
MB
Date 1/20/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 5, 1999**

Present: Commissioner Pratt
Commissioner Battles

Also present: Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Jay Houle, Fiscal Department; Diane Gill, Human Services Director; Jennifer Nelson, MIS/Telecommunications Manager; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Peg Warner, Union Leader.

Commissioner Pratt called the meeting to order at 4:10 p.m.

A revised budget schedule has been passed out, moving the Annual Meeting date up one week, in consideration of the NACo meeting which starts February 26 in Washington and school vacation week.

Commissioner Pratt stated that the Commissioners had received a request for reconsideration on the taking of land for the Manchester Airport from the King Trust.

MOVED: Commissioner Battles that the Motion For Reconsideration and Further Submission of Evidence by the King Trust is denied.

SECONDED: Commissioner Pratt.

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

Commissioner Battles stated that the Commissioners had received correspondence from Judge Nadeau's office regarding the portraits in the Court House.

MB
Date 1/20/99

Commissioner Pratt stated that a Memorandum of Understanding between the Department of Administrative Services and the County for loan of the portraits to the Court House for a two year period had been prepared by Jude Gates. The loan arrangement will be reviewed at the end of this two-year period.

MOVED: Commissioner Battles to have the Board of Commissioners sign the Memorandum of Understanding between the Department of Administrative Services and Rockingham County for a two-year period.

SECONDED: Commissioner Pratt.

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

Commissioner Pratt reminded everyone that it is imperative that all new employees receive their pre-employment physical prior to beginning work. There has been an unfortunate incident with a new employee who received this examination after starting work and who did not pass the drug screening part of the physical.

Commissioner Pratt read comments from the budget letter from Rep. Kenneth Wyler which reads as follows:

Our elected county officials and county employees have been working on this budget since September. I am personally proud to be a part of this county. For the third budget in a row, the portion of revenues required from our property taxes has been reduced by almost a million dollars, this despite a 3 ½% increase in the overall budget.

This is certainly worth reporting to our constituents. To be part of the process and to share in the bragging rights, please attend your subcommittee meetings and other meetings involved in adopting this budget.

Commissioner Pratt thanked Rep. Weyler for his expression of support and all department heads for helping to make this happen.

MOVED: Commissioner Battles to approve the minutes of the December 31, 1998 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

MB
Date 1/30/99

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

REPORT FROM THE CONSERVATION DEPARTMENT:

Mary Currier stated that the tree & shrub fliers have arrived and will be going out in the mail this week.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

Commissioner Pratt stated that the Commissioners will need a Non-Public Session under NHRSA 91A:3 II (a) for personnel matters.

REPORT FROM THE FISCAL DEPARTMENT:

Jay Houle stated that the auditors will be in next Thursday and Friday and the Fiscal Department is hurrying to be ready for these meetings. Fiscal is also working on direct deposit, payroll, accounts payable, budget, year-end closing and auditors meetings.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that she had the November State bill report.

Commissioner Battles read a letter from John McDermott which thanked the Commissioners for inviting DCYF to participate in the December 3, 1998 meeting at the Rockingham County complex and stated that he has explored the feasibility of creating short-term crisis beds in Rockingham County.

Commissioner Battles commented that DCYF finally realizes that there is a problem with no shelter beds in Rockingham County. Rockingham County has 25% of the population of the State, is the fastest growing county in the State, and one of the fastest growing counties in the northeast.

REPORT FROM MAINTENANCE:

Jude Gates had no report. Commissioner Pratt stated that the Commissioners had received an insurance company report which stated that they found no deficiencies on the complex.

MB
Date 1/20/99

Jude Gates stated that work on bid preparation for 1999 projects has begun and bid prices quoted contain a new clause which states that prices are subject to Delegation approval in order to maintain the quoted prices.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. The population is 277 and 7 applications for admission. There will be a Job Fair January 14 in the Atrium.

Mr. Sturtevant thanked Commissioner Battles for all his support over the last four years.

Commissioner Battles stated that Tai Chi will be taught to the Nursing Home residents and staff. This improves the quality of life, balance, awareness, spacial awareness and a number of other things.

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson thanked Commissioner Battles for all his assistance and especially for the creation of the Telecommunications Department.

Jennifer Nelson stated that she has found a family who has agreed to participate in a pilot program to become the first Nursing Home resident family to become part of the Rockingham County telephone system. This has come about because Bell Atlantic could not come up with any more lines for the Nursing Home.

Commissioner Pratt stated the the wiring project with Vitts is running a little behind due to the fact that subcontractors were being used, and Vitts is now using only Vitts employees and not subcontractors, per the recommendation of the MIS Manager and the Commissioners. The new projected completion date is January 31.

Commissioner Pratt stated that the earned time program is going to be expanded to certain other departments in the Nursing Home, Human Services and the County Attorney's office.

Date MB
1/20/99

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

SECONDED: Commissioner Pratt.

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

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
January 5, 1999

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Battles, Gene Charron, Theresa Young, and Maryann Brickett.

Discussion: Staffing issues.

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

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Battles to revise the 1999 position listing.

SECONDED: Commissioner Pratt.

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

Meeting was adjourned at 7:05 PM.

MB
Date 1/20/99

Respectfully submitted,

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

Received by,

Katharin K. Pratt
Katharin K. Pratt, Chairman
Rockingham County Commissioners

Date MS
1/20/99

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
January 6, 1999**

Present: Commissioner Pratt
Commissioner Barrows
Commissioner Barka

Also present: Maryann Brickett, Executive Assistant to the
Commissioners.

Commissioner Pratt called the meeting to order at 1:00 p.m.

Commissioner Pratt reviewed the recent use of the County's CDBG allocations to assist County cities and towns. The Board expressed its desire to continue this program in 1999.

Commissioner Pratt reviewed the status of negotiations with the SEA local at the Department of Corrections.


MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

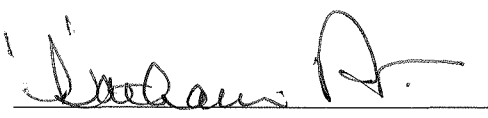
VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Meeting was adjourned at 1:10 PM.

Respectfully submitted,


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

Received by,


Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
1/20/99

**COMMISSIONERS MEETING
COMMISSIONER'S CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 11, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Gene Charron; Al Wright; Theresa Young; Maryann
Brickett.

Commissioner Pratt called the meeting to order at 1:20 p.m.

MOVED: Commissioner Barrows to make the following appointments for
the Board of Commissioners for a two-year term:

Ernest P. Barka	Chairman
Maureen Barrows	Vice Chairman
Katharin K. Pratt	Clerk

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt.

VOTE: 2 Yea. 1 Abstention. Motion carried.

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

SECONDED: Commissioner Pratt.

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

Date MB
1/20/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
January 11, 1999**

Those present for NHRSA 91A:3 II (a) were Commissioner Barka; Commissioner Barrows; Commissioner Pratt; Gene Charron; Al Wright; Theresa Young; Maryann Brickett.

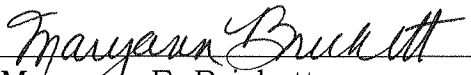
Discussion: Personnel issues.

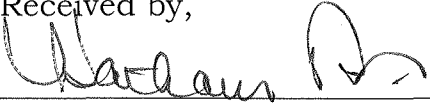
There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), Commissioner Barrows moved to go out of Non-Public Session on a roll call vote.

SECONDED: Commissioner Pratt.

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

Respectfully submitted,


Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,

Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 1/27/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 13, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Tom Reid, Deputy County Attorney; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Theresa Young, Fiscal Department; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jennifer Nelson, MIS/Telecommunications Manager; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Robyn Wojtusik, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:37 a.m.

Commissioner Barka introduced Commissioner Maureen Barrows to everyone, the new Commissioner from District 2. Commissioner Barrows greeted everyone and stated she was glad to be here.

Commissioner Pratt introduced Molly Coleman from the Foundation for Seacoast Health in Portsmouth. Commissioner Pratt stated that the County has been involved in several CDBG block grants, and Seacoast Health is requesting the Commissioners assistance for a grant as well.

Ms. Coleman stated that the Foundation for Seacoast Health was created when the Portsmouth Hospital was sold to Hospital Corporation of America. The Foundation has since 1984 been funding a variety of health and social service agencies in Portsmouth. In 1994, because of the original contract with Hospital Corporation of America, their assets almost doubled, and it provided the Foundation with a large amount of money. After much community input and research about how to offer enhanced services to the Seacoast area, it was decided to develop a

MB
Date 1/27/99

campus in the Portsmouth area where some of the social agencies in need of space could be. A 94 acre piece of land at the corner of Peverly Hill Road and Lafayette Road in Portsmouth is the proposed site. The proposed site would house: New Heights, Families First, Portsmouth Early Education, Head Start and Community Child Care Center. Info Link will also have an office there. There will be a medical/financial assistance program housed there, which helps people get low-cost prescriptions. The Child Advocacy Center, which is being developed by the Portsmouth Police Department, will also be housed there.

Ms. Coleman stated that the Foundation for Seacoast Health wished the Commissioners to offer their support to the program. The goal of the program is to develop the 3 playgrounds at the community campus. The \$105,000 would be split three ways: Fifty percent of the cost of the project \$52,500 would come from the CDBG grant, Head Start would provide \$39,000 and the Foundation would provide the rest of the money, about \$13,500. The Foundation has already done the infrastructure for the site. This budget is to purchase the equipment needed to develop these playgrounds.

Commissioner Barrows stated that funds are available through the Greater Piscataqua Community Foundation for the Handicapped. Ms. Coleman stated that they would be exploring that possibility as well. Commissioner Barrows also mentioned that Terry Byer wished to begin a Summer Bridge Program, America's Promise. Ms. Coleman viewed this site as a hub for child and family activities, complete with available meeting rooms.

MOVED: Commissioner Pratt to support the application for CDBG grant for this concept pending review and approval of the final application.

DISCUSSION Commissioner Pratt stated that there needed to be a public hearing on Monday, January 25, and needed two Commissioners in attendance and a public vote of the Board of Commissioners to accept the application.

SECONDED: Commissioner Barrows.

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

Commissioner Pratt requested that Ms. Coleman meet with Martha Roy to go over all the details of the grant applications.

MB
Date 1/27/99

Commissioner Barka announced that Commissioners' Meetings will be every Wednesday at 10:30 a.m. until further notice.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Tom Reid, Deputy County Attorney under Jim Reams gave the report for the County Attorney's Office. The department is going through a significant transition. The office is down 4 attorneys. There is one new hire, and several applicants being interviewed. Everyone in the office has a heavy caseload.

County Attorney Jim Reams plans to make a number of significant changes.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey presented the Commissioners with her year-end figures for revenues, transfer tax and document count.

Mrs. Stacey stated that she needed the Commissioners to approve the re-appointment of her Deputy, Becky Jo Burns for the insurance company.

MOVED: Commissioner Pratt to approve the re-appointment of Becky Jo Burns as Deputy Register of Deeds, per the recommendation of Mrs. Stacey.

SECONDED: Maureen Barrows.

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

Mrs. Stacey discussed two bid waivers. One is an anticipated purchase plan for the filming equipment and filming chemicals for the current year in order to lock in the price, with Boyle Associates. The other bid waiver is for Eastman Kodak for the IMT equipment and cameras.

Mrs. Stacey stated that she has met with Commissioner Donald Hill from the Court Administrative Offices and things are back on schedule for the extended hours for the Deeds Offices.

Mrs. Stacey stated that she would need a Non-Public Session under RSA Chapter 91A:3 II (a).

MB
Date 1/27/99

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that he would need the Commissioners' signatures on a Certificate of Vote for the security services at the Superior Court with the Department of Administrative Services.

MOVED: Commissioner Pratt that the Commissioners vote to approve the Sheriff entering into an Agreement for security services with the State of New Hampshire, Department of Administrative Services, Bureau of Court Facilities for the term of the agreement.

SECONDED: Commissioner Barrows.

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

Sheriff Linehan stated that as a result of House Bill 204 which went into effect January 1, 1999, part of the law got struck down as unconstitutional. The part having to do with court room security states that sheriffs are not responsible for court room security in the District Courts. However, the part that was upheld was custody of prisoners in the District Courts. Mr. Donald Goodnow, Court Administrative Offices, have indicated that they have no money in their budget to pay for these services. The position of the sheriffs as voted on at a Sheriffs' Association Meeting is that since they don't have a line item budget, but the money can be moved around within the budget. Sheriff Linehan stated that they are mandated by law to do this, but the funds are not in place to pay for these services. Sheriff Linehan stated that if these services are not paid for, it will become a 28A issue and then services will cease. Sheriff Linehan felt that in the meantime it is their responsibility and mandate by law to provide that service and they will do this.

Commissioner Pratt stated that there were no additional funds placed in the 1999 budget for this program, but Theresa Young has informed the Commissioners that there is enough money in other lines that are appropriate and can be used for a month or two for the Sheriff's Department to perform the services, bill for the services, and see if the bills will be paid before proceeding further.

Commissioner Barka stated that this issue would have to be brought before the Executive Board for the funds for these services. Mrs. Young stated that it is a like service that was being provided last year and the Sheriff's Department will be using current employees, using additional

MB
Date 1/27/99

overtime. This function is already budgeted. Sheriff Linehan stated that he would bring this issue up at his Sub-Committee Meeting.

Sheriff Linehan stated that he will be President of the Sheriffs' Association for the coming year.

REPORT FROM THE CONSERVATION DEPARTMENT:

Mary Currier stated that she is attempting to find out the status of the contract with the New Hampshire Office of Emergency Management on the grant for the flood mitigation. Mrs. Currier has left a message for Grace Walker at her home. The contract will need to be signed by the Commissioners before going to the Governor and Council for approval and signature.

Mrs. Currier stated that she has an outstanding bill for the surveyors with regard to this mitigation. She will need to get this bill paid as soon as possible.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report, with a population of 240, 131 pre-trial, 109 sentenced, 39 from Immigration and one en route, 15 state prisoners, 21 on work release, one at the men's State Prison, 10 at the women's State Prison, and 3 at the State Hospital.

Commissioner Pratt stated that Mr. Charron would need a Non-Public Session under RSA Chapter 91A:3 II (c).

REPORT FROM THE FISCAL DEPARTMENT:

Mrs. Young stated that the Auditors are coming in for the first time for the 1998 financial audit. They will be coming in Thursday for some expenditure testing, and again on Friday. Fiscal will be meeting with Robin Grill regarding the cost report Friday morning.

Mrs. Young reminded everyone that the last A/P run for checks to be cut for 1998 is next week. Mrs. Young stated that even if warrants are not in for the A/P run next week, be sure that Fiscal at least has the accrual amounts as the accounts will be closed out and the fund balance needs to be established.

MB
Date 1/27/99

Mrs. Young reminded everyone that Sub-Committee meetings will begin on Friday, January 15.

Mrs. Young stated that the Fiscal Department is hoping to get the W-2s out for the next payroll.

REPORT FROM HUMAN RESOURCES:

Martha Roy said that her department will be distributing the 1999 Personnel Policies & Procedures to all O/DDs and the Commissioners. All departments can make additional copies for everyone in their departments.

Human Resources will be working on vacation accrual banked amounts with the Fiscal Department and distributing those figures to all O/DDs to review before giving to employees.

Mrs. Roy stated that the Joint Loss Safety Committee met this morning along with Commissioner Pratt, Sheriff Linehan, Jude Gates and the Scott Larson Group about their report with the Sheriff's Department. The Court House issues were discussed. Mrs. Roy will contact County Attorney Jim Reams to see if there are any continuing outstanding issues with him or his staff.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that she has spoken with the Deputy County Attorney regarding YDC. Commissioner Peter Favreau wrote a letter to the County Attorneys throughout the State who in turn have passed this letter on to the Board of Commissioners. The letter states that the counties do not have rate setting authority and inform the Board of Commissioners to pay the bills.

Mrs. Gill stated that with regard to interpretation of the statute, she received a letter from Deborah Bourbeau who is the Business Administrator from the Office of Finance in the Commissioners' Office. She cites the statute that says that only Health & Human Services has the right to deny claims that over a year old for either intermediate nursing care or APTD claims. Mrs. Gill has been deducting, at the direction of the Board of Commissioners, claims for services over a year old. Mrs. Gill will provide the Commissioners with a copy of the letter from Deborah along with a copy of the claims she has deducted and the

MB
Date 1/27/99

dates of service. These cases are in suspense at EDS and no one is notified that there is a potential liability there until something pushes a case through.

Mrs. Gill will also provide the Commissioners with copies of letters from both Hillsborough County and Cheshire County having to do with the YDC rate issue and Rockingham County's continuing position that they will not pay the higher rates. Copies of these letters were given to all members of the Delegation at last week's meeting. Every county is doing things a little differently. Cheshire County wrote to Senator Blaisdell. Mrs. Gill believe there will be an announcement Thursday by YDC that there will be some significant changes made in staffing up there at the facility.

Mrs. Young inquired if any of these events affect what was accounted for the accruals, as it was funded rather low. Commissioner Pratt stated that it is still the position of the Board that they will not pay \$100/day rate increase.

Mrs. Gill stated that the lease for the Portsmouth Mediation Office will run out the end of March and they are looking for another site for their offices. Commissioner Pratt requested that she ask County Attorney Reams review the new lease before signing and that only Mrs. Gill be present not staff.

Commissioner Barrows suggested that there might be office space available at the Foundation for Seacoast Health, perhaps during unused evening hours. Mrs. Gill will review this issue with Ms. Coleman.

REPORT FROM MAINTENANCE:

Jude Gates stated that the Brentwood Board of Selectmen would like to meet with the Board of Commissioners to review emergency services provided by the Town, i.e. fire, police, ambulance, etc. Friday mornings are a good time for them. Commissioner Pratt suggested after the Commissioners' Meeting on Wednesday, perhaps after Sub-Committee Meetings are over in March, and to have them send over in writing some information prior to the meeting. Jude Gates will take care of this for the Commissioners and suggest an 11:30 a.m. meeting.

Mary Currier stated that she and Jude Gates are reviewing the current use of Rockingham County lands.

mb
Date 1/27/99

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. The population is 278, 5 applications for admission, an admission is scheduled for tomorrow, one death last night, 2 admissions yesterday, 90 persons in the Adult Day Care Program.

The Nursing Home Sub-Committee is scheduled to meet on Monday, January 18 at 1:00 p.m. in his conference room.

Mr. Sturtevant stated that he believes the Commissioners have received a fax from the Association of Counties regarding Nursing Home rates. The Commissioner will be publishing proposed Nursing Home rates soon in the Union Leader. The effective date is open at this point. The proposed rate for Rockingham County, as part of a 3-year phase in would drop the rate from \$123.13 to \$122.31 based on the acuity level. There is a meeting next Thursday at 1:00 p.m. for Nursing Home Administrators to be briefed on this by the Department. There is to be a public hearing on this proposed system on January 26 which is required by Federal law. New Hampshire law does not require a public hearing.

Mr. Sturtevant stated that the Tucker Allen, the consultants that were hired by the Department uses the MDS data. Whether or not that data is valid is debatable. Mr. Sturtevant stated that there is a law change in the Agreement which says that the law (409) says that the acuity based reimbursement system would go into effect in July. The agreement said that there would be a new reimbursement system January 1, or entering into discussions or an interim reimbursement system between January 1 and July 1. Commissioner Morton asked both parties to sign an agreement which said that they would agree to the law. The Counties agreed to do that. The private facilities did not agree. The Counties submitted a proposed interim system based on another format called OSCAR. The Department has decided not to use this because Commissioner Morton has bought into the MDS system. Commissioner Morton had apparently received a call from the Attorney General's office stating that he was in violation of the agreement.

Mr. Sturtevant stated that he would need a Non-Public Session under RSA Chapter 91A:3 II (c).

MB
Date 1/27/99

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson stated that the wiring in the Mitchell wing is done, except for the final cutover. Everything in the Blaisdell wing is done, Fernald will be finished today, and Underhill will be finished by Thursday. Next on the agenda will be the Jail.

Ms. Nelson met with her Sub-Committee Chairman to go over the budget for the year. There will be a full Sub-Committee meeting on January 25 at 4:00 p.m.

REPORT FROM UNH COOPERATIVE EXTENSION:

Robyn Wojtusik stated that next year she will be working part-time for the State Juvenile Justice System District Courts in the Attorney General's Office along with Cooperative Extension to follow up with the Profile Project. There will be a new person representing Cooperative Extension at the Commissioners Meetings as of April 1, Roland Barnaby.

The Cooperative-Extension Sub-Committee Meeting will be on Friday.

As a result of the Profiles Project, a grant was submitted to SJI. The Justice Institute received funds to pay a portion of her travel and salary to do this. They are talking about setting up a web site to track all the community initiatives across the state.

Commissioner Pratt stated that the Commissioners have received the bill for the New Hampshire Association of Counties dues. There will be new bills coming out reflecting a credit for the \$2,000 special assessment paid by some counties in 1998.

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

SECONDED: Commissioner Pratt.

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

MB
Date 1/27/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
January 13, 1999**

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

Discussion: Residence requirement waivers.

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

Discussion: Position regrade.

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Gene Charron, Theresa Young, and Maryann Brickett.

Discussion: SEA issues.

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

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to waive the residence requirement for two admissions to the Nursing Home per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

MB
Date 1/27/99


MOVED: Commissioner Barrows to approve a position regrade for the Register of Deeds.

SECONDED: Commissioner Pratt.

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

Meeting was adjourned at 12:40 AM

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

m.B
Date 1/27/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 20, 1999**

Present: Commissioner Barka
 Commissioner Barrows
 Commissioner Pratt

Also present: Mary Currier, Conservation District; Gene Charron,
 Superintendent, Dept. of Corrections; Theresa Young,
 Fiscal Department; Martha Roy, Human Resources
 Director; Jude Gates, Engineering & Maintenance
 Asst. Director; Bill Sturtevant, Nursing Home
 Administrator; Maryann Brickett, Executive Assistant
 to the Commissioners.

Also Present: Steve Jusseume, Rockingham County Newspapers.

Commissioner Barka called the meeting to order at 10:37 a.m.

MOVED: Commissioner Pratt to approve the minutes of the January 5,
1999 Commissioners Meeting.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve the minutes of the January 6,
1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the January 11,
1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

MB
Date 1/27/99

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

MOVED: Commissioner Barrows to approve the re-appointment of Tim Dempsey as Assistant Treasurer for a period of one year.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report.

Bids were opened for frankfurters:

Cambridge Packing
Essem

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the bids to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for cranberry juice:

Shaheen Bros.

Mr. Sturtevant recommended rebidding this bid as there was only one bid received.

MOVED: Commissioner Pratt to accept the recommendation of Mr. Sturtevant to reject the bid of Shaheen Bros. for cranberry juice and rebid this item.

SECONDED: Commissioner Barrows.

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

Bids were opened for paper products:

mb
Date 1/27/99

Portsmouth Paper
Interboro Packing
Central Paper
Allied Supply

MOVED: Commissioner Pratt to have Mr. Sturtevant and Mr. Charron evaluate and award the bids to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant received a letter from Laurel Farms Dairy, the current contractor providing dairy products to the Nursing Home and Rockingham County since May of 1998. The bid was for a firm price. Mr. Sturtevant received other bids from Turner Dairy and West Lynn Dairy. Laurel Farms Dairy is requesting a price increase due to an increase in the wholesale price of milk. They are requesting an increase from \$3.64/100 pounds or \$ 7.83 cents per quart. They claim to be losing \$160.00 per week and request an increase for the remainder of the contract. The increase would be approximately \$2,000 for the remainder of the 13 weeks of the contract.

MOVED: Commissioner Barrows to direct Mr. Sturtevant to hold Laurel Farms Dairy to the price in the contract and rebid this item as soon as possible.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant informed the Commissioners that he will be attending the affiliate meeting tomorrow morning and then the public hearing on the proposed Nursing Home rates which will be going into effect on February 1.

REPORT FROM THE REGISTER OF DEEDS:

The Commissioners signed two bid waivers for the Register of Deeds.

MB
Date 1/27/99

1. Eastman Kodak Company for the renewal of the annual maintenance contract for IMT viewers, cameras, film processor etc. in the amount of \$45,945.00.
2. Boyle Associates for the annual purchase plan for filming processing and duplication equipment, with a price freeze for one year for a minimum purchase of \$3,000.00.

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that she spoke with Grace Walker about the contract and Mrs. Walker was due to prepare the contract on Friday, but most likely due to the severe weather conditions last Friday, it might be delayed. Mrs. Currier stated she hopefully would be picking the contract up in Concord this week to be hand carried to the Commissioners.

Mrs. Currier received a renewal for the County's membership in the New Hampshire Timberland Owners Association which actually should have gone to Jude Gates. This contract is very helpful to the County for current use purposes.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Commissioner Barrows stated that she gave Mr. Charron's name to a group wishing to tour the Corrections facility.

Gene Charron gave his census report. Mr. Charron also reported that ERRCO is experiencing a layoff and the work release prisoners will probably be out of work for a month. There are 13 inmates working there.

REPORT FROM THE FISCAL DEPARTMENT:

Mrs. Young stated that there are two A/Ps ready for review for 1998 and 1999. The 1099s were sent out, and the W-2s are going out with this payroll. The public hearing on the budget is tomorrow night and transfers will be approved.

The Auditors were in last week and will be back in March. They finished the payroll review. The retirement auditors are coming in early this year, probably the end of February.

Commissioner Pratt requested the most recent accruals and encumbrances list.

m.B
Date 1/27/99

REPORT FROM HUMAN RESOURCES:

Martha Roy said that the Union and County have reached an impasse and moving toward mediation. The current contract expires June 30, 1999. There are currently no Step IV grievances pending with the County.

REPORT FROM MAINTENANCE:

Jude Gates distributed the fuel consumption reports for the Jail and the Nursing Home as well as the direct labor hour report for the year for various cost centers.

Maintenance has been extremely busy trying to keep up with the ice, ice dams, clearing roof drains, etc. Maintenance has also begun renovations on Fernald I on the third of the four bathrooms. They should be ready for tiling in about two weeks.

Jude Gates stated that the State is reviewing final plans for compliance issues on the inground 1,000 gallon oil tank at the waste water treatment plant and other engineering upgrade issues at the boiler plant. Maintenance is hoping to receive permits to go forward on those projects soon. Maintenance has completed the work on the inground tank that serves the Blaisdell generator.

Commissioner Barka discussed the memo regarding closing departments on snow dates. Martha Roy stated that she drafted the memo to relieve the burden on the Commissioners to have to make the ultimate decision and disseminate it. It was discussed that non-essential employees who could not make it into work on snow days due to inclement weather would be paid.

Bill Sturtevant thanked everyone from the Fiscal office and other departments who helped with residents on the snow day.

Martha Roy stated that she would send a memo to all departments informing them that they can call the switchboard to find out if a snow day has been declared.


MOVED: Commissioner Barrows to adjourn.

MB
Date 1/27/99

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

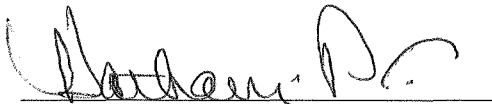
Meeting was adjourned at 11:30 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
2/3/99

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM**

Rockingham County Nursing Home
Brentwood, New Hampshire
January 25, 1999

Present: Commissioner Ernest P. Barka
Commissioner Maureen Barrows
Commissioner Katharin K. Pratt

Also present: Executive Councilor, Ruth Griffin; Alex Hansen, Assistant Mayor, City of Portsmouth; Susan Bunting, Foundation for Seacoast Health; Molly Colman, Foundation for Seacoast Health; Pat Horvath, Portsmouth Early Education Program; Cindy Hayden, Portsmouth Community Development; Al Boyer, Rockingham Community Action Head Start; Wanda McDonough, Families First of the Greater Seacoast; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Barka called the Meeting to order at 11:07 a.m.

MOVED: Commissioner Pratt that the Rockingham County Commissioners approve and support the County's application to the New Hampshire Office of State Planning not to exceed \$52,500 to be used for development of playgrounds at the Community Campus owned by the Foundation for Seacoast Health. And to further adopt that the County will accept the grant if it is approved, and enter into a contract with the New Hampshire Office of State Planning; and further, that the County Commissioners authorize the Chairman to execute any documents which may be necessary for this project.

SECONDED: Commissioner Barrows.

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

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

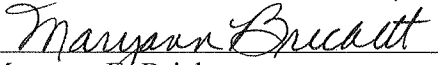
There being no further business to come before the Board or Rockingham County Commissioners, Commissioner Barrows moved to adjourn at 11:10 a.m.

SECONDED: Commissioner Pratt.

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


MB
Date 2/3/99

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 2/3/99

**PUBLIC HEARING
PORTSMOUTH CDBG GRANT APPLICATION
COMMUNITY CAMPUS PLAYGROUND PROJECT
Commissioners' Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
January 25, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Executive Councilor, Ruth Griffin; Alex Hansen, Assistant Mayor, City of Portsmouth; Susan Bunting, Foundation for Seacoast Health; Molly Colman, Foundation for Seacoast Health; Pat Horvath, Portsmouth Early Education Program; Cindy Hayden, Portsmouth Community Development; Al Boyer, Rockingham Community Action Head Start; Wanda McDonough, Families First of the Greater Seacoast; Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Barka opened the public hearing at 10:37 a.m. to be followed by a Commissioners' Session.

**A. OPEN PUBLIC HEARING FOR THE STATE CDBG GRANT
APPLICATION TO THE NEW HAMPSHIRE OFFICE OF STATE PLANNING
FOR THE COMMUNITY CAMPUS PLAYGROUND PROJECT IN
PORTSMOUTH.**

Molly Colman stated that the Commissioners met about two weeks ago and voted to approve the project in concept of allocating a piece of the Rockingham County CDBG allocation to this project this year. Molly Colman presented an outline at that Commissioners' Meeting and the Commissioners voted to accept, approve and support this in concept. The Commissioners are holding the required public hearing this morning and will have a Commissioners' Meeting following the public hearing to vote specifically to approve this and to move forward so the application can go to Concord.

**B. INTRODUCTION BY MOLLY COLMAN, FOUNDATION FOR SEACOAST
HEALTH**

Molly Colman thanked the Commissioners for the opportunity to present this grant and file with the State.

MB
Date 2/3/99

Molly Colman referred everyone to the Project Summary of the project's proposals and stated that the State is allocated by the federal government US Housing and Urban Development money called State Community Development Block Grant dollars (CDBG). These funds are targeted to benefit low and moderate income residents. The funds are available on a competitive basis to communities and counties within the State. The maximum grant amount which can be applied for is \$500,000 for a one-year project or \$1,000,000 for a two-year project. The scoring process is objective and includes such measures as the number of residents to benefit, the percentage of low/moderate incomes in the area, readiness to go ahead with the project, the impact of the project on residents, neighborhoods, and communities. There are three different grant categories under which you can apply; economic development, housing, and public facilities. This particular grant application would be submitted under public facilities. There is no certainty of getting funded and is dependent upon the scoring results. The State has approximately \$3,000,000 for public facilities projects this year.

The Foundation for Seacoast Health is a private foundation formed after the sale of Portsmouth Hospital to Hospital Corporation of America in 1984 to promote the health of residents of the towns initially served by Portsmouth Hospital. Since 1984 the Foundation has distributed over eleven million dollars toward the development and continuing support of nonprofit health related agencies in the Seacoast. The Foundation's assets more than doubled in 1995 through the terms of the original contract with Hospital Corporation of America. As a result of the increased assets the Foundation had an opportunity to make a major one-time capital investment in the Seacoast community.

Initially, the Foundation planned to build a facility for New Heights, a program providing preventive services for adolescents. However, after assessing community needs, the original intention evolved into a much more far reaching vision. After years of planning and wide community input, the Community Campus concept was created. The Community Campus will be a place where families can get an array of social services under one roof. These services will be interconnected and customer friendly, making it easier for children, youth and their families to get the services they need.

The Foundation has purchased 100 acres in Portsmouth for the Community Campus. Construction of the facility has begun and will be completed in July of 1999. The development of the facility, including the purchase of the land, site improvements, and building the 80,000 square foot building, is expected to cost between \$15 and \$16.5 million.

Five of the agencies that will be housed at the Community Campus serve children and youth. Those agencies now serve approximately 2845 individuals, 56% of whom are low or moderate income. This project will result in the development of three playgrounds to be used by the children served by New Heights, Head Start, Families First, Portsmouth Early Education Program, and Community Child Care Center. Because each of the agencies are currently housed in temporary facilities none have playground

MB
Date 2/3/99

equipment which could be moved to the new site. Community Child Care Center and Head Start require a playground which meets New Hampshire Child Care Licensing standards. Portsmouth Early Education Program requires a playground which is highly accessible by children with disabilities. Since the campus will serve a wide age range of children, a variety of equipment and safety features must be incorporated into play areas. Safe accessible playgrounds are essential for the functioning of each of these agencies and vital to the concept of a community center which targets children and their families.

The Foundation for Seacoast Health has invested over \$15,000,000 in the development of the Campus and has come to the limits of their capacity to fund further additions to the campus at this time. The Foundation is committing \$13,500 toward the playground project. The non profit agencies are facing the unusual expense of furnishing and equipping their new expanded space. One agency, Rockingham Community Action's Head Start has been able to get \$39,000 of federal funding earmarked for Head Start programs to use for the playground. Without CDBG funds the playground project will not be able to be completed at this time even though playgrounds are essential to the functioning of each of the agencies housed in the building.

C. PUBLIC INPUT.

Commissioner Barrows asked everyone to introduce themselves.

Commissioner Pratt commented for the record that she is a member of the Board of Rockingham County Community Action.

Commissioner Barrows stated that the Mediation Program that serves the entire Seacoast is looking for office space in the area. Susan Bunting commented that there will be a lot of use of the common area space that is not scheduled on a day-to-day basis by all of the agencies. It will be open to all of the non-profit agencies. The Children's Advocacy Program which is run by the Portsmouth Police Department in conjunction with Dr. Wendy Gladstone of Exeter have 3 rooms that they will be utilizing to consolidate their programming. They will not be using their space 100% of the time. At the moment it is being determined what space is totally dedicated, and what space is available as common space. Commissioner Barrows requested Ms. Bunting place the Mediation Program at the top of the list for this common area as they usually hold their sessions in the evenings. Ms. Bunting stated that these decisions would be made when the facility is completed and offices are occupied.

Commissioner Pratt stated that there are two reasons the Commissioners can agree to assist with the Grant Program. The first reason is that the Commissioners have promised the County Delegation that there would be no up-front costs to the County. The second reason is that there would be a portion of the funds to reimburse the County for staff time, legal services and auditors fees. Molly Colman and Cindy Hayden stated that this amount would be approximately \$3,000.00 and they would ensure that there would be no

MB
Date 2/3/98

cost to the County. Commissioner Pratt emphasized that this was a crucial step in the approval process, as the Delegation deemed staff time would be better spent elsewhere.

Commissioner Barrows stated that in the event this grant was not approved by OSP, possibly the Foundation might be eligible for 6% diversion funds.

Susan Bunting, Foundation for Seacoast Health stated that when the Foundation began a decade ago, their focus was only for adolescents. The focus now covers from pre-natal up through senior citizens. Ms. Bunting also commented that the Foundation has reached a max for what they can spend on this project and they have guaranteed to all the non-profit agencies they serve in the Seacoast area that they would not take any money from their grant-making programs to put into this project.

Commissioner Barka introduced Executive Councilor Ruth Griffin.

Ms. Colman stated that the Foundation was requesting \$52,500 from CDBG grant funds, \$39,000 from Head Start, and \$13,500 from the Foundation For Seacoast Health.

Alex Hansen, Assistant Mayor, City of Portsmouth, stated that Ms. Colman did a great job on presenting the overview. The Mayor and he were very enthusiastic about this project and commended the Foundation for the matching program. The City is very committed to this program and appreciate all the support.

Al Boyer, Director of Rockingham Community Action Head Start, stated that Head Start was able to get the \$39,000 by going through the Federal Government. They were amazed and pleased at the concept of this entire family-oriented concept. Mr. Boyer stated that for every dollar committed now, \$6 - \$7 would be saved later on special and remedial education.

Cindy Hayden, Portsmouth Community Development, commented that she has really enjoyed working with the County Commissioners as in the past. She hoped this project would go smoothly and is happy to assist the Foundation in any way she can.

Wanda McDonough, Families First of the Greater Seacoast, stated that at Families First they have the opportunity to work with families when children are being born. Their two programs have been disconnected, the health center and family support center. Now they will be unified under one roof. Their agency will be working with families to teach parenting skills and hopefully to prevent problems in the future.

Pat Horvath, Portsmouth Early Education Program, stated that in these times of inside activities such as television, it is important to provide young children with opportunities to develop physical and motor skills and for future mental development. It is a very important part in child development. This has been lacking at the Jones School. Social

m.B
Date 2/3/99

isolation is a great concern for some parents. The playground will provide a great opportunity for parents and children to be together.

Molly Colman stated that after the Commissioners have approved this grant, the Office of State Planning will review, score and make recommendations on this grant before forwarding to the Governor and Council for approval.

