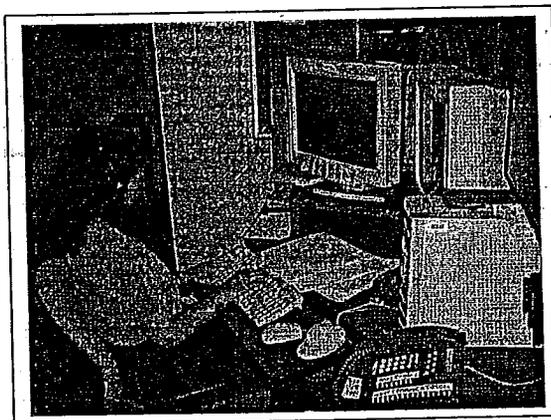
- 14 Full-time Dispatchers
- 10 On Call Dispatchers
- 1 Communication Technician
- 1 Network Administrator

Dispatcher Richard Scribner



The Electronic Services Division consists of 3 related components; the Dispatch Center, Radio Maintenance and Repair, and the Computer Network.

Dispatch Supervisor Cathleen Champion at one of the four new Computer Aided Dispatch work stations.



The Rockingham County Dispatch Center serves 23 local police departments and 13 fire departments. Additionally, the Dispatch Center is an integral part of New Hampshire's Radiological Emergency Response Plan for the Seabrook nuclear facility and provides operational control for the 99 evacuation sirens throughout the seacoast area.

In 1997, 4 new, Motorola, computer aided dispatch (CAD) consoles were funded and subsequently purchased in 1998, along with public safety related software. In June 1998, a complete renovation of the interior sections of the Communications Center began. Construction, painting and equipment installations were completed by August 1st, and by August 16th, police and fire dispatching services were fully operational from the newly renovated facility.

The CAD equipment is "state of the art" and will provide enhanced and reliable radio communications well into the future. Additionally, the public safety software programs that work in conjunction with CAD provide the police and fire departments with pertinent, up-to-date information that will benefit them in the performance of their assigned duties.

Special Deputy Division:

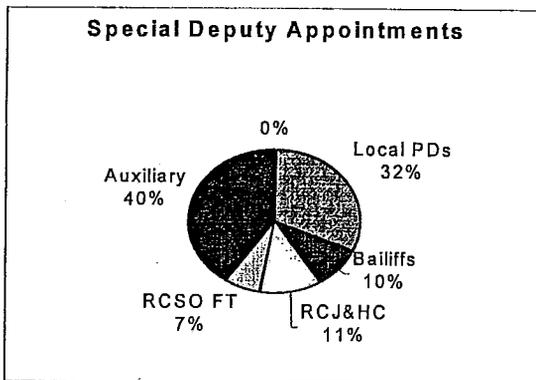
Pursuant to RSA 104:3-e, the Sheriff may appoint any number of Deputy Sheriffs within the limits of his appropriations for that purpose, or any number of Special Deputy Sheriffs that he may consider appropriate.

Sheriff Linehan has appointed 101 Special Deputy Sheriffs. This represents a 45% decrease in appointments from the former administration. Thirty-two of these appointments have been made for the convenience of other law enforcement agencies within Rockingham County. The expanded jurisdiction that a Special Deputy appointment provides, enhances the ability of these local departments to provide effective law enforcement in their communities.



Sheriff Linehan Swears In New Special Deputies

Of the remaining 69 appointments, 10 are Superior Court Bailiffs, 11 are full-time employees of the Rockingham County Jail and House of Corrections, and 7 are full-time civilian employees of the Sheriff's Department.



The remaining 41 Special Deputies serve as an auxiliary force to the full-time deputies. Of the 41, 15 are considered to be active and work occasional cruiser shifts or other assignments.

The number of Special Deputies will likely be reduced even further in 1999. The litmus test for appointment will not be political in nature, but based on the quality of

the individual and their availability and willingness to assist the Department.

Events



Throughout 1998, the Sheriff's Department regularly responded to requests for assistance from local communities throughout Rockingham County. Some of the more notable events are listed below.

March

- Raymond Fire – Six Deputies and the Mobile Command Post responded to a general alarm fire in downtown Raymond.

April

- Response '98 – The Communications Division participated with seacoast communities and the NH Office of Emergency Management in an exercise that tested communications capabilities under hurricane conditions.

May

- Pease International Tradeport – The Department assisted local authorities in the simulated, table-top response to the crash of a commercial jetliner involving over 200 casualties.

June

- Radialogical Emergency Response Plan Graded Exercise – The Federal Emergency Management Agency and the Nuclear Regulatory Commission conducted a 2 day, graded exercise, which tested the response capabilities of public safety agencies to a simulated nuclear accident at the Seabrook Power Plant. The Rockingham County Sheriff's Department was an essential participant throughout the 2 day event.
- Loudon Motorcycle Races – At the request of the Belknap County Sheriff's Department, this agency provided 12 deputies and several vehicles for the 3 day, annual event.

August

- Eight deputies and the Mobile Command Post responded to a serious train derailment in downtown Exeter.

September

- Hampton & Seabrook – Eighteen deputies and the Mobile Command Post assisted Hampton, Seabrook and the State Police at a sobriety checkpoint.

September

- Twenty-nine deputies assisted Deerfield PD at the annual, 3 day, Deerfield Fair.

The Rockingham Sheriff's Department supported other organizations and departments on numerous occasions in 1998.

- Victim's, Inc. – By sponsoring a meeting and providing ID cards to official responders.
- Torch Run – Deputies Dawson, Blonigen, Randall and Lt. Peirce ran different legs of the Law Enforcement Torch Run to benefit the New Hampshire Special Olympics.
- Lt. Szeliga served as the DARE instructor for the Fremont Elementary School.
- Deputies assisted the US Secret Service on numerous Executive Security Details, including President Clinton, Vice President Gore, and Secretary of State Madelaine Albright.
- The Mobile Command Post traveled to fire departments throughout the county in order to demonstrate to communities its capabilities.
- Deputy Dawson instructed Kensington, Sandown and Newfields police officers in the use of their expandable batons.
- The newly formed Color Guard participated in parades in Danville, Sandown and Newfields.

Business Office Staff



Michelle Maynard Sharon Johnson Brenda Rand

GRANTS

- 6-12-98 COPS MORE '98 – A grant request for \$285,000 was submitted through this program in an attempt to update the county's antiquated communications infrastructure into a reliable, digital transmission system. The grant was denied by the US Department of Justice.
- 7-9-98 COPS Universal Hiring Program – A 3 year grant request for \$75,000 was submitted through this program to partially fund the hiring of an additional deputy sheriff who would assist communities throughout the county in the investigation of crimes against children. The grant was approved by the US Department of Justice and by the Rockingham County Convention for FY '99.

LEGISLATION

House Bill 204 increased the Bailiff per diem to \$65 (effective 7-1-99) and mandated that the Sheriff's Departments be responsible for the care and custody of District Court prisoners as well as security in the District Courts. (effective 1-1-99) The bill passed both legislative houses and was signed into law in 1998 by Governor Shaheen. The NH Supreme Court later ruled that the portion of the law that related to security in the District Courts was unconstitutional.

Sheriff Dan Linehan with newly appointed Deputies



Kevin Mahoney Darin Melanson Stephen Burnett Sheriff Dan Linehan

Personnel Change Report

1998

New Employees



Full-time Sworn

07-20-98	Deputy Sheriff Kevin J. Mahoney	Airport Division
07-23-98	Deputy Sheriff Stephen A. Burnett	Warrants Division
07-27-98	Deputy Sheriff David Nemon	Airport Division
10-12-98	Deputy Sheriff Darin A. Melanson	Transportation Division

Part-time Sworn

02-09-98	Deputy Sheriff Philip A. Smith	Airport Division Sergeant
11-02-98	Deputy Sheriff Michael S. Ogonowski	Airport Division
11-16-98	Deputy Sheriff Charles E. Moore	Airport Division

Full-time Civilian

03-09-98	Michelle D. Maynard - Accountant	Business Office Division
04-08-98	Dispatcher Stephen Manni	Communications Division
08-17-98	Dispatcher Mark Carter	Communications Division
08-17-98	Dispatcher Lisa A. Jesionowski	Airport Division
09-21-98	Robert E. Jordan - Network Administrator	Communications Division
10-05-98	Dispatcher Mark A. Cook	Communications Division
11-13-98	Dispatcher Joseph J. Crotty	Airport Division
12-14-98	Dispatcher Joanne Carter	Communications Division
12-14-98	Dispatcher James F. Johnson	Communications Division
12-21-98	Dispatcher Tara L. Townsend	Communications Division

Part-time Civilian

01-12-98	Dispatcher James R. Campbell	Airport Division
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New Employees Continued..... On Call Civilian

04-08-98	Dispatcher Eric Perry	Communications Division
04-15-98	Dispatcher Neil B. Themea	Communications Division
04-20-98	Dispatcher Robert J. Aldrich, III	Communications Division
10-16-98	Dispatcher Jason Rodriguez	Communications Division
12-30-98	Dispatcher Sandra Bergman	Communications Division

Per Diem

03-03-98	Bailiff James J. Galluzzo	Superior Court Division
04-01-98	Bailiff Arthur W. Wiggin	Superior Court Division

Special Deputies

02-04-98	Special Deputy Richard E. Dunn
02-12-98	Special Deputy Robert K. Barrett
02-18-98	Special Deputy Alfred D'Urso
02-25-98	Special Deputy Christine Croto
02-25-98	Special Deputy Robert J. Eyssi
02-25-98	Special Deputy Sharon L. Johnson
02-25-99	Special Deputy Malissa A. Sadler
03-26-98	Special Deputy Brian S. Newcomer
03-30-98	Special Deputy Dale C. Jenkins, Jr.
04-08-98	Special Deputy Mark L. Wefers
05-05-98	Special Deputy Warren E. Hodgdon, Jr.
05-20-98	Special Deputy Bryon L. Drigian
07-17-98	Special Deputy John Minichiello
07-23-98	Special Deputy James T. Houghton
07-31-98	Special Deputy Arthur W. Wiggin
08-25-98	Special Deputy Peter C. Saunders
09-11-98	Special Deputy Parks Christenbury
09-11-98	Special Deputy Michelle Maynard
09-24-98	Special Deputy Christian Johnson
12-10-98	Special Deputy Jamie T. Gallant
12-16-98	Special Deputy Bruce W. Hawkins
12-16-98	Special Deputy Henry D. Wade

Resignations & Retirements

Full-time Sworn

01-04-98	Donald M. Redden-Admin Clerk	Business Office Division
02-09-98	Deputy Sheriff Edward J. Hebert	Airport Division
02-27-98	Deputy Sheriff Alfred N. D'Urso	Warrants Division Lieutenant
02-13-98	Deputy Sheriff Kevin W. Jackson	Civil Division
04-30-98	Deputy Sheriff Michael E. Alden	HQ Division Captain
05-26-98	Deputy Sheriff Franklin Daly, III	Airport Division
09-25-98	Deputy Sheriff Eric A. Crane	Airport Division
11-29-98	Deputy Sheriff Merritt D. Salmon	Civil Division

Full-time Civilian

02-09-98	Dispatcher Elizabeth M. Murray	Communications Division
04-08-98	Dispatcher Jason R. Laroche	Communications Division
06-25-98	Dispatcher Richard A. Belanger	Airport Division
07-01-98	Charles S. Eaton, III – Network Admin	Communications Division
07-23-98	Dispatch Sup. Elizabeth A. Lincoln	Communications Division
10-09-98	NCIC Technician Jason Rodriguez	Communications Division
10-11-98	Dispatcher Stephen J. Manni	Communications Division
12-20-98	Dispatcher Sandra Bergman	Communications Division
12-22-98	Dispatcher James F. Johnson	Communications Division

On Call Civilian

01-22-98	Dispatcher Aaron Fowler	Communications Division
04-03-98	Dispatcher Paul Parisi	Communications Division
07-05-98	Dispatcher Eric W. Perry	Communications Division
12-07-98	Dispatcher Patrick S. Golden	Communications Division

Per Diem

05-15-98	Bailiff Rudolph J. Valois	Superior Court Division
11-13-98	Bailiff David G. Conant	Superior Court Div

Special Deputies

12-07-98	Special Deputy Patrick S. Golden	
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Transfers & Reassignments

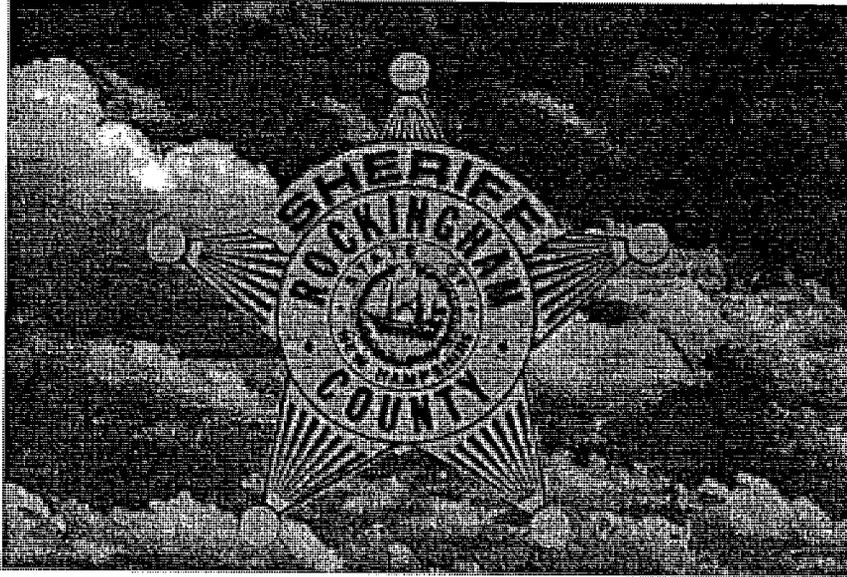
02-04-98	Deputy Jay MacKenzie	Transport Division to Civil Division
02-04-98	Deputy Matthew Caracciolo	Airport Division to Transport Division
03-01-98	Deputy Ken Ling	Transport Division to Warrants Division
09-08-98	Dispatcher Kathleen Jones	RCNH to Communications Division
10-19-98	Deputy Steven Warnock	Transport Division to Civil Division
11-16-98	Deputy Kevin Rutina	Airport Division to Transport Division
11-16-98	Deputy Ronald Randall	Transport Division to Civil Division

Promotions & Appointments

02-04-98	Deputy Sheriff I Jay MacKenzie	Deputy Sheriff II
03-16-98	Captain Joseph C. Akerley	Chief Deputy
03-16-98	Deputy Sheriff Mark W. Peirce	Lieutenant – Operations
03-16-98	Deputy Sheriff James F. Szeliga	Lieutenant – Electronic Services
03-17-98	Dispatcher Mary Jane Irish	Dispatch Supervisor
03-17-98	Dispatcher Cathleen A. Champion	Dispatch Supervisor
03-17-98	Dispatcher Charles S. Eaton, III	Network Administrator
03-17-98	Dispatcher Jason Rodriguez	NCIC Technician

Separations

09-25-98	Special Deputy Robert Hersey
12-16-98	Special Deputy John Minichiello



Awards & Recognition

For playing a decisive role in the capture of three felons, one of whom was wanted by Massachusetts authorities for armed robbery and murder.

06-12-98	Dispatcher Sandra Bergman	Commendation
06-12-98	Dispatcher Kevin Walsh	Commendation
06-12-98	Dispatcher Richard Scribner	Commendation
06-12-98	Dispatcher Richard Carrico	Recognition

For securing the release of a mother and her 4 year old daughter from a hostage situation and convincing the individual to put down his weapons and surrender to police.

11-13-98	Dispatch Supervisor Mary Jane Irish	Commendation
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To: The Honorable Board of County Commissioners
Rockingham County, New Hampshire

From: Timothy W. Dempsey

Date: June 8, 1999

Subject: Treasurer's Report for the Annual Report

I respectfully submit the annual report of the Rockingham County Treasurer's Office for the year ending December 31, 1998.

Rockingham County maintained its credit rating of AA by Moody's Investors' Service. This credit rating is on a par with the State of New Hampshire and is only bestowed on a few counties throughout New Hampshire. Due to our continued strong credit rating, we are able to borrow both tax anticipation notes and general debt at very favorable rates.

During 1998, the County issued two tax anticipation notes. The first note was issued January 26th, for the amount of \$8 million. During the bidding process, five bidders emerged with First Albany Corporation offering the lowest bid at a net interest rate of 3.68%. The interest, as well as principal on this issue were paid on December 31, 1998.

A second tax anticipation note was issued on August 12th for \$5 million. The winning bid out of the five potential purchasers was First Albany Corporation, which purchased the note at a net interest rate of 3.73%. The interest, as well as principal on this issue were paid on December 31, 1998.

