

**ROCKINGHAM COUNTY  
ANNUAL REPORT**

**1999**

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

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



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**District 1**

Katharin K. Pratt, Clerk

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

**District 2**

Maureen Barrows, Vice Chair

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

**District 3**

Ernest P. Barka, Chairman

Derry Londonderry Salem Windham

**COUNTY ATTORNEY**

James M. Reams, Esquire

**HIGH SHERIFF**

Dan Linehan

**REGISTER OF DEEDS**

Cathy Ann Stacey

**TREASURER**

Edward R. Buck III

**CLERK OF SUPERIOR COURT**

Raymond W. Taylor

**JUDGE OF PROBATE**

John R. Maher

**REGISTER OF PROBATE**

Charles Thayer

**ROCKINGHAM COUNTY CONVENTION  
Officers**

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

Honorable George Katsakiores, Vice Chairman  
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Telephone: (603) 434-9587

Honorable David A. Welch, Clerk  
9 Fifth Street, P. O. Box 570  
Kingston, NH 03848-0570  
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**ROCKINGHAM COUNTY  
EXECUTIVE COMMITTEE  
Officers**

Honorable Jon P. Beaulieu, Chairman  
157 Smith Street  
Chester, NH 03036-4030  
Telephone: 483-8792

Honorable Vivian R. Clark, Vice Chair  
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Honorable David A. Welch, Clerk  
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**DISTRICT 1**

Honorable Maryann N. Blanchard  
34 Harrison Avenue  
Portsmouth, NH 03801-5768  
Telephone: 436-7008

Honorable Sheila Francoeur  
88 Kings Highway  
Hampton, NH 03842-4317  
Telephone: 926-2554

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

Honorable Jacqueline Pitts  
110 Ledgewood Drive  
Portsmouth, NH 03801-6428  
Telephone: 431-7657

Honorable E. Albert Weare  
30 Forest Court  
Seabrook, NH 03874  
Telephone: 474-9454

**DISTRICT 2**

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

Honorable Margaret A. Case  
P.O. Box 235  
Nottingham, NH 03290-0235  
Telephone: 895-2718

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

Honorable Ronald Nowe  
74 Depot Road  
Epping, NH 03042-3101  
Telephone: 679-5977

Honorable Marshall E. Quandt  
45 Franklin Street  
Exeter, NH 03833-2817  
Telephone: 772-3417

Honorable Frank M. Schanda  
22 Maplecrest  
Newmarket, NH 03857-1402  
Telephone: 659-3312

**DISTRICT 3**

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

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

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

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

Honorable Richard Noyes  
P. O. Box 75  
North Salem, NH 03073-0075  
Telephone: 893-1192

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

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

##### **DISTRICT 1 (Northwood)**

Robert A. Johnson

##### **DISTRICT 2 (Nottingham)**

Margaret A. Case

##### **DISTRICT 3 (Epping)**

Ronald J. Nowe

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

Mary Lou Nowe

##### **DISTRICT 5 (Auburn)**

C. Donald Stritch

##### **DISTRICT 6 (Candia)**

Rudolph J. Kobel

##### **DISTRICT 7 (Deerfield)**

Joseph E. Stone

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

Rebecca C. Hutchinson

##### **DISTRICT 9 (Danville, Sandown)**

Patricia L. Cote                      Thomas A. Varrell

##### **DISTRICT 10 (Chester, Fremont)**

Albert W. Hamel

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

Jon P. Beaulieu

##### **DISTRICT 12 (Raymond)**

Franklin C. Bishop                      William T. Kelley

Marian E. Lovejoy

##### **DISTRICT 13 (Derry)**

Patricia A. Dowling

Robert M. Fesh

Paul A. Gibbons

John P. Gleason

George N. Katsakiores

Phyllis M. Katsakiores

John S. Langone

Robert Letourneau

Norma A. Sabella

Frank V. Sapareto

William R. Zolla

**DISTRICT 14** (Atkinson)  
 Natalie S. Flanagan

**DISTRICT 15** (Hampstead)  
 Ed M. Putnam, II      Neil J. Reardon

**DISTRICT 16** (Plaistow)  
 Norman L. Major      Marie N. Rabideau

**DISTRICT 17** (Atkinson, Hampstead, Plaistow)  
 Vivian R. Clark      Kenneth R. Grant

**DISTRICT 18** (Brentwood, Kingston, Newton)  
 John W. Flanders, Sr.      David A. Welch  
 Kenneth L. Weyler      John M. Whittier

**DISTRICT 19** (Newfields, Newmarket)  
 Dennis F. Abbott      Richard C. Shelton      Frank M. Schanda

**DISTRICT 20** (Exeter, Kensington)  
 David A. Flanders      Warren C. Henderson      Marshall E. Quandt  
 J. Arthur Tufts      Jackie K. Weatherspoon

**DISTRICT 21** (E. Kingston, Seabrook, South Hampton)  
 Benjamin E. Moore      Patricia M. O'Keefe      Everett A. Weare

**DISTRICT 22** (Hampton, Hampton Falls)  
 Russell D. Bridle      Andrew Christie, Jr.      Sheila T. Francoeur  
 Jane P. Kelley      Michael O'Neil

**DISTRICT 23** (Greenland)  
 Bruce L. Dearborn

**DISTRICT 24** (New Castle, Rye)  
 Russell N. Cox      Jane S. Langley

**DISTRICT 25** (North Hampton, Stratham)  
 C. David Corbin      George R. Rubin      Walter D. Ruffner

**DISTRICT 26** (Salem)  
 Ronald J. Belanger      Richard T. Cooney      Janeen A. Dalrymple  
 Michael W. Downing      Richard A. Noyes      Anne K. Priestly  
 Bernard J. Raynowska      Nancy C. Stickney      Donna P. Sytek

**DISTRICT 27** (Windham)  
 Janet S. Arndt      Mary E. Griffin      Anthony K. DiFruseia

**DISTRICT 28** (Salem, Windham)  
 Charles W. Morse

**DISTRICT 29** (Londonderry)  
 Gregory G. Carson      Vivian L. Dunham      Karen K. Hutchinson  
 Betsy McKinney      Walter J. Mikowski      Sherman A. Packard  
 Giovanni M. Verani

**DISTRICT 30** (Portsmouth Ward 1)  
 Laura C. Pantelakos

**DISTRICT 31** (Portsmouth. Ward 2)  
 Terie T. Norelli

**DISTRICT 32** (Newington, Portsmouth Ward 3)  
 Cecelia D. Kane

**DISTRICT 33** (Portsmouth Ward 4)  
 MaryAnn N. Blanchard      Elizabeth C. Shultis

**DISTRICT 34** (Newington, Portsmouth Wards 1,3,4)  
 James R. Splaine



**DISTRICT 35** (Portsmouth Ward 5)

Jacqueline A. Pitts      Charles L. Vaughn

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

Martha Fuller Clark

**ROCKINGHAM COUNTY FINAL 1999 BUDGET**

**APPROPRIATIONS AND ENCUMBRANCES:**

Rockingham County Nursing Home .....	14,317,841.00
MIS/Telecommunications .....	395,789.00
Public Assistance:	
Categorical .....	10,552,235.00
Board & Care of Children .....	1,660,000.00
Grant Programs/Human Services Adm.....	1,050,048.00
Department of Corrections .....	4,386,395.00
Maintenance Department/Land Management .....	2,282,174.00
Commissioners/Gen Gov/Cap Improvements/Grants .....	5,769,352.00
Human Resources .....	309,012.00
Fiscal Officer .....	364,710.00
Treasurer & Deputy .....	50,705.00
Sheriff: .....	2,699,473.00
Manchester Airport Duty .....	807,010.00
Register of Deeds.....	904,460.00
County Attorney .....	1,392,584.00
Medical Examiner.....	83,450.00
Cooperative Extension Services .....	370,253.00
Delegation .....	54,257.00
Non-County Specials:	
Child Care Association .....	5,313.00
Area Homemakers.....	43,000.00
Rockingham County VNA .....	43,000.00
A Safe Place .....	10,000.00
Emergency Fire Training .....	6,250.00
Women's Sexual Assault Support Services .....	2,500.00
Retired Senior Volunteer Program.....	14,000.00
Nutrition .....	40,792.00
<b>TOTAL APPROPRIATIONS.....</b>	<b>\$47,614,603.00</b>

**ESTIMATED REVENUES:**

Rockingham County Nursing Home.....	14,931,957.00
Register .....	2,350,000.00
Maintenance .....	0.00
Sheriff.....	827,371.00
Airport.....	882,502.00
Dispatch.....	50,500.00
General Government .....	1,863,508.00
Farm/Land Management .....	21,521.00
Human Services.....	714,826.00
Department of Corrections.....	751,002.00
Human Resources/Fiscal .....	0.00
County Attorney.....	145,583.00

**TOTAL ESTIMATED REVENUES..... \$22,538,770.00**

**TOTAL TRANSFERS IN ..... 0.00**

**TOTAL FUND BALANCE..... \$4,059,989.00**

**AMOUNT TO BE RAISED IN TAXES - 1999 ..... \$21,015,844.00**

**GRAND TOTAL.....\$47,614,603.00**

# ROCKINGHAM COUNTY CONVENTION



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

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

119 North Road, Brentwood, New Hampshire 03833  
Telephone (603) 679-9369  
Fax 679-1502 (24 hours)

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**MINUTES**  
**ROCKINGHAM COUNTY**  
**PUBLIC HEARING**  
**COMMISSIONERS PROPOSED 1999 BUDGET**  
January 21, 1999  
7:00 p.m.  
Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

The Rockingham County Delegation held a Public Hearing on the Commissioners Proposed 1999 budget on Thursday, January 21, 1999 at 7:00 p.m. at the Rockingham County Nursing Home in Brentwood, NH.

Present: Representative Kenneth L. Weyler, Chairman; Representatives Arndt, Beaulieu, Belanger, Case, Clark, Dolan, Flanders, Francoeur, Katsakiores, Letourneau, Major, Nowe, Noyes, Packard, Pilts, Schanda, Weare, and Weyler.

Excused: Rep. David Welch

Also Present: Commissioner Ernest Barka; Theresa Young, Fiscal Officer; Judie Milner, Fiscal Office; Edward Buck, Treasurer; Attorney James Reams, County Attorney; Cathy Stacey, Register of Deeds; Diane Gill, Human Services; Martha Roy, Human Resources Director; Gene Charon, Department of Corrections; Louise Turner, Department of Corrections; Mary Currier, Conservation District; Jude Gates, Engineering & Maintenance; Nancy Lang, Assistant Nursing Home Administrator; William Sturtevant, Nursing Home Administrator; Cheryl Hurley, Administrative Assistant, Delegation.

The meeting was called to order at 7:08 a.m.

Rep. Sheila Francoeur delivered the Invocation.

Rep. Richard Dolan led the Pledge of Allegiance.

Chairman Weyler gave a brief overview as to the purpose of the meeting.

Rep. Weyler introduced the officers and executive committee members, as well as subcommittee chairmen.

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Rep. Robert Letourneau conducted the roll call in Clerk Welch's absence. A total of 16 members were present. Rep. Weyler declared a quorum.

Rep. Weyler then introduced the Commissioners and Elected Officials.

Rep. Weyler made an announcement regarding the process to be followed in order for the public to speak.

Rep. Weyler read by department the appropriations for 1998, the Commissioners proposal for 1999, and the increase in percentages. (See 1999 Commissioners Budget Summary sheet attached).

COMMENTS:

Non-County Specials — Chairman Weyler recognized Ms. Debbie Peru-Hermans from Rockingham Nutrition Meals on Wheels Program. Ms. Hermans commented that for the past six years the Meals on Wheels Program has been level funded by the County. She referred to a letter she received from the Board of Commissioners in December and read a portion of that letter. She alluded to the funds needed to support the number of clients in the program. Based on that information, she requested an additional \$4,000. Ms. Peru-Hermans reviewed the statistics supporting her comments. She requested that the Executive Committee consider and support her request. Rep. Weyler thanked Ms. Peru-Hermans for her very informative presentation.

Chairman Weyler then moved on to the Nursing Home budget reading on to the Maintenance and Telecommunications Department expenditures and percentages.

Chairman Weyler then reviewed revenues by department. Rep. Weyler stated that he looks forward to working with all departments in the budget process.

Chairman Weyler announced that the Delegation will hold their annual meeting on Saturday, February 20, 1999 at 10:00 a.m. to vote on the proposed 1999 budget.

Chairman Weyler called for further comments.

Commissioner Barrows spoke in support of the Rockingham County Meals on Wheel Program, and referred to the much-needed services the program provides to the residents of Rockingham County. Commissioner Barrows commented that she supports the request for additional funding for the Meals on Wheels Program. Commissioner Barka also spoke in support of the program. Commissioner Barrows thanked Ms. Peru-Hermans for her very informative presentation.

There were no further comments.

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

*George Katsakiores (Clerk)*  
Rep. George Katsakiores, Recording Secretary  
Rockingham County Delegation

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

## ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD  
BRENTWOOD, N.H. 03833  
Tel. (603) 679-9369  
24-Hour Fax: (603) 679-9370

*Executive Committee*  
*Jon P. Beaulieu, Chairman*  
*Vivian R. Clark, Vice Chairman*  
*David A. Welch, Clerk*

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### MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, February 5, 1999

9:30 a.m.

Hilton Auditorium

Rockingham County Nursing Home  
Brentwood, NH

The Rockingham County Executive Committee met on Friday, February 5, 1999 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH.

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

Rep. Kenneth Weyler led the Pledge of Allegiance.

Rep. David Welch, Clerk, conducted the roll call. A total of 18 members were present. Those in attendance were: Representative Jon P. Beaulieu, Chairman; Representatives Arndt, Belanger, Blanchard, Case, Clark, Dolan, J. Flanders, Francoeur, G. Katsakiores, Letourneau, Nowe, Packard, Pitts, Schanda, Weare, Welch, and Weyler.

Rep. Beaulieu declared a quorum was present.

Also Present: Commissioner Katharin Pratt; Commissioner Maureen Barrows; Mr. William Sturtevant, Nursing Home Administrator; Jude Gates, Maintenance & Engineering; Jennifer Nelson, MIS Telecommunications; Cathy Stacey, Register of Deeds; Mary Currier, Rockingham County Conservation District; Gene Charron, Superintendent, House of Corrections; Louise Turner, House of Corrections; James Reams, County Attorney; High Sheriff Daniel Linehan, Sheriff's Department; Christine Croto, Sheriff's Department; Martha Roy, Human Resources Director; Robyn Wojtsik, UNH Cooperative Extension; Diane Gill, Human Services Director; John Dodge, UNH Cooperative Extension Advisory Council; Theresa Young, Fiscal Officer, Judge Milner, Fiscal Office; Rep. Lee Quandt and Rep. Jane Kelley; Cheryl Hurley, Delegation Coordinator.

The first item on the agenda was the report of the Salary Subcommittee. Rep. Beaulieu called on Rep. Ron Nowe, Subcommittee Chairman.

Rep. Nowe, speaking as Subcommittee Chairman, referred to what he called a "rumor" that he was going to eliminate county positions at the Salary Subcommittee level. He reported to the committee that the "rumor" has been cleared.

Salary Subcommittee Report – Rep. Ron Nowe

Report accepted as read. (See report attached). Rep. Nowe announced that the Salary Subcommittee would meet again on Monday, February 8, 1999 to continue to act on unfinished business.

Delegation – Rep. John Flanders

Rep. George Katsakiores questioned the discrepancy in the bottom line. Ms. Young explained that it due to the reduction in the dental plan. She explained that the reduction is shown throughout departments in the entire budget.

Rep. Weyler made a motion to amend the bottom line figure to \$53,480. The vote to amend was seconded. The motion was seconded and approved by a voice vote.

Treasurer/Deputy Treasurer – Rep. Sherman Packard

Rep. Packard reviewed his report (See report attached).

A motion was made by Rep. Packard and seconded by Rep. Letourneau to approve the Treasurer's budget at \$50,705. The motion was seconded and approved by a voice vote.

Medical Examiner – Rep. Ron Belanger

A motion was made and seconded to approve the Medical Examiner's budget at \$78,450. The motion was approved by a voice vote.

County Attorney – Rep. Ron Belanger

Rep. Belanger read his report (attached). Rep. Dolan made a motion to approve the report as read. Rep. Katsakiores seconded the motion. Ms. Young pointed out that \$2,000 needs to be added to line 53700 -- Law Books and Publications. A motion was made by Weyler and seconded by Rep. Belanger to approve the report as amended. The motion was approved by a voice vote.

Rep. Beaulieu recognized Rep. Lee Quandt who distributed his "Minority Report" regarding the County Attorney's Office. (See report attached). Rep. Quandt read his report, which addressed the Court Diversion Program. He spoke about the program and his thoughts of how "it grew out of somewhere." He reviewed the expenses involved.

Rep. Quandt also spoke about the pay raises for the Attorneys, which he feels affects the entire county. It is his belief that the raises should go before the Salary Subcommittee for approval.

Rep. Welch made a motion that the minority report be brought to the County Attorney's Subcommittee for a recommendation. There was no second to Rep. Welch's motion.

Rep. Weyler questioned how much money is reflected in the budget for the program. The amount of \$30,632 was reported. Rep. Weyler questioned whether or not this was grant funded. Attorney Reams gave an explanation on the grant program. Attorney Reams explained that the grant does have to be

renewed, but that he has no ties to it. He is willing to review the program, and has recently spoken to the Attorney General and has conveyed this information to him. The grant is a 75/25 match. However, it changes to a 50/50 match in the summer, if the program is renewed.

Rep. Belanger spoke in general regarding the County Attorney's budget. He recognized that Attorney Reams is new in his position and had no input prior to the budget being established. He explained that the subcommittee did discuss the issue, and it was decided by the subcommittee to review it at a later time.

Rep. Welch requested clarification as to whether the proposed budget includes the monies for the Court Diversion Program. Rep. Belanger responded yes. He also stated that he believes Attorney Reams needs time to investigate the program to see whether in fact it is or is not needed.

Rep. Welch made a motion to approve the operating budget for the County Attorney's Office budget at \$181,679.

Discussion ensued regarding the lease for the program. Attorney Reams explained that the Commissioners currently pay the rent on the lease. Commissioner Pratt referred to Attorney Reams to further explain. Attorney Reams explained that there was discussion on the legality of the lease, as the Board of Commissioners did not sign it. Attorney Reams pointed out that this may be an issue if we are obligated through December. Rep. Letourneau questioned if the Commissioners will be held responsible. Commissioner Pratt further explained. Rep. Letourneau asked the question that if we vote this budget, does it mean that we are approving the lease for the entire year. Rep. Welch referred to statutory regulations outlining that the Commissioners do have the authority to sign leases on behalf of the County.

Rep. Dolan commented that he would support approving the budget with the understanding that Attorney Reams provide a report to the Executive Committee, upon the completion of his investigation, regarding his opinion on whether or not we should continue with the program.

Rep. Belanger commented that the program is in place. If Attorney Reams find that the program is not a good one, then he will discontinue it. Attorney Reams suggested that the committee vote that they are not ratifying the lease.

Rep. Dolan made an amendment to the motion that the Executive Committee's vote is not a ratification of the Adult Court Diversion Program lease. Rep. Nowe seconded the motion.

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

A motion was made to amend the motion previously made to add the language that the vote is not a ratification of the Adult Diversion Program lease. The motion was seconded.

The motion to approve the County Attorney's budget at \$181,676, and that the vote is not a ratification of the Adult Diversion Program lease was made and seconded. The motion was approved by a voice vote.

Rep. Jacqueline Pitts arrived at 10:50 a.m., making a total of 18 members present.

#### Sheriff's Department - Rep. Richard Dolan

Rep. Dolan summarized his report. (See report attached). Rep. Flanders made a motion to approve the Sheriff's Department budget at \$3,361,371. Rep. Francoeur seconded the motion. Rep. Belanger referred to the difference between budget figures and the bottom line. Ms. Young explained that it is due to the decrease in the dental program, which reflects a reduction of \$4,889.

Ms. Young reported the new bottom line figure for the Sheriff's Department at \$2,549,472.

Ms. Young reported the new bottom line figure for the Airport Duty at \$807,010.

A motion was made by Rep. Dolan and seconded by Rep. Flanders to approve the total operating budget for the Sheriff's Department at \$3,356,482. The motion was seconded and approved by a voice vote.

Discussion ensued regarding the Deputy Child Advocate Program. It was noted that the program requests an additional employee and an additional vehicle in the Sheriff's Department budget.

Questions were raised regarding vehicles for the Sheriff's Department. Rep. Welch referred to the Sheriff's report of several years ago regarding the poor condition of the vehicles. The department has come a long way in maintaining the fleet, and he would like to see it continue.

Sheriff Linehan made a request for a 4-wheel drive vehicle. He noted that this item was not included in the Commissioner's proposal and, therefore, was requested at the subcommittee level, but not recommended by the subcommittee.

Rep. Weyler raised the question of the Y2K issue in the Sheriff's Department. He suggested that Sheriff Linehan coordinate with other county departments on the possible effects throughout the County. Sheriff Linehan commented that he will meet with the Commissioners on this issue.

Sheriff Linehan provided an overview regarding the department's request for a bomb dog. He pointed out the importance and need to ensure public safety. He asked that this item be considered. Rep. Welch spoke about a bill before his committee for a federal grant to pay for this. Rep. Welch had questions. Sheriff Linehan explained that there are a different number of training programs and different types of dogs. He further explained that sources of funding are not there, unless we were to acquire 2 dogs at the airport 24 hours a day. Sheriff Linehan noted that the closest bomb dog in the area is in Boston, Massachusetts. Rep. Beaulieu commented that there is a bomb dog disposal service at the State Police level.

Rep. Dolan referred to a resolution that he will present later in the meeting which states that any new programs added to the budget must be presented to the Executive Committee, Delegation, and Commissioners every year in September before the budget is prepared. This will allow ample time to investigate a program such as this one.

Rep. Blanchard requested that Rep. Dolan clarify whether the subcommittee approved the items in his report. Rep. Dolan noted that the subcommittee unanimously supported the motions brought forth in his report.

Rep. Blanchard made a motion to amend the Sheriff's Department budget to include the Deputy Child Advocate for \$30,595. Rep. Belanger seconded the motion. The motion was approved by a voice vote, 10 to 8.

A lengthy discussion was held regarding the vehicle lease program. Rep. Beaulieu asked that Ms. Young explain the program in terms of the number of vehicles and dollars included. Ms. Young explained.

Rep. Blanchard spoke to her motion.

Rep. Belanger made a motion to include the bomb dog and the 4-wheel drive vehicle in the Sheriff's Department budget. Rep. Nowe seconded the motion.



Ms. Young provided the numbers for the bomb dog at \$20,000. She explained that the 4-wheel drive vehicle is not in the budget as it was an additional request. Sheriff Linehan said he sent the request over in time to be included in the budget and it was not. Commissioner Pratt said the request was received on December 22<sup>nd</sup> and it was too late to include it in the Commissioners proposal.

Rep. Dolan requested that the amendments on the floor be divided.

Rep. Belanger spoke in favor of the bomb dog, noting that it is our job to make sure we are protecting our constituents.

Representatives Francoeur and Clark had questions regarding the bomb dog and the different scenarios it would be utilized for. Sheriff Linehan explained.

Rep. Clark had questions. Captain Akerley spoke to the figure and how it was obtained. He noted that it is a good hard figure. He reported that it will cost approximately \$800 a year to maintain the dog.

Rep. Belanger commented that he did not want to mislead anyone that we are not providing security to the residents in the County.

Rep. Weare spoke to the necessity of the dog. He suggested that we wait and see what is done at the State level before we act at the County level.

Rep. Letourneau had questions regarding whether there was grant funding available. Rep. Dolan gave an explanation on the dollars available for grants.

There was an amendment made to the motion on the floor to include the bomb dog for \$20,000. A vote by show of hands failed 5 to 13.

Rep. Belanger made an amendment to the motion to include a 4-wheel drive vehicle for \$17,800. Rep. Nowe seconded the motion.

Questions were raised as to whether, under the current lease arrangement, Sheriff Linehan could obtain a 4-wheel drive vehicle in place of a car. Rep. Dolan responded that yes it can be done. Rep. Dolan suggested that we leave it up to the Sheriff. Rep. Blanchard agreed. It was noted that the department will have a total of 5 new vehicles this year - 2 new, 3 lease.

There was no further discussion. The amended motion to add in the 4-wheel drive vehicle in the Sheriff's Department budget for \$17,800 failed 8 to 10.

A motion was made to approve the bottom line for the Sheriff's Department, as amended, at \$2,580,066. The motion was approved by a voice vote.

A motion was made to approve the Manchester Airport Duty at \$807,010. The motion was seconded and approved by a voice vote.

A motion was made to approve the Sheriff's Department budget at \$3,387,076 and revenues at \$22,945,000. The motion was seconded. The motion was approved by a voice vote. Rep. Dolan voted no.

Registry of Deeds -- Rep. Janet Arndt

Rep. Arndt, Subcommittee Chair, reviewed her report. (See report attached). She reported the overall Deeds budget is up 11%. Rep. Dolan made a motion to approve the report as read. Rep. Arndt seconded the motion.

Ms. Young provided the corrected figures reflecting the decrease in dental.

A motion was made to approve the Deeds budget at \$879,275. The motion was seconded and approved by a voice vote.

Rep. Beaulieu announced at this time that he was going to break for lunch and reconvene at 1:00 p.m.

Rep. Beaulieu, Chairman, reconvened the meeting at 1:08 p.m.

Nursing Home -- Rep. Peg Case

Rep. Peg Case, Subcommittee Chair, reviewed her report. (See report attached). She noted that there is a change in overall budget due to the decrease in the dental program, and the request that an additional ice machine be added, per Mr. Sturtevant.

Rep. Case made a motion to accept the amended bottom line figure for \$14,323,255. Rep. John Flanders seconded the motion. It was noted that the ice machine will be put in the non-expendable line. It was also noted that this amount includes the regrades proposed, but not the adjustment to Grade 25 for the Nursing Home Administrator.

There was no further discussion. The motion was approved by a voice vote.

Commissioners -- Rep. Sherman Packard

Rep. Packard reviewed his report (See report attached). He noted that the subcommittee made a reduction in the Conferences/Training line by \$1,000.

Rep. Packard made a motion to approve the Commissioners budget at \$150,545. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

General Government -- Rep. Sherman Packard

Rep. Packard reviewed the General Government budget. (See report attached). He referred to line 56400 - Conservation District. The Commissioners proposed \$50,000. The subcommittee increased the budget by \$5,000 per the Conservation District's request.