Commissioner Pratt stated that Representative Laura Pantelakos had intended to attend the hearing today, but due to health reasons was unable to make the meeting. Commissioner Pratt also emphasized that this grant needs to be in the County budget, which will be approved February 20. What the Commissioners approve today is contingent upon Delegation approval.

Commissioner Barka stated that the Commissioners would vote on this grant today.


Ruth Griffin stated that her presence is a positive presence and she supports the Seacoast Foundation. It is encouraging to know that our community has organizations which do not waste money. Every cent is utilized wisely.

Commissioner Barka stated that he wished the record to reflect that everyone present spoke in favor of this grant project.

D. CLOSE PUBLIC HEARING.

Commissioner Barka closed the public hearing at 11:07 a.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

MB
Date 2/3/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 27, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Jim Reams, County Attorney; Sheriff Dan Linehan and Christine Croto; Gene Charron, Superintendent, Dept. of Corrections; Judie Milner, Fiscal Department; Roy Morrisette, Human Resources Dept.; Dawn Barnes, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also Present: Paul Sylvain and Steve Jusseume, Rockingham County Newspapers.

Commissioner Barka called the meeting to order at 10:35 a.m.

MOVED: Commissioner Pratt to approve the minutes of the January 13, 1999 Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the January 20, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to authorize the Commissioners to sign the Rockingham County Jail Hazard Mitigation Project Grant and enter

MB
Date 2/3/99

into a contract with the NH Office of Emergency Management. The Board further authorizes the Chair to execute any documents which may be necessary for this contract.

SECONDED: Commissioner Pratt.

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

Commissioner Barka stated that some members of the Delegation have read the new Statutes handbook compiled by the New Hampshire Association of Counties. Pursuant to RSA 28:3-a the Commissioners wish to request approval of the Executive Committee for an audit of the county books.

REPORT FROM THE COUNTY ATTORNEY:

County Attorney Jim Reams stated that a reorganization plan has begun. Designated lawyers have been assigned to specific towns. The purpose is to increase efficiency and accountability. The County Attorney's office is rewriting the Grand Jury procedure to make the process quicker and more effective. Several police departments have already begun using the new procedure and are very happy with it.

The office is physically being rearranged. Four Jail inmates assisted last Saturday with this endeavor. Some furniture was picked up Monday and moved to the County surplus area. Jennifer Nelson assisted with the rearranging of the computers on Saturday and tested for Y2K compliance.

County Attorney Jim Reams filled four vacancies in his department with lawyers who have prior prosecutorial experience. The feedback from the court and the defense bar is that great changes have been made with the new hires.

The County Attorney's office is in the process of meeting with police departments to explain the new procedures. The feedback has been very positive.

Jim Reams stated that he needs the Commissioners' appointment of all the Assistant County Attorneys that are in the office so that Attorney General Philip McLaughlin can approve them as well. This is required by

MB
Date 2/3/99

statute. The Commissioners signed the appointment letters to the Attorney General.

MOVED: Commissioner Barrows that the Commissioners approve the appointments made by County Attorney Jim Reams pursuant to RSA 7:33-f and sign the approval letter to Attorney General Philip McLaughlin.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that the Sheriff's Department has attended two Sub-Committee Meetings. A subsequent Sub-Committee Meeting is set up for Friday, January 29. This should complete the budget process. Things continue to run smoothly and Sheriff Linehan is attempting to fill two vacancies in the Dispatch Department.

Sheriff Linehan stated that at the most recent Sheriff's Association Meeting, he was elected President and he will be attending the New Hampshire Association of Counties Meetings.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Mr. Charron stated that he wished to award the paper/plastic bid to Portsmouth Paper in the amount of \$6,843.72.

MOVED: Commissioner Pratt to award the paper/plastic bid to Portsmouth Paper in the amount of \$6,843.72 per the recommendation of Gene Charron.

SECONDED: Commissioner Barrows.

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

Commissioner Barrows asked Mr. Charron if the 6% funds were having an effect on the prevention of crime. Commissioner Barrows asked Mr. Charron to speak with a group of inmates to obtain their views on which

MB
Date 2/9/99

diversion programs they were in and felt were beneficial and what kept them out of trouble.

Commissioner Barka asked Mr. Charron what percentage of inmates were repeat offenders. Mr. Charron stated that 46% were repeat offenders and this is lower than the national average. Mr. Charron stated that the new parenting program has been very successful.

REPORT FROM THE FISCAL DEPARTMENT:

Judie Milner reported that Bill Sturtevant, Phyllis Rogers, Theresa Young and she met yesterday with the auditors who will be working with the County this year, Robin Grill who will be doing the cost report and John Lyford for the general audit. Fiscal will be working with the general auditor on most likely the last Saturday, February 27 to get the cost report out on time.

The W-2s on the CompuSense system only came out with two dashes in the Federal I.D. number. Pat Sullo called the IRS and the regional H&R Block office and they all agree that there is no problem with this error. The most important thing is the proper social security number of the employee.

REPORT FROM HUMAN RESOURCES:

Roy Morrisette stated that Martha Roy is attending the New Hampshire Municipal Association meeting. The Insurance Exchange will be bringing people in from UNUM, to do a presentation on the long-term care and the long-term disability plans for the County. Mr. Morrisette handed out a proposed schedule and asked that everyone review it for dates for their departments. Every employee will either be required to attend or sign a release form which states that they were given the opportunity to attend the presentation.

REPORT FROM HUMAN SERVICES:

Dawn Barnes presented the Commissioners with letters for the Commissioners to sign for the approval of the 6% fund grant awards.

MOVED: Commissioner Pratt to approve the following 6% Incentive Fund Awards:

MB
Date 2/3/99

Family Mediation of So. Rock. Cty.	\$17,275.00
Community Diversion Program	\$60,000.00
Salem Boys and Girls Club	\$ 5,000.00
R.C. Parent/Child Mediation	\$106,916.14
R.C. Juvenile Diversion Project	\$49,711.19
The Upper Room	\$51,317.00
C.O.P.E.	\$35,000.00
Middle Ground Student Lounge - approved	\$ 6,000.00
- reserved	\$ 6,000.00
Hampton Community Issues Coalition	\$13,810.00
Newmarket Rec. Dept: Click	\$ 5,760.00

SECONDED: Commissioner Barrows.

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

Commissioner Pratt stated that Craig Briggs has resigned as the public sector member of the allocation panel and Executive Councilor Ruth Griffin has agreed to serve.

REPORT FROM MAINTENANCE:

Jude Gates stated that she has spoken with Olive Test, the Brentwood Selectmen's administrator and they can not meet with the Board of Commissioners on any Wednesday due to their jobs. They all agree that Friday mornings at 9:00 a.m. is a much better time. Jude Gates will set up a meeting some time after the budget is completed.

The Maintenance Department is getting ready to do the installation of the cameras, door buzzers, etc. of the security system at the Human Services building. The installation at the Old Admin building is complete with the exception of one defective item.

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson stated that the wiring cutover is scheduled to commence Friday at 4:30 p.m. Everyone has been requested to shut off their computers prior to that time. Although Jennifer will be accompanying all work team going into offices, anything confidential should also be put away prior to this time. It is expected that completion will be approximately 12:00 - 1:00 a.m. The servers will likely not be in use Saturday, so everyone should plan their schedules accordingly. Jennifer

MB
Date 2/3/99

will leave a message at the switchboard whether or not the server is in use on Saturday.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. Mr. Sturtevant stated that at the last Commissioners' Meeting, bids were opened for paper and plastic for the Nursing Home. The low bidders were: Portsmouth Paper, Central Paper and Interboro Paper. Mr. Sturtevant recommends those three companies and will provide the Commissioners with the dollar amounts.

Bids were opened for frozen vegetables:

- Twenty-First Century Foods
- North Center Foods
- Shaheen Bros.
- U. S. Foods
- Springfield Food Service
- Alliant Food Service
- Jordans Sysco
- Hall-Smith
- C. S. Woods

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the frozen vegetable bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for frozen meats:

- Twenty-First Century Foods
- Cambridge Packing
- Springfield Food Service
- Hall-Smith
- Jordans Sysco
- Alliant Food Service
- North Center Foods
- Shaheen Bros.
- U. S. Foods Service

MB
Date 2/3/99

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the meat bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for juice:

Jordan Sysco
Springfield Food Service
U. S. Foods
West Lynn Creamery
North Center Foods
Shaheen Bros.

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate the bids and make a recommendation at the next Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

New Business:

Commissioners Barrows stated that she had received a call from Betty Dunn on behalf of the New Hampshire Bar Association. They are requesting the oil portrait of Daniel Webster to be hung at the new Court House. It is currently in a box in the Hilton Auditorium. If the Commissioners agree to this, it would definitely only be a loan as with the other portraits that are hung there.

Commissioner Barka stated he would like to see a plaque underneath each portrait stating that the portraits are the property of Rockingham County. Jude Gates stated she would get an estimate on the cost of the plaques. The portrait of Daniel Webster is so large that it is difficult to find an appropriate place to hang it where it would be safe from the weather, cold drafts and other elements.

MOVED: Commissioner Barrows to adjourn.


MB
Date 2/3/99

SECONDED: Commissioner Pratt.

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


Meeting was adjourned at 11:30 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 2/17/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
February 3, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Cathy Stacey, Register of Deeds; Christine Croto, Sheriff's Dept.; Mary Carrier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Theresa Young, Fiscal Department; Martha Roy, Human Resources Director; Diane Gill, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also Present: Peg Warner, Union Leader.

Commissioner Barka called the meeting to order at 10:30 a.m.

MOVED: Commissioner Pratt to approve the minutes of the January 25, 1999 Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the January 27, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier reported that she was preparing notices to be sent announcing the 1999 Poster Contest. They will again be displayed at the Nursing Home. The judging will be the end of May and Mrs. Currier is looking for people to judge. Commissioner Barrows requested that Mrs. Currier research what the cost would be to offer this to all grades. She felt it would help deter delinquency.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Mr. Charron stated that there was a slight increase in the population.

Mr. Charron stated that he attended a hearing yesterday on the attempted acquisition of the State to take over County Corrections. Nothing conclusive was decided. Studies that have been done indicated that the County prisons were being run more efficiently than the State prisons.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey stated that she would pass out some proposed legislation concerning municipal and county government and election law. The hearings are next week.

The Deeds office closed the month of January with substantially higher figures than January of 1998.

Mrs. Stacey is hopeful that new positions will be approved shortly by the Delegation.

Mrs. Stacey stated that she has been approached by a title company from Rochester to allow them to hold a seminar for the Seacoast Board of Realtors on March 9. The seminar will assist the realtors to become more familiar with the Deeds Office, how it is run, and how to access records.

Mrs. Stacey stated that the State Department of Revenue is still attempting to take over the operations of the County Deeds office. Mrs. Stacey stated the majority of questions at her Subcommittee Meeting concerned money, interest rates and revenues. The State is attempting

MB
Date 2/17/99

to locate funds for school education. Currently 96% of all revenues generated by the Deeds office go to the State of New Hampshire.

Bids were opened for the annual maintenance contract for computer equipment:

NSI
North Shore Data Services, Inc.

MOVED: Commissioner Pratt to have Cathy Stacey evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that all the Subcommittee reports for the budget are not in. Consequently the Subcommittee budget report for Friday will not be done until late Thursday afternoon. It will be handed out Friday morning at the Executive Committee Meeting. There are a few small overexpenditures to be submitted to the Executive Committee.

There was another Salary Subcommittee meeting on Monday and there will be another one Monday, February 8 at 9:00 a.m. to finish position listings.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the Salary Subcommittee has approved the 10-step pay plan, the cost of living adjustment, the workers compensation, unemployment, dental, health, longevity and merit pool. They did make a recommendation to the Commissioners that the Nursing Home be broken down by departments in 1999. They also approved the compensated absences fund and Human Resources will be putting together a draft policy for this.

The departments being reviewed by the Salary Subcommittee on Monday will be the County Attorney, Deeds, Sheriff, Human Resources, Human Services and Telecommunications. It will be 9:00 a.m. in the Delegation office. Commissioner Barka stated that he will be recommending to the

MB
Date 2/12/99

Delegation that next year's schedule spread out the Subcommittee meetings.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that she met with Jim Reams regarding the YDC rate issue, discussions with Deb Bourbeau at the State Business Office about the money being deducted for year-old intermediate nursing care charges and the lease for the Portsmouth Mediation Program. Mrs. Gill will be sending the lease to one of the County's legal counsel for review and changes to the lease. Jim Reams recommended that Mrs. Gill write a letter to Deb Bourbeau about the rates and she will send the Commissioners a copy of that letter.

Mrs. Gill stated that Commissioner Favreau will be attending the Association of Counties meeting Friday regarding YDC rates. There is a conflict with the Executive Committee Meeting Friday so she will not be able to attend. Commissioner Barka stated that he will attend the meeting. The Grafton County Commissioners, Nursing Home Administrator and Human Service Administrator met with Don Shumway yesterday and he was very sympathetic to the Nursing Homes' plight over the Nursing Home rates.

Mrs. Gill stated that her Subcommittee voted in favor of her budget. Mrs. Gill received the State bill for the month of December and her department has until March 3 to review. They will provide figures as soon as possible.

Mrs. Young stated that the auditor requested that the Fiscal Department obtain the December bill from Human Services with support to have for the week of March 1.

Diane Gill stated: "Commissioner Barka, Theresa and I would like a non-public session at the end on a personnel matter and this is correspondence that has to do with that."

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that she had no report. Commissioner Pratt asked about the capital projects which is taken up by the Long Range Planning Subcommittee. They have not met and indicated that they will not meet until after the Annual Meeting. The Commissioners' budget went out

MB
Date 2/17/99

with last year's sub-totals which need to be adjusted for the 3 categories covered. Commissioner Pratt asked if she could send Vivian Clark a note regarding this so she could address it Friday or at the next Executive Committee Meeting.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. Mr. Sturtevant stated that at the last Commissioners' Meeting, bids were opened for juice. The low bidders were:

Springfield Foods Services for 6 oz. apple & orange juice
North Center Foods for 32 oz. apple & prune juice
Springfield Foods for individually packaged orange juices
Springfield Foods for frozen juices

MOVED: Commissioner Pratt to accept the recommendations of Mr. Sturtevant for the juice bid awards.

SECONDED: Commissioner Barrows.

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

Bids were opened for milk:

Laurel Farms
Turners Dairy
West Lynn Creamery

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

SECONDED: Commissioner Barrows.

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

Bids were opened for canned fruit:

Twenty-First Century Foods
U. S. Foods
Shaheen Bros.
Donahue Bros.

MB
Date 2/17/99

Jordan Sysco
Springfield Foods Service
Hall, Smith, Sysco

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the canned fruit bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for cranberry juice:

U. S. Foods
Jordan Sysco
Shaheen Bros.
Donahue Bros.

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

SECONDED: Commissioner Barrows.

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

Bids were opened for baking supplies:

Shaheen Bros.
C. S. Woods
U. S. Foods
Donahue Bros.
Hall, Smith, Sysco
Springfield Foods
Jordans

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the baking supplies bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

MB
Date 2/17/99

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson stated that the wiring cutover project has been completed. Monday at noon all current users were connected to the network by noon on Monday; future connections to the Jail, Sheriff's Department, Human Services, and UNH will be completed in the next 2 months. The wiring has been certified by Vitts and the documentation on the certification will be received within a week and a half.

Ms. Nelson notified all departments that there was a new Internet e-mail virus and will send out a memo explaining this warning to all Internet users. Ms. Nelson requested everyone disconnect from the server before using Internet.

Ms. Nelson informed everyone that classes will begin the week of February 15, 1999.

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

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
February 3, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Theresa Young, Judie Milner, Diane Gill, Sandy Powers and Maryann Brickett.

Discussion: An employee issue.

MOVED: Commissioner Barrows to adjourn.


SECONDED: Commissioner Pratt.

MB
Date 2/17/99

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


Meeting was adjourned at 12:00 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 3/8/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
February 10, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Jim Reams, County Attorney; Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director and Roy Morrisette; Diane Gill, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also Present: Peg Warner, Union Leader.

Commissioner Barka called the meeting to order at 10:37 a.m.

REPORT FROM THE COUNTY ATTORNEY

County Attorney Jim Reams stated that commencing the week of February 16, 1999 the new business hours for the County Attorney's office would be 8:00 a.m. to 4:30 p.m.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that yesterday morning he saw Commissioner Don Hill relative to the payment of District Court security services provided during the month of January. On behalf of the Sheriff's Association, Sheriff Linehan presented Commissioner Hill with a bill for those services with the request that he respond in writing about the payment of this bill. Commissioner Hill stated that he believed the State has found the funds to pay the bills for at least 6 months while they find a funding solution. Sheriff Linehan stated that these services would continue as long as they were being paid for. All the sheriffs concur with this.

MB
Date 3/3/99

Sheriff Linehan attended a press conference at the Legislative Office Building yesterday relative to the Deadbeat Parents poster which was released. Three of the 10 have ties to Rockingham County and Sheriff Linehan stated that he would make every effort to find these people.

Sheriff Linehan stated that there is an ongoing effort to get the non-support warrants entered into the State Police on-line terminal.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey was not present but recommends the renewal maintenance contract on the computer system at the Registry of Deeds be awarded to North Shore Data Services, Inc. in the amount of \$4,785.80.

MOVED: Commissioner Barrows to accept the recommendation of Cathy Stacey to award the renewal maintenance contract on the computer system at the Registry of Deeds be awarded to North Shore Data Services, Inc. in the amount of \$4,785.80.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier reported that the final report of the Unified Watershed Assessment for the State was complete and presented the Commissioners with a copy of the report. Mrs. Currier also stated that there were two new documents in her office. One is a summary of the economic impact study of open space in New Hampshire put out by the Society for the Protection of New Hampshire Forests. The other document is titled "Is Your Town AG Friendly?" done by the New Hampshire Coalition For Sustaining Agriculture. Mrs. Currier left copies of these reports at the Derry Town Offices last night.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Mr. Charron requested a Non-Public Session under NHRSA 91A:3 II (c).

Bids were opened for inmate institutional supplies:

Date MB
3/3/99

Robinson Textiles, Inc.
Walter F. Stephens, Jr. Inc.
Bob Barker Co. Inc.
Poseidon Supply Co.
Command Supplies Inc.
ATD-American Co.
HBD Inc.
Linen Enterprises
M. R. Nyren Co.
Star Linen

MOVED: Commissioner Barrows to have Mr. Charron evaluate the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that she called Mason & Rich to discuss the audit schedule and that their engagement letter include language to match the RFP deadline dates.

Mrs. Young is reviewing the Executive Committee numbers that were voted on Monday against the draft minutes. As soon as they are ready, she expects to have for the departments by Thursday.

The overexpenditures that were scheduled to be reviewed last Friday will now be taken up on Friday, February 19.

The Executive Committee Meeting is Friday, February 19 at 9:30 a.m. and the County Convention is Saturday, February 20.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that she needed a Non-Public Session under NHRSA 91A:3 II (c).

Roy Morrisette reported on long-term care and long-term disability insurance. On March 4 and 18 representatives from Medical Life and Unum, the long-term care will give a presentation here. Payroll stuffers

Date MB
3/3/99

will be sent out February 18 informing employees of these dates. The dates and times will also be posted throughout the buildings. These are mandatory meetings. If an employee chooses not to attend, they will need to sign a waiver indicating that they did have the opportunity to sign up for these benefits. The next available time to join will be during group reopenings in January.

REPORT FROM HUMAN SERVICES:

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

Mrs. Gill stated that she received a fax yesterday relative to the tobacco settlement. She spoke with Jackie Pitts and Theresa Young to discuss that should any funds come to the county this year, we will be able to accept it. Commissioner Barka stated that a consultant would need to be hired. Mrs. Gill asked if Rockingham County would support the hiring of a consultant.

MOVED: Commissioner Barrows to have Rockingham County pay the \$2,641.00 N.H. Association of Counties assessment in the tobacco lawsuit settlement.

SECONDED: Commissioner Pratt.

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

Diane Gill stated that a new bill has been introduced, House Bill 405 and presented the Commissioners with a copy. This bill proposes to include costs for YDC and the detention unit in the total formula used to base the incentive fund allocation on. Currently because DYDS is a separate entity, those costs aren't included. So this would result in increased incentive funds for the county.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the Maintenance Department completed the shower room in Fernald I today and will be starting on Fernald II next week.

Jude Gates informed the Commissioners that she would be speaking to Frank Monahan regarding the portraits at the new court house. The Daniel Webster portrait is too large to be used. Jude Gates stated that

Date MB
3/3/95

she spoke with Ray Taylor Monday and everyone is very happy about having these old portraits hanging in the court house. They are all hung inside of the courtrooms where they are secure and in areas that are the most environmentally stable. Jude Gates stated that she would also confirm with Mr. Monahan that these portraits are in fact on loan for two years as the Commissioners' Memorandum of Understanding states. The portrait of Daniel Webster is not among those currently hanging in the court house due to its size.

The Maintenance Department has received the survey which was done on the Taylor property and the Ladd Farm. Mary Currier and Cathy Stacey assisted with the review to ensure that it was the same as the tax map. Mrs. Gates wished to thank Cathy Stacey for all her help with making copies, pulling plans, etc.

Commissioner Pratt requested that Mrs. Gates get the tax bill adjusted due to the removal of the old Jail building. Mrs. Gates stated that she would follow up on that.

Jude Gates stated that the access control system problems at the Old Administration Building have been taken care of. The new security system should be on line next week.

The gas dispensing system is automated but the keypad is currently down. The necessary part should be back for installation in a few days. Gas is being dispensed manually and personnel are using gas slips to be data entered manually.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. Because of vacancies, parts of the Nursing Home have been rearranged to consolidate nursing staff and make it more cost efficient.

Mr. Sturtevant recommends West Lynn Creamery, the low bidder, be awarded the annual milk contract in the amount of \$151,712.00.

MOVED: Commissioner Pratt to award the annual milk contract to West Lynn Creamery, the low bidder, in the amount of \$151,712.00 per the recommendation of Mr. Sturtevant .

SECONDED: Commissioner Barrows.

MB
Date 3/3/19

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

Mr. Sturtevant recommends awarding the cranberry juice bid to Jordans Foods, the low bidder, in the amount of \$18.19/case.

MOVED: Commissioner Pratt to award the cranberry juice bid to Jordans Foods, the low bidder, in the amount of \$18.19/case per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant recommends rejecting the canned fruit bids as no one bid according to specs.

MOVED: Commissioner Pratt to have Mr. Sturtevant reject and rebid the canned fruit bids.

SECONDED: Commissioner Barrows:

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

Bids were opened for canned vegetables:

Springfield Food Service
Hall, Smith, Sysco
Alliant Food Service
Shaheen Bros.
Jordan Sysco
North Center Foods

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for health shake:

Date MB
3/2/99

Alliant
Springfield Food Service
U. S. Foods
Barnard Foods – no bid
Jordan Sysco
Ross Products of Abbott Laboratories
North Center Foods

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

SECONDED: Commissioner Barrows.

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

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson alerted everyone about a telephone scam concerning long distance services called HOLD.

MOVED: Commissioner Barrows to have the Commissioners support and send a letter of recognition to two young people in Rockingham County who were awarded one of the state's top student volunteers in The Prudential Spirit of Community Award Program. The students are Joel Yeaton of Exeter and Amanda Jacobellis of Derry.

SECONDED: Commissioner Pratt.

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

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

SECONDED: Commissioner Barrows.

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

MB
Date 3/3/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
February 10, 1999**

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

Discussion: Leave of absence without pay for an employee.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Diane Gill and Maryann Brickett.

Discussion: An employee matter.

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

Discussion: Salary regrades.

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

Discussion: An employee matter.

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

Discussion: An employee matter.

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

SECONDED: Commissioner Barrows.

MB
Date 3/3/99

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

MOVED: Commissioner Pratt to grant a leave of absence without pay to an employee per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to have the Board of Commissioners talk to an attorney about an employee matter.

SECONDED: Commissioner Barrows.

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

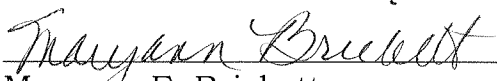
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

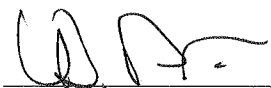
Meeting was adjourned at 12:30 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
3/3/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
February 17, 1999**

Present: Commissioner Barrows
Commissioner Pratt

Also present: Jim Reams, County Attorney; Christine Croto, Sheriff's Dept.; Gene Charron, Superintendent, Dept. of Corrections; Jay Houle, Fiscal Dept.; Martha Roy, Human Resources Director; Dawn Barnes, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:37 a.m.

REPORT FROM THE COUNTY ATTORNEY

County Attorney Jim Reams stated that Steven Gordon has been returned from Europe and is currently in custody at the Rockingham County Department of Corrections.

REPORT FROM THE SHERIFF'S DEPARTMENT:

No report.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report, noting that the population is down slightly.

Mr. Charron stated that he got a letter this morning from the National Law Enforcement Officers Memorial Committee and they will be placing Robert Prescott on the National Memorial March 13. He verified this information and faxed back to them.

mB
Date 3/3/99

Commissioner Barrows asked Mr. Charron if anyone had signed up for the focus group to be held on March 26 at 10:30 a.m. Mr. Charron stated that a few people have in fact signed up.

REPORT FROM THE FISCAL DEPARTMENT:

Jay Houle stated that the budgets are all in department mailboxes.

Commissioner Pratt had a question concerning Theresa Young's statement that the budgets would be out Thursday, but that phone polls were being done with the Executive Committee. Her question was concerning what changes if any were made to the budget and asked Jay Houle to have Mrs. Young inform the Commissioners of any changes. Jay Houle affirmed that the Fiscal Department would get back to the Commissioners with that information.

REPORT FROM HUMAN RESOURCES:

Martha Roy requested a County Management Team Meeting for March 16, 1999 at 10:00 a.m. to discuss the Earned Time Program final policy and the Merit Pool policy. Commissioner Barrows requested the meeting take place on either a Monday or Wednesday to coincide with her schedule.

Martha Roy stated that she needed a Non-Public Session under NHRSA 91A:3 II (a).

REPORT FROM SERVICES DEPARTMENT:

Dawn Barnes discussed with the Commissioners House Bill 405 which calculates YDC and YSDU rates and placement costs into the overall 6% monies distributed to the Counties. If this bill passes, then there would be approximately \$740,000 extra per year distributed to the Counties' incentive funds, with about \$100,000 for Rockingham County. Dawn Barnes suggested a letter of support be written by the Commissioners to the Delegation.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that she confirmed with the town of Brentwood that the old jail has been removed from the official tax records. The Selectmen are expecting to meet with the Commissioners on March 5.

MB
Date 3/3/99

The gas pump should be back on line Friday.

Mrs. Gates put together the Capital Improvements Project schedule and distributed copies. This information has gone out in the proposed budget packages pending a vote on Friday.

The security system at the Old Admin Building works well, cards have been issued, and the burglar alarm standard operating procedures are being finalized with Mr. Sturtevant.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report.

Mr. Sturtevant recommends awarding the health shake bid to Alliant Foods in the amounts of \$14.99/case and \$19.90/case for the diabetic cases.

MOVED: Commissioner Pratt to award the health shake bid to Alliant Foods in the amounts of \$14.99/case and \$19.90/case for the diabetic cases per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant discussed a letter by the Rockingham Community Action Program to Greg Gincherneau requesting an endorsement of the elderly housing project which is to be called Whispering Pines II in Epping. Mr. Sturtevant contacted Mr. John Vile at RCA to learn more about the program. The Rockingham County Nursing Home is also considering an elderly housing program. RCA is seeking to purchase property in Epping that is owned by Southern New Hampshire Services of Manchester who own Whispering Pines I, to build elderly housing, bring services in such as Visiting Nurse, and have a clinic available there. The rent requirement does not have a sliding scale. They are asking the County to endorse this project as they have to have their application in to the New Hampshire House & Finance Authority by Friday.

Commissioner Barrows asked what the rent would be. Mr. Sturtevant stated that it was his understanding that the guideline would be no more than 30% of a person's income. If it is above 50%, they will review a

M.B.
Date 3/3/99

person's additional expenses. It is independent living as opposed to supported residential living. It will be owned by RCA.

MOVED: Commissioner Pratt to have the Commissioners send a letter of support to the Rockingham Community Action Program on behalf of Whispering Pines II.

SECONDED: Commissioner Barrows.

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

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson stated that Sprint slammed several departments but that she is working with Bell Atlantic to resolve the problem. Rockingham County will receive a credit that will reduce the charges to the correct billing amount. Rockingham County has been using WorldCom since April 1998. If any department has problems in the future, please contact Jennifer.

Jennifer stated that an RFP will likely be issued in the spring for long distance services as several providers are offering lower rates than those currently received by the County. Representative Terie Norelli is co-sponsoring a bill to encourage competition for local telephone service.

Jennifer informed everyone that the Human Services Department is now connected to the WAN and is now available by e-mail.

NEW BUSINESS:

Commissioner Pratt discussed the request for information policy and distributed copies (attached). The Commissioners are revising the "Right To Know Request" forms and will provide every department with copies at the next Commissioners' Meeting. Any "Right To Know" requests/inquiries should be handled per the attached policy. The Commissioners will also make "Right To Know" information available at the next Commissioners' Meeting.

MB
Date 3/3/99

After reviewing the tape of the Commissioners' Meeting of February 3, 1999, the minutes were amended to include a direct quote under the Human Services section of the minutes as follows:

“Commissioner Barka, Theresa and I would like a non-public session at the end on a personnel matter and this is correspondence that has to do with that.”

MOVED: Commissioner Pratt to accept the minutes of February 3, 1999 as amended to include a direct quote under the Human Services section.

SECONDED: Commissioner Barrows.

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

Martha Roy and Mr. Charron requested Non-Public Sessions under NHRSA 91A:3 II (a).

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
February 17, 1999**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Martha Roy, Gene Charron and Maryann Brickett.

Discussion: Personnel matter.

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

Discussion: Personnel policy exception.

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

SECONDED: Commissioner Barrows.

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

MB
Date 3/3/99

MOVED: Commissioner Pratt to grant an exception to the personnel policy for 2 Nursing Home employees per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

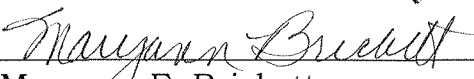
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

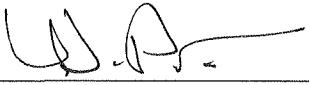
Meeting was adjourned at 12:00 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 3/10/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
February 24, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan;
Gene Charron, Superintendent, Dept. of Corrections;
Theresa Young, Fiscal Dept.; Martha Roy, Human
Resources Director; Diane Gill, Human Services Dept.;
Jude Gates, Engineering & Maintenance Asst.
Director; Nancy Lang, Nursing Home Administrator;
Jennifer Nelson, MIS/ Telecommunications Manager;
Maryann Brickett, Executive Assistant to the
Commissioners.

Commissioner Barka called the meeting to order at 10:35 a.m.

Commissioner Barrows introduced Diane Gill's daughter Tiffany to everyone, noting that she is to play soon in the Wizard of Oz at the Leddy Center.

MOVED: Commissioner Barrows to authorize the Board of Commissioners to sign the audit engagement letter for the 1998 audit process.

SECONDED: Commissioner Barka.

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

Commissioner Pratt signed the engagement letter with the auditors Mason & Rich, for the 1998 audit process.

MOVED: Commissioner Pratt that the Commissioners understand that Mrs. Young has arranged to have a separate agreement provided by the auditor on 3/1/99 documenting the acceptance of the significant audit deadline dates required in the Audit RFP.

MB
Date 3/10/99

SECONDED: Commissioner Barrows.

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

REPORT FROM THE REGISTER OF DEEDS

Cathy Stacey stated that she would like to have a meeting with the Commissioners and Connor & Connor to go over the proposal for this year's imaging system. She has spoken with Jennifer Nelson in detail about the proposal. This is a monthly lease and the expense comes out of the surcharge account.

The second item Mrs. Stacey discussed is postage meter leases and rates. She spoke with another vendor about quotes and suggested that all departments speak with other vendors to compare prices.

Mrs. Stacey reminded everyone that the Seacoast Board of Realtors will be utilizing her facility on the evening of March 9. They are putting on a seminar entitled "Surfing the Registry." The hours are from 4-8 p.m. Approximately 150 realtors will be attending. The Sheriff's Department will be providing deputy coverage for the evening.

The County will reserve a table for the St. Patrick's Day breakfast in Derry.

Commissioner Barrows thanked everyone for their patience throughout the budget season. Everyone put in a lot of extra hours during this time. It was suggested that Sub-Committee Meetings be better scheduled for next year.

Cathy Stacey informed everyone about some proposed new legislation, one which will attempt to make all county officials non-partisan offices so as to run separately on the ballot with no party affiliation. Senator D'Allesandro and Senator Squires are attempting to fund through Health and Human Services a homeless prevention fund. They are attempting to attach a \$100 fee to every tax stamp issued at the Registry of Deeds to fund this proposal. This bill will be heard on March 11. Commissioner Arnold and Mrs. Stacey will be attending. Cathy Stacey will be contacting Senator D'Allesandro to speak to him about the impact of this bill.

MB
Date 3/10/99

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan announced that Brenda Blonigen was promoted to Sergeant.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

The Commissioners signed four bid waivers for the Jail:

- | | | |
|----|---|-------------|
| 1. | VINE Service Agreement for the annual fee | \$16,368.00 |
| 2. | Megg Associates Inc. for the 1999 CRIS software | \$2,650.00 |
| 3. | Dade Behring Drug for annual supplies | \$8,000.00 |
| 4. | Martin's Uniform | \$11,900.00 |

Gene Charron stated that he needed a Non-Public Session under NHRSA 91A:3 II (c).

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that Fiscal sent 5 of the major funds to the auditor yesterday. Fiscal has also given a copy of the operating statement and balance sheets to Mr. Sturtevant so he could give them to the firm doing the cost report, Pierson, Grille & Saunders.

The final copy of the budget has been placed in all department mailboxes. Everyone should note the new account numbers for 1999 warrants. Everyone should pay special attention to contract renewals.

There will be a memo going out with A/P notification addressing the release of checks going back to departments which will now have to be signed for.

The Delegation did approve the compensated absences, so the new fund will be set up next week. Martha Roy and Theresa Young will be meeting regarding the policies. A brief draft was given to the Commissioners last week.

The monthly/bi-weekly budget reports that are going out have -0- dollars in the appropriations right now. The numbers will be entered and it is anticipated that they will be rolled by Monday. The budget report for February will have the new appropriations in them.

MB
Date 3/10/99

The Treasurer is scheduled to come in today at 3:00 p.m. for his regular monthly meeting to go over cash, but in fact he will be going over investments with Martha Roy. The cash piece of the meeting will be postponed for today.

Commissioner Barka stated that the Treasurer will also be coming in next week. There was an article in the Union Leader discussing bond issues and the Derry School District. The Treasurer and the Commissioners will be discussing bond issues, bank loans, the Y2K issues and many other topics.

Martha Roy stated that an option which other towns use is the Public Deposit Investment Pool and asked if this option been considered. Commissioner Pratt stated that Rockingham County will be borrowing tax anticipation note monies in March. Theresa Young assured the Commissioners that the banks will in fact loan these monies but another concern is interest rates. Tim Dempsey called the banks last week and the paperwork is currently being processed.

The Commissioners discussed the warrant process, it's beginning, and how and why the process is necessary.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the Fiscal Department and Human Resources are making final changes on the 1999 Pay Plan and will hopefully have a draft out by Friday for everyone to review and suggest any needed changes.

The next County Management Team Meeting will be Monday, March 15 at 10:00 a.m. in the Commissioners' Conference Room. Items to be discussed will be: Compensated absences policy, the Merit Pool policy review, and the Earned Time Pilot Program.

REPORT FROM HUMAN SERVICES:

Diane Gill distributed her December monthly report. Mrs. Gill stated that she just completed the December warrant.

Mrs. Gill distributed copies of House Bill 588, the legislation that the Human Services Administrators Affiliate asked Jean Wallin to sponsor.

MB
Date 3/10/99

Mrs. Gill received the lease for the Portsmouth Mediation Program back. They have revised the lease according to the changes recommended by the County's attorney. Mrs. Gill will fax our attorney the page containing the nonappropriation clause for him to review. This item will be placed on the agenda for the next Commissioners' Meeting. Rent payment is expected to begin March 1.

House Bill 588 is the bill that caps the Counties' expenses for youth at YDC at \$50/day and the Affiliate would like a few County Commissioners to represent the Affiliate and testify at the hearing Tuesday, March 2. Diane Gill and the Affiliate will be there to testify.

Mrs. Gill requested that the Board of Commissioners formally sanction the release of the 6% incentive funds on a quarterly basis and distributed a copy of the Administrative Rules which references the recipient's quarterly payments. It has been standard practice for the last 2-3 years to release funds quarterly. Theresa Young explained that a copy of this rule should be attached to the warrant for payment.

Diane Gill spoke to Dick Chevrefils yesterday about the Human Service Affiliate being involved in the community based services that we are going to start being billed for. He assured Mrs. Gill that no progress has been made and they have not identified the services. Mrs. Gill met with Jeff White last week who was sent over by the Nursing Home to talk about the conversion of the beds at the Nursing Home to residential care beds. He appeared to be well informed.