During the year, the Treasurer's Office collected \$21,751,519 in taxes from the thirty-seven cities and towns of Rockingham County without incident. We currently are not involved with any legal proceedings regarding taxes.

Respectfully submitted by,

Ellen M. Lavin
Rockingham County Treasurer



ROCKINGHAM COUNTY CONSERVATION DISTRICT

118 North Road
Brentwood, NH 03833-6614
(603) 679-2790
FAX (603) 679-2860

REPORT TO THE COUNTY

January 1 through December 31, 1998

The 1998 program year has been busy for the Rockingham County Conservation District Board of Supervisors and staff. The Board of Supervisors has changed some in 1998. Long time supervisor Harold Bodwell, Jr. of Kensington decided to retire to associate supervisor status after 29 years. Jim Raynes from Rye was appointed by the NH State Conservation Committee to fill the unexpired term. Jim had served as an associate supervisor with the District since December 1996.

Meetings: Attendance at the National Association of Conservation Districts meetings in Nashville, TN and Plymouth, MA in February and August and the participation in the NH Association of Conservation Districts summer and annual meetings and quarterly directors' meetings have been informative for those able to attend. With staff changes and budget limitations, we did not start any major new programs in 1998.

Fund Raising Programs: The tree and shrub sale in the spring again topped the previous year's sales. The trout stocking program held its own with many direct deliveries to pond owners wanting the larger, nearly "pan-ready" trout. The fall bulb program also grew with our offer to ship orders to the customer. These programs and other technical training workshops and seminars kept Program Coordinator Charlie Currier busy throughout the year.

Technical Review Program: Our technical services to the towns has expanded enough that we hired a second soil scientist in order to handle the workload in a timely manner. Richard Bond joins Michael Cuomo in reviewing plans for soils and wetland issues as well as witnessing test pits for subdivision and septic design. Engineer Ed Minnick continues to review plans for erosion and sediment control and stormwater management conformance. We have retained the services of several other consultant specialists over the past year for hydrologic, wetland mitigation and restoration, pond design and wildlife habitat assessment. The technical reviews for towns has become a major portion of our program and the fees provide us with part of our operating budget.

Education Programs: The 1998 Poster Contest was offered to all fifth grade classes in the County. Booklets and teacher guides were provided to those wishing to participate. The submitted posters were displayed in the Rockingham County Nursing Home, evaluated by our panel of three judges and the grand prize winning poster was sent on to the state contest. Several visits were made to other schools to talk about soil and water conservation. The "Backyard Conservation" program has become a popular program for libraries and conservation commissions. The kit has been made available through the District which includes a video explaining how individuals can practice the same conservation measures in the backyard as farmers do growing the food for the nation.

Technical training sessions have included a soil field day, real estate appraisers training session and the planning board training series. The District was also a sponsor of the Stormwater Technology Trade Show in October attended by over 200 engineers and municipal officials.

Conservation Easements/Current Use: The annual review of nearly 700 acres held in conservation easements was done in November. The District accepted the Herbert and Harriet Gove Conservation easement with a dedication ceremony in November. Forty-two acres of land with frontage on the Exeter River have been protected in perpetuity by Sidney and Joyce Gove. Several other individuals have contacted the District in relation to holding easements on their property. The Board also adopted a policy that they would hold easements on town-owned land. Two towns have made initial inquiries. The District continues to provide as much assistance as possible to land owners who need information on open space preservation. Requests for assistance with current use applications and Soil Potential Index preparation for land owners has increased. It reflects the intensity of open space preservation.

Rockingham County Complex: The District has assisted the County with several projects over the past year. A \$13,000 grant was written and funded by NH Department of Environmental Services' Source Water Protection Program to help protect the County's drinking water supply. The gasoline pump and the diesel tank areas have been made safer in case of accidental spills. The County has also been awarded a Federal Emergency Management Agency (FEMA) Hazard Mitigation grant through the NH Office of Emergency Management which will help protect the jail from future flood events. The \$125,000 will be used in 1999 to construct a berm and install additional culverts to control and safely route flood waters. Some of the drainage ditches

installed on the farm property many years ago were cleaned out this past fall allowing stormwater to flow off the property quicker. The original designs for the ditches were on file in the District office and were used to recreate the proper flow patterns. We will continue to work on the drainage over the next year or two until all the ditch maintenance work has been completed and we have done as much as we can to provide flood relief for the Complex. We will continue to search for grants that will assist the County in protecting its water supply and other natural resources.

Grants: The District has completed several projects under the section 319 Clean Water Act grants with the NH Department of Environmental Services. The residential septage treatment facility in East Kingston will have one more visit to summarize the functioning facility. The compost facilities built in prior years are now operating. We used a portion of our Lamprey River grant to produce the erosion and sediment control training video for planning boards in conjunction with Rockingham Planning Commission and the NH Office of State Planning. After nearly four years of work, we have received a FEMA Hazard Mitigation grant to stabilize a portion of the Taylor River in Hampton so that several buildings will be protected from falling into the river due to severe bank erosion. Construction will commence in the summer of 1999.

Summary: We continue to provide landowner assistance with current use, agricultural wetlands applications, aerial photos, soils information, and general natural resource information. The resource assessment done by you in 1997 confirmed the direction for our programs. The interaction with the USDA Natural Resources Conservation Service for the federal programs takes Board and staff time. We still try to maintain a presence with several statewide committees. The District provides administrative assistance to the NH State Conservation Committee under a contract with the NH Department of Agriculture, Markets and Food. Our commitment to try to maintain our office equipment to meet today's needs is a financial challenge. We are now "on line" and will soon develop our own web page. The Board of Supervisors prepares an ambitious annual plan of work which sets the program goals. The Board meetings on the third Tuesday of each month have full agendas. As un-paid public officials, they provide the guidance and direction of the Conservation District under NH State law.

Please feel free to provide feedback to us; stop in for a visit; or attend a Board meeting. This is *your* conservation district.

Respectfully submitted,

Mary A. Currier
District Manager *for*

Supervisors

Cynthia W. Smith, Greenland - Chairman
John L. Conner, Londonderry - Vice Chairman
Joanna J. Pellerin, Exeter - Secretary
Daniel Davis, Exeter
James Raynes, Rye

Associate Supervisors

Robert Berry, Stratham
Phil Ferdinando, Derry
James Nupp, East Kingston
Danna Truslow, Rye
Harold W. Bodwell, Jr., Kensington - Treasurer
Jessie York, Kensington - Honorary Member



Rockingham County
Department Of Corrections

1998
Annual
Report

Superintendent
Gene P. Charron



GENE P. CHARRON
Superintendent

Rockingham County

DEPARTMENT OF CORRECTIONS

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

1998 Annual Report

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

I respectfully submit the Annual Report for the Rockingham County Department Of Corrections for the year 1998.

The inmate population for this past year remained stable. In fact, as you scan the graph, which is attached to this report, you will see the fluctuation of the monthly averages. The average daily population for the year was 238, which is 1% below last year. The average daily count for 1997 was 241.

Admissions for 1998 were 3,364: 2,968 Males and 396 females.

1997 was 3,113 — 2,690 Males and 340 females

Training

There were seven officers who attended the 50th and 51st Association of Counties Correctional Officers Training Academy. Currently, 95% of the Correctional Staff is certified. Six Correctional Officers attended training sessions at the New Hampshire Police Standards and Training Facility. This was a defensive Tactics Course. One of our Corporals attended a weeklong training class on Field Training Officers. Another officer attended training and was certified to train on the use of OC. Additionally, we purchased protective gear and shields to protect officers during cell extraction or combative situations.

All certified officers have been re-certified for the year. This requires 30 hours of training each year. All are CPR and First Aid certified. In-house trainers support the training program. This in and of itself saves program cost.

A special note of thanks to all of the Field Training Officers for taking on additional responsibilities in this important area. You are all to be commended. A note of recognition to outside agencies that provide us with additional training on subjects ranging from Health, constitutional law and behaviors. All again, at no cost. A special; thanks also to Lt. Blomeke who is in charge of training and Deputy Superintendent Wright who oversees the program.

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Admissions & Release
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FAX: (603) 679-1413

SPECIAL COMMUNITY PROGRAMS

I firmly believe that Corrections should play an important role in providing programs in the community. The following programs represent an array of opportunities for schools, municipalities, the inmates, and especially the victims.

Project Community Phase I

This is the fourth year with this special program called "Welcome to the Jungle". It continues to be popular with area schools and agencies. This program was presented 17 times during the year in 11 different area schools. Special thanks to the presenters of this program Sergeant Steve Church, Officer Bruce Chamberlain and Arnold Horsch. This program has touched many young lives. If only one youngster changes his/her path in life because of this program then the effort is well worth the investment of time.

Project Community Phase II

This is the third year of this successful program. Each year all cities and towns in Rockingham County are notified of this program. In January of this year, we were receiving request before the letters normally go out in April. Sixteen towns participated in 1998. There were 332 bags of roadside trash picked up, Nature Trails were cut, expanded and/or maintained. Snow Plows, sanders and wings were painted. Cemeteries were raked and cemetery fences painted. Windows washed, town offices painted, furniture moved, Sheetrock installed, and dumpsters filled in major clean up projects. All at no cost to the taxpayer. We received many letters of thanks from the towns for this program. Thanks to Lt. Blomeke who coordinates the request and especially Officers David Consentino and Roger Anderson who provide the direct supervision for the inmates and deal directly with the towns.

Inmate Hours

The Nursing Home and Maintenance Department received a total 40,571 inmate man hours. Nine towns and NHSP Troop "A" received a total of 16,227 inmate man hours. There was a total of 1,620 inmate man hours on municipality work details. Total inmate man hours 58,418 hours. 1,460.45 weeks. This does not include the inmate man hours involved within the facility and facility grounds.

Project Kid Care

This program was conducted twice this year. This program is for young children. It consists of a packet for the parents consisting of a Polaroid picture, fingerprints, an identification booklet, and safety coloring book and car seat identification stickers. 150 children participated. Thanks to Sgt. Church and Officer David Consentino.

V.L.N.E Victim Notification System

This program officially came on line in August. Before activation, we conducted training and information for Police and Sheriff Departments, County Attorney Office, shelters and Victim Advocates. This program allows a victim of a crime to register and ultimately be able to see if the perpetrator is still incarcerated or has been released. When the perpetrator has been released the victim is called and notified of it. There are currently 25 people who have registered for this important program. We received many calls thanking the Department for this program. This program will continue to grow. Deserving of recognition is my Administrative Assistant Charlene Roche who worked persistently and diligently on this project.

On Site Work

Inmate labor and talent is used throughout the year for various projects inside and outside the facility. We have replaced worn carpeting with tile, painted, washing and waxing of floors. Washing and waxing of cruisers. Outside shrubs have been planted, fences erected in the parking lot, the large field in front of the facility cleaned up and mowed. Spreading of loam and mulch. Sweeping of the parking lots. All of these projects are providing countless of hours of manpower.

Work Release Program

There were 62 inmates who participated in this program. This program allows an inmate by court order and our specific guidelines to work within the private sector. The inmates pay for board and room generating a revenue for the County. It also provides the inmate with the ability to pay restitution, support his family, pay fines and reimburse victim's etc. The success rate of this program for 1998 is 85.48%. Recognition is extended to Janet Micklos Human Services Director and Officer Ren Horne "G" Block manager for the continued success of this valuable program.

Human Services & Inmate Programs

The importance of having substantive programs for the inmate population can not be overemphasized. Correctional facilities can no longer be warehouses as they have been for many years. Programs provide the opportunity for the inmate to take advantage of what is available. Our Human Services Director Janet Micklos has had a major role in providing guidance and direction to those involved in this very important area. She oversees all programs in this area.

Our GED program had 186 inmates signed up. 24 inmates successfully obtained their GED certificates. Four inmates have results pending. We need to be reminded that many inmates are not here long enough to complete the program.

Additionally, we have AA, NA, Bible Study, Anger Management, Art Therapy, and classes on AIDS, which also provides counseling and referral.

New this year is a group of Literacy Volunteers. They provide weekly tutoring for those inmates lacking basic reading skills. A program called Positive Incarceration where members of the Human Services group meet with newly incarcerated inmates which provides them an opportunity to meet with program staff to learn what programs are available and how to access them.

I am excited to have been part of a new group on Parenting. This is sponsored by UNH. Two volunteers, Richard Garrish and Evalyn Gaskill are the presenters of this program. It involves a 10-week commitment by the inmate. The group focus is to explore appropriate parenting skills using audio and visual aids, didactic lessons and group discussion.

Of special note are the volunteers who tirelessly and unselfishly provide invaluable time and energy on these programs. We need to recognize these people for their dedication and genuine care and interest in these programs.

Spiritual Guidance

A thank you to Chaplain Walter Johnston for coordinating chapel services and providing for the spiritual needs of the inmate population. We are fortunate to have local churches involved with the facility. We thank them for their donations of puzzles and games for Christmas.

Mental Health and Substance Abuse

These two areas play an important role in our day to day operations. Mental Health and Substance abuse have become an important part and service within the correctional field. Our counselors work diligently in providing one on one sessions. Providing group sessions is another important area. The management of drug/alcohol dependant inmates is critical in addressing the inmates needs. Mental Health is becoming increasingly prevalent. We have a structured program in the area of suicide prevention. Between our medical provider and our Mental Health counselor observation and communication is of the utmost importance. We have created a "Buddy" system as well as specific levels for suicide watches. My appreciation is extended to Helen Watkins our Mental Health Counselor and Noreen Frizzle our Substance Abuse Counselor.

Medical Department

Comprehensive Correctional Health Care has completed its' first year with us. I need to extend recognition to Holly Tupy Health Services Administrator and her staff for a job well done. To acknowledge Mr. Robert Bellamy President and CEO of CCHC and his staff for their ability to react quickly to my periodic concerns. We have developed an excellent working relationship.

In Memoriam

This year we experienced the passing of two of our employees. Captain William Vahey who retired in 1994. Was a longtime County employee. He was a Deputy Sheriff and worked for the Department of Corrections for many years. He also served many years as the Town of Brentwood's Police Chief. I personally worked side by side with Bill for over twenty years. We will miss him.

We also had a loss of one of our Correctional Officers, Ronald Farrell. He was an individual who had a zest for life. He was always there when needed and did an excellent job as a training officer. He is not forgotten and will remain with us in our memories. We extend ours thoughts and memories to both families.

Retirement

We had one retirement this year, Sergeant Michael Lehane. He attained the 20 year mark. Mike was assigned to the 3-11 shift for many years. We fully expect that the golf links will see him more often.

Conclusion

I would like at this time to express my sincerest gratitude to the Rockingham County Board of Commissioners, Representative David Welch Chair of our Jail Sub-committee his committee members and members of the Delegation for their guidance and support during this past year.

My Administrative team, Deputy Superintendent Al Wright who is always there, Business Office Manager Louise Turner and Lieutenant's Blomeke and Herb Stevens.

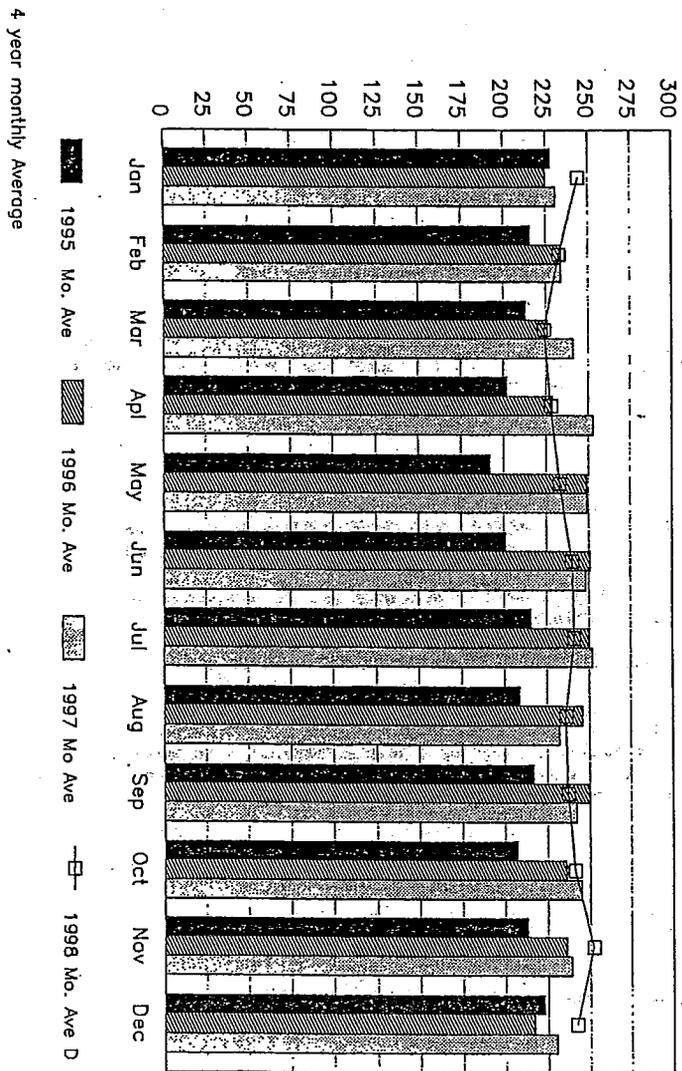
A thank you to all Department Directors, elected officials and their staff for their assistance and cooperation throughout the year.