Rep. Packard made a motion to approve General Government at \$3,378,983. Rep. Dolan seconded the motion. The motion was approved by a voice vote.

Human Resources Department - Rep. Sherman Packard

Rep. Packard reviewed the Human Resources budget. He noted the department's request for a part-time individual, which the subcommittee did not approve. The budget submitted included the monies to fund the position, and also the funds for an intern and temporary positions. The amount of \$6,500 was left in for the temporary help and the subcommittee extracted the other dollars to fund the other position.

Also, new hires are subject to a drug test and physical prior to being hired. The money had been extracted out of the worker's comp fund (a self-insuring fund). The amount of \$11,000 was added (a new line) to the HR budget. Since, a request for \$14,700 was made to cover the costs in 1999. Rep. Packard stated that he is comfortable with the \$11,000 figure. However, the subcommittee realizes that it will fluctuate. It was noted that the line will be watched closely.

Rep. Sherman Packard made a motion to approve the Human Resources budget at \$302,012. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

#### Fiscal Office -- Rep. Sheila Francoeur

Rep. Francoeur reviewed her report (attached). She noted that the subcommittee reinstated the Senior Accounting Analyst position. In addition, MIS/Telecommunications was put back into the Fiscal Office budget in line 53502.

Rep. Francoeur made a motion to approve the Fiscal Office budget at \$364,710. Rep. Packard seconded the motion. The motion was approved by a voice vote.

#### Revenues -- Rep. Sheila Francoeur

Rep. Francoeur reviewed the Revenue section of her report (See report attached). The bottom line for Revenues was deferred until later on in the meeting.

#### Human Services -- Rep. Jacqueline Pitts

Rep. Pitts reviewed her report (attached).

The tobacco settlement was discussed. Rep. Sherman Packard noted that there is a line in the General Government revenue portion of the budget for the tobacco settlement. Rep. Weyler expressed his concerns that he believes it is dangerous to be putting this in the budget, as it may be years before the money is received.

A motion was made by Rep. Pitts to approve the Human Services budget at \$12,895,581. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

#### General Government -- Rep. Sherman Packard

Rep. Sherman Packard asked for reconsideration to take the tobacco settlement line out of the budget.

Rep. Ron Nowe made a motion to open the general government portion of the budget. Rep. Francoeur seconded the motion.

Rep. Packard recommended removing the \$25,000 budgeted for a possible lawsuit in the General Government budget. He noted that there is still \$75,000 budgeted for legal fees.

A motion was made by Rep. Pitts and seconded by Rep. Nowe to remove the \$25,000. Discussion was held. Rep. Sherman Packard spoke to his recommendation.

Rep. Pitts suggested that we fund the line for \$1.00 in case it is needed. Commissioner Pratt spoke in favor of the motion. Rep. Beaulieu suggested that we rename the line. Rep. Dolan agreed and added that

we reduce it, as well as reduce the Commissioner's legal line. Rep. Beaulieu commented that this could be confusing.

Rep. Weyler suggested that a footnote be made that there be a share at the County level (health care fund). This will be footnoted this in the budget.

Rep. Welch spoke in support to Rep. Pitts' motion.

Rep. Sherman Packard amended his motion to remove \$24,999 in the tobacco settlement line. The motion was seconded and approved by a voice vote.

Rep. Packard made a motion to approve the General Government budget at \$3,353,984. Rep. Ron Belanger seconded the motion. The motion was approved by a voice vote.

#### Jail - Rep. Albert Weare

Rep. Weare, Subcommittee Chairman, reviewed his report (See report attached). He noted a 3.6% increase in the Jail budget over last year.

Rep. Weare made a motion to amend the bottom line at \$4,386,395. Rep. Belanger seconded the motion. There were no questions. The motion was approved by a voice vote.

#### UNH Cooperative Extension - Rep. Blanchard

Rep. Blanchard reviewed her report (attached). Rep. Blanchard made a motion to approve \$370,253. The motion was seconded by Rep. Ron Belanger.

Rep. Welch questioned why the UNH Cooperative Extension was not included in the County's recent telephone system project. Rep. Blanchard responded that she had met with Commissioner Barka, and then Commissioner Pratt, and it was unclear.

Rep. Welch suggested that this issue be put on a future Executive Committee agenda to investigate the issue.

The motion was approved by a voice vote.

#### Non-County Specials - Rep. Robert Letourneau

Rep. Letourneau reviewed his report. Rep. Letourneau referred to the lack of attendance at his subcommittee meeting, resulting in having to reach subcommittee members by phone for their input and approval.

He explained that all agencies were requested to submit copies of their non-profit status and budget report to the Delegation Office.

A motion was made by Rep. Belanger and seconded by Rep. Clark to approve the Non County Specials budget at \$159,542.

Rep. Blanchard expressed her concern with the subcommittee's vote to zero fund the Rockingham County Child Care Association. She requested that the committee restore their funding.

Rep. Pitts supported Rep. Blanchard's recommendation.

Rep. Belanger opposed.

Rep. Dolan referred to the resolution adopted last year that all Non County Specials agencies file the necessary documentation and apply each quarter in order to receive funding.

Rep. Dolan made a motion to move the question. Rep. Flanders seconded the motion. Rep. Pitts opposed.

Rep. Belanger made a motion to approve Non County Specials at \$159,542. Rep. Clark seconded the motion. The motion was approved by a voice vote. Rep. Pitts voted no.

Maintenance & Land Management - Rep. Frank Schanda

Rep. Schanda, Subcommittee Chairman, reviewed his report (See report attached). Rep. Schanda requested that Ms. Gates give an update on the EPA compliance. Ms. Gates stated that the department is in the investigation mode. The original estimate was \$12,000, and the site investigation costs now \$20,880. Rep. Beaulieu asked Ms. Gates if she would advise the Executive Committee to add an additional \$9,000 at this time. Rep. Katsakiores questioned if the County was subject to grant funds. Ms. Gates responded that the department is looking into applying for reimbursement. Rep. Beaulieu noted that the current problem will not spread by the nature of the oil.

Rep. Schanda made a motion to approve the Maintenance budget at \$2,268,392. Rep. Beaulieu seconded the motion. The motion was approved by a voice vote.

Telecommunications - Rep. Weyler (in Rep. Major's Subcommittee Chairman, absence)

Rep. Weyler reported that there is a regrade in the salary line, which was referred to the Salary Subcommittee. Rep. Schanda made a motion to approve \$2,277,392. Rep. Belanger seconded the motion.

Rep. Weyler noted that it is important that the Y2K issue be brought into compliance, including consulting with the Sheriff for his input with regards to safety issues.

Rep. Letourneau, Former Chairman of the Telecommunications Department, noted that he had asked last year that a Contingency Plan be put in place.

Ms. Nelson stated that she was not able to get in touch with the Sheriff due to a number of reasons.

Rep. Weyler asked if there was an end product that we are looking for and a time schedule change to computers. Ms. Nelson responded that changes to computers will be done by July 30, 1999.

Rep. Sherman Packard requested an explanation as to why the Telecommunications Department was budgeting for items such as bottled water, blankets, etc.

Rep. Letourneau suggested that a committee be assigned to oversee the Y2K plan, stating that he does not believe we should not rely solely on one department.

Rep. Packard questioned where the County stood in the computer compliance project. Ms. Nelson responded that upgrades to software have been downloaded and the program will start in March.

Commissioner Pratt explained, noting that the issue is wider than just computers. Several items such as batteries, water, food deliveries, etc. need to be considered. Rep. Packard questioned why it was put in

Rep. Dolan suggested that the money be put in the contingency/emergency fund. Also, we should also have a committee assigned to oversee the Y2K issue.

Rep. Welch suggested that the "supplies" be placed in another budget. He also questioned what date we were looking at with regard to Y2K - the state, the federal or the county fiscal year.

Mr. Sturtevant added that we will be looking at the Y2K issue every day ongoing throughout the year.

Rep. Pitts suggested that a County-wide Disaster Committee be put in place if one does not already exist.

Rep. Weyler made a motion to approve the Telecommunications Department budget at \$351,494. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Weyler noted that the Salary Subcommittee will meet on Monday, February 8, 1999 at 9:00 a.m. to discuss the salary for the Telecommunications Department.

Rep. Ron Nowe, Salary Subcommittee Chairman, noted that the Telecommunications Department Chairman was notified that the Telecommunications Department should address this issue. He has not responded.

Rep. Beaulieu, Chairman, informed the members of the Commissioners request for authorization to conduct the 1998 audit.

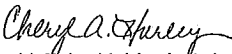
Rep. Weyler made a motion to approve the Commissioners request to fund an audit of the county books per RSA 28:3-a, and that the audit shall be completed within 90 days following the close of the County's fiscal year. Rep. Dolan seconded the motion. The motion was approved by a voice vote.

Commissioner Barka announced that he has informed all department heads that they are to cooperate with the Executive Board.

Revenues were deferred until the Friday, February 19, 1999 Executive Committee meeting.

There being no further business, the meeting adjourned at 3:30 p.m.

Respectfully submitted,



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



Representative David A. Welch, Clerk  
Rockingham County Executive Committee

cah

**ROCKINGHAM COUNTY EXECUTIVE COMMITTEE**



119 NORTH ROAD  
BRENTWOOD, N.H. 03833  
Tel. (603) 679-9369  
24-Hour Fax: (603) 679-9370

*Executive Committee*  
Jon P. Beaulieu, *Chairman*  
Vivian R. Clark, *Vice Chairman*  
David A. Welch, *Clerk*

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**MINUTES**  
**ROCKINGHAM COUNTY**  
**EXECUTIVE COMMITTEE MEETING**

Friday, February 19, 1999  
9:30 a.m.

Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

The members of the Rockingham County Executive Committee held a meeting on Friday, February 19, 1999 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to finalize any unfinished business in preparation for the Delegation meeting scheduled for Saturday, February 20, 1999, to adopt the 1999 County budget.

The meeting was called to order at 9:37 a.m. by Rep. Jon P. Beaulieu, Chairman.

Rep. George Katsakiores led the Pledge of Allegiance.  
Rep. Robert Letourneau delivered the Invocation.  
Rep. David Welch, Clerk, conducted the roll call.

Those in attendance were: Representative Jon P. Beaulieu, Chairman; Representatives Arndt, Belanger, Blanchard, Case, Clark, Dolan, Flanders, Francoeur, Katsakiores, Letourneau, Major, Nowe, Noyes, Packard, Pitts, Schanda, Weare, Welch, and Weyler.

Clerk Welch reported a total of 19 members present.

Chairman Beaulieu declared a quorum.

Also Present: Mr. William Sturtevant, Nursing Home Administrator; Jude Gates, Engineering & Maintenance; Jennifer Nelson, Telecommunications Department; Mary Currier, Conservation District; Cathy Stacey, Register of Deeds; Gene Charron, Superintendent of the Jail; Louise Turner, Jail; Christine Croto, Sheriff's Department; High Sheriff Daniel Linchan, Sheriff's Department; Attorney James Reams, County Attorney; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Robyn Wojtusik, Director, UNH Cooperative Extension; Judie Milner, Acting Accounting Manager, Fiscal Office; Theresa Young, Fiscal Officer; Commissioner Ernest Barka, Chairman, Board of Commissioners; Commissioner Maureen Barrows; Cheryl A. Hurley, Delegation Coordinator.

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The first order of business was a report from the Salary Subcommittee. Rep. Nowe, Subcommittee Chairman, read the minutes of the February 1, 1999, Salary Subcommittee meeting. (See report attached).

Rep. Dolan requested an explanation on the merit pool program, specifically for the Nursing Home. Rep. Nowe explained that the Salary Subcommittee recommends that the Nursing Home be broken out by individual departments in order to qualify for the merit pool.

Rep. Belanger made a motion to approve the Salary Subcommittee minutes of February 1, 1999 as read. The motion was seconded by Rep. Dolan.

Rep. Pitts questioned whether the 1.5% COLA was reflected in the salary lines in the budget. Rep. Nowe responded yes. The employees listed in the position listing will receive the 1.5% COLA, and all grades in the 10-step plan will be adjusted accordingly.

Rep. Blanchard requested that Rep. Nowe review the salary regrades.

Rep. Weyler made a motion to amend Rep. Belanger's motion and recommend that the Executive Committee take up all regrades and salary increases separate from this motion.

Rep. Belanger amended his motion. Rep. Dolan seconded the motion to take up all regrades by department in the budget.

Rep. Nowe noted that the minutes of the Salary Subcommittee meeting held on February 8, 1999 have not been received by Rep. Sabella, Recording Secretary, due to her recent illness.

The motion to approve the Salary Subcommittee minutes of February 1, 1999 and discuss regrades by department was approved by a voice vote.

Rep. Francoeur arrived at the meeting at 10:00 a.m., making a total of 20 members present.

Commissioner Ernest Barka, Chairman of the Board of Commissioners, referred to the changes made to budget regarding regrades. He noted that the regrades before the Executive Committee have been approved by two Commissioners. They are the County Attorney's Office, the Telecommunications Department, and the Human Services Department.

#### Delegation

Rep. Beaulieu pointed out that an adjustment needs to be made to increase the overall bottom line of the Delegation budget by \$798.00. This change is to reflect that the proposed regrade be effective the second payroll in March of 1999. Rep. Noyes commented that he feels it is appropriate to approve this request.

Rep. Belanger made a motion to increase the Delegation's overall bottom line by \$798.00. Rep. John Flanders seconded the motion. Rep. Pitts requested an explanation. Ms. Young explained that the proposed regrade is the difference between 5.5% and 12%, and explained that this reflects a 12% increase overall for the year.

Rep. Weyler commented and thanked Rep. David Welch for his many hours and support that he has provided to the Delegation Office. He noted that due to Rep. Welch's increased duties and



responsibilities in Concord, the Delegation Coordinator will be taking on additional job duties and responsibilities, previously provided by Rep. Welch.

The motion to approve the bottom line for the Delegation Office by \$798.00 and approve the bottom line at \$54,257.00 was approved by a voice vote.

#### County Attorney

Rep. Beaulieu referred to the asterisks in the County Attorney's budget salary lines. He noted that 4 attorneys were recommended for regrades. Commissioner Barrows noted a correction in one of the regrades to increase the step by 1. Rep. Nowe, Chairman of the Salary Subcommittee, explained that the proposed \$2,500 increase across the board was not approved by the Salary Subcommittee. The subcommittee, however, adjusted the increase to \$1,800 per attorney. This adjustment was made and placed within the pay grade steps.

Rep. Dolan made a motion to approve the bottom line for the County Attorney's budget at \$1,381,963. The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

#### Capital Improvements

Chairman Beaulieu commented that during the initial budget process the Capital Improvements section of the budget was never given to subcommittee for review. However, a list was provided to the Chairman of the Long Range Planning Committee by the Commissioners, and new numbers outlining projects were provided to the Executive Committee this morning for their review.

Rep. Clark, Subcommittee Chairman then referred to the Capital Projects List which she received from Jude Gates in the Maintenance & Engineering Department. She reviewed the projects listed in the report.

Rep. Clark noted the changes made to the Capital Improvements list as follows :

Capital Improvements - \$314,000 (\$260,000 originally shown in budget)  
Planning & Feasibility - \$25,000 (stayed the same)  
Non Routine Maintenance - \$171,000 (\$205,000 originally shown in budget)  
Land Survey \$15,000 - (\$10,000 originally shown in budget)

Rep. Weyler noted the total amount of projects to be approved is \$525,000.

Discussion ensued. It was decided to table this item until copies of the Capital Improvements Projects list were copied and distributed to all Executive Committee members.

A motion was made by Rep. Weyler to table the Capital Improvements budget until later in the meeting. The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

#### Grants

A motion was made by Rep. Nowe to approve the grants \$1,585,000 Rep. Belanger seconded the motion. Rep. George Katsakiores asked for clarification. Ms. Young explained that \$1,000,000 is CDBG funds, and also grants for the Conservation District. She noted that none of the grants were carryovers from last year. The motion was approved by a voice vote.

### Telecommunications

A motion was made by Rep. Belanger to approve the Telecommunications Department budget at \$395,789. Rep. Francoeur seconded the motion. Rep. Blanchard questioned the staff salary line. It was pointed out that there is currently one position in the department. Rep. Blanchard then questioned the percentage increase of 6.8%. Rep. Pitts asked if new qualifications were put in place for the position when it was upgraded. Commissioner Barrows responded no, noting that the qualifications were already in place, but that the individual was given new duties.

Rep. Katsakiores had a question regarding telephone costs. He questioned whether telephone costs are anticipated to rise with the use of fax lines and e-mail access. Ms. Nelson responded that the majority of the bills come from in-state long distance calling. However, a request for proposal will be sent out in the near future in hopes of obtaining a better rate. Rep. Katsakiores noted that some departments reflect higher telephone costs than other departments and questioned why. Ms. Nelson referred to the Jail and Sheriff's Department who have separate telephone lines. A long discussion was held regarding the overall costs of telephone and fax lines. Rep. Norm Major, Telecommunications Subcommittee Chairman, explained the new phone system.

Rep. Katsakiores suggested that the Delegation Chairman appoint a committee to investigate the telephone system. Rep. Belanger opposed, stating that the Telecommunications Department is in the process of addressing the telephone system, and that a report will be provided to the Commissioners who can in turn report to the Executive Committee. Rep. Major noted that a call-accounting system is now in effect.

Rep. Flanders made a motion to move the question. Rep. Belanger seconded the motion. The motion to move the question was approved by a voice vote.<sup>4</sup>

The bottom line for the Telecommunications Department was approved at \$395,789 by a voice vote.

### Non-County Specials

Rep. Beaulieu recognized Rep. Pitts who informed the committee that she has investigated the Rockingham County Child Care Association. She explained that funding to this entity was eliminated by the subcommittee, as well as the Executive Committee at their last meeting. She noted that the agency did make a request for funding, but apparently there is conflicting information and miscommunication in this area of the budget.

Rep. Pitts made a motion to add \$5,313 to the Non County Specials budget for the Rockingham County Child Care Association. Rep. Francoeur seconded the motion.

Chairman Beaulieu further explained noting that he recently learned that a check was cut for the RCCCA, but was never released. Rep. Beaulieu commented that he was very troubled to learn this. Ms. Young explained the accounting to date. A check for the first two quarters was cut in December. The third and fourth quarter request came in this week. Rep. Beaulieu commented that it is apparent that communications between the Commissioners, subcommittee, and the agency fell apart. Rep. Belanger spoke in opposition of funding RCCCA.

Rep. Dolan, speaking as past Chairman of the Non-County Specials Subcommittee, commented that he is surprised with the information exposed today. He referred to the budget noting that it appears that \$12,500 was expended to date, but the checks have not been cashed, indicating that they have not been expended and are, therefore, encumbered funds. Rep. Dolan requested an explanation noting that the 1998 budget is closed and has been for some time.

Ms. Young, Fiscal Officer, explained the accounting mechanism that reserves and encumbrances are reserved appropriations for the year. GAP accounting requires that it be done this way.

Rep. Pitts referred to the poor communications.

Rep. Pitts pointed out that she has documentation that the Child Care Association was trying to obtain their money.

Rep. Flanders made a motion to move the question. Rep. Belanger seconded the motion. Commissioner Barrows referred to the unfortunate communication breakdown. She commented that in fairness, the committee demonstrate good faith and support this agency. She referred to this as being a small amount in the budget.

The motion to move the question was approved by a voice vote.

The motion to add \$5,313 to the Rockingham County Child Care Association line in the Non County Specials budget failed on a roll call vote - 9 to 11.

#### Capital Improvements

A motion was made to move the motion tabled earlier in the meeting. The motion was seconded and approved.

Rep. Clark, Subcommittee Chairman, reviewed the Capital Projects List (attached) which was distributed to all Executive Committee members. Rep. Clark referred to the situation as another example of miscommunication. She explained that prior to this year, the capital improvements section of the budget was in the Commissioners' portion of the budget. As stated previously, this year the list was never forwarded to the committee.

Rep. Sherman Packard, Past Chairman of the Long Range Planning Committee, referred to the Capital Improvements budget which includes what he called and considers "routine maintenance" items. He commented that he does not like to see this trend continue, pointing out items in the list that should be part of the regular Maintenance budget.

A motion was made by Rep. Vivian Clark to approve \$525,000 for the Capital Improvements budget. The motion was seconded by Rep. Case. Rep. Katsakiores questioned the grant portion in the budget referring to storm drainage. Ms. Young and Ms. Gates explained.

A motion was made to move the question. The motion was approved.

The Capital Improvements budget was approved at \$525,000 by a voice vote.

### Employee Position Listing

Rep. Weyler made the following motion:

I move that the Rockingham County Executive Committee adopt the number of positions as allocated in the employee position listing. The bottom line for the number of positions in the 1999 budget is 679, and move that we approve that as the number of positions authorized by the Delegation.

The motion was seconded by Rep. Dolan.

Rep. Pitts questioned the regrade in the Human Services Department, referring to the difference in the Commissioners, departmental, and subcommittee proposals. It was explained that this was carried forward to the Executive Committee for review.

Rep. Beaulieu made a motion to move the question. The motion was approved by a voice vote.

The motion to approve the Employee Position Listing was approved by a voice vote.

### Tobacco Settlement

Rep. Beaulieu noted that a request was made to fund the tobacco settlement for \$10,000 (from \$1.00). Rep. Beaulieu referred to page 13 in the General Government portion of the budget. He explained that this will not be listed as revenue, but rather a possible expenditure.

Rep. Weyler made a motion to approve \$10,000 for the tobacco settlement. Rep. Dolan commented that he believes this money should be spent on disease-related issues.

Rep. Francoeur, Chair of the Revenue Subcommittee, explained that the Association of Counties is going to pursue a lawsuit between the State and the Counties for the tobacco settlement. Rep. Belanger commented that he thinks we can keep this under control by putting it in this line. It was pointed out that it could also be funded in the legal line as an anticipated expense. Rep. Blanchard questioned. Commissioner Barka commented that the Commissioners have already taken action to support the Association of Counties on this issue.

Rep. Packard commented that he believes there is plenty of money in the legal line if action needs to be taken. Commissioner Barka commented that he would like to see it in a separate line, so that it can be spent for this purpose only.

Rep. Weyler made a motion to amend \$10,000 in the N.H. Association Assessment line, and reduce the legal line from \$75,000 to \$65,000, so that the bottom line can remain the same.

The amendment was seconded and approved by a voice vote.

### Resolutions

Rep. Weyler read the proposed resolutions that will be recommended to the Delegation for approval. (See Resolutions attached).

A motion was made by Rep. Dolan and seconded by Rep. Francoeur to approve Resolution 1-1999 as read. The motion was approved by a voice vote.

A motion was made by Rep. Francoeur and seconded by Rep. Belanger to approve Resolution 2-1999 as read. The motion was approved by a voice vote.

A motion was made by Rep. Flanders and seconded by Rep. Belanger to approve Resolution 3-1999 as read. The motion was approved by a voice vote. Rep. Weyler explained that the Delegation Coordinator position whereby there are blanket policies in place which removes the individual from those policies put in place by the Commissioners. Rep. Welch also commented that the position is similar to a legislative employee. Policies for the position will be formulated similar to those in place for all county employees.

A motion was made by Rep. Flanders and seconded by Rep. Belanger to approve Resolution 5-1999 as read. The motion was approved by a voice vote.

A motion was made by Rep. Belanger and seconded by Rep. Major to approve Resolution 6 - 1999 as read. The motion was approved by a voice vote.

A motion was made by Rep. Belanger and seconded by Rep. Arndt to approve Resolution 6-1999 as read. The motion was approved by a voice vote. Rep. Pitts voted no.

A motion was made by Rep. Flanders and seconded by Rep. Belanger to approve Resolution 7 -1999 as read. The motion was approved by a voice vote.

A motion was made by Rep. Flanders and seconded by Rep. Dolan to approve Resolution 8-1999 as read. Rep. Weyler noted that this is a new resolution proposed for this year and explained that it has come about due to the logical outgrowth of responsibilities for budget tracking.

Rep. Welch read RSA 24:17 speaking to the resolution. Rep. Welch pointed out to the members that an investigation line was added 2 years ago and funded for \$1.00.

Rep. Beaulieu, who initiated the resolution, commented that the Delegation has had this RSA available to them for years, but never knew it was there. He explained that if it is approved, it will not have to be renewed from year to year. "He spoke to the resolution pointing out that it will allow the members to do their job effectively and ultimately protect the taxpayer's money.

Rep. Belanger questioned whether there was a specific reason for this resolution.

Rep. Beaulieu responded no, explaining that the ability to utilize it is there, if necessary.

Rep. Katsakiores questioned whether we should include specific language for the expenditure.

Rep. Welch read the RSA further.

Commissioner Barrows commented that she is aware of it and it has been utilized in the past.

Rep. Blanchard commented that this resolution could be a very dangerous thing. She cautioned everyone.

Rep. Pitts wanted to know if the intent to form the committee would be brought up to the Executive Committee of the Delegation. Rep. Beaulieu explained that this would not be a standing committee and everyone will be informed. No policy decisions are made without the Executive Committee's or Delegation's approval.

Rep. Pitts referred to discussions taken place that are productive and should be noticed. A more formal process vs. an informal process was discussed.

Rep. Weyler commented that he believes that everything should be out in the open to stop rumors and innuendoes.

Commissioner Barrows amended her statement that she made previously saying that this procedure was not used in the past. She requested that if there is a problem, that the Chairman of the Delegation go to the elected official and to the department head to try to resolve an issue at that level. She referred to past practices.

Resolution 8-1999 was approved by a voice vote.

Rep. Flanders made a motion to approve Resolution 9-1999 as read. Rep. Dolan seconded the motion. Rep. Pitts commented that she believes the committee should be comprised to be non-partisan. It was explained that the RSA dictates the audit. Rep. Weyler explained that the Delegation Officers have not been involved in the audit in the past, but feel it would be wise to do so in the future.

Rep. Noyes, speaking to the resolution, commented that this revision to the RSA has been in place for several years and has not been abused.

Resolution 9-1999 was approved by a voice vote.

Rep. Weyler made a motion to approve Resolution 1999-6 as follows:

In accordance with RSA 24:13, I move that the Rockingham County Executive Committee recommend \$47,609,289 in appropriations and encumbrances for the use of the County during 1999.

I further move that \$21,010,531 be raised in new county taxes, \$22,538,769 be accepted as an estimate of revenues from other sources, and that \$4,059,989 be accepted as fund balance for a total of \$47,609,289 in resources.

The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

#### Line Item Transfer Requests

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

Sheriff's Department: From line 15101000-51002 Dispatch Operators \$750.00 to line 15101000-51402 Dispatch Overtime \$750.00 \$750

Comments: Last payroll of 1998 had excessive overtime due to holidays (2) and coverage for new hire who quit without notice and one new hire still in training.