Mrs. Gill is on a Foster Care Task Force Study Committee which Senator Pignatelli chairs. The Goffstown Womens' Prison made a presentation at the last meeting about the women in prison whose children are in foster care and those concerns. They also had a presentation by Kristin Lamont and Judge Kelley for the Court Improvement Project. This attempts to move the foster care cases through the system more expediently.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that a Y2K issue came up regarding the energy management services. They initially assured the County that things were in good shape. However, more field testing has been done on some of the panels. Jennifer and Jude worked on a purchase order for them to do the upgrade. The cost is approximately \$4,900, which is very near

m.B
Date 3/10/99

cost. Commissioner Pratt suggested that all departments needed to get more firm with vendors to ensure that they guarantee Y2K compliance as there is not a lot of contingency money in the budget.

REPORT FROM THE NURSING HOME:

Nancy Lang gave the Nursing Home census report.

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson circulated an updated policy for MIS assistance. Jennifer informed everyone that as a follow-up on the Sprint bills, she received a telephone call from Bell Atlantic and they stated they would be sending a written status report. The three departments affected are the County Attorney, Corrections and the Register of Deeds. The total of the credit to be received is \$5,978.69. Jennifer will send out a notice to these departments as more information becomes available so they can reconcile their monthly statements.

Jennifer stated that she will be sending out several RFPs. The new Commissioners' Meeting schedule will be: March 3, March 10, March 24, and every other week hence.

Jennifer stated that the County's (800) numbers will be changing shortly, perhaps in March. Jennifer spoke with Norm Major, Ken Weyler and Dave Welch concerning Senate Bill 124. This bill intends to organize a committee to streamline technology between the state and towns. There are also two telephone deregulation bills co-sponsored by Terie Norelli pending which Jennifer will monitor as well.

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

SECONDED: Commissioner Barrows.

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

MB
Date 3/10/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
February 24, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Martha Roy, Gene Charron and Maryann Brickett.

Discussion: Personnel matter.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting was adjourned at 12:00 PM.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 4/7/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
March 3, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Cathy Stacey, Register of Deeds; Christine Croto, Sheriff's Dept.; Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Cheryl Hurley, Delegation Office; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Elaine K. Miller, Brentwood Children's Academy.

Commissioner Barka called the meeting to order at 10:38 a.m.

MOVED: Commissioner Barrows to approve the minutes of the February 10, 1999 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to approve the minutes of the February 17, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt.

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

MB
Date 4/5/99

Elaine Miller from the Brentwood Children's Academy discussed the possibility of leasing the former Children's Lodge facilities from the County. She will meet with Jude Gates to view the facilities. Commissioner Pratt stated that the County Attorney's office had also expressed some interest in the use of the buildings. Commissioner Pratt stated that approval from the Delegation would be needed before leasing any County property.

Diane Gill stated that the County's Attorney reviewed the Portsmouth Mediation lease, with special emphasis on the nonappropriation clause. After careful review between the attorney and herself, she felt it was ready to be signed by the Commissioners.

MOVED: Commissioner Barrows to authorize the Commissioners to accept and sign the lease for the Portsmouth Mediation offices for the 3-year term commencing March 1, 1999.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt.

VOTE: 2 Yea. Motion passed in the affirmative.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey stated that revenue figures were 20% above last year's figures and document count is up 21%. Mrs. Stacey reminded everyone about the March 9 Seacoast Board of Realtors continuing education seminar from 4-8 p.m.

REPORT FROM THE SHERIFF'S DEPARTMENT:

No report. Theresa Young stated that the Sheriff's Department and the Fiscal office would be working together to track payroll expenses.

REPORT FROM THE CONSERVATION DISTRICT

Mary Currier stated that the contract with the State on the Jail Flood Mitigation Project has been amended with one minor correction, which Commissioner Barka would need to initial. The correct amount is \$2,000 less than originally anticipated due to a miscalculation of the formula. Grace Walker hand delivered the contract and Mrs. Currier will

MB
Date 4/7/99

FedEx it back to Concord. The first payment of 10% will be made right away.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

Commissioner Barrows stated that the meeting between herself, Mr. Charron, Dawn Barnes and the inmates to discuss the success of certain social programs went very well. Approximately 80% of the inmates were incarcerated for drug related incidents and 46% are repeat offenders. Mr. Charron stated that the parenting program has started again.

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that the Treasurer had a previously scheduled meeting with the bank this afternoon. Tim Dempsey would prefer to schedule the meeting for next Wednesday.

The Fiscal Department is looking at other vendors for the postage machine at Cathy Stacey's suggestion.

The auditors have been in all week. They have finished the Enterprise Fund in the Nursing Home. They have provided the financials to Robin Grill who will be doing the cost report.

Mr. Lyford assured the Commissioners that the audit letter confirming the audit dates would be available by the end of today.

The Fiscal office would like to get together with the Commissioners today if possible to discuss a direct deposit situation.

Fiscal and the Treasurer are attempting to delay borrowing funds as long as possible to minimize interest expense. March 25 is the date for the borrowing, the day following a Commissioners' Meeting. The Treasurer will need the Commissioners' signatures on the borrowing letter.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the Long Term Care and Long Term Disability informational sessions begin March 4. The schedules and notices of these sessions went to all employees.

MB
Date 4/7/99

Martha Roy and Gene Charron are preparing for several upcoming union hearings.

Mrs. Roy reminded everyone that the County Management Team Meeting is March 15 at 10:00 a.m. in the Commissioners' Conference Room. The agenda includes the compensated absences, review of the earned time pilot program policy and merit pool policy.

REPORT FROM HUMAN SERVICES DEPARTMENT:

Diane Gill will be attending the Association of Counties meeting on Friday morning. Commissioner Shumway and Dick Chevrefils will be attending as well.

Diane Gill attended the hearing on House Bill 588 yesterday and testified on behalf of the Affiliate and on behalf of the Association, Mark Thurston was faxed a copy of Mrs. Gill's testimony.

Mrs. Gill and Tom Wentworth had a long conversation with Cynthia Herman after the hearing about the programs of YDC and what is being received for the \$298/day rate. They don't have a sex offender program, drug/alcohol abuse prevention program. Mrs. Gill's testimony included facts that the County and State prisons' daily rates are between \$45-\$55 per day. They also have more programs to rehabilitate prisoners. Commissioner Charbonneau also testified at the hearing. Mrs. Gill gave the Committee a copy of Commissioner Barka's written testimony.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the Brentwood Board of Selectmen wish to reschedule the meeting with the Commissioners. The Commissioners suggested a time after next week's elections. Commissioner Pratt requested again that the Board of Selectmen send over the paperwork before the meeting. Sixty-three people from Brentwood work for the County.

Maintenance has finished the wiring on the air conditioning system today. Maintenance has rekeyed some locks at the Jail and the Sheriff's Department.

Date 4/7/99
MLB

Jude Gates requested permission to sell the old walk-in cooler located at the slaughterhouse. Mrs. Gates will place an ad in the Market Bulletin and obtain sealed bids.

Cathy Stacey asked Jude Gates about the status of the Parker Survey plan of the Ladd Farm. Mrs. Gates stated that she will call Dick Parker and inquire. Mrs. Currier stated that the current use needed to be adjusted.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report.

Bids were opened for mug/bowl lids for the Dietary Department:

Morley Office Supplies
Interboro Packaging
Central Paper

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

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant gave the Commissioners the contract renewals for the Nursing Home physicians and dentists for signature. Mr. Sturtevant will mail to the physicians for signature.

REPORT FROM TELECOMMUNICATIONS:

Bill Sturtevant stated that all counties throughout the country are being urged to have a Y2K Day, actually going off line with power and run on generators for 24 hours. This needs to be coordinated with the Sheriff's Department, Payroll, all Division Directors and many others. Hillsborough County performed this Monday. Sullivan County has already done this as well. A date in September has been suggested. Jennifer Nelson stated that time of year should be cool enough to use the heating systems, yet far enough in advance to ensure that all systems would be well prepared for. Commissioner Barrows, Mrs. Stacey and others felt this date was too late. Jude Gates expressed that summer

MB
Date 4/7/99

would be too much of a burden on the generators. Jennifer Nelson stated that certain systems would not be Y2K ready until June 30 and the standard 3-month testing would not be complete until some time in September.

Commissioner Pratt stated that this was discussed at the NACO conference and the situation is no longer a technological problem but a leadership problem.

Jennifer will stay on top of the situation. She received an e-mail from Heather Anderson at NHMA. They have gotten a fairly definitive answer from Public Service Co. of New Hampshire. PSNH has checked the circuits that allow them to get the electricity from the power grid down to them, and from them to us. They are claiming to be 98% complete with their upgrades. This is a more reassuring answer than County has received in the past from PSNH. Commissioner Pratt said it has been suggested that at the April NHACo meeting, the Association get Public Service and any other statewide public utilities to attend the meeting and give the 10 counties their status reports.

Jennifer Nelson stated that there is a proposed House Bill to make January 4, 2000 a holiday to expand the time when most people would not be at work.

Gene Charron stated that there may also be computer related problems on September 9, 1999 (9/9/99). Mr. Charron also voiced concerns that September was too late to perform this 24-hour test. His concern is finding someone who would be available to fix the problem at that late date, the last quarter of the year.

MOVED: Commissioner Pratt to adjourn.


SECONDED: Commissioner Barrows.

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

Meeting was adjourned at 11:50 PM.

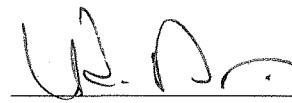
MB
Date 4/7/99

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
4/7/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
March 10, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: County Attorney Jim Reams; Sheriff Dan Linehan, Christine Croto, Sheriff's Dept.; Mary Carrier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Jay Houle, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:37 a.m.

MOVED: Commissioner Pratt to approve the minutes of the February 24, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to authorize Commissioner Pratt to sign the Engagement Letter on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

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

Commissioner Pratt signed the Engagement Letter with Pierson, Grill & Saunders for the Nursing Home cost report, as part of the audit package.

REPORT FROM THE COUNTY ATTORNEY

Date MB
4/7/99

County Attorney Jim Reams requested that the County Commissioners acknowledge that they were signing a Release of Lien as their voluntary act and deed.

The County Attorney's office will be moving stored files to a County facility from a public storage facility, thus saving about \$200 per month.

The Grand Jury met last week and returned about 100 indictments.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan requested that the Commissioners sign the C.O.P.S. Grant. This is for the deputy who will work in the child advocacy center with multi-jurisdictional task force to deal with crimes against children. They will assist the County Attorney's office to successfully prosecute these cases. Sheriff Linehan assured the Commissioners that the money for this appropriation is in the budget.

MOVED: Commissioner Barrows to authorize the Board of Commissioners to sign the C.O.P.S. Grant.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that the poster contest has approximately 700 students entered and 31 teachers participating this year.

The revised contract for the flood mitigation project has gone to Concord and it will be presented for signature at the next Governor and Council meeting. Mrs. Currier and Jude Gates will begin working on the project this afternoon.

Mrs. Currier has contacted Household again in an attempt to get an agreement for the drainage easement.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

Date MB
4/7/99

Mr. Charron wishes to recommend several low bidders be awarded a portion of the bid for institutional supplies: Robinson Textiles, Stephens Inc., Bob Barker Co. and Command Supply Co.

MOVED: Commissioner Pratt to award the bid for institutional supplies as recommended by Mr. Charron.

SECONDED: Commissioner Barrows.

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

Bids were opened for inmate personal care items:

Amercure Products Inc.
Justice Packaging
Bob Barker Company
Poseidon (no bid)
Robinson Textiles, Inc.
Barber Razor Blade Co.
HBD Inc.
Walter F. Stephens, Jr., Inc.

MOVED: Commissioner Pratt to have Mr. Charron evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE FISCAL DEPARTMENT:

Commissioner Pratt asked the Fiscal Department about the addendum letter to be signed by the auditors along with the Engagement Letter committing to certain dates.

Diane Gill asked for clarification regarding documentation attached to warrants. Jay Houle assured Diane Gill that he would obtain the clarification she requested.

REPORT FROM HUMAN RESOURCES:

MB
Date 4/7/99

Martha Roy requested a snow emergency time frame from Saturday, March 6 at 3:00 p.m. through Sunday March 7 at 3:00 p.m. for Nursing Home essential employees that had to work. The request is that they be allowed to have reported for duty within 30 minutes of their scheduled start time and still receive a full day's pay. Those employees that failed to report for work will not be paid.

MOVED: Commissioner Pratt to allow a snow emergency time frame from Saturday, March 6 at 3:00 p.m. through Sunday March 7 at 3:00 p.m. for Nursing Home essential employees that had to work, that they be allowed to have reported for duty within 30 minutes of their scheduled start time and still receive a full day's pay. Those employees that failed to report for work will not be paid.

SECONDED: Commissioner Barka.

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

Human Resources sent out a memo regarding long-term disability and long-term care information sessions being held on Thursday, March 18, from 7:15 a.m. in various locations.

Martha Roy stated that she needed a Non-Public Session under NHRSA 91A:3 II (a) and (c).

REPORT FROM HUMAN SERVICES DEPARTMENT:

Diane Gill stated that she and Mr. Sturtevant attended the Association of Counties meeting last Friday morning with Commissioner Don Shumway and he seemed to have a real good grasp on the Nursing Home issues and the rate increase. Commissioner Shumway has stated that he has planned a 3% rate increase each year for the new biennium. Mrs. Gill stated that while at the Affiliate meeting yesterday they received a call from Deb Bourbeau and she informed that the intermediate nursing care bill for January was not calculated at 25% which is the new law, but at 30.55%. They have not made the conversion, so the affiliate voted not to pay the bill until it is revised. Doris Hunter, who is most familiar with the bills, has given her notice.

A bill has been introduced to establish a new secure residential facility for juveniles in Nashua as a pilot program with a maximum of 50 beds.

Date MB
4/7/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates presented the Commissioners with her monthly report. Mrs. Gates reported that she will be holding training on the new burglar alarm system at Human Services, the footing was put in last week for the motor services building and the foundation is being poured today. Mrs. Gates received a call from a gentleman requesting that the Boy Scouts be allowed to do a camp out on county premises. Commissioner Barka asked Mrs. Gates to look into the matter of liability. County Attorney Jim Reams stated that they could sign a waiver and ask for a copy of their insurance policy. Mrs. Gates will talk to Jim Reams about the County's coverage and have the necessary information at the next Commissioners' Meeting March 24.

Bids were opened for sickle bar mowers:

Keats
GMC
Hall Implement Co.
R. N. Johnson Inc.
Chappell Tractor East LLC
Townline Equipment Sales, Inc.
Knoxland Equipment, Inc.
R. S. Osgood & Sons
HBD, Inc.
Mears Tractors, Inc.
James R. Rosencrantz & Sons, Inc.

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for spreader/economizers:

Donovan Equipment Co., Inc.
James R. Rosencrantz & Sons, Inc.

MB
Date 4/7/99

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to declare the Bally walk-in freezer as surplus equipment to be sold by sealed bids.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report, stating that admissions are scheduled for today and tomorrow.

Mr. Sturtevant stated that Commissioner Shumway discussed the acuity based rates that went into effect on February 1. He has some concerns about that and is bringing in an outside source to review the whole system. He does not anticipate having a report back by July 1, but will ensure that the counties are represented.

Bids were opened for coffee:

Alliant Foods
Donahue Bros.
New England Coffee
Victor Coffee & Tea

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

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant is recommending that the bids for mug/bowl lids be rejected and rebid as the bids did not meet specs.

MB
Date 4/7/99

MOVED: Commissioner Barrows to reject the mug/bowl lids bid and rebid this item.

SECONDED: Commissioner Pratt.

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

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson stated that the software updates are 62% completed and should be entirely completed by March 22. The Jail's main fax number and booking fax number will be changing on March 15.

Lucent Technologies is doing a line analysis, beginning Saturday and going through the following Saturday to determine line usage throughout the county to further improve billing costs.

Ms. Nelson received a call from an Exeter resident who would like to donate an entire computer setup (an HP 486) to the Nursing Home residents. Ms. Nelson is also looking for the donation of a free Internet account for the residents use as well. This will allow residents to become familiar with technology and keep in touch with families more and stay involved in their interests, old and new.

Next Tuesday, March 16, Ms. Nelson has a meeting at UNH Cooperative Extension with Robyn Wojtusik and Rollie Barnaby who takes over on the 1st to discuss their connection to the LAN as well as the phone system.

There is a Y2K meeting with the Commissioners at 1:00 today. There will be a memo going out to department heads this afternoon asking which of 2 dates they prefer, May 27 or June 3, to do a 24-hour test for the HVAC system as well as the generators. The software will not be tested until September. Dave Foote is the technology person from UNH and the Cooperative Extension is attempting to have him attend Tuesday's meeting.

Bids were opened for servers and workstations:

MB
Date 4/7/99

Gerber Computer Associates
Tangent Computer
Digital Connections
Ware Force
Peach Computer Systems
CompUSA
Gateway 2000
BCC Network Integration
Computer Hut
Data Pro Corp.
Multimedia Systems, Inc.
Cocci Computer Services
NECB Data Systems, Inc.
Salmon Falls Computer Services

MOVED: Commissioner Pratt to have Ms. Nelson evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

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

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
March 10, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, County Attorney Jim Reams, Bill Sturtevant and Maryann Brickett.

Discussion: A resident matter.

MB
Date 4/2/99

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

Discussion: A personnel matter.

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

SECONDED: Commissioner Barrows.

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


MOVED: Commissioner Pratt to grant an exception to the personnel policy for 2 Nursing Home employees per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 12:00 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
4/7/99

**COMMISSIONERS MEETING
Rockingham County Nursing Home
Brentwood, New Hampshire
March 17, 1999**

Present: Commissioner Barka
Commissioner Barrows

Also present: Edward Buck, Treasurer and Maryann Brickett,
Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 11:15 a.m.


Bids were opened for tax anticipation borrowing:

State Street Bank
First Albany
Fleet Securities
Bank Boston
US Trust
Commerce Capital
Bank of NH - No bid
U.S. Securities, NH - No bid

Edward Buck made a recommendation for tax anticipation borrowing which recommendation the Commissioners will vote to accept at the March 19 Commissioners Meeting. Edward Buck, the Treasurer recommended to award the RFP for tax anticipation borrowing to State Street Bank in the amount of \$6,000,000 at a rate of 3.25% with a premium of \$5.08 and NIC of 3.2499%.

Meeting was adjourned at 11:30 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Date MB
4/7/99

Received by,

Ernest P. Barka

Ernest P. Barka, Chairman
Rockingham County Commissioners

MB
Date 3/19/98

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
March 19, 1999**

Present: Commissioner Barka
Commissioner Barrows

Also present: Tim Dempsey, Assistant Treasurer and Maryann
Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:10 a.m.


MOVED: Commissioner Barrows to accept the recommendation of the
Treasurer for tax anticipation borrowing and authorize Commissioner
Barka to sign as Chairman on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

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

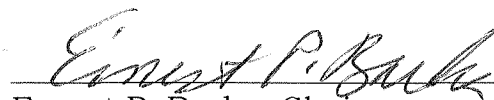
Meeting was adjourned at 10:20 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Ernest P. Barka, Chairman
Rockingham County Commissioners

MB
Date 4/7/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
March 24, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: County Attorney Jim Reams; Sheriff Dan Linehan, Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Cheryl Hurley, Delegation; Theresa Young, Fiscal Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Nancy Lang, Nursing Home Asst. Adm.; Jennifer Nelson, MIS/ Telecommunications Manager; Robyn Wojtusik, Nancy Adams and Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Brian Dekoning, Fosters.

Commissioner Barka called the meeting to order at 10:40 a.m.

REPORT FROM THE COUNTY ATTORNEY

County Attorney Jim Reams reported that his office received a check made payable to the County for a little over \$13,000 in a case wherein he represented the County's interest prior to becoming County Attorney. The County's legal fees were reimbursed as well.

County Attorney Jim Reams discussed and circulated an opinion letter which attempted to interpret and clarified certain issues in the Rockingham County Personnel Policies per the request of Commissioner Barrows and Human Resources.

County Attorney Jim Reams stated that he needed a Non-Public Session under NHRSA 91A:3 II (a) and (c).

Date MB
4/7/99

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that Mary Jane Irish's retirement party will be held Friday April 2 and anyone wishing tickets should contact Cathy Champion.

Sheriff Linehan stated that he needed a Non-Public Session under NHRSA 91A:3 II (a) and (c).

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier presented the County with one of the new signs, courtesy of the Corrections facility in Concord. The Conservation Districts around the State as a group bought the signs, which reads "Soil and water conservation practiced here, Rockingham Conservation District." Jude Gates stated she would place it in an appropriate area.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

Mr. Charron made the following recommendations for inmate personal care items:

Amercare Products Co.	Toothbrushes	\$7.84/case of 144
"	Toothpaste	\$18.20/case of 144
"	Sgl blade razors	\$54/case of 1000
Walter Stephens	Disinfectant	\$62.91/case of 12
Bob Barker Co.	Shavecream	\$35.68/case of 144
"	Bar soap	\$34.06/case
"	Combs	\$2.12/case

MOVED: Commissioner Barrows to award the inmate personal care items per the recommendation of Mr. Charron.

SECONDED: Commissioner Pratt.

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

Commissioner Barrows asked Mr. Charron about the Friday morning focus group. The group has gotten small and Commissioner Barrows has asked the inmates make recommendations for their replacements. The desired number of inmates for the group is between 5-7. Mr.

Date MB
4/7/99

Charron will make the corrections officers aware of this Friday morning focus group.

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that there are three different audits going on concurrently. The retirement system has completed their field work as of last week. Fiscal has not been given the results of that audit, but will inform the Commissioners of the status.

The financial audit is near completion. All the field work is completed. They have asked Judie Milner to assist in one last segment for the Nursing Home. Fiscal has spoken with Mary Jane Toth and Mr. Sturtevant about this audit. In addition, the auditor gave Fiscal his first draft of management items to be discussed. Judie Milner, Karen Johnson, Theresa Young, Mary Jane Toth and Phyllis Rogers met to discuss the audit. They will respond to this first draft and provide the Commissioners with a copy of their response.

The cost report auditor has also completed all but one item, and Judie Milner is working on that today.

There are several meetings today: compensated absences following the Commissioners' meeting today, a Treasurer's cash meeting at 3:30 today, and a capital funds meeting.

Theresa Young discussed the auditors' letter which discussed the audit dates. Commissioner Barka wished to use the addendum letter the Commissioners have already signed.

Regarding the postage bid, Julie Hoyt has contacted the 3 vendors Cathy Stacey recommended. She will prepare a bid for the Commissioners to sign Friday.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the Nursing Home is just completing a market demands study for residential care. The next step is to apply for a CDBG feasibility grant application to determine if and where there would be potential in the Nursing Home to convert space for residential care. Mr. Sturtevant, Cindy Hayden and Martha Roy met and interviewed the various candidates for the grant writer position. They recommend Mr.

MB
Date 4/7/99

Mark Nardone to fill this position for the County. This does not cost the County anything as his \$500 fee would come from the grant if awarded.

The Commissioners agreed to sign a letter to this effect. Commissioner Barrows requested to see Mr. Nardone's resume before signing the letter. Martha Roy stated that there is a deadline of April 30 by which to write the grant and hold a public hearing on the matter.

Human Resources has received 2 grievance requests from the union. Martha Roy has tentatively scheduled possible dates to meet with the Commissioners.

MOVED: Commissioner Barrows to enlist the services of Mark Nardone to write the feasibility grant application.

SECONDED: Commissioner Pratt.

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

Martha Roy stated that she needed a Non-Public Session under NHRSA 91A:3 II (a) and (c).

REPORT FROM HUMAN SERVICES DEPARTMENT:

Diane Gill stated that the Mediation Program Volunteer training began last Saturday. The Cooperative Extension is letting Human Services use their facilities for training which will go for 2 weeks (24 hours). Judge Reardon has agreed to swear in the volunteers.

Diane is still having problems with the intermediate nursing care portion of the state bill. They still have not resolved the correct percentage. Consequently they will be sending out the February bill minus the intermediate nursing care portion till they get it straightened out.

Diane Gill provided the Commissioners with a copy of the rules for distributing incentive funds.

Mrs. Gill will be attending the Legislative Committee of the Association on Monday, March 29 at 10:00 a.m. She will be sitting on the Committee as President of the Human Services Affiliate.

Date MB
4/7/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the Boy Scouts of America would like to hold a camp out at the Ladd Farm the weekend of April 16-18. They have faxed Jude a copy of their certificate of insurance. She has discussed this with the County Attorney. She also spoke with the fire chief in town who had no concern about a fire as the Boy Scouts are always very cautious.

MOVED: Commissioner Barrows to host the Boy Scouts of America for a camp-out the weekend of April 16-18, 1999. A copy of their certificate of insurance has been provided.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to award the bid for the sickle bar mower to Townline Equipment Sales, the low bidder, in the amount of \$2,670.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bid for the spreader/economizer to Donovan Equipment Co., Inc., the low bidder, in the amount of \$3,440.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

No responses were received on the refrigeration equipment bid. Mrs. Gates will try to get telephone quotes.

Bids were opened for 4 wheel drive tractors:

R. S. Osgood & Sons
Shaw's Ridge
Keats
R. N. Johnson, Inc.
Knoxland Equipment Inc.

Date MB
4/2/99

Mears Tractors, Inc.
Townline Equipment Sales, Inc.
R. C. Hazelton Company, Inc.
Padula Bros.

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for Fernald flooring:

Cadieux Flooring
N. E. Shades, Blinds, Draperies & Carpet World

Jude Gates stated that the reason only 2 bids were received on the flooring bid probably was due to the fact that an asbestos abatement is involved.

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Jude Gates stated that she needed a Non-Public Session under NHRSA 91A:3 II (e).

REPORT FROM THE NURSING HOME:

Nancy Lang stated that the Dietary Department evaluated the coffee bids and wished to award the bid to Donahue Bros., the low bidder.

MOVED: Commissioner Barrows to award the coffee bid to Donahue Bros. Per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Date MB
4/7/99

The Commissioners signed several nursing home applications and two bid waivers for the medical director and staff physician contracts. The medical director is Dr. Karl Singer whose annual contract is in the amount of \$11,140.49. The staff physician is Dr. Paul Gustavson whose annual contract is in the amount of \$5,954.25.

Bids were opened for canned fruit:

Hall, Smith, Sysco
Jordans Sysco
Donahue Bros.
C. S. Woods
Shaheen Bros.
U. S. Food Service
Springfield Food Service

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the bids to the low bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for steam tumblers:

Tri State Laundry Parts & Service
Yankee Equipment

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

SECONDED: Commissioner Barrows.

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

Bids were opened for mug/bowl lids:

Portsmouth Paper
Central Paper
Aladdin
Interboro Packaging – No Bid

mb
Date 4/7/99

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

SECONDED: Commissioner Barrows.

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

Bids were opened for frozen vegetables:

Jordans Sysco
Hall, Smith, Sysco
C. S. Woods
U. S. Foods
Shaheen Bros.
Springfield Food Service

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the bids to the low bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson stated that she had a bid award for servers for the County Attorney's office, the Jail and work stations for multiple departments.

For the County Attorney's office, Ms. Nelson recommends Tangent Computer, of Burlingame, CA, the lowest bidder that met all the specs. The total cost is \$2,150.

MOVED: Commissioner Pratt to award the bid for the server for the County Attorney's office to Tangent Computer, the lowest bidder in the sum of \$2,150.00 per the recommendation of the Telecommunications Manager.

SECONDED: Commissioner Barrows.

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

MB
Date 4/7/99

Ms. Nelson also recommended Tangent Computer be awarded the bid for the server for the Jail in the amount of \$1,950.00.

MOVED: Commissioner Pratt to award the bid for the server for the Jail to Tangent Computer in the sum of \$1,950.00 per the recommendation of the Telecommunications Manager.

SECONDED: Commissioner Barrows.

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

Ms. Nelson recommends the bid for 14 workstations be awarded to CompUSA, the lowest bidder who best met the specs in the amount of \$900 per machine. Computer Hut was the lowest bidder, but their warranty service is only depot service. This means equipment would have to be shipped every time they needed service. CompUSA gives one-year on-site and parts will be shipped under warranty for the County's own repair. CompUSA is also the State vendor.

MOVED: Commissioner Pratt to award the bid for 14 workstations throughout the County to CompUSA in the sum of \$900.00 per machine per the recommendation of the Telecommunications Manager.

SECONDED: Commissioner Barrows.

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

Ms. Nelson met with the Commissioners and Bob Jordan to discuss Y2K. The test date for Y2K has been moved to June 10 due to scheduling conflicts with essential personnel. These tests will be for the HVAC system and the backup generators. The software will still be done in September after the installations are complete.

Bids were opened for notebook computers:

- Computer Hut
- AMG System Upgrade Experts
- Gerber Computer Associates
- Portsmouth Computer Group
- BCC Network Integration
- Cocci Computer Services

MB
Date 4/7/99

Salmon Falls Computer Services
Gateway Companies, Inc.
Turbotek Computer Corp.
Multimedia Systems, Inc.
Tangent Computer
NECB Data Systems
CompUSA

MOVED: Commissioner Pratt to have Jennifer Nelson evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for software:

Computer Hut
Rocket Science Internet Solutions
Gerber Computer Associates
Portsmouth Computer Group
Cocci Computer Services
Salmon Falls Computer Services
Turbotek Computer Corp.
Multimedia Systems, Inc.
Tangent Computer
BCC Network Integration, Inc.
NECB Data Systems
CompUSA

MOVED: Commissioner Pratt to have Jennifer Nelson evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM UNH COOPERATIVE EXTENSION:

Robyn Wojtusik introduced Roland Barnaby who will be taking over the administrative responsibilities in the office commencing April 1. Robyn also introduced Nancy Adams who is working with the Master Gardeners

Date MB
4/7/99

project here at the county complex. Nancy Adams stated that various committees have been meeting and handed out a flier which will be printed soon. Marketing, public relations, mission statement, goals, overall design, etc. are all works in progress. The first ½ acre which will include the Children's Garden will begin this year. They are asking for plant donations and Nancy asked Theresa Young if these plant donations and monetary donations could be used as a tax deduction. Discussion followed. Commissioner Pratt requested a subsequent meeting with the Commissioners, Jude Gates and Nancy Adams to discuss details of the project and necessary agreements. Nancy Adams requested a Memorandum of Understanding with the Commissioners be signed so this project could continue in the current use and outlive any changes in Commissioners. Commissioner Pratt stated that a Memorandum of Understanding was to have been drafted last year stating that this project will be completely organic, pesticide free to protect the County's water sources.

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

SECONDED: Commissioner Barrows.

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

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
March 24, 1999

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, County Attorney Jim Reams, Dan Linehan, Martha Roy and Maryann Brickett.

Discussion: A personnel matter.

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, County Attorney Jim Reams, Dan Linehan, Martha Roy and Maryann Brickett.

Discussion: A personnel matter.

MB
Date 4/7/99

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, County Attorney Jim Reams, Jude Gates and Maryann Brickett.

Discussion: Impending litigation.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to grant a leave of absence to an employee of the County Attorney's office for 2 months with the County continuing payment of the County's portion of the health insurance premium while she is on medical leave during April and May.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to authorize the Sheriff to contact Jim Reidy of Sheehan, Phinney, Bass & Green on a personnel matter.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to authorize the County Attorney to send a letter to one of the abutters at the Ladd Farm.

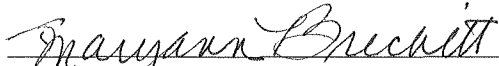
SECONDED: Commissioner Barrows.

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

Meeting was adjourned at 12:30 PM.


MB
Date 4/7/99

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
6/5/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
April 7, 1999**

Present: Commissioner Barka
Commissioner Barrows
Commissioner Pratt

Also present: Cathy Stacey, Register of Deeds; Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Cheryl Hurley, Delegation; Judie Milner, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Dept.; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:35 a.m.

MOVED: Commissioner Pratt to approve the minutes of the March 3, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the March 10, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to approve the minutes of the March 17, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt who was not present.

Date MB
6/6/99

VOTE: 2 Yea. 1 Abstain. Motion passed in the affirmative.

MOVED: Commissioner Barrows to approve the minutes of the March 19, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt who was not present.

VOTE: 2 Yea. 1 Abstain. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the March 24, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan was not in attendance, but bids were opened for uniforms for the Sheriff's Department.

Ben's Uniforms, Inc.
Neptune, Inc.

MOVED: Commissioner Pratt to have the Sheriff's Department evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey gave her first quarter numbers. Document count is up another 20%, revenue stamps are up 14%, and revenues are up 15% for the County's portion. Despite rumors that business would be slowing down due to the stock market, this has not happened yet.

There are lot of concerns with the Deeds Association regarding Senate Bill 128, sponsored by Senator D'Allesandro. It appears that it will pass.

MB
Date 5/6/99

This is for the \$100 surcharge on tax stamps, which is expected to generate 2.5 million dollars in Rockingham County alone into a homeless fund. Mrs. Stacey would prefer to see a consumption tax to fund the low income housing and homeless shelters. One of the other concerns is that these funds would be going into Health and Human Services. Mrs. Stacey will bring these issues up at the hearing Friday. The realtors were given copies of this bill at the forum held a couple of months ago. They were asked to contact their Senators.

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that the last day for ordering trout is today and pickups will be Saturday. She is still taking orders for trees. Mary Currier displayed the new designs for license plates. People can vote for their favorite plate at the Fish & Game web site.

Mrs. Currier stated that the grant contract for the Jail flood mitigation has been signed by the Governor and Council.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report, stating that the population is down.

Commissioner Barrows stated that the Focus Group she attends on Fridays is going very well.

Supt. Charron reported that staffing remains a challenge. He may need to declare an emergency situation and monitor vacation time carefully.

Laconia State Prison will remain open, with an increase to 500 beds. Berlin State Prison will be opening soon.

REPORT FROM THE FISCAL DEPARTMENT:

Judie Milner reported that the Fiscal Office is reviewing the draft financials from the auditor, and they will review with the Commissioners at the Commissioners' request.

The Fiscal Office is working on getting the budget out for the First Quarter Executive Committee Meeting April 23, and they should be out Friday. Commissioner Pratt requested that the Commissioners receive the budget report before it is released. The Commissioners and the

Date 5/5/99^{MB}

Fiscal Department will schedule a meeting to discuss the Management Letter.

Martha Roy stated that Human Resources needed to get together with the Fiscal Department and the Commissioners regarding the Merit Pool.

Judie Milner stated that there were bids to be opened for postage machine/meter lease:

New England Shipping Solutions
Pitney Bowes
Neopost

MOVED: Commissioner Pratt to have the Fiscal Department evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that prior to the next Commissioners' meeting on April 21, at 10:00 a.m. there will be a CDBG public hearing to study the feasibility of renovating a portion of the County Nursing Home for supported residential care of low-moderate income clients.

REPORT FROM HUMAN SERVICES DEPARTMENT:

Diane Gill presented her monthly report for February. Payment for the state bill does not include intermediate nursing home expenses because they are not able to generate that bill.

Diane Gill received a check from the State in the amount of \$174,000 from DCYF's recovery of Federal funds, which she gave to the Fiscal Department. This check will go into the General Fund as revenue for this year's budget.

The Human Services Affiliate group met with Cassie Keane yesterday. They have been asking the State to involve them in HCBC (Home & Community Based Care) services from the ground floor up. Yesterday the state presented proposed forms and a proposed format for the bill.

Date MB
5/5/99

Human Services will receive the first bill for HCBC services on Monday. They have another meeting on Tuesday. Mark Thurston had a meeting with Cassie Keane Monday morning. There are two additional problems. One, nursing home payments have not been made in correct amounts because the State has not been making patient liability deductions. Skilled nursing care is not being paid at all. It is hoped that a bill will be generated in May which Mrs. Gill will receive in June and pay in July, the next fiscal year for them. The Human Services software department is not properly set up to process HCBC bills.

Human Services has presented a bill to cap YDC costs at \$50 a day. John Disko has informed Mrs. Gill that this bill has been killed by a vote of 8 to 5 in the House Committee. The issue would be addressed in another bill but would reorganize juvenile services.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Bids were opened for Blaisdell elevator upgrades:

Stanley Elevator Company, Inc.
Otis Elevator Company
Pine State Elevator Company

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for interior automatic doors:

Northeast Door Corporation
Door Control Inc.

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

MB
Date 6/5/99

Bids were opened for bathroom duct cleaning:

Fire Pro

MOVED: Commissioner Pratt to have Jude Gates evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for masonry repairs:

S. Tomasz Masonry

MOVED: Commissioner Pratt to have Jude Gates evaluate the bid and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

No bids were received for uniforms.

Jude Gates recommends awarding the bid for the four-wheel drive tractor to Townline Equipment Sales for a three-year lease with three annual payments of \$6,445.55. The 1999 appropriation for this is \$7,000.

MOVED: Commissioner Pratt to award the bid for the four-wheel drive tractor to Townline Equipment Sales for a three-year lease with three annual payments of \$6,445.55 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

Mrs. Gates recommends Cadieux Flooring for the Fernald flooring bid, which includes an asbestos abatement.