Last but not least, my appreciation and recognition to all Department of Corrections staff. Professionals who are dedicated and committed to the ideals and goals of this department. Employees who perform on all levels of an important public service. A special acknowledgement to the husbands, wives and children who support our employees.

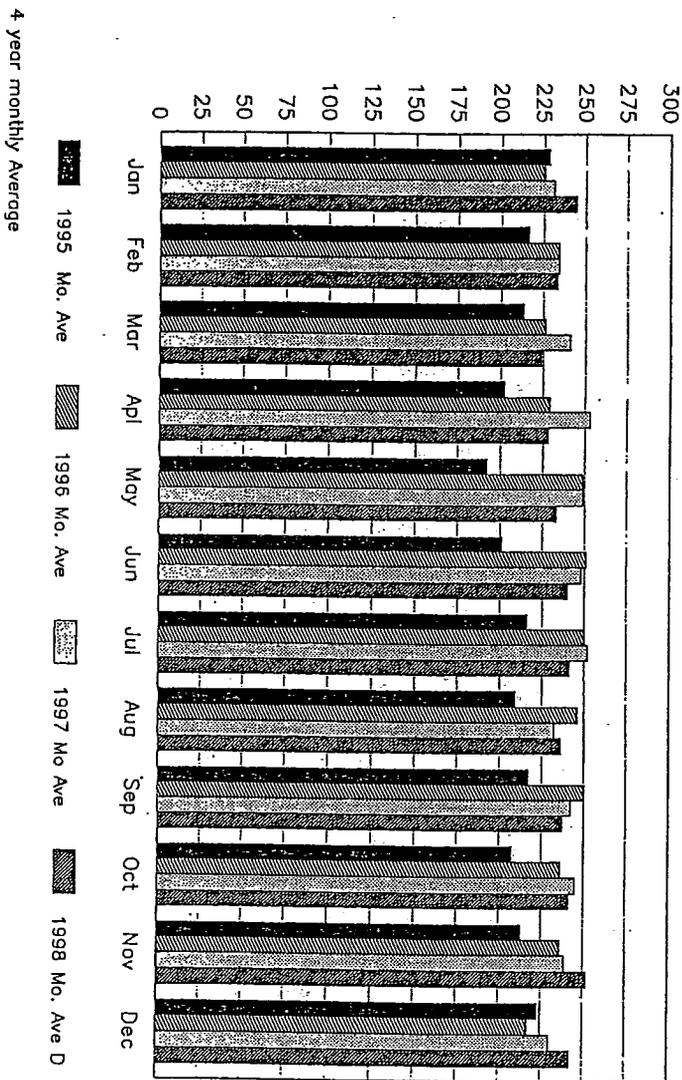
Respectfully submitted,

Superintendent Gene P. Charron

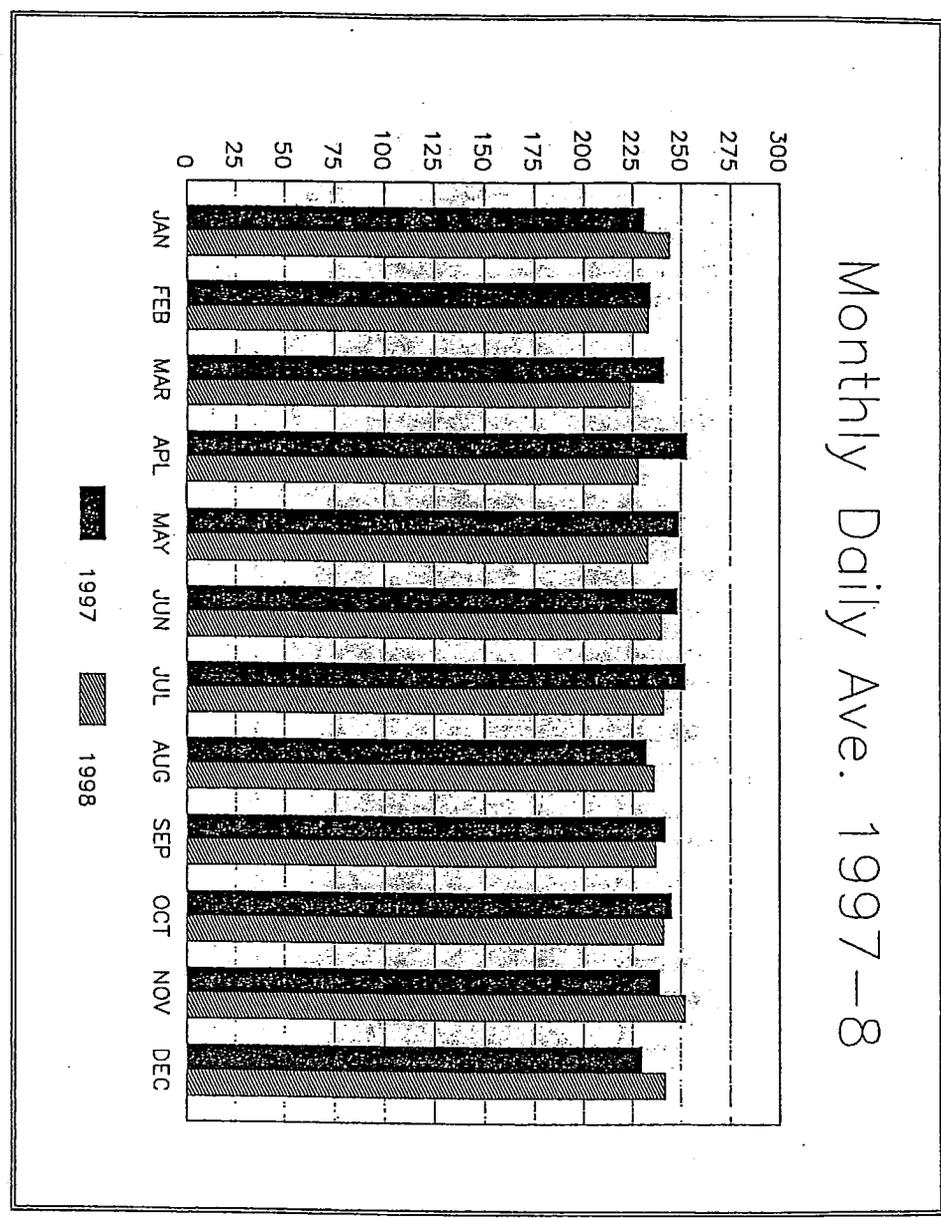
Rockingham County Dept. Of Corrections



Rockingham County Dept. Of Corrections



Monthly Daily Ave. 1997-8





GENE P. CHARRON
Superintendent

Rockingham County
DEPARTMENT OF CORRECTIONS

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

Rockingham County Department of Corrections
Annual Statistical Report as of 1/04/99

	Pre/Trial	Sentenced	Total
Inmate Count 1 Jan 1998	127	106	233
Inmate Count 1 Jan 1999	131	101	232
Committed 1 Jan-31 Dec 98	2586	778	3364

AVERAGE DAILY COUNT DURING	1986			
	1986			86
	1987	26% Increase		108
	1988	3% Increase		111
	1989	17% Increase		130
	1990	26% Increase		164
	1991	9% Decrease		149
	1992	0% Increase		149
	1993	19% Increase		178
	1994	13% Increase		202
	1995	4% Increase		211
	1996	13% Increase		238
	1997	1% Increase		241
	1998	1% Decrease		238

Between 1986 & 1998 our Average Daily Population has increased by 277%

First Offenders Booked during	1998	1680
Repeat Offenders Booked during	1998	1684
Males Booked during	1998	2968
Females Booked during	1998	396
Average Age of Inmates Booked during	1998	30 Yrs

1998 Average Daily Count was 238

alwright
Deputy Supt. Al Wright

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Rockingham County

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Director of Human Services

GENE P. CHARRON
Superintendent

1998

Distribution of Commitments by Community or Agency

Town	Number	Town	Number
Atkinson	19	North Hampton	35
Auburn	11	Northwood	47
Brentwood	35	Nottingham	24
Candia	26	Plaistow	45
Chester	3	Portsmouth	148
Danville	27	Raymond	111
Deerfield	17	Rye	17
Derry	96	Salem	205
East kingston	18	Sandown	21
Epping	77	Seabrook	45
Exeter	91	South Hampton	6
Fremont	20	Stratham	54
Greenland	17	Windham	38
Hampstead	23	Belknap Sheriff	22
Hampton	351	Hills Sheriff	9
Hampton Falls	9	Rockingham Sheriff	720
Kensington	13	Strafford Sheriff	1
Kingston	97	N. H. State Police	140
Londonderry	24	Self Turn/In's	214
Newcastle	0	N. H. State Prison	20
Newfields	4	Probation/Parole	106
Newington	39	Federal Marshal	9
Newmarket	75	Immigration	189
Newton	29		
		Total	3364

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Rockingham County

DEPARTMENT OF CORRECTIONS

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

GENE P. CHARRON
Superintendent

Summary of Charges During 1998

Acts Prohibited	21	Murder (Attempted)	2
Aggravated Fel. Sex Assault	32	Murder 1st Degree	1
Assault First Degree	9	Murder 2nd Degree	1
Assault Second Degree	36	Murder Consp. to Commit	0
Assault Simple	319	Negligent Homicide	7
Assault on a Police Officer	8	Non Payment of Fines	29
Arson	4	Non Support	22
Att. Theft of a Motor Vehicle	2	Op. After Revo/Susp.	218
Bail Jumping	8	Op. With/Out License	20
Bail Revoked	4	Open Container	34
Bigamy	0	Overnight Hold	160
Burglary	63	Perjury	0
Career Criminal	0	Poss. Burglary Tools	2
Conduct After An Accident	22	Poss. Controlled Drugs	151
Conspiracy	0	Poss. C/D W/Intent Sell	30
Contempt of Court	135	Pornography	0
Criminal Liability	7	Poss. Hypodermic	30
Criminal Mischief	73	Poss. Prop. Veh. W/O S/N	0
Criminal Restraint	3	Prostitution	2
Criminal Threat	79	Prohibitive Sales	15
Criminal Trespass	58	Prowling	7
Cruelty to Animals	2	Protective Custody	356
Cruelty to Corpse	0	Rec. Stolen Property	141
Default	61	Reckless Conduct	28
Destruction of Evidence	0	Reckless Operation	15
Disobey Police Officer	62	Resist Arrest	128
Disorderly Conduct	71	Riot	1
Domestic Violence	40	Robbery	44
DWI Sentenced	142	Sale of Control Drugs	42
DWI Pre/Trial	193	Shoplifting	111
Endanger Welfare of Child	29	Stalking	15
Escape	12	Theft	86
Extortion	2	Theft by Deception	36
Fail to Register Sex Offender	0	Theft Unauth Taking	53
False Report to Police	65	Transp. Cont. Drugs	16
False Scripts	9	Unauth/Use M/V	9
Federal & Immigration Charges	197	Unlawful Poss. Alcohol	21
Felon in Poss. of Firearm	13	Viol. Protective Order	62
Felon. Sex Assault	28	Unlawful Use Weapon	0
Forgery	37	Warrants	392
Fugitive from Justice	66	Welfare Fraud	2
Fraud Use of Credit Card	18	Wire Tapping	0
Habitual Offender	55	Witness Tampering	2
Harassment	29	Viol. Probation/Parole	333
Hindering Apprehension	10	State Prison Transfers	20
Indecent Exposure	6	Fish & Game Violations	0
Issuing Bad Checks	14	Lewdness	2
Interfere with Custody	8	M/Vehicle Violations	36
Kidnapping	1	=====	
Fail to lic/vac Dog	1	Total Charges Booked	4642 130

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Rockingham County
DEPARTMENT OF CORRECTIONS

GENE P. CHARRON
Superintendent

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

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

During 1998, 7 Correctional Officers attended and graduated from the New Hampshire Association of Counties Corrections Academy. The Correctional Officers attending were:

Jaime Brito
Allan Hughes
Michael Marriott
Randy McNally
Robert Remick
Paul Roberts
Terry Smith

Ninety-five percent of our present staff is now certified.

Six new Correctional Officers joined our staff in 1998. One of these, Jaime Brito, attended the 51st Academy. The others are slated to attend the New Hampshire Association of Counties Corrections Academy in 1999. These new Correctional Officers are:

Jaime Brito
Victor Kerekgyarto
Melford Okereke
Eric Whipple
Jeffrey Viera
Roderick Hersey

The new Correctional Officers continue to receive initial classroom training, as well as, the guidance provided by Field Training Officers. The staff members that participate in the Field Training program are:

Sgt. Stephen Church
Cpl. Robert O'Connor
Cpl. Shawn Fogarty
C/O David Proulx

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C/O David Estes
C/O Henry Raymond
C/O Richard Parry
C/O Mark Pease

Six Correctional Officers were able to attend an intense and valuable training session at the New Hampshire Police Standards and Training Facility. This was a course in Defensive Tactics. Those attending were:

John Tibbetts
Dennis Jones
David Estes
Kevin McGee
Derrick Washington
Todd Daigle

Two other staff members attended training sessions at the New Hampshire Police Standards and Training Facility. Cpl. Robert O'Connor attended a weeklong session on Field Training Officers. Correctional Officer Kenneth McCarron attended OC Instructor class.

All Certified Officers attended a minimum of thirty (30) hours of in-service training. This was accomplished with a variety of subjects and instructors. All staff members received training in CPR & First Aid. We were able to utilize both staff members and guest instructors to achieve our goal. We were able to schedule most of these training hours in order to lessen the impact on overtime.


Lt John Blomeke
Staff Training



GENE P. CHARRON
Superintendent

Rockingham County
DEPARTMENT OF CORRECTIONS

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Deputy Superintendent
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Director of Human Services

Project community phase-I 1998 re-cap

1998 was again a very active year for Project Community Phase-I. The program continued with the same theme as in previous years of visiting area schools and speaking with youths about the Department of Corrections and how they are responsible for their actions and how to make the right decisions to keep from experiencing the negative effects of the law. The participants in the program remained the same as in 1997, Sgt. Stephen Church, Officer Arnold Horsch, and officer Bruce Chamberlain. The 1998 schedule was as follows.

January 09, 1998—— 3 presentations at Raymond Middle School.

February 18, 1998—— 3 presentations at Moore School, Candia N.H.

March 05, 1998 —— 2 presentations at Portsmouth Alternative School at Pease International Trade Port, Portsmouth N.H.

March 26, 1998—— 1 presentation at Pinkerton Academy, Derry N.H.

April 06, 1998—— 1 presentation at Sanborne Middle School, Newton Junction N.H.

June 24, 1998—— 1 presentation at the Youth Development Center, Manchester N.H.

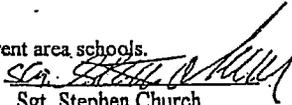
September 25, 1998— 1 presentation at Sanborne Middle School, Newton Junction N.H.

November 18, 1998 —— 1 presentation at Sanborne Middle School, Newton Junction N.H.

December 01, 1998—— 1 presentation at Epping High School, Epping N.H.

December 04, 1998—— 2 presentations at Dover High School, Dover N.H.

This represents 17 different presentations at 11 different area schools.


Sgt. Stephen Church

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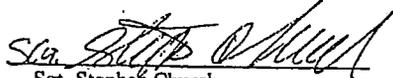
Project "Kid Care" -1998 .

The Department of Corrections was able to conduct 2 separate "Kid Care" presentations this past year. This program provides vital information to parents in the event of a missing child. We were also able to expand the package given to area families. This package now consists of an identification booklet and Polaroid picture of the child, fingerprints of the child, a safety coloring book, and car seat identification stickers. This presentation has been very well received and is a great service to the community.

Presentation # 1 was at the Rockingham county 4th of July celebration at the Rockingham County Nursing Home.

Presentation # 2 was held at the "Nature and Nurture" children's center in Newfields N.H.

In total we created identification packages for approximately 150 area children.


Sgt. Stephen Church

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

99 North Rd.
Brentwood, NH 03833

134
Admissions & Release
Phone: (603) 679-1342
FAX: (603) 679-1613



GENE P. CHARRON
Superintendent

Rockingham County
DEPARTMENT OF CORRECTIONS

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

December 18, 1998

Grounds beautification and building maintenance project
year ending 1998

The following is a list of accomplishments over the past year. These work details were conducted as extra details and were not included in the regularly scheduled inmate work week. Officer supervision of these details was also conducted during regularly scheduled work hours. Officer Gutierrez deserves recognition for conducting many of these details during his regularly scheduled work day. The list is as follows.