Rep. Flanders seconded the motion. The motion was approved by a voice vote.

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

Nursing Home: From line 4170159001 Dietary-Uniform Allowance \$50.00 to line 4170152100 Dietary- Social Security \$50.00.

Comments: Had identified this line as overspending and had transferred \$1000 at the end of the year. However, I must have miscalculated the number.

Rep. Francoeur seconded the motion. The motion was approved by a voice vote.

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

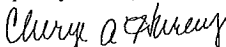
County Attorney: From line 54101 Expense of Prosecution \$1500.00 to line 51002 Staff Salaries \$1,500.

Comments: Fiscal Office advises of an overexpenditure in this line. We're reluctantly requesting this transfer as all actions that were taken in this line during 1998 were requested and approved in the budgeting process, so no overage should have occurred. The Fiscal Office is checking figures to verify this, but we did not want to hold up the process of the funds transfer.

The motion was seconded by Rep. Nowe. The motion was approved by a voice vote.

There being no further business, the meeting adjourned at 12:50 p.m.

Respectfully submitted,



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



Representative David A. Welch, Clerk  
Rockingham County Executive Committee

cah

# ROCKINGHAM COUNTY CONVENTION



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

119 North Road, Brentwood, New Hampshire 03833  
Telephone (603) 679-9369  
Fax 679-9370 (24 hours)

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

## MINUTES ROCKINGHAM COUNTY DELEGATION ANNUAL MEETING Saturday, February 20, 1999 10:00 a.m. Hilton Auditorium Rockingham County Nursing Home Brentwood, NH

A scheduled meeting of the Rockingham County Delegation was held on Saturday, February 20, 1999 at 10:00 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to approve the 1999 County budget.

Representative Kenneth L. Weyler, Chairman, called the meeting to order at 10:05 a.m.

Rep. David A. Welch delivered the Invocation.

Rep. Sheila Francoeur led the Pledge of Allegiance to the Flag of the United States.

Rep. David A. Welch, Clerk, conducted the roll call. Those in attendance were: Representative Kenneth L. Weyler, Chairman; Rep. George Katsakiores, Vice Chairman; Representatives Abbott, Arndt, Beaulieu, Belanger, Bishop, Blanchard, Bridle, Case, Christie, Clark, Martha; Clark, Vivian; Cox, Dearborn, DiFrancia, Dolan, Dunham, Fesh, Flanagan, Flanders, David; Flanders, John; Francoeur, Gibbons, Gleason, Griffin, Hamel, Hutchinson, Rebecca; Katsakiores, Phyllis; Kelley, Kobel, Lovejoy, Major, McKinney, Mikowski, Morse, Nowe, Mary Lou; Nowe, Ronald; Noyes, O'Keefe, Pitts, Putnam, Rabideau, Raynowska, Rubin, Ruffner, Sabella, Sapareto, Schanda, Splaine, Stickney, Stritch, Sytek, Tufts, Wear, Welch, Whittier, and Zolla.

Clerk Welch reported a total of 53 members present.

Chairman Weyler declared a quorum.

Five members arrived after the quorum was declared, making a total of 58 members present.

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Also in attendance were: Commissioner Ernest Barka, Chairman, Board of Commissioners; Commissioner Katharin Pratt, Commissioner Maureen Barrows; Ms. Theresa Young, Fiscal Officer; Ms. Judie Milner, Acting Accounting Manager, Fiscal Office; Mr. William Sturtevant, Nursing Home Administrator; Ms. Nancy Lang, Assistant Nursing Home Administrator; Ms. Jennifer Nelson, MIS/Telecommunications Manager; Ms. Jude Gates, Maintenance & Engineering; Mr. Gene Charron, Superintendent, House of Corrections; Ms. Louise Turner, House of Corrections; Ms. Mary Currier, Rockingham County Conservation District; Ms. Cathy Stacey, Register of Deeds; Sheriff Daniel Linehan, High Sheriff; Captain Joseph Akerley, Sheriff's Department; Attorney James Reams, County Attorney; Mr. Edward "Sandy" Buck, Treasurer; Ms. Martha Roy, Human Resources Director; Rohyn Wojtusik, Director, UNH Cooperative Extension; Ms. Diane Gill, Human Services Director; Kenneth Malcolm, Delegation Alumni; Mr. Steve Jusseaume, Seacoast Newspapers; Cheryl Hurley, Delegation Coordinator.

Chairman Weyler referred to Rep. Ron Nowe, Chairman of the Salary Subcommittee, who reviewed the recommendations made by the Salary Subcommittee.

Clerk Welch read Resolution 1-1999 as follows:

#### RESOLUTION 1 - 1999

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 1999 being 679, and that there will be no new positions created nor will there be any regrading of positions or increase of number of positions, other than those budgeted, without approval of the Executive Committee.

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

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

A motion was made by Rep. Beaulieu and seconded by Rep. Nowe to approve Resolution 1-1999 as read. The motion was approved by a voice vote.

Clerk Welch read Resolution 2-1999 as follows:

#### RESOLUTION 2 - 1999

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend the 10-step salary plan to include approximately \$520,000, for a 1.5% COLA of approximately \$211,000, and \$75,000 for the merit pool, all of which is incorporated into the 1999 budget.

In addition, that the mileage reimbursement rate for County employees and UNH Educators mirror the Federal rate for 1999, effective April 1, 1999.

A motion was made by Rep. Beaulieu and seconded by Rep. Nowe to approve Resolution 2-1999 as read. The motion was approved by a voice vote.

Rep. Welch read Resolution 3-1999 as follows:

### RESOLUTION 3 - 1999

Be it resolved that the Rockingham County Convention approve the following health, dental, and worker's comp. benefits as described below for those employees listed in the position listing.

In addition, be it resolved that the Delegation Coordinator is exempt from the County Personnel Policies, but will receive like benefits.

#### COUNTY CONTRIBUTION % Full-Time Employees

##### HEALTH BENEFITS:

Membership	HMO	FOS
Single	100%	95%
2 Person	65%	65%
Family	65%	65%

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

##### DENTAL BENEFITS:

Full-Time - 100% of all memberships

Part-Time - Pro-rated basis

##### WORKER'S COMP and UNEMPLOYMENT:

Worker's Comp. is funded at 65% of the assigned risk rate per the recommendation of the Executive Committee. Also, that unemployment funding be reduced to \$40.00 per position in 1999.

A motion was made by Rep. Beaulieu and seconded by Rep. Nowe to approve Resolution 3-1999 as read. The motion was approved by a voice vote.

##### Delegation

Rep. Beaulieu made a motion to approve \$54,257 for the Delegation budget. Rep. John Flanders seconded the motion. Chairman Weyler thanked Clerk Welch for the many hours he spent over the years in establishing the Delegation Office. Rep. Weyler noted a regrade being proposed for the Delegation Coordinator due to increased job duties and responsibilities.

Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Treasurer and Deputy

Rep. Beaulieu made a motion to approve \$50,705 for the Treasurer's budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

County Attorney

Rep. Beaulieu made a motion to approve \$1,381,963 for the County Attorney's budget. Rep. Ron Belanger seconded the motion. Chairman Weyler noted the highlighted areas in the County Attorney's budget that were approved by the Executive Committee at their meeting yesterday. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Medical Examiner

Rep. Beaulieu made a motion to approve \$78,450 for the Medical Examiner's budget. Rep. Ron Nowe seconded the motion. Rep. Weyler called for questions. There being none, the motion was approved by a voice vote.

Sheriff's Department

Rep. Jon Beaulieu made a motion to approve \$1,579,391 for the Sheriff's Department budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions.

Rep. Zolla, member of the Sheriff's Subcommittee, pointed out that there are items included in the Sheriff's budget that were not discussed at the subcommittee meetings which he attended. Rep. Dolan, Subcommittee Chairman, explained the items Rep. Zolla was referring to were made by and voted on by the Executive Committee. Rep. Dolan apologized for the inconvenience. Chairman Weyler called for further questions. There being none, the motion was approved by a voice vote. Rep. Zolla voted no.

Dispatch

Rep. Jon Beaulieu made a motion to approve \$705,997 for the Dispatch budget. Rep. Belanger seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Radio

Rep. Jon Beaulieu made a motion to approve \$71,999 for the Radio budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

District Court Transport

Rep. Jon Beaulieu made a motion to approve \$86,723 for the District Court Transport budget. Rep. John Flanders seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Outside Detail

Rep. Beaulieu made a motion to approve \$135,955 for the Outside Detail budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Manchester Airport Duty

Rep. Jon Beaulieu made a motion to approve \$807,010 for the Manchester Airport Duty budget. Rep. John Flanders seconded the motion. Chairman Weyler called for questions.

Rep. Donna Sytek raised a question regarding compensated absences. She wanted to know why it was not reflected in this portion of the budget. Rep. Weyler explained that the airport personnel are under contract and not eligible for this unfunded liability.

Rep. McKinney had a question regarding liability costs. Rep. Dolan, Subcommittee Chairman, explained.

Rep. Weyler called for further questions. There being none, the motion was approved by a voice vote.

Registry of Deeds

Rep. Jon Beaulieu made a motion to approve \$879,275 for the Registry of Deeds budget. Rep. Janet Amdt seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Commissioner's Office

Rep. Jon Beaulieu made a motion to approve \$150,545 for the Commissioners budget. Rep. Ron Belanger seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

General Government

Rep. Jon Beaulieu made a motion to approve \$3,353,984 for the General Government budget. He referred to the blue sheet that was distributed to the members, which reflected a change in the amount of the tobacco settlement. Chairman Weyler explained that the New Hampshire Association of Counties has collectively decided to pursue this issue. The amount of \$10,000 was taken out of the legal line and put into the tobacco settlement line. He explained that if funds are not used, it will then lapse to the following budget or perhaps be transferred.

Rep. Ron Belanger seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Capital Improvements

Rep. Jon Beaulieu made a motion to approve \$525,000 for the Capital Improvements budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Contingent Grant

Rep. Jon Beaulieu made a motion to approve \$1,585,000 for the Contingent Grant budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Fiscal

Rep. Jon Beaulieu made a motion to approve \$364,710 for the Fiscal Office budget. Rep. Sheila Francoeur seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Human Services

Rep. Jon Beaulieu made a motion to approve \$12,890,854 for the Human Services budget. Rep. John Flanders seconded the motion. Chairman Weyler called for questions.

Rep. Donna Sytek had a question for Ms. Gill, Human Services Director, regarding her expectations of the use of the home based care appropriation. Rep. Sytek also questioned whether the state-approved rate of \$298.00 per day was budgeted. Ms. Gill explained.

Chairman Weyler called for further questions. There being none, the motion was approved by a voice vote.

Jail

Rep. Beaulieu made a motion to approve \$4,386,395 for the Jail budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

UNH Cooperative Extension

Rep. Jon Beaulieu made a motion to approve \$370,253 for the UNH Cooperative Extension budget. Rep. Maryann Blanchard seconded the motion. Chairman Weyler called for questions.

Rep. Betsy McKinney requested an explanation on \$42,000 budgeted for equipment. Rep. Blanchard, Subcommittee Chair, explained. Chairman Weyler called for further questions. There being none, the motion was approved by a voice vote.

Human Resources

Rep. Jon Beaulieu made a motion to approve \$302,012 for the Human Resources budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Nursing Home

Rep. Jon Beaulieu made a motion to approve \$14,324,841 for the Nursing Home budget. Rep. Margaret Case seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Maintenance/Land Management

Rep. Jon Beaulieu made a motion to approve \$2,277,393 for the Maintenance/Land Management budget. Rep. John Flanders seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

MIS/Telecommunications

Rep. Jon Beaulieu made a motion to approve \$395,789 for the Telecommunications budget. Rep. Norman Major seconded the motion. Chairman Weyler called for questions. There being none, the motion was approved by a voice vote.

Non County Specials

Rep. Jon Beaulieu made a motion to approve \$159,542 for the Non County Specials budget. Rep. Ron Nowe seconded the motion. Chairman Weyler called for questions.

Rep. Jacqueline Pitts made a motion to amend the motion on the floor to include the amount of \$5,313 for the Rockingham Child Care Association, which was taken out at the subcommittee level. Rep. Richard Dolan seconded Rep. Pitts' motion.

Rep. Weyler recognized Rep. Pitts to speak to her amended motion. Rep. Pitts referred to a great deal of miscommunication between the agency, Commissioners, and subcommittee. She explained.

Rep. Sabella questioned how the money was used in the past year. Rep. Pitts explained that all of the money was used on a regular basis.

Rep. Mary Lou Nowe, member of the Non County Specials Subcommittee, requested that the members support the subcommittee's recommendation.

Rep. Ron Nowe supported Rep. Mary Lou Nowe's comments.

Rep. Dolan, past chairman of the Non County Specials Subcommittee, spoke in support of Rep. Pitts' amended motion to restore the funding to the RCCCA.

Rep. Blanchard spoke in support of Rep. Pitts' motion. She referred to what she called saw as two issues - miscommunication from Commissioner's Office and the catchment area of where the money is being used. She spoke to a more effective and kinder way and in support of restoring the funds that transition parents from Welfare.

Rep. Mary Lou Nowe responded to Rep. Dolan's comments.

Rep. Vivian Clark clarified the situation for the members saying that the Commissioners sent a letter to the agency informing them that they did not have to appear before the Delegation for a request. This agency then received a telephone call from the Delegation Office, when subcommittee meetings were being scheduled, to come to the Non County Specials Subcommittee meeting. The RCCA has a new director who came to the meeting. An application and request for funding was made at that time.

Rep. Major, speaking as a member of the Executive Committee, expressed his feelings that there was an injustice done to this one organization due to a communication breakdown. He spoke in favor of restoring the funding.

Rep. Pitts added that the RCCCA actively pursued their money.

Rep. Belanger supported Rep. Pitts' motion.

Commissioner Ernest Barka, Chairman of the Board of Commissioners, explained that he was unaware of the letter that was sent to this agency from the Commissioner's Office. It was signed and sent by one Commissioner. He stated that he does not agree with the letter and referred to the situation as an unfortunate misunderstanding.

Rep. Putnam spoke against the subcommittee's actions and suggested that the funds be taken out of the Commissioners' budget.

Rep. Mary Lou Nowe, referring to past actions, spoke in favor of the amended motion due to the clarification made.

A motion was made to move the questions. The motion was approved by a voice vote.

The motion to amend the Non County Specials budget was approved by a voice vote.

Rep. Beaulieu made a motion to approve \$164,855 for the Non County Specials budget. The motion was seconded. There being no further questions, the motion was approved by a voice vote.

Rep. Beaulieu made a motion to approve \$46,923,356 as the new bottom line of the budget. The motion was seconded and approved by a voice vote.

Clerk Welch read Resolution 4-1999 as follows:

#### RESOLUTION 4 - 1999

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

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

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

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

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

**Therefore be it Resolved:** That pursuant to RSA 24:14, I, the County Convention hereby authorizes a line item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate overexpenditure in any line item reaches \$1000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the overexpenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall over spend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line item transfer without the Executive Committee's approval.

A motion was made by Rep. Jon Beaulieu and seconded by Rep. Ron Belanger to approve Resolution 4-1999 as read. The motion was approved by a voice vote.

Clerk Welch read Resolution 5-1999 as follows:

#### RESOLUTION 5 - 1999

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

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

A motion was made by Rep. Jon Beaulieu and seconded by Rep. Richard Dolan to approve Resolution 5-1999 as read. The motion was approved by a voice vote.

Rep. Weyler then referred to Resolution 6 - 1999 and announced that he would defer this resolution until later in the meeting.

Clerk Welch read Resolution 7-1999 as follows:

#### RESOLUTION 7 - 1999

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

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

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

Rep. Jon Beaulieu made a motion to approve Resolution 7-1999 as read. Rep. Richard Dolan seconded the motion. The motion was approved by a voice vote.



Clerk Welch read Resolution 8-1999 as follows:

### RESOLUTION 8 - 1999

Be it resolved that the Rockingham County Convention, in accordance with RSA 24:17, set up a committee, not to exceed 5 and not over 3 to be either of the 2 major political parties, to investigate conditions pertaining to the conduct of County affairs by any County Officer or any person appointed or employed by such Officer. The Delegation Chairman is to choose the members of such committee.

Rep. Donna Sytek requested an explanation on the proposed resolution. Chairman Weyler explained.

Rep. Rabideau spoke in favor.

Rep. Beaulieu spoke to the resolution, which he proposed.

Rep. Splaine spoke against the resolution and in favor of an Ethics Board. Chairman Weyler replied to Rep. Splaine's statement referring to past practices at the County.

Rep. Ruffner referred to the resolution as a standing committee. Chairman Weyler explained that it would be an ad-hoc committee of the Delegation.

Rep. Welch spoke in support of the resolution.

Commissioner Barrows commented that she made a request at a recent Executive Committee meeting that prior to investigating, that Chairman Weyler informs the Commissioners in hopes of resolving the issue at that level. If not resolved, then the Delegation will proceed forward.

Rep. Sabella commented that she has changed her views and was not in favor of supporting the resolution. She commented that it is wrong for us to do the wrong thing for the right reason, referring it as a "star chamber" situation.

Rep. Sabella made a motion that the vote be a ballot vote. The motion was seconded.

Rep. Sabella then withdrew her motion.

Clerk Welch commented that in this case a division or roll call vote is appropriate.

Rep. Beaulieu referred to the RSA, which requires that the report be submitted to the Delegation if and when an investigation is made.

Rep. Abbott spoke to the fairness of party participation. He questioned equal representation. It was noted that RSA 24:17 clearly states the composition of the committee.

Rep. Noyes spoke in support of the resolution referring to his legislative career in Municipal and County Government at the state. Rep. Richard Noyes made the following comments. He noted that the composition is also in place and has been for many years at the state. They are provisions in the RSA's. These provisions have not been abused in the past, and they have been carefully considered and used sensibly for many years. It is part of good government in New Hampshire.

Rep. John Flanders made a motion to move the question. Rep. Richard Dolan seconded the motion.

Rep. Anthony DiFruscia spoke referring to point of order. He clarified that 65 votes are required.

The motion to move the question was approved.

Chairman Weyler instructed Clerk Welch to conduct a roll call vote on Resolution 8-1999. A roll call vote was then taken. Clerk Welch reported the vote to be 39 to 18. Resolution 8-1999 failed.

Clerk Welch read Resolution 9-1999 as follows:

#### RESOLUTION 9 - 1999

Be it resolved that the Rockingham County Convention, in accordance with RSA 28:3-a, establish permanent audit oversight committee consisting of the 5 officers which comprise the Chairperson and Vice Chairperson of the Delegation, the Chairperson and Vice Chairperson of the Executive Committee, and the Clerk of both Boards

This will allow the implementation of RSA 28:3a, which states "shall also include an examination of any subject of County finances that may be requested either by the Commissioners, the County Convention, or by the Treasurer."

Rep. Jon Beaulieu made a motion to approve Resolution 9-1999 as read. Rep. Richard Dolan seconded the motion. The motion was approved by a voice vote.

#### Revenues

Rep. Jon Beaulieu made a motion to report the revenues as follows:

General Fund: Revenues/Taxes \$21,015,844; Total revenues \$43,554,613; Grand total \$47,614,602.

Rep. Ron Belanger seconded the motion. The motion was approved by a voice vote.

Clerk Welch read Resolution 6-1999 as follows:

#### RESOLUTION 6-1999

That the Rockingham County Convention in accordance with RSA 24:13 authorize \$47,614,602 in appropriations and encumbrances for the use of the County during 1999.

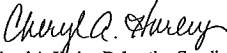
That \$21,015,844 be raised in new county taxes, that \$22,538,769 be accepted as an estimate of revenues from other sources and that \$4,059,989 be accepted as fund balance for a total of \$47,614,602 in resources.

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Rep. Beaulieu made a motion to approve Resolution 6-1999 as read. Rep. Ron Belanger seconded the motion.

There being no further business to come before the Rockingham County Delegation, Rep. Ron Belanger made a motion to adjourn. Rep. Ron Nowe seconded the motion. The meeting was adjourned at 12:12 p.m.

Respectfully submitted,



Cheryl A. Hurley, Delegation Coordinator  
Rockingham County Delegation



Representative David A. Welch, Clerk  
Rockingham County Delegation

DAW:cah

## ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD  
BRENTWOOD, N.H. 03833  
Tel. (603) 679-9369  
24-Hour Fax: (603) 679-9370

*Executive Committee*  
Jon P. Beaulieu, *Chairman*  
Vivian R. Clark, *Vice Chairman*  
David A. Welch, *Clerk*

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### MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

April 23, 1999

9:30 a.m.

Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

The members of the Rockingham County Executive Committee held a meeting on Friday, April 23, 1999 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home. The purpose of the meeting was to conduct the first quarter budget review.

Chairman Jon Beaulieu called the meeting to order at 9:35 a.m.

Chairman Beaulieu called on Commissioner Ernest Barka, who requested to make a brief comment. Commissioner Barka thanked the representatives for their efforts made in Concord relative to the school funding issue.

Rep. Sheila Francoeur led the Pledge of Allegiance.

Rep. David Welch, Clerk, read the roll call. Those in attendance were: Representative Jon Beaulieu, Chairman; Representatives Arndt, Belanger, Blanchard, Clark, Dolan, J. Flanders, Francoeur, G. Katsakiores, Letourneau, Major, Nowe, Noyes, Pitts, Wearo, Welch, and Weyler.

Also in attendance were: Representatives Quandt, Dalrymple, and Kobel

A total of 17 members were present.

Chairman Beaulieu declared that a quorum was present.

Also in Attendance were: Commissioner Ernest Barka, Chairman, Board of Commissioners; Mr. William Sturtevant, Nursing Home Administrator; Jennifer Nelson, MIS/Telecommunications Manager; Judge Gates, Department Head for Maintenance & Engineering; Gene Charron, Superintendent, House of Corrections; Louise Turner, Administrative Assistant, Department of Corrections; Sheriff Daniel Linehan, High Sheriff; Christine Croto, Office Manager, Sheriff's Department; Martha Roy, Human Resources

Director; Rollie Barnaby, UNH Cooperative Extension; Tim Dempsey, Deputy Treasurer; Judie Milner, Senior Staff Accountant; Theresa Young, Fiscal Officer; Cheryl Hurley, Delegation Coordinator.

The first order of business was budget review by Department.

**Delegation:**

Rep. John Flanders, Subcommittee Chairman, reported on the Delegation budget. To date the overall budget is 25% expended. There were no questions. A motion was made by Rep. Dolan to approve the Delegation budget as presented. Rep. Weyler seconded the motion. The motion was approved by a voice vote.

**County Attorney:**

Rep. Ron Belanger, Subcommittee Chairman, reviewed the County Attorney's budget. To date the overall budget is 27% expended. Rep. Belanger pointed out that the payroll expenses are 100% expended per standard protocol. Rep. Belanger reviewed other lines in the budget as well. All lines were noted to be on track. Rep. Belanger made a motion to approve the County Attorney's budget as presented. The motion was seconded by Rep. Nowe. The motion was approved by a voice vote.

**Medical Examiner:**

Rep. Ron Belanger, Subcommittee Chairman, reported on the Medical Examiner's budget. To date the budget is 21% expended. There were no questions. Rep. Belanger made a motion to approve the Medical Examiner's budget as presented. Rep. J. Flanders seconded the motion. The motion was approved by a voice vote.

**Sheriff's Department:**

Rep. Richard Dolan, Subcommittee Chairman reported on the Sheriff's budget. To date the budget is 23% expended. There were no questions. Rep. Dolan made a motion to approve the Sheriff's Department budget as presented. The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

**Manchester Airport Duty:**

Rep. Richard Dolan, Subcommittee Chairman reported on the Manchester Airport Duty budget. To date the budget is 31% expended. Rep. Dolan made a motion to approve the Manchester Airport Duty budget as presented. The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

**Treasurer:**

Mr. Tim Dempsey, Deputy Treasurer, briefed the members in Rep. Packard's absence. He reported that the borrowing took place in March this year. To date the Treasurer's budget is 18% expended.

**Commissioner's Office:**

Ms. Theresa Young, Fiscal Officer, reported in Rep. Packard's absence. To date the Commissioners budget is 27% expended. Everything appears to be in line. Ms. Young commented that she has updated Rep. Packard regarding the tobacco settlement issue.

**Human Resources:**

Ms. Martha Roy, Human Resources Director, reported in Rep. Packard's absence. To date the budget is 18% expended. Ms. Roy reported that everything appears to be in line for the first quarter.

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

Rep. Dolan requested that Ms. Young elaborate on her conversation with Rep. Packard regarding the tobacco settlement issue. Ms. Young provided a brief explanation. No expenditures have occurred to date. Our share will be \$2,000.00. Rep. Ken Weyler reported that he received a packet from Mr. Disco from the Association of Counties. It is anticipated that on June 30, 2000 monies are expected to be received.

**Long Range Planning:**

Rep. Vivian Clark, Subcommittee Chair, reported on Long Range Planning. Rep. Clark noted that the committee met on March 26, 1999. She briefly reviewed the minutes distributed. She explained the committee's goals are to establish a strategic long range plan for this year. A motion was made by Rep. Belanger to approve the Long Range Planning report as presented. The motion was seconded by Rep. Letourneau. The motion was approved by a voice vote.

**Registry of Deeds:**

Rep. Janet Arndt, Subcommittee Chair, reported on the Deeds budget. A subcommittee meeting was held. Everything appears to be in line. To date the budget is 27% expended. A motion was made by Rep. Blanchard to approve the Registry of Deeds budget as presented. Rep. Ron Nowe seconded the motion. The motion was approved by a voice vote.

**Fiscal Office:**

Rep. Sheila Francoeur, Subcommittee Chair, reported on the Fiscal Office. To date the budget is 24% expended. Everything appears to be in line. Rep. Belanger made a motion to approve the Fiscal Office budget as presented. Rep. John Flanders seconded the motion. The motion was approved by a voice vote.

**Jail:**

Rep. Albert Weare, Subcommittee Chairman, reported on the Jail budget. To date the budget is 28% expended. Everything appears to be in line. Rep. Belanger made a motion to approve the Jail budget as presented. The motion was seconded by Rep. Ron Nowe. The motion was approved by a voice vote.

**UNH Cooperative Extension:**

Rep. Maryann Blanchard, Subcommittee Chair, reported on the UNH Cooperative Extension budget. To date the budget is 23% expended. A subcommittee meeting was not held, as it was not necessary. She reported that the new phone system is in place. She will report back on this at the next quarterly meeting. She noted that she recently spoke with Mr. Barnaby, the new director. Rep. Blanchard made a motion to approve the UNH Cooperative Extension budget as presented. The motion was seconded by Rep. Dolan. The motion was approved by a voice vote.