MOVED: Commissioner Pratt to award the bid for the Fernald flooring to Cadieux Flooring per the recommendation of Mrs. Gates.

MB
Date 5/5/99

SECONDED: Commissioner Barrows.

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

Mrs. Gates received telephone quotes for the replacement of refrigeration equipment as there were no responses to the original RFP. She has awarded the bid and ordered parts and materials, as it is well under \$5,000 and the refrigeration equipment in the morgue has actually failed.

The Maintenance Department retired the 3 septic tanks on the property, Conservation District, the slaughterhouse and Day Care II. The work was done in house. This was a capital project which did not happen last year.

The Motor Services building is progressing well. Work will begin on the roof this week.

The U.S. EPA visited the County complex yesterday for an unscheduled visit. They indicated they would give their report within 30-90 days. Mrs. Gates expected some findings, but overall it was very positive. Their primary focus was on hazardous waste.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report, noting that the population was very low at 274 with 5 deaths and 8 applications for admission. He has been in contact with the State Hospital as they are closing the Thayer Building and will be transferring residents back to their home counties. This does affect revenues. Mr. Sturtevant has contacted ACS to come in on Thursday. They specialize in Medicare revenue reimbursements.

Mr. Sturtevant is recommending Aladdin Products be awarded the bid for mug/bowl lids.

MOVED: Commissioner Pratt to award the bid for mug/bowl lids to Aladdin Products per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MB
Date 6/5/99

Mr. Sturtevant is recommending that Tri State be awarded the bid for the steam tumbler dryer in the amount of \$5,899.

MOVED: Commissioner Pratt to award the bid for the steam tumbler dryer to Tri State in the amount of \$5,899 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Bids were opened for lounge chairs:

Gulf South Medical Supplies
Keene Medical Products

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

SECONDED: Commissioner Barrows.

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

Bids were opened for beds:

Joerns/Sunrise Medical

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

SECONDED: Commissioner Barrows.

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

Bids were opened for turkey:

Cambridge Packing
Jordans
Springfield Food Services
Shaheen Bros.

MB
Date 5/5/99

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

SECONDED: Commissioner Barrows.

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

Bids were opened for frankfurters:

Cambridge Packing Company
Shaheen Bros.
Springfield Food Services
Essem-Schultz

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

SECONDED: Commissioner Barrows.

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

Bids were opened for frozen meats:

Cambridge Packing
Springfield Food
Jordans
Sysco
Shaheen Bros.

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

SECONDED: Commissioner Barrows.

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

Bids were opened for paper:

Portsmouth Paper
Donahue Bros.
Central Paper
Interboro Packaging Corp.

Date MB
6/5/99

Morley Office Supply
Allied Supply

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

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant stated that staffing, recruitment and retention continues to be a problem. Mr. Sturtevant spoke about the possibility of moving residents to assure higher efficiency, resident safety and quality care. He has been looking for ways to temporarily close a unit if necessary.

The Salary Subcommittee will be discussing and working on these issues. The State Survey is due soon. Commissioner Pratt asked if a current credible salary survey was available. Commissioner Barrows offered to do a current survey. Commissioner Pratt stated that the Affiliate did a fairly comprehensive survey last year. Mr. Sturtevant is still offering hiring incentives. Vacation scheduling will be a challenge due to the staffing shortages.

Cheryl Hurley stated that the Salary Subcommittee meetings are scheduled to be held in the Delegation conference room on:

May 3	County Attorney	9:30
May 7	Deeds	10:00

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

REPORT FROM TELECOMMUNICATIONS:

Mr. Sturtevant stated that the bid award for 13 notebook computers and docking stations be awarded to CompUSA at \$1,976.06 each.

MOVED: Commissioner Pratt to award the bid for 13 notebook computers and docking stations to CompUSA per the recommendation of the MIS/ Telecommunications Manager.

SECONDED: Commissioner Barrows.

MB
Date 5/5/99

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

Mr. Sturtevant stated that the bid award for Microsoft Office97 software be awarded to Portsmouth Computer Group at \$249 each.

MOVED: Commissioner Pratt to award the bid for 50 copies of Microsoft Office97 software to Portsmouth Computer Group in the amount of \$249 each per the recommendation of the MIS/ Telecommunications Manager.

SECONDED: Commissioner Barrows.

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

There will be a Y2K Committee meeting Thursday April 8 at 1:30 p.m. The software updates are all complete. Hardware has all been ordered.

Regarding virus issues, Jennifer is working on installing the virus signature files to update/protect the servers and workstations from Melissa and the other recent viruses.

The UNH Cooperative Extension telephone system will be installed on Friday, April 9 and cutover is scheduled to take place at 1 p.m. Friday.

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

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
April 7, 1999**

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

MB
Date 5/5/99

Discussion: A Nursing Home lien.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to have the County Attorney send a letter to the owners of the property on which the lien is held.

SECONDED: Commissioner Barrows.

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

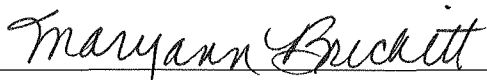
MOVED: Commissioner Pratt to have the County pay the taxes on a property in Salem for the tax year 1996 to protect the County's interest in the property.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 12:15 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date ^{MB} 5/5/99

**PUBLIC HEARING
ROCKINGHAM COUNTY CDBG GRANT APPLICATION
FEASIBILITY STUDY-RESIDENTIAL CARE
COMMISSIONERS' CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
April 21, 1999**

Present: Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Mark Nardone, grant writer; Martha Roy, Human Resources Director; Bill Sturtevant, Nursing Home Administrator/Director of Operations; Judie Milner, Fiscal Department; and Maryann Brickett, Executive Assistant to the Rockingham County Commissioners.

Commissioner Pratt called the meeting to order at 10:00 a.m.

Commissioner Pratt opened the public hearing at 10:00 a.m. to be followed by a Commissioners' Session.

A. OPEN PUBLIC HEARING REGARDING THE CDBG FEASIBILITY STUDY GRANT APPLICATION TO THE NEW HAMPSHIRE OFFICE OF STATE PLANNING FOR COUNTY BUILDIG RENOVATION TO ESTABLISH SUPPORTED RESIDENTIAL CARE.

B. INTRODUCTION OF:

Commissioner Pratt introduced Martha Roy who in turn introduced Mark Nardone, the grantwriting consultant, to those present. Martha Roy distributed the Executive Summary of the project which includes the budget for the project as well as the Housing and Community Development Plan and the Displacement and Relocation Plan that the Board has previously approved.

The project source of funds are planned to be \$12,000 through the State CDBG Program and \$500 matched by the County for this project, for a total of \$12,500. That would be spent as follows: \$10,500 for the actual feasibility study, an amount not to exceed \$1,500 for the administration and \$500 for the grant application writer fee.

C. PUBLIC INPUT.

Mark Nardone stated that the statement of the projected use of funds and a description of the project as well as draft copies of the application and plans are available to the public through Martha Roy.

D. CLOSE PUBLIC HEARING.

Commissioner Pratt closed the public hearing.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners



Date 4-27-97

4-29-99
Date

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
April 21, 1999**

Present: Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Captain Joe Akerley and Christine Croto, Sheriff's Dept.; Gene Charron, Superintendent, Dept. of Corrections; Cheryl Hurley, Delegation; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Rollie Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Pratt called the meeting to order at 10:37 a.m.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff's Department recommends the uniform bid be awarded to Neptune, Inc. per the prices set forth in their proposal.

MOVED: Commissioner Pratt to award the Sheriff's Department bid to Neptune, Inc. per the prices set forth in their proposal per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Barrows.

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

The Sheriff's Department requested that the Commissioners sign a bid waiver for cruiser equipment. Commissioner Pratt stated that it would need the signature of all three Commissioners.

4-29-99
Date J.P.

REPORT FROM HUMAN RESOURCES:

Martha Roy requested that the Commissioners make a motion regarding the CDBG Public Hearing held this morning. The motion would request that the Commissioners approve the County applying for, accepting and expending CDBG monies, and authorizing the Chairman to sign all of the necessary documents for the residential care grant.

MOVED: Commissioner Barrows that the County apply for, accept and expend money from Community Development Block Grant funds, and further to authorize the Chairman of the Board of Commissioners, Ernest P. Barka, to execute any documents which may be necessary to effectuate this contract.

SECONDED: Commissioner Pratt.

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

Mrs. Roy requested that the Commissioners send a letter to the Director of the Office of State Planning that the County will provide \$500 in match for this grant application.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the County received the first check from the FEMA grant in the amount of \$10,000.

The Boy Scouts camped out at the Ladd Farm this last weekend. There were about 200 boy scouts and scout leaders, from 17 troops around the County, who had a great time.

The refrigeration equipment in the morgue has been replaced and is now running. The air conditioner in the telephone room by the main switchboard will be finished today.

Bids were opened last week for bathroom duct cleaning. Mrs. Gates is recommending Fire Pro in the sum of \$2,457.18.

MOVED: Commissioner Barrows to award the bid for bathroom duct cleaning to Fire Pro in the sum of \$2,457.18 per the recommendation of Jude Gates.

4-29-09
Date U.A.

MOVED: Commissioner Barrows to authorize the Chairman of the Board of Commissioners to sign the lease with Townline Equipment Sales.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. He has been transferring residents off Underhill II on a temporary basis to consolidate staff.

Mr. Sturtevant is recommending that Gulf South be awarded the bid for lounge chairs in the amount of \$6,222.28.

MOVED: Commissioner Barrows to award the bid for lounge chairs to Gulf South in the amount of \$6,222.28 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant is recommending that the bid for beds be awarded to Sunrise Medical in the amount of \$25,260.

MOVED: Commissioner Barrows to award the bid for beds to Sunrise Medical in the amount of \$25,260 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Bids were opened for fish:

- Al's Seafood
- Shaheen Bros.
- Springfield Food Service
- Cambridge Packing
- Jordans Sysco Food Services
- Lavallee

4-29-99
Date W.A.

donations. The Commissioners have received a memo from Nancy Adams requesting the use of the Contingent Grant Fund appropriations in order to purchase plant materials and related garden supplies, not incurring expenses beyond the amount of donations or other funds received.

MOVED: Commissioner Pratt to set aside \$5,000 from the Contingent Grant Fund line to offset contributions to the UNH Cooperative Extension for the Botanical Garden Project. Expenses will not be incurred beyond the amount of donations or other funds received.

SECONDED: Commissioner Barrows.

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

A Memorandum of Understanding between the Commissioners and the Cooperative Extension is to be drawn up regarding the Master Gardeners Program. Jude Gates stated that this is still being worked on.


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 11:10 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
5/19/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
May 5, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Jim Reams, County Attorney; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan; Mary Currier, Conservation Dept.; Gene Charron, Superintendent, Dept. of Corrections; Theresa Young and Judie Milner, Fiscal Dept.; Martha Roy, Human Resources Director; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Rollie Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Gary Wulf; Peg Warner, Union Leader.

Commissioner Barka called the meeting to order at 10:40 a.m.

COMMISSIONERS REPORT:

Commissioner Barka reminded everyone that their Annual Reports were now due and to please have them in to the Commissioners' Office by May 15.

MOVED: Commissioner Pratt to approve the minutes of the April 7 and the April 21, 1999 Commissioners Meetings.

SECONDED: Commissioner Barrows.

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

Commissioner Barka requested that the Investment Objectives and Policies be placed on the agenda for the next Commissioners' Meeting to allow more time for the Commissioners to review it.

Date 4/21/00

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Mr. Charron requested that the Commissioners vote to award the paper/plastic bid proposal as follows:

Central Paper Products Co.	\$514.75
Donahue Brothers, Inc.	\$631.90
Interboro Packaging	\$597.39
Portsmouth Paper Co.	\$2,849.00

MOVED: Commissioner Pratt to award the paper/plastic bid as recommended by the Corrections Superintendent.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that there is a Treasurer's Meeting today to discuss cash and investment policies. Fiscal is asking that they propose new legislation for the counties to be somewhat comparable to the towns to give the counties better investment options.

The First Quarter Executive Review is Friday at 9:30 a.m. Departments have two transfer requests for the Commissioners' signature, one for the Sheriff's office and one for the County Attorney.

All fund reports were sent out with the budgets, with the exception of the Capital Fund. All internal service reports have been distributed.

The Commissioners, Fiscal and Human Resources will be meeting with The Insurance Exchange today at 11:30 to go over the County's experience and discuss options for 2000.

The exit conference with the auditors is scheduled for Monday, April 26 at 1:00 p.m.

On April 28, Computer Center Software will be meeting with the Commissioners, Mr. Sturtevant, Miss Nelson and Mrs. Young to discuss the status of Munis.

4-29-99
Date C.P.

REPORT FROM HUMAN RESOURCES:

Martha Roy requested that the Commissioners make a motion regarding the CDBG Public Hearing held this morning. The motion would request that the Commissioners approve the County applying for, accepting and expending CDBG monies, and authorizing the Chairman to sign all of the necessary documents for the residential care grant.

MOVED: Commissioner Barrows that the County apply for, accept and expend money from Community Development Block Grant funds, and further to authorize the Chairman of the Board of Commissioners, Ernest P. Barka, to execute any documents which may be necessary to effectuate this contract.

SECONDED: Commissioner Pratt.

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

Mrs. Roy requested that the Commissioners send a letter to the Director of the Office of State Planning that the County will provide \$500 in match for this grant application.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the County received the first check from the FEMA grant in the amount of \$10,000.

The Boy Scouts camped out at the Ladd Farm this last weekend. There were about 200 boy scouts and scout leaders, from 17 troops around the County, who had a great time.

The refrigeration equipment in the morgue has been replaced and is now running. The air conditioner in the telephone room by the main switchboard will be finished today.

Bids were opened last week for bathroom duct cleaning. Mrs. Gates is recommending Fire Pro in the sum of \$2,457.18.

MOVED: Commissioner Barrows to award the bid for bathroom duct cleaning to Fire Pro in the sum of \$2,457.18 per the recommendation of Jude Gates.

Date W.P.

SECONDED: Commissioner Pratt.

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

Bids were opened last week for interior automatic doors. Mrs. Gates is recommending the bid be awarded to Northeast Door Corporation in the amount of \$5,574.00.

MOVED: Commissioner Barrows to award the bid for interior automatic doors to Northeast Door Corporation per the recommendation of Jude Gates.

SECONDED: Commissioner Pratt.

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

Bids were opened last week for masonry repairs. Mrs. Gates is recommending the bid be awarded to S. Tomasz Masonry in the amount of \$11,789.00.

MOVED: Commissioner Barrows to award the bid for masonry repairs to S. Tomasz Masonry per the recommendation of Jude Gates.

SECONDED: Commissioner Pratt.

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

Bids were opened last week for Blaisdell elevator upgrades. Mrs. Gates is recommending Pine State Elevator Company in the amount of \$32,800.

MOVED: Commissioner Barrows to award the bid for Blaisdell elevator upgrades to Pine State Elevator Company in the amount of \$32,800 per the recommendation of Jude Gates.

SECONDED: Commissioner Barrows.

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

Jude Gates requested that the Commissioners signed the contract and documentation for the lease with Townline Equipment Sales for the four-wheel drive tractor. The lease has been reviewed by the County Attorney.

4-29-99
Date E.P.

MOVED: Commissioner Barrows to authorize the Chairman of the Board of Commissioners to sign the lease with Townline Equipment Sales.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. He has been transferring residents off Underhill II on a temporary basis to consolidate staff.

Mr. Sturtevant is recommending that Gulf South be awarded the bid for lounge chairs in the amount of \$6,222.28.

MOVED: Commissioner Barrows to award the bid for lounge chairs to Gulf South in the amount of \$6,222.28 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant is recommending that the bid for beds be awarded to Sunrise Medical in the amount of \$25,260.

MOVED: Commissioner Barrows to award the bid for beds to Sunrise Medical in the amount of \$25,260 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Bids were opened for fish:

Al's Seafood
Shaheen Bros.
Springfield Food Service
Cambridge Packing
Jordans Sysco Food Services
Lavallee

Date

MOVED: Commissioner Barrows to have Mr. Sturtevant evaluate and award the bid to the low bidder or in the best interest of the County.

SECONDED: Commissioner Pratt.

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

Bids were opened for janitorial supplies:

Premier Supply
Central Paper
George T. Johnson
Advanced Maintenance Products

MOVED: Commissioner Barrows to have Mr. Sturtevant evaluate and award the bid to the low bidder or in the best interest of the County.

SECONDED: Commissioner Pratt.

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson reported that the Y2K equipment that has been received will be installed over the next couple of weeks and is expected to all be in place by May 15. The new telephones at the Cooperative Extension have been installed. Their fax number is 679-8070 and a list of their new extensions will be distributed shortly.

Commissioner Pratt reminded everyone that June 10 and 11 will be the Y2K power testing procedure. All county departments on the North Road campus will be running from generators. More information will be distributed in the near future. Jennifer will advise all departments as to what they will need to do to prepare for this test.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Rollie Barnaby stated that there is \$1,000 in the budget for the Master Gardeners Program. Nancy Adams is expecting donations ranging from cash to materials and seeds. The Cooperative Extension is wondering how it should accept these donations on behalf of the County. Upon the advice of Theresa Young, the Extension will request access to the contingent grant fund and spend up to what has been received in

4-29-99
Date W.P.

donations. The Commissioners have received a memo from Nancy Adams requesting the use of the Contingent Grant Fund appropriations in order to purchase plant materials and related garden supplies, not incurring expenses beyond the amount of donations or other funds received.

MOVED: Commissioner Pratt to set aside \$5,000 from the Contingent Grant Fund line to offset contributions to the UNH Cooperative Extension for the Botanical Garden Project. Expenses will not be incurred beyond the amount of donations or other funds received.

SECONDED: Commissioner Barrows.

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

A Memorandum of Understanding between the Commissioners and the Cooperative Extension is to be drawn up regarding the Master Gardeners Program. Jude Gates stated that this is still being worked on.

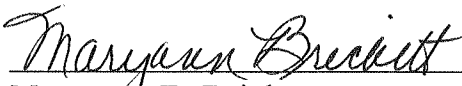
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 11:10 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
5/19/99

REPORT FROM THE COUNTY ATTORNEY:

County Attorney Jim Reams stated that their office has a Grand Jury sitting. The attorneys are working their way through the backlog of cases and hope to do so in another month or so.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that she received notification that the transfer tax rate will be going up to \$15 per thousand as of July 1. The \$100 surcharge fee is still being discussed in the Committee.

The Deeds office is continuing to return recorded documents within a three-week period. Mrs. Stacey complimented her staff for their hard work.

Mrs. Stacey has been discussing the Connor & Connor proposal with Jennifer Nelson and will be sending this bid out shortly.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that he has been extremely busy with the New Hampshire Sheriff's Association, spending 3-4 days a week in Concord at the Legislature on different bills that have come out. The issue of District Court security is in Division I now of House Finance. He expects a favorable report soon. He may have to at some point address the budget issues. There are initiatives in the Legislature to change the way sheriffs serve landlord/tenants papers. Hopefully this will be defeated.

Bids for digital recorders were received from:

Acorn Recording Solutions
Dictronic Inc.
Dictaphone

MOVED: Commissioner Pratt to have the Sheriff's Department evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Date MB
5/19/99

REPORT FROM THE CONSERVATION DEPARTMENT

Mary Currier that the tree and shrub program has just finished. Mrs. Currier wished to publicly thank the Maintenance Department, especially Wayne Gates, for their support in this project.

The posters for the poster contest are due Friday. Two schools have submitted posters so far, The Marston School in Hampton, and the Soule School in Salem. She will coordinate with Nancy Lang for the judging of the posters by May 19.

Commissioner Barka announced that Nancy Lang has been nominated by the Governor for the Workers Compensation Board of Appeal.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Commissioner Barrows requested that perhaps once a month Mr. Charron could include a graph in his census report showing the population in previous years and now.

Mr. Charron has received a request from Belknap County to waive the per diem rate for Motorcycle Week June 12-21. They wish to transfer a number of prisoners to the Rockingham County Jail for that period of time. Mr. Charron stated that he could accommodate perhaps 20-24 sentenced inmates.

MOVED: Commissioner Barrows to waive the per diem rate as requested by Supt. Gene Charron and the Belknap County Department of Corrections for Motorcycle Week during June 12-21.

SECONDED: Commissioner Pratt.

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

Mr. Charron requested that the Commissioners vote to award the paper/plastic bid for plastic forks to the second lowest bidder, Portsmouth Paper Co. in the amount of \$725. Donahue Brothers Co. was unable to fulfill the bid.

MOVED: Commissioner Barrows to award the paper/plastic bid to Portsmouth Paper Co. in the amount of \$725 as recommended by the Corrections Superintendent.

MB
Date 5/19/99

SECONDED: Commissioner Pratt.

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

Mr. Charron requested that the Commissioners vote to award the janitorial supply bid as follows:

Central Paper	\$585.30
George T. Johnson Co.	\$7,073.92
Advanced Maintenance	\$81.48
Premier Supply	\$798.07

MOVED: Commissioner Barrows to award the janitorial supply bid as recommended by the Corrections Superintendent.

SECONDED: Commissioner Pratt.

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

Commissioner Barrows stated that the Friday morning focus group with the inmates has been going very well. They reviewed the diversion funds grants and made recommendations prior to going to the regular committee. Mr. Charron showed Commissioner Barrows some of the inmates' artwork and suggested displaying the artwork.

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that there were bids to open for network server and Unix operating system upgrades.

Bids were opened for network server & Unix operating system upgrades:

Turbotek
BCC Network Integration

MOVED: Commissioner Pratt to have the Fiscal Department evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Date MB
5/19/99

REPORT FROM HUMAN RESOURCES:

Martha Roy addressed the upcoming Division Directors retreat. The original date of May 21 needs to be changed. Everyone present agreed that June 3 would be a good date for rescheduling. Commissioner Barrows suggested that other department members should attend this retreat as well and Theresa Young suggested where the funds for this might come from.

Martha Roy requested a non-public session under RSA 91A:3 II(c).

REPORT FROM HUMAN SERVICES

Diane Gill gave the Commissioners a copy of a letter she received from Commissioner Donald Shumway relative to the State bills. Because they are not able to get the State bills out in the normal manner, they will not charge interest due to the delay caused by manual posting.

Rockingham County will be receiving \$13,000 from the sale of Rochester Manor Nursing Home, or about 5% of the total.

Mrs. Gill has just received the February Nursing Home bill and are posting it. March is not finished yet. Included in the February bill is the Rockingham County portion of the \$2,000,000 credit that was specified in SB409. Rockingham County's portion was \$352,125 for prior years. This is the \$2,000,000 aggregate credit within SB409 whereby it states that every year there would be an aggregate credit distributed to counties based on the population of nursing home recipients.

Mrs. Gill went to Concord yesterday to testify on House Bill 200 and Senate Bill 229. This is relative to the reorganization of juvenile services. Senator King recognized that their bill was not as comprehensive as House Bill 200 and agreed to have it re-referred. Commissioner Shumway was present at both hearings to testify.

The last item Mrs. Gill wished to discuss was the approval of the incentive fund awards.

MOVED: Commissioner Pratt that the Board of Commissioners approve the 6% incentive fund grants as recommended by the panel on April 26, contingent upon the receipt of the 4th quarter 1999 fiscal year check being received from the State:

Date MB
5/19/99

Sanborn High School: Post Prom Party	Denied
New Heights: Literacy Project	\$4,760.00
STAR Committee: Children's Coalition, Salem	Denied
YMCA Camp Lincoln: Camperships	\$11,000.00
Child and Family Services	Denied
Rockingham Community Action: COMPASS	Denied
Raymond Recreation Dept. Programs	\$7,500.00
Extension request: Approved for summer scholarships only	
Nottingham Recreation Dept. Programs:	
Summer Camperships	\$5,000.00
Leadership Program	Denied
Exeter High School: FLEXETER	Denied
Upper Room: Project Lookout	Denied
Rockingham County 4H Camperships	\$5,000.00
Special Projects	Denied
Daniel Webster Council: Boy Scouts Camperships	\$5,000.00
Derry Boys and Girls Club	Denied
Exeter High School Special Ed	Denied
Child Advocacy Center	Denied
TOTAL NEW AWARDS: \$38,260.00	(APPROVED 5/5/99)

SECONDED: Commissioner Barrows.

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

Diane Gill stated the State check should be received shortly and the Commissioners' office could sent out the approval letters. The next grant review date is Monday, July 12, 1999.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the increase in inmate help is beginning to make a difference for the Maintenance Department and thanked Superintendent Charron for his efforts on their behalf.

Bids were opened for paving work:

Bayside Paving
Bell & Flynn, Inc.
Rome Construction Inc

MB
Date 5/19/99

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

SECONDED: Commissioner Barrows.

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

Bids were opened for replacement windows:

Kinney Roofing Co. Inc.
Exeter Glass

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

SECONDED: Commissioner Barrows.

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

Bids were opened for ditch reclamation:

Rome Construction

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

SECONDED: Commissioner Barrows.

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

Bids were opened for RCNH dietary flooring:

York Flooring Co.
R&J Industrial Floors, Inc.

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

MB
Date 5/19/99

SECONDED: Commissioner Barrows.

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

Bids were opened for uniforms:

General Linen Service Co. Inc.
Cintas

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

SECONDED: Commissioner Barrows.

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

Mrs. Gates stated that she received a report from EPA on the hazardous materials inspection they did. They had a few findings. Five of the items were taken care of within a couple of days. The last item should be taken care of within a week. There were no penalties or fines.

Commissioner Barrows praised Mrs. Gates for her extreme organization and cool and calm attitude in dealing with all the many challenges that come her way on a day-to-day basis.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. National Nursing Home Week is the week of May 17. There will be a press release coming out. May 19, Wednesday at 2:00 is a birthday party for all the residents who are over 100 year olds. There are many other fun activities throughout the week.

The Boy Scouts were here this week again thanking Jude Gates for everything she did to make their Camporee a success. They have also requested the use of the Commissioners' Conference Room on the first Wednesday of every month in the evening for their Council meetings. They also requested the Commissioners waive the \$25 fee. Mr. Sturtevant confirmed that they would like the room the first Wednesday of every month.

Date MRB
5/19/99

MOVED: Commissioner Barrows to waive the \$25 fee for the use of the Commissioners Conference Room for the Boy Scouts.

SECONDED: Commissioner Pratt.

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

Bids were opened for ginger ale:

Connor Bottling Works
Hall Smith Sysco
Pepsi
Coca Cola

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

SECONDED: Commissioner Barrows.

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

Bids were opened for ice cream:

Laurel Farms Dairy
Hall Smith Sysco
Lago
West Lynn Creamery

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

SECONDED: Commissioner Barrows.

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

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson reported that she is working with Munis to meet the May 14 deadline. The Jail server is being replaced next Tuesday. The County Attorney's server will be replaced at a time that is convenient for their office.

Date MB
5/19/99

Lucent has found a glitch in their telephone services. They formerly certified that it was Y2K compliant, but as they tested it this year found some things that could be improved. They will be coming in this Thursday to fix the problems and telephone service will be down for about 20 minutes.

Ms. Nelson met with the Sheriff this morning to go over concerns for emergency management planning on January 1, 2000 and security issues here on the North Road campus. The Sheriff assured us that we are a priority. There is a Y2K Committee Meeting tomorrow at 1:30 in the Classroom. Ms. Nelson reminded everyone to remind their representative that their attendance is imperative. Ms. Nelson has been in contact with Frank Monahan about Y2K issues at the Court House building. There are 240 days left until the event.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Rollie Barnaby stated that their new telephone system is complete and everyone is now familiar with its use. His department will soon be purchasing some new computers.

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

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
May 5, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Gene Charron, Martha Roy, Gary Wulf, and Maryann Brickett.

Discussion: Collective bargaining matters.

Date 5/19/99

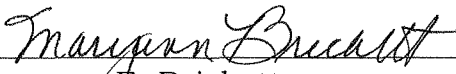
There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 12:30 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
6/3/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
May 19, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan;
Gene Charron, Superintendent, Dept. of Corrections;
Cheryl Hurley and Jon Beaulieu, Delegation; Julie
Hoyt and Judie Milner, Fiscal Dept.; Martha Roy,
Human Resources Director; Jude Gates, Engineering
& Maintenance Asst. Director; Bill Sturtevant, Nursing
Home Administrator; Jennifer Nelson, MIS/
Telecommunications Manager; Rollie Barnaby, UNH
Cooperative Extension; Maryann Brickett, Executive
Assistant to the Commissioners.

Also present: Peg Warner, Union Leader.

Commissioner Barka called the meeting to order at 10:30 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Pratt to approve the minutes of the May 5, 1999
Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the Investment Objectives and
Policies as recommended by the Treasurer.

SECONDED: Commissioner Barrows.

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

Bids were opened for photocopiers:

MB
Date 6/3/99

Merrimack Valley Business Machines, Inc.
Xerox Corporation
American Data
Danka
Ikon Office Solutions
Conway Office Products Inc.
Offtech, Inc.
Savin Corporation

MOVED: Commissioner Pratt to have the Commissioners' office evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

The Sheriff's Department recommends Dictronics, Inc. for the digital recorder bid award.

MOVED: Commissioner Barrows to award the bid for the digital recorder to Dictronics, Inc. per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Pratt.

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

Sheriff Linehan stated that he has received further communication from the AOC regarding video arraignments. There are several reasons why the Sheriff's Department and the Department of Corrections are not in favor of participating in this program. It is cost prohibitive for telephone lines, additional personnel for the Jail, and at a future date this will be able to be done over the Internet without dedicated lines. Sheriff Linehan recommends that Rockingham County not participate in this program at this time. Sheriff Linehan also noted that in order for this to be really effective, the district courts should be connected to this system and that is cost prohibitive.

MB
Date 6/3/99

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey presented the Commissioners with her Annual Report. The only other to report is that the transfer tax will increase to \$15 per thousand dollars of the sale price as of July 1.

Mrs. Stacey thanked Jennifer Nelson for her assistance with the Connor & Connor proposal for hardware imaging. Mrs. Stacey informed everyone that through the bidding process, she has gotten some great prices on paper products. All departments were welcome to call her to check prices for paper products.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. His department is all set for Motorcycle Week June 23. He had one walk-a-way this week.

He went to Washington for the candlelight ceremony for Mr. Prescott. It was very moving and impressive. There were 5,000 persons in attendance. They had a tour of the White House compliments of Congressman Sununu. Mr. Charron requested the Commissioners authorization for the trip.

There is a training academy coming up in Dover for handcuffing. Mr. Charron requests the Commissioners permission for two of his staff to attend, a corporal and a C.O. so the County will have its own in-house trainers. The cost is \$225 per person.

A lengthy discussion concerning juvenile violence followed. Commissioner Barka suggested that Mr. Charron invite juveniles be invited to the Jail for tours. Mr. Charron stated he still has a program called "Welcome to the Jungle" which is very popular. In this program, the C.O.s go to the various schools showing a film of prison life. Mr. Charron cited many issues which he believes contribute to the crime rate, i.e. dysfunctional families, no discipline in schools, no church involvement, trashy television, lack of censorship, violent video games, etc. Commissioner Barrows stated that many of the inmates in the Friday morning focus group firmly believe that children should visit jails and see first hand loss of freedoms. Commissioner Barka stated that the County is in a unique position, having a jail. We should use this for the benefit of the youth of the county to prevent them from becoming another statistic. Commissioner Barrows suggested that she, Dawn

MB
Date 6/8/99

Barnes, and Mr. Charron discuss starting a program in the fall for jail tours for school groups.

REPORT FROM THE FISCAL DEPARTMENT:

Judie Milner stated that the Medicare cost reports done by Robbin Grille came in last week. Mr. Sturtevant is reviewing these and obtaining signatures. As soon as this is done, the Commissioners will receive copies. Finalized statements from Mason & Rich have been received for the general audit. Finally, the Fiscal Department has two RFP awards.

Julie Hoyt recommended that NeoPost, the lowest bidder, be awarded the bid for postage machines. Cathy Stacey also recommends NeoPost and praised Julie Hoyt for her excellent review and analysis.

MOVED: Commissioner Barrows to award the bid for postage machines to NeoPost per the recommendation of the Fiscal Department.

SECONDED: Commissioner Pratt.

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

Judie Milner recommended the bid for the network server be awarded to BCC Network Integration in the amount of \$12,291.00. Although BCC is not the low bidder, the Fiscal Department feels the benefits of the HP server outweigh those of the Compaq. The Judie Milner recommends that the Unix operating system upgrade be awarded to Turbotek Computer Corporation in the amount of \$2,912.00.

Commissioner Pratt asked if the MIS Director has been included in the selection discussions and selection process. Judie Milner stated that Jennifer Nelson had received the specs during the budget process and it had been reviewed with an outside agent at no cost to the County, but that the County's MIS department had not been asked for its evaluation of the bids received.

MOVED: Commissioner Barrows to award the bid for the network server to BCC Network Integration in the amount of \$12,291.00 per the recommendation of the Fiscal Department.

SECONDED: Commissioner Barka.

Date MB
6/3/99

VOTE: 2 Yea. 1 Nay (Commissioner Pratt). Motion passed in the affirmative.

MOVED: Commissioner to award the bid for the Unix operating system upgrade to Turbotek Computer Corporation in the amount of \$2,912.00 per the recommendation of the Fiscal Department.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. 1 Nay (Commissioner Pratt). Motion passed in the affirmative.

REPORT FROM HUMAN RESOURCES:

Martha Roy reminded everyone that the Commissioners are meeting today with the Rockingham Economic Development Corporation and Wentworth-By-The-Sea developers today at noon to review the proposed CDBG grant application.

Mrs. Roy was ready with a draft Employee Assistance Program and Earned Time policies to distribute to Elected Officials and Division Directors today. Mrs. Roy requested that everyone reply with any concerns or suggestions prior to June 1 to be discussed at the June CMT meeting.

Fiscal and Human Resources have been meeting with the Delegation Salary Subcommittee. Commissioner Pratt asked Mrs. Roy about the progress of the Earned Time Program. Mrs. Roy was hopeful that the County Management Team would be able to vote on this in June.

Martha Roy requested two brief non-public session under RSA 91A:3 II (a).

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that Maintenance has been working on a number of projects: the installation of the air conditioning in the Commissioners Conference Room is complete; the installation of the retaining wall and footing near the old jail; the piping and wiring for the compressors serving the Nursing Home laundry. Maintenance has also been working on a number of different on-going capital projects. The duct cleaning in

MB
Date 6/3/99

the Nursing Home is scheduled for next week. The fire accordion door in Blaisdell is scheduled for mid-June.

The USEPA visited again last week. The representative was from the oil storage division. They inspected all of the oil tanks and had some findings which Maintenance is addressing. Their focus was primarily on above-ground storage tanks. The written report should be returned within 60-90 days.

Jude Gates recommended the paving bid be awarded to Bayside Paving, the lowest bidder.

MOVED: Commissioner Pratt to award the bid for paving to Bayside Paving per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

Jude Gates recommended the bid for replacement windows be awarded to the lowest bidder Kinney Roofing Company.

MOVED: Commissioner Pratt to award the bid for replacement windows to Kinney Roofing Company per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

Jude Gates recommended the bid for drainage ditch reclamation be awarded to Rome Construction.

MOVED: Commissioner Pratt to award the bid for drainage ditch reclamation to Rome Construction per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

Date MB
6/3/99

Jude Gates recommended the bid for Dietary flooring be awarded to York Flooring.

MOVED: Commissioner Pratt to award the bid for RCNH Dietary flooring to York Flooring Company per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

Jude Gates recommended the re-bid for uniforms be awarded to General Linen Service, the lowest bidder.

MOVED: Commissioner Pratt to award the bid for uniforms to General Linen Service per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

Bids were opened for RCNH Auditorium A/C modifications:

Palmer & Sicard
Dowling Corp.
AAA Energy Service Co.

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

SECONDED: Commissioner Barrows.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. A team spent the day yesterday doing an on-site review of some residents at the State Hospital who are being considered for transfer to the Rockingham County Nursing Home.

MB
Date 6/3/99

Mr. Sturtevant recommended the bid for ice cream be awarded to the low bidder Lago & Sons.

MOVED: Commissioner Barrows to award the bid for ice cream to Lago & Sons per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant recommended the bid for diet ginger ale be awarded to the low bidder Seacoast Pepsi Cola.

MOVED: Commissioner Barrows to award the bid for diet ginger ale to Seacoast Pepsi Cola per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Pratt.

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

Bids were opened for canned vegetables.

Seigel Egg Co.
Donahue Bros.
Shaheen Bros.
Springfield Food Service
Jordans
C. S. Woods
Hall Smith Sysco

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate and award the bid to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant reminded the Commisisoners that a representative from Helms & Co. would be coming in next week to discuss their report based on the feasibility study on assisted living. Mr. Sturtevant stated that next Thursday is the CDBG feasibility grant hearing at the Office of State

m.B
Date 6/3/99

Planning for the assisted living project. Martha Roy will attend the hearing on behalf of the County.

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson reported that while she is on vacation next week Jude Gates will be handling computer calls. She will be interfacing with Micro C who will be in twice next week. Nancy Lang will be handling any phone system issues. Jennifer will be in Thursday to teach a class as previously scheduled.