January 1998-- Cleaned and re-painted interior doors on the first floor

March 1998--removed old tile and re-tiled floor in hallway on first floor between door #109 and door # 107.

Painted chapel ceiling and all pipes and duct work in chapel.

removed old tile and re-tiled floor in short hallway to visits from hallway #109.

Painted chapel walls and doors and all trim.

Painted Lieutenant's office on basement level.

Painted dentist's office.

Began spring grounds work and cleanup, sweep parking lot, rake lawns.

June 1998-- Landscaped and installed shrubbery and fence in Sheriff's parking lot on upper parking level.

Mowed and raked field in front of facility.

removed old rug and re-tiled floor in the briefing room.

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July 1998— Painted all walls and doors in E- block.

September 1998— Painted accounts office.

These details represent countless man-hours of inmate labor. This list is not all inclusive in that many smaller details were constantly being conducted such as continual mowing and trimming of the grounds, vehicle washing and waxing, flower planting and shrubbery trimming ect.. This is the third year of this project and its results have been very positive and can be seen around the facility.

Sgt. Stephen Church
Sgt. Stephen Church

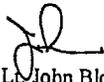
CHESTER	Cleared Brush and Cleaned a Brook Along a Nature Trail
HAMPTON FALLS	Cut and Removed Brush on a Roadway Leading to the Marsh. Installed an Erosion Barrier
RAYMOND	Painted SnowPlows, Wings and Sanding Units. Roadside Trash Pick Up (12 Bags)
EAST KINGSTON	Wash Windows at Town Hall, Library, and Town Office Building, Roadside Trash Pick Up (20 Bags)
EXETER	Painting Benches, Tables and Fence along Swasey Parkway
DEERFIELD	Clear Brush and Rake Leaves at Veasey Park, Spread Gravel and Crushed Stone, Painting a Storage Shed at the Highway Dept., Cleanup At the Transfer Station.
FREMONT	Moved Furniture into new Fire and Police Station. Filled two 30 Yard Dumpsters with Debris from Old Firehouse and an abandoned house. Raked Lawn at Safety Complex.
RYE	Roadside Trash Pick Up (35 Bags)
STRATHAM	Hauled Brush at Stratham Hill Park
LONDONDERRY	Roadside Trash Pick Up (93 Bags)
GREENLAND	Painting Fence Surrounding Town Cemetery
CANDIA	Painting 10 Snow Plows, Paint Highway Dept. Building, Moved Furniture and Equipment at Town Hall, Clean up of an Abandoned Property.
EPPING	Roadside Trash Pick Up (40 Bags)

SANDOWN

Roadside Trash Pick Up (80 Bags)

HAMPTON FALLS

Cut Brush and Spread Loam at New Cemetery.



Lt. John Blomeke



Rockingham County
DEPARTMENT OF CORRECTIONS

GENE P. CHARRON
Superintendent

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

TO: Sup. Charron
FROM: Lt. Blomeke
RE: Inmate Labor-1998

The inmate work force provided to the various departments in and around the County Complex are listed below. Several of the departments utilize the inmate work force on both first and second shifts. I have computed the hours of work per day, per inmate, at 5.5 hours.

DETAIL	DAYS WORKED	HOURS
A.M. LAUNDRY	1612	8866
P.M. LAUNDRY	696	3828
A.M. POTS & PANS	673	3701.5
P.M. POTS & PANS	733	4031.5
A.M. DISHROOM	345	1897.5
P.M. DISHROOM	382	2101
DIETARY	345	1897.5
11-7 POTS & PANS	277	1523.5
MAINT. INV.	523	2876.5
GROUNDS CREW	1007	5338.5
MISC.	452	2486
TOTAL		40,571.5

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FAX: (603) 679-1613

In addition to the work details around the County Complex, several of the Municipalities and the State Police Barricks-Troop A, utilize the inmate work force. These inmates work in and around the various Police & Fire Departments and Town Office Buildings. Many of these details last approximately nine hours per day. Below are the Municipalities that utilize this work force.

EPPING	332	2988
PLAISTOW	176	1584
KINGSTON	453	4086
EXETER	54	486
RAYMOND	245	2205
SANDOWN	34	306
FREMONT	276	2484
NOTTINGHAM	16	171
TROOP A	213	1917
TOTAL		16,227
TOTAL INMATE WORK HOURS*		58,418.5**

* County Complex, Municipalities & Project Community
 **An increase of 7,265.5 hours over 1997.


 Lt. Blomeke



Rockingham County
DEPARTMENT OF CORRECTIONS

GENE P. CHARRON
Superintendent

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

END OF YEAR REPORT - WORK RELEASE

1 January - 31 December, 1998

Inmates participating in court ordered WORK RELEASE	62
Inmates remaining on program until release	53
Inmates removed from program for non-compliance	9
SUCCESS RATE - 1998	85.48%

Janet Micklos
Janet Micklos
Director of Human Services

Administration
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FAX: (603) 679-1727

99 North Rd.
Brentwood, NH 03833

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FAX: (603) 679-1413



GENE P. CHARRON
Superintendent

Rockingham County
DEPARTMENT OF CORRECTIONS

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

END OF YEAR REPORT - HUMAN SERVICES

1 January - 31 December, 1998

EDUCATION:

- 186 Inmates attend ABE/GED classes
- 24 Inmates earned GED Certificates
- 4 Inmates have results pending

PROGRAMS:

LITERACY VOLUNTEERS are now available for students identified as lacking basic reading skills. Three volunteers have been providing weekly tutoring sessions on site.

POSITIVE INCARCERATION was initiated by Human Services staff to give newly incarcerated inmates an opportunity to meet the program staff and learn about available programs and how to access them.

PARENTING GROUP has been sponsored by the UNH Cooperative Extension. Two volunteers have presented their first ten (10) week course. The group focus is to explore appropriate parenting using audio/visual aids, didactic lessons and group discussion. A source for free books have been made available to both inmates and family members.


Janet Micklos
Director of Human Services

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**Engineering & Maintenance Services
Annual Report 1998**

To the Board of Rockingham County Commissioners:

I respectfully submit the annual report for the year ending December 31, 1998.

I am pleased and proud to report that 1998 was a year that, while bringing us many challenges, showed a very high level of productivity from our crew. Much of this can be attributed to the value of cross training and development of a team approach. Bob Gilbert, our Foreman, through his dedication and hard work, has been instrumental in our achievements.

A primary focus of our operations is on preventive maintenance. Our objective of keeping all equipment running at peak efficiency saves the County on a daily basis and ensures the maximum life expectancy of all equipment. It also helps to ensure that the people we serve, both employees and residents, are able to enjoy the highest level of comfort and quality of life that we can contribute.

Some of the larger projects in which we were involved in 1998 include the following:

1. Renovations to and installation of a new booster heater in the RCNH Dietary Pots & Pans room
2. Installation of over bed lighting in the Fernald building
3. Phase I demolition and reconstruction of RCNH Fernald residents' tub and shower rooms
4. Completion of RCNH Underhill bathrooms and tub room reconstruction
5. Installation of new Arjo tub Blaisdell building
6. Upgrade replacement of residents room toilets Fernald I in coordination with flooring asbestos abatement and replacement
7. Piping of the boiler blow down from the main boiler plant to the Wastewater Treatment facility
8. Installation of a security system in the Old Administration Building
9. Installation of new 200 Amp electric services in the Carlisle and Old Administration Buildings
10. Upgrade to Code of the electrical service in the Carlisle building
11. Installation of a new feedwater tank at the Jail
12. Re-keying of the 1AA locks in the jail and the 17AA locks in the Sheriff's department
13. Wiring for a UPS system in the Sheriff's Department
14. Demolition and removal of the old jail and the ground's shed
15. Installation of petrochemical containment measures and upgrades for the gasoline and diesel pumps

16. Phase I Renovations of the former children's day care buildings for ADA – replacement of bathroom fixtures, widening doorways, construction of ramps, upgrade piping, painting

17. As has been the case for the past few years, we have expended a great deal of effort in the area of compliance: above and below ground oil storage tanks, petrochemical storage, hazardous materials and waste, proper management of each area. Our vigilance results in a safe and efficient management of our resources and ensures that we are not only staying in compliance but that we are leaving a sound legacy.

The professionalism of our employees, and their dedication to the service of all County personnel and facilities is a great source of pride and the measure by which we gauge our success.

I would like to thank the Board of Rockingham County Commissioners and all Officials and Department Heads for their continued feedback and support, making 1998 the success that it was.

Respectfully Submitted,

Jude Gates, Assistant Director
Engineering & Maintenance Services

**Rockingham County
Human Resources Department**

1998 Annual Report

To: The Honorable Board of County Commissioners

Herein is the annual report of the Rockingham County Human Resources Department for the year ending December 31, 1998.

1998 marked the first full year that the Human Resources Department worked with a full staff since its inception in 1996 when the department was founded. The Department offers many services to the Officials, Division Directors and employees of Rockingham County. Training programs, including two Supervisors Academy's that included State and Federal Law updates were held in 1998 as well as informational training programs for employees are conducted on a regular basis. In addition to the above the Human Resources Department serves as facilitator to the Emergency Leave Bank, Employee Advisory Committee, Joint Loss Management Program Committee and County Management Team.

All employee personnel files for each County department are maintained in the Human Resources Department. In addition to this the Department provides entrance and exit interviews to all County employees. This involves introducing them to the current benefits the County provides as well as the Personnel Policies and Procedures of the County.

In 1997, the HR Department worked with the County Management Team and Board of Commissioners to develop a new Personnel Policies and Procedures Manual and Handbook. The Handbook was distributed to all applicable County employees in January of 1998. This is a condensed version of benefits and policies for each employee and allows them to easily access information about the County or their working conditions.

1998 marked the second year of Merit Pay being distributed to the top performing 30% of each department. This was in the form of a bonus distributed at year's end.

Healthsource Inc. has been the County's Health Insurance carrier for the past year effective January 1st, 1998. This has reduced health care costs to the vast majority of employees as well as the County.

In 1998, the Human Resources Department assisted many departments with increased advertising and job fair attendance aid with recruitment. Low unemployment rates have spurred the County to step up recruiting and review innovative programs that might encourage employment at Rockingham County.

We welcome any suggestions or comments that will bolster the services we provide County employees and officials.

Respectfully submitted.



Martha S. Roy,
Human Resources Director

ROCKINGHAM COUNTY
DEPARTMENT OF HUMAN SERVICES

Tel. (603) 679-2256

111 North Road
Brentwood, New Hampshire 03833



Diane Gill, Director Ext. 9393
Dawn Barnes Ext. 9394
Sandra Powers Ext. 9392
Jeannette Hauschel Ext. 9391

ROCKINGHAM COUNTY DEPARTMENT OF HUMAN SERVICES

1998 ANNUAL REPORT

I respectfully submit to the Board of Rockingham County Commissioners the Annual Report of the Department of Human Services for the year ending December 31, 1998.

The Department of Human Services was responsible for an appropriated budget of \$12,545,000 for the funding of services to residents of nursing homes, juveniles and their families, the disabled, and the elderly.

The Department of Human Services is responsible for approving for payment the court-ordered expenses of juveniles, including children in need of services, delinquents, and children who may be found to have been abused or neglected. Rockingham County funds twenty-five percent of these costs, and the State of New Hampshire, Division of Children, Youth and Families, seventy-five percent. Rockingham County paid expenses for 400 children on a monthly basis. Average monthly costs totaled \$122,000 for out of home placement and in-home services. Reimbursement for juvenile's expenses was collected from parents in the amount of \$104,000.

This department is also responsible for the payment of expenses for Old Age Assistance. This program provides cash grants to income-eligible elderly persons. The county pays a fifty percent share of the total cost. Rockingham County paid for 240 clients per month at a total average cost of \$14,200.

The Aid to the Permanently and Totally Disabled is a program which provides cash grants to income-eligible persons who have severe physical or mental disabilities. The county share is fifty percent of the costs. This program served approximately 835 persons, at a total average monthly cost of \$81,200.

The Intermediate Nursing Care line item of the budget represents the most costly portion of this department's budget. The program pays for medical services to residents of private nursing homes, as well as the Rockingham County Nursing Home, with costs split - fifty percent federal share, 30.55 percent county share and 19.45 percent state share. There was an average caseload of 890 residents, at an average monthly cost of \$754,000.

Rockingham County granted \$485,00 to community prevention programs. It is the purpose of these programs to provide services, which will prevent children and families from becoming involved in the juvenile justice system, or to provide judges with alternatives to costly placements or services once a juvenile petition has been filed.

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

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

Respectfully submitted;

Diane D. Gill

MIS/TELECOMMUNICATIONS DEPARTMENT ANNUAL REPORT 1998

I respectfully submit the annual report of the MIS/Telecommunications Department for the year ending December 31, 1998 to the Board of Rockingham County Commissioners.

The past year has been exciting for the MIS/Telecommunications Department. In April, the cutover to the new Lucent Technologies G3Si Telephone System was completed at the North Road campus. This new system makes use of Flexpath technology to allow direct access to many departments.

The Y2K Committee was created in 1998. This committee, comprised of representatives from each department and chaired by the MIS/Telecommunications Manager, is overseeing the implementation of the Year 2000 Plan. Their work in 1998 focused primarily on awareness and assessment at the departmental level. This included testing the computers in each department for compliance as well as requesting certifications for each of the specialized software applications the County is currently running. Several of the software programs failed Y2K Compliance testing due to their operating system and are being replaced in early 1999 with compliant programs. Non-compliant computers will also be replaced in 1999. In an effort to ensure that the towns and cities within Rockingham County were aware of the far-reaching effects of Y2K, the MIS/Telecommunications Department, in conjunction with the Board of Commissioners, hosted a Y2K Seminar in August. The program was well-attended and helped establish a good working environment.

Throughout 1998 there were many technological changes and improvements throughout the County resulting in a better prepared workforce producing a quality product for the taxpayers.

This report would be incomplete without an expression of thanks to each of the Officials, Division Directors, and Department Heads who have been both collaborative and cooperative throughout this past year allowing us to achieve many of our mutual goals. And finally, I would like to express my gratitude to the Rockingham County Delegation and Board of Rockingham County Commissioners for their assistance, guidance and support in this past year.

Sincerely,


Jennifer J. Nelson
MIS/Telecommunications Manager

Rockingham County

UNH Cooperative Extension is the outreach arm of the University of New Hampshire. It offers research-based education to people of all ages, in cooperation with county, state, federal, and private partners. UNH Cooperative Extension helps foster the full development of youth, adults, families, and communities; improves our economy; and provides effective natural resources management. The Rockingham County staff had a busy and productive year providing practical education which helps people of all ages throughout Rockingham County. In every city and town this program is at work, teaching residents about the critical issues of today, and encouraging them to improve the quality of life around them. Some of the major impacts that Cooperative Extension has had on the citizens and environment of Rockingham County during the past year include;

Open Farm Day - was coordinated by Cooperative Extension to promote a better understanding of agriculture and to strengthen the relationship between growers and consumers. Open Farm Day was attended by 6,000-7,000 people visiting 14 farms. Some farms had an increase in sales of between 10 and 50% which equaled \$2,000-3,000 for the day.

Forest Stewardship - each year Cooperative Extension meets with more than 100 landowners throughout the county and makes from 40 to 70 referrals to private foresters resulting in improved forest management, wildlife habitat, and passive recreation opportunities on more than 2,000 acres.

Family Focus - parenting workshops conducted by Family Focus professional volunteers and Extension Educators were attended by 130 parents in 1998. A majority reported they had changed their behavior so they are more patient with their children, their expectations are more age-appropriate, they are using more positive discipline strategies, and are using better listening and communication skills.

4-H Adult Volunteers - 636 shared skills, talents, and time bringing out the best in youth by teaching or coordinating hands-on projects and enhancing the development of life skills.

New Fish Products - UNH Cooperative Extension was instrumental starting a new fishery for hagfish whose skins are used to make eelskin leather products. This new fishery is worth \$3 million in New England, New Hampshire fishermen landed over \$150,000 worth of hagfish last year and more fishermen have entered the fishery this year.

Medicare Beneficiaries - 600 people in Rockingham County were assisted with their problems and questions on Medicare and Medicare Managed Care resulting in a savings to them of \$131,000.

Expanded Food and Nutrition Education Program - 400 school students were enrolled in nutrition education programs. Schools recruited have at least 40% participation in the Free and Reduced School Lunch Program, thus targeting the neediest children in Rockingham County.

Farmers' Markets - After conducting a vendor's critique at one of the Seacoast Farmers' Markets, 50% of the agricultural producers and specialty food products vendors plan on changing their marketing strategy based on the information received through the individual critique.

Land Conservation and Estate Planning - this year Cooperative Extension hosted four workshops and provided one-on-one assistance to families on estate planning and land conservation options resulting in more than 1,000 acres of permanently protected open space and saving families more than \$600,000 in estate taxes.