### Non-County Specials:

Rep. Robert Letourneau, Subcommittee Chairman, reported on the Non-County Specials budgets. To date the budget is 25% expended. There were no questions. A motion was made by Rep. Flanders to approve the Non-County Specials budget as presented. The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

### Human Services:

Rep. Jacqueline Pitts, Subcommittee Chair, reported on the Human Services budget. To date the budget is 23% expended. She informed everyone that HB-200 is coming up on Tuesday to reorganize DCYP. The problem the state has had with regards to billing has to be recalculated for the county. She noted that this has to be done by hand. Rep. Flanders made a motion to approve the Human Services budget as presented. The motion was seconded by Rep. Ron Nowe. The motion was approved by a voice vote.

Rep. Welch suggested that the County investigate why these bills cannot be calculated on the computer. Rep. Pitts commented that she was just made aware of this situation. A clarification to this issue will be made at the second quarter review meeting.

### Nursing Home:

Rep. Janeen Dalrymple, was present to report for Subcommittee Chair, Rep. Case, who was not in attendance. Rep. Dalrymple read Rep. Case's report, which was distributed to all members present. (See report attached). To date the Nursing Home budget is 31% expended.

Rep. Weyler questioned if the committee looked at balance between closing the Underhill wing and the recruitment of staff. Mr. Sturtevant explained that he is in the process of recruiting staff. As soon as adequate staff can be obtained, the unit will reopen. Rep. Weyler asked if the Nursing Home had a waiting list at this time. Mr. Sturtevant responded that there are 11 applications for admission at the present time.

Chairman Beaulieu reported that the Salary Subcommittee is aware of the problem and is planning a series of meetings to discuss the county's salary wage scale. The committee will look into whether the Nursing Home is competitive with other nursing homes and hospitals in the area.

Rep. Pitts questioned if we took in students. Mr. Sturtevant responded yes. They come from the universities. We also accept vocational students. Mr. Sturtevant reported, however, that the availability has been on the decline. Rep. Pitts questioned whether that was part of the staffing problem. Mr. Sturtevant responded no. Rep. Pitts wanted to know if we worked with the division of welfare. Mr. Sturtevant responded yes. He explained that the County offers a nurses' aide training program, and we also work with the schools in the area as well.

Rep. Sheila Francoeur questioned whether the Day Care Facility closure might be a result of the staffing and recruitment needs. It was noted that the previous Day Care arrangement was a costly program. Rep. Francoeur commented that she sees this as a benefit.

Rep. Ron Nowe, Salary Subcommittee Chairman, reported that the Salary Subcommittee has set two meeting dates. He received a phone call to see if the Nursing Home could go first on the agenda. He noted that he declined as the recommendations and approvals cannot be made until the year 2000. The Nursing Home will be reviewed and recommendations will be made to the Executive Committee and Delegation.

Rep. Pitts commented that the savings from closing the wing and reducing staff could allow us to do something creative with the money that we are saving in terms of giving out bonuses. Mr. Sturtevant explained that we do offer a hiring bonus. It is prorated to individuals. There are a total of 32 positions vacant and have been at the beginning of the year. Therefore, all positions were not funded 100% based on this fact. Mr. Sturtevant explained that in terms of closing the unit, the meals decrease and the linen is down. However, the impact is not that large.

Commissioner Barka commented that the Jail is having problems in recruiting staff as well.

Rep. Belanger had comments relative to salaries. Commissioner Barka commented that historically we have had this problem when the economy is this good.

Rep. Nowe questioned if we could do something in the budget to accommodate this problem. It was noted that funds can be transferred.

Rep. Dolan questioned whether it would be advantageous to establish a study committee to investigate this issue; i.e., day care, etc. Rep. Beaulieu responded that there is certainly the opportunity if the committee wishes.

A motion was made by Rep. Dolan to establish a Nursing Home Study Committee. Rep. Pitts seconded the motion.

Rep. Belanger commented that he feels we should not appoint another committee as the Salary Subcommittee in place and is going to investigate the issue.

Rep. Dolan commented that his suggestion was to be more inclusive than just salaries. He commented that what he had in mind was different ways to entice individuals to come work for the county.

Rep. Welch supported Rep. Belanger's comments. He commented that the Nursing Home Administrator can bring the issues before the Nursing Home Subcommittee. This would be the appropriate mechanism already in place.

Rep. Francoeur agreed with Rep. Welch's comments.

Commissioner Barka informed the members that he is planning to call a meeting with Superintendent Charon from the Jail and Mr. Sturtevant from the Nursing Home, along with Ms. Young, the Fiscal Officer, to address these issues.

Rep. Dolan withdrew his motion. Rep. Pitts seconded.

Rep. Beaulieu agreed that this seems to be the most logical approach.

Rep. Dalrymple spoke about the effects of HB 409 and what it will have on the population. It should be studied carefully with regards to the effects on occupancy and the utilization of beds.

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



Maintenance Department:

Rep. Rudolph Kobel acting in Rep. Schanda's absence, reported on the Maintenance budget. To date the budget is 24% expended. Everything appears to be on track. Repairs are being done. Rep. Kobel suggested that we wait until the second quarter to report on the repairs. Rep. Kobel made a motion to approve the Maintenance budget as presented. Rep. Clark seconded the motion. The motion was approved.

Telecommunications:

Rep. Norman Major, Subcommittee Chairman, reported on the Telecommunications budget. To date the budget is 17% expended. Everything appears to be right on track. He pointed out areas in the budget that were expended to date. A motion was made by Rep. Major to approve the Telecommunications budget as presented. The motion was seconded by Rep. Weare. The motion was approved by a voice vote.

Employee Position Listing:

Rep. Ron Nowe, Salary Subcommittee Chairman, referred to Ms. Roy, Human Resources Director, who pointed out a correction to the position listing. A motion was made by Rep. Belanger to approve the position listed as corrected. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Revenues:

Rep. Sheila Franco, Subcommittee Chair, reported on the Revenues portion of the budget. She reported that everything appears to be on schedule. Rep. Blanchard made a motion to approve Revenues as presented. The motion was seconded by Rep. Arndt. The motion was approved by a voice vote.

Line Item Transfer Requests:

County Attorney - From line 54101 Expense of Prosecution \$3050 to line 53601 Service Contracts - Services \$3050.

Comments: See transfer request filed with these minutes).

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

Sheriff's Department - From line 15101000-51002 Dispatch Operators \$5,000 to line 151011000-51402 Dispatch Overtime \$5,000.

Comments: Dispatch Operators salaries line is 20% expended vs. OT line being 73% expended.

Rep. Dolan questioned why the overtime could not be charged to the overtime line. Ms. Young explained that some budgets choose to separately fund the overtime to track it better. It is being charged to the line that the Delegation approves. However, the Sheriff has chosen to file the overtime separately.

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

Rep. Weyler made comments relative to Ms. Young's explanation. He noted that the State does it this way as well as it is a better tracking mechanism. He spoke in favor of this as it is a way of separating out additional costs to keep track of overtime.

Sheriff Linehan spoke to the overtime issue. He commented that he discussed this with the Fiscal Office at length last year. It was confirmed that this is a way to properly and better track it.

Sheriff Linehan asked to speak regarding the drug interdiction operations. He read a letter that he recently sent to Rep. Weyler. He publicly acknowledged Rep. Weyler for his representation in Concord and the support he provided to Sheriff Linehan on this issue. He read additional documentation. He informed the members that he has met with the County Attorney and the Commissioners. The Attorney General has not closed his investigation, nor has Sheriff Linehan. He urged that comments not be made relative to this issue. Sheriff Linehan will answer questions, whenever possible. Rep. Beaulieu agreed and commented that questions should be made on a one-on-one basis.

Rep. Pitts wanted to know when Sheriff Linehan was advised that comments be private. Sheriff Linehan noted that on April 6<sup>th</sup> he was given notice. Rep. Pitts spoke in disagreement with the lag time of notification to the Executive Board. Sheriff Linehan noted that the Chairman of the Delegation was notified in a timely fashion. Rep. Belanger spoke in support of Sheriff Linehan's actions. Rep. Welch commented that the Attorney General's Office contacted him, as he is the Chairman of Criminal Justice & Public Safety Committee in Concord. Rep. Welch did inform Sheriff Linehan of this. The Attorney General suspects that there will not be any additional comments until the investigation is over, at which time a press conference will be held. Rep. Francoeur commented that she feels the County Attorney should have shared the letter he sent to the Commissioners with the Executive Committee and County Delegation. She noted that she has confidence that the Delegation will not comment. Rep. Welch suggested that the Chairman write a letter to the County Attorney if a similar issue should arise in the future. Rep. Letourneau commented that the Executive Committee is not a policy board, but a financial board. Rep. Welch commented that it is important to keep the members informed.

Rep. Weyler apologized for not notifying the Executive Committee and Delegation. Sheriff Linehan made him aware of the issue in a timely fashion. However, Rep. Weyler chose to wait until today's meeting to address it as he knew Sheriff Linehan would be present to answer any questions that may arise. Rep. Weyler noted that the schedule in Finance has also been extremely busy. He commented that we are all elected for a certain part of county government. He referred to attendance at the Executive Committee meetings as being excellent. He further commented that he considers all the members to be part of the team as do the voters. He urged the members that if they have any questions, to call the elected officials or department heads as he is confident that they will answer any questions possible.

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

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

#### Internal Service Funds:

Ms. Young provided a copy of the status of the Internal Service Funds. She reviewed it for the members explaining that a different format was used this year showing revenues coming in and come out. She noted the first quarter was paid to date.

#### Capital Projects Fund:

Ms. Young reviewed the Capital Projects Fund.

Rep. Welch noted that there are several items pending, such as the resolution of the Delegation Office personnel issue, and audit committee. He suggested that we include these items under old business on the agenda for the next meeting.

Rep. Weyler announced that the Audit Subcommittee would be meeting informally after this meeting to review information in the packet received from the auditor. It is hoped that a meeting will be scheduled with the auditor next month. Rep. Weyler will report back to the Executive Committee at the second quarter review meeting.

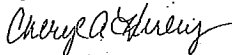
Commissioner Barka informed the members that Nancy Lang, Assistant Administrator for the Nursing Home, is being appointed to the Workers Compensation Appeals Board.

Rep. Dolan made a brief announcement:

Rep. Ron Nowe questioned the Y2K issue.

There being no further business, the meeting adjourned at 11:03 a.m.

Respectfully submitted,



Cheryl A. Hurley  
Delegation Coordinator



Rep. David A. Welch  
Clerk

cah

## ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD  
BRENTWOOD, N.H. 03833  
Tel. (603) 679-9369  
24-Hour Fax: (603) 679-9370

*Executive Committee*  
Jon P. Beaulieu, *Chairman*  
Vivian B. Clark, *Vice Chairman*  
David A. Welch, *Clerk*

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### MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, July 30, 1999  
9:30 a.m.

Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

The members of the Rockingham County Executive Committee met on Friday, July 30, 1999 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct the second quarter budget review.

Rep. Jon Beaulieu, Chairman, called the meeting to order at 9:38 a.m.

Rep. Ron Nowe led the Pledge of Allegiance.

Rep. David Welch, Clerk, conducted the roll call. A total of 15 members were present.

Those in attendance were: Rep. Jon P. Beaulieu, Chairman; Representatives Belanger, Case, Clark, Dolan, Flanders, Francoeur, G. Katsakiores, Letourneau, Major, Nowe, Noyes, Packard, Wear, and Welch.

Also in attendance were: Rep. Stritch, in Rep. Blanchard's absence, reporting on the UNH Cooperative Extension budget and Rep. Kobel, in Rep. Schanda's absence, reporting on the Maintenance & Engineering budget.

Also Present: Sandy Buck, Treasurer; Maureen Barrows, Commissioner; Ernest Barka, Commissioner; Theresa Young, Fiscal Officer; Judie Milner, Fiscal Officer; Rollie Barnaby, UNH Cooperative Extension; Mary Currier, Conservation District; Cathy Stacey, Register of Deeds; James Reams, County Attorney; Diane Gill, Human Services; Christie, Croto, Sheriff's Department; Captain Joe Akerley, Sheriff's Department; Louise Turner, Department of Corrections; Albert Wright, Department of Corrections; Jennifer Nelson, MIS/Telecommunications; Jude Gates, Engineering & Maintenance Services; William Sturtevant, Nursing Home Administrator; Martha Roy, Human Resources; Cheryl Hurley, Delegation Coordinator.

#### Budget by Department:

Non-County Specials – Rep. Letourneau, Subcommittee Chairman, reported on the Non County Specials budget. He reported the budget to be expended 50% at the second quarter. There were no questions. A motion was made by Rep. Nowe to approve the Non-County Specials budget as presented. The motion was seconded by Rep. Belanger. The motion was approved by a voice vote.

Salary Subcommittee – Rep. Ron Nowe, Subcommittee Chairman, reported that the Salary Subcommittee met over the course of a couple of months to review salaries throughout the County. He referred to the minutes that were distributed to the members, and pointed out the recommendations made that will be passed on to the subcommittees during next year's budget process.

Rep. Nowe distributed information that he received from the Commissioners Office this morning regarding the status of the health coverage and costs in Rockingham County. Rep. Nowe briefly explained. (See memorandum attached).

A motion was made by Rep. Belanger and seconded by Rep. Letourneau to approve the Salary Subcommittee report as presented.

Rep. Dolan asked the Commissioners if efforts had been made to coordinate with other counties in the state to come together as a group to investigate the current health insurance issues facing the County. He referred to the Municipal Association as an example. Commissioner Barrows explained that yes they have. She further explained that the County currently has a contract with the Insurance Exchange through next year. Self-insurance and non self-insurance will be explored. Commissioner Barka also commented. Rep. Dolan requested that the Executive Committee be kept informed on the status of this issue. There were no further questions. A motion was made to approve the Salary Subcommittee report as presented. The motion was seconded and approved by a voice vote.

Audit Subcommittee – Chairman Beaulieu, in Rep. Weyler's absence, reported that the Audit Subcommittee met on May 26, 1999 at the Legislative Office Building in Concord. He noted that the minutes of the meeting were distributed to all the members present and encouraged everyone to read them. He announced that another meeting of the Audit Subcommittee has been tentatively scheduled for Friday, August 20, 1999.

Delegation – Rep. John Flanders, Subcommittee Chairman, reported on the Delegation Office budget. He reported the total budget to be 40% expended. A motion was made by Rep. Flanders to approve the report as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

County Attorney – Rep. Belanger, Subcommittee Chairman, reported on the County Attorney's budget. He reported the budget to be 49% expended. He referred to the salary lines that are 100% expended as they are paid up front due to standard practice in the Fiscal Office. He also referred to the telephone line and explained that Ms. Nelson, Telecommunications Coordinator, is investigating the long distance portion of the telephone budget. A motion was made by Rep. Francoeur to approve the County Attorney's budget as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Medical Examiner – Rep. Belanger, Subcommittee Chairman, reported on the Medical Examiner's budget. He reported that the budget is 44% expended. A motion was made by Rep. Francoeur to approve the Medical Examiner's budget as presented. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Sheriff Subcommittee - Rep. Dolan, Subcommittee Chairman, reported on the Sheriff's budget. He explained that Rep. Beaulieu chaired the subcommittee meeting in his absence. A report of that meeting was distributed to the members present. Rep. Dolan read the percentages, and reported the budget is 50% expended to date. There were no questions. A motion was made by Rep. Belanger to approve the Sheriff's Subcommittee report as presented. Rep. Nowe seconded the motion.

Rep. Katsakiores had a question regarding the budget line - Non-Expended Sheriff; specifically, an explanation on the kinds of items budgeted in this line. Rep. Dolan explained items such as furniture, radios, etc. The motion was approved by a voice vote.

Manchester Airport - Rep. Dolan, Subcommittee Chairman, reported the budget to be 51% expended. A motion was made by Rep. Francoeur to approve the Manchester Airport budget as presented. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Rep. Nowe reported that he recently was at the airport and noted the opening of 7 additional parking areas in the new garage. He questioned whether this expansion would warrant additional deputies. Rep. Dolan commented that he does not feel that the expansion would have an affect on the staff. Captain Akerley further explained and confirmed Rep. Dolan's comments.

Registry of Deeds - Rep. Janet Arndt, Subcommittee Chairman, was not present at the meeting. Rep. Noyes, a member of the subcommittee, read Rep. Arndt's report. The budget to date is 49% expended; and Revenues are at 65% of what is expected. Rep. Katsakiores questioned how the percentage of expenditure are determined in regards to total salaries. He also wanted to know what lines were included. Ms. Young, Fiscal Officer, explained that the amount is the total of all salaries and the total of all appropriations. Rep. Belanger made a motion to approve the Registry of Deeds report as presented. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Commissioners/Treasurer/General Government/Human Resources - Rep. Sherman Packard, Subcommittee Chairman, reported that he did not see anything out of line. However, he referred to the telephone expense in the Commissioner's Office noting that the expenses are higher than last year. It was noted that this was due to mishillings on behalf of the telephone company. Ms. Nelson, Telecommunications Manager, explained that she is working on straightening out the problem. Rep. Packard asked Ms. Nelson for a more in-depth explanation. Ms. Nelson explained that the County Attorney's Office was slammed with Sprint charges. The Commissioner's Office is also a Sprint issue. She noted that Sprint is unhappy that the County has chosen another long distance carrier. Ms. Nelson noted that she has asked for credits back. Once a final judgement is made, the County will be taking the remainder of the slam charges and spreading them out into 4 or 5 accounts that existed when Sprint was placed. Rep. Packard referred to a total of \$11.00 charged in the Human Resources budget. Ms. Nelson explained that the charges will be allocated more correctly and the corrected amounts will be reflected in the third quarter. It was noted that MCI World Com is the County's contracted carrier. The contract with Sprint expired the last day of June. However, Sprint had expectations of retaining the County as a customer. State and federal charges will also be credited that should not have been charged.

Rep. Katsakiores had a questions regarding the Interest on Tax Anticipation Notes. Treasurer, Sandy Buck, explained that the Treasurer's Office has gone to market twice. A motion was made by Rep. Packard to accept all reports as present. The motion was seconded by Rep. Flanders. The motion was approved by a voice vote.

Ms. Roy distributed a letter that she wrote to the committee regarding the Community Development Block Grant Status Report, which she distributed to the members. She explained that three community development block grants have been awarded -- \$12,000 for a residential care feasibility study; \$1,000,000 for the Wentworth Economic Development; and \$450,000 for the City of Portsmouth for the Seybolt Building Renovations. Rep. Weare wanted to know why the County was involved a project involving a state road. Ms. Roy explained that the Commissioners have been pursuing this issue. Rep. Nowe followed up on Rep. Weare's comments.

Capital Improvements -- Rep. Clark, Subcommittee Chair, reported that she did not call a subcommittee meeting. She reported that 6 of the 24 projects planned have been completed, with 7 more still in process. She referred to the percentages expended to date, and reported that everything is expected to be completed on schedule. A motion was made and seconded to approve the Capital Improvements budget as presented. The motion was approved by a voice vote.

Fiscal Office -- Rep. Francoeur, Subcommittee Chair, reported that everything appears to be on target at 49 7/8% expended. She noted that she did speak with Ms. Young regarding the Fiscal Office budget. A motion was made by Rep. Nowe and seconded by Rep. Belanger to approve the reported as presented. The motion was approved by a voice vote.

Human Services -- Ms. Diane Gill reported on the Human Services budget in Rep. Pitts' absence. The budget is 42% expended to date. A motion was made by Rep. Belanger and seconded by Rep. Nowe to approve the Human Services budget as presented. The motion was approved by a voice vote.

Jail -- Rep. Weare, Subcommittee Chairman, reported on the Jail budget. He noted reported that he did not feel it necessary to have a subcommittee meeting. Expenditures are at the 50% level as expected. He noted an increase in overtime due to the shortage of correctional officers, and noted a transfer may be needed at the third quarter meeting. A motion was made by Rep. Weare to approve the Jail budget as presented. The motion was seconded by Rep. Francoeur. The motion was approved by a voice vote.

UNH Cooperative Extension -- Mr. Rollie Barnaby, in Rep. Blanchard's absence, reported that the budget is 49% expended to date. Rep. Nowe made a motion to approve the UNH budget as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Nursing Home -- Rep. Case, Subcommittee Chair, reported on the Nursing Home budget. She explained that she did not see it necessary to call a subcommittee meeting. She reported that staffing still remains an issue. Continued efforts for marketing staff still remains for the 3-11 and 11 to 7 shifts. A residential care study to investigate the conversion is being planned. She also reported that Mr. Sturtevant met with the salary subcommittee regarding regrades for his department. Overall, the total budget is 58% expended. Rep. Flanders made a motion to accept the report as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote. Rep. Beaulieu referred to the oxygen equipment line and asked for an explanation on oxygen expenses. Mr. Sturtevant explained.

Maintenance -- Rep. Kobel, reported in Rep. Schanda's absence due to his recent illness. He reported that he met with Ms. Gates. The Maintenance budget is 49% expended to date. A motion was made by Rep. Belanger to approve the report as presented. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Telecommunications -- Rep. Norm Major, Subcommittee Chairman, reported that the subcommittee met with Ms. Nelson and all line items are expended as expected. A motion was made by Rep. Major to approve the report as presented. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Line Item Transfers:

County Attorney – From line 54101 Expense of Prosecution \$3,000.00 to line 53903 Travel/Mileage \$3,000.00.

Comments: This transfer is requested in anticipation of possibly exhausting this line before the end of the third quarter. The original proposal of \$4,000 for the year was made prior to the mileage rate was increased from .255 to .31; additionally, there is more covered travel occurring this year than anticipated. This request is intended to prevent an after-the-fact transfer request later in the year.

County Attorney – From line 53400 Office Expenses/Supplies \$500.00 to line 53903 Travel/Mileage \$500.

Comments: The original amount requested for this line was \$1500, and that was based on the mileage rate of .255. \$1000 was appropriated, and the mileage rate increase to .31 in April will bring our expected usage in this line well over the amount appropriated. This transfer is intended to avoid an after-the-fact transfer request later in the year.

A motion was made by Rep. Flanders to approve the transfer requests as presented. Rep. Ron Nowe seconded the motion. The motion was approved by a voice vote.

Human Services – From line 11402000 56102 Intermediate Nursing Care \$1,008,800.00 to line 11402000 56106 Home and Community Based Care \$1,008,800.00.

Comments: \$58,800 is needed to pay the balance of the HCBC and Provider Payments bills for Jan., Feb., and March. The remainder of the requested amount is for the HCBC and PP bills for the months of April and May, and the anticipated costs for June, July, August, and September. (Because transfers will not be made again until the month of October).

Chairman Beaulieu called on Ms. Young to provide an explanation, which she did. Rep. Katsakiores referred to the term "care" and asked for an explanation as to what it meant in this case. Ms. Gill provided a brief explanation.

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

Nursing Home – To line 4170259205 Nursing-Oxygen Supply \$2,000 – Our use of O2 has been high over the first 6 months of 1999. Based upon current usage, we anticipate that we will need additional funds to get through the remainder of the year. Usage is dependent upon the medical condition of residents of the Home. From line 4170259204 Nursing Medical Supplies \$2,000 – This line should underexpend due to closing of 30 beds in the Underhill Wing.

Rep. Peg Case briefly explained. Rep. Katsakiores had a question regarding oxygen costs. Mr. Sturtevant explained that the cost is for equipment and oxygen. Rep. Major also had a question regarding the amount. Mr. Sturtevant explained that it is an accrual.

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



Sheriff's Department - From line 15101000-53505 Dispatch Recorder Purchase \$10,000 to line 15101000-51402 Dispatch Overtime \$10,000; From line 15100000-51151 Transportation Overtime \$1,500 to line 15101000-51159 Special Deputies \$1,500; from line 15100000-51402 Deputies Overtime \$7,000 to line 15100000-51159 Special Deputies \$7,000.

Comments: 1) Recorder RFP bid came in low. Excess of 10K in line.

- 2) Dispatch Overtime line stressed due to continued turnover and new hire training.
- 3) Special Deputies line utilized more than Deputy Overtime line

Rep. Dolan explained. A motion was made by Rep. Flanders to approve the transfer request as presented. Rep. Letourneau asked if we could expect the revenue line to be up. Rep. Dolan explained that it does not have an effect on revenues. The motion was seconded by Rep. Letourneau. The motion was approved by a voice vote.

Employee Position Listing - A motion was made by Rep. Nowe to approve the position listing as presented. Rep. Francoeur seconded the motion. The motion was approved by a voice vote.

Internal Service Funds -- Judie Milner, Fiscal Office, reviewed the Health, Dental, Worker's Comp., and Internal Service Funds. There were no questions. A motion was made by Rep. Dolan to approve the Internal Service Funds. Rep. Weare seconded the motion. The motion was approved by a voice vote.

#### Other Business:

Chairman Beaulieu presented a request for Rep. Ken Weyler, Chairman of the Delegation, who was not present at the meeting, for authorization from the Executive Committee to attend the National Association of Counties Conference in October. Some discussion ensued regarding whether or not the County should be paying for legislators to attend such meetings out of the County budget. Rep. Nowe commented that he feels Rep. Beauhieu should also attend. Rep. Welch wanted to know why this request was being made, and suggested that Rep. Weyler and Rep. Beaulieu attend the monthly NACO meetings held in Concord. Rep. Welch opposed the request. A lengthy discussion ensued.

Rep. Packard, speaking as past chairman of the Executive Committee, stated that it has been his experience that NACO conferences do not provide anything on their agenda that would benefit legislators. He noted that it is geared more for department heads and elected officials of County Departments. Rep. Packard agreed with Rep. Welch's comments.

Rep. Francoeur made a motion that the department heads/elected officials who attend report to the Executive Committee at the third quarter meeting. It was noted that there was already a motion on the floor.

Rep. Case commented that she has attended these conferences in the past, and paid for them herself, and found them to be very beneficial. She agreed that the Chairmen attend.

A suggestion was made that the conference costs be subsidized. Rep. Welch commented that he does not believe that there is a line in the budget to accommodate this expenditure. Rep. Beaulieu disagreed pointing out that there is a Conference/Training line in the Delegation budget.

A motion was made by Rep. Nowe that the Chairmen of the Delegation and Executive Committee attend the NACO Conference in October and the County pay for their expenses.

Rep. Welch opposed, stating that the money budgeted in the Delegation Training/Continuing Education line is for the employee. Rep. Beaulieu asked Ms. Young her recommendations. Ms. Young confirmed Rep. Welch's comments.