The County is looking very good with regard to Y2K issues. June 10 is the test date for the generator. The HVAC system has been fully upgraded for Y2K compliance.

The new file servers for the Jail have been installed. The file server for the County Attorney's office will be installed tomorrow. The new work stations will be installed after that.

Commissioner Barrows commented that Jennifer Nelson was doing an excellent job.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Rollie Barnaby stated that he had a bid waiver for computers for the Commissioners' signature. He has reviewed this with Jennifer Nelson. Commissioner Pratt told Mr. Barnaby that she wished to talk to him before signing the bid waiver.

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

SECONDED: Commissioner Barrows.

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

Date MB
6/3/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
ROCKINGHAM COUNTY NURSING HOME
May 19, 1999**

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

Discussions: A leave without pay issue.

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

SECONDED: Commissioner Barrows.

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

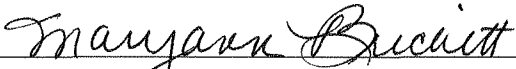
MOVED: Commissioner Pratt to grant a leave without pay to a county employee.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 11:50 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
5/28/99

**COMMISSIONERS MEETING
HUMAN RESOURCES CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
May 28, 1999**

Present: Commissioner Barka
Commissioner Pratt

Also present: Marie Cappello, Executive Director, Rockingham
Economic Development Corporation; Samuel Maranto,
President, Municipal Consulting Group; Martha Roy,
Human Resources Director; Maryann Brickett,
Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:00 a.m.

PURPOSE OF MEETING:

Martha Roy distributed the grant application for the Wentworth Hotel CDBG project to the Commissioners. This will involve relocating Route 1B in New Castle to further the development of the hotel.

Commissioner Barka, for the record, wished to state that Commissioner Barrows could not attend the meeting but is in complete agreement with the CDBG grant application.

MOVED: Commissioner Pratt that the Commissioners authorize the County to apply for, accept and expend \$1,000,000.00 of Community Development Block Grant funds for the purposes of the relocation of Route 1B in New Castle, New Hampshire in support of and coordination with the restoration of the Wentworth Hotel by Ocean Properties Ltd. Further, that the Board authorize the Chairman of the Board of Commissioners, Ernest P. Barka, to execute any documents which may be necessary to effectuate this contract.


SECONDED: Commissioner Barka.

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

Meeting was adjourned at 10:20 a.m.


Date MB
5/28/99

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 6/25/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
June 2, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Jim Reams, County Attorney; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan, Christine Croto, Sheriff's Dept.; Gene Charron, Superintendent, Dept. of Corrections; Cheryl Hurley, Delegation; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director and Roy Morrisette; Jude Gates, Engineering & Maintenance Asst. Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: William Shuler, President/Portsmouth Hospital; Laura Bricker, Rockingham County Papers.

Commissioner Barka called the meeting to order at 10:30 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Pratt to approve the minutes of the May 19 and May 28, 1999 Commissioners Meetings.

SECONDED: Commissioner Barrows.

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

Commissioner Barka introduced William Shuler, President of the Portsmouth Hospital. Mr. Shuler discussed the Healthsource issue. With the 1997 Balanced Budget Act there were severe cutbacks in Medicare. Hospitals on average will be taking a \$2,000,000 cut every year for the next 5 years. A portion of this will hopefully be made up with more cost efficiency. Apex, a Physician Hospital Organization, was organized about 6 years ago to contract with managed care plans and

MB
Date 6/23/99

risk plans. The PHO provides the ability for an insurance agency to deal with one entity as opposed to 210 separate doctors and several separate hospitals. This also provides a medical director who works closely with the physicians to reduce the length of stay. Tufts has grown as the largest Seacoast provider largely due to the PHO. Apex doctors and hospitals have not had an increase from Tufts Health Plan in 3 ½-4 years. Tufts has planned to increase their rates between 25-35% to policyholders, and in some instances 50%. On the Seacoast Tufts was informed that unless they negotiated quickly, the PHO did not wish them to advertise their members any more to their subscribers. Tufts ignored this wish and advertised the PHO to their subscribers. The contract between Tufts and the PHO expires on December 28. Tufts in Waltham requested another 6-month extension. The extension was granted with the condition that the contract and related issues be resolved immediately. Tufts offered: 1) to make the hospitals and doctors responsible for the pharmacy drugs; 2) no increase to the doctors for another 3 years, with a possible 1% increase in the year 2001; 3) to the hospitals, a 10% decrease per year over the next 3 years. Apex and the doctors voted unanimously to not accept these terms. Tufts still refuses to meet with Apex for negotiations, but will attempt to negotiate with the doctors and hospitals individually.

After 6 years with no increases, Healthsource (which has been sold to Cigna) now is saying that the doctors'/hospitals' rates are too high. After the falling-out between Apex and Tufts on Friday, Healthsource called Mr. Shuler on Monday and offered a non-negotiable 40% decline in the rates. Cigna centralizes all its rates in Enfield, Connecticut and their aim is to have one rate nationwide. Some hospitals are filing suit because they are losing as much as \$14-15,000,000 on Healthsource contracts and it expects Portsmouth Hospital to sign the same kind of contract. The Portsmouth Hospital told Healthsource this would be fiscally irresponsible and refused.

Commissioner Barka stated that it would be most inconvenient for a number of county employees to go to a different hospital and change primary care physicians. Mr. Shuler stated that Exeter Hospital's contract with Healthsource will expire in January.

Commissioner Pratt reminded everyone that the Commissioners will be meeting with Healthsource and The Insurance Exchange next Wednesday, June 9 at 10:00 a.m. Employees received letters from Healthsource last week informing them of this situation and

MB
Date 6/23/99

recommending that they go to either the Exeter, Dover or Rochester area hospitals.

Commissioner Pratt stated that Rockingham County paid \$1,700,000 to Healthsource over the last year.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Jim Reams stated that there is a Grand Jury sitting this week. The County Attorney's office attended a Police Convention June 1 and 2.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported on revenues for the month of May. Their department is anticipating a very busy month as the tax revenue stamp rate will be increasing July 1 from \$10 to \$15 per \$1,000 of sale price.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that he and the County Attorney are meeting to discuss several ongoing matters.

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier displayed the grand prize winning poster from the art contest, a 5th grader from a school in Salem. Mrs. Currier thanked Nancy Lang and Gene Charron for assisting in the judging of over 117 posters. The winner will receive a \$50 savings bond. The first place winners will receive a silver dollar.

The Conservation District received a phone call from a professor at Harvard University who viewed the stormwater training park which was installed at the Ladd Farm. He has asked the District to make a presentation at a 2-day symposium at Harvard next February. Mrs. Currier stated she may need the assistance of Jude Gates for the presentation.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

Bids were opened for portable radio accessories:

MB
Date 6/23/99

Gorton Electronics
Thor Electronics
Wright Communications
TCS Communications of Salisbury
Ossipee Mt. Electronics

MOVED: Commissioner Pratt to have Mr. Charron evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young discussed and clarified several points relative to the meeting next with Healthsource and The Insurance Exchange and stated that she planned to attend.

Commissioner Pratt stated that the County's contract with Healthsource is up in January, so the County needs to be looking into a solution this summer. Self insuring might be a possibility. Neil Lovett of The Insurance Exchange has indicated approximately a 30% rate increase at renewal.

Theresa Young stated that John Disko of the NH Association of Counties called to say that the State of New Hampshire's yearly proportionate share will be coming in and should call with numbers on Friday.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that Rockingham County was awarded the CDBG grant in the amount of \$12,000 for the residential care feasibility study. Many thanks should go to Bill Sturtevant and Mark Nardone the grant writer. The County scored 18 points out of a possible 20.

Martha Roy reminded everyone that the Division Directors' retreat is Thursday, June 3 in Hancock, New Hampshire. People wishing to car pool will meet at 7:15 a.m. in the Nursing Home parking lot.

Martha Roy requested two brief non-public session under RSA 91A:3 II (a) and (c).

Date MB
6/23/99

REPORT FROM HUMAN SERVICES:

Diane Gill gave the Commissioners a copy of correspondence she received from Cassie Keane from Health & Human Services. The DHHS has agreed to pay for BDS' recommendation for software upgrades to allow for processing of bills that Senate Bill 409 has necessitated. They will reimburse the 6 counties, including Rockingham County, who are currently users over \$6,000 each. The other 4 counties who are not currently users will be reimbursed approximately \$9,000.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates recommended Air Source be awarded the bid for boiler plant equipment.

MOVED: Commissioner Pratt to award the bid for boiler plant equipment to Air Source per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

Jude Gates recommended the bid for the RCNH Auditorium a/c modifications be awarded to Palmer & Sicard the lowest bidder.

MOVED: Commissioner Pratt to award the bid for the RCNH Auditorium a/c modifications to Palmer & Sicard per the recommendation of the Maintenance Department.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report. Mr. Sturtevant reminded the Commissioners about the meeting with Helms & Company regarding the feasibility study at 11:30 a.m. Friday. Commissioner Barrows could not attend the meeting, but will review the report.

m8
Date 6/23/99

Mr. Sturtevant stated that he is still waiting for the State survey and that the survey process will be changing as of July 1. He is still working on recruiting through advertising and interviewing. The 3-11 shift is the most difficult to fill. CNA courses are given on a quarterly basis.

Mr. Sturtevant and Martha Roy will be attending a Job Fair all day at the Fox Run Mall on June 22.

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson reminded everyone that the Y2K test day is Thursday, June 10 and employees will not be able to use their computers on that date. New computers are being moved into various departments.

Bids were opened for computer imaging equipment:

- Cocci Computer
- Turbotek
- Computer Software
- BCC
- Rocket Science
- Tangent East Coast
- Alimar Technology
- Connor
- Gateway
- ScanTron Service Group

MOVED: Commissioner Pratt to have the MIS Manager and Cathy Stacey evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

There being no further business to come before the Commissioners, Commissioner Pratt made the motion to recess until 12:30 p.m. and to reconvene in non-public session in Commissioner Barrows' office at that time.

SECONDED: Commissioner Barrows.

Date MB
6/23/99

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

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS BARROWS' OFFICE
ROCKINGHAM COUNTY NURSING HOME
June 2, 1999

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Martha Roy, Sheriff Dan Linehan, and Attorney Jim Reidy.

Discussions: A personnel matter and pending litigation.

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

SECONDED: Commissioner Barrows.

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

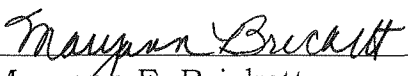
MOVED: Commissioner Pratt to hold a Step III grievance hearing on Monday, June 7, 1999.

SECONDED: Commissioner Barrows.

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

Meeting was recessed at 2:15 PM.

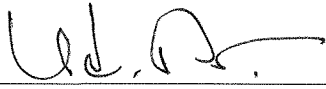
Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

MB
Date 6/23/99

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MR
Date 7/6/99

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS OFFICES
ROCKINGHAM COUNTY NURSING HOME
Brentwood, New Hampshire
June 9, 1999**

Present: Commissioner Barrows
Commissioner Pratt

Also Present: Sheriff J. Daniel Linehan, Captain Joseph Akerley,
Wayne Powers, Martha Roy, James Reidy, Esq., Joseph
McKittrick, Esq. and Stephen Jeffco, Esq.

Commissioner Barrows called the meeting to order at 1 p.m.

MOVED: Commissioner Pratt to enter into non-public session under
RSA 91A:3 II (a).

SECONDED: Commissioner Barrows

VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative
on a roll call vote at 1 p.m.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS' OFFICES
ROCKINGHAM COUNTY NURSING HOME
June 9, 1999**

Those present for RSA 91A:3 II (a) were Commissioner Barrows,
Commissioner Pratt, Sheriff J. Daniel Linehan, Captain Joseph Akerley,
Wayne Powers, Martha Roy, James Reidy, Esq., Joseph McKittrick, Esq.
and Stephen Jeffco, Esq..

The Commissioners heard evidence regarding Mr. Powers' grievance at
step 3 level.

Date NR
7/6/99

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session, Commissioner Barrows moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Pratt.

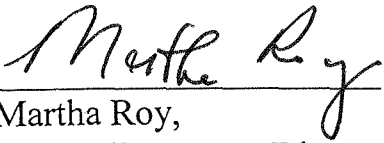
VOTE: 2 Yea. Motion passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Pratt moved to recess the meeting at 2:05PM and to reconvene on Tuesday, June 15 at 12:30PM in the Commissioners' offices.

SECONDED: Commissioner Barrows.


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

Respectfully submitted,



Martha Roy,
Human Resources Director

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MR
7/6/99
Date

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS OFFICES
ROCKINGHAM COUNTY NURSING HOME
Brentwood, New Hampshire
June 15, 1999**

Present: Commissioner Barrows
Commissioner Pratt

Also Present: Martha Roy.

Commissioner Barrows reconvened the meeting to order at 12:35 p.m.

MOVED: Commissioner Pratt to enter into non-public session under
RSA 91A:III (a).

SECONDED: Commissioner Barrows

VOTE: 2 Yea. Motion passed unanimously and all voted in the affirmative
on a roll call vote at 12:35 p.m.

mk
7/6/99
Date

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS OFFICES
ROCKINGHAM COUNTY NURSING HOME
Brentwood, New Hampshire
June 15, 1999**

Note: Non-Public Session Minutes Sealed.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session, Commissioner Barrows moved to go out of Non-Public Session at 12:45 p.m.

SECOND: Commissioner Pratt

VOTE: 2 Yea. Motion Passed unanimously.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session, Commissioner Barrows moved to go out of Non-Public Session at 12:45 p. m.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed unanimously.

Commissioner Pratt moved to approve and seal the minutes of the June 15, 1999 non-public session indefinitely.

SECONDED: Commissioner Barrows

ROLL CALL VOTE: Commissioner Barrows Yea.
Commissioner Pratt Yea.

VOTE: Motion passed unanimously.

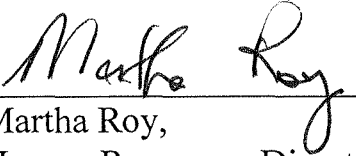
There being no further business to come before the Board of Rockingham County Commissioners Commissioner Pratt moved to adjourn at 12:45 p.m.

MR
7/6/99
Date


SECONDED: Commissioner Barrows.

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

Respectfully submitted,



Martha Roy,
Human Resources Director

Received by, 

Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
7/6/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
June 23, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows

Also present: Christine Croto, Sheriff's Dept.; Mary Currier,
Conservation District; Gene Charron, Superintendent,
Dept. of Corrections; Judie Milner, Fiscal Dept.;
Martha Roy, Human Resources Director; Jude Gates,
Engineering & Maintenance Asst. Director; Bill
Sturtevant, Nursing Home Administrator; Jennifer
Nelson, MIS/ Telecommunications Manager; Rollie
Barnaby, UNH Cooperative Extension; Maryann
Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:30 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Barrows to approve the minutes of the June 2,
1999 Commissioners Meeting.

SECONDED: Commissioner Barka.

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

Commissioner Barka reminded everyone that there are several
outstanding Annual Reports.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Bids were opened for 4WD vehicles:

Walker Chevrolet, Inc.

MOVED: Commissioner Barrows to have the Sheriff's Department
evaluate the bid and make a recommendation to the Board of
Commissioners.

Date MB
7/6/99

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to change the dates and time of the Commissioners' Meetings to every other Tuesday at 10:30 a.m. commencing July 6, 1999.

SECONDED: Commissioner Barka.

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

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that she had a request from the Council of State Governments to do a training course August 19 at the stormwater training park. They will be bringing approximately 50 people over in the afternoon for about 4 hours.

The water supply continues to be a problem. Her department receives quite a few phone calls to do some emergency irrigation ponds. The building boom in Rockingham County is incredible and keeps her department very busy.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. The Rockingham County Department of Corrections hosted 24 inmates from Belknap County from Thursday to Monday for Motorcycle Week.

Mr. Charron discussed the renewal agreement between the Social Security Administration and the Rockingham County Department of Corrections. Commissioner Barka signed the contract on behalf of the Board of Commissioners for the County. Supt. Charron stated that he collected \$4,400 during 1998 and thus far \$2,400 for 1999.

Mr. Charron recommended that the bids for portable radios be rejected and rebid.

MOVED: Commissioner Barrows to have the Department of Corrections reject and rebid the portable radios bid.

Date MB
7/6/99

SECONDED: Commissioner Barka.

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

REPORT FROM THE FISCAL DEPARTMENT:

Judie Milner stated that the Fiscal Department is preparing for the end of the second quarter and requesting accruals from all departments. The Executive Committee Meeting will be July 30. Munis went live last Thursday with work orders.

REPORT FROM HUMAN RESOURCES:

Martha Roy discussed the Compensated Absences Fund Usage Policy and requested that the Commissioners approve this policy. Martha Roy stated that Bill Sturtevant, Theresa Young and she worked on this policy. Many department heads also had some input.

MOVED: Commissioner Barrows to approve the 1999 Compensated Absences Fund Usage Policy as written.

SECONDED: Commissioner Barka.

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

Martha Roy stated that the Office of State Planning awarded a \$1,000,000 grant to the County for economic development to relocate Route 1A behind the Wentworth Hotel. Ocean Properties expects the Wentworth Hotel to open next summer. Martha Roy stated that Theresa Young put the point score over the top by writing a letter for the grant. Mrs. Roy and the Commissioners were very appreciate of everyone's efforts.

Martha Roy stated that Gary Wulf will fax the changes made to the Earned Time Policy by the end of this week or early next week. The Commissioners will be able to vote on this policy at the next meeting.

REPORT FROM HUMAN RESOURCES:

The Commissioners signed a bid waiver in the amount of \$6,147.50 for the Human Services Department for software for tracking HHS expenses

Date MB
7/6/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates discussed several ongoing projects on the County property. The paving project should be done by the end of next week. Work began Monday on the Fernald II flooring project and asbestos abatement. It should be completed the week following July 4. The first half of the Dietary flooring project was completed last week. The air conditioning in the Hilton Auditorium is scheduled for next week. There will be no air conditioning in the Auditorium Monday through Wednesday. Maintenance will do follow-up work after that. The project will be completed before the July 30 Executive Committee Meeting. The folding doors on Blaisdell ground are scheduled to be completed next week.

Jude Gates requested that the Judie Milner of the Fiscal Department has done an outstanding job integrating the new system, with her time, setting aside her own work to assist the Maintenance Dept. Terry Haney of the Fiscal Dept. has been doing a lot of the data entry for the Maintenance Dept.

Jude Gates stated that the Maintenance Dept. was also having a water shortage problem as it is haying season.

Mrs. Gates reported that she attended another Salary Subcommittee meeting last Friday. Rep. Nowe gave Mrs. Gates a business card from a representative of NH Electric Coop. Concerning a long-range planning issue, NH Electric Coop is interested in placing a prototype wind generator on county property. They will install the windmill free of charge and request being allowed to give demonstrations to people from time to time. Rep. Nowe and Rep. Beaulieu requested to be present at these meetings. Mrs. Gates requested that one or more of the Commissioners be present at any meeting as well.

Mrs. Gates stated that the Maintenance Dept. was having a pest control problem with wild geese, beavers and woodchucks. Commissioner Barka gave the Maintenance Dept. permission to deal with these situations as they posed harm to the water tower, county property and in some instances bodily harm to people.

Commissioners sign another bid waiver for the dietary bakery flooring in the amount of \$4,500.00.

Date MB
7/6/99

The Commissioners signed a bid waiver for the Maintenance Department for two Quincy compressors in the amount of \$3,026.00 each for a total of \$6,052.00.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report, noting that attendance in the Adult Medical Day Care is down a little which is usual for the summer.

Bids were opened for window treatments:

- Victor Rome
- Direct Furnishings - Don Sisson, Epping
- MedLine Industries

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

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed unanimously in the affirmative. Mr. Sturtevant requested that the Commissioners sign a bid waiver to renew the contract with the dentist for the Nursing Home, Lamprey Dental Associates.

The Annual Survey was conducted the week of June 7. There were 0 deficiencies. The life safety survey still needs to be performed. This is the third year out of the past four that the Nursing Home has been deficiency free. To thank employees for their efforts, Friday will be casual dress day and there will be no meal tickets collected on Fridays through Labor Day. The week of July 4 will also be casual dress week.

Commissioner Barrows suggested that Mr. Sturtevant send this story to the newspapers and stated that she is preparing a press release for the press also. A letter of thanks will be sent by the Commissioners in employees paychecks.

Mr. Sturtevant stated that Martha Roy and he attended a Job Fair at the Fox Run Mall. Filling staffing positions continues to be a challenge. He has spoken with the Department of Employment Security and they are unable to positions in fill dietary due to the starting wage.

MB
Date 7/6/99

Mr. Sturtevant received a fax concerning the county's pro share dollars. \$1,130,000 was budgeted and actually \$1,135,000 is expected to be received next week.

The annual fireworks display will be Sunday, July 4 around 9:00 p.m. Mr. Sturtevant asked for volunteers to work in booths, hayrides or wherever else assistance may be needed. Commissioner Barrows suggested that Mr. Sturtevant inquire for volunteers at the Boy Scouts and New Outlook in Exeter.

Mr. Sturtevant stated that he has a meeting at 1:00 p.m. today with a representative from Helms & Co. as a follow-up to their prior meeting.

The Salary Subcommittee Meeting discussed the assisted living program. It was suggested that residents from the Soldiers Home in Tilton be temporarily placed at the RC Nursing Home. Mr. Sturtevant expressed that they would have to provide staff as well, due to the staffing shortages here.

REPORT FROM TELECOMMUNICATIONS:

Jennifer Nelson gave a Y2K update. The original generator test date was postponed due to the heat wave and for the well being of the residents. It is expected that the new test date will be some time in September. The Jail is 80% Y2K compliant. The Nursing Home is at 50% Y2K compliant and should be completed in the next week or so.

PSNH has assured the county that they are 100% Y2K compliant as of next week. They can guarantee the county power on January 1, but can not guarantee their downline suppliers. Providing power to the Nursing Home is a priority with PSNH.

Ms. Nelson is assisting Cathy Stacey to review the bids for the imaging system. She is working with Bob Jordan on several projects, including a connection between the Sheriff's Department and the Airport, either a 56k frame relay or virtual network. She has been at the County Attorney's office assisting with the setup of their new file server.

She has also been assisting the Commissioners' office in reviewing copier bids.

Date MB
7/6/99

REPORT FROM UNH COOPERATIVE EXTENSION:

Rollie Barnaby stated that his department is please with the budget that went to the Governor yesterday. It was better than anticipated and there should be no cuts in the Cooperative Extension.

Mr. Barnaby appeared in an article in the current edition of Readers Digest Magazine recognizing him for his efforts in assisting local fishermen with problems.

Commissioner Barrows announced that she was preparing for the "Mud In Your Eye" bike race in October, in memory of her son David. The night of the race, there is a reception at the Exeter Inn. She has been promised or is expecting many donations for the auction: Vince Gill's agent, UCON (an autographed basketball), Pat Riley, the Phoenix Sun, Rosie O'Donnell's Executive Producer.


MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.


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

Meeting was adjourned at 11:30 AM.

Respectfully submitted,


Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,


Ernest P. Barka, Chairman
Rockingham County Commissioners

Date _____

**COMMISSIONERS WORK SESSION
COMMISSIONERS OFFICES
Rockingham County Nursing Home
Brentwood, New Hampshire
June 30, 1999**

Present: Commissioner Ernest Barka

Also present: Bill Sturtevant, Nursing Home Administrator; Maryann
Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:00 a.m.

Bids were opened for baking supplies:

Shaheen Bros.
Precision/Melaney Foods
C. S. Woods
Jordans
Donahue Bros.
Springfield Food Service

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

Bids were opened for frankfurters:

Cambridge Packing
U. S. Food Service (no bid)
Essem

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

Bids were opened for frozen meats:

Shaheen Bros.
C. S. Woods Inc.
Cambridge Packing
Springfield Food Service
Jordans

Date MB
7/2/99

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

Bids were opened for frozen vegetables:

Shaheen Bros.
Jordans
C. S. Woods Inc.
Springfield Food Service

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

Bids were opened for linen:

Best Manufacturers
Boston Trade Int.
Star Silk & Woolen
Victor Rome Sales
Poseidon Supply Co.
Textile Sales
ATD American
MedLine

Mr. Sturtevant will evaluate the bids and make a recommendation to the Board of Commissioners.

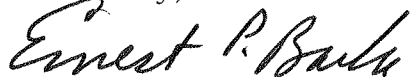
Meeting was adjourned at 10:20 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Ernest P. Barka, Chairman
Rockingham County Commissioners

Date MB
7/20/99

**COMMISSIONERS MEETING
COMMISSIONERS OFFICES
Rockingham County Nursing Home
Brentwood, New Hampshire
July 6, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Sandy Buck, Treasurer; Mary Currier, Conservation District; Gene Charron, Superintendent, Dept. of Corrections; Judie Milner, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Bill Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:30 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Barrows to approve the minutes of the June 9, 1999 Commissioners Meeting.

SECONDED: Commissioner Pratt.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Barrows to approve the minutes of the June 15, 1999 Commissioners Meeting.

SECONDED: Commissioner Pratt.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

Date MB
7/20/99

MOVED: Commissioner Barrows to approve the minutes of the June 23, 1999 Commissioners Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

Mrs. Roy addressed the Employee Assistance Program Policy and introduced Stephanie Marshall and Richard Forleo of Resource Management Consultants who is the county's contractor for this service. This policy has been reviewed and approved by the County Management Team. Mrs. Roy recommended that this policy be approved by the Board of Commissioners.

MOVED: Commissioner to Pratt approve the Employee Assistance Program Policy.

SECONDED: Commissioner Barrows.

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

The training for this program will begin in a week or two.

Mrs. Roy next discussed the Earned Time Policy which has also been reviewed and approved by members of the County Management Team and the Earned Time Sub-Committee.

MOVED: Commissioner to Barrows approve the Earned Time Policy.

SECONDED: Commissioner Pratt.

Cathy Stacey has issues with the time conversion which she discussed with the Commissioners and Mrs. Roy. Mrs. Roy stated that she would ask the Fiscal Department to do a fiscal analysis on the new 1:1 conversion ratio.

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

m.B
Date 7/20/99

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that the amount of the tax revenue stamps for the month of June was \$2,030,354.88, with \$2,000,000 to the State of New Hampshire. This was a record month. Tax revenue stamps will be increasing as of July 15 to \$15 per thousand of sales price.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan reported that his department assisted the Hampton Police with transports over the weekend.

The Sheriff's Department recommended the bid award for the 4WD vehicle go to Wallace Chevrolet in the amount of \$18,997.00.

MOVED: Commissioner Pratt to award the bid for the Sheriff's Department 4WD vehicle to Wallace Chevrolet in the amount of \$18,997.00 per the recommendation of Sheriff Linehan.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE CONSERVATION DEPARTMENT:

Mary Currier reported that the Conservation District renewed the contract with the U.S. Fish & Wildlife Services under their Partners For Wildlife Program. The Conservation District was immediately notified that there is a \$1,400 unmatched grant to spend in the County before the end of the federal fiscal year on stream bank stabilization or fencing animals out of wetlands, etc. This money must be committed by September 30. Mrs. Currier stated that she is receiving calls weekly on conservation easements that the District is being asked to hold now. She just signed another easement for 34 acres in Kensington, one in Chester, and one in Brentwood. It will take about 2 days to walk all these sites. Mrs. Stacey will assist Mrs. Currier with these easements.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Mr. Charron informed the Commissioners that CCHC wanted to assign their contract at the end of their 90 day notice September 8 to PrimeCare Medical, Inc. Mr. Charron

MB
Date 7/20/99

will keep the Commissioners updated so they can take action on this matter.

REPORT FROM THE FISCAL DEPARTMENT:

Judie Milner reminded everyone that the 2nd Quarter Executive Committee Meeting is July 30 at 9:30 a.m.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that there was an RFP for the CDBG feasibility grant writer to be opened. One response was received from:

Mark Nardone

Mrs. Roy noted that Mark Nardone wrote the CDBG feasibility grant for residential care. The response was most likely poor due to the small size of the grant.

MOVED: Commissioner Pratt to have Mrs. Roy and Mr. Sturtevant evaluate the proposal and make a recommendation to the Commissioners.

SECONDED: Commissioner Barrows.

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

Mrs. Roy stated that a memo would be going out to all O/DDs regarding the current status of the Portsmouth Hospital situation for employees with Portsmouth doctors. She has a list of network doctors who are accepting patients in the Seacoast area. The HMO membership application and change form will also be distributed to all departments. Commissioner Pratt noted that the Insurance Exchange had been tasked with exploring a short term contract directly between the County and Portsmouth Hospital for the period September 1 through December 31, 1999.

REPORT FROM HUMAN SERVICES:

Diane Gill distributed her monthly report to the Commissioners. She requested a transfer of funds from the intermediate nursing care line into the HCBC line as planned in the 1999 budget. The Commissioners have

mB
Date 7/30/99

approved this line item transfer and it will be taken to the Executive Committee Meeting.

Human Services received a check Friday in the amount of \$13,745 from the sale of the Rochester Manor Nursing Home.

Mrs. Gill advised the Commissioners that she will be resigning her seat on the DCYF Advisory Board to the Governor effective July 1. She will however finish out an appeal hearing that she is currently sitting on.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave his census report.

Mr. Sturtevant wished to award the bid for drapes to Direct Furnishing in the amount of \$16,093.70.

MOVED: Commissioner Pratt to award the bid for drapes to Direct Furnishing in the amount of \$16,093.70 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bid for linen to the low bidders per the attached spread sheet per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bid for frankfurters to Essem in the amount of \$2.14 per pound per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MB
Date 7/20/99

MOVED: Commissioner Pratt to award the bid for baking supplies to the low bidders per the attached spread sheet per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bid for frozen vegetables to the low bidders per the attached spread sheet per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bid for frozen meats to the low bidders per the attached spread sheet per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant thanked the Maintenance Department for getting the Pavilion set up, the Department of Corrections and all the volunteers for all their help during the July 4 celebration. The sum of \$4,930.00 was raised for E.F.F.O.R.T.S.

Mr. Sturtevant informed the Commissioners that two grants have been approved. One grant is for the expansion of the Music Program in the sum of \$2,900.00. The second grant in the amount of \$1,200 is for the Tai Chi program for therapeutic exercise. Each grant came from the Piscataqua Community Foundation.

MOVED: Commissioner Barrows to accept the two Piscataqua Community Foundation grants.

SECONDED: Commissioner Pratt.

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

Date MB
7/20/99

Mr. Sturtevant informed the Commissioners that the Trust Fund Committee needed to meet to place matching funds with these grants.

Bids were opened for paper products:

Donahue Bros.
Jordans
Central Paper
Allied Supply
Interboro Packaging
Portsmouth Paper

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate the bids and make a recommendation to the Board of Directors.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant reminded the Commissioners that he would be leaving for the NACo Conference in St. Louis on July 15.

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson noted she had met with the Commissioners this morning and gave the departments a Y2K update. The generator test date has been rescheduled for September 23-24. There will be a number of software test days. Ms. Nelson requested all departments to schedule these test dates through her to avoid conflicts and to ensure that she and MicroC will be available on those dates.

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

SECONDED: Commissioner Barrows.

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

Date MB
7/30/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS BARROWS' OFFICE
ROCKINGHAM COUNTY NURSING HOME
July 6, 1999**

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Martha Roy, Roy Morrisette, Sheriff Dan Linehan, Christine Croto, Judie Milner and Maryann Brickett.

Discussion: Effective date of an employee regrade.

Discussion: Compensated absence usage.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the regrade of a Sheriff's Department employee as recommended by the HR Dept.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to fund the unanticipated retirement payout of a Sheriff's Department employee from the compensated absences fund.

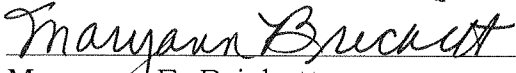
SECONDED: Commissioner Barka.

VOTE: 2 Yea. 1 Nay (Pratt). Motion passed in the affirmative.

Meeting was recessed at 11:45 AM.

MB
Date 7/20/99

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 8/3/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 20, 1999**

Present: Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Sandy Buck, Treasurer and Tim Dempsey, Asst. Treasurer; Gene Charron, Superintendent, Dept. of Corrections; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Dawn Barnes, Human Services; Jude Gates, Asst. Director of Engineering and Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Jennifer Nelson, MIS Manager; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:42 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Pratt to approve the minutes of the July 6, 1999 Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

County Attorney Jim Reams reminded everyone that the Summit on School Violence would be held tomorrow in the Hilton Auditorium. In attendance would be school superintendents, fire chiefs, police chiefs, tactical teams and the Commissioners.

MB
Date 8/3/99

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that his department was expending some overtime to cover shifts in Dispatch due to summer vacations and other vacancies. He is interviewing candidates to fill some vacancies in his department.

The Sheriff's Department is currently waiting for new cruisers and they should be in soon.

REPORT FROM THE TREASURER

Sandy Buck distributed a schedule to the Commissioners relative to the tax anticipation note borrowing later this week. A special Commissioners Meeting will be held Monday, July 26 at 10:30 a.m. to vote on this matter.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

Mr. Charron stated that he wished to make a change to the inmate institutional supplies which were awarded several weeks ago. The thermal blankets could not be supplied at the price quoted of \$8.49. Star Linen can provide them for \$10.44 per blanket.

MOVED: Commissioner Pratt to award the proposal for thermal blankets to Star Linen for the price of \$10.44 per blanket per the recommendation of Mr. Charron.

SECONDED: Commissioner Barrows.

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

Mr. Charron recommends to award the paper/plastic bid as follows:

Donahue Brothers, Inc.	\$137.00
Interboro Packaging	\$241.05
Portsmouth Paper Co.	\$5,673.43

MOVED: Commissioner Pratt to award the paper/plastic bid as recommended by Mr. Charron.

SECONDED: Commissioner Barrows.

Date MB
8/3/99

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

Bids were opened for medical care:

Correctional Healthcare Solutions, inc.
American Service Group
NAPH Care

MOVED: Commissioner Pratt to have Mr. Charron evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for portable radio/accessories:

Thor Electronics
TCS Communications, Corp.
Dispatch Communications Corp.

MOVED: Commissioner Pratt to have Mr. Charron evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young reminded everyone that the Munis file server will be going down part of Thursday and Friday. The 2nd Quarter Executive Meeting is Friday, July 30 at 9:30 a.m. in the Hilton Auditorium.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the Earned Time Policy has been distributed to departments and they have been informed that the Commissioners must first approve the department's conversion to earned time. Secondly training must occur for all department employees prior to moving to earned time. The two conversion date weekends that Fiscal and Human

MB
Date 8/3/99

Resources are working with right now are August 14-15 and September 25-26. Martha Roy requested that any O/DD interested contact her.

REPORT FROM HUMAN SERVICES:

Dawn Barnes requested that the Commissioners approve the incentive fund grants as recommended by the Human Services Department.

Derry Boys and Girls Club	\$5,500.00
C.O.P.E. (Candia Skateboard Park)	\$10,000.00
Vote on release of Middle Ground Student Lounge reserve funds	
Family Support and Service Program	\$15,000.00
Child and Family Services	\$12,000.00
Portsmouth Skateboard Park Project	\$10,000.00
Child Advocacy Center; RC County Attorney	\$35,250.00
HCIC: Hampton Jr. High After School Program	\$4,325.00
Families First	\$19,682.00
Daniel Webster Council/Boy Scouts: Respect Program(s) (encumber)	\$6,250.00

MOVED: Commissioner Pratt to approve the Incentive Funds in the amount of \$118,007.00 as listed above on the contingency of the County receiving the first quarter fiscal year 2000 checks, per the recommendation of the Human Service Department.

SECONDED: Commissioner Barrows.

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

Dawn Barnes requested that the Commissioners sign the grant letters to be sent out.

Dawn Barnes informed the Commissioners that she met with the Director of the Merrimack County Adult Diversion Program with regard to their felony diversion program and their Class A Misdemeanor Program. Based on the intensity of the felony diversion program, it is premature for the Commissioners to be concerned, but Dawn stated she is interested in the Class A Misdemeanor Program. She has spoken with two of the District Court Judges who are very interested in having it come into their courts. Commissioner Barrows requested that she draft a letter of intent to the Attorney General, with the assistance of the County Attorney and the Sheriff.

m.B
Date 8/3/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that the Fernald II flooring and asbestos abatement are being completed today. The flooring in the main entrance to the Nursing Home was replaced Thursday. The paving project is also now completed, and the parking lot will be striped over the weekend. The air conditioning in the Hilton Auditorium has been installed and is expected to be completed prior to the 2nd Quarter Executive Committee Meeting Friday, July 30. The underground oil storage tank that holds the fuel for the Blaisdell generator has been replaced with an above-the-ground storage tank. Mrs. Gates reported on the status of several other projects.

REPORT FROM THE NURSING HOME:

Nancy Lang gave the census report, with 21 on the waiting list for admission to the Nursing Home.