Food Safety - programs had 142 specialty food producers, food handlers, and home food preparers participating in 1998 learning about safe food handling practices.

4-H Youth Programs - have over 800 youth developing Head, Heart, Hands, and Health to Better Living in 4-H Clubs throughout the county.

Improving Clam Habitat - Working with a Seabrook commercial fisherman, Cooperative Extension developed an environmentally acceptable method to remove unwanted mussels that covered once productive clam flats. This process was used to reclaim two acres of clam flats during the past year.

Money Management Classes - 96% of participants report a significant increase in their control of their finances after completing the program. 87% decreased their use of credit cards. The average credit balance dropped 60% in a follow-up evaluation.

Planning Ahead...Staying Ahead - 22 food stamp household families graduated from the program. Participants demonstrated improvement in the areas of food selection behaviors and family budgeting skills.

Soil Testing - was used by 400 commercial growers and home gardeners. Following UNH Cooperative Extension's recommendations, they applied the proper amount of lime and fertilizer, saving unnecessary fertilizer applications, and potential nonpoint source pollution, yet allowing for an abundant harvest.

Community Tree Stewards - 18 county-trained volunteers have completed planting, pruning, and shade tree maintenance workshops, community shade tree plans and installation, street tree inventories, and recreation trails in 15 Rockingham County communities.

Child Development Newsletters - 870 parents received the age-paced newsletter series, *Cradle Crier* and *Toddler Tales* in 1998. Most of those completing evaluations stated the newsletters increased their understanding of child development and offered useful ideas for fostering the development of their infants and toddlers.

4-H School Enrichment Programs - had 6,140 youth involved in topics that included international understanding, handicapped awareness, embryology, money management, Safe At Home, teamwork and conflict resolution.

Open Ocean Aquaculture Demonstration Project - Cooperative Extension is part of a multidisciplinary team comprised of UNH engineers, biologists, oceanographers, and commercial fishermen that will be growing flounders and mussels 10 miles offshore this

summer. The project goal is to develop alternative employment for commercial fishermen. NH fishermen could be harvesting \$2 million worth of mussels a year in five years.

Project Safeguard - a program designed to increase communication between parents and teens had 250 students, parents and school staff participate. Each participant successfully identified a specific change they planned to make as a result of the program.

Master Gardeners - 49 Master Gardener volunteers, representing 24 Rockingham County communities, have been trained since 1993. In 1998, they returned 400 hours of volunteer service to the citizens of Rockingham County.

Rockingham County Botanical Garden - Ground has broken on the development of the first public botanical garden in the State of New Hampshire. Located in Brentwood at the Rockingham County Complex, the 10-acre Rockingham County Botanical Garden is being created to foster environmental awareness through education, demonstration, conservation, and research.

The Rockingham County Educators and staff want to thank the Board of Commissioners for their continued support. The County, State, Federal, and private partnership that has been in existence for 85 years is one that continues to serve the needs of the citizens of the State and County.

4-H Youth Development

Lynn Garland & Robyn Wojtusik, Extension Educators
Ann Atwater & Jeanne Hussey, Administrative Assistants

Forest Resources

Phil Auger, Extension Educator
Kay Matthews, Administrative Assistant

Family Development

Ciudadla Boozer-Blasco & Karen Blass, Extension Educators
Mary Russell-Carey, Administrative Assistant

Agricultural Resources

Nancy Adams & Nada Haddad, Extension Educators
Gail Ramsey, Administrative Assistant

Sea Grant & Marine Resources

Rollie Barnaby, Extension Educator
Kay Matthews, Administrative Assistant

Expanded Food Nutrition Education Program

Teri Schoppmeyer, Program Associate
Jeanne Hussey, Administrative Assistant

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

MANAGEMENT LETTER

FOR THE YEAR ENDED DECEMBER 31, 1998



MASON+RICH

PROFESSIONAL
ASSOCIATION
CERTIFIED
PUBLIC
ACCOUNTANTS

March 5, 1999

Board of County Commissioners
County of Rockingham, New Hampshire

In planning and performing our audit of the financial statements of the County of Rockingham, New Hampshire for the year ended December 31, 1998, we considered the County's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters and also the status of the recommendations from the prior year's audit. This letter does not affect our report dated March 5, 1999 on the financial statements of the County of Rockingham, New Hampshire.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various County personnel and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters or to assist you in implementing the recommendations.

Respectfully submitted,

Mason + Rich, P.A.

MASON + RICH PROFESSIONAL ASSOCIATION
Certified Public Accountants

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BICENTENNIAL
SQUARE

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MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
PRIVATE COMPANIES
PRACTICE SECTION

STATUS OF PRIOR YEARS' FINDINGS AND RECOMMENDATIONS

FUND ACCOUNTING FOR NURSING HOME

Observation/Recommendation - The Nursing Home's financial accounting system did not interface with the County's General and Capital Projects financial accounting system. Consequently, transactions reported in the General and Capital Projects Funds, which affect the Nursing Home were not recorded until year-end as an "audit adjustment." In addition, the Nursing Home accounting system was fragmented as balance sheet reporting was not maintained. It was recommended that the Nursing Home's financial accounting operations be centralized in the fiscal office with ancillary and supporting accounting, as needed, located at various department levels.

It was further recommended that the Nursing Home accounting be fully integrated within the centralized accounting system. Also, it was recommended that the Nursing Home be reported on the full accrual basis of accounting with complete balance sheet reporting. This would enable complete year-end reporting and minimize the need for year-end adjustments. Revenues and expenditures (expenses) would be recognized in the proper fund through interfund transfers as they occur, as required by generally accepted governmental accounting principles.

It was also stressed that the implementation of this accounting recommendation would have no managerial effect on the Nursing Home's operations. The function of the Fiscal Office is to provide accounting services to all departments, including the Nursing Home.

Status - We were pleased to note during our audit that the complete integration of the Nursing Home reporting function into the fund accounting software in the Fiscal Office is working well. The Fiscal Office staff is to be commended for their work in the ongoing daily and monthly reconciliation work to ensure that the accounting system is providing accurate and timely reports for County management.

NURSING HOME FIXED ASSET ACCOUNTING

Observation/Recommendation - The Nursing Home maintained its own detailed fixed asset accounting system (a depreciation schedule). It was noted that the fixed asset additions, deletions and retirements were not recorded until after year-end. Also, current expense account reporting classifications did not conform to Medicaid or Medicare report classifications. It was recommended that the Nursing Home personnel update the depreciation schedule on at least a quarterly basis to minimize the time requirements at year-end. Furthermore, it was also recommended that the Nursing Home consider modifying its current account classification to facilitate year-end reporting for the Medicaid and Medicare cost reports.

Status - We noted that this was still an issue at year end in that the depreciation schedule was not updated and reconciled timely at year end. However, we did find that the final schedule was accurate and correct.

We would suggest that the recommendation to possibly modify the Nursing Home expense account classifications be further reviewed with Robin Grill who currently prepares the County's Medicaid and Medicare Cost Reports to determine if this recommendation is still applicable.

RECONCILIATION OF INMATE FUNDS

Observation/Recommendation - It was noted during the audit that the prison inmate fund maintained at the Corrections department were not properly reconciled to the year-end subsidiary records. It was represented to the auditors that this problem was due to a change in personnel and new software. It was recommended that the departments provide monthly reports to the Fiscal Office for review and analysis. The Fiscal Office would review such documents for propriety, completeness and reasonableness and communicate its concerns or questions directly to the Corrections Department.

Status - We noted that this was not a problem at year end. However, we did note that the recommendation had been taken a step further to include reporting the funds on the County's centralized accounting system. This would appear to duplicate the record keeping functions and reduce overall efficiency. We would suggest that the County revisit the need to have the funds accounting for twice. We would recommend that the Fiscal Office review the reconciliations monthly or quarterly, as initially recommended as an internal audit function.

CAPITAL PROJECTS FUND

Observation/Recommendation - In 1994, the County obtained a \$6.6 million bond to renovate the Nursing Home. This project was accounted for in a separate fund on the accounting software. It was recommended that the fund be closed since the project is complete.

Status - The County plans on having capital projects in the future and would like to keep this fund open to account for them.

CURRENT YEAR'S FINDINGS AND RECOMMENDATIONS

OPERATING TRANSFERS VERSUS CONTRIBUTED CAPITAL - NURSING HOME

Observation - We noted that the County was recording an entry to contributed capital from retained earnings on the Nursing Home for items that were reported on the General and Nursing Home Fund as operating transfers. Under generally accepted governmental accounting principles, there are two types of transfer between funds - residual equity transfers and operating transfers. The GASB's *Codification* (Section 1800.106) defines residual equity transfers as "nonrecurring or nonroutine transfers of equity between funds contributions to capital to proprietary funds ... subsequent return of capital contributed to proprietary funds ... transfers of residual balances of discontinued funds." The *Codification* further recommends that use of residual equity transfers be limited to these specific situations. All transfers that do not qualify as residual equity transfers should be reported as operating transfers.

Recommendation - We would recommend that the County, in following generally accepted governmental accounting principles, report the transfers on both the General Fund and Nursing Home as operating transfers.

Management's Comments - The County will report the transfers on both the General Fund and Nursing Home as operating transfers.

COUNTY TRUST FUNDS

Observation - We noted that the County has a number of accounts that would appear to meet the definition of trust funds. Currently, the funds are reported as restricted assets on the Nursing Home. Under RSA 23:14, all trusts held "by a County shall be administered by a board of 3 trustees."

Recommendation - We would recommend that the County revisit the purpose and restrictions of the funds in question to determine if the funds are in fact trust funds. We would further recommend that the County consider setting up a separate trust fund on its current accounting system to account for these funds.

Management's Comments - The Commissioners will meet with the Trustees and the Nursing Home director to review the purpose and restrictions of the RCNH trust funds and draft a plan for their appropriate long-term use.

DEPRECIATION SCHEDULES

Observation - We noted during the first day of our audit field work that the Nursing Home depreciation schedule had not been completely updated and reconciled to the general ledger.

Recommendation - Because of the deadlines associated with the Nursing Home Medicaid Cost Report, it is extremely crucial that all items, including the depreciation schedule, are completed and reconciled before audit field work begins. We would recommend that the County consider updating the schedule at interim (quarterly) dates during the year and providing the auditors with an updated schedule at interim that can be reviewed and tested for year to date activity.

Management's Comments - The County is in the process of reviewing new software for Fixed Assets. When it is installed and operating properly, the County will update the schedule quarterly and will provide updates to the auditor.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GENERAL PURPOSE FINANCIAL STATEMENTS
WITH SUPPORTING SCHEDULES
FOR THE YEAR ENDED DECEMBER 31, 1998

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INDEPENDENT AUDITOR'S REPORT

MASON+RICH

PROFESSIONAL
ASSOCIATION
CERTIFIED
PUBLIC
ACCOUNTANTS

March 5, 1999

Board of County Commissioners
County of Rockingham, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Rockingham, New Hampshire as of and for the year ended December 31, 1998 as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

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Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures About Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. The County has included such disclosures in Note 12. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the County's disclosures with respect to the year 2000 issue made in Note 12. Further, we do not provide assurance that the County is or will be year 2000 ready, that the County's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the County does business will be year 2000 ready.

The general purpose financial statements referred to above do not include the general fixed assets account group, which should be included in order to conform with generally accepted accounting principles. The amounts that should be recorded as general fixed assets are not known.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, and except for the effect on the financial statements of the omission described in the fourth paragraph, the general purpose financial statements referred to above present fairly in all material respects, the financial position of the County of Rockingham, New Hampshire at December 31, 1998 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
PRIVATE COMPANIES
PRACTICE SECTION

Our examination was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the combined financial statements and in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Respectfully submitted,

Mason & Rich, P.A.

MASON + RICH PROFESSIONAL ASSOCIATION
Certified Public Accountants

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 DECEMBER 31, 1998

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Type		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Service Funds	Trust and Agency	General Long-term Debt		
ASSETS	\$6,109,648	\$6,052	\$93,657	\$ -	\$ -	\$119,485	\$ -	\$8,328,842	
Cash	-	-	-	267,868	-	-	-	267,868	
Restricted Assets: Cash	-	-	-	33,561	3,359,400	-	-	3,392,961	
Investments	-	-	-	1,667,573	8,675	-	-	1,713,954	
Accounts Receivable	37,706	-	-	-	-	-	-	37,706	
Due from Other Governments (Note 3)	326,692	-	-	1,822,559	57,967	14,307	-	1,906,949	
Due from Other Funds (Note 4)	11,216	-	-	105,465	-	-	-	561,168	
Inventories	455,703	-	-	-	-	-	-	7,529	
Prepaid Expenses	7,529	-	-	-	-	-	-	11,676,004	
Property, Plant and Equipment (Net of Accumulated Depreciation) (Note 5)	-	-	-	11,676,004	-	-	-	11,676,004	
Amount to be Provided for Retirement of Long-term Debt	-	-	-	-	-	-	8,331,547	8,331,547	
TOTAL ASSETS	\$8,948,434	\$6,052	\$93,657	\$15,573,030	\$3,426,042	\$133,792	\$8,331,547	\$36,512,554	

(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1998

	Governmental Fund Types			Proprietary Fund Type		Fiduciary Fund Type		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Service Funds	Trust and Agency	General Long-Term Debt	
LIABILITIES AND FUND EQUITY								
Liabilities								
Accounts Payable	\$339,094	-	\$100	\$64,699	\$705,211	\$12,796	\$-	\$1,121,900
Accrued Expenses	384,501	-	-	350,145	20,000	-	-	754,646
Deferred Revenue	116,005	-	-	-	45,529	-	-	161,534
Due to Other Governments (Note 3)	4,082,474	-	-	-	-	-	-	4,082,474
Due to Other Funds (Note 4)	1,851,454	-	9,876	18,931	3,716	22,072	-	1,906,049
Compensated Absences	-	-	-	1,278,571	-	-	657,947	1,936,518
Due to Specific Individuals	-	-	-	226,314	-	-	-	316,703
Capital Lease Obligations (Note 6)	-	-	-	88,871	-	90,389	-	372,471
Bonds Payable (Note 6)	-	-	-	3,125,000	-	-	283,600	10,515,000
Total Liabilities	6,773,528	-	9,976	5,152,531	774,456	125,257	8,331,547	21,167,295
Fund Equity								
Contributed Capital	-	-	-	3,726,511	-	-	-	3,726,511
Retained Earnings:								
Reserved by Donor Restricted Assets	-	-	-	75,117	-	-	-	75,117
Unreserved	-	-	-	6,618,871	2,651,586	-	-	9,270,457
Fund Balance:								
Reserved for Encumbrances	310,508	-	-	-	-	-	-	310,508
Reserved for Inventory	455,703	-	-	-	-	-	-	455,703
Reserved for Prepaid	7,529	-	-	-	-	-	-	7,529
Designated for Specific Capital Projects	-	-	83,681	-	-	-	-	83,681
Designated for Specific Purposes	-	6,052	-	-	-	-	-	6,052
Unreserved:								
Designated for Continuing Appropriations	382,669	-	-	-	-	-	-	382,669
Designated by Trust Instrument	-	-	-	-	-	8,535	-	8,535
Undesignated	1,018,497	-	-	-	-	-	-	1,018,497
Total Fund Equity	2,174,906	6,052	83,681	10,420,499	2,651,586	8,535	-	15,345,259
TOTAL LIABILITIES AND FUND EQUITY	\$8,948,434	\$6,052	\$93,657	\$15,573,030	\$3,426,042	\$133,792	\$8,331,547	\$36,512,554