Rep. Letourneau called for a roll call vote. Rep. Beaulieu stated that he would abstain.

A roll call vote was taken. The motion failed 6 to 8.

Rep. Beaulieu then asked for the member to authorize Rep. Weyler to attend the conference on his own account representing the County Delegation.

A motion was made by Rep. Belanger to authorize Rep. Weyler to attend the conference on his own account representing the County Delegation. Rep. Nowe seconded the motion. The motion was approved by a voice vote.

A motion was made by Rep. Nowe that Rep. Weyler, Chairman of the Delegation, attend the NACO Conference with special orders to seek and search any and all knowledge discussed regarding HMO's and how other counties are resolving their health insurance issues. Rep. Belanger seconded the motion. Rep. Nowe pointed out that the motion does not include compensation for the conference, but should include mileage. Rep. Case commented.

Rep. Clark made an amendment to the motion and suggested that authorization be given to Chairman Weyler to attend the conference, and that the Executive Committee authorize payment for mileage, \$50 for the registration fee, and \$150.00 for one night's stay.

Rep. Francoeur added that we authorized Rep. Weyler to look at the overall efficiency and interaction of the Counties. Rep. Case seconded the motion.

Rep. Packard made a motion to move the question. Clerk Welch made the suggestion that all-prior motions on the floor be withdrawn and resubmitted.

Rep. Nowe restated the motion as follows: Chairman Weyler to attend the NACO Conference with mileage reimbursement, \$50.00 for the registration fee, \$150.00 for one night's stay. Additionally, that he bring back as much information as possible as to the scope of the County. Rep. Flanders seconded the motion.

Rep. Packard made a motion to move the question.

Rep. Beaulieu noted that he would abstain from the vote.

A roll call vote was taken. The results were 10 yes, 4 no. The motion was approved by a voice vote.

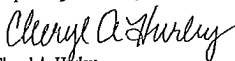
Rep. Francoeur requested that the Department Heads/Elected Officials who attend provide the Executive Committee with a brief report at the third quarter review meeting outlining what they learned at the Conference.

Rep. Katsakiores had a question regarding the Revenues section of the budget. Ms. Young explained and referred to Mr. Sturtevant for further details.

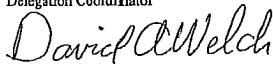
A motion was made by Rep. Weare to adjourn the meeting. The motion was seconded and approved by a voice vote.

The meeting was adjourned at 11:38 a.m.

Respectfully submitted,



Cheryl A. Hurlley  
Delegation Coordinator



Rep. David A. Welch, Clerk  
Rockingham County Executive Committee.

## ROCKINGHAM COUNTY EXECUTIVE COMMITTEE



119 NORTH ROAD  
BRENTWOOD, N.H. 03833  
Tel. (603) 679-9369  
24-Hour Fax: (603) 679-9370

*Executive Committee*  
Jon F. Beaulieu, *Chairman*  
Virian R. Clark, *Place Chairman*  
David A. Welch, *Clerk*

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### MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, October 22, 1999

9:30 a.m.

Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

The members of the Rockingham County Executive Committee met on Friday, October 22, 1999 at 9:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting is to conduct the third quarter budget review.

Rep. Beaulieu, Chairman, called the meeting to order at 9:30 a.m.

Rep. Albert Weare led the Pledge of Allegiance.

Rep. David Welch, Clerk, conducted the role call.

In attendance were: Representative Jon Beaulieu, Chairman; Representatives Belanger, Blanchard, Case, Clark, Flanders, Francoeur, Katsakiore, Letoumeau, Major, Nowe, Noyes, Packard, Pitts, Schanda, Weare, Welch. Rep. Weyler was excused.

A total of 18 members were present, and the Clerk declared a quorum.

Also Present: Commissioner Ernest Barka, Chairman, Board of Commissioners; Commissioner Maureen Barrows, Commissioner Katharin Pratt; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Attorney James Reams, County Attorney; Cathy Stacey, Register of Deeds; High Sheriff Daniel Linehan, Sheriff's Department; Christine Croto, Sheriff's Department; Superintendent Gene Charron, Department of Corrections; Louise Turner, Department of Corrections; Jennifer Nelson, Telecommunications Manager; Jude Gates, Engineering & Maintenance Department; Bill Sturtevant, Nursing Home Administrator; Judie Milner, Fiscal Analyst; Thera Young, Fiscal Officer; Sandy Buck, Treasurer; Tim Dempsey, Deputy Treasurer, and Cheryl Hurley, Delegation Coordinator.

Chairman Beaulieu made an announcement on behalf of Rep. Kenneth Weyer, Chairman of the Delegation, who was not able to attend. He announced that Rep. Ed Putnam was appointed to serve as Chairman of the Sheriff's Subcommittee, with Rep. Bill Zolla, as Vice-Chairman. Chairman Beaulieu noted that Rep. Putnam's appointment would not make him a member of the Executive Committee.

The next order of business on the agenda was to fill the vacancy on the Executive Committee, due to Rep. Dolan's recent resignation. Rep. Beaulieu read Resolution 1999-1 - Filling Vacancies on the Executive Committee (attached). Rep. Beaulieu opened the floor for nominations. Rep. Nowe nominated Rep. Marshall (Lee) Quandt from Exeter. Rep. Packard seconded the motion. Rep. Beaulieu asked for further nominations. There were none. Rep. Weare made a motion to close the nominations, and asked the Clerk to cast one ballot for Rep. Marshall (Lee) Quandt. The Clerk declared Rep. Quandt as an official member of the Executive Committee. Rep. Quandt was then invited to join the Executive Committee members.

Salary Subcommittee Report - Rep. Nowe, Chairman of the Salary Subcommittee, reported the following requests for regrades:

Sheriff's Department/Dispatch - Rep. Nowe read an explanation provided by Sheriff Linehan. A motion was made by Rep. Belanger to approve the request as presented. Rep. John Flanders seconded the motion. Sheriff Linehan explained that the fiscal impact would be \$2,900, and would include regrading the three supervisory positions. Ms. Young also explained referring to the policies in place regarding regrades and the rates of pay in the grade. Ms. Roy also explained. The motion was approved by a voice vote.

Jail Corporals - Rep. Nowe explained the regrade would not result in an increase to the budget, as there is sufficient money in the salary lines to accommodate the request. Rep. Nowe made a motion to approve the request as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Human Services/New position - Rep. Nowe explained that this request is being made due to the new and additional duties required under the new state billing system which has overwhelmed the Human Services staff. He noted that there would not be an increase to the budget for the new position. Rep. Nowe made a motion to approve the request as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Position Listing - Rep. Nowe made a motion to approve the position listing for the third quarter as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Treasurer's Report - Sandy Buck, Treasurer reported. A copy of the Treasurer's Report, provided by Tim Dempsey, Deputy Treasurer, was distributed to the members. Mr. Buck noted that his office recently made a request for proposal for banking services. Rep. Packard made a motion to approve the Treasurer's Report as presented. Rep. Arndt seconded the motion. The motion was approved by a voice vote.

Rep. Pitts wanted to know if the County would have to go out and borrow if the cities and towns could not pay the full amount owed by December 17, 1999. Mr. Buck explained that the Treasurer's Office has the ability to borrow up to 20 million dollars this year, and to date a total of 13 million has been borrowed.

Tim Dempsey, Deputy Treasurer, commented that he is unsure if there will be adequate revenue coming in to accommodate the borrowing. He commented that the borrowing issue needs to be investigated further. Rep. Francoeur wanted to know the drop-dead date. Ms. Young, Fiscal Officer, explained that the County would be able to go until March without having to request an additional borrowing. She informed the members that she would be attending a meeting with other counties and the state on Tuesday morning to hopefully obtain more information on this issue.

**Audit Subcommittee Report** -- Rep. George Katsakiores reported in Rep. Weyler's absence. Rep. Katsakiores referred to the Audit Subcommittee minutes of August, which were distributed to the members, as well as the draft Timeline and Duties and Responsibilities that were devised at that meeting. Discussion ensued. Rep. Pitts had questions relative to financial audits and performance audits. Rep. Welch referred to past history noting that the Human Resources Performance Audit was a follow-up to the original audit performed in 1995, at which time it was recommended that a follow-up audit be obtained.

Rep. Katsakiores made a motion to approve the Audit Subcommittee report as presented. Rep. Francoeur commented that it is her opinion that financial audits should be the factor that triggers performance audits. Rep. Nowe seconded the motion. The motion was approved by a voice vote. Rep. Pitts voted no.

**Rockingham County Delegation** -- Rep. John Flanders, Subcommittee Chairman, reported that he did not call a subcommittee meeting as the Delegation budget appears to be in order at 55% expended to date. A motion was made by Rep. Flanders to approve the report as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

**County Attorney** -- Rep. Ron Belanger, Subcommittee Chairman, reported that he did not see the need to call a subcommittee meeting. The County Attorney budget appears to be in line at 70% expended to date. Rep. Belanger also reported on the Medical Examiner's budget at 70% expended to date. Rep. Belanger made a motion to approve the County Attorney's and Medical Examiner's reports as presented. Rep. John Flanders seconded the motion. Rep. Katsakiores referred to the Service Contracts line and requested an explanation as to what types of contracts are paid out of this line. Ms. Young explained such items as copy machines and typewriters. Commissioner Pratt noted that the County has retained a vendor that can provide more cost-effective contracts to the County. The motion was approved by a voice vote.

**Sheriff's Department** -- Rep. Ed Putnam, Subcommittee Chairman, reported on the Sheriff's budget. He referred to the retirement portion in outside detail to be 126% expended. Rep. Belanger commented noting that the overall budget at 73% expended. Rep. Belanger made a motion to approve the Sheriff's budget as presented. Rep. John Flanders seconded the motion. Commissioner Pratt, referring to Rep. Putnam's notation on the retirement account, noted that the Commissioners couldn't either approve or disapprove retirements, as there are laws in effect that govern retirements. It was noted that the Commissioners did not pay out the disputed sick pay. Rep. Nowe stated a point of order, noting that the issue being discussed is a personnel matter. Rep. Nowe made a motion to move the question. Rep. Francoeur seconded the motion. The Sheriff's Department report was approved by a voice vote.

**Manchester Airport** -- Rep. Nowe made a motion to approve the Manchester Airport budget at 73% expended. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

**Registry of Deeds** -- Rep. Janet Arndt, Subcommittee Chair, presented the Registry of Deeds report. She reported the overall budget at 68% expended. She noted that revenues continue to be high. A motion was made by Rep. Arndt to approve the Registry of Deeds report as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

**Commissioners/General Government/Human Resources** -- Rep. Packard, Subcommittee Chairman, reported that he did not see the need to call a subcommittee meeting as everything appears to be in line. Rep. Packard made a motion to approve the report as presented. Rep. John Flanders seconded the motion.

Rep. Katsakiores had a question regarding the equipment accounts, wanting to know if what is reflected will be the limits of the expenditures. Rep. Packard responded that in most cases yes. The motion was approved by a voice vote.

Capital Improvements – Rep. Vivian Clark, Chair of the Long-Range Planning Committee, reported that the committee held two meetings this quarter. She referred to the minutes of those meetings that were provided to the members. She reported that the Long-Range Planning Committee met with Ms. Young, Fiscal Officer, and Jude Gates, Maintenance & Engineering, and discussed capital projects at length. The committee agreed to recommend to the Executive Committee to move the monies budgeted for capital projects out of the general fund to the "03" Capital Projects Fund. She explained that this would allow for more appropriate use of the money. The motion seconded by Rep. Belanger. Rep. Blanchard requested a clarification. Rep. Clark provided an explanation. The motion was approved by a voice vote.

Rep. Clark announced that the Long Range Planning Committee would meet on Monday, November 1, 1999 to create a strategic planning process. She will report back to the Executive Committee as to their progress.

Fiscal/Revenue – Rep. Sheila Francoeur, Subcommittee Chair, reported that the Fiscal Department budget is well within limitations at 76% expended. A motion was made by Rep. Francoeur to approve the report as presented. Rep. Blanchard seconded the motion. The motion was approved by a voice vote.

Human Services – Rep. Pitts, Subcommittee Chair, reported on the Human Services budget, noting that it is 66% expended to date. Rep. Pitts made a motion to approve the report as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Jail – Rep. Weare, Subcommittee Chairman, reported on the Jail budget at 74% expended to date. Rep. Weare made a motion to approve the Jail budget as presented. Rep. Quandt seconded the motion. The motion was approved by a voice vote.

UNH Cooperative Extension – Rep. Blanchard, Subcommittee Chair, reported on the UNH Cooperative Extension budget. She referred to her report, which she provided to the members. The overall budget is 75% expended. Rep. Blanchard made a motion to approve the report as presented. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Non County Specials – Rep. Robert Letourneau, Subcommittee Chairman, reported on the Non-County Specials budget. He noted the overall expenditures to be 75% to date. Rep. Letourneau made a motion to approve the report as presented. Rep. Francoeur seconded the motion. The motion was approved by a voice vote.

Rep. Pitts wanted to know if monies were paid out to the Rockingham County Child Care Association. Ms. Young responded yes.

Nursing Home – Rep. Peg Case, Subcommittee Chair, reported on the Nursing Home budget. She reported the budget to be well within limits. Staffing continues to be a problem. Rep. Case made a motion to approve the report as presented. Rep. John Flanders seconded the motion. The motion was approved by a voice vote.

Maintenance – Rep. Frank Schanda, Subcommittee Chairman, reported on the Maintenance budget. He noted two line item transfer requests that would be taken up later in the meeting. He reported the Maintenance budget to be 72% expended to date. Rep. Schanda made a motion to approve the report as presented. Rep. John Flanders seconded the motion. Rep. Katsakiores questioned the expenditures in the boiler plant, and wanted to know if this is the original plant. Ms. Gates responded yes and explained.

Telecommunications – Rep. Norman Major, Subcommittee Chairman, reported on the Telecommunications budget. He reported the budget to be 54% expended to date. He highlighted the 161% expenditure in the telephone lines. Ms. Milner, Fiscal Analyst, explained that the overall

expenditure is due to the allocation of telephone costs and T1 lines of many departments. Rep. Major provided a detailed explanation with regards to the lines that were either under or over within the Telecommunications budget. Ms. Nelson reported on Y2K, noting that on September 23<sup>rd</sup> and 24<sup>th</sup> the County performed a test run on the generators. Everything went very well. Assurances have been received from PSNH that the Complex will not be forced to go on generator power. In addition, the software systems and payroll system have been tested. New systems throughout the Nursing Home have been tested moderately, and certifications have been received from various vendors. Rep. Major commented on the service contract line at 97%, expended. He noted that the second year of the service contract we had a 50% reduction in rate from Lucent. The second contract year started on April 1, 1999. Total payments were made in May of this year. A motion was made by Rep. Major to approve the report and update provided by Ms. Nelson as presented. Rep. John Flanders seconded the motion. The motion was approved by a voice vote.

Rep. Letourneau requested clarification on the telephone contract. Rep. Major provided an explanation. Ms. Nelson explained that it is due to the current billing style.

Revenues— Rep. Sheila Francoeur reported that revenues are on target at 85%. Rep. Francoeur seconded the motion. The motion was approved by a voice vote.

Rep. Katsakiores had a question on the grant fund line, noting that we have received only 10% to date of what was anticipated. He questioned whether we would receive more. Commissioner Pratt explained that this is due to the CDBG project; namely, the Seibolt Building in Portsmouth. The County has made a commitment, but it is possible that we may not see it this year, as the grant is submitted at the end of the project. It is clearly a cash flow issue.

Rep. Katsakiores referred to liability issues, questioning the COPS line at 9% expended. Sheriff explained that this is a new program, and there has been a delay in getting the paperwork set up.

Rep. Blanchard had a question regarding the District Court line. She wanted to know where the revenue comes from in that line. Sheriff Linehan explained that it is from the Administrative Office of the Courts for prisoner transports.

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

#### Line Item Transfer Requests:

Rep. Belanger made a motion to approve the County Attorney's Office request for transfer as follows:

County Attorney - From line 51100 ACA Salaries \$9,000 to line 54101 Expense of Prosecution \$9,000.

Comments: (See transfer request attached).

Rep. John Flanders seconded the motion. The motion was approved by a voice vote.

Rep. Belanger made a motion to approve the County Attorney's Office request for transfer in the Medical Examiner's budget as follows:

Medical Examiner - From line 53400 M.E. Office Supplies/Expenses \$600 to line 53903 M.E. Travel/Mileage \$600; from line 51100 (Dept. #1310000-CA) ACA Salaries \$5,000 to line 54401 (Dept #13101000-ME) M.E. views \$5,000.



Comments: See transfer request attached.

Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Rep. Pitts made a motion to approve the request for transfer from the Human Services Department as follows:

From line 11402000-56102 Intermediate Nursing Care \$850,000 to line 11402000-56106 Home and Community Based Care \$850,000.

Comments: See transfer request attached.

Rep. Janet Arndt seconded the motion. The motion was approved by a voice vote.

Rep. Wear made a motion to approve the transfer request from the Department of Corrections as follows:

From line 54816 Cost other Facilities \$2,000 to line 54811 Bedding \$2,000.

Comments: See transfer request attached.

Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Packard made a motion to approve the transfer request from the Human Resources Department as follows:

From line 41716000-51002 Cosmetology Salaries \$7,000 to line 11500000-53402 Advertising \$7,000.

Rep. Nowe seconded the motion. Rep. Welch questioned why the transfer request was from the Human Resources Department and the Nursing Home. It was explained that the Human Resources Department overspent on advertising for positions in the Nursing Home. Ms. Young confirmed that the transfer request was appropriate under the circumstances. The motion was approved by a voice vote.

Rep. Welch suggested that the Executive Committee review the policies and procedures with regards to department to department transfers.

Rep. Pitts wanted to know if the County has a job web site? Ms. Nelson responded yes, and provided Rep. Pitts with the e-mail address.

Rep. Case made a motion to approve the line item transfer request for the Nursing Home as follows:

From line 4170153500 Dietary Equipment Repairs \$1,800 to line 4170153502 Dietary Equipment Non-Expendable \$1,800.

From line 4171551002 Adult Day Care Salaries \$1,500 to line 4170851002 Social Services Salaries \$1,500.

From line 4170953501 to line 4170951002 Physical Therapy Salaries \$1,500.

Comments: See transfer request attached.

Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Schanda made a motion to approve the transfer request from the Maintenance Department as follows:

From line 11300002-55200 RCNH Fuel \$10,000 to line 11300018-55500 WWWTf Purchase Services \$10,000.

Comments: See transfer request attached.

From line 11300002-55200 RCNH Fuel \$5,000 to line 11300008-53801 Gasoline Sheriff \$5,000.

Comments: See transfer request attached.

Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Letourneau wanted to know if the amount in the fuel line would be adequate. Ms. Gates responded that she is comfortable with it, as it is expected to come in within budget.

Rep. Major made a motion to approve the transfer request for the Telecommunications Department as follows:

From line 11800000-53001 T1 Telephone Line \$7,700 to line 11800000-53601 \$7,700.

Comments: See transfer sheet attached.

Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Letourneau made a motion to approve the transfer request for the Sheriff's Department as follows:

From line 15103000-54302 Airport -Contingency \$5,500 to line 15103000-52100 Airport-Social Security \$5,500.

From line 151030000-54302 Airport Contingency \$5,000 to line 15103000-54303 Airport Uniforms/Equip/Training \$5,000.

Comments: See transfer sheet attached.

Rep. Pitts questioned whether the airport reimburses the County for the cost of uniforms. It was noted that the County is reimbursed for incurred costs, plus 10 percent. She also questioned if the uniforms were already purchased. Sheriff Linehan explained that in this particular instance the purchase of a uniform was for a new hire. Rep. Francoeur seconded the motion. The motion was approved by a voice vote.

Rep. Letourneau made a motion to approve the line item transfer for the Sheriff's Department as follows:

From line 15100000-53100 Sheriff's Postage \$2,000 to line 15100000-53900 Sheriff's Training/Conference \$2,000.

From line 15104000-51156 Sheriff's Deputy Child Advocate \$1,300 to line 1510400-52103 Outside Detail Retirement \$1,300.

From line 15104000-51156 Sheriff's Deputy Child Advocate \$3,300 to line 15101000-51153 Midnight Dispatcher Salary \$3,300

From line 15101000-53501 Office Equipment \$8,500 to line 15101000-51402 Dispatch Overtime \$8,500.

Comments: See transfer request attached.

Rep. Nowe seconded the motion. The motion was approved by a voice vote.

Internal Service Funds – Judie Milner, Fiscal Analyst, reviewed the reports that she provided to the members, noting that everything appears to be on target.

Drug Forfeiture Account – Judie Milner reported on the drug forfeiture account, which was provided to the members. She noted that it is a special revenue fund that will be made available to the committee quarterly. She explained that the fund balance shows revenues received and expenditures out.

Rep. Pitts wanted to know what types of items are purchased out of this account. Sheriff Linehan explained that the purchases are to aid in the warfar of drugs. It was noted that the federal government audits the money. Rep. Belanger commented that he believes the money does reduce taxpayers dollars. Sheriff Linehan said that he would look into the account rules to investigate what exactly the money can be used for.

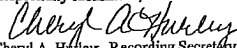
Other Business:


Rep. Letourneau, Chairman of the Non-County Specials, referred to a packet he received for the year 2000 budget. He specifically made comments relative to the letter sent out by the Commissioners to Non-County Specials agencies. He referred to the confusion encountered last year. He suggested that the Commissioners revise their letter so that there is a clear understanding amongst the agencies that they are required to present their funding needs to the Non County Specials Subcommittee. A lengthy discussion ensued. Rep. Arradt made motion that a letter be sent to the Non County Specials agencies clarifying the process. Rep. Case seconded the motion. The motion was approved by a voice vote. An announcement was made congratulating Commissioner Barka for receiving the "Commissioner of the Year Award" at the National Association of Counties Annual Conference, and Mary Carrier as the recipient of the Edna McKenna Award which was also presented by the National Association of Counties Annual Conference.

Rep. Case made a request that she receive a copy of the original Human Resources Department performance audit report.

A motion was made to adjourn the meeting at 11:43 a.m. The motion was seconded. The motion was approved by a voice vote.

Respectfully submitted,

  
Cheryl A. Harley, Recording Secretary  
Delegation Coordinator

  
Rep. David A. Welch, Clerk  
Rockingham County Executive Committee

# ROCKINGHAM COUNTY CONVENTION



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

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

119 North Road, Brentwood, New Hampshire 03833  
Telephone (603) 679-9369  
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## MINUTES

### ROCKINGHAM COUNTY DELEGATION MEETING

Friday, December 17, 1999  
10:30 a.m.  
Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, NH

The members of the Rockingham County Delegation held a meeting on Friday, December 17, 1999 at 10:30 a.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to review and approve the funding for the jail union contract.

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 10:47 a.m.

Rep. Weyler opened the meeting by giving the invocation.

Rep. Nowe led the Pledge of Allegiance.

Rep. Welch, Clerk, read the roll call. Those in attendance were: Representative Kenneth L. Weyler, Chairman; Representatives Beaulieu, Belanger, Bridle, Case, Christie, Clark, Cooney, DiPruscio, Downing, Fesh, Flanagan, J. Flanders, Francoeur, Gleason, Grant, Griffin, Hamel, R. Hutchinson, Johnson, Kane, G. Katsakiores, William Kelley, Langone, Lovejoy, Major, Mikowski, Morse, M.L. Nowe, R. Nowe, Noyes, Putnam, Quandt, Raynowska, Ruffner, Schanda, Shelton, Shullis, Splaine, Stickney, Vaughn, Weare, Welch, Whittier, and Zolla.

Also Present: Theresa Young, Fiscal Officer; Judie Milner, Senior Accounting Analyst; Martha Roy, Human Resources Director; Gene Charon, Superintendent for the House of Corrections; Commissioner Katharin Pratt; Commissioner Ernest Barka, Commissioner Maureen Barrows, William Sturtevant, Nursing Home Administrator; Attorney James Rearus, County Attorney; Tim Dempsey, Deputy Treasurer; Cheryl A. Hurley, Delegation Coordinator.

Clerk Welch noted a quorum was not present at this time, with a total of 42 members being present. Rep. Ron Nowe proceeded to make phone calls in order to reach members to obtain a quorum.

Chairman Weyler introduced Rep. William Kelley, a new representative from the Town of Raymond, replacing former Rep. Richard Dolan.

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Page 1 of 4

Chairman Weyler referred to a document he prepared and distributed to the members entitled, "Rockingham County Comparative Results." The document reports Rockingham County to have a number one efficiency rating for per-capita costs amongst all Counties. Rep. Weyler commented that he is very proud of the progress Rockingham County continues to make and thanked everyone for their efforts in making this possible.

Commissioner Maureen Barrows confirmed Rep. Weyler's comments.

Rep. Weyler then referred to another document that he prepared and distributed to the members entitled, "Draft Communications Policy." He presented this draft policy for the members' review and comments. He expressed his feelings that the Delegation adopt a policy to aid members in seeking information. He briefly explained.

Rep. Cooney commented.

Rep. Major questioned if the policy is being written because there have been problems in obtaining information in the past. Rep. Weyler referred to present and past practices where problems have existed. Rep. Major questioned why more rules and regulations were needed.

Rep. Vaughn made a personal privileges comment with regards to Rep. Weyler's invocation.

Rep. DiFruscia arrived at 11:12 a.m.

Rep. Welch commented and spoke in support of adopting a communications policy. He referred to poor communications that exist, specifically noting a Commissioner distributing a form for "request for information" that had never been received by the Delegation Office. He referred to the communications policy as a tool to protect the Delegation and comply with the statutes.

Rep. Cooney commented. He suggested that Rep. Weyler add a section relative to e-mail addresses. Rep. Weyler agreed with Rep. Cooney's comments and will add his suggestion to the communications policy as item #6.

Rep. Noyes, former Clerk for several years, spoke in favor of the need for a communications policy. He referred to the importance of reorganizing county structure and the need for singularity.

Several comments were made. Rep. Weyler accepted those comments and will prepare a revised policy for the Delegation's approval.

Commissioner Pratt noted that currently there is no statute for a county manager. She spoke about initiatives for future legislation in this regard. Rep. Welch referred to RSA 28-A, Charter Commissions.

Rep. Weyler briefed the members on the progress of the Audit Subcommittee. He noted that a follow-up performance audit was recently performed of the Human Resources Department. He stated that the committee is waiting for a final report at this time.

Rep. Christie arrived at 11:25 a.m.

Chairman Weyler announced that copies of the Jail Contract were available for members who wish to review it. Copies can be obtained from Cheryl Hurley, Delegation Coordinator.

Page 3

Rep. Mary Griffin arrived at 11:45 a.m.