Mrs. Lang requested that the Commissioners award the paper bid which was opened at the last Commissioners' Meeting to:

Central Paper:	Tissues - \$26.40/case
	Red plastic bags - \$32.51/case
Concord Paper	Buff plastic bags - \$9.50/case
	Red plastic bags - \$10.38/case
Donahue	Flexible straws - \$26.20/case
Portsmouth Paper	Plastic teaspoons - \$4.90/case
	Paper cups - \$11.94/case
	Med. Plastic cups - \$28.99/case
	Soufflee cups - \$17.89/case
	Toilet tissue - \$21.00/case
	Paper towels - \$11.75/case
	Clear plastic bags - \$6.49
	Buff plastic bags - \$11.90
	Silver plastic bags - \$12.45/case

MOVED: Commissioner Pratt to award the paper bid as listed above per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Barrows.

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

Date MB
8/3/99

Mrs. Lang requested that the Commissioners sign several applications for admission.

Bids were opened for provisions:

Donahue Bros.
Shaheen Bros.
Sysco
U. S. Foods
Springfield Food Service

MOVED: Commissioner Pratt to have the Nursing Home Administrator award the bid to the low bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby reported that there were 4 new computers to be installed in his department. H would be sending out a bid for a new copier in the next few days.

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson stated that the County Attorney's office will be seeing a fairly large credit on its telephone bill for several reasons including an IRS code which states that government agencies do not have to pay federal or state taxes on phone bills. Ms. Nelson requested that all department heads check their Bell Atlantic bills for any federal or state tax.

Ms. Nelson stated that she needs to get a letter signed by the Human Services Department stating that the mediation offices are part of our departments, and therefore are not subject to state and federal taxes as well.

Maintenance on the voice mail system is scheduled for 8:00 p.m. Thursday night.

MB
Date 8/3/99

Ms. Nelson has several copies of a Portsmouth Herald article which states that the State agencies are ready for Y2K, however when you read the fine print it does leave out the departments which Rockingham County is most concerned with. The Department of Corrections is not Y2K compliant. Health and Human Services although they have replaced 1.6 million dollars worth of computers, are not ready. The National Guard, Fish & Game and the Public Utilities Commission are not ready. Ms. Nelson will follow the progress of these agencies. Ms. Nelson has received a written letter from Northern Utility which is much more to the point concerning whether or not they will be ready on January 1. Their letter guarantees that New Hampshire will be able to generate enough power to run on its own without worrying about the power grid. However, the County's generator test will still proceed September 23 and 24 as planned.

Ms. Nelson requested that anyone who still had in-state long distance or out-of-state long distance charges on their Bell Atlantic telephone bills should notify her.

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

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS BARROWS' OFFICE
ROCKINGHAM COUNTY NURSING HOME
July 20, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Martha Roy, Gene Charron and Maryann Brickett.

Discussion: Union negotiations update.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3

MB
Date 8/3/99

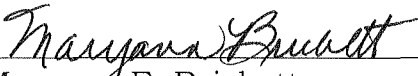
II (c), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barrows.

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


Meeting adjourned at 12:05 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 8/3/99

**COMMISSIONERS MEETING
COMMISSIONERS OFFICES
Rockingham County Nursing Home
Brentwood, New Hampshire
July 22, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Gene Charron, Superintendent, Dept. of Corrections; Maryann Brickett,
Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 11:30 a.m.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron stated that he has reviewed the proposals relative to medical care for the inmates. Of the three proposals received, he recommends that the bid be awarded to PrimeCare Medical at an annual cost of \$489,994.44, and a cost per month of \$40,832.87. PrimeCare is willing to take over the contract at the same cost which was originally awarded to CCHC. The contract will remain in effect until 12/31/2000.


MOVED: Commissioner Barka to award the remainder of the medical care contract for inmates to PrimeCare in the amount of \$489,994.44 per year, or \$40,832.87 per month.

SECONDED: Commissioner Barrows.

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


Meeting was adjourned at 11:35 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 26, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

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

Commissioner Barka called the meeting to order at 10:40 a.m.

REPORT FROM THE TREASURER'S OFFICE:

Tim Dempsey stated that the Treasurer's Office recommends the Commissioners award the bid for tax anticipation note borrowing to State Street for the entire \$7,000,000 TAN at a rate of 4% and to have the Board of Commissioners sign all the necessary paperwork to facilitate the borrowing.

MOVED: Commissioner Pratt to award the bid for tax anticipation note borrowing to State Street for the entire \$7,000,000 TAN at a rate of 4% per the recommendation of the Treasurer's Office and to have the Board of Commissioners sign all the necessary paperwork to facilitate the borrowing.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to accept the recommendation of Mr. Gene Charron, the Superintendent of the Department of Corrections to award the bid for radio parts/accessories to Thor Electronics.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to adjourn.

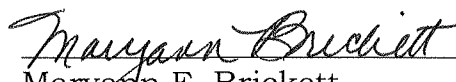
SECONDED: Commissioner Barrows.

MB
Date 8/3/99

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


Meeting was adjourned at 10:55 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
8/12/98

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
August 3, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan;
Gene Charron, Superintendent; Judie Milner, Fiscal
Dept.; Diane Gill, Human Services Director; Jude
Gates, Asst. Director of Engineering and Maintenance;
Bill Sturtevant, Nursing Home Administrator; Jennifer
Nelson, MIS Manager; Maryann Brickett, Executive
Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:40 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Pratt to approve the minutes of the July 20,
1999 Commissioners Meeting.

SECONDED: Commissioner Barrows.

ABSTAIN: Commissioner Barka, who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the July 22,
1999 Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the July 26,
1999 Commissioners Meeting.

SECONDED: Commissioner Barrows.

Date MB
8/17/99

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

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that she and Jennifer Nelson continue to review all the RFPs for the imaging system and will most likely make a recommendation at the next Commissioners' meeting.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that the new cruisers are in and the new paint jobs are almost done.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. The prison population remains constant. The revenue from the work release program is high at this time.

REPORT FROM THE FISCAL DEPARTMENT:

Judie Milner stated that the Munis migration to the new server has taken place. Most minor problems have been worked out.

Bids were opened for actuarial services. Bids were received from:

Price Waterhouse
AMI Risk Consultants
Liscord, Ward & Roy, Inc.
Actuarial Advisors, Inc.

MOVED: Commissioner Pratt to have the Fiscal Department review the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that she needed the Commissioners to sign a bid waiver for 3 compressors for the Jail and requested that the funds come

MB
Date 8/17/99

out of the capital improvements and to spend up to \$10,000 for the 3 compressors. The Blaisdell elevators project came in very low, so the money is in this line. The Commissioners signed the bid waiver and the authorization form.

MOVED: Commissioner Barrows to authorize the Asst. Maintenance Director to use funds from the Capital Improvements line of the budget to fund the purchase and installation of the three new compressors for the Jail.

SECONDED: Commissioner Pratt.

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

Mrs. Gates reported that the elevator project will commence next Monday. Site visits for the roof repairs and repairs to the Jail hot water system have begun.

The State is taking action on the #6 oil release from approximately 10 years ago. The State has given the Maintenance Dept. direction to proceed with the investigation and once the State orders Maintenance to go forward with putting in additional monitoring, these monies become reimbursable.

REPORT FROM HUMAN SERVICES:

Diane Gill reported that she and Ellen Ann Robinson met with Commissioner Peter Favreau last week to discuss the new YDC rates. They are not for publication yet, but they believe some rates will come down a bit. They also discussed how to finalize their books from the year 1998 for the payments which have not been made. Commissioner Favreau has indicated that the Attorney General's office is prepared to sue to collect full payment. None of the Counties have paid YDC bills for one year.

The agenda for Friday's Association meeting has the \$54,000,000 cap. Her staff is keeping up with the processing of the monthly State bills, but it takes about 3 weeks to do each bill. She has been meeting with BDS who have assured her that by October her department will have the software. They are having to incorporate all the new HCBC changes.

Date MB
8/17/99

Her department will be hiring a full-time person to work solely on the state bill.

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson stated that the monthly telephone bills should be coming out soon and she needs to see copies of the bills to make sure that Bell Atlantic is not charging for state and federal taxes. Jennifer reminded everyone to make sure that under the long distance section, they are not charges for calls to Epping, Exeter and Newmarket.

The County Attorney's new file server will not be going in until Friday as this is Grand Jury week. There is no charge to the County for the file server replacement.

REPORT FROM THE NURSING HOME:

Bill Sturtevant gave the Nursing Home census report.

Mr. Sturtevant stated that Wednesday, August 18 is their monthly theme day "Hawaii" and there will be a pig roast for staff and residents.

July 1 the residents personal needs allowance was increased from \$40 a month to \$50 a month by the Legislature.

The Health Care Association has filed another lawsuit against the State of New Hampshire and the Counties as co-defendants. They feel that the new acuity based reimbursement system which was put into effect and being phased in over a four-year period is unfair. There was originally to be a hearing in July, but it has been postponed until August. The Commissioners' Council will be voting on funding a defense Friday after the Association meeting. The Nursing Home Affiliate discussed this issue at length on Friday and all agreed they need an attorney. They had concerns about Attorney Gorman from the Attorney General's office representing them and felt they should again retain the services of Dave Bennett from Seattle with the understanding that the Association attempt to get the Attorney General's office share in the cost of the retainer for these services. The estimate for the first 90 days is \$25,000 for the Association, to be assessed as it was last time. Commissioner Pratt suggested that Mr. Bennett's time be better managed this time to avoid inefficient use of this costly resource.

Date MB
8/17/99

Bids were opened for juice:

- U. S. Food Service
- Sysco
- Shaheen Bros.
- Crowley Foods
- Springfield Food Service
- Turner Dairy
- West Lynn Creamery

MOVED: Commissioner Pratt to have Mr. Sturtevant evaluate the bids and award to the low bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids were opened for wheelchair parts:

- Life Plus
- Keene Medical
- Charron Medical
- Langley
- Gulf South Medical
- Miriam Graves

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

SECONDED: Commissioner Barrows.

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

Bids were opened for oxygen:

- Neighbor Care
- Life Plus
- Keene Medical
- Miriam Graves
- American Home Care

MB
Date 8/17/99

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

SECONDED: Commissioner Barrows.

VOTE: 3 Yea. Motion passed unanimously in the affirmative

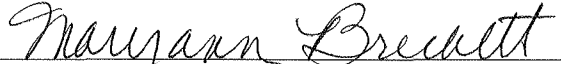
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 11:25 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 8/31/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
August 17, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan; Mary Currier, Conservation District; Gene Charron, Superintendent; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:35 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Pratt to approve the minutes of the August 3, 1999 Commissioners Meeting as amended.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

The Commissioners discussed preparing and signing a bid waiver for the Specialty Underwriters for the Equipment Maintenance and Management policy. This is a sole source vendor.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that he had no report.

MB
Date 8/31/99

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that she would like to award the bid for computer hardware for the imaging system to Turbotek in the amount of \$107,947.

MOVED: Commissioner Barrows like to award the bid for computer hardware for the imaging system to Turbotek in the amount of \$107,947 per the recommendation of Cathy Stacey.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that she was assisting a number of people to find water supplies. She is working with Applecrest on some emergency water for crops and they are digging a pond.

The fall bulb fliers have gone out. Thursday the group from the Council of State Government is coming over to the Ladd Farm for a week for the stormwater training part of the UNH program.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Jim Reams stated that Jennifer Nelson had acquired a replacement server as their office had been experiencing problems with the new server. It has been installed and is working smoothly.

The Department of Corrections is sending over some inmates next Friday to assist with several projects in their office. Storage continues to be a problem in their building.

The County Attorney requested a Non-Public Session under RSA Chapter 91A:3 II (c).

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the CDBG feasibility grant supporting residential care should be voted on by Governor and Council on September 15. It has been approved by the Office of State Planning. It is currently at the Attorney General's office for review. In the meantime, the consultant agreement has been forwarded to Mark Nardone, the grant administrator

MB
Date 8/31/99

for his review. Martha Roy stated that traditionally Councilor Griffin will be contacted to advise her that this item is on the docket.

REPORT FROM HUMAN SERVICES:

Diane Gill reported that she talked to Commissioner Pratt regarding the Seacoast HealthNet. Ann Bliss is the Coordinator of this suicide prevention program and training. Diane has been able to coordinate Ann Bliss' group using the Nursing Home Conference Room for training in November. Diane Gill requested assistance from the Nursing Home in providing refreshments. Mr. Sturtevant stated that he would speak with the Dietary Department. The conference is to be for 2 ½ days, November 10, 11 and 12.

REPORT FROM THE NURSING HOME:

Bill Sturtevant gave the Nursing Home census report, noting that there are 22 applications for admission.

Bids were opened for eggs:

Seigel Egg Co.

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

SECONDED: Commissioner Barrows.

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

Bids were opened for gloves:

Gulf South
Bob Barker
Central Paper
Justice Packaging

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

SECONDED: Commissioner Barrows.

MB
Date 8/31/99

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

Mr. Sturtevant would like to recommend that Churn Medical and Merriam Graves, the low bidders, each be awarded a portion of the bid for wheel chair parts.

MOVED: Commissioner Pratt to award the bid for wheel chair parts to Churn Medical and Merriam Graves per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant would like to recommend that American Home be awarded the bid for oxygen.

MOVED: Commissioner Pratt to award the bid for oxygen to American Home per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant stated that staffing continues to be a problem, with 7 additional resignations between now and September 1. There are currently 33 vacant positions.

There is to be a Job Fair on Wednesday, September 8 from 3-7 p.m. in the Atrium. Mr. Sturtevant stated that a \$2,000 hiring bonus has been offered. The Fiscal Department is doing an analysis of the step-up program for that department. Also, two people will be retiring by the end of the year which was not anticipated.

The Assisted Living Program grant should be approved by the Governor and Council on September 15. Helms & Co. has completed their study. The next step would be to hire a consultant to review the proposed architectural layout. This agrees with the State's position on long term care. The grantwriter has been chosen. The bid specs to hire the architect should be going out very soon, with a turnaround so that some time in December we should have preliminary costs and estimates regarding the project. Then an additional CDBG grant has to be written

Date MB
8/31/99

by January 31, the date of the next grant funding. Hopefully this will be included in next year's budget.

Wednesday, August 18, there will be a "Hawaiian Day" with a pig roast, free lunch for those who participate by wearing Hawaiian clothing.

The Affiliate has asked the Association of Counties to write a letter to the Governor to discuss staffing in health care in general. It is getting to a point of a crisis in this State. The Commissioners did vote to retain Attorney Dave Bennett as the attorney for the Association in the lawsuit with the Health Care Association. The division of payment for services is based on Medicaid days. No monies will be sent to the Association at this point. The Association wishes the Commissioners to reaffirm their position in the lawsuit, any recommendations for the distribution of payment, and their agreement to hire Attorney Dave Bennett.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that the Blaisdell elevator upgrade is in process. The retaining wall next to the old Jail is completed except for the additional need of one large field stone. The test pit borings at the boiler plant has been done. The three new monitoring walls are scheduled to be installed this Thursday.

Bids were opened for hot water system upgrades:

Hansen-Fox Co., Inc.
Palmer & Sicard, Inc.

MOVED: Commissioner Pratt to authorize the Asst. Maintenance Director to review the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Bids were opened for roof repairs:

LeClair Roofing
Skyline Roofing Inc.

MB
Date 8/31/99

MOVED: Commissioner Pratt to authorize the Asst. Maintenance Director to review the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby stated that the Open Farm Day was held, with approximately 7,000 people in attendance. There were 32 farms in Strafford and Rockingham County. Fifteen of those were in Rockingham County. One of the more popular sites was the Hill Winery in Lee. Many free samples were handed out.

Bids were opened for digital copiers:

- Offtech
- United Business Machines
- Minolta Business Systems
- Xerox - The Document Company
- Savin Corp.
- Cameron Office Products
- Danka
- Pitney Bowes
- Merrimack Valley Business Machines, Inc.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. There are 223 inmates in the facility.

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

SECONDED: Commissioner Pratt.

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

MB
Date 8/31/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS BARROWS' OFFICE
ROCKINGHAM COUNTY NURSING HOME
August 17, 1999**

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

Discussion: A lawsuit and a Nursing Home lien.

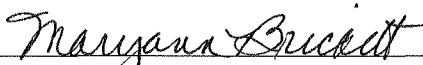
There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c), Commissioner Pratt moved to go out of Non-Public Session on a Roll Call vote.

SECONDED: Commissioner Barrows.

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


Meeting adjourned at 12:10 PM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 10/6/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
August 31, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Cathy Stacey, Register of Deeds; Christine Croto, Sheriff's Dept.; Mary Currier, Conservation District; Al Wright, Department of Corrections; Theresa Young, Fiscal Dept.; Roy Morrisette, Human Resources; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/ Telecommunications Manager; Nancy Lang, Asst. Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:00 a.m.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Jim Reams stated that the entire support staff in his office has physically been reorganized and he thanked the Maintenance Dept. and inmates for their assistance in this work. He is still experiencing a problem with lack of storage space.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that she and Jennifer Nelson have met with a gentleman from Turbotek, who was awarded the bid for computer imaging equipment. She requested the Commissioners sign the lease agreement with Turbotek.

MOVED: Commissioner Pratt to have the Chairman sign the lease agreement with Turbotek on behalf of the Board of Commissioners.

SECONDED: Commissioner Barrows.

MB
Date 10/6/99

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

Mrs. Stacey has consulted with the MIS Manager and she has decided to upgrade the AS400 system.

Cathy Stacey stated that she has received numerous nominations for the NH Association of Counties annual awards.

Mrs. Stacey thanked the Maintenance Dept. for all their help moving furniture and the filing cabinets to meet the fire code. She has also contacted a company called Absolute Data Destruction to shred many old documents.

The Daniel Webster portrait is now hanging from the courthouse wall. The large sculpture in front of the courthouse will be moved to another location at the facility.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff's Department is organizing a team to hold a Walk-a-Thon for Easter Seals on October 17. Sgt. Blonigen is the contact person for anyone to be on the team or a sponsor.

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that she had a very successful group for the Stormwater Training at the Ladd Farm last week. There were 55 people in attendance, from such far away places as Panama, Texas, Kentucky and North Carolina. Mrs. Currier thanked the Maintenance Department for getting the park in shape for this presentation. The fall bulb orders are due no later than Tuesday, September 7. There are also mums for sale.

The Conservation District is extremely busy with dredge and fill permits, expediting permits for irrigation water. The Wetlands Bureau is doing a very good job of putting these permits through as quickly as possible.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Al Wright gave the census report as Gene Charron is on vacation for two weeks. Al Wright stated that the Federal prisoners' hunger strike was

MB
Date 10/6/99

over and several prisoners have been transferred out of state to an immigration facility.

The Department of Corrections would like award the bid for latex gloves to Gulf South in conjunction with the Nursing Home award.

MOVED: Commissioner Pratt to award the latex glove bid to Gulf South per the recommendation of the Department of Corrections.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that she has completed the review of the actuarial bids, will give the Commissioners a copy of her recommendation and place the award on the agenda for the next Commissioners' meeting.

Mrs. Young has given the Register of Deeds a memo regarding handling the accounting for the surcharge account this year.

REPORT FROM HUMAN RESOURCES:

Roy Morrisette stated that the American Red Cross will be holding its annual blood drive Friday at the Nursing Home from 11 a.m. - 4 p.m. Anyone donating blood will receive a free T-shirt.

Thursday, September 2, at 8-9:30 a.m. there will be Earned Time presentations at the Courthouse in the Grand Jury Room. At 9:45-10:30 a.m. there will be a presentation in the Nursing Home Hilton Auditorium.

REPORT FROM HUMAN SERVICES:

Diane Gill presented the Commissioners with her May and June reports. Mrs. Gill stated that the State is catching up on the billing and she received the April and July Nursing Home bills. Mrs. Gill received the HCBC and provider payments bills via e-mail recently. The HCBC bill was unusually low. The case load with HCBC was 248 a month vs. 53 for the current month. Theresa Young explained that Human Services and Fiscal track the case load and make an analysis for a 12-month period, deleting an extremely low number to get an indication of how much money will be available for the remainder of the year.

MB
Date 10/6/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that she had one bid award and two RFP openings on the agenda. Jude Gates recommended that LeClair Roofing, the low bidder, be awarded the roofing bid in the amount of \$21,485.

MOVED: Commissioner Pratt to award the bid for roofing to LeClair Roofing per the recommendation of the Asst. Maintenance Director.

SECONDED: Commissioner Barka.

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

RFPs were opened for flood mitigation:

Rome Construction
Waterline Industries Corporation

MOVED: Commissioner Pratt to authorize the Asst. Maintenance Director to evaluate the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

Bids were opened for boundary research:

Luke Weigle J.D.
Emmanuel Engineering Inc.
James Vera & Associates, Inc.
Chas. Pearson

MOVED: Commissioner Pratt to authorize the Asst. Maintenance Director to evaluate the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Date MB
10/6/99

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson that she had bids to open. The projects in the Register of Deeds' office and the County Attorney's office are progressing on track. September will be a very busy month for her department.

Bid for Electronic Filing & Retrieval System were received from:

Turbotek
P.I.F. Technologies

MOVED: Commissioner Pratt to have the MIS Manager evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

REPORT FROM THE NURSING HOME:

Nancy Lang stated that she would like to recommend the award of two bids, eggs and gloves. The Nursing Home recommends the egg bid be awarded to Seigel Egg Co., the only bidder and the gloves bid to Central Paper and Gulf South, the low bidders.

MOVED: Commissioner Pratt to award the egg bid to Seigel Egg Co. per the recommendation of the Nursing Home.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to award the glove bid to Central Paper and Gulf South, the low bidders per the recommendation of the Nursing Home.

SECONDED: Commissioner Barka.

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

MB
Date 10/6/99

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby recommended Cameron Office Products be awarded the bid for the digital copier in the amount of \$10,995.

MOVED: Commissioner Pratt to award the digital copier bid to Cameron Office Products in the amount of \$10,995 per the recommendation of Roland Barnaby.

SECONDED: Commissioner Barka.

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

Mr. Barnaby stated that many of his staff members were getting ready for the Deerfield Fair.

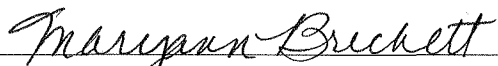
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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


Meeting adjourned at 10:40 AM.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
10/14/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
September 14, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan; Mary Currier, Conservation District; Gene Charron, Department of Corrections; Theresa Young, Fiscal Dept.; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/ Telecommunications Manager; Nancy Lang, Asst. Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Brian Dekoning, Fosters.

Commissioner Barka called the meeting to order at 10:30 a.m.

REPORT FROM THE COMMISSIONER'S OFFICE:

Commissioner Barrows read a letter from the New Hampshire Association of Counties stating that the Nomination Committee is awarding Mary Currier a Lifetime Achievement Award to be presented at the annual convention banquet on Thursday, October 14, 1999 at the Balsams Grand Resort. Mrs. Currier stated that she has begun her 22nd year with the Rockingham County Conservation District and thanked the many co-workers that she works closely with.

MOVED: Commissioner Barrows to approved the minutes of the August 17 and August 31, 1999 Commissioners' meetings.

SECONDED: Commissioner Barka.

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

Date MB
10/14/99

MOVED: Commissioner Barrows to award the bid for the photocopier to Savin Corporation in the amount of \$10,995.00.

SECONDED: Commissioner Barka.

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

Theresa Young announced that the budget packages would be going out to departments tomorrow.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported month-end figures to the Board of Commissioners. Her department continues to be extremely busy. Mrs. Stacey stated that she wished to discuss the surcharge account with Fiscal and the Commissioners following the meeting.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan had no report.

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that she is currently working on several projects with Jude Gates.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. He is watching the storm very closely. The Department of Corrections has recently upgraded 60 radios and discussed with the Commissioners how to best dispose of the 60 older radios. There are several options, donating to a non-profit organization, upgrading, selling at auction or several towns in Rockingham County might be interested.

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that her department is recommending that the RFP for actuarial services be awarded to AMI Risk Consultants Inc. as they can also perform risk management services. They are the low bidder at a sum of no more than \$5,200. They have also quoted an hourly rate and have agreed not to go higher than that hourly rate for other services that the County may require.

MB
Date 10/14/99

MOVED: Commissioner Barrows to award the RFP for actuarial services to AMI Risk Consultants Inc. in the amount of \$5,200 per the recommendation of the Fiscal Director.

SECONDED: Commissioner Barka.

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

Mrs. Young stated that Tim Dempsey has been working with the Fiscal Department to make some revisions to the RSA on the investment policies so the County can invest at a higher rate like the towns now do. Mrs. Young has spoken with Ken Weyler who will be sponsoring a change or revision to the RSA and she will be working with Martha Roy at Rep. Weyler's request to draft the language.

The Long Range Planning Committee met last Thursday. Jude Gates and she attended.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that a tentative meeting date of Thursday, October 7 at 9:00 a.m. has been scheduled for the County Management Team. Hopefully this date will work for all department heads and the attorneys scheduled to attend.

Two tentative dates are scheduled for the Benefits Fairs. One is planned to be held at the Courthouse on Wednesday, October 20 at a time to be determined. The other is planned for Thursday, October 28 here at the Nursing Home facility from 6:45 a.m. to 4:00 p.m.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that the Maintenance Department is getting ready for the possible storm. The bakery floor in dietary is being replaced. Maintenance is working on a barrier behind the jail to redirect water and taking precautions for possible water entry from the front of the jail as well. Mrs. Gates reassured Gene Charron that Maintenance was on top of the situation. Abutting neighbors have been contacted regarding beaver dams. They are being torn down in anticipation of this storm. All of the abutters were in favor of this measure. This will not harm the beavers, but protect county property.

At the boiler plant, the #6 oil release, they are still waiting for direction from the State but are finalizing an application for reimbursement from 1989. It appears that the application to the State will be approximately \$120,000 of hard dollars that the county should be reimbursed for. Mrs. Gates spoke to Stone Hill Environmental yesterday about this matter.

MOVED: Commissioner Barrows to award the bid for hot water storage tanks to Palmer & Sicard, Inc. per the recommendation of the Asst. Maintenance Director.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to award the bid for boundary research to James Verra & Associates per the recommendation of the Asst. Maintenance Director.

SECONDED: Commissioner Barka.

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

Mrs. Gates stated that the county has \$160,000 in grant money to build a berm behind the jail, replace the elliptical piping and the culverts under North Road and dredge a part of the brook downstream. Mary Currier has prepared a letter which Mrs. Gates requested the Commissioners allow to be sent to the Office of Emergency Management. Mrs. Currier called FEMA and they were receptive to a request for additional funding and for an extension on the contract. The vendor is willing to wait for his money if he has to if the additional funding is not received. Mrs. Currier stated that OEM has money. Mrs. Gates stated that there is \$40,000 budgeted in capital improvements which was to be the county's match for this project. The county needs to fund an additional \$14,800 under capital improvements to completely fund this project.

MOVED: Commissioner Barrows to award the bid for design/build flood mitigation to Rome Construction in the amount of \$184,276 year per the recommendation of the Asst. Maintenance Director with the understanding that if the additional funds are not received it will be appropriated next year.

MB
Date 10/14/99

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to authorize Mrs. Carrier to send a letter of request to the Office of Emergency Management.

SECONDED: Commissioner Barka.

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

REPORT FROM THE NURSING HOME:

Nancy Lang gave the Nursing Home census report. Under the big tent outside, Mrs. Lang explained that the Nursing Home is mandated by the State Department to do in-services annually for their staff. Members of the Nursing Home staff attended an event put on by the Exeter Hospital and have modeled this event after theirs.

The Nursing Home is supporting National Denim Day which supports breast cancer efforts. For a fee of \$5 for a pin, employees can wear jeans on October 8.

Bids were opened for Chux:

Gulf South
Central Paper
LinCare Inc.

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby that he had 5,000 fish 6 miles off shore in a pen and he hoped they all survived the storm. Nancy Adams is working on the botanical garden and things are going quite well.

MB
Date 10/14/99

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson stated that the county is planning to have a generator test September 23-24 from noon 9/23 to 11 a.m. on 9/24. Software testing will be done this week at the jail for the Chris network. The payroll is being tested on Friday afternoon.

The wiring project at the Registry of Deeds is going very well and should be completed in the next two weeks. The Maintenance Department will not be doing the wiring job as there is not enough manpower. An outside contractor will be performing this project for a nominal fee.

The Munis file server is working well with all departments.

Ms. Nelson stated that a few weeks ago she sent out an RFP for the electronic filing system. She requested that the Commissioners allow her to reject the bids as one interested bidder did not receive a bid.

MOVED: Commissioner Barrows to authorize the MIS Manager to rebid the RFP for the electronic filing system.

SECONDED: Commissioner Barka.

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

Ms. Nelson assured the Commissioners that she is not expecting any serious problems with the Y2K millenium bug. All necessary steps have been taken or are being planned to ensure a smooth transition on December 31, 1999 to January 1, 2000. Jude Gates further explained some of the plans regarding lighting in the Nursing Home.

MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:15 AM.

MB
Date 10/14/99

Respectfully submitted,

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

Received by,

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

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
September 28, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Cathy Stacey, Register of Deeds; Sheriff Dan Linehan and Christine Croto; Gene Charron, Department of Corrections; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/Telecommunications Manager; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:40 a.m.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported stated that she had bids to open for the AS400 and a bid waiver for software installation in the amount of \$10,000 to Connor & Connor.

Bids were received from:

- Coastal Computer Consultants
- Compu-Call, Inc.
- New England Systems, Inc.
- JH Affiliates, Inc.
- SCS Inc.
- North Shore Data
- Mid Range Systems

MOVED: Commissioner Pratt to have Mrs. Stacey evaluate and award the bids.

SECONDED: Commissioner Barrows.

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

Mrs. Stacey reported that revenues were substantial due to the increase in revenue stamps, which doubled. Document count has exceeded Hillsborough County for the first time. Mrs. Stacey reported that there is still a large volume of new development plans being recorded. There is also a lot of activity going on at Pease Development and they are exempt from paying tax stamps.

The computer imaging process is going well. The first delivery of hardware is expected possibly by the end of this week. Vendors were in last week. The first phase will be the staff side of the counter. Phase II will have 10 terminals for public use.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that the Sheriff's Department has hired several new employees. A helicopter survey of the beaver dams area was conducted recently.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report.

MOVED: Commissioner Barrows to declare the Jail's 60 radios as surplus equipment.

SECONDED: Commissioner Pratt.

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

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that there were several meetings coming up in October. The CMT meeting is October 7 at 10 a.m. The last Employee Assistance Program training class for supervisors is October 8 from 10 a.m. - 12:30 p.m. There will also be a video tape available in Human Resources for persons unable to attend. There will be a Benefits Fair held at the Court House on October 20. The County Attorney will determine the time. The county Benefit Fair for all other employees is scheduled for October 28 from 6:45 a.m. - 4:00 p.m. in the Hilton Auditorium. There will be a union grievance hearing to be held in non-public session scheduled for 11:30 a.m. on October 12.

Commissioner Barka requested that Mrs. Roy send the Commissioners a memo outlining all these meetings.

Martha Roy requested a non-public session with the Commissioners and Gene Charron following the meeting.

REPORT FROM HUMAN SERVICES:

Diane Gill gave her July report to the Commissioners and a memo requesting the Commissioners' approval to continue using the appropriation in the budget for peer mediation. The appropriation is in the amount of \$14,700 with a matching grant revenue. Human Services applied to the Office of Juvenile Justice and Delinquency Prevention for a grant which was denied. Human Services is currently making application to the Seacoast Foundation for Health for a grant. The funds are designated for the continuation of the Peer Mediation Program at the Cooperative Middle School for two years and the first year start-up program at the Swasey Central School.

Diane Gill reported on the class action settlement. She has a copy of the complete settlement agreement and the Nursing Home Administrator, County Attorney and Commissioners may want a copy. This class action involves Health & Human Services agreeing to reimburse parties whose assets were taken to pay nursing home expenses when they were in fact eligible for Medicaid.

Mrs. Gill gave the Commissioners a copy of the fiscal year 2001 allocation for incentive funds. Human Services will be receiving more monies next year.

Commissioner Barrows stated that the Commissioners received a notice from the Governor's office stating that there was \$6,000,000 in grant monies available for substance abuse prevention, but the minimum grant application needs to be for \$75,000. Commissioner Barrows called the Governor's office as the letter from the Governor's office was received on the date the letters of intent needed to be received by the Governor's office. Mrs. Gill has written a letter of intent and there will be a bidders' conference on October 4. Informational sessions have been held throughout the State. Mrs. Gill will contact two gentlemen at Timberlane (Tim Lena and Langdon Plumer) interested in forming a coalition, in order to be eligible to apply for the grant.

Mrs. Gill stated that the YDC bills are still being held for review.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that the Long Range Planning Committee met yesterday. They will meet next on November 1. The LRP Committee will be requesting the Commissioners to solicit department heads to make known their long range needs for the next 5 years. Rep. Vivian Clark is the Chairman of the LRP Committee.

The upgrades to the Blaisdell elevator were completed Friday. The fire chief is coming to inspect the work. They are now up to code.

The Maintenance Department located and tore down two beaver dams which were previously not located. One was huge and most likely was responsible for holding back most of the water that usually floods county property. The beavers have since reconstructed the dams. Maintenance is rerouting the water by piping through it and have contacted abutters for permission to do so.

Maintenance is setting up the fuel oil containment this week. Motor Services will be moving into its new garage next week.

Regarding the #6 oil release at the boiler plant, Mrs. Gates did receive an order from the State. They have increased the scope of the investigation because every place they had ordered the test borings of the monitoring wells, they came up with oil. They need to go further away so that they can better determine the oil levels. Mrs. Gates had a change order to the original contract for the Commissioners to sign to complete this work. It is still covered under the original funds for this project.

Yesterday Mrs. Gates received the application for reimbursement from the State that the County is eligible for from 1989-90 for this problem (in the sum of \$127,783). Mrs. Gates is waiting for a letter from the insurance company confirming in writing that the County did not have insurance coverage for this oil leak.

The Y2K test last week went well. Maintenance now has a very comprehensive list of what is not covered by generators. There were no hitches whatsoever at the Jail. It was very helpful for Maintenance to get 24 hours of performance data on the generators as they have never been

run that long. The generators are in really good shape and handled the load better than expected with no problem. Mrs. Gates has planned to have the oil tanks filled on December 31 of this year in preparation for Y2K.

REPORT FROM THE NURSING HOME:

Bill Sturtevant gave the Nursing Home census report.

Mr. Sturtevant recommended awarding the bid for Chux to the low bidder Central Paper.

MOVED: Commissioner Pratt to award the bid for Chux to Central Paper per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant has received a letter of resignation, effective January 31, 2000, due to retirement from Linda Andrzejewski, Director of the Dietary Department. September 30 is Charles Studrance's last day also. He is the cook and is also retiring after 19 ½ years in Dietary.

Mr. Sturtevant is considering a couple of flex positions, a Food Services Manager/Director who is also a dietician. This is how the position is currently written. He may have to hire a part-time dietician. With the retirement of Charles Studrance, his position has been eliminated and recreated as a chef manager's position effective October 1.

Mr. Sturtevant requested the Commissioners sign a new Rules & Regulations for the Nursing Home with the current Board members names on them.

October 8 will be a national jeans denim day in support of breast cancer research. For a fee of \$5 employees may wear jeans on October 8.

Mr. Sturtevant reported that the "Under The Tent" program was very successful, with lots of positive feedback from employees. This is a mandatory in-service program. There was almost 100% turnout by employees.

Staffing is beginning to improve. The Job Fair held a couple of weeks ago was successful. There are still several unfilled vacancies and Mr. Sturtevant is considering regrading some positions in next year's budget.

REPORT FROM THE MIS DEPARTMENT:

Bids were opened for the electronic filing system:

PIF Technologies
Exegitics
Turbotek

Ms. Nelson stated that the systems that have been demonstrated can be used by multiple departments with total security. The county expects to begin this process with two departments, Human Resources and RCNH Medical Records. Both have highly sensitive documents, but there is very secure systems to keep personnel from gaining access into areas where they should not. Every department can be connected to this system. The Register of Deeds has a separate system due to the size of her records department.

MOVED: Commissioner Pratt to have Ms. Nelson evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Barrows.

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

Ms. Nelson reported that the Y2K test was successful and thanked all departments for their assistance. Several departments need to have power plugs moved. Ms. Nelson made a recommendation to the Board of Commissioners which needs a vote. The Blaisdell residents' rooms need more lights that can run on generator power. This problem can be fixed by the Maintenance Department by re-wiring the load center to include the rooms for approximately \$10,000 and can be completed by December 31, 1999. These funds are available from the Y2K contingency line. The Occupational Health office is totally dark and Ms. Nelson requests Commissioners' permission to purchase a battery-powered lamp for that office.

MOVED: Commissioner Pratt to allocate \$10,000 of Y2K funds to rewire areas in the Blaisdell and other areas and to purchase a battery-powered

lamp for Occupational Health as outlined in Ms. Nelson's memo of September 28, 1999.

SECONDED: Commissioner Barrows.

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

The Maintenance Department, Jude Gates and Bob Gilbert worked very hard during the test period. Ms. Nelson will be sending a letter of recommendation. Commissioner Pratt recommended purchasing pizza for the Maintenance Department and planning in next year's budget to give everyone in the Maintenance Department a gift certificate. Commissioner Barka felt that a thank you would be sufficient and Mrs. Gates agreed that a thank you would be greatly appreciated. Commissioner Pratt asked about the Y2K status of the Court House. Ms. Nelson stated there were no problems that she was aware of. Cathy Stacey stated that she has been assured by Jim Trefethen, head of maintenance for the Court House building, that this situation is under control. The Court House does not have generator backup and they lose power on a regular basis.