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1998

	Governmental Fund Types			Fiduciary	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Expendable Trust Funds	
Revenues					\$21,751,519
Taxes	\$21,751,519	\$ -	\$ -	\$ -	
Charges for Services:					2,953,834
Deeds	2,953,834	-	-	-	
Sheriff's Department	1,536,956	25,921	-	-	1,562,877
Maintenance	976,030	-	-	-	976,030
Commissioners Office	63	-	-	-	63
County Attorney	79,175	-	-	-	79,175
Corrections Department	878,741	-	-	-	878,741
County Land Management	13,416	-	-	-	13,416
Human Services	399,243	-	-	-	399,243
Human Resources	200,230	-	-	512	200,742
Interest	381,619	6	6,355	-	387,980
Other	40,905	-	-	-	40,905
Total Revenues	29,211,731	25,927	6,355	512	29,244,525
Expenditures					
Current:					13,178,927
Public Assistance	13,178,927	-	-	-	
Corrections	4,898,750	-	-	-	4,898,750
Maintenance	2,094,430	-	-	-	2,094,430
Fiscal Office	319,849	-	-	-	319,849
General Government	638,454	-	-	-	638,454
Commissioners	150,084	-	-	-	150,084
Personnel Services	249,452	-	-	-	249,452
Sheriff's Department	3,027,829	23,395	-	-	3,051,224
Register of Deeds	787,863	-	-	-	787,863
County Attorney	1,246,752	-	-	-	1,246,752
Medical Examiner	69,686	-	-	-	69,686
Extension Service	320,925	-	-	-	320,925
Telecommunications	335,358	-	-	-	335,358
Treasurer and Deputy	31,432	-	-	-	31,432
Delegation	32,595	-	-	-	32,595
Human Service Specials	218,250	-	-	-	218,250
Capital Outlay	331,914	-	19,825	-	351,739
Debt Service - Principal	990,000	-	-	-	990,000
Debt Service - Interest	848,091	-	-	-	848,091
Total Expenditures	29,770,641	23,395	19,825	-	29,813,861
Excess (Deficiency) of Revenues Over Expenditures	(558,910)	2,532	(13,470)	512	(569,336)
Other Financing Sources (Uses)					
Proceeds from Capital Lease	230,588	-	-	-	
Operating Transfers In	-	-	(23,106)	-	(911,132)
Operating Transfers (Out)	(888,026)	-	-	-	
Total Other Financing Sources (Uses)	(657,438)	-	(23,106)	-	(911,132)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	(1,216,348)	2,532	(36,576)	512	(1,480,468)
Fund Balances, Beginning of Year	3,391,254	3,520	120,257	8,023	3,523,054
Fund Balances, End of Year	\$2,174,906	\$6,052	\$83,681	\$8,535	\$2,042,586

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 BUDGET (NON-GAAP) AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1998

	General Fund		Variance Favorable (Unfavorable)
	Budget	Actual	
Revenues			
Taxes	\$21,751,519	\$21,751,519	\$ -
Charges for Services:			
Register of Deeds	1,967,000	2,953,834	986,834
Sheriff's Department	1,620,257	1,536,956	(83,301)
Maintenance	-	976,030	976,030
Commissioners Office	-	63	63
County Attorney	91,369	79,175	(12,194)
Corrections Department	486,500	878,741	392,241
County Land Management	13,521	13,416	(105)
Human Services	539,601	399,243	(140,358)
Human Resources	-	-	-
Interest	350,000	381,619	31,619
Other	661,200	40,905	(620,295)
Total Revenues	<u>27,480,967</u>	<u>29,011,501</u>	<u>1,530,534</u>
Expenditures			
Current:			
Public Assistance	12,823,786	13,178,927	(355,141)
Corrections	4,234,501	4,897,755	(663,254)
Maintenance	2,300,267	2,090,258	210,009
Fiscal Office	324,158	316,949	7,209
General Government	1,497,315	561,354	935,961
Commissioners	177,109	140,084	37,025
Personnel Services	290,999	249,452	41,547
Sheriff's Department	3,266,132	3,008,519	257,613
Register of Deeds	835,743	770,783	64,960
County Attorney	1,339,641	1,262,373	77,268
Medical Examiner	76,100	69,686	6,414
Extension Service	335,650	320,925	14,725
Telecommunications	266,459	103,676	162,783
Treasurer and Deputy	48,617	31,432	17,185
Delegation	44,434	32,595	11,839
Human Service Specials	218,250	218,250	-
Capital Outlay	969,120	294,270	674,850
Debt Service - Principal	1,515,000	990,000	525,000
Debt Service - Interest	1,250,780	848,091	402,689
Total Expenditures	<u>31,814,061</u>	<u>29,385,379</u>	<u>2,428,682</u>
Excess (Deficiency) of Revenues Over Expenditures	(4,333,094)	(373,878)	3,959,216
Other Financing Sources (Uses)			
Operating Transfers In	163,130	-	(163,130)
Operating Transfers (Out)	-	(888,026)	(888,026)
Total Other Financing Sources (Uses)	<u>163,130</u>	<u>(888,026)</u>	<u>(1,051,156)</u>
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (Budgetary Basis)	(4,169,964)	(1,261,904)	2,908,060
Fund Balance, Beginning of Year	<u>3,368,030</u>	<u>3,368,030</u>	<u>-</u>
Fund Balance, End of Year	<u>(\$801,934)</u>	<u>\$2,106,126</u>	<u>\$2,908,060</u>

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

	Enterprise Rockingham County Nursing Home	Internal Service Funds	Totals
<u>Operating Revenues</u>			
Charges for Services	\$14,075,509	\$3,103,419	\$17,178,928
Refunds and Reimbursements	-	219,902	219,902
Interest	-	216,092	216,092
Other	1,327,803	1,583	1,329,386
Total Operating Revenues	<u>15,403,312</u>	<u>3,540,996</u>	<u>18,944,308</u>
<u>Operating Expenses</u>			
Nursing Services	8,009,920	-	8,009,920
Ancillary Services	2,477,720	-	2,477,720
Dietary	2,478,307	-	2,478,307
General	1,088,768	-	1,088,768
Administrative	1,073,809	-	1,073,809
Claims and Premiums	-	3,222,999	3,222,999
Depreciation	708,936	-	708,936
Total Operating Expenses	<u>15,837,460</u>	<u>3,222,999</u>	<u>19,060,459</u>
Operating Income (Loss)	(434,148)	317,997	(116,151)
<u>Non-Operating Revenues(Expenses)</u>			
Interest Expense	(169,925)	-	(169,925)
Gain (Loss) on Sale of Investments	-	26,459	26,459
Gain (Loss) on Disposal of Assets	(9,849)	-	(9,849)
Total Non-Operating Revenues(Expenses)	<u>(179,774)</u>	<u>26,459</u>	<u>(153,315)</u>
<u>Income (Loss) Before Operating Transfers</u>	<u>(613,922)</u>	<u>344,456</u>	<u>(269,466)</u>
<u>Operating Transfers</u>			
Operating Transfer In	911,132	-	911,132
Operating Transfers (Out)	-	-	-
Total Operating Transfers	<u>911,132</u>	<u>-</u>	<u>911,132</u>
Net Income (Loss)	297,210	344,456	641,666
Retained Earnings, Beginning of Year	<u>6,396,778</u>	<u>2,307,130</u>	<u>8,703,908</u>
Retained Earnings, End of Year	<u>\$6,693,988</u>	<u>\$2,651,586</u>	<u>\$9,345,574</u>

The Accompanying Notes are an Integral Part of this Financial Statement

Exhibit E

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

	Enterprise Rockingham County Nursing Home	Internal Service Funds	Totals
Cash Flows From Operating Activities			
Net Operating Income (Loss), Exhibit D	(\$434,148)	\$344,456	(\$116,151)
Adjustments to Reconcile Net Operating Income (Loss) To Net Cash Provided by Operating Activities:			
Interest on Investments	-	(216,092)	(216,092)
Gain (Loss) on Sale of Investments	-	(26,459)	(26,459)
Depreciation	708,936	-	708,936
Change In Operating Assets and Liabilities: (Increase) Decrease in Operating Assets:			
Accounts Receivable	(176,990)	3,189	(173,801)
Prepays	1,928	200	2,128
Inventories	(11,894)	-	(11,894)
Due from Other Funds	74,558	(38,125)	
Increase (Decrease) in Operating Liabilities:			
Accounts Payable	(72,188)	705,209	633,021
Accrued Expenses	41,374	(284,288)	(242,914)
Due to Other Funds	8,489	(2,201)	6,288
Other Liabilities	40,420	-	40,420
Deferred Revenue	-	45,529	45,529
Total Adjustments	614,633	186,962	765,162
Net Cash Provided by Operating Activities	180,485	531,418	649,011
Cash Flows from Noncapital Financing Activities			
Operating Transfers In (Out) from/to Other Funds	911,132	-	911,132
Cash Flows from Capital and Related Financing Activities			
Proceeds from Capital Lease	114,372	-	114,372
Acquisition of Property, Plant and Equipment	(523,376)	-	(523,376)
Principal Paid on Long-Term Debt	(525,000)	-	(525,000)
Principal Paid on Capital Lease	(25,501)	-	(25,501)
Interest Paid on Long-Term Debt	(169,925)	-	(169,925)
Net Cash Provided by Capital and Related Financing Activities	(1,129,430)	-	(1,129,430)
Cash Flows from Investing Activities			
Purchase of Investments	-	13,289,791	13,289,791
Sale of Investments	-	(12,784,245)	(12,784,245)
Interest Earnings on Investments	-	206,888	206,888
Net Cash Provided by Investing Activities	-	712,434	712,434
Increase (Decrease) in Cash and Cash Equivalents	(37,813)	(181,016)	430,713
Cash and Cash Equivalents, Beginning of Year	71,374	181,016	252,390
Cash and Cash Equivalents, End of Year	\$33,561	\$ -	\$683,103
Noncash Transactions:			
Retirement of Fully Depreciated Assets	\$54,249	\$ -	\$54,249

The Accompanying Notes are an Integral Part of this Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Rockingham, New Hampshire (the County) conform to generally accepted accounting principles as applicable to governmental units, except as noted in the following summary of the more significant policies.

A. Reporting Entity

The County operates under the Delegation/Commissioner form of government and provides services as authorized by State statutes. The accompanying financial statements include the transactions of all funds and account groups of the County and other governmental organizations included in the County's reporting entity because of the significance of their operations or financial relationships with the County in accordance with criteria set by the Government Accounting Standards Board. These funds are established under the authority of applicable New Hampshire RSA's and their operations as reflected in these financial statements are those under the control of the County's governing body. The account groups are those required by financial reporting standards for governmental units. There were no potential component units identified for inclusion in these statements.

B. Basis of Presentation

I. Fund Accounting

The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The following fund types and account groups are used by the County.

GOVERNMENTAL FUNDS:

General Fund - The General Fund is the general operating fund of the County. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds.

Special Revenue Funds - Special Revenue Funds (Drug Forfeiture Funds) are used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Capital Projects Funds - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by special assessments or enterprise operations.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

PROPRIETARY FUNDS:

Enterprise Funds - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The County Nursing Home is accounted for as an enterprise fund. However, the Nursing Home annually receives a significant component of its revenue in the form of an operating subsidy from the County's General Fund.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments, on a cost-reimbursement basis.

FIDUCIARY FUNDS:

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the County in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds, including Expendable Trust and Agency Funds.

Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

II. Account Groups

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

General Fixed Assets Account Group - General Fixed assets are not capitalized in the funds used to acquire or construct them. Instead, GAAP requires that capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are to be reported in the General Fixed Assets Group. In accordance with the practices followed by many other municipal entities in the State, the County does not maintain a record of its general fixed assets and, accordingly, a statement of general fixed assets, as required by generally accepted accounting principles, is not included in this report.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

General Long-Term Debt Account Group - Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental funds.

The two account groups are not "funds." They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. Special reporting treatments are used to indicate however, that they should not be considered "available spendable resources," since they do not represent net current assets. Recognition of governmental fund type revenues represented by non-current receivables is deferred until they become current receivables. Non-current portions of long-term loans receivables are offset by fund balance reserve accounts.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures of fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

The proprietary funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or non-current) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Property tax revenues (taxes) are collected for the County by the Towns and Cities in the County and are remitted to the County annually in December. Accordingly, tax revenues are recognized in the year for which taxes have been levied.

Charges for services and other revenues are recorded as revenues when received in cash as they are generally not measurable until actually received. Investment earnings are recorded as earned if they are both measurable and available.

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COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

In applying the susceptible to accrual concept to intergovernmental revenues (grants, subsidies and shared revenues), the legal and contractual requirements of the numerous individual programs are used as guidance. There are however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the County; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditures and nearly irrevocable, i.e., equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the criteria of availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred.

The County has chosen the option of not applying all applicable GASB pronouncements and all FASB Statements and Interpretations, Accounting Principles Board (APB) Opinions and Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they conflict with or contradict GASB pronouncements to the proprietary fund activities

D. Budgets and Budgetary Accounting

Rockingham County observes the following procedures in establishing the budgetary data reflected in the financial statements:

1. The County Commissioners deliver or mail to each member of the County Convention and to the Chairman of the Board of Selectmen in each Town and the Mayor of each City within the County and to the Secretary of State prior to January 15 annually their itemized budget recommendations together with a statement of actual expenditures and income for at least nine months of the preceding year. In addition, they also must deliver or mail to each member of the County Convention their estimate of capital expenditures which they are requesting to be expended in the budget when the total project amount is in excess of \$50,000. The capital expenditure request must list the estimates of the costs of land, construction, furnishings and equipment. The request also includes the square footage, estimates of annual operating and maintenance costs, program descriptions, the number of individuals involved and the estimated amount of time needed to complete each project.
2. Within ten to twenty days after the mailing of the budget, a public hearing is held on the budget estimates as submitted by the Commissioners.
3. Twenty-eight days must elapse after the mailing of the estimated operating budget before the County Convention may vote on the appropriations for the ensuing budget period.
4. The County Convention must adopt its annual budget no later than March 31.
5. The final form of the County Budget is filed with the Secretary of State's office and the Commissioner of Revenue Administration no later than 30 days after the adopting of the budget.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

6. Appropriations may be transferred between line items, but the total approved budgeted appropriations may not be exceeded with the exception of emergency items as detailed under New Hampshire RSA 32.
7. Formal budgetary integration is employed as a management control device during the year for the General Fund and Enterprise Fund. However, the County legally adopts only one budget for the two funds.
8. Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued and, accordingly, encumbrances outstanding at year-end are reflected in budgetary reports as expenditures of the current year. If an appropriation is not encumbered, it lapses at year-end and may not be used by the department.
9. Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgets for the Enterprise Fund are adopted on a basis which is not consistent with GAAP. The budget for the Enterprise Fund is prepared on the modified accrual basis while GAAP requires the full accrual basis.
10. Budgetary information presented in Exhibit C includes approved appropriation transfers.

E. Reconciliation of Exhibit B to Exhibit C

	Expenditures and Transfers
Exhibit B	\$ 29,770,641
Encumbrances, December 31, 1997	(465,182)
Encumbrances, December 31, 1998	310,508
Capital Leases	(230,588)
Exhibit C	\$ 29,385,379

F. Deposits and Temporary Investments

The County Treasurer is authorized by RSA 29:1, with the approval of the Commissioners, to invest excess funds "in obligations of the United States Government, in participation units in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws or in the State of New Hampshire or in national banks located within this State or the commonwealth of Massachusetts. Any person who directly or indirectly receives any such funds or moneys for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment, an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the county. Only securities defined by the bank commissioner in rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral."

For purposes of the statement of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

G. Restricted Assets - Cash

Restricted cash at year end on the Enterprise Fund consists of funds held for the use of Nursing Home residents or organizations.

H. Investments

Investments are carried at fair value. The fair value of investments is determined annually and is based on current market prices.

Fair value fluctuates with interest rates, and increasing rates could cause fair value to decline below original cost. County management believes that liquidity in the portfolio is more than adequate to meet cash flow requirements and to preclude the County from having to sell investments below original cost for that purpose.

Internal Service Fund interest and dividend income is comprised of the following for the year:

Interest and Dividends	\$ 196,587
Net Increase (Decrease) in the Fair Value of Investments	<u>22,505</u>
Total Investment Income	<u>\$ 219,092</u>

The net increase in fair value of investments during the year was \$22,505. This amount takes into account all changes in fair value (including purchases and sales) that occurred during the year. The unrealized gain on investments held at year-end was \$38,128.

The effect of implementing GASB Statement No. 31 was to increase investments by approximately \$57,632.

I. Accounts Receivable - Enterprise Fund

Billable services rendered during the year and prior but uncollected at year end are recorded as receivables. The allowance for estimated uncollectible accounts is \$122,019.

J. Inventories

Inventories of the General Fund are accounted for utilizing the purchase method, i.e. inventories are recorded as expenditures when purchased. Inventory amounts of the General Fund at year end are equally offset by a fund balance reserve. Inventories of the Enterprise Fund (Nursing Home) are valued at the lower of cost (first-in, first-out) method.

K. Prepaid Expenses

Prepaid expenses of the General Fund are primarily for prepaid postage and telecommunications expenses. Reported prepaid expenses are equally offset by a fund balance reserve account (reserve for prepaid) as they do not represent "available spendable resources" even though they are a component of net current assets.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

L. Fixed Assets - Enterprise Fund

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

M. Deferred Revenue

General Fund - Deferred revenue at year end consists of revenues collected or levied in advance of the year to which they apply.

Internal Service Funds - Deferred revenue at year end consists of amounts received for insurance coverage for January 1999.

N. Accumulated Unpaid Vacation and Sick Pay

County employees are entitled to certain compensated absences based, in part, upon their length of employment. In accordance with GASB Statement #16, *Accounting for Compensated Absences*, compensated absences that are expected to be liquidated with "available expendable resources" are reported in governmental funds as a liability and expenditure. Amounts that will not be liquidated with "available expendable resources" are reported in the General Long-Term Debt Account Group. All vested compensated absences of the Enterprise Funds (Nursing Home) are reported in accrued liabilities at year end.