Clerk Welch noted at 11:45 a.m. that a quorum was present.

Rep. Albert Weare, Chairman of the Jail Subcommittee, reported on the funding for the jail union contract. Rep. Weare made a motion that the Delegation approve the motion as printed on the yellow sheet before them as follows:

To approve the Collective Bargaining Agreement (CBA) and associated cost items between SEA Local 1984 and Rockingham County for a term of July 1, 1999 to June 30, 2003 with employees to be placed on their applicable steps effective December 1, 1999, said steps to continue until June 30, 2003; longevity payments resumed; a new benefit, short term disability insurance effective 1/1/2000 and across the board wage increases as follows:

1.5% effective 3/1/2000  
2.0% effective 3/1/2001  
1.67% effective 3/1/2002

This Collective Bargaining Agreement will include the following increases in salaries and benefits for each of the contract years as indicated:

<u>Contract Year</u>	<u>Estimated Amount</u>
7/1/99 - 6/30/00	\$158,643
7/1/00 - 6/30/01	\$230,530
7/1/01 - 6/30/02	\$138,289
7/1/02 - 6/30/03	\$142,625

In addition, I move that funding for the cost of the contract for 1999 are facilitated through the current appropriations as proposed by the Rockingham County Board of Commissioners.

Rep. Belanger seconded the motion.

Rep. DiFrucia had questions with regards to wages. He commented on a great job of keeping the wages low.

Martha Roy, Human Resources Director, addressed Rep. DiFrucia's questions. She confirmed that job descriptions are in place.

Rep. Robert Johnson arrived at 11:50 a.m.

Rep. Clark clarified that the merit pool program was taken out of the contract.

Clerks Welch then conducted a roll call vote on Rep. Weare's above-stated motion. Rep. Welch reported the following results: 44 yes, 1 no, and 1 abstention. The motion passed.

Commissioner Barka thanked those individuals involved who worked on the negotiating process.

Rep. Weyler called for further comments on the Audit Subcommittee Report and Communications Policy. There were no further comments.

being no further business, the meeting adjourned at 12:05 p.m.

fully submitted,

*A. Hurley* *A. Hurley*

A. Hurley  
Delegation Coordinator

*David A. Welch* *David A. Welch*

David A. Welch  
Clerk

ROCKINGHAM COUNTY COMMISSIONERS

119 North Road  
Brentwood, NH 03833



TELEPHONE: (603) 679-9350  
FAX: (603) 679-9354

Ernest P. Barka, Chairman

Maureen Barrows, Vice Chairman

Katharin K. Pratt, Clerk

**THE ROCKINGHAM COUNTY  
BOARD OF COMMISSIONERS  
1999 ANNUAL REPORT**

County Elected Officials and the Division Directors were faced with many challenges and opportunities in the calendar year 1999. Rockingham County continues to grow at a rapid pace yet we still have the lowest county tax rate in the State of New Hampshire.

We look forward to the coming year when we will renovate one of the existing buildings at the Rockingham County Complex to provide an assisted living facility for thirty low to moderate income individuals. This is in response to the changing demographics of Rockingham County.

Community services such as Meals on Wheels and Homemaker/Home Health Aide Services have made it easier for the elderly to remain in their own homes far longer than in generations past. Assisted living is the next step in the continuing of care prior to admission to a nursing home. It is less costly and allows the older generation to remain independent as long as possible. We expect occupancy by the late fall/early winter of 2001.

We also take pride in the many services offered by Rockingham County and welcome your input and questions.



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**ROCKINGHAM COUNTY NURSING HOME  
1999 ANNUAL REPORT**

Administrator's Report  
Census Documentation  
Medical Director's Report

# ROCKINGHAM COUNTY NURSING HOME

## 1999 ANNUAL REPORT

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS

ROCKINGHAM COUNTY, NEW HAMPSHIRE

I respectfully submit the Annual Report of the Rockingham County Nursing Home for the year ending December 31, 1999.

This past year many significant changes took place at Rockingham County Nursing Home. In April, we closed the Underhill Two nursing unit, reducing the number of available beds in the Home to 270 beds. This closing was caused by two forces, the first a lack of applicants for admission and secondly the lack of applicants for employment.

Rockingham County Nursing Home is the not the only facility facing empty beds or recruitment issues in the state. Throughout the Seacoast region in particular this has been an issue. Recruitment has become a war of wages and benefits between different health care providers. Some offering hiring bonus, differing benefits and increased wages.

The average daily census in 1999 was 269, in 1998, we averaged 266 compared to 258 in 1997. The average age at time of admission in 1999 was 82 years, compared to 80 years in 1997. This stable adds to the theory that the types of services available in the Seacoast allow folks to remain in their home for a longer period.

The closing of the 30 beds had an adverse effect on revenues against what had been originally projected for the year. Although we did have some saving from the lack of expenses in operations these were not enough to offset the loss of revenue.

For the year 2000, we do not see either of these conditions improving. Thus we have planned an operating budget that takes into consideration the closure of the nursing unit and the inability to attract qualified nursing staff.

Recruitment of personnel remains a priority. We have attempted to use many different methods to recruit new employees from Job Fairs here at the complex, the Fox Run Mall, college campus and nursing associations. We have also established other hiring incentives including a bonus for new hires that remain with the Home for a year. We have met with the Salary Sub-Committee of the Delegation to discuss the wage surveys that were completed in 1999.

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

We have continued to perform self-audit and mock surveys to ready ourselves for our annual visit. The survey team may visit anytime for the "annual visit" between nine and fifteen months of the previous visit. We anticipate a visit no later than August 2000.

The "Employee of the Month" program continued throughout the year. Peers, residents, families, visitors, volunteers, or any other individual who has an interest in Rockingham County Nursing Home may nominate employees. Each month the selected employee receives a Savings Bond, reserved parking, a plaque and picture posted in the main lobby, a cake, and balloons. Recognized in 1999 were:

- January - Harry Richard - Physical Therapy
- February - Pearl Higgins - Environmental Services
- March - Sandra Weston - Nursing
- April - Dona Camara - Pat PALS
- May - Joan Desjardins - Environmental Services
- June - Kathryn Myhill - Nursing
- July - Marjorie Desjardins - Diabry
- August - Karen Peiberg - Medical Records
- September - Jill Lebourneau - Nursing
- October - Robert Laroche - Maintenance
- November - Jonathan Wilcomb - Physical Therapy
- December - Patsy Asmund - Dietary

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

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

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

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

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

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

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

Respectfully submitted,

William F. Sturtevant  
Administrator

ROCKINGHAM COUNTY NURSING HOME

CENSUS 1999

JANUARY 1, 1999 275

TOTAL CENSUS

TOTAL ADMISSIONS

Home 32  
 Hospital 25  
 Nursing Home 14  
 Psych. Hospital 1  
 Group Home 4  
 Rehab. 1

TOTAL DISCHARGES

Hospital Admit/Returns 130  
 \*Permanent Discharges 6  
 Deaths 103

TOTAL CENSUS

DECEMBER 31, 1999 253

TOTAL RESIDENT DAYS:

98,227

DAILY AVERAGE CENSUS

HIGHEST CENSUS 283  
 LOWEST CENSUS 250

DAILY AVERAGE:

UNDERHILL BUILDING 33  
 FERNALD BUILDING 81  
 BLAISDELL BUILDING 106  
 DRISCOLL BUILDING 49

AVERAGE AGE OF RESIDENTS DECEMBER 31, 1999

83

AVERAGE AGE OF RESIDENTS DEATH

86

AVERAGE AGE OF ADMISSION

82

AVERAGE LENGTH OF STAY

2 yrs. - 4 mos. - 14 days

\*2 Residents expired while in the hospital

\*4 Residents discharged home

#28 Of the 77 admissions, expired

ROCKINGHAM COUNTY NURSING HOME ANNUAL REPORT

1999

JANUARY 21, 2000

This past year was a challenging year. Patients cared for here required complex, intensive care. We were able to care for almost all of the patients here at the nursing home. Approximately 30 patients were hospitalized during the course of the year. Equal numbers were hospitalized for psychiatric problems, fractured hips and abdominal surgery. Hospitalizations were approximately seven percent of residents, this compares extremely favorably with national rates which tend to run between ten and fifty percent. These low rates reflect the fact that we have wide ranging services available here at the nursing home including physician services five days a week, a full-time geriatric nurse practitioner, highly skilled nurses and nursing supervisors, along with lab and x-ray. This means that we can take care of almost all medical problems on site.

Changes in admissions reflected two wide spread social trends. First, more and more people are being cared for in the community and only require a nursing home the last few days, weeks or months of their life. Therefore, we are seeing patients with higher acuity but they are staying for a much shorter period of time. Second, nursing shortages are becoming a major factor in staffing for all medical facilities. This reflects the fact that nursing salaries have not kept pace with salaries in other fields and the fact that women now have many more career opportunities than they did twenty to thirty years ago when most women were either nurses, secretaries or teachers. Now, a young woman has to think really hard and be very dedicated to accept a career where she will have to work nights and weekends for relatively low pay, compared to fields like law or computers. The great challenge to maintain staffing in the face of a shrinking pool of nursing personnel will require creative thinking of the kind of staffing which is required. I suspect there will need to be some regulatory changes in order to allow staffing in new and different ways to provide the services which are required. It will also be a real challenge for society to decide whether they want to put a larger percentage of the gross national product into medical care, or to consider rationing of some sort. This conflict will be a major political battle of the next five to ten years. It seems unlikely that the current system can continue, but the shape of the system in the future is very unclear.

In spite of all the difficulties and challenges, the care provided at Rockingham County Nursing Home continues to be of very high quality. This is a testament to the entire staff at this facility.

Karl Singer, M.D.  
KSMID:kama 011900

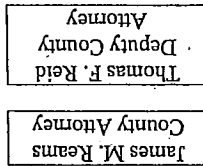
**ROCKINGHAM COUNTY ATTORNEY'S ANNUAL REPORT**

1999 was a year of significant and positive change for the Rockingham County Attorney's Office. These changes went well beyond the obvious change of County

Attorney's. Since taking my oath as County Attorney, I have re-organized the Office creating four Litigation Teams. Three of the teams handle felonies and one team handles the Jury Trial Project. The three felony teams are each responsible for approximately 13 towns in the County. Each of the members of the Jury Trial team is sub-assigned to a felony team for training purposes.

Each of the felony teams is made headed by an attorney with significant trial experience and two other attorneys with lesser amounts of experience. The function of the teams is to provide continuity and accountability in the handling of cases for each town. In addition, the Team Leaders are charged with the mentoring and training of the attorneys assigned to their team.

The new Office structure that I created is as follows:



Area One	Area Two	Area Three	Jury Trial
Attorneys			
Lisa Cirulli	Brad Bolton	David Ruoff	Sawako Gardner
Bob Watkins	Tim Harrington	Hope Flynn	Pat Conway-Capsalis
Kirsten Wilson	Betty Dunn	Chris Casco	Tim Bailey

The assigned attorney is responsible for the review of the file and requesting any additional investigation immediately. The scheduling of the Grand Jury was streamlined to make it more police friendly and easier on the Grand Jurors. The assigned attorneys on each team are now responsible for the scheduling of their towns for the Grand Jury.

I have re-written the Grand Jury Protocols in order to eliminate the built in automatic 30-day waiting period, which could balloon into almost 60 days. Now, each new case is assigned to an attorney within days of the receipt of the case from the police department. Prior to 1999, the cases were placed in a file drawer and only pulled out when the Grand Jury deadline was approaching.

**GRAND JURY REFORM**

The teams are charged with being more "proactive" in their relationships with their assigned police departments. This includes more communication with the departments, doing "ride alongs" with the departments and being available to help during the investigative phase of any case. This type of response was credited by the Exeter Chief in the successful outcome of the Warren Peterson case.

**TEAM GOALS**

The Towns of AREA 1 are: Auburn, Candia, Chester, Deerfield, Derry, Londonderry, Northwood, Nottingham, Salem, Sandown, and Windham.

The Towns of AREA 2 are: Atkinson, Brentwood, Danville, East Kingston, Epping, Exeter, Fremont, Hampstead, Kensington, Kingston, Newfields, Newmarket, Newton, Plaistow, Raymond, and Stratham.

The Towns of AREA 3 are: Greenland, Hampton, Hampton Falls, New Castle, Newington, North Hampton, Portsmouth, Rye, Seabrook, South Hampton.

Legal Assistants		
Dawn Manley	Kim French	Pam Strong
Karen Pawlak		Cheryl Currier
		Nancy Simone

## RESULTS

The results of all of this change are beginning to make themselves felt throughout the system. For example:

- > Stephen Gordon received a sentence of 95 to 190 years PLUS life in prison for Kidnapping and Rape of the two Irish students.
- > Warren Peterson received 20 to 50 years for the Kidnapping and threatening of his wife.
- > Jeremiah Rubera received 15 to 30 years for a burglary spree in the Exeter area.
- > Scott Selinger is receiving a sentence of 25 to 50 years for a Kidnapping and molestation of a Derry boy.

## CASELOAD

There is always a problem when trying to compare legal cases of any kind. The current database in the office does not allow us to document the number of cases reviewed by the attorneys or the investigator that may or may not have resulted in charges being filed. Additionally, the numbers of telephone conferences with police departments about investigations that are taken by the attorneys at their homes are also missing.

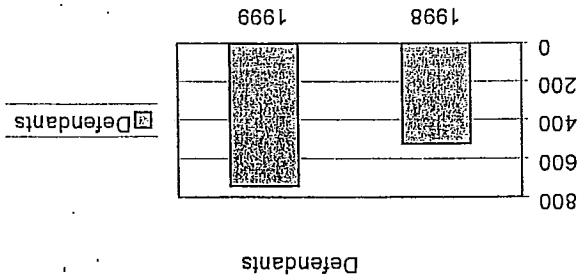
However, there are some indicators that can document to some degree the caseloads and the efficiency of the office that should not be ignored. The primary indicators that we can assemble are the numbers of indictments returned, the number of defendants charged and the number of cases that were "Not Presented".

I have modified the manner in which we report statistics so that next year I will be able to detail the number of cases reviewed during investigation, number of consultation calls and the number of duty calls received.

The results show that I have made a significant step towards achieving my promise of a more aggressive prosecution Office. I have begun the process of restoring the credibility of the Office as an effective prosecution office.



Defendants	522	742	+ 42%
	1998	1999	Change



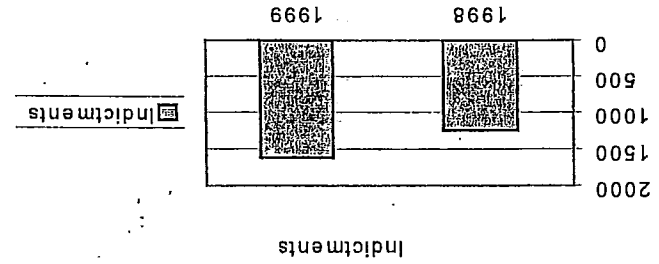
DEFENDANT'S INDICTED

The "Defendant's Indicted" category represents the number of people that the Office filed felony charges against in 1999. This is to try to give perspective about the level of felony activity in the Office taken with the number of indictments referred to below. It shows that we are not just over-charging defendants in an attempt to inflate the figures.

For 1999, the statistical results are as follows:

**CHARGES FILED**

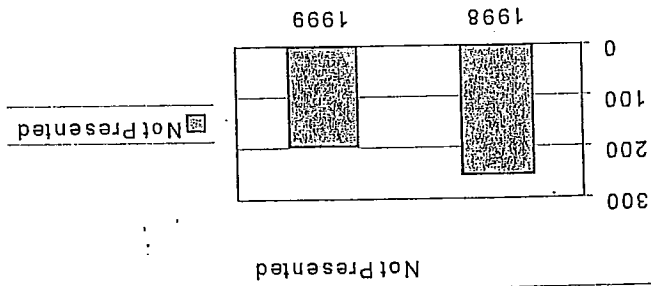
Using the existing database, the "Indictments" category is a figure showing the total number of felony charges that the County Attorney's Office filed in the Rockingham Superior Court. This means that we presented 29% more cases to the Grand Jury for its consideration this year.



Indictments	1244	1609	+ 29%
Change	1998	1999	

**CASES NOT PRESENTED**

Using the existing database, "NOT PRESENTED" is a case that was sent by the police up for possible presentation to the Grand Jury. However, for a variety of reasons, the County Attorney's Office decided not to "present" the case to the Grand Jury. This chart and statistic shows that we are "accepting" more cases or declining fewer cases from the police departments than in the past.



Not Presented	1998	253	Not Presented
Change	1999	198	- 24%

In an effort to keep police departments aware of changes in state laws, the Office has prepared a program on the recent changes to the N. H. Domestic Violence statutes. We have given this seminar at Hilton Auditorium, Hampton, Fremont and soon the North Hampton and Newfields Police Departments. We will continue to be on the forefront of trying to keep your police departments aware of changes in the laws.

I have also begun a series of Conferences around the county to educate or remind the courts, schools and police about the mandates of the New Hampshire Safe Schools Act. The first Conference was held in Derry before Christmas and was well received. As a result, I will be hosting other Conferences around the county.

My role as chief law enforcement officer of the County requires me to be involved in efforts to anticipate the problems of law enforcement, not just react to crime after it happens. With that in mind, I organized and hosted the County Attorney's Summit on School Violence to accentuate the need for the schools and emergency responders to think about the unthinkable; a major school-violence incident. I was able to bring a Fire Battalion Commander and Bomb Squad Commander, from Littleton, Colorado, who both were intimately involved in the Columbine school shootings, to impress upon all that "it can happen here". No one attending the Summit walked away unimpressed with the need for us to prepare. I have begun the follow up with the various schools and police departments to learn from the mistakes of Columbine.

#### OTHER INITIATIVES

The figures outlined above, while clearly imperfect, give some indication that the Office is more aggressive in the pursuit of justice in Rockingham County. Numerous police Departments have noticed the new "attitude" in the Office. I have attached some of the comments that the newspapers have received from police Chiefs who have interacted with the Office.

You will note that the letter from Portsmouth Chief Bradley Russ to the Commissioners, which I was unaware of, was not copied to me by Chief Russ. I was given this copy by the Commissioners at their regular Commissioner's Meeting.

The interviews with Exeter Police Chief Kane and Officer Melissa Walker, the Seabrook prosecutor, were not done in my presence and I was not aware what they were asked or their responses until reading them in the paper.

#### SUMMARY OF STATISTICS

This April, I am sponsoring Lt. Winn from the Nashville Police Department, a nationally recognized Domestic Violence expert to conduct a seminar for prosecutors, police and, hopefully, Judges. Lt. Winn has testified in front of Congress, been appointed to national Domestic Violence panels and been profiled on 60 Minutes. I look forward to reviewing this Report with you at your convenience. If at any time you want to discuss this Report or any other aspect of the County Attorney's Office, please feel free to give me a call.

OFFICE OF THE REGISTER OF DEEDS  
1999 ANNUAL REPORT

To the Honorable Board of Commissioners:

I am proud to report that this office, by careful planning and by a conscientious management realized a profit of slightly under \$2,300,000.00, the details of which are reflected on my statistics below. The sincere efforts of my staff, not only effected this pleasant financial result, but also made it possible to improve the service of this office to the public.

The copy department continues to be an extremely busy area. Over \$377,822.00 in income was generated by this department in 1999. Approximately \$67,000 was earned through our FAX copies. This reflects a decrease of \$80,000.00 in revenue from this department below 1998 documented figures. This is a trend I believe will be the norm for the next couple of years given the economy, increased lending rates and lack of inventory in the real estate market.

In 1999, the legislature increased the Revenue Transfer Tax from \$10.00 per \$1,000.00 to \$15.00 per \$1,000.00 this reflects a fifty (50%) percent increase. This increase in part substantiates the increased revenue collected by this Department.

The Scanning/Retrieval System purchased from Connor & Connor in 1997 is on its way to bringing this office into the Twenty-first Century. We are scanning all documents on a daily basis and are in the process of reviewing bids sent out for the hardware to allow this system and the images to be made available to the public. We anticipate this system will eliminate staff having to retrieve documents resulting in better use of man hours and ultimately allow the indexing system and documents to be accessed via modem. The "YEAR 2000" conversion has been completed and we are confident that the integrity of our current system is in fact. We began a large conversion project of film to images at the end of 1998 which will continue over the next several years. This program involves considerable expense and can only be reasonably accomplished over time. It is our hope to offer images and indexes back to 1960 when completed on the public computer terminals as well as via remote access.

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

Respectfully submitted,  
*Cathy Stacey*  
 Cathy and Stacey,  
 Register of Deeds

1999 STATISTICS

Number of Recordings	89,410 documents
Pages Filmed	313,330
Number of Copies Made	282,538 pages
FAX Copies Sent	24,179 pages
1999 Copy Dept. Receipts	\$ 377,822.00
1999 Total Receipts	\$2,930,580.25
1999 Expenditures	\$ 879,275.00
Surcharge Account	\$ 178,820.00

I think you will enjoy reading this annual report. This is not to suggest that the happenings of the Rockingham County Sheriff's Department during 1999 will turn the last page and be satisfied that the year in review has been well chronicled.

The plain truth of the matter is that Annual Reports, with few exceptions, are dull. The reports receive a casual review and end up being unceremoniously tossed into storage next to other nearly useless objects that will, someday, be thrown out. It is my hope that the same fate will not befall this record; rather, it will be a readily available and valuable research asset in the years to come.

It would be a simple matter to review 1999 in strictly numerical terms. A couple of spread-sheets and one or two charts would satisfy most statistical appetites. Data presented in this fashion may be useful for some yearly comparison purposes and would meet statutory requirements, but it falls short in providing meaningful information that would be crucial for most analytical purposes. Statistics reflect a sterile environment and offer no explanations for variations in the numbers.

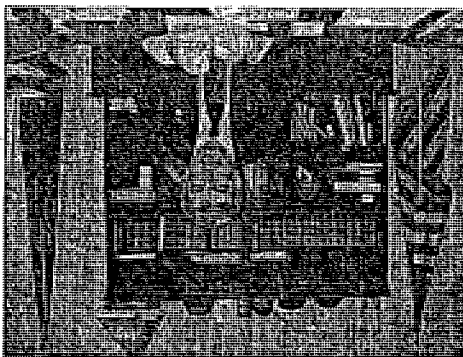
The operations of the Sheriff's Department during 1999 were influenced by many factors beyond the geo-political boundaries of Rockingham County, not the least of which was the exceptionally strong national economy. It is therefore, judicious for one to consider these outside influences in relation to the statistical data. With this in mind, a brief review of the economic and historic events of 1999 is essential.

Finally, mixed in with the numbers and events, are the images and assignments of the men and women that served the Department with distinction and pride throughout the year. Sadly, such a record does not exist for the years prior to 1997. As time permits and memories allow, as much of the past as can be recalled will be chronicled and given the regard that it so richly deserves.

Numbers, events, and people... together they tell the story of 1999.

President - New Hampshire Sheriff's Association  
 Governor's Appointee To Enhanced 911 Commission  
 Board of Directors Senconsat Child Advocacy Center  
 Criminal Justice Information Systems Committee  
 U.S. Attorneys Anti-Violent Crime Task Force

James D. Linehan  
 Rockingham County High Sheriff





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

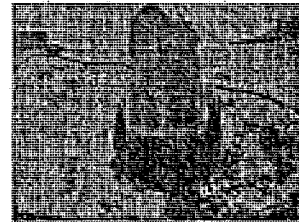


**Mission Statement**



January 29, 1983 - May 1, 1999  
 Officer, Jane was there - a mike click away. If help was needed, Jane would get it. If an officer were silent for too long, plenty of company was en-route. She was a guardian, an invisible partner that responded to fires, accidents, domestic disturbances, burglaries and robberies. Jane was in more high-speed chases than memory can recall, and she regularly accompanied officers into darkened buildings in search of intruders. Jane knew all the policemen and firemen. She knew what equipment they had and what their limitations were. Jane was a real pro, and the public safety community sorely misses her. She ran a good race; she finished the course, and she kept the faith. Mary Jane Irish has earned her retirement, and we wish both she and her husband, Richard the very best that life has to offer.

Dispatch Supervisor Mary Jane Irish



The Rockingham County Sheriff's Department is pleased to dedicate the 1999 Annual Report to Mary Jane Irish, "Jane", as her friends call her, first worked for the Newmarket Police and later for the Exeter Police, where she was the chief dispatcher. In 1983, Jane came to work for the Sheriff's Department. When Jane was on duty a policeman was never alone. No matter what circumstances confronted the

**Foreword**

The year of 1999 started and ended with an argument. There were those who insisted that the last night of the second millennium would occur on December 31, 1999. Others rejected this accounting, and pointed out that a correct calculation of the calendar quite clearly revealed that the last night of the second millennium would not occur until December 31, 2000.

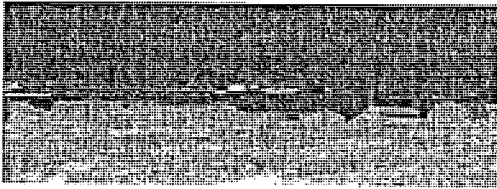


Two things, however, were certain. The first was that the planet's party animals were planning for the millennium celebration to occur on December 31, 1999. The second was that at the height of this global revelry, it was likely that the millennium bug would be hatched in everyone's computer. Predictions of the possible consequences ranged from airplanes colliding in midair, worldwide financial collapse, and massive power blackouts, to nothing happening at all.

The millennium bug was not really a bug in the true sense of the word. Rather, it represented an innocent oversight in computer programming during the 1960's, whereby programmers, in an attempt to save valuable computer space, used the last two numbers to designate the year. All appeared well, until some pragmatic soul wondered aloud what would happen when the last two numbers were 00, as in the year 2000. Would this be interpreted by the computer as 1900? And, if so, would personal computers and network systems fail?

People everywhere held their collective breath as the clock turned over into 2000. And then...nothing. Essentially, nothing happened. Bad news for those who had stored enough bottled water to fill a large backyard swimming pool; good news for institutions, like the federal government, who spent 8 billion dollars to ensure that nothing would happen.

The Rockingham County Sheriff's Department was confident that all of its public safety communications and network systems would take the change in stride. Nevertheless, a significant amount of pre-planning and testing was accomplished to ensure this end. There were only two corrective actions that needed to be made. The Rockingham County Sheriff's Department Jail & House of Corrections



records emergency telephone lines and radio frequencies, needed to be replaced, at a cost of \$27,000, and the software program that managed the service of civil process required an update, at a cost of \$2,400.