Ms. Nelson reported that the wiring at the Registry of Deeds is the next step in the plan to data imaging. This bid will be awarded to Computer Cabling Company for \$2,473.00. They were not the low bidder by \$160 difference. The low bidder did not meet the specs in some cases as well as their references did not check out well. It is expected the process will take 2-3 days. Commissioner Barka requested that Ms. Nelson send the Commissioners' Office a copy of the award recommendation in writing in case the awarded bidder requested additional monies. Ms. Nelson stated that it was under \$5,000 so it was done by quotes but would give the Commissioners' Office a copy of the recommendation in writing.

Ms. Nelson stated that she would be distributing a copy of the new User Policy to all departments. There were several changes made. Ms. Nelson suggested that all employees contact the department head or systems administrator for a copy of the new policy. Ms. Nelson stated that acknowledgement of receipt from the last set of User Policies would remain in effect.

Cathy Stacey commented that at the Association of Counties Meeting, it was requested that the Registers of Deeds commence paying dues to the Association in the amount of \$250 each yearly. Mrs. Stacey requested

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Date _____

Commissioners' input. Mrs. Stacey was the only representative from Rockingham County present and voted against it.

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

SECONDED: Commissioner Barka.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
September 28, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Martha Roy, Gene Charron and Maryann Brickett.

Discussion: Union negotiations, CMT pending grievance hearing, legal issues and a grievance hearing.

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

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 11:35 a.m.

MB
Date _____

Respectfully submitted,

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

Received by,

Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 10/18/99

**COMMISSIONERS MEETING
HUMAN RESOURCES OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
October 1, 1999**

Present: Commissioner Ernest Barka; Commissioner Pratt; County Attorney Jim Reams; Deputy County Attorney Tom Reid; E. Dolly Weinhold; Martha Roy, Human Resources Director.

Commissioner Barka called the meeting to order at 10:30 a.m.

MOVED: Commissioner Pratt to enter into Non-Public Session under NHRSA 91A:3 II (c) on a roll call vote.

SECONDED: Commissioner Barka.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
HUMAN RESOURCES OFFICE
Rockingham County Nursing Home
October 1, 1999**

Those present for NHRSA 91A:3 II (c) were Commissioner Ernest Barka; Commissioner Pratt; County Attorney Jim Reams; Deputy County Attorney Tom Reid; E. Dolly Weinhold; Martha Roy, Human Resources Director.

The Commissioners held a Grievance Hearing requested by an employee of the County Attorney's office.

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

SECONDED: Commissioner Barka.

MB
Date 10/18/99

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

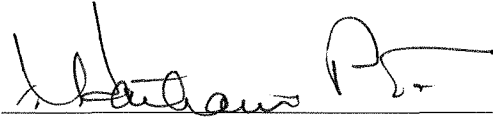
MOVED: Commissioner Pratt to seal the minutes of the non-public session indefinitely.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:45 AM.

Respectfully submitted,



Katharin K. Pratt
Rockingham County Commissioners

MB
Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
October 12, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Lt. Mark Peirce, Sheriff's Dept.; Gene Charron, Department of Corrections; Theresa Young, Fiscal Director; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/Telecommunications Manager; Nancy Lang, Asst. Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:40 a.m.

COUNTY ATTORNEY:

Jim Reams reported that the new file server is working fine.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey requested that her RFP award be read into the record. Her recommendation for the lease/purchase of the IBM AS/400 170-2292 is North Shore Data Services, Inc. in the amount of \$55,305.57 with a monthly lease price of \$1,712.00.

MOVED: Commissioner Barrows to award the RFP for the lease/purchase of the IBM AS/400 170-2292 to North Shore Data Services, Inc. in the amount of \$55,305.57 with a monthly lease price of \$1,712.00 per Mrs. Stacey's recommendation.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Bids were opened for firearms:

Richard A. Sherburne, Inc.
Riley's Sport Shop, Inc.

MOVED: Commissioner Pratt to have the Sheriff's Department evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Barrows.

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

Lt. Peirce reported that two new deputy sheriffs have been hired and the Sheriff's Department is now operating with a full staff.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report noting that pre-trials have actually gone down in number.

Commissioner Barrows stated that Rockingham County has applied for a grant from the Attorney General's Office for the Adult Diversion Program. Dawn Barnes in the Human Services Department is putting the package together.

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that the budgets for the quarterly meeting are ready and will be placed in department boxes this morning. Fiscal has several overexpenditure requests to be signed by the Commissioners. Fiscal has notified the Delegation Office that the transfer requests would be sent out separately. Budgets will be mailed today to the Executive Committee. The quarterly Executive Committee Meeting is Friday, October 22 at 9:30 a.m.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that she has a bid waiver request for the Commissioners' signatures. The Commissioners signed the bid waiver for the Maintenance Department for a critical component of the Wastewater Treatment Facility at the Jail which needs immediate

repairs. The vendor is JWC Environmental a sole source vendor in the amount not to exceed \$7,140.00.

Mrs. Gates reported that the motor services garage was relocated last week to the new building. Eastern Propane will be installing the heating system shortly.

Mrs. Gates requested a non-public session under NHRSA 91A:3 II (e)

REPORT FROM HUMAN RESOURCES:

Martha Roy reminded everyone about the two Benefits Fairs to be held in October. The first is Wednesday, October 20 from 9-12 in the Grand Jury Room at the court house. The second will be Thursday, October 28 from 6:45-4 in the Hilton Auditorium.

The RFQ award for the supported residential care is not quite ready. Mrs. Roy and Mr. Sturtevant are still holding interviews with the architects. They hope to have them completed by the next Commissioners' Meeting.

REPORT FROM THE NURSING HOME:

Nancy Lang stated that there were several bids to open.

Bids for turkey were received from:

- U. S. Foods Service
- North Center Food Service
- Shaheen Bros.

MOVED: Commissioner Pratt to have the Nursing Home Administrator evaluate and award the bids to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids for cereal were received from:

- U. S. Foods Service

Shaheen Bros.
North Center Food Service
Springfield Foods Service

MOVED: Commissioner Pratt to have the Nursing Home Administrator evaluate and award the bids to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids for potato chips were received from:

SLB Snacks Inc.

MOVED: Commissioner Pratt to have the Nursing Home Administrator evaluate and award the bids to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids for frankfurters were received from:

Cambridge Packing
Essem

MOVED: Commissioner Pratt to have the Nursing Home Administrator evaluate and award the bids to the lowest bidder or in the best interest of the County.

SECONDED: Commissioner Barrows.

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

Bids for paper were received from:

Morley Office Supply
Donahue Bros.
Portsmouth Paper

Central Paper
North Center Foods Service
Concord Paper and Chemical
Interboro Packaging
Allied Supply

MOVED: Commissioner Pratt to have the Nursing Home Administrator evaluate the bids and make a recommendation to the Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson gave a Y2K update. Friday Judie Milner and she did the payroll test and it went very well. Judie and Julie worked really hard to ensure a smooth test. Great American Insurance Company who holds our property insurance policy added Y2K endorsements to their insurance policy.

. . . Coverage is not provided for losses resulting from Year 2000-related exposures. . . . The Year 2000 endorsement attached to your policy indicated that there is no coverage for any loss from any computer or other electronic equipment's inability to correctly recognize, process, distinguish, interpret or accept the year 2000 and beyond. The endorsement applies regardless of whether the computer or other electronic product or device (including computer chips) belongs to you or to others.

Y2K issues will have to be ruled out first and foremost. It is very important that all departments take a serious look at what is in their departments. There are only 80 days remaining to fix any potential problems.

The Registry of Deeds project is moving ahead very well. The wiring was completed last week. The state was very pleased with the contractor that was chosen. They finished the job on time in spite of a late start date. The equipment is arriving this morning.

Turbotek will be giving a demonstration on electronic filing systems Thursday afternoon at the Balsams conference. Judie Milner and Frank

MB
Date_____

Stoughton will be handling all work orders Tuesday-Friday while Jennifer is at the NHACo conference.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby reported that all the fairs were over and all staff was back in the office.

OTHER BUSINESS:

Commissioner Barka answered a few questions for the press at this time.

Martha Roy commented that last week at the CMT Meeting, a motion was made to request that the Commissioners consider using the County Management Team as a resource for the development of a Merit Pool policy via a subcommittee. Commissioner Barka reported that the vote to change the Merit Pool criteria for 1999 will be two weeks from today at the next Commissioners' Meeting.

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

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
October 12, 1999**

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Jim Reams, Jude Gates and Maryann Brickett.

Discussion: Several pending legal matters.

Date MB


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

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 11:45 a.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,

Katharin K. Pratt, Clerk
Rockingham County Commissioners

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Department Of Human Resources Office
Rockingham County Nursing Home
October 12, 1999

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Those present for NHRSA 91A:3 II (c) were Commissioner Barka and Commissioner Pratt.

Commissioner Barka made a motion to move into Non-Public Session on a roll call vote at 9:45AM.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed in the affirmative.

Discussion: Grievance filed by an employee of the County Attorney's office.

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

Seconded Commissioner Barka.

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

Out of Non-Public Session.

Moved by Commissioner Barka that Grievance allegation # 1 be upheld in part:

That the grievant received inequitable but not unjust treatment as related to her annual job performance review as evaluated by County Attorney Reams dated May 7, 1999.

Motion died for lack of a second.

Moved by Commissioner Barka that grievance #2 be denied: That the grievant was not discriminated against for political reasons as related to her annual job performance review as evaluated by County Attorney Reams dated May 7, 1999.

Seconded by Commissioner Pratt.

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

Meeting adjourned at 10:15.

MB
Date 11/23/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
October 26, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan, Christine Croto; Mary Currier, Conservation; Gene Charron, Department of Corrections; Cheryl Hurley, Delegation; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/Telecommunications Manager; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Rep. Ron Nowe; Rep. Lee Quant; Kelly Morgan, Fosters; Terry Date, Exeter Newsletter.

Commissioner Barka called the meeting to order at 10:30 a.m.

COMMISSIONERS REPORT:

Commissioner Barka questioned whether the Merit Pool discussion should be held in a Non-Public Session. Commissioner Pratt stated that the information was already public. Representative Ron Nowe spoke to defend the Salary Subcommittee's findings and read the minutes and transcripts of several Subcommittee Meetings. The Salary Subcommittee did not vote to go along with the Merit Pool changes for the fiscal year 1999, 45 days prior to disbursement. There will be a Salary Subcommittee Meeting Monday, November 1 at 10:30 a.m. The Merit Pool issues will be discussed during that meeting. Rep. Nowe suggested that the Commissioners consult their attorney about changes to benefits for 1999.

MB
Date 11/23/99

MOVED: Commissioner Barrows that the Commissioners will approve the 1999 Merit Pool disbursement policy subject to review by the County's Labor Attorney to ensure that the Commissioners' decision is within its legal boundaries. This vote will be discussed again at the next Commissioners' Meeting. The Merit Pool disbursement policy for 1999 will be as follows:

1999 Merit Pool Disbursement Policy

The Merit Pool budget for 1999 is \$75,000. Non-union employees who are eligible and meet the criteria will receive a \$100.00 gift certificate on December 16, 1999.

Eligibility: All employees of the County who hold a position documented in the official Position Listing and who were employed as of 12/31/98 are eligible to be considered for Merit Pool gift certificate award other than the following: Division Directors; Employees who will have worked less than 1248 hours as of 12/31/99; Pay Grade One; Employees who have received any written warnings/reprimands during the 1999 year.

Process: To determine the number of employees in each department who will receive a Merit Pay gift certificate complete the following:

1. Complete and distribute all known reprimands/written warnings anticipated to be given by year end to department employees by November 30, 1999.
2. Develop a list of all employee names who are eligible to receive the Merit Pool gift certificate.
3. All eligible employees shall be contacted by the O/DD using the HR gift certificate form to determine which establishment gift certificate they would like to receive.
4. All gift certificate forms and summary lists shall be submitted to the HR Department by December 3, 1999.

SECONDED: Commissioner Barka.

OPPOSED: Commissioner Pratt.

VOTE: 2 Yea. 1 Nay. Motion passed in the affirmative.

MB
Date 11/23/99

Martha Roy clarified that the criteria needed to include an array of the top 30% of employees within each department are eligible, and also employees with a score in any area of 50% or less are ineligible.

Commissioner Pratt commented that a vote was made by the CMT at the last CMT meeting to have any proposed changes to the 1999 Merit Pool disbursement policy reviewed by a sub-committee of Commissioners and CMT members.

MOVED: Commissioner Pratt to approve the minutes of the September 28, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve the minutes of the October 12, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Barrows who was not present

VOTED: 2 Yea. 1 Abstain. Motion passed in the affirmative.

Commissioner Barrows stated that on Monday October 25, 1999 the County Management Team (CMT) voted to recommend that the County become self-insured for health insurance and accept CBA as the third-party administrator (TPA) for the year 2000. The self-insured plan recommended maintains a 65%/35% cost share with the two-person and family coverage and 6% share for those employees taking single coverage.

It also included using \$200,000 of the Health Funds' retained earnings to reduce the cost to the non-union members and the General Fund. Both the non-union members and the General Fund have been making contributions to the retained earnings for future funding needs. The proposal includes continued contributions from the non-union members and the General Fund for the year 2000.

MOVED: Commissioner Barrows to have the Commissioners vote to accept the County Management Team's (CMT) health proposal for the year 2000 with two modifications and to submit the two following

changes to the County's labor attorney for review. Specifically that the funding from retained earnings be increased from \$200,000 as proposed by CMT to \$300,000 and that non-union employees receive 100% single coverage from the County with no contributions from the employee in grades 1-7.

SECONDED: Commissioner Barka.

OPPOSED: Commissioner Pratt.

VOTE: 2 Yea. 1 Nay. Motion passed in the affirmative.

After extensive discussion, the plan may be revisited at a special Commissioners' Meeting Friday, October 29 at 10:30 a.m. prior to the open enrollment period.

COUNTY ATTORNEY:

Jim Reams reported that the County Attorney's office has lost another employee to the Strafford County Attorney's Office and he would like the Commissioners to approve hiring a replacement above a Step 5. Commissioner Barrows stated that the Commissioners would review the matter.

Commissioner Pratt stated that the Commissioners have received a very complimentary letter about the County Attorney from Chief Russ of the Portsmouth Police Department.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that the pace in her office is unchanged. The new computer equipment is being installed and should be completed Thursday. Mrs. Stacey gave the MIS manager an addendum to the lease listing all the specific equipment that was leased and stated that each and every page needs to be signed by the Commissioners.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan reported that he would like to recommend Riley for the firearms bid award at a price \$3,000 less than the other bidder.

MOVED: Commissioner Barrows to award the bid for firearms to Riley in the amount of \$12,729.00 per the recommendation of Sheriff Linehan.

MB
Date 11/23/99

SECONDED: Commissioner Pratt.

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

REPORT FROM THE CONSERVATION DISTRICT:

Mary Currier stated that the Conservation District is about to sign another conservation easement for 33 acres in Chester. It will be known as Herrick Woods. It will remain forest land in perpetuity. The Conservation District will be inspecting all their easements over the next couple of weeks.

While visiting the Parker easement in Greenland Mrs. Currier will be selecting the Christmas tree for the Atrium. Christmas tree ornaments will be on sale immediately following Halloween on behalf of E.F.F.O.R.T.S.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave his census report. Supt. Charron made a recommendation for the paper/plastic bid award to Portsmouth Paper Company and Interboro Company.

MOVED: Commissioner Pratt to award the bid for paper/plastic to Portsmouth Paper Company and Interboro Company per the recommendations of Supt. Charron.

SECONDED: Commissioner Barrows.

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

Supt. Charron reported that Lt. John Blomeke has been promoted to Captain. Captain Blomeke has been with the Department for 18 years.

REPORT FROM HUMAN RESOURCES:

Martha Roy reported that Human Resources has completed the Employee Assistance Program supervisory training and will now be starting the employee training, 30 minute sessions for all employees. Sessions will be scheduled during the months of November and December.

Health and dental open enrollment will be during the month of November.

REPORT FROM HUMAN SERVICES:

Diane Gill distributed her monthly report and requested the Commissioners vote on the Incentive Fund awards. The next review is January 10, 2000.

MOVED: Commissioner Pratt to award the incentive funds per the recommendation of the 6% Grant Committee as follows:

<u>Program</u>	<u>Award/Action</u>
Deerfield Teen Center/Extension Request	Approved
Raymond Recreation/Extension Request	Approved
Sexual Assault Support Services	\$5,000.00
New Outlook Teen Center	\$35,000.00
YMCA Outing Club	Denied
SAD Café	Denied
Rockingham Community Action/Compass	Denied
Londonderry Skate Park	\$10,000.00
Deerfield Teen Center	\$15,800.57
Seacoast HealthNet	\$4,500.00
The Upper Room: Teen Center Reserve	\$10,000.00
Total awards:	\$80,300.57

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that she had an application for the remainder of the grant for the hydrocarbon containment, together with supporting documents for the Commissioners' signature.

MOVED: Commissioner Pratt to authorize the Chairman of the Board of Commissioners to sign the grant application on behalf of the Board.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE NURSING HOME:

MB
Date 11/23/99

REPORT FROM THE MIS DEPARTMENT:

Jennifer Nelson reported that she would recommend to the Commissioners that the RFP for electronic filing be award to PIF Technologies in an amount not to exceed \$32,000.

MOVED: Commissioner Pratt to award the bid for the electronic filing system to PIF Technologies in an amount not to exceed \$32,000.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby reported that the UNH Cooperative Extension Dept. did a Community Profile for the town of Kingston, with approximately 175 people participating.

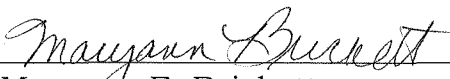
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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


Meeting adjourned at 12:27 p.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 11/23/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
October 29, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan, Christine Croto; Mary Currier, Conservation; Gene Charron, Department of Corrections; Cheryl Hurley, Delegation; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/Telecommunications Manager; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Kathy Clark; Pat Kruschwitz; Ellie Grant; Donna Fowler; Lois Hudgens.

Commissioner Barka called the meeting to order at 10:30 a.m.

COMMISSIONERS REPORT:

Commissioner Barka stated that a number of employees were present this morning to speak concerning the Merit Pool. Commissioner Barka expressed that he was glad these employees came and spoke at the meeting.

Commissioner Barrows stated that the Commissioners discussed the Merit Pool disbursement policy at a previous Commissioners' Meeting. Some people were not in favor of changing for the current year. One suggestion was a \$100 gift certificate to all employees within certain parameters. The Delegation representative requested that the Commissioners review the issues with the County's labor attorney and the labor attorney has advised Commissioner Barrows that it is within

MB
Date 11/23/99

their legal right to do so. Commissioner Barrows wished to make a recommendation.

MOVED: Commissioner Barrows that the vote from the October 26, 1999 Commissioners' Meeting with regard to the Merit Pool be reconsidered.

SECONDED: Commissioner Barka.

DISCUSSION: Commissioner Pratt stated that at the most recent Salary Subcommittee Meeting the Delegation representatives present stated that the pay and benefits for this year went through a process and were set by the County late last year in November or December and approved by the Delegation in February. The Salary Subcommittee believes that this is a departure from that process and it is too late to change.

OPPOSED: Commissioner Pratt.

VOTE: 2 Yea. 1 Nay. Motion passed in the affirmative.

DISCUSSION: Cathy Stacey commented that she was opposed to changing the structure of the Merit Pool for the current year. Her employees want the top 30% to receive the Merit Pool. Sheriff Linehan stated that he had no dissenting issues in his department. His questioned that if perhaps there were be a leadership or supervisory failure that should be looked at. He appreciated the employees who spoke and their points of view have merit. There are inequities in the system. He felt that there has been much discussion, the process was followed, votes were taken last year for the administration of the Merit Pool and change at this late date was not proper. There possibly might be legal issues if a change was made but the entire issue needs further study or abolishment.

Commissioner Barrows stated that she did discuss it with the labor attorney and he felt the Commissioners are strictly within their legal authority to make this change. If this change passes, a notice will go to all employees notifying them of the change. It will also be posted on the bulletin board. The labor attorney stated that the Delegation does not set policy, it is within the Commissioners' authority to set policy, this does not effect wages, it is a discretionary grant with certain criteria. The Commissioners are merely broadening the group to include more than 30% of employees. Commissioner Barrows stated that she had a lengthy

MB
Date 11/23/99

memo from Theresa Young and appreciated the time she spent preparing the memo. Some of those comments stated that the several ideas were discussed with the Salary Subcommittee, i.e. using the merit appropriations for long/short term disability insurance, or certificates for employees. The subcommittee members were very supportive of new ideas and encouraged the Commissioners and the County staff present to move forward. It was agreed that no new benefits such as long or short term disability insurance can be implemented until the year 2000 because new benefits require Delegation approval. However, it was found that they were able to investigate new ways of awarding funds appropriated for Merit Pool since it was provided for in the 1999 budget. At that point the Commissioners were urged to move forward and a discussion relating to the survey ensued. Commissioner Barrows stated that this is not something that has come up in the last 45 days, but has been ongoing since January of 1999.

Martha Roy requested clarification on one point of the proposed changes. The wording does not specifically say "a \$100 gift certificate." Is it the Commissioners' intention to divide up the \$75,000 for the number of eligible employees or to give \$100 to eligible employees? Commissioner Barka stated that the intent was not to divide up \$75,000. Commissioner Barrows stated that the remainder could perhaps be awarded on other merit such as perfect attendance.

Mr. Sturtevant suggested that before comments are made for the public record, people should be sure of their information. Jeannette Hauschel stated that the Employee Advisory Committee hoped to have a meeting next Thursday to discuss further what possible changes might be made for future years. Commissioner Pratt suggested that the EAC get grass roots support from all the departments, and stated that her main concern is whether or not the proposed changes could be made this year. The Salary Subcommittee will be meeting on Monday to discuss this issue further.

MOVED: Commissioner Barrows to amend the Merit Pool vote of 10/26/99 as follows: Eligibility: All employees of the County who hold a position documented in the official position listing and who were employed as of 12/31/98 are eligible to be considered for a Merit Pool gift certificate award other than the following: Division Directors; employees who will have worked less than 1248 hours as of 12/31/99; pay grade one; employees who have received any written warnings/reprimands during the 1999 year; employees who have received a score

MB
Date 11/23/99

of 50% or less on any particular area of their 1999 annual evaluation (example: Absenteeism: Points available 10, employee receives 5, is not eligible for merit pool).

SECONDED: Commissioner Barka.

OPPOSED: Commissioner Pratt.

VOTE: 2 Yea. 1 Nay. Motion passed in the affirmative.

MOVED: Commissioner Barrows to reconsider the Board of Commissioners' Health Insurance vote of October 26, 1999.

SECONDED: Commissioner Pratt

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

MOVED: Commissioner Barrows that the Commissioners vote to accept Scenario S Health proposal for the year 2000 for the members of the County Group. It is similar to Scenario R as recommended by the County Management Team on 10/25/99. The self-insured plan recommended maintains a cost share with the employees. It also includes using \$250,000 of the Health Fund's retained earnings to reduce the cost to the County Group and the General Fund. The cost to the full-time employee is as follows: Single - \$5.98; 2-person - \$151.13; Family - \$193.21 (all per month).

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to authorize Commissioner Pratt to sign the contract with CBA on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize Commissioner Barka, the Chairman of the Board of Commissioners, to sign the contract and all necessary documents with OneLease for the imaging equipment lease for the Register of Deeds.

MB
Date 11/23/99

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt.

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

Meeting adjourned at 12:00 p.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 11/23/99

**COMMISSIONERS MEETING
COMMISSIONERS BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
October 29, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Theresa Young, Fiscal Officer, Judie Milner and Julien Houle, Fiscal Office; Martha Roy; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 9:30 a.m.

Discussion: Tim Dempsey stated that after the meeting he and Theresa attended with some of the town and school officials, he surveyed 2/3 of the County's own towns and found that they have not mailed out their tax bills and may not until the school funding situation is resolved by the legislature in Concord. Mrs. Young stated that the Treasurer and Fiscal office have come up with a proposal. The proposal is to increase the Treasurer's authority to borrow for 1999 from \$20 million to \$35 million to cover the County's cash flow until all the towns and cities have paid their 1999 taxes.

The County currently has \$13.5 million in outstanding TANs and has the authority to borrow approximately \$6 million more. The amount due from the towns is \$21 million thus resulting in the authorization to borrow up to \$15 million more in 1999. The borrowing would be timed so that the unpaid town taxes determined on 12/15/99 would be the amount borrowed for 12/23/99. Both bond counsel and the bank were consulted.

Discussion ensued regarding the process necessary to authorize an increased amount through the Executive Committee. The County goes to the Executive Committee annually for the authorization to borrow in the upcoming year. This is a request to increase the borrowing for the current year.

Upcoming events in Concord and their anticipated effect were discussed.

MB
Date 11/23/99

There is an NHMA meeting Monday at 1:00 p.m.

MOVED: Commissioner Barka to authorize the Treasurer to borrow additional monies (Tax Anticipation Notes) as a bridge loan until the towns in Rockingham County have paid their County taxes.

SECONDED: Commissioner Barrows.

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

The Executive Committee needs to vote in November to authorize this borrowing and Dave Welch needs to sign on behalf of the Executive Committee. Tim Dempsey will prepare the letter for the November 9 Commissioners' Meeting. Cheryl Hurley will alert the Executive Committee of the possibility of a special meeting.

The next item to be discussed was possible unclaimed monies (abandoned property) in surplus accounts for previously released inmates. Gene Charron has indicated that he wishes to pursue and file the necessary paperwork. The funds would come back to Rockingham County if no one claims the property.

The next item to be discussed was the health fund and the co-payment by employees.

MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

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

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARKA'S OFFICE
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
NOVEMBER 2, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows

Also present: Martha Roy and Kelly Morgan, Fosters.

Commissioner Barka called the meeting to order at 11:40 a.m.

MOVED: Commissioner Barrows to ratify Commissioner Barka's signature on all health insurance documents related to County health insurance for the year 2000.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:49 a.m.

Respectfully submitted,



Ernest P. Barka, Chairman
Rockingham County Commissioners

MB
Date 11/23/99

**COMMISSIONERS MEETING
HUMAN RESOURCES CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
NOVEMBER 4, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Gene Charron, Theresa Young and Martha Roy.

Commissioner Barka called the meeting to order at 10:05 a.m.

Commissioner Barrows made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote.

SECONDED: Commissioner Pratt.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
HUMAN RESOURCES CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
NOVEMBER 4, 1999**

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Gene Charron, Theresa Young and Martha Roy.

Discussion: Union Agreement.

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

SECONDED: Commissioner Pratt.

Date 11/23/99¹²¹⁸

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

MOVED: Commissioner Pratt to ratify the Tentative Agreement and costs associated therewith reached in negotiations on 11/1/99 between the State Employees Association Chapter #58, Local 1984, SEIU, AFL-CIO and Rockingham County.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt.

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

Meeting adjourned at 10:50 a.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 1/23/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
November 9, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams; Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Al Wright, Department of Corrections; Cheryl Hurley, Delegation Coordinator; Theresa Young, Fiscal Director; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering and Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Rep. Ron Nowe; Kelly Morgan, Fosters; Terry Date, Exeter Newsletter; Bill Thurston and Dick Garrish, S.A.D. Café.

Commissioner Barka called the meeting to order at 10:35 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Barrows to sign the Insurance Exchange Addendum as presented.

SECONDED: Commissioner Pratt.

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

Theresa Young stated that the Treasurer had informed the Commissioners about a pending tax collection situation which has now been resolved. However at the February Executive Committee Meeting, the Commissioners will request authorization to borrow monies in anticipation of taxes for the year 2000.

MB
Date 11/23/99

COUNTY ATTORNEY:

Jim Reams requested a non-public session under RSA Chapter 91A:3 II, (a).

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff's Department had nothing to report.

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young reported that she is working on the year 2000 budget and every department should have a copy of their department's draft operating budget by the end of the day.

Commissioner Barrows stated that the Commissioners were still missing several budgets. Commissioner Pratt suggested that the Commissioners begin scheduling budget meetings with the departments.

REPORT FROM HUMAN SERVICES:

Dick Garrish and Bill Thurston from the S.A.D. Café spoke on the merits of this program. The Commissioners explained to them why their grant was not approved and what they needed to do to get approval for the January round of grants. Grants can not be awarded to pay rent. They are awarded for programs that are for the benefit of youths at risk under the age of eighteen. The Commissioners recommended that Mr. Garrish and Mr. Thurston work with Dawn Barnes and submit a revised grant application for January. Commissioner Barka thanked Mr. Garrish and Mr. Thurston for coming to speak.

REPORT FROM HUMAN RESOURCES:

Martha Roy Reams requested a non-public session under RSA Chapter 91A:3 II, (a).

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Dept. Supt. Al Wright reported that Gene Charron was attending a certification board meeting this morning and will be attending a 2-day seminar next week title "Myth and Reality Punishment Part II." Al gave the census report.

MB
Date 11/23/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that a pipe below ground in dietary was abandoned. The pipe will be replaced after Thanksgiving to avoid conflicts with the Dietary Department.

Jude, Bill Sturtevant, and several nurses discussed the Y2K wiring upgrade for the Blaisdell building. Some changes in the schedule have been made.

A new fence has been built adjacent to the Nursing Home on North Road that will enclose an expanded outside area for the Nursing Home residents and guests. The gentleman who owns Brentwood Farms, a former Nursing Home employee, has agreed to do the landscape design free of charge.

A representative from FEMA will be here tomorrow to look at the flood plain map with her and Mary Currier.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby had no report.

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

SECONDED: Commissioner Barrows.

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

MB
Date 11/23/99

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
November 9, 1999**

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Jim Reams, Dan Linehan and Maryann Brickett.

Discussion: Legal matters.

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Martha Roy, Roy Morrisette, Theresa Young and Maryann Brickett.

Discussion: Personnel matters.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to deny the request of a Nursing Home employee regarding retroactive health insurance coverage.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to deny the request by a Deputy Sheriff for a defense and indemnification pursuant to RSA 29-A:2 because the acts complained of were not in the scope of his official duties and were, although plead in Counts of Negligence are in fact intentional or reckless acts. In addition, said Deputy Sheriff failed to notify the County within 7 days of the time he was served of his request.

MB
Date 11/23/99

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to authorize County Attorney Jim Reams to respond to Attorney McKittrick on behalf of the Commissioners regarding an indemnification request.

SECONDED: Commissioner Barrows.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 12:30 p.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 12/21/99

**PUBLIC HEARING
PORTSMOUTH CDBG GRANT
CITY OF PORTSMOUTH-SEYBOLT BUILDING
COMMISSIONERS' CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
November 23, 1999**

Present: Commissioner Ernest P. Barka
Commissioner Maureen Barrows
Commissioner Katharin K. Pratt

Also present: Roy Morrisette, Human Resources; Maryann Brickett,
Executive Assistant to the Rockingham County
Commissioners.

Commissioner Barka called the meeting to order at 11:30 a.m.

Commissioner Barka opened the public hearing at 11:30 a.m. to be followed by
a Commissioners' Session.

**A. OPEN PUBLIC HEARING FOR THE CITY OF PORTSMOUTH-SEYBOLT
BUILDING CDBG GRANT.**

**B. INTRODUCTION OF CINDY HAYDEN, COMMUNITY DEVELOPMENT
DIRECTOR, CITY OF PORTSMOUTH-PROJECT STATUS REPORT:**

Commissioner Barka introduced Cindy Hayden, Community Development
Director, City of Portsmouth who gave a project status report.

The project is on budget and on schedule. This \$450,000 grant application
commenced approximately two years ago. There were City of Portsmouth and
Federal matching funds, and there are four components to this project:
Installation of the air conditioning, upgrade heating system, upgrade electrical
system and installation of new windows. The project must be completed by
December 31, 1999. Cindy stated that they do not anticipate requiring an
extension of time. Federal requirements have been complied with.

Leases for twenty years have been signed with all the agencies housed in this
building. There are approximately 19 years remaining on those leases. The
rental rate is \$6.25 per square foot.

The window replacement project is a little over \$128,000 with N.H. Glass.
About 120 windows have been pulled out and replaced and they are waiting for
delivery of windows for the hallways and sunrooms. These will be installed
prior to December 31. The heating and air conditioning has been contracted

MB
Date 12/21/99

with Honeywell, Inc. in the amount of \$562,000. About \$340,000 has been paid out on that contract. The electrical upgrade is 100% completed. The amount of that contract is about \$117,000. The elevator replacement has arrived and installation work is being done in the elevator shaft. Approximately \$87,000 has been expended on this project. A total of approximately \$653,936 has been expended thus far in this project. The total of the entire project is \$894,351 with \$3,000 budgeted for the audit.

Cindy Hayden stated that matching funds came from a combination of City of Portsmouth general funds and Federal government CDBG funds because the agencies provide services far beyond the City of Portsmouth. They will submit cash draw downs to the State: One in the amount of \$227,317.60, a second in December, and the final one will be done in January. The State allows 90 days for the grant "close out," including submission of the third and final grant reimbursement request. The audit is the only outstanding item and \$3,000 will be allocated in escrow for that purpose.

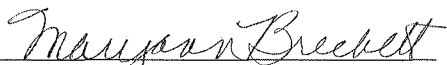
C. PUBLIC COMMENT.

NONE.

D. CLOSE PUBLIC HEARING.

Commissioner Barka closed the public hearing at 11:33 a.m.

Respectfully submitted,


Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Date MB
12/21/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
November 23, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: Al Wright, Department of Corrections; Theresa Young, Fiscal Director and Judie Milner; Roy Morrisette, Human Resources; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/ Telecommunications Manager; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Terry Date, Exeter NewsLetter.

Commissioner Barka called the meeting to order at 10:35 a.m.

COMMISSIONERS REPORT:

MOVED: Commissioner Pratt to approve the minutes of the October 26, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the October 29, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to approve the minutes of the November 2, 1999 Commissioners' Meeting.

mB
Date 12/21/99

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt who was not present.

VOTED: 2 Yea. 1 Abstain. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the November 4, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the November 9, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Al Wright gave the census report. The Department of Corrections was reaccredited by the National Commission on Correctional Health Care. (NCCHC); the forerunner was the American Medical Association. A great deal of credit should go to the new Medical Director Carol Colburn who pulled this all together for the Department of Corrections.

There have been several promotions in the department: John Blomeke from Lieutenant to Captain; Steve Church from Sergeant to Lieutenant (eff. 11/22/99); Phil Fraser from Corporal to Sergeant (eff. 11/22/99).

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young reported that the amount of bond monies due after December 15 is 8.9 million dollars principal. This amount does not include interest.

The Fiscal Dept. is working on the budget. Mrs. Young has had a recommendation from the Fiscal Office for funding for unemployment, dental, workers comp for the Commissioners' review. This includes the request from Rockingham Nutrition & Meals on Wheels Program for

MB
Date 12/21/99

inclusion of their department under the County's insurance plan. This would operate like the health insurance plan, which does not incur any cost to the County. Mrs. Young requested the Commissioners vote on this matter and sign the paperwork later today after they have had a chance to review the same. The Fiscal Department is recommending a cut in the unemployment per position for the year 2000 from \$40 per position to \$30 per position. They are also recommending that the County retain the funding of \$350 per position for dental, level funding for workers comp, the same as 1999. Some departments may show an increase or decrease. There should be a \$7,000 savings overall. The Fiscal Department called the Department of Unemployment to see what the County would be billed for next year. They estimated the amount to be \$40,000. The County is billed for this amount as an estimate. The County may receive a refund if this amount is too high.

MOVED: Commissioner Barrows to approve the Fiscal Officer's recommendations (attached), contingent upon review today and signing the necessary paperwork.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to includes the Rockingham Nutrition & Meals on Wheels Program under the County's dental insurance plan effective January 1, 2000 at no cost to the County.

SECONDED: Commissioner Pratt.

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

The Commissioners will send a letter to Nutrition/Meals on Wheels notifying them of this approval.

Mrs. Young stated that payroll and direct deposit may be ready by noon Wednesday, but definitely by the end of the day.

Commissioner Barka stated that taxes could perhaps increase next year due to some shortages in revenues. Mr. Sturtevant stated that he expected Nursing Home occupancy to be lower for the year 2000 thus decreasing revenues. An entire unit of 30 beds was closed in 1999. Also, the State reimbursement system goes into the second phase

mB
Date 12/21/99

February 1, 2000. It is not known at this point what the rates will be. Mr. Sturtevant's budget projections are very conservative, using this year's reimbursement rates which are based on 75% on the old system and 25% on the new system. The budget reflects a very conservative \$1.3 million dollar decrease.

Mrs. Young stated that the fund balance this year is not projected high at year end as in previous years.

The Commissioners stated that they would like to begin meeting with the departments to go over their budgets. Commissioner Barrows suggested meeting with Human Services, Register of Deeds and the Department of Corrections next Wednesday morning at 9:30 am.