As any unused vacation pay is forfeited annually as of the employees' anniversary of hire date, no provision for accrued vacation pay is made in these statements.

Compensated absences may include (a) vacation leave that is attributable to past service and for which it is probable that the County will compensate the employee either through paid time off or in the form of a payment at termination or retirement, and (b) vested sick leave for which it is probable that the County will compensate the employee through payment at termination or retirement. The accrual for compensated absences also includes the employer's share of Social Security, Medicare and New Hampshire Retirement.

The Enterprise Fund (Rockingham County Home) accrues accumulated unpaid sick pay and recognizes the expense in the period the pay is earned. The accumulated accruals at year end were \$128,937.

Q. Total Columns (Memorandum Only) on Combined Statements

Total columns on the Combined Statements are captioned (Memorandum Only) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

P. Implementation of New Accounting Principle

In 1998 the County implemented the following accounting principle:

The County implemented GASB Statement No. 31 Accounting and Financial Reporting for certain Investments and External Investment Pools. This statement establishes fair value standards for governmental entities. Accordingly, the County has stated Internal Service Fund investments at fair value.

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COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

NOTE 2 - CASH AND DEPOSITS

The following table categories the County's deposits held at year end.

- Category 1 - Deposits that are insured by the Federal Depository Insurance (FDIC).
- Category 2 - Deposits that are uninsured but are collateralized by securities held by the financial institution for the account of the County or held by the pledging financial institution's trust department in the County's name.
- Category 3 - Deposits that are uninsured and uncollateralized.

DEPOSITS	<u>1</u>	Category <u>2</u>	<u>3</u>	Carrying Amount	Book Balance
General Fund	\$100,000	\$8,575,063	\$ -	\$8,675,063	\$8,109,648
Special Revenue Fund	8,433	-	-	8,433	6,052
Capital Projects Fund	-	94,073	-	94,073	93,675
Enterprise Funds	75,077	231,177	-	306,254	267,868
Trust and Agency Funds	<u>67,021</u>	<u>69,094</u>	<u>-</u>	<u>136,115</u>	<u>119,485</u>
	<u>\$250,531</u>	<u>\$8,969,407</u>	<u>\$ -</u>	<u>\$9,219,938</u>	<u>\$8,596,728</u>

NOTE 3 - DUE TO/FROM OTHER GOVERNMENTS

Due From Other Governments

General Fund

Due From the State of New Hampshire	\$ 66,061
Due From the Manchester Airport	122,796
Due From the Federal Government	<u>137,775</u>
Total General Fund	<u>\$ 326,632</u>

Due To Other Governments

General Fund

Due to State of New Hampshire	<u>\$4,082,474</u>
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NOTE 4 - INDIVIDUAL INTERFUND RECEIVABLES AND PAYABLES

The balances were:

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 11,216	\$ 1,851,454
Capital Projects	-	9,876
Enterprise Fund:		
County Nursing Home	1,822,559	18,931
Internal Service Fund:		
Health Insurance Fund	54,870	3,716
Dental Insurance Risk Management Fund	751	-
Workers' Compensation Insurance Fund	2,346	-
Fiduciary:		
Inmate Account	-	22,072
Commissary Account	<u>14,307</u>	<u>-</u>
Totals	<u>\$ 1,906,049</u>	<u>\$ 1,906,049</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 5 - PROPERTY AND EQUIPMENT - ENTERPRISE FUND

	Balance <u>January 1</u>	Additions	Reductions	Net Depreciation
Land	\$ 196,187	\$ -	\$ -	\$ 196,187
Buildings and Improvements	15,751,752	456,878	(119,737)	16,088,893
Moveable Equipment	<u>1,514,722</u>	<u>258,528</u>	<u>(97,312)</u>	<u>1,675,938</u>
	17,462,661	715,406	(217,049)	17,961,018
Less: Accumulated Depreciation	<u>(5,783,280)</u>	<u>(692,475)</u>	<u>190,741</u>	<u>(6,285,014)</u>
Net Property and Equipment	<u>\$11,679,381</u>	<u>\$ 22,931</u>	<u>\$ (26,308)</u>	<u>\$ 11,676,004</u>

NOTE 6 - CHANGES IN LONG-TERM DEBT

The following is a summary of long-term debt transactions of the County for the year:

Payable at January 1	\$12,733,840
Proceeds of Bonds Issued	-
Proceeds of Capital Leases	271,074
Increase (Decrease) in Vested Sick Leave	111,012
Capital Lease Payments	(145,508)
Bonds Retired	<u>(1,425,000)</u>
Payable at December 31	<u>\$11,545,418</u>

Long-term debt outstanding at year end is comprised of the following individual issues:

<u>General Obligation Bonds and Notes:</u>	<u>Enterprise Fund</u>	<u>Long-Term Debt Account Group</u>	<u>Total</u>
1992 - \$13,200,000 Public Improvement Bond, Maturing 2004, Interest Varies From at 5.2% to 6.2%, Due in annual Payments of \$1,050,000 to \$1,440,000.	\$ -	\$ 7,390,000	\$ 7,390,000
1994 - \$6,600,000 Mitchell Project Bond, Maturing 2004, Interest Varies From 4.45 to 4.90%, Due in Annual Payments of \$525,000 to \$550,000.	<u>3,125,000</u>	<u>-</u>	<u>3,125,000</u>
Total General Obligation Long-Term Debt	<u>\$3,125,000</u>	<u>\$ 7,390,000</u>	<u>\$10,515,000</u>

The future debt service requirements of the County's outstanding bonds are as follows:

<u>Year Ended December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999	\$ 1,575,000	\$ 569,488	\$ 2,144,488
2000	1,640,000	490,475	2,130,475
2001	1,710,000	405,910	2,115,910
2002	1,785,000	313,965	2,098,965
2003	<u>1,865,000</u>	<u>215,685</u>	<u>2,080,685</u>
Subtotal	8,575,000	1,995,523	10,570,523
Thereafter	<u>1,940,000</u>	<u>110,900</u>	<u>2,050,900</u>
Total	<u>\$10,515,000</u>	<u>\$2,106,423</u>	<u>\$12,621,423</u>

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COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Capital lease obligations at year end are comprised of the following individual liabilities:

General Long-Term Debt Account Group:

Equipment, due in annual installments of \$26,640 including interest at 5.25% through June 1999	\$ 25,311
Equipment, due in annual installments of \$29,165 including interest at 5.25% through May 1999	27,709
Equipment, due in annual installments of \$28,417 including interest at 5.54% through July 2000	52,355
Equipment, due in annual installments of \$2,874 including interest at 6.52% through May 2004	178,225

Nursing Home:

Equipment, due in annual installments of \$25,501 including interest at 5.75% through June 2000	<u>88,871</u>
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Total Capital Lease Obligations	<u>\$372,471</u>
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The future debt service requirements of the County's outstanding capital lease obligations are as follows:

<u>Year Ended December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999	\$ 122,541	\$ 21,672	\$ 144,213
2000	73,721	14,687	88,408
2001	49,761	10,231	59,992
2002	52,883	7,108	59,991
2003	<u>30,702</u>	<u>3,789</u>	<u>34,491</u>
Subtotal	329,608	57,487	387,095
Thereafter	<u>42,863</u>	<u>1,820</u>	<u>44,683</u>
Total	<u>\$ 372,471</u>	<u>\$ 59,307</u>	<u>\$ 431,778</u>

NOTE 7 - RESERVATIONS AND DESIGNATIONS OF FUND BALANCES

Reserved for Encumbrances - Encumbrances and designations of fund balances of the General and Special Revenue Funds are reappropriated in the following year. The County Delegation approves the use of year end fund balance in the following year to the extent of outstanding encumbrances at year end. Accordingly, fund balance has been reserved for the amount of outstanding encumbrances at year to be reappropriated in the following year.

General Fund

Maintenance	\$ 4,781
Sheriff's Department	49,645
Register of Deeds	25,185
County Attorney	15,621
Capital Outlay	<u>215,276</u>
Total	<u>\$310,508</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Designated for Specific Capital Projects - Capital Projects Fund fund balance designated for specific capital project expenditures in future years by the Capital Projects fund.

Designated for Specific Purposes - Special Revenue Funds (Drug Forfeiture) fund balance designated for the use of that fund in future years.

Designated by Trust Instrument - The Trust Fund fund balance designated by trust instrument has been designated by trust instruments or other stipulations as being available only for specific expenditures in future years.

Designated for Continuing Appropriations - All appropriations lapse at year end. However, the County Delegation may approve continuing appropriations to be funded from year end fund balance in the following year's budget. It is anticipated that the following items will be reappropriated in the following year.

Human Services	\$ 373,360
Sheriff Department	<u>9,309</u>
Total	<u>\$ 382,669</u>

NOTE 8 - BUDGETED DECREASE IN FUND BALANCE

The budgeted decrease (\$4,687,554) in General Fund fund balance on Exhibit C represents the amount of beginning fund balance used to reduce the amount of County tax revenue to be raised.

NOTE 9 - PENSION FUND

Plan Description - Substantially all County employees participate in the State of New Hampshire Retirement System (the System), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS). All County full-time employees are eligible to participate in the System. The System is divided into two employee groups: Group I which includes all employees except fire fighters and police officers and Group II which is for fire fighters and police officers (including County Sheriff's Departments). The New Hampshire Retirement System issues annually a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the New Hampshire Retirement System, 4 Chenell Drive, Concord, NH.

Group I employees who retire at or after age 60, but before age 65 are entitled to retirement benefits equal to 1.667% of the average of their three highest paid years of compensation, multiplied by their years of service. At age 65, the benefit is recalculated at 1.50% of AFC multiplied by their years of service credit. Earlier retirement allowances at reduced rates are available after age 50 with 10 years of service. Benefits fully vest upon reaching 10 years of service or attaining age 60.

Group II employees who attain age 45 with 20 years or more of service are entitled to retirement benefits equal to 2.5% of the average of their three highest paid years of service, multiplied by their years of service, not to exceed 40. Benefits vest ratably beginning after 10 years of service.

The System also provides death and disability benefits. Cost-of-living increases have been periodically granted to retirees by the State Legislature.

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COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Funding Policy - The System is funded by contributions from both the employees and employers. Group I employees are required by State statute to contribute 5.0 percent of gross earnings. Group II employees are required to contribute 9.3 percent of their gross earnings. The employer must, under the same statute, contribute monthly at an actuarially determined rate. The current rates are 3.14% (2.18% for teachers, 2.48% for police officers and 4.87% for firefighters) of covered payroll. The contribution requirement for the year ended December 31, 1998 was \$1,299,562 which consisted of \$516,660 from the County and \$782,902 from employees. The County's contributions to the System for the years ended December 31, 1997 and December 31, 1996 were \$510,861 and \$425,936, which were equal to the amounts required under State statute to be contributed for each year.

NOTE 10- RISK MANAGEMENT

The County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. The County provides for these risks, except as noted in the following paragraphs, through the purchase of commercial insurance.

The Dental Risk Management Insurance Fund, an internal service fund, accounts for risk financing of dental insurance provided by the County for employees. Changes in the claims liability for the year were as follows:

<u>Beginning of Year Liability</u>	<u>Current Year Claims and Changes in Estimates</u>	<u>Claim Payments</u>	<u>Liability Balance at Year End</u>
\$ 11,435	\$ 282,161	\$ (260,071)	\$ 33,525

The Workers Compensation Risk Management Fund, and internal service fund, accounts for the risk financing of workers compensation benefits for employees. The County is self insured for up to \$250,000 for each accident, with commercial insurance coverage available for losses over that amount. In addition, the commercial insurance limits the County's annual exposure to \$350,000. The liability at year end is based upon an actuarial review dated November 25, 1997, with recommended levels for 1996 and 1997.

<u>Beginning of Year Liability</u>	<u>Current Year Claims and Changes in Estimates</u>	<u>Claim Payments</u>	<u>Liability Balance at Year End</u>
\$ 292,853	\$ 976,330	\$ (578,048)	\$ 691,135

NOTE 11 - OPERATING LEASES

Office Space

The County leases office space from the State of New Hampshire at the Rockingham County Court House for the Registry of Deeds and County Attorney. This lease expires on June 30, 2005. The terms of the lease require annual payments of \$152,006, payable in monthly installments, with adjustments based on percentage adjustments in the Consumer Price Index. Rental expense for the year was \$152,006.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Future minimum rental payments are as follows:

<u>Year</u>	
1999	\$152,006
2000	152,006
200	152,006
2002	152,006
2003	152,006
2004-2005	228,009

In November, 1997, the County entered into a three year agreement to lease office and courtroom space to the State of New Hampshire. The lease expires on November 5, 2000 and provides for the option to renew for an additional two years. The County is responsible for the payment of utilities. Rental income for the year ended December 31, 1998 was \$15,000. The following is a summary of the minimum rental payments to be received by the County.

<u>Year</u>	
1999	\$ 18,321
2000	19,141

NOTE 12 - CONTINGENCY - YEAR 2000 COMPLIANCE AND OTHER

As of December 31, 1998, the County has contracted with a number of vendors specifically for support with regard to the Year 2000 issues for its computer systems and other electronic equipment.

The County Commissioners has appointed the MIS/Telecommunications manager as the Project Coordinator for the Year 2000 issue. The Board of Commissioners has identified the programs and equipment that are significant in managing the activities and duties of the County. The Board of Commissioners is currently developing a contingency plan in the anticipation of the Year 2000 problems that could potentially disable functions of the County.

The County has completed the awareness stage for all of its computers and electronic equipment. The County has also completed the assessment stage for all of the possible affected systems. The remediation phase began in late 1998 and is currently ongoing. Validation testing of all systems will be performed once the remediation phase has been completed.

The County has budgeted \$68,550 in 1999 to complete anticipated compliance needs.

The County participated in a number of grant programs during the year. Amounts received from various state and federal grantor agencies are subject in later years to review and adjustment by the grantor agencies. At such time, any disallowed costs, including amounts already reimbursed to the County, may constitute a future liability to the County. The County believes that such disallowed costs, if any, will not have a material effect of the overall financial position of the County.

There are several outstanding lawsuits pending concerning federal civil rights violations against the County. The County generally follows the practice of recording liabilities resulting from claims and legal actions only when they become fixed or determinable in amount. It is County management's opinion that the County is not liable in these suits and the County intends to contest the cases vigorously.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GENERAL FUND
SCHEDULE OF REVENUES COMPARED TO BUDGET
(NON-GAAP BASIS)
FOR THE YEAR ENDED DECEMBER 31, 1998

REVENUES	Adopted Budget	Actual	Variance Favorable (Unfavorable)
Taxes			
County Taxes	\$21,751,519	\$21,751,519	\$ -
Total Taxes	<u>21,751,519</u>	<u>21,751,519</u>	<u>-</u>
Charges for Services			
Register of Deeds:			
Deeds' Surcharge	117,000	117,000	-
Real Estate Transfer Taxes	350,000	570,681	220,681
Other	1,500,000	2,266,153	766,153
Total Register of Deeds	<u>1,967,000</u>	<u>2,953,834</u>	<u>986,834</u>
Sheriff's Department:			
Outside Details and Other Services	751,990	690,284	(61,706)
Dispatch Services	42,000	39,000	(3,000)
Airport Security	821,267	779,834	(41,433)
District Court Transportation	5,000	27,838	22,838
Total Sheriff's Department	<u>1,620,257</u>	<u>1,536,956</u>	<u>(83,301)</u>
Maintenance:			
Nursing Home Maintenance Reimbursement	-	975,192	975,192
Other	-	838	838
Total Maintenance	<u>-</u>	<u>976,030</u>	<u>976,030</u>
Commissioners' Office	-	63	63
County Attorney	<u>91,369</u>	<u>79,175</u>	<u>(12,194)</u>
Corrections Department:			
Federal Prisoners	361,350	741,840	380,490
Work Release Board	55,000	60,065	5,065
Telephone Reimbursement	70,000	72,257	2,257
Other	150	4,579	4,429
Total Corrections Department	<u>486,500</u>	<u>878,741</u>	<u>392,241</u>
County Land Management:			
Rent of Farm Trailers	5,520	5,520	-
Hay Sales	8,000	7,633	(367)
Other	1	263	262
Total County Land Management	<u>13,521</u>	<u>13,416</u>	<u>(105)</u>
Human Services:			
Flexible Funds	25,000	12,375	(12,625)
Incentive Funds	471,380	368,544	(102,836)
Other	43,221	18,324	(24,897)
Total Human Services	<u>539,601</u>	<u>399,243</u>	<u>(140,358)</u>
Human Resources			
Fiscal	-	136,772	136,772
Human Resources	-	63,458	63,458
Total Human Resources	<u>-</u>	<u>200,230</u>	<u>200,230</u>
Total Charges for Services	<u>\$4,718,248</u>	<u>\$7,037,688</u>	<u>\$2,319,440</u>