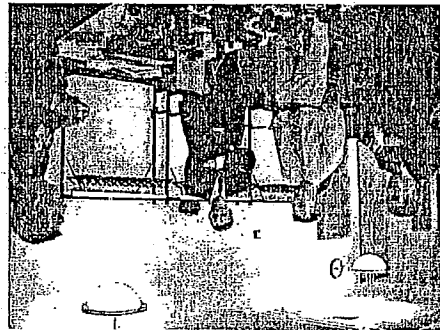
The fact that the millennium bug was a no show was due, most likely, to a strong economy driven by technology, rather than a systematic elimination of the glitch in the computer systems themselves. The bug was discovered in the early 1970's, at which point, corrective measures were implemented in the software of new computers to rectify the dilemma. At the same time, technological advances increased with such rapidity, that many computer systems were obsolete and replaced long before the stroke of midnight on December 31, 1999.



The strong economy produced some by-products that were problematic to the Sheriff's Department. The last few years have been an employee's marketplace, and with an unemployment rate hovering around 4%, many people migrated to higher paying jobs elsewhere in the public and private sector. This phenomenon was especially prevalent in the Electronic Services Division, where staffing levels remained below minimum for most of the year. A re-grade in salaries during December helped to stabilize this situation, and has been a factor in the higher retention rate and morale of employees. The strong economy has also impacted the service of civil process, where revenues have decreased 13.5% from 1998. In a thriving marketplace, fewer people find it necessary to collect on overdue debts, and civil process costs decline.

While the economy went up, violent crime for the year went down, a beneficial by-product that everyone could enjoy. However, in spite of this overall decline, several incidents punctuated the year with violence, and left many aghast at the hatred that some harbored towards others.

Racial motivations were responsible for the death of John W. King in Jasper County, Texas in 1998. For no other reason than being a black man, he was chained to a pickup truck and dragged for 3 miles to his death. The first of his executioners to stand trial was convicted on February 23, 1999, and sentenced to death. In July, an incident involving several New York City policemen was brought to a conclusion, when two officers were convicted of beating and sodomizing a Haitian immigrant in a precinct station.



Special Deputy Sgt. John McMaster displays bomb paraphernalia to L-R Sheriff Dan Linehan, Superior Court Judge Arthur D. Brennan & Clerk of Courts Ray Taylor

Ethnicity and religion also played prominent roles in hate crimes, with 5 persons shot and 1 murdered in a Jewish Community Center in Los Angeles, and 7 killed and 7 wounded in a Texas Baptist Church.

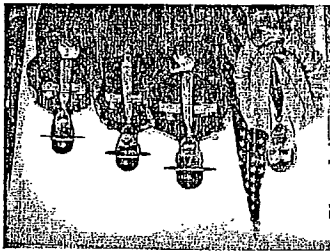
Public schools offered no sanctuary from the hate. On April 20, 1999, two teenagers at Columbine High School in Littleton, Colorado went on a killing rampage that took the lives of twelve fellow students and a teacher. Both committed suicide before they could be apprehended. By May 1, 1999, there had been copycat threats of similar attacks in 49 states. On May 20, another incident did happen at Heritage High School in Conyers, Georgia which left 6 students wounded. American society, already rattled by these individual acts of violence, was further shaken when a securities day trader, on July 29, killed 12 people and wounded 13, before taking his own life in Atlanta, Georgia.

Violence by no means dominated the headlines in 1999. On March 29 the Dow Jones Industrial Average closed above 10,000 for the first time. Also during March, the first non-stop circumnavigation of the globe in a balloon occurred. In January, NBA superstar Michael Jordan retired, for the second time. In April, hockey great, Wayne Gretzky retired, followed shortly thereafter by John Elway who led the Denver Broncos to two Super-bowl victories, the most recent in January of 1999. In July, the U.S. Women's Soccer Team defeated China in the Soccer World Cup, and the eastern states suffered through one of the worst droughts on record, broken only by Hurricane Floyd's torrential rains in early September.

Politics captured a share of the headlines too. President Clinton, the second US President to be impeached, was acquitted in the Senate on February 12, 1999 but later found by a US District Court judge to be in civil contempt of court for twice lying during a deposition in the Paula Jones sexual harassment suit against him. In Iowa during June, George W. Bush announced his bid for the US Presidency, followed shortly after by Vice President Al Gore.

On the international front, in March, NATO began air strikes against Yugoslavia in an attempt to stop fighting between Serbian Forces and ethnic Albanians in the Kosovo region. A report from the U.S. House of Representatives, released in May, found that the Chinese had engaged in espionage activities at the Los Alamos National Laboratory, probably having obtained significant information regarding advanced nuclear weapons.

Finally, the nation mourned the deaths of two prominent Americans. In July, John F. Kennedy Jr., along with his wife and sister-in-law, were killed in the crash of a small airplane off Martha's Vineyard. In March, at the age of 84, the "Yankee Clipper", baseball legend Joe DiMaggio, succumbed to pneumonia.

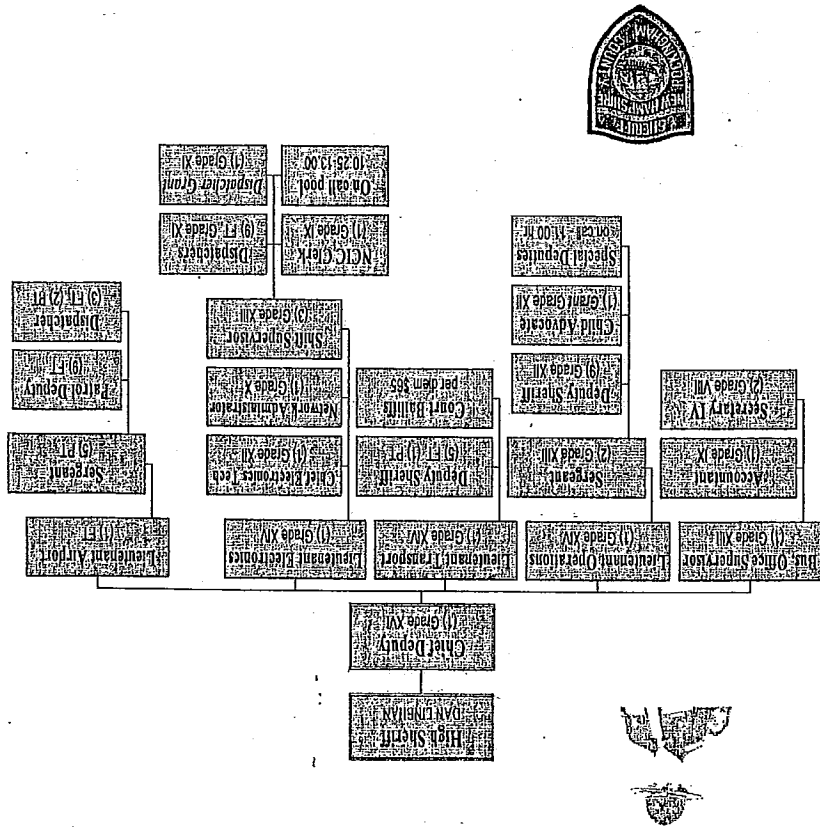


In New Hampshire, Governor Jeanne Shaheen began her second term as the state's first woman governor.

Sheriff Linehan with the three deputies hired during 1999, all veteran police officers: Ronald Bossert, Dean Winters, & Rosemary Millard.

Throughout all these events, Sheriff's Department continued to perform their duties, fulfilling the mission of the Department and improving the quality of life in Rockingham County.

# Sheriff's Department Organizational Chart - 1999



Lt. Barry Peacock  
Transportation Division  
Rockingham County Courthouse Division



Lt. Tom Orle  
Airport Division



Lt. Jim Szellga  
Electronics Services Division



Lt. Mark Peirce  
Operations



Captain Joe Akery  
Chief Deputy



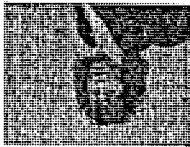
Command Staff

**Business Office Division**

The Rockingham County Sheriff's Department Business Office manages all fiscal and personnel record keeping matters relating to the operation of the Department. This includes:

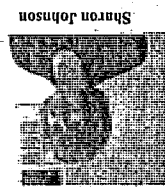
- > Personnel Records Management
- > Payroll
- > Accounts Receivable & Accounts Payable
- > Grant and Revenue Management
- > Budget Preparation, Review & Accountability

Christine M. Croft  
Business Office Manager



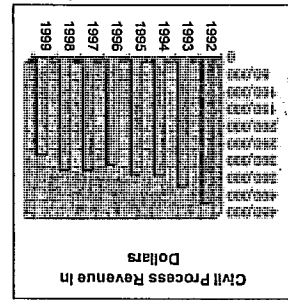
The Business Office is also the operations center for the receipt, service, and billing of all civil process that is directed to the Department.

Civil writs received by the Department are screened by the Business Office, entered into the computer tracking system, and assigned to patrol deputies according to service requirements. After service has been completed, the writs are returned to the Business Office for final processing. A standard schedule of fees has been established by New Hampshire Law for the service of writs, and individuals or entities are billed accordingly. Revenues received by the Sheriff's Department are routed to the county's general fund.

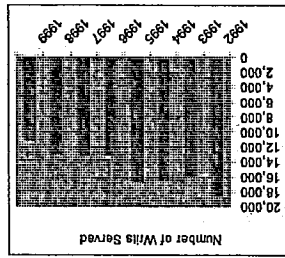


Sharon Johnson

The revenue from the service of civil process has declined over the last several years, primarily due to a strong national economy.



Jobena Lopez





1999 Business Office Report

REVENUE Appropriations and Actual Received (101%):

Department	Appropriation	Actual
Outside Detail	\$ 160,000	\$ 224,340
Bailiff Reimbursement	\$ 311,926	\$ 260,660
Civil Process Division	\$ 320,000	\$ 275,309
Seabrook Grant Salary	\$ 27,000	\$ 27,000
Emergency Management Grant	\$ 12,000	\$ 12,000
COPS Grant	\$ 22,945	\$ 15,352
Sheriff's Misc. Grants	\$ 500	\$ 971
District Court	\$ 23,500	\$ 71,626
Miscellaneous revenue	\$ 500	\$ 1,191
<b>TOTAL</b>	<b>\$ 878,371</b>	<b>\$ 888,449</b>

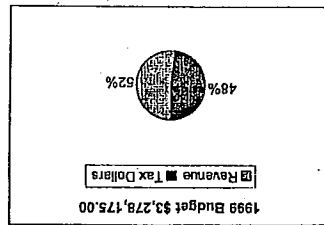
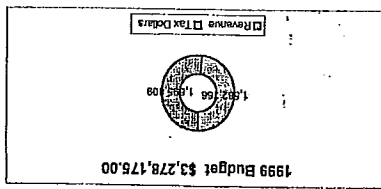
OPERATING Appropriations and Actual Expended (94%):

Department	Appropriation	Expended
Sheriff's	\$ 1,587,495	\$ 1,482,260
Dispatch	\$ 754,912	\$ 728,979
Radio Shop	\$ 71,999	\$ 57,434
District Court	\$ 87,358	\$ 87,483
Outside Detail	\$ 197,707	\$ 186,264
<b>TOTAL</b>	<b>\$ 2,699,471</b>	<b>\$ 2,542,420</b>

AIRPORT DETAIL BUDGET

Appropriation	Actual
OPERATING	\$ 735,755
REVENUE	\$ 882,502
(Reimbursements plus admin fee)	\$ 807,360

The Sheriff's Department receives revenue from a variety of additional sources, all of which is applied to offset the Department's total appropriations for the year.



Electronic Services Division

Rockingham County Sheriff's Department Dispatch Center

Network Administration

Mobile Command Post

Radio Maintenance

The Sheriff's Department Dispatch Center provides 24 hour dispatching for 23 police departments and 13 fire departments. Communities dispatched for include:

Dispatch Supervisor  
Richard Serbner



- Auburn
- Danville
- Fremont
- Kensington
- Newton
- Sandown
- Brentwood
- Deerfield
- East Kingston
- Candia
- Chester
- Epping
- Hampton Falls
- Newcastle
- Northwood
- South Hampton
- Rye

In 1999, additional emphasis was placed upon dispatch training. Supervisor Richard Serbner received certification as a Dispatch Trainer and has helped in the development and implementation of an eight week training program based upon a newly created 89 page manual. Supervisor Kevin Walsh received training in stress management for dispatchers, and dispatcher Mark Carter completed training in hostage negotiations and crisis intervention.

Dispatch Supervisor  
Kevin Walsh



On February 1, 1999, the police portion of the Information Management Corporation (IMC) operating system was put into service. This Windows NT based software program enables the computer aided Dispatch Center to track calls, analyze the type of call and what action was taken, review calls by category, date, time, geographic area, and handled 70,492 calls for service. The fire portion of IMC was placed into service on April 1, 1999. Similar information is provided to fire departments, with the added ability to provide run cards and a hazardous material database. From April on, fire departments or EMS units were dispatched to 2,549 calls for service.

The Rockingham County Sheriff's Department utilizes 4 frequencies for public safety dispatch services: 1 fire and 3 police. The frequencies are commonly referred to as Sheriff, Local Police, County Repeater, and Seacoast Fire. The primary transmitting and receiving station is located on top of Saddleback Mountain in Deerfield. Back-up transmitters and receivers for 3 of the frequencies are located at the Sheriff's Department facility in Brentwood. In addition, in order to enhance communication capabilities, 7 auxiliary receivers are scattered throughout the county. These 7 auxiliary receivers provide radio communication data to the Rockingham County Dispatch Center over telephone lines, at a cost of \$52,000 per year. Sheriff Linahan, in cooperation with the NH Department of Safety, is actively planning to improve public safety communications and reduce recurring costs, by providing digital capability to the county's radio infrastructure. The digital communications will increase range, reliability, clarity, and interoperability with other public safety agencies. The 4 Motorola Computer Aided Dispatch consoles, placed in service during August of 1998, are already



Dispatch Supervisor  
Malissa Greeley

The maintenance and repair of the Rockingham County Sheriff's Department Dispatch Center, transmitters and receivers on Saddleback Mountain, Sheriff's Department cruiser radios, portables, and 7 remote sites, is the responsibility of the Radio Technician. In addition, assistance with radio related issues is provided to local police and fire departments throughout the county. In 1999, the Radio Technician provided, at no charge, 272 hours of service to local communities. This assistance ranged from minor repairs of pagers to equipment installations in cruisers and base station maintenance.

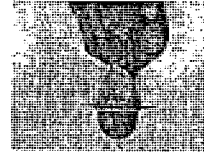


Radio Technician  
Skip Christmanbury



Sheriff's Dept. 4 Wheel Drive Vehicle  
on Top of Saddleback Mountain

Sgt. Brenda Blonigen



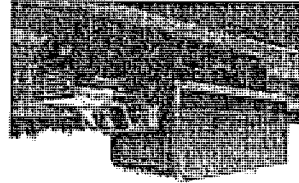
- Service of Civil Process
- Motor Vehicle Law Enforcement
- Criminal Investigations
- Law Enforcement Assistance to Other Agencies
- Transportation of Prisoners, IFAs & Juveniles
- Executing Arrest Warrants
- Fugitive Apprehension and Transportation

The 37 communities in Rockingham County are responsible for:

Patrol Unit

Operations Division

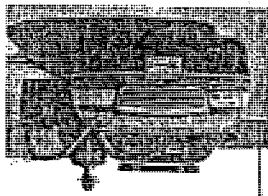
The Electronic Services Division maintains a mobile communications vehicle that is available to police and fire departments throughout the county. This vehicle is equipped with maps, a GPS, weather station, plotting boards, fax machines, a computer with topographical mapping and HazMat software, telephones, and a variety of office supplies. It generates its own power and has 8 separate radios which enable communications capabilities across the spectrum. The mobile communications vehicle is available 24 hours a day and has seen frequent use in the last year.



All Divisions within the Sheriff's Department rely heavily upon computer networking. The rapidly changing technological environment necessitates that a knowledgeable individual be readily available to keep all systems on-line and in proper working order. Modification and updates to software, and maintenance and repair to hardware, is the responsibility of the Network Administrator, who often teams up with the Radio Technician to provide technical assistance wherever it is needed.



Robert Jordan  
Network Administrator



Each deputy is assigned a marked police cruiser which is normally garaged at the officer's residence. Patrol deputies are often required to respond from their homes during off duty hours for a variety of circumstances, such as:

- Involuntary, Emergency Admissions (EA)
- Rockingham County Jail Emergencies
- Arrest and Transportation on Superior Court Warrants
- Emergency Assistance to Local Police and Fire Agencies
- Juvenile Transports

In 1999, Division deputies initiated 328 criminal reports, stopped 539 motorists for moving violations, assisted 165 drivers on the roadways, and covered 17 motorist for accidents.

**Warrants Unit**

Attached to the Operations Division, the Warrants Unit is composed of specially trained personnel whose task it is to track down and arrest fugitives nationwide, as well as in-state individuals, on outstanding warrants and arrest orders from Superior Court. A civilian National Crime Information Center Technician (NCIC) is assigned to this unit, and assists the deputies in processing warrants, arranging extraditions, and locating wanted persons through the exchange of electronic information.



Sgt. Jim Nye

Each of the 3 deputies assigned to the Warrants Unit is provided with a police cruiser. Like their counterparts in patrol, the vehicles remain with them on a 24 hour basis, as they are often subject to the same off duty call-outs.

Warrants Unit Statistics

**Active Warrants - Superior Court**

As of December 31, 1999

591	Active Warrants in NCIC
114	Active Superior Court Civil Warrants - non NCIC (Equity, Martial, Cost Containment)
77	Active Warrants - Persons serving time in other states
782	Total Active Warrants

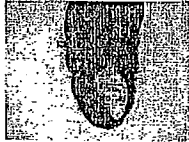


Deputy Steve Burnett

Warrant Recalls after the person learns a deputy is actively seeking their arrest 342

Warrant Recalls after notice 302

NCCIC Technician  
Cathleen Champion



Active Warrants 98

As of December 31, 1999

Active Warrants - District Court

Because these warrants do not involve a criminal offense, they are handled in a different fashion. Once a warrant is received by the Sheriff's Department, a letter is mailed notifying the person that an active warrant for their arrest has been issued. If the individual is given a 10-day period of grace to clear the matter with the Court. If the matter has not been resolved at the expiration of 10 days, Patrol Deputies will seek to arrest and bail the person. Many people act on this courtesy notice and take the appropriate steps to have the warrant recalled by the Court. Most warrants, however, are recalled by the Court after the 10-day grace period has expired and the individual named in the warrant learns a deputy has been to their residence or place of employment. Only a few remain uncooperative and find themselves under arrest.

The Sheriff's Department is responsible for executing Civil Arrest Warrants issued out of the District Courts in New Hampshire. These warrants are typically generated from Small Claim actions where an individual has failed to appear on a Court Order or failed to make appropriate Court Ordered Payments. Most of the Civil Arrest Warrants received by the Rockingham Sheriff's Department are from the 7 District Courts within the county. Receipt and tracking of District Court Warrants is managed by Business Office staff in concert with Patrol Division deputies.

District Court Civil Arrest Warrants

Total Arrests 393

Civil Warrant Arrests 77

Criminal Warrant Arrests 316



As of December 31, 1999

Arrests - Superior Court Warrants

Arrests - District Court Warrants

As of December 31, 1999

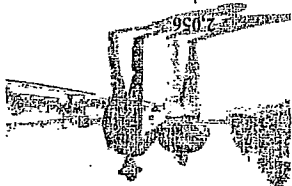
Arrests 42

Non Est 97

Total Warrants Managed in 1999

Total Arrests on Warrants in 1999

435



The extradition of fugitives from other states and the costs associated with this process are authorized and paid for by the Rockingham County Attorney. Included in the active Superior Court Arrest Warrants are 69 individuals whose locations are known but who are located beyond extradition limits set by the County Attorney.

1999 Fugitive Extraditions By State

California	1	Colorado	1	Connecticut	1	Florida	11
Georgia	1	Louisiana	1	Maine	21	Maryland	2
Mass.	84	Missouri	1	New Jersey	3	New Mexico	1
New York	1	Rhode Island	1	Vermont	1	Washington	2

The U.S. Marshal Service assisted in transporting 14 of the above fugitives to the Manchester Airport where they were taken into custody by deputies. In the remaining 119 instances, deputies traveled by vehicle or aircraft to retrieve the wanted persons.

Special Deputy Unit

The Sheriff maintains a reserve of Special Deputies under authority of RSA 104:3-e. As of December 31, 1999, they numbered 87, a 50% decrease from previous administrations. Every Special Deputy is certified as either a part-time or full-time police officer by the NH Police Standards and Training Council. Special Deputies, like full-time deputy sheriffs, are empowered with statewide jurisdiction under RSA 104:6.

The transportation of juveniles is reimbursed at the rate of \$8 per quarter hour and is accounted for as revenue to the Department. In 1999, 368 juveniles were transported, which amounted to \$32,896. Funds are provided by the NH Division for Children, Youth, and Families.

2,427. Transportation assists to local police departments and state agencies in 1999 numbered

Salem 483 Portsmouth 339 Hampton 290 Derry 244

Police Departments requesting the greatest number of transports during 1999 were:

Total Department Transports	1997	4,150
	1998	4,896
	1999	6,005

Most of the transports are accomplished by the 6 deputies assigned to the Transportation Division, however, Patrol units are involved in a significant number of juvenile and IEA transportation requests.

Transportation Division



- > Transporting prisoners to and from the Rockingham County Courthouse
- > Security at the Rockingham County Courthouse
- > Transporting prisoners from other holding facilities to the RCJ & HC
- > Custody and control of prisoners at the 7 District Courts
- > Transporting prisoners to and from the 7 District Courts
- > Transporting individuals on Involuntary Emergency Admissions
- > Transporting juveniles between Family Division and holding facilities

The Rockingham County Sheriff's Department is responsible for:

Transportation Division - Rockingham County Courthouse Security

The Sheriff makes appointments based upon the operational requirements of the Sheriff's Department and in consideration of the needs of other law enforcement agencies. The expanded jurisdiction enhances the ability of some local police officers or specialized units to provide effective law enforcement services. Thirty-three Special Deputies have been appointed as a convenience to other departments. These appointments include full-time local police officers, members of the NH Attorney General's Drug Task Force, and an investigator from the NHSPCA. Of the remaining 54 Special Deputies, 8 are Superior Court Bailiffs, 10 are full-time employees of the Rockingham County Jail and House of Corrections, and 36 serve as an auxiliary force to the full-time deputies.



Involuntary Emergency Admissions (IEAs) involve individuals who are determined to need emergency psychiatric care. These transportation requests usually originate from the emergency room of a hospital, at any hour of the day, and occasionally involve individuals displaying violent behavior. Reception facilities are normally the Portsmouth Pavilion and New Hampshire State Hospital. In 1999, 257 individuals were transported on IEAs. RSA 171-A:28 makes it the Sheriff's Department responsibility.

#### Rockingham County Courthouse Security

Superior Court, Probate Court, Family Division, Registry of Deeds, and the County Attorney's Office, are all located within the Rockingham County Courthouse. Security at this facility is provided by a staff of 19 Bailiffs and augmented by Transportation Division Deputies. On an average, 825 persons enter the facility each day.



The Bailiffs, many of whom are armed, are assigned to security stations at the courthouse entrances, in the corridors, and within the courtrooms. Bailiffs are paid, by state statute, a per-diem rate of \$65, which represents a \$15 increase that became effective on July 1, 1999. The NH Administrative Office of the Courts reimburses the Rockingham County Sheriff's Department for the per-diem rate plus payroll expense, which is accounted for as revenue for the Department. In 1999, this amounted to \$260,660.



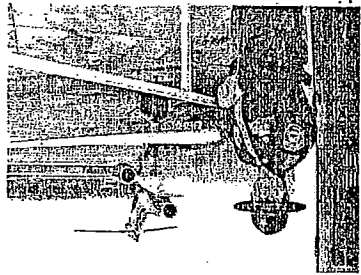
On January 1, 1999, the Rockingham County Sheriff's Department assumed responsibility for the custody and control of prisoners in the District Courts. This additional task, plus the increase in the per-diem rate for bailiffs, were the surviving parts to House Bill 204. The portion of that Bill turning over District Court security to the Sheriff's Departments in the state was ruled unconstitutional by the State Supreme Court. Along with the additional Court responsibility came added revenue, with the NH State Department of Administrative Services reimbursing the Sheriff's Department for time expended. In 1999 this amounted to revenue in the amount of \$71,626.

Bailiff Duane Frank at Sheriff's Control

Staffing levels continued to be problematic and administrators struggled to find a comfortable working arrangement between full-time and part-time personnel in order to provide optimum law enforcement services and reduce overtime expenses.

The Airport Division is staffed by 15 sworn officers and 5 civilian dispatchers. This Division is responsible for law enforcement services at the fastest growing airport in the county. Passenger activity increased 45% during 1999, with 2,809,200 persons using the airport. Airfield development continued at a rapid pace, with the lengthening of both runways and the construction of numerous ancillary facilities. An impressive Regional Terminal addition was completed in April and the new 4,800 vehicle high-rise parking garage was opened during the first week in December, 1999.

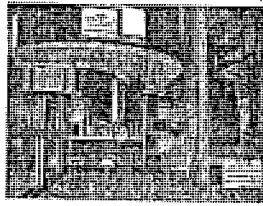
Deputy Sheriff Rosemary Millard



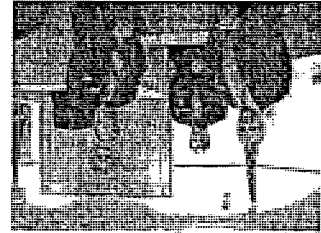
**Airport Division**



Bailiffs Ron Dawson & Lynda Criss at a Security Checkpoint

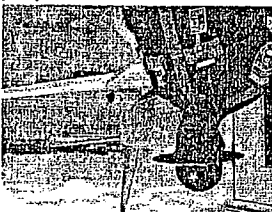


Bailiffs Tom Tetreault, George Krook and Charlie Burlington in Courtroom #4 working at security checkpoints in 1999, took into possession 3,853 items that were weapons or that could be used as such. Legally possessed items are returned to the individual when they leave the Courthouse.



During 1999 there were 3 high-profile Superior Court trials that demanded an extraordinary amount of attention to detail.  
◆ State v. Skinner  
◆ State v. Doucette  
◆ State v. Gordon  
All 3 trials were considered to be high security operations and involved jury views at various locations.

On September 17, 1999, the Airport Division Commander resigned. Captain Loring Jackson, a retired veteran of the Derry Police Department, had commanded the Airport Division on a 34 hour per week basis since 1994. Sheriff Linehan determined that the dynamics of the airport required a full-time supervisory commitment. On December 27, 1999, Tom Orfe, Director of the NH Port Authority, assumed command of the Airport Division as a full-time lieutenant and member of the Sheriff's Command Staff.