REPORT FROM HUMAN SERVICES:

Diane Gill distributed her monthly report along with copies of the award letter from the Attorney General's Office for the Adult Diversion Program grant and a copy of the Byrne Grant itself. The grant amount is \$50,000.

MOVED: Commissioner Barrows to authorize the Chairman of the Board of Commissioners to sign the necessary paperwork for the acceptance of the Byrne Grant funds.

SECONDED: Commissioner Pratt.

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

Commissioner Barka signed the grant award acceptance paperwork on behalf of the Board of Commissioners.

Diane Gill stated that she has prepared some budget projections through the end of the year based on the current status and will be requesting some line item transfers at the next Executive Committee Meeting which may be early December. The intermediate nursing care line looks really good. The A.P.T.D. line may be approximately \$10,000 short, but last month's bill was incorrect and still needs reviewing. Old Age Assistance will also need more funds. Overall though there should be a surplus.

Commissioner Barrows congratulated Diane Gill and Dawn Barnes on their efforts to acquire this grant for the County.

MB
Date 12/21/99

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that the pots and pans room has been turned back over to the Dietary staff in the Nursing Home. There is a bit of trouble getting a flooring vendor in, but until he has an opening Maintenance is working on the concrete.

Tomorrow is Red McKinnon's last day as an employee of Rockingham County. Red has been with the County for 10 years and is retiring. There will be an informal gathering in his honor in the Nursing Home dining room at 2 p.m.

The Commissioners signed a bid waiver for the Maintenance Department in the amount of \$8,500 to The Awning Center for installation of window awnings on the Driscoll Building. They were the lowest estimate.

REPORT FROM THE NURSING HOME

Mr. Sturtevant gave the census report and requested a Non-Public Session under NHRSA 91A:3 II (c) and (e).

Linda Andrews, the Food Service Director will be retiring effective January 31, 2000. Mr. Sturtevant has been interviewing candidates to fill the position and have rewritten the job descriptions, splitting the Food Service Management position and the Dietician position. Mr. Sturtevant is hopeful of making an offer for the Dietician position later today. Mr. Sturtevant has interviewed 6 of the 8 applicants for the Food Service Manager position. Four of those candidates has returned for a second interview/meetings with other department heads and dietary staff. Mr. Sturtevant will then make a decision from a choice of two finalists and hopefully make an offer on Friday.

Mr. Sturtevant has met with Romet Airing, Airing Associates, concerning the residential care project. Mr. Sturtevant would like a vote of the Board of Commissioners for approval of options for direction to move forward with this project.

MOVED: Commissioner Pratt to direct Airing Associates to move forward with plan designs on converting the Underhill Building, first and second floor, to support a residential care facility and build out Driscoll II for nursing home beds.

MB
Date 12/21/99

SECONDED: Commissioner Barrows.

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

Airing Associates' report is due back on December 15, 1999 so that the Nursing Home will have some figures to work with for budgeting purposes and the grant application. The grant application (possibly \$1,000,000) is due January 21, 2000 and the project may require additional funding.

Mr. Sturtevant announced that the annual Christmas buffet will be Wednesday, December 15. The 5th annual "Giving Tree" will be going up today. Mr. Sturtevant requested some press coverage of the press present. The purpose of this program is for members of the community to provide Christmas presents for residents who don't have family members so they may have a nice Christmas holiday.

REPORT FROM THE MIS/TELECOMMUNICATIONS DEPARTMENT:

Jennifer Nelson reported that the electronic filing system was installed Thursday. Training was held yesterday with the Medical Records Department and some adjustments were made to the system. The Human Resources Department will be trained at a future date, hopefully in the next week. Everyone is very pleased with this system.

A new file server will be installed Monday, November 29. A memo will be going out to all departments cautioning them to expect interruptions.

Training classes are going well and several state representatives have been taking advantage of this training.

Y2K preparations are continuing. The HVAC system was transferred yesterday to a new computer. The final test on this will be run in the next two weeks. Jennifer will not be in the building on the evening of December 31, but will be available by pager. She is confident that things will go very well.

REPORT FROM HUMAN RESOURCES:

Roy Morrisette stated that a memo will be going out to every department concerning the new health insurance coverage. Human Resources is currently missing approximately 80 applications.

Date MB
12/21/99

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

SECONDED: Commissioner Barrows.

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

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
November 23, 1999

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

Discussion: A residency waiver.

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Nancy Lang, Mary Ashcroft and Attorney Steve Schulthess.

Discussion: A legal matter.

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

Discussion: A nursing home hiring matter.

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

SECONDED: Commissioner Barrows.

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

MB
Date 12/21/99

MOVED: Commissioner Barrows to waive a residency requirement per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to settle an employment case.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to approve the recommendation of Mr. Sturtevant to hire above Step 5 for a dietary position.

SECONDED: Commissioner Pratt.

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


MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt.

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


Meeting adjourned at 11:15 a.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Rockingham County Fiscal Office

119 North Road, Brentwood, NH 03833

Ph: (603) 679-9340

Fx: (603) 679-9346



November 22, 1999

TO: Commissioners

FROM: Theresa Young
Judie Milner

RE: Fiscal Budget Recommendations for Unemployment, Dental and WC

After consideration of two alternatives, the Fiscal Office is proposing the following for the year 2000:

UNEMPLOYMENT:

For Unemployment costs, we recommend a cut in the unemployment per position for year 2000. The rate recommended for 2000 is \$30 as opposed to \$40 in 1999.

<u>1999 Budgeted</u>	<u>2000 Recommended</u>
\$40 Per Position	\$30 Per Position

During 1999 we paid approximately \$31,400 for unemployment costs which was covered by \$27,000 collected from the 99 budget and \$3,000 contributed from the Unemployment Fund income.

The State has informed us that we will be charged \$40,000 for 2000. We propose funding the \$40,000 with \$20,400 (\$30 X 680 positions) from the budget, \$3,000 from the Unemployment income and the balance of \$16,600 from the retained earnings. The reason we are recommending a \$10 cut per position is because it provides a \$7,000 savings to the 2000 budget and the Unemployment Fund has reserves of approximately \$68,000 or 170% of necessary funding for one year.

If expenses were constant at \$40,000, and we continued with the above proposal, we could last three years with no budget increase. We feel that \$40,000 is a very high estimate for 2000.

DENTAL FUND:

For the Dental benefit, we recommend maintaining \$350 charge per position for year 2000.

<u>1999 Budgeted</u>	<u>2000 Recommended</u>
----------------------	-------------------------

\$350 Per Position	\$350 Per Position
--------------------	--------------------

Also, Meals on Wheels has asked to participate in our Self-Insured Dental Fund as they now participate in our Health and Worker Comp Fund. They would pay full cost plus 2%. You may also want to consider this option for the Conservation District.

During 1999 we will pay approximately \$275,350 for dental costs which are covered by \$224,889 collected from the 99 budget and \$28,829 collected from employee, retirees, COBRA and E/O contributions, \$13,553 from investment income and \$8,078 contributed from the Dental Fund Retained Earnings. I'd like to remind you that we expected to use up to \$50,000 of our retained earnings in 1999 but vacancies are not being filled or are sometimes being covered by individuals not eligible for benefits thus the extra savings.

Our Dental Carrier EBPA has informed us that estimated expenditures for 2000 will be slightly more \$279,058 (1.3% or \$3,700 more). We propose funding the 2000 estimate by level funding the budget contribution for \$350 per position, \$224,889 from the budget, \$29,676 collected from employee, retirees, COBRA and E/O contributions, \$14,618 from investment income and \$10,256 contributed from the Dental Fund Retained Earnings. Please note that the amount used from retained earnings could go as high as \$40,000 if vacancies become filled with regular employees eligible for benefits.

The reason we are recommending level funding is because it provides a 0% increase to the budget in a year we are seeing large increases in other areas. We are estimating that the Dental Fund will have a reserve of approximately \$228,100 or 81% of necessary funding for one year at 12/31/99.

WORKER COMP FUND:

We recommend level funding the \$713,385 appropriations for year 2000.

<u>1999 Budgeted</u>	<u>2000 Recommended</u>
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\$713,385	\$713,385
-----------	-----------

The reason we are recommending level funding is because it provides a 0% increase to the budget in a year we are seeing large increases in other areas.

We are estimating that the Worker Comp Fund will be fully reserved at almost the 90% percentile even though you will see that the Retained Earnings will drop from \$1.8 million at 12/31/98 to \$1.6 million at 12/31/99.

Worker Comp (WC) is a rate applied to County salaries. As the salaries increase so would the cost of coverage for Worker Compensation. WC was budgeted at 65% of the going rate in 1999 to level fund equal to 1998 appropriations. We feel we can level fund a second year in a row based on some draft numbers provided by the actuary (the report is not complete yet). This would mean dropping below 65% of the going rate because in order to hold the product constant at \$713,385 with rising salaries the rate would need to be reduced further.

Please note that we still need to talk about Longevity, Mileage and Merit Pool. In addition, any new benefits proposed, such as short term disability, Medical Savings Accounts or Dependent Care need to be voted as well.

ISBUDrec.DOC

ISBUDREC.DOC

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

	Health Insurance Fund	Dental Insurance Risk Management Fund	Workers' Compensation Insurance Risk Management Fund	Unemployment Insurance Fund	Totals Exhibit D
<u>Revenues</u>					
Charges for Services	\$1,965,932	\$280,057	\$823,407	\$34,023	\$3,103,419
Refunds and Reimbursements	177,032	16,038	13,793	13,039	219,902
Interest	46,544	13,967	150,979	4,602	216,092
Other Revenue	1,583	-	-	-	1,583
Total Revenue	<u>2,191,091</u>	<u>310,062</u>	<u>988,179</u>	<u>51,664</u>	<u>3,540,996</u>
<u>Expenses</u>					
Claims and Premiums	<u>1,925,390</u>	<u>292,817</u>	<u>976,330</u>	<u>28,462</u>	<u>3,222,999</u>
Income Before Non-Operating Revenues (Expenses)	265,701	17,245	11,849	23,202	317,997
<u>Non-Operating Revenues (Expenses)</u>					
Gain (Loss on Sale of Investments)	770	1,416	24,266	7	26,459
Net Income	<u>266,471</u>	<u>18,661</u>	<u>36,115</u>	<u>23,209</u>	<u>344,456</u>
Retained Earnings, Beginning of Year	<u>234,744</u>	<u>217,514</u>	<u>1,809,711</u>	<u>45,161</u>	<u>2,307,130</u>
Retained Earnings, End of Year	<u>\$501,215</u>	<u>\$236,175</u>	<u>\$1,845,826</u>	<u>\$68,370</u>	<u>\$2,651,586</u>

Rockingham County
Projected Retained Earnings at 12/31/99
Internal Services Fund
 Prepared 11/99

Actual Statement of Revenue, Expenditures and Changes in Retained Earnings as of 6/30/99

	051 Health Fund	052 Dental Fund	053 Worker's Comp Fund	054 Unemp Fund	055 Compensated Abs Fund	Totals
REVENUES						
Charges to Other Funds	1,786,650	227,772	712,311	27,190	186,493	2,940,416
Reimbursement/Refunds	117,175	11,497	5,926	466		135,064
Interest	11,993	8,126	54,482	2,094	308	77,003
Other	763					763
	<u>1,916,581</u>	<u>247,394</u>	<u>772,720</u>	<u>29,750</u>	<u>186,801</u>	<u>3,153,245</u>
EXPENSES						
Claims and Premiums	962,361	117,069	503,688	15,617		1,598,734
Compensated Absences Pay					38,738	38,738
Other	5,797	478	47,754	53	6	54,088
	<u>968,158</u>	<u>117,547</u>	<u>551,442</u>	<u>15,669</u>	<u>38,745</u>	<u>1,691,561</u>
INCOME (LOSS) BEFORE TRANSFERS	<u>948,422</u>	<u>129,848</u>	<u>221,278</u>	<u>14,081</u>	<u>148,056</u>	<u>1,461,685</u>
Operating Transfers from Other Funds						
operating Transfers to Other Funds						
Net Transfers						
NET INCOME	948,422	129,848	221,278	14,081	148,056	1,461,685
Retained Earnings- January 1	501,216	236,175	1,845,827	68,370	-	2,651,588
Retained Earnings- June 30	<u>1,449,638</u>	<u>366,022</u>	<u>2,067,105</u>	<u>82,451</u>	<u>148,056</u>	<u>4,113,273</u>

Estimated Expenditures, Revenue and Changes in Retained Earnings for the period 7/99-12/99

REVENUES						
Charges to Other Funds	211,639	3,328				214,968
Reimbursement/Refunds	106,845	11,121	5,926			123,892
Interest	8,645	4,661	38,674	629	1,846	54,454
Other	13,879	766	(7,224)	1,394		8,816

Rockingham County
Projected Retained Earnings at 12/31/99
Internal Services Fund
 Prepared 11/99

Actual Statement of Revenue, Expenditures and Changes in Retained Earnings as of 6/30/99

	051 Health Fund	052 Dental Fund	053 Worker's Comp Fund	054 Unemp Fund	055 Compensated Abs Fund	Totals
	<u>341,008</u>	<u>19,876</u>	<u>37,377</u>	<u>2,023</u>	<u>1,846</u>	<u>402,130</u>
EXPENSES						
Claims and Premiums	962,361	157,579	400,429	15,617		1,535,986
Compensated Absences Pay					30,432	30,432
Other	10,798	223	54,870	64	37	65,992
	<u>973,159</u>	<u>157,802</u>	<u>455,300</u>	<u>15,680</u>	<u>30,469</u>	<u>1,632,410</u>
INCOME (LOSS) BEFORE TRANSFERS 7/99-12/99	<u>(632,151)</u>	<u>(137,926)</u>	<u>(417,923)</u>	<u>(13,657)</u>	<u>(28,623)</u>	<u>(1,230,280)</u>
Operating Transfers from Other Funds						
operating Transfers to Other Funds						
Net Transfers	-	-	-	-	-	-
ESTIMATED NET INCOME 7/99-12/99	(632,151)	(137,926)	(417,923)	(13,657)	(28,623)	(1,230,280)
Retained Earnings- June 30	1,449,638	366,022	2,067,105	82,451	148,056	4,113,273
Estimated Retained Earnings- Dec 31	<u><u>817,487</u></u>	<u><u>228,096</u></u>	<u><u>1,649,182</u></u>	<u><u>68,794</u></u>	<u><u>119,433</u></u>	<u><u>2,882,992</u></u>

COMPENSATION FUNDS OF NH - UNEMPLOYMENT COMP DIVISION
BOW BROOK PLACE
46 DONOVAN STREET
CONCORD, NH 03301-2624
(603)225-2841 / (800)698-2364

ROCKINGHAM COUNTY
119 NORTH ROAD
BRENTWOOD, NH 03833

FEB 23, 1999

1998 AUDITED CONTRIBUTION

MEMBER: 99498

TOTAL WAGES

16,676,998.80

LESS WAGES PAID IN EXCESS OF \$7,000.00

11,601,635.73

QUALIFYING WAGES

5,075,363.07

FUND RATE

0.0052

AUDITED CONTRIBUTION

26,391.89

AMOUNT PAID

26,857.76 ✓

CONTRIBUTION REFUND (CHECK ENCLOSED)

465.87

1998
pd 26,857 received refund \$652/99

1999
pd 31,334 will likely not owe more

COMPENSATION FUNDS OF NH - UNEMPLOYMENT COMP DIVISION
 BOW BROOK PLACE
 46 DONOVAN STREET
 CONCORD, NH 03301-2624
 (603)225-2841 / (800)698-2364

ROCKINGHAM COUNTY
 119 NORTH ROAD
 BRENTWOOD, NH 03833

DEC 15, 1998

1999 ESTIMATED CONTRIBUTION

MEMBER: 99498

ESTIMATED NUMBER OF EMPLOYEES WHO WILL EARN IN EXCESS OF \$7,000.00	659	4,613,000.00
ESTIMATED NUMBER OF EMPLOYEES WHO WILL EARN LESS THAN \$7,000.00	194	
TOTAL PROJECTED ANNUAL EARNINGS OF THOSE WHO WILL EARN LESS THAN \$7,000.00		424,589.00
ESTIMATED QUALIFYING WAGES		<u>5,037,589.00</u>
FUND RATE		0.0062
ESTIMATED CONTRIBUTION		31,233.05

----- YOUR PAYMENTS ARE DUE ON THE 15th OF THE MONTHS LISTED BELOW -----

*FEB	0.00	AUG	0.00
MAR	0.00	SEP	0.00
APR	10,411.05	OCT	10,411.00
MAY	0.00	NOV	0.00
JUN	0.00	DEC	0.00
JUL	10,411.00	JAN	0.00

* AUDITED BILL

----- THE SCHEDULE BELOW IS FOR YOUR CONVENIENCE IN RECORD KEEPING -----

CHECK NUMBER	FOR MONTH	AMOUNT
<u>TRASH 99031</u>	<u>1st QTR</u>	<u>10411.05</u>
_____	_____	_____
_____	_____	_____

QUARTERLY WAGE AND C2 REPORTS ARE DUE ON THE 15th OF THE MONTHS BELOW

APR	1st QUARTER WAGE REPORTS DUE
JUL	2nd QUARTER WAGE REPORTS DUE
OCT	3rd QUARTER WAGE REPORTS DUE
JAN	4th QUARTER WAGE REPORTS DUE

2000 Dental Scenario Worksheet
 Scenario A
 EBPA

Description	Group	Plan	Funding Required for Year 2000					Funding Sources for Year 2000						
			Info only Current Enrollment	2000 Estimated Enrollment	2000 Mo Admin Fee to Provider	2000 Annual Est Cost of Plan Admin	2000 Est Annual Claims	Additional RE for Future Use	Year 2000 Total Funding Required	Monthly Per Member Plan Share	Monthly Per Member Add'l RE Share	Monthly Per Member Share	Annual Est Total Member Share	Year 2000 Total Funding Before Budget
EE	Single		187	187	3.55	7,966.20	0.00	7,966.20	0.00	0.00	0.00	0.00	0.00	7,966.20
	Two		161	161	3.55	6,858.60	0.00	6,858.60	0.00	0.00	0.00	0.00	6,858.60	
	Family		168	168	3.55	6,008.80	0.00	6,008.80	0.00	0.00	0.00	0.00	6,008.80	
Total Employee			536	536		22833.6	0	22833.6				0	0	22833.6
Retirees	Single		27	27	3.55	1,150.20	0.00	1,150.20	21.84	0.00	21.84	7,011.36	7,011.36	(5,861.16)
	Two		13	13	3.55	553.80	0.00	553.80	43.09	0.00	43.09	6,722.04	6,722.04	(6,168.24)
	Family		3	3	3.55	127.80	0.00	127.80	69.17	0.00	69.17	2,454.12	2,454.12	(2,326.32)
Total Retirees			43	43		1831.8	0	1831.8				16187.52	16187.52	-14355.72
COBRA	Single		7	7	3.55	298.20	0.00	298.20	22.07	0.00	22.07	1,854.12	1,854.12	(1,555.92)
	Two		3	3	3.55	127.80	0.00	127.80	43.95	0.00	43.95	1,582.26	1,582.26	(1,454.46)
	Family		5	5	3.55	213.00	0.00	213.00	69.53	0.00	69.53	4,172.00	4,172.00	(3,959.00)
Total COBRA			15	15		639	0	639				7608.384	7608.384	-6969.384
Total Estimated Claims Incurred														254,134.00
PT EE/Elected Official Revenue												5,880.00	5,880.00	(5,880.00)
Interest													14,618.00	(14,618.00)
Use of RE													15,000.00	(15,000.00)
Grand Totals			594	594		25,304.40		254,134.00	0.00	279,438.40		29,675.90	59,293.90	220,144.50

Assertions:

- 1 Enrollment based on 9/99 enrollment
- 2 PT EE/EO Revenue based on 9/99
- 3 Interest based on 1999

410.7173433

Date MB
12/21/99

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
December 7, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams, Tom Reid; Cathy Stacey, Register of Deeds; Sheriff Dan Linehan, Christine Croto; Mary Currier, Conservation District; Al Wright, Department of Corrections; Judie Milner, Fiscal Dept.; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/ Telecommunications Manager; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Terry Haney; Bob Gilbert; Shirley Hammershoy; Butch Whitehouse; Marjorie Desjardins; Herb Stevens; Kelly Morgan, Fosters; Terry Date, Exeter NewsLetter.

Commissioner Barka called the meeting to order at 10:35 a.m.

COMMISSIONERS REPORT:

Commissioner Barrows announced that several county employees were nominated for the New Hampshire Association of Counties employee of the year award. Mary Currier received a lifetime achievement award and Commissioner Ernest Barka received the Commissioner of the Year award. Several other employees also received many votes. The Commissioners presented these employees with a gift certificate from Maplevale Farms for a fresh turkey: Cathy Stacey, Shirley Hammershoy, Al Wright, Butch Whitehouse, Gene Charron, Bob Gilbert, Marjorie Desjardins, Terry Haney, Judie Milner, Herb Stevens.

Commissioner Pratt reminded everyone about the \$1,000 line item transfer resolution. The Delegation vote requires that the Delegation

approve these transfers before money is spent. The Commissioners are scheduling budget meetings with all departments.

MOVED: Commissioner Pratt that funding for the cost of the SEA Chapter 58 Local 1984 union contract for 1999 be facilitated through the current appropriations.

SECONDED: Commissioner Barrows.

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

Martha Roy requested that the Commissioners sign off on the memo outlining the union negotiation items that Gary Wulf, Theresa Young and Martha Roy put together. Martha Roy will send a copy to the Delegation.

REPORT FROM THE COUNTY ATTORNEY:

County Attorney Jim Reams reported on several sentencing issues in the County Attorney's office.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey stated that she had a bid opening for a lease on an aperture card/roll film reader/printer. Bids were received from:

Inception Technologies Inc. (returned)
Donnegan Systems, Inc.
Oce-USA, Inc.

MOVED: Commissioner Pratt to have Cathy Stacey evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Mrs. Stacey stated that the current lease had expired and the money is in her budget. The bid award will be placed on the agenda for the next Commissioners' meeting.

Commissioner Barka commended Mrs. Stacey on her 2000 budget.

MB
Date 12/21/99

Mrs. Stacey reported on an incident involving a medical emergency. The Sheriff's department bailiffs very efficiently and professionally rescued the situation.

Her department is closing out year end with a full staff. The imaging system is running and the copy department loves it. There will be a group meeting with all personnel involved, including vendors before going live with the public within the next month.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan reported that he was experiencing some problems with the AOC relative to bailiffs at the court house. The AOC wants to cut funding for security at the court house. The safety of the people who work in and visit the court house should not be compromised. People should be able to work in a security enhanced building. The Sheriff has discussed these issues with the judges, the clerk of court and everyone in the building. Other sheriffs are experiencing similar situations and problems with the AOC. The Sheriff's Department paid for the firearms used at the court house and provided mail bomb training sessions at the court house. The AOC did not wish to pay for this training either.

REPORT FROM THE CONSERVATION DEPARTMENT:

Mary Currier stated that two Rockingham County farmers from Nottingham, Dave and Barbara Fernald, were named Outstanding Cooperator of the Year for the N.H. Association of Conservation Districts. They have done an outstanding job of water management with their run-off heading toward Pawtuckaway.

Mrs. Currier reported that the Christmas tree will be going up in the Nursing Home Atrium this week.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Al Wright gave the census report. They expect the prison population to increase slightly in January. Some inmates have been released prior to the holidays.

REPORT FROM THE FISCAL DEPARTMENT:

Commissioner Pratt reminded everyone that the health deductions will be commencing with this week's paychecks for the new January rates.

Date MB
12/21/99

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that her department has had great success getting all the health insurance applications in. There are only 5 applications outstanding. The health insurance cards, which should be received in the HR office the week before Christmas, and a group manual will be mailed out to each department.

Mrs. Roy requested a Non-Public Session under NHRSA 91A:3 II.

REPORT FROM HUMAN SERVICES:

Diane Gill reported that at the Association meeting on Friday, the October state bill that she received was discussed. The HCBC and provider payment portions of the bill are being produced differently now through EDS in printed form as opposed to accessing them through e-mail from the state office. At this point Human Services is not able to process those two portions of the bill.

Ms. Gill stated that she wrote a letter to George Humphrey about the affiliate's position not to go with BMSI to provide support services for the software. Mr. Humphrey contacted Mrs. Gill yesterday and said that he will continue to provide services for her department for the next year, training, software and support. This will save the Human Services department from having to do an RFP and train someone for this position.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that a couple of projects were being finalized. The hot water storage tanks at the jail are being replaced. This was a capital project for 1999. There are some roof repairs being done. The bid was awarded 3 months ago and the contractor finally had an opening in his schedule. The Driscoll courtyard project is going very well. The lawn irrigation system is being installed tomorrow. The County received a very good end of season sale on the gazebo and it will be installed next Tuesday. Landscaping will be finished in the spring. The awnings have been ordered and are being constructed now.

MB
Date 12/21/99

REPORT FROM THE NURSING HOME

Mr. Sturtevant gave the census report, with 6 deaths and 1 discharge. There are 12 applications for admission.

Mr. Sturtevant thanked reporter Terry Date for the article in the paper on the "Giving Tree." There has been a great deal of interest and response from the community.

Mr. Sturtevant reminded everyone that the annual Christmas buffet is Wednesday, December 15. The reindeer from Deerfield will be here from 1:30-2:30 p.m. in the Atrium.

A new Food Service Director has been selected. His name is Donald Ramsey, from Rochester and he will be starting officially on December 27. He has previously worked at the Riverside Rest Home as a cook and has also been working for Harborside in Milford, New Hampshire as a food service manager.

Bids were opened for soft drinks:

Pepsi Cola
Coca Cola

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

SECONDED: Commissioner Barrows.

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

Bids were opened for bread:

Country Kitchen
Interstate Brands Co.
Best Foods Baking Co.

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

SECONDED: Commissioner Barrows.

m B
Date 12/21/99

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

Commissioner Pratt mentioned that at the Association meeting on Friday, the Health Care Association lawsuit was discussed. The Association voted and passed another interim assessment of \$60,000 that the counties will be billed for this month. They are expecting the total cost on the defense of this law suit to be at least \$500,000. Rockingham County's share will be about 17-18% of that amount. This figure will have to be incorporated into the 2000 budget.

Mr. Sturtevant reported that a Motion for an extension was filed for September and the judge agreed to extend to June. The New Hampshire Health Care Association is suing the State of New Hampshire and the 10 counties. The new court date is June. The law suit has affected the rates for nursing home reimbursement for this year. The state budget called for a 3% rate increase but the figure has been frozen until this law suit is resolved. Cathy Stacey stated that it is in the county's best interest to have one of the best attorney's on the defense team. Caroline Kerby from the Hillsborough County Attorney's office has been doing a substantial amount of work on this case because the State of New Hampshire does not have a suitable attorney in the Attorney General's office who has a specialty in this area of law. In a 2 ½ year period, this law suit will have cost the N.H. Association of Counties \$1,000,000 in legal fees. The counties have retained a health care reimbursement specialist to protect our interests. Commissioner Pratt commented that the largest portion of the state's general fund budget is Medicaid payments. There is questionable expertise between Health and Human Services and the Attorney General's office, so the Association chose to retain an attorney with a specialty in this area to protect their interests.

REPORT FROM THE MIS/TELECOMMUNICATIONS DEPARTMENT:

Jennifer Nelson reported that the electronic filing system was installed and is working. Two departments have been training and have started using the system. The MIS Department is wrapping up several projects, including the installation of the new file server in the Fiscal Department. Ms. Nelson assured everyone that the payroll system is Y2K compliant.

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

MO
Date 12/21/99

SECONDED: Commissioner Barrows.

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

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
December 7, 1999**

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Dan Linehan, Jim Reams, Tom Reid, Roy Morrisette and Maryann Brickett.

Discussion: Department regrades and support staff reorganization.

Discussion: Legal matters.

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Dan Linehan, Jim Reams, Tom Reid, Roy Morrisette and Maryann Brickett.

Discussion: Legal matters.

Those present for NHRSA 91A:3 II (c) were Commissioner Barka, Commissioner Barrows, Commissioner Pratt, Dan Linehan, Jim Reams, Tom Reid, Roy Morrisette and Maryann Brickett.

Discussion: The residential care grant.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to adjourn.

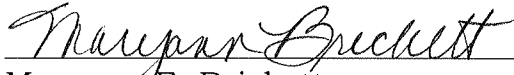
MB
Date 12/21/99

SECONDED: Commissioner Pratt.

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


Meeting adjourned at 11:15 a.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 1/18/00

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
December 21, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also present: County Attorney Jim Reams, Tom Reid; Cathy Stacey, Register of Deeds; Christine Croto, Sheriff's Dept.; Gene Charron, Corrections Supt.; Theresa Young, Fiscal Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering and Maintenance; Jennifer Nelson, MIS/Telecommunications Manager; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Chief Larry Wahl, Newington Fire Dept.; Terry Date, Exeter NewsLetter.

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

COMMISSIONERS REPORT:

Chief Larry Wahl, Fire Chief in Newington and Secretary of the Interstate Emergency Unit spoke to the Commissioners about the IEU lease renewal. The current lease is a lease with a 25-year term which ends in May of 2000. The IEU wishes to renew the lease as soon as possible as they expect to expend about \$10-15,000 to fix up the smokehouse and make certain improvements. They have spent over \$60,000 in the last 5 years making improvements to the property. Jude Gates recommended revising Attachment A of the lease as some buildings are no longer in existence and there are some new buildings on the property. Commissioner Barka told Chief Wahl that the new lease with changes would require an additional meeting with the 3 Commissioners to go over all the details and to incorporate their attorney's recommendations.

Date MB
1/18/00

Commissioner Barrows suggested that Chief Wahl be prepared to meet with the Commissioners by January 11. The Commissioners will have their attorney review it one more time and be prepared to sign at the January 18, 2000 Commissioners' Meeting. Chief Wahl stated that he would send the Commissioners' office a copy of their insurance binder when it is renewed every year.

The Commissioners congratulated Ken McCarron, Corrections Officer/ Union Steward SEA Local 1984 on the signing of the new union contract.

MOVED: Commissioner Pratt to approve the minutes of the November 23, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the November 23, CDBG Public Hearing.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the December 7, 1999 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

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

Commissioner Barka stated that the Commissioners received the report from the County Management Team concerning its recommendations for year 2000 employee benefits.

REPORT FROM THE COUNTY ATTORNEY:

County Attorney Jim Reams stated that his office is doing a seminar around the County on the Safe Schools Act. Some school systems are unfamiliar with this act which requires them to report incidents of violence in their schools to the police departments.

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Date 1/18/00

Jim Reams advised everyone not to withdraw large sums of money from their bank accounts as all or most banks are Y2K compliant.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey stated that she had a bid award for a lease on an aperture card/roll film reader/printer.

MOVED: Commissioner Pratt to award the bid for a lease on an aperture card/roll film reader/printer to Donnegan Systems in the amount of \$32,550 per the recommendation of the Register of Deeds.

SECONDED: Commissioner Barrows.

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

Business in the deeds office has slowed down a bit and everyone is getting caught up. The deeds office is downloading a lot of the images that were outsourced onto the new system. By the end of January they expect to offer this service to the public. The copy department is currently using this system to generate copies.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff's Department is hosting an open house tomorrow at 2:00 and everyone is invited.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave the census report and stated that he would be spending December 31 and January 1 at the facility in anticipation of any Y2K problems.

The Rockingham County Department of Corrections was recognized nationally for their efforts in the area of domestic violence prevention by the National Domestic Violence Dept. The award was for the V.I.N.E. Program and Rockingham County was the first in the state to initiate this program. Supt. Charron will be testifying in January before the State and the other 9 counties concerning the V.I.N.E. Program.

Date MB
1/18/00

REPORT FROM THE FISCAL DEPARTMENT:

Theresa Young stated that the Fiscal Dept. is in the process of gathering accruals and encumbrances for year end.

Her department is preparing to issue W-2s for payroll next month. Any payments due any employees for this year need to be to her department by day's end today. Manual checks will be done on Thursday but last minute requests will be difficult to process.

Vendors will be receiving their 1099 forms shortly.

There will be an A/P run every week in the month of January to accommodate any year end expenses.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that she submitted a memorandum from Bill Sturtevant and herself to the Commissioners concerning the CDBG supported residential care grant writer position. They request that the Commissioners appoint Mark Nardone to this position as he has worked very well with the county in the past and everyone is very pleased with his work. This is subject to the execution of an agreement between the parties. Martha Roy stated that this would be year 2000 funds. The grant application needs to be in by January 31 and the award be in March of 2000.

MOVED: Commissioner Barrows to accept the recommendation of Mr. Sturtevant and Mrs. Roy to appoint Mark Nardone as the CDBG supported residential care grant writer.

SECONDED: Commissioner Pratt.

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

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

REPORT FROM HUMAN SERVICES:

Diane Gill reported that she attended the affiliate meeting last week. Enrollment for mid-level provider care will begin in January. Bills will be received shortly after that. DCYF gave Mrs. Gill a budget update. They

Date MB
1/18/00

had an appropriated budget of \$54,300,000, just received a transfer to raise that to \$57,000,000 and they expect to spend \$62,000,000.

Mrs. Gill is still holding the YDC bills. There has been no communication from Commissioner Favreau.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that roof repairs are continuing and the hot water storage tank replacement is almost complete. The maintenance department is finishing year-end projects and has finished putting up the Christmas decorations.

REPORT FROM THE NURSING HOME

Mr. Sturtevant gave the census report with 13 new applications for admission.

Mr. Sturtevant recommends Boyer Fassett be awarded the bread contract and Seacoast Coca Cola the soft drink contract for the year 2000.

MOVED: Commissioner Barrows to award the bid for the bread contract to Boyer Fassett per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to award the bid for soft drinks to Seacoast Coca Cola per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant requested that the Commissioners agree to write off bad debts.

Date MB
1/18/60

MOVED: Commissioner Barrows to write off bad debts of \$57,027.89 for the year 1998 and \$145,632.82 for the year 1999 per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant announced that Christmas morning festivities will begin at 9:30 with a tour of the facility and gift opening.

Aring Associates, the architect for the residential care study, will meet with the Commissioners on Tuesday, December 28 at 10:00 a.m.

The annual Christmas buffet was very successful and so was the visit with the reindeer from Deerfield.

REPORT FROM THE MIS/TELECOMMUNICATIONS DEPARTMENT:

Jennifer Nelson reported there are 10 days remaining before the end of the year. The servers in this building will be taken down prior to the end of the year before everyone leaves (around 4:30 p.m.). Jennifer will also recommend to the County Attorney's office that he do this as well. It will be much easier to bring them back up than to repair them should anything happen on that date. If anyone needs to work that weekend in this building, Jennifer will make arrangements with that person.

Lucent has successfully tested the phone system here. There are no issues with the phone system and it will continue to work as long as the generators are on. Maintenance will be appropriately staffed for that evening and several employees will be on call as well for emergencies. They will be no more than 20 minutes away from the complex. Jennifer will not be on site that evening, but will be on call and can be reached for any emergencies.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby reported that one of the biggest issues with fisheries is the gap between what the fishermen see and what scientists believe is happening. A plan for cooperative research has begun where fishermen and scientists will be working together. Through the effort of Senator Gregg, UNH just received \$2,000,000 for cooperative research. Seventy-

Date MB
1/18/00

five percent of the funds will go to fishermen and twenty-five percent will go to research. There has to be a fisherman and a researcher on every project. Roland and Kay will be administering this program. About \$1,800,000 will be for distributing to fishermen and researchers through a competitive RFP process.

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

SECONDED: Commissioner Barrows.

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

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
December 21, 1999

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

Discussion: New health plan and a leave without pay request.

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

Discussion: A merit pool issue.

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

SECONDED: Commissioner Barrows.

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

Date MB
1/18/00

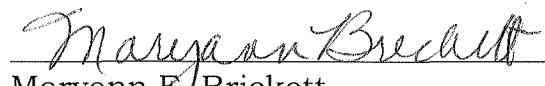
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

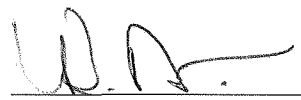
Meeting adjourned at 11:50 a.m.

Respectfully submitted,



Maryann E. Brickett
Executive Assistant to the
Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
December 28, 1999**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also Present: Jim Reams, County Attorney, Judie Milner, Accounting Manager,
Fiscal Department and Martha Roy, HR Department.

Commissioner Barka called the meeting to order at 10:20 a.m.

MOTION: Commissioner Pratt moved to enter into Non-Public Session under
RSA91A:3 II (a).

SECONDED: Commissioner Barrows

ROLL CALL VOTE: 3 Yea. Motion passed unanimously and all voted in the
affirmative on a roll call vote.

The Board discussed a Merit Pool issue and the starting rate of pay for a position at the
County's Attorneys office.

There being no further business to come before the Board of Rockingham County
Commissioners in Non-Public Session Commissioner Pratt moved to go out of Non-
Public Session on a Roll Call vote.

SECONDED: Commissioner Barrows

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

MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt

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

Meeting adjourned at 11:05 a.m.

Respectfully submitted,


Martha Roy

Received By:



Katharin K. Pratt, Clerk