(Continued)

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GENERAL FUND
SCHEDULE OF REVENUES COMPARED TO BUDGET
(NON-GAAP BASIS)
FOR THE YEAR ENDED DECEMBER 31, 1998

	Adopted Budget	Actual	Variance Favorable (Unfavorable)
Interest	\$350,000	\$381,619	\$31,619
Other			
Equipment Auction	8,000	2,184	(5,816)
Escheat Funds	10,000	6,708	(3,292)
State Lease - Parole	15,000	15,000	-
Telephone Reimbursement	-	1	1
Miscellaneous	-	665	665
Grant - Contingencies	625,000	16,087	(608,913)
Miscellaneous Telecommunications	3,200	250	(2,950)
Miscellaneous Extension Service	-	10	10
Total Other	661,200	40,905	(620,295)
Total Revenues	27,480,967	29,211,731	1,730,764
Other Financing Sources			
Proceeds from Capital Leases	-	230,588	230,588
Operating Transfer In:			
From Nursing Home	163,130	-	(163,130)
Total Other Financing Sources	163,130	230,588	67,458
Total Revenue and Other Financing Sources	27,644,097	\$29,442,319	\$1,798,222
Fund Balance Used To Reduce Taxes	4,687,554		
Total Adopted Budget	\$32,331,651		

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 GENERAL FUND - GENERAL GOVERNMENT
 SCHEDULE OF EXPENDITURES COMPARED TO BUDGET (NON-GRAP BASIS)
 FOR THE YEAR ENDED DECEMBER 31, 1998

	Adopted Budget	Prior Year's Encumbrances	Approved Transfers	Revised Budget	Actual	Variance Favorable (Unfavorable)
Public Assistance						
Old Age Assistance	\$184,000	\$ -	\$ -	\$184,000	\$171,555	\$12,445
Intermediate Nursing Care	9,412,352	-	(50,000)	9,362,352	9,786,361	(424,009)
Aid to Permanently and Totally Disabled	920,000	-	75,000	995,000	974,595	20,405
Court Ordered Services for Children	1,595,000	-	(25,000)	1,570,000	1,524,920	45,080
Mediation Programs	433,080	-	-	433,080	454,070	(20,990)
Administration	254,352	-	-	254,352	248,940	5,412
Other	25,002	-	-	25,002	18,486	6,516
Total Public Assistance	12,823,786	-	-	12,823,786	13,178,927	(355,141)
Corrections						
Operations	4,233,506	995	-	4,234,501	4,897,755	(663,254)
Maintenance	2,291,314	8,953	-	2,300,267	2,090,258	210,009
Operations	321,258	2,900	-	324,158	316,949	7,209
General Government						
Software	12,000	-	-	12,000	-	12,000
Computer	45,000	77,100	-	122,100	(9,674)	131,774
Courthouse Lease Payments	152,004	-	-	152,004	152,006	(2)
Contingency	625,000	-	-	625,000	27,965	597,035
Legal	100,000	-	-	100,000	31,710	68,290
Judgments	1	-	-	1	-	1
Union Negotiations	23,000	-	-	23,000	20,669	2,331
Insurance	401,210	-	-	401,210	291,195	110,015
Property Taxes	27,000	-	-	27,000	24,904	2,096
Audit Fees	20,000	-	-	20,000	7,128	12,872
Dues	15,000	-	-	15,000	15,553	(553)
Total General Government	1,420,215	77,100	-	1,497,315	567,551	935,961
Commissioners' Office	167,109	10,000	-	177,109	140,084	37,025
Operations	290,999	-	-	290,999	249,452	41,547
Human Resources						
Sheriff's Department						
Law Enforcement	1,565,304	-	(10,000)	1,555,304	1,410,483	144,821
Dispatch	653,193	16,600	10,000	679,793	630,484	49,309
Radio	62,332	-	-	62,332	61,732	600
Airport	747,859	-	-	747,859	711,080	36,779
Outside Details	139,375	-	-	139,375	115,191	24,184
District Court Transportation	81,469	-	-	81,469	79,549	1,920
Total Sheriff's Department	\$3,249,532	\$16,600	\$ -	\$3,266,132	\$3,008,519	\$257,613

(Continued)

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GENERAL FUND - GENERAL GOVERNMENT
SCHEDULE OF EXPENDITURES COMPARED TO BUDGET (NON-GRAP BASIS)
FOR THE YEAR ENDED DECEMBER 31, 1998

	Adopted Budget	Prior Year's Encumbrances	Approved Transfers	Revised Budget	Actual	Variance Favorable (Unfavorable)
Register of Deeds Operations	\$793,478	\$42,265	-	\$835,743	\$770,783	\$64,960
County Attorney Operations	1,348,641	-	(9,000)	1,339,641	1,262,373	77,268
Medical Examiner Operations	67,100	-	9,000	76,100	69,686	6,414
Extension Service Operations	335,650	-	-	335,650	320,825	14,725
Telecommunications Operations	213,010	53,449	-	266,459	103,676	162,783
Treasurer and Deputy Treasurer Operations	48,617	-	-	48,617	31,432	17,185
County Delegation Operations	44,434	-	-	44,434	32,595	11,839
Human Services' Specials	50,000	-	-	50,000	50,000	-
Conservation District	10,000	-	-	10,000	10,000	-
A Safe Place	44,000	-	-	44,000	44,000	-
Area Homemakers	43,000	-	-	43,000	43,000	-
Visiting Nurses Association	6,250	-	-	6,250	6,250	-
Emergency Unit Fire Training	14,000	-	-	14,000	14,000	-
Retired Senior Volunteers Program	12,500	-	-	12,500	12,500	-
Childcare Association	2,500	-	-	2,500	2,500	-
Sexual Assault Support	36,000	-	-	36,000	36,000	-
Nutrition	218,250	-	-	218,250	218,250	-
Total Human Service Specials	1,515,000	-	-	1,515,000	990,000	525,000
Debt Service	643,280	-	-	643,280	473,355	169,925
Principal Long-Term Debt	607,500	-	-	607,500	374,736	232,764
Interest on Tax Anticipation Notes	1,250,780	-	-	1,250,780	845,091	402,689
Total Interest	716,200	252,920	-	969,120	294,270	674,850
Capital Outlay	116,200	252,920	-	369,120	294,270	674,850
Other	31,348,879	465,182	-	31,814,061	29,385,379	2,428,682
Total Capital Outlay	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Operating Transfers Out:	-	-	-	-	-	-
To Capital Projects	-	-	-	-	-	-
To Nursing Home Funds	-	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	\$31,348,879	\$465,182	\$-	\$31,814,061	\$30,273,405	\$1,540,656

Schedule A-3

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 SCHEDULE OF CHANGES IN GENERAL FUND UNRESERVED FUND BALANCE
 FOR THE YEAR ENDED DECEMBER 31, 1998

<u>Unreserved Fund Balance</u>	
January 1 - Beginning of Year	\$1,952,768
December 31 - End of Year	<u>1,018,497</u>
Change in Unreserved Fund Balance	<u>(\$934,271)</u>
<u>Analysis of Change</u>	
Revenue Variance	\$1,798,222
Expenditure Variance	1,672,985
Unreserved Fund Balance Used to Reduce Taxes	(4,687,554)
(Increase) Decrease in Reserve for Encumbrances	154,684
(Increase) Decrease in Reserve for Prepaid	(7,529)
(Increase) Decrease in Designated Fund Balance (Continuing Appropriations)	<u>134,921</u>
Change in Unreserved Fund Balance	<u>(\$934,271)</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 SCHEDULE OF CHANGES IN GENERAL FUND FUND BALANCE APPROPRIATION RESERVES
 FOR THE YEAR ENDED DECEMBER 31, 1998

	December 31, 1997	December 31, 1998	Net Change
<u>General Fund Fund Balance Reserves:</u>			
<u>Reserved for Encumbrances:</u>			
Corrections	\$995	\$ -	(\$995)
Maintenance	5,478	4,781	(697)
Commissioners	10,000	-	(10,000)
Sheriff's Department	16,600	49,645	33,045
Register of Deeds	42,265	25,185	(17,080)
County Attorney	-	15,621	15,621
Telecommunications	53,458	-	(53,458)
Capital Outlay	336,396	215,276	(121,120)
Total Reserved for Encumbrances	<u>465,192</u>	<u>310,508</u>	<u>(154,684)</u>
<u>Reserved for Continuing Appropriations:</u>			
Public Assistance	517,590	382,669	(134,921)
Total Reserved for Continuing Appropriations	<u>517,590</u>	<u>382,669</u>	<u>(134,921)</u>
Total Fund Balance Appropriation Reserves	<u>\$982,782</u>	<u>\$693,177</u>	<u>(\$289,605)</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 ALL INTERNAL SERVICE FUNDS
 COMBINING BALANCE SHEET
 DECEMBER 31, 1998

	Health Insurance Fund	Dental Insurance Risk Management Fund	Workers' Compensation Insurance Risk Management Fund	Unemployment Insurance Fund	Total
ASSETS					
Investments	\$485,333	\$271,081	\$2,534,616	\$68,370	\$3,359,400
Accounts Receivable	7,881	794	-	-	8,675
Due From Other Funds:					
From General Fund	36,433	256	2,346	-	39,035
From Nursing Home	18,437	495	-	-	18,932
TOTAL ASSETS	\$548,084	\$272,626	\$2,536,962	\$68,370	\$3,426,042
LIABILITIES AND FUND BALANCE					
Liabilities					
Accounts Payable	\$550	\$13,525	\$691,136	\$-	\$705,211
Accrued Expenses	-	20,000	-	-	20,000
Due to Other Funds:					
To General Fund	3,451	-	-	-	3,451
To Nursing Home	265	-	-	-	265
Deferred Revenue	42,803	2,926	-	-	45,729
TOTAL LIABILITIES	46,869	36,451	691,136	-	774,456
Fund Balance					
Retained Earnings	501,215	236,175	1,845,826	68,370	2,651,586
TOTAL LIABILITIES AND FUND BALANCE	\$548,084	\$272,626	\$2,536,962	\$68,370	\$3,426,042

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 ALL INTERNAL SERVICE FUNDS
 COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS
 FOR THE YEAR ENDED DECEMBER 31, 1998

	Workers'			Totals
	Health Insurance Fund	Dental Insurance Risk Management Fund	Compensation Insurance Risk Management Fund	
Revenues				
Charges for Services	\$1,965,932	\$280,057	\$823,407	\$3,103,419
Refunds and Reimbursements	177,032	16,038	13,793	219,902
Interest	46,544	13,967	150,979	216,092
Other Revenue	1,583	-	-	1,583
Total Revenue	2,191,091	310,062	988,179	3,540,996
Expenses				
Claims and Premiums	1,925,390	292,817	976,330	3,222,999
Income Before Non-Operating Revenues (Expenses)	265,701	17,245	11,849	317,997
Non-Operating Revenues (Expenses)	770	1,416	24,266	26,459
Gain (Loss) on Sale of Investments	266,471	18,661	36,115	344,456
Net Income	234,744	217,514	1,809,711	2,307,130
Retained Earnings, Beginning of Year	\$501,215	\$236,175	\$1,845,826	\$68,370
Retained Earnings, End of Year				\$2,651,586

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 COMBINING STATEMENT OF CASH FLOWS
 ALL INTERNAL SERVICE FUNDS
 FOR THE YEAR ENDED DECEMBER 31, 1998

	Health Insurance Fund	Dental Insurance Risk Management Fund	Worker's Compensation Insurance Risk Management Fund	Unemployment Insurance Fund	Totals
Cash Flows From Operating Activities					
Net Income (Loss), Schedule B-2	\$266,471	\$18,661	\$36,115	\$23,209	\$344,456
Adjustments to Reconcile Net Operating Income (Loss) to Net Cash Provided by Operating Activities					
Interest on Investments	(46,544)	(13,967)	(150,979)	(4,602)	(216,092)
Gain (loss) on Sale of Investments	(770)	(1,416)	(24,266)	(7)	(26,459)
Change in Operating Assets and Liabilities:					
(Increase) Decrease in Operating Assets:					
Accounts Receivable	3,983	(794)	-	-	3,189
Prepays	-	-	200	-	200
Due from Other Funds	(44,817)	(264)	6,956	-	(38,125)
Increase (Decrease) in Operating Liabilities:					
Accounts Payable	549	13,525	691,135	-	705,209
Accrued Expenses	-	8,565	(292,853)	-	(284,288)
Due to Other Funds	(2,201)	-	-	-	(2,201)
Deferred Revenue	42,603	2,926	-	-	45,529
Total Adjustments	(47,197)	8,575	230,193	(4,609)	186,962
Net Cash Provided by Operating Activities	219,274	27,236	266,308	18,600	531,418
Cash Flows from Investing Activities					
Purchase of Investments	5,192,127	1,196,482	6,636,305	264,877	13,289,791
Sale of Investments	(5,019,375)	(1,179,826)	(6,350,599)	(234,445)	(12,784,245)
Interest on Investments	46,544	13,967	150,979	(4,602)	206,888
Net Cash Provided from Investing Activities	219,296	30,623	436,685	25,830	712,434
Increase (Decrease) in Cash and Cash Equivalents	(22)	(3,387)	(170,377)	(7,230)	(181,016)
Cash and Cash Equivalents, Beginning of Year	22	3,387	170,377	7,230	181,016
Cash and Cash Equivalents, End of Year	\$ -	\$ -	\$ -	\$ -	\$ -

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 FIDUCIARY FUND TYPES
 COMBINING BALANCE SHEET
 DECEMBER 31, 1998

	Agency Funds			Total
	Inmate Account	Commissary Account	Chapel Account	
		Expendable Trust Fund		
ASSETS				
Cash	\$40,878	\$69,527	\$545	\$119,485
Due from Other Funds:				
From Inmate Account	14,307	-	-	14,307
	\$40,878	\$83,834	\$545	\$133,792
TOTAL ASSETS				
LIABILITIES AND FUND BALANCE				
Liabilities	\$ -	\$12,796	\$ -	\$12,796
Accounts Payable				
Due to Other Funds:				
To General Fund	7,765	-	-	7,765
To Commissary Account	14,307	-	-	14,307
Due to Specific Individuals	18,806	11,038	545	90,389
	40,878	83,834	545	125,257
TOTAL LIABILITIES				
Fund Balance				
Unreserved:				
Designated				
			8,535	8,535
TOTAL LIABILITIES AND FUND BALANCES	\$40,878	\$83,834	\$545	\$133,792

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
ALL AGENCY FUNDS
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
FOR THE YEAR ENDED DECEMBER 31, 1998

	Balance January 1, 1998	Additions	Deductions	Balance December 31, 1998
INMATE ACCOUNT				
ASSETS				
Cash	\$28,070	\$388,764	\$375,956	\$40,878
LIABILITIES				
Due to Other Funds:				
To General Fund	\$ -	\$7,765	\$ -	\$7,765
To Commissary Account	-	14,307	-	14,307
Due to Specific Individuals:				
Due to Inmates	28,070	366,692	375,956	18,806
TOTAL LIABILITIES	<u>\$28,070</u>	<u>\$388,764</u>	<u>\$375,956</u>	<u>\$40,878</u>
COMMISSARY ACCOUNT				
ASSETS				
Cash	\$67,478	\$149,544	\$147,495	\$69,527
Due from Other Funds:				
From Inmate Account	-	14,307	-	14,307
TOTAL ASSETS	<u>\$67,478</u>	<u>\$163,851</u>	<u>\$147,495</u>	<u>\$83,834</u>
LIABILITIES				
Accounts Payable	\$ -	\$12,796	\$ -	\$12,796
Due to Specific Individuals:				
Due to Inmates	67,478	151,055	147,495	71,038
TOTAL LIABILITIES	<u>\$67,478</u>	<u>\$163,851</u>	<u>\$147,495</u>	<u>\$83,834</u>
CHAPEL ACCOUNT				
ASSETS				
Cash	\$ -	\$555	\$10	\$545
LIABILITIES				
Due to Specific Individuals:				
Due to Inmates	\$ -	\$555	\$10	\$545
TOTAL				
ASSETS				
Cash	\$95,548	\$538,863	\$523,461	\$110,950
Due from Other Funds:				
From Inmate Account	-	14,307	-	14,307
TOTAL ASSETS	<u>\$95,548</u>	<u>\$553,170</u>	<u>\$523,461</u>	<u>\$125,257</u>
LIABILITIES				
Accounts Payable	\$ -	\$12,796	\$ -	\$12,796
Due to Other Funds:				
To General Fund	-	7,765	-	7,765
To Commissary Account	-	14,307	-	14,307
Due to Specific Individuals:				
Due to Inmates	95,548	531,098	523,461	103,185
TOTAL LIABILITIES	<u>\$95,548</u>	<u>\$553,170</u>	<u>\$523,461</u>	<u>\$125,257</u>