Sgt. Frank Grzasko  
Staff

Deputies permanently assigned to the Airport Division must meet the following minimum qualifications:

- > Full-time or Part-time Certification by NH Police Standards and Training
- > 40 hour FAA Certification School
- > 8 hour FAA Airport Driving School
- > 8 hour Automated External Defibrillator and CPR Course
- > 80 hour Orientation Schedule

Airport Unit Statistics

Category	1997	1998	1999
Door Alarms	2,490	1,232	430
Escorts	320	380	430
Calls For Service	1,102	1,358	1,358
Vehicle Related	429	1,313	832
Criminal	189	254	570
Medical	64	157	157
Aircraft Related	29	30	29
Suspicious Item	68	136	266
FAAR Violation	96	106	113
Law Enforcement Assist	303	625	457
Parking Tickets	1,408	1,774	1,617
<b>Total</b>	<b>6,498</b>	<b>13,064</b>	<b>13,061</b>

All costs associated with the operation of the Airport Division are fully reimbursed by the Manchester Airport Authority. In addition, the Authority pays a 10% administration fee, which, in 1999, amounted to \$71,605. The administration fee and reimbursements are accounted for as revenue. The Rockingham County Sheriff's Department is in its third year of a 5-year contract.



Senior Airport Division  
Deputy Al Fratus



In New Hampshire, road construction and utility companies often hire police officers to direct and control traffic around their work sites. A few communities require this coverage by local ordinance, but there is no state law that mandates it. Private corporations reimburse police departments for the cost of providing an officer, and in many cases, a police cruiser. Rates in Rockingham County vary somewhat from town to town, but average approximately \$27 per hour.

Road Details

Outside Details

Special Deputies were offered eight-hour certification training sessions in September and November, and were required to complete 8 hours of Department in-service training before the end of the year. Firearm qualification and use of force instruction were offered in September. October, at an outdoor range in Fremont. Training occurred in June, July and approved course consisted of a combination of handgun and shotgun proficiency tests, closely monitored by the Department's instructors. Three challenging firearms training sessions were conducted in 1999. Each NHPS&TC

Officers who do not meet the minimum standards are subject to de-certification.

- ◆ 8 hours of approved training
- ◆ 4 hours of instruction in the use of force - RSA 627:5
- ◆ a qualifying score in an approved firearms program

The NH Police Standards and Training Council requires all certified police officers to receive each year, at a minimum:

Training costs, where applicable, include tuition, fees, lodging, travel expenses and meals. In an effort to maintain high training levels and reduce expenses, the Department sponsored 548.5 hours of "in house training" at no cost. Whenever practical, the resources of the NH Police Standards and Training Council are utilized to keep expenses at a minimum.

Total Hours	Average Per Individual	Average Per Day	Total Cost
2,920.15	32.09	8.0	\$6,494.78

Sheriff Linehan has increased yearly training levels in the Department over 400% from the time of his appointment in 1997. In 1999, the Department coordinated training for 91 members of the agency.

Training

If a local police department has a "road detail" that they cannot provide coverage for, a request for assistance is made to the Rockingham County Sheriff's Department. A deputy may then be scheduled to work this "outside detail" during off-duty time. The private company is billed \$27 per hour for the deputy's wages, \$5 per hour for the use of the cruiser, and a \$5 per hour administrative fee, which covers billing and payroll expenses. This reimbursement is accounted for as revenue to the Department. Road details provide extra income for the officer and generate some net revenue for the county. A beneficial administrative sidebar is that many deputies, who would otherwise be entitled to overtime pay, choose compensatory time instead, opting to maintain a reserve of comp hours that can be utilized when road details become available. This has helped to reduce overtime expenses considerably. In 1999, \$224,340 in revenue was generated.

#### Deerfield Fair

An annual autumn event that draws one of the largest crowds in New Hampshire is the 4-day Deerfield Fair. Widely known as a "family event", the Deerfield Fair Committee and the town of Deerfield take particular pains to ensure that it remains just that. This includes a significant cost commitment on their part to ensure the highest levels of public safety presence. At the request of the Deerfield Police Department, the Rockingham County Sheriff's Department provides manpower and special support services to the fair. In 1999, deputies covered 110 shifts.

#### Loudon Motorcycle Races

Each June, tens of thousands of motorcycle enthusiasts descend upon the Loudon Motorsports Speedway and West Beach. The crowds are not always orderly, and a substantial police presence is mandatory. State, local and county officers from throughout New Hampshire provide law enforcement assistance to communities near the event. In 1999, Sheriff Linahan assigned 6 deputies to the multi-day event. Costs associated with this detail were reimbursed by Belknap County and were accounted for as revenue.

#### Special Services

Many deputies have received extensive training and are experienced in practices, techniques and procedures that enable them to perform functions, conduct classes or demonstrations, and to teach others in specialized subject matters. Whenever possible, these deputies enthusiastically assist communities and other agencies.



Deputy Wayne Parlington

- ❖ Deputy Wayne Parlington, the Sheriff's Department Chief Firearm Instructor, regularly teaches at the Police Academy for the NH Police Standards and Training Council.
- ❖ Sergeant Brenda Blomigen teaches Juvenile Law at both the full-time and part-time Police Academies.

She is also on the Board of Directors for the Seacoast Child Advocacy Center.

- Deputy Bill Dawson, an instructor in defensive tactics, has certified officers from the Newfields, Kensington, and Newmarket Police Departments in the use of OC Spray, officers from the Exeter, Kensington and Kingston Police Departments in the use of the ASP (collapsible baton). He also trained Exeter Hospital Security personnel in handcuffing techniques and certified them in the use of OC Spray.



Deputy Dawson is the liaison and appears at many of the presentations for the Officer Phil Program, which the Rockingham County Sheriff's Department continues to sponsor in the elementary schools. He also made a SIT presentation at the Epping High School, and presented Safety Programs at the Danville, Sandown, Epping and Hampstead Elementary Schools. He is the Sheriff's Department representative to the Boy Scouts of America Police Explorer Program.

- Lieutenant Force teaches civil process Service at seminars sponsored by the NH Police Standards and Training Council.

- Lieutenant Szehja and Deputies Burnett, McLanson and Winter are certified DARE Officers and continue the DARE program during the academic year at the Fremont Elementary School.

- Deputy Jay MacKenzie and K-9 Deputy Rocky are certified by the US Police Canine Association as a drug detection team. They are available to assist local, state and federal agencies.



- Special Deputy John MacMaster is a certified Bomb Technician and instructs police officers and civilians in screening and precautionary measures.

- Deputy Darin McLanson has over 159 hours in specialized training involving the sexual abuse of children and assists the Child Advocacy Center in Portsmouth.

- NCIC Technician Cathaleen Champion developed a model format for patient tracking at mass casualty events, and instructs dispatchers and other emergency responders in its use.

- Deputy Steve Warnock and Deputy Kenny Ling are certified Simunitions Instructors and assist staff members at the NHPS&TC Police Academy, as well as other local police departments.

Events

Throughout 1999, the Sheriff's Department regularly responded to requests for assistance from local communities and state agencies within Rockingham County. Some of the



- > The Mobile Command Post and 5 deputies responded to Raymond to assist state and local police who had surrounded an armed man, that earlier had fired shots at state troopers and damaged a cruiser. The next day, 2 deputies provided crime scene security.

- > The Mobile Command Post and 5 deputies responded to a Combined Functional Drill in Portsmouth that simulated a multi-agency response to a maritime disaster aboard the 95' M.V. Thomas Leighton.

- > A Command Staff officer participated in a Tabletop Exercise at the Pease International Tradeport in support of the airport crash response plan.

- > The Sheriff's Department Color Guard marched in parades in Newfields, Danville and Sandown.

June

- > The Mobile Command Post and 7 deputies responded to a 5 alarm structure fire at the corner of K Street and Ocean Boulevard in Hampton Beach.

- > At a political event in Newcastle, 4 deputies assisted the local police department with traffic and crowd control.

- > Over the 2 day, 250<sup>th</sup> celebration in Plaistow, 9 deputies assisted with traffic control, and the Sheriff's Department Color Guard participated in the parade.

- > At the request of the Belknap County Sheriff's Department, 6 deputies were assigned to Laconia during "Motorcycle Weekend."

July

- > Vice President, Al Gore visited the seacoast area, and 13 deputies provided assistance to Portsmouth, Stratham and Hampton during the two day event.

- > During the 4<sup>th</sup> of July weekend, 2 deputies with transport vans assisted Hampton police, and 3 deputies assisted the Brentwood Police Department at a fireworks event.

August

- > The Sheriff's Department Color Guard marched in Hampstead's 250<sup>th</sup> Anniversary Parade, and the Mobile Command Post and a cruiser participated in Newton's 250<sup>th</sup> celebration. Two additional deputies provided crowd and traffic control.
- > A Command Staff officer participated in a multi-agency, Bio-Terrorist Tabletop Exercise in Rye.

September

- > The Sheriff's Department assigned a deputy and surveillance equipment to the North Hampton Police Department in support of a criminal investigation.
- > The Mobile Command Post and 3 deputies participated in the Seabrook Safety Fair.

- > At the Manchester Airport, 13 deputies responded to a multi-agency Combined Functional Drill simulating the crash of a large passenger jet on the runway.

October

- > At the request of the Newmarket Police Department, 2 deputies provided evening coverage for the town.
- > The Deerfield Police Department requested assistance during the Deerfield Fair, and deputies covered 110 shifts.

December

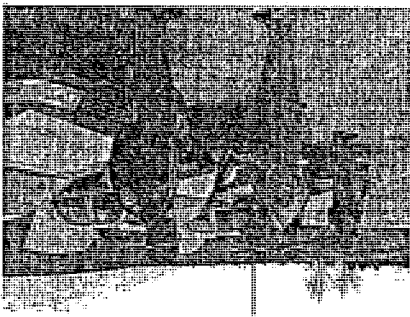
- > The Mobile Command Post, 2 dispatchers and 4 deputies provided assistance to Portsmouth during their First Night celebration.
- > The Command Staff and 3 deputies remained on call for the evening of December 31, 1999, in order to assist local communities.



In March of 2000, the first in the nation Presidential Primary would occur in New Hampshire. Because of this, Presidential hopefuls began campaigning in the Granite State. Vice President Al Gore, an early announced contender for the office, commenced regular visits to New Hampshire. Throughout 1999, deputies routinely provided assistance, at the Pease International Tradeport, to the Newington and Portsmouth Police Departments during his arrivals and departures.







Sheriff Lincham inspecting deputies and their equipment - Deputy Ron Randall is in foreground.

Community Services

TRAD/SALT Program

The Rockingham County Sheriff's Department participates in a program to bring senior citizens and law enforcement together. TRAD is a three-way commitment among Chiefs of Police, Sheriffs, Departments and retired community leaders, to work together to reduce the criminal victimization of senior citizens.



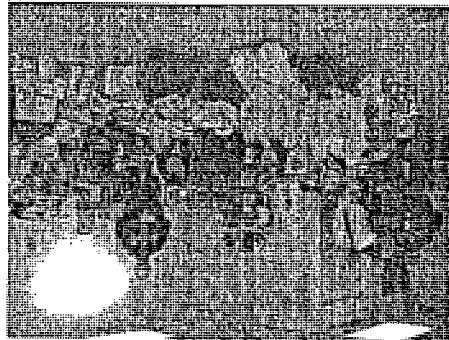
Deputy Chris Stone

SALT (Seniors And Law Enforcement Together) is a program designed to bring senior citizens in Rockingham County closer to their local law enforcement agencies. By encouraging seniors in the community to meet regularly with their local police departments, their concerns can best be acknowledged and addressed.

Sheriff Lincham hosted a well attended TRAD informational workshop in Brentwood during October of 1999. A panel of five experts in law enforcement and elderly affairs made a presentation to the gathered officials. Deputy Sheriff Chris Stone and senior citizen volunteer Jerry McConnell of Hampton have worked throughout 1999 to further the benefits of these programs for our senior citizens.

### Toys For Tots

Several Sheriff's Department employees, including Sheriff Linehan, formerly served in the US Marine Corps. Each Christmas, the Sheriff's Department serves as a drop off point for toys that will be distributed to needy children by the Marine Corps Reserve. Yearly, the generosity of citizens in Rockingham County increases. The Sheriff's Department is proud of its role in helping with this Christmas tradition.



Semper Par

### Special Olympics Torch Run

Sheriff's Deputies and their families participate each year in the Special Olympics Torch Run and other activities associated with this event.

### Interns

The Rockingham County Sheriff's Department participates with Pinkerton Academy and Hesser College in an internship program. Elisha Dion of Fremont completed her 80 hour internship in May of 1999. Jackie Fitzgerald of Hampstead completed a 120-hour Hesser College internship in July.

### Easter Seals

Sheriff's Department employees raised \$420 in last year's fund raising efforts.

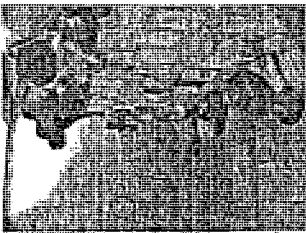


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Emergency Management

The Rockingham County Sheriff's Department has a long history of mutual cooperation with the NH Office of Emergency Management. On July 11, 1987, two Chapters of NH Law became effective, RSA 107C (Emergency Management Act) established a state Office of Emergency Management, RSA 107B (Nuclear Planning and Response Program) mandated that the New Hampshire Office of Emergency Management (NHOEM) shall "initiate and carry out" an emergency response plan for the communities within a 10 mile radius of the Seabrook Nuclear Power Plant.



Bob Jerris (top-left) from NHOEM helps train Sheriff's Department personnel.

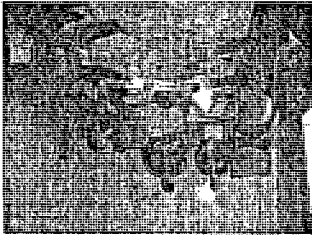
The Seabrook Nuclear Power Plant, annually by the NHOEM.

The Sheriff's Department performs an integral role in this plan, usually referred to as the Radiological Emergency Response Plan (RERP).

> Each of the 17 communities within a 10-mile radius of the plant is first notified of a nuclear emergency by the Sheriff's Department Dispatch Center. In addition to a radio roll call of the 17 towns, 102 local officials are paged.

> The Sheriff's Department Dispatch Center controls the 94 sirens located throughout the seacoast area, and has the ability to broadcast messages or tones utilizing any number or combination of sirens.

> Sheriff's deputies manage the State Transportation Staging Area in Epping. From this location over 500 buses, ambulances, and vans may be dispatched to predetermined sites within the seacoast in order to evacuate people.



Sheriff's Department personnel regularly review plan requirements and train on procedures. Every two years, a full-scale exercise is conducted and evaluated by officials from the Federal Emergency Management Agency.

As part of a continued licensing agreement, the plant is assessed a fee for the costs of emergency preparedness. The fee is collected by the state and disbursed to plan participants. The Sheriff's Department receives \$27,000 per year to offset dispatch salary expenses. This is accounted for as revenue.

In addition to the plant assessment, the Sheriff's Department received \$12,000 for Emergency Management Planning. This amount is also included as budget revenue.

GRANTS

COPS Universal Hiring Program - A 3 year grant request for \$75,000 was submitted through this program to partially fund a deputy sheriff who would assist communities throughout the county in the investigation of crimes against children. The grant was approved by the US Department of Justice and by the Rockingham County Convention for FY '99. On June 1, 1999, veteran deputy Dartin Melanson began his duties, and handled 11 investigations through the remainder of the year.



Deputy Dartin Melanson

Legislation

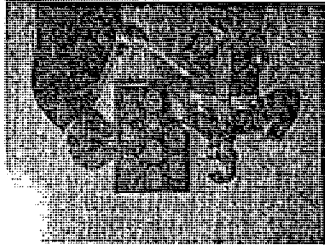
**RSA 104:31, XII** (Fees of Sheriffs and Deputy Sheriffs) required the state to reimburse the sheriff's office \$65 per day for each person employed as a bailiff. This represented an increase of \$15 and became effective July 1, 1999.

**RSA 30-B:4, III, (b)** (Superintendent; General Duties and Powers) mandated that custody and control of prisoners in state courts rested with the Sheriff's Department. Effective January 1, 1999.

**RSA 623:1-a** (Court Appearances) requires that sheriff's deputies or bailiffs are responsible for the custody and control of prisoners in state and federal courts. Effective January 1, 1999.

The custody and control of prisoners in the above instances becomes the responsibility of the Sheriff's Department in matters where a prisoner is transported to a state or federal court from a detention facility.

**RSA 188-F:27, III-c** (Police Standards and Training Council) requires that all uncertified police officers receive a psychological test battery before assuming their duties. Effective January 1, 1999.



Deputy Sheriff Ronald Dossert takes the oath of office from Sheriff Dan Lincham

Personnel Change Report

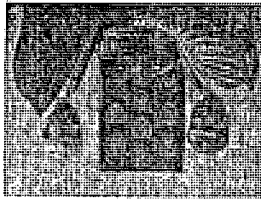
1999

New Employees



Position	Start Date	Employee Name	Division
Deputy Sheriff	09-17-99	Deputy Sheriff Dean Wintler	Patrol Division
Deputy Sheriff	10-04-99	Deputy Sheriff Rosemary Millard	Patrol Division
Deputy Sheriff	10-25-99	Deputy Sheriff Ronald Dossert	Transportation Division
K-9 Deputy Sheriff	11-01-99	K-9 Deputy Sheriff "Rocky"	Headquarters
Deputy Sheriff	12-08-99	Deputy Sheriff Glendon Drolet	Airport Division
Lieutenant	12-27-99	Lieutenant Thomas Orfe	Airport Division
<b>Part-time Sworn</b>			
Sergeant	01-18-99	Sergeant Robert McGuire	Airport Division
Sergeant	07-26-99	Sergeant Leo LeBlanc	Airport Division
Special Deputy	12-20-99	Special Deputy Michael Lehan	Airport Division
Special Deputy	12-20-99	Special Deputy Michael Roberts	Airport Division
<b>Full-time Sworn</b>			
Dispatcher	04-19-99	Dispatcher Kathy Jones	Communications Division
Dispatcher	06-01-99	Dispatcher Louise Perkins	Communications Division
Dispatcher	06-09-99	Dispatcher Chad Murphy	Communications Division
Dispatcher	08-23-99	Dispatcher Peter Buono	Communications Division
Dispatcher	10-13-99	Dispatcher Jason Lewis	Communications Division
Dispatcher	11-07-99	Dispatcher Carolyn Ellingson	Communications Division
Dispatcher	11-29-99	Dispatcher Laurie Filtrant	Communications Division
Dispatcher	03-08-99	Dispatcher Justin Snyder	Airport Division
Jobena Lopez - Accountant	10-25-99	Jobena Lopez - Accountant	Business Office Division
<b>Part-time Civilian</b>			
Dispatcher	05-03-99	Dispatcher Karen Noe	Airport Division

Sheriff Linchun honors retired Special Deputy Stan Weaver



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New Employees...continued

On Call Civilian

01-07-99 Dispatcher Terry-Lyn Monfret  
 05-27-99 Dispatcher Dawn Jordan  
 09-08-99 Dispatcher David Low  
 10-01-99 Dispatcher Gail Klanchesser  
 10-25-99 Dispatcher Tara Townsend  
 10-25-99 Dispatcher Andrew Artimovich  
 10-25-99 Dispatcher Kathy Jones  
 12-01-99 Dispatcher Michael Greeley  
 12-27-99 Dispatcher Richard Carrico

Per Diem

05-25-99 Bailiff Alan Cook  
 09-01-99 Bailiff James Murphy  
 10-27-99 Bailiff Richard Brow

Special Deputies

02-01-99 Special Deputy John McMaster  
 04-01-99 Special Deputy Carlton Marshall  
 09-22-99 Special Deputy Robert Jordan  
 09-28-99 Special Deputy Phil Farrar

Resignations & Retirements



Full-time Sworn

05-14-99 Deputy Sheriff Wayne Powers  
 05-31-99 Deputy Sheriff Phil Farrar  
 11-01-99 K-9 Deputy Sheriff "PMP Black Smoke"  
 Warrants Division  
 Civil Division  
 Headquarters

Part-time Sworn

01-17-99 Sergeant Kenneth Forbes  
 08-03-99 Sergeant John Chase, Sr.  
 08-15-99 Sergeant Charles Moore  
 09-19-99 Captain Loring Jackson

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Resignations & Retirements.....continued

Full-time Civilian

04-18-99 Dispatch Supervisor Mary Jane Irish  
 05-23-99 Dispatcher Karen Sullivan  
 05-26-99 Dispatcher Dawn Jordan  
 08-12-99 Dispatcher Michael LeFage  
 10-24-99 Dispatcher Andrew Artimovich  
 10-24-99 Dispatcher Kathy Jones  
 10-24-99 Dispatcher Tara Townsend  
 12-26-99 Dispatcher Richard Cartico  
 09-01-99 Michelle Maynard - Accountant

On Call Civilian

07-23-99 Dispatcher Sandra Bergman  
 07-23-99 Dispatcher Jason Rodriguez

Per Diem

05-25-99 Bailiff Alan Cook  
 10-07-99 Bailiff Norman Moore  
 10-22-99 Bailiff James Galluzzo  
 11-03-99 Bailiff Gerald Creeden

Special Deputies

01-13-99 Special Deputy William Adams, III  
 01-15-99 Special Deputy Jamie Gallant  
 09-01-99 Special Deputy Michelle Maynard  
 11-08-99 Special Deputy Stan Weaver



Deputy Jay Murphy

Transfers & Reassignments

01-25-99 Deputy Jay Murphy  
 06-01-99 Deputy Chris Stone  
 06-01-99 Deputy Darin Melanson  
 06-01-99 Deputy Jay MacKenzie  
 06-01-99 Deputy Kenny Ling  
 06-01-99 Deputy Bill Dawson  
 12-20-99 Deputy David Vachon



Deputy David Vachon

Airport Division to Transportation Division  
 Transportation Division to Civil Division  
 Transportation Division to Headquarters  
 Patrol Division to Headquarters, K-9  
 Warrants Division to Patrol Division  
 Patrol Division to Warrants Division  
 Airport Division to Transportation Division

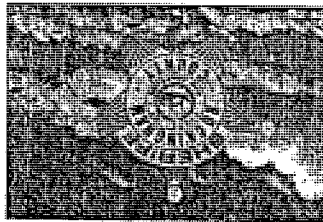
Promotions & Appointments

02-22-99 Deputy Brenda Blonigen Sergeant - Headquarters

Separations

01-21-99 Special Deputy Thomas Cagle  
01-28-99 Special Deputy Frederick Dickson  
05-14-99 Deputy Sheriff Wayne Powers  
Warrants Division - K9  
Airport Division

Awards & Recognition



Lt. Mark Petrece  
1999 Graduate of the Law Enforcement Management Institute at Babson College

Sheriff Dan Linehan  
on being elected as President of the New Hampshire Sheriff's Association for a second consecutive year.


Deputy Kevin Rutina  
and his wife Colleen, on the birth of their first child, Joshua.

Deputy Jay MacKenzie  
and his wife Doreen, on the birth of their first child, Abriana



Rockingham County Sheriff's Department  
Inter-Department Communication

TO: Board of County Commissioners

FROM: Sheriff Dan Linehan 


SUBJECT: 1999 Annual Report

DATE: 4-11-2000

I have enclosed the Sheriff's Department 1999 Annual Report. Copies of this report are being printed in color and bound. When they are received, I will ensure that each member of the Board gets one.

For your convenience, I have placed this report in a folder that will allow for easy removal and copying, if you so desire.

Rockingham County Treasurer  
Edward R. Buck III



Respectfully submitted by,

During the year, the Treasurer's Office collected \$ 21,015,844.00 in taxes from the thirty-seven cities and towns of Rockingham County. We currently are not involved with any legal proceedings regarding taxes.

The second tax anticipation note was issued on July 30th for \$7 million. The lowest bid out of the potential purchasers was State Street Bank, which purchased the note at a net interest rate of 4.00%. The principle and interest on this issue were paid on December 31, 1999.

During 1999, the County issued two tax anticipation notes. The first note was issued March 25th, for the amount of \$6 million. During the bidding process, six bidders emerged with State Street Bank offering the lowest bid at a net interest rate of 3.25%. The principle and interest on this issue were paid on December 31, 1999.

The 1999 Annual Report of the Rockingham County Treasurer's Office

To: Rockingham County Commissioners  
Rockingham County, New Hampshire  
From: Edward R. Buck III  
Date: April 21, 2000  
Subject: Treasurer's Annual Report

Phone (603) 679-2256 x 5068  
Fax (603) 634-0724  
Email erbuck@nh.rr.com

119 NORTH ROAD  
BRENTWOOD, NH 03833

EDWARD R. (SANDY) BUCK III  
ROCKINGHAM COUNTY TREASURER



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

99 North Rd.  
Brentwood, NH 03833

Admissions & Release  
Phone: (603) 679-1312  
Fax: (603) 679-1612

There were seven officers who attended the 52nd and 53rd Association of Counties Correctional Officers Training Academy. Currently, 90% of the Correctional Staff is certified. All certified officers have been re-certified for the year. This requires 30 hours of training each year with a total of 3,020 training hours. All are CPR and First Aid certified. In 1999, the following officers received instructor training Captain John Blomcke, Use of OC spray, Corporal Ken Horne and Corporal Mark Pease in Handcuffing/Restraint techniques. In-house trainers support the training program. This in and of itself saves program cost.

A note of recognition to outside agencies that provide us with additional training on subjects ranging from Health, constitutional law and behaviors. All again, at no cost. A special, thanks also to Captain Blomcke who is in charge of training and Deputy Superintendent Wright who oversees the program.

### Training

I respectfully submit the Annual Report for the Rockingham County Department Of Corrections for the year 1999. The inmate population for this past year remained stable. In fact, as you see in the graph, which is attached to this report, you will see the fluctuation of the monthly averages September and October showing a little above the norm. The average daily population for the year was 247, which is 4% above last year. The average daily count for 1998 was 238.

Admissions for 1999 were 3,165. 2,769 Males and 396 females.

1998 was 3,364 - 2,968 Males and 396 females

TO: The Honorable Board of County Commissioners  
FR: Superintendent Gene P. Chartron

## 1999 Annual Report January 31, 2000

Rockingham County  
DEPARTMENT OF CORRECTIONS

GENE P. CHARTRON  
Superintendent



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

## SPECIAL COMMUNITY PROGRAMS

I firmly believe that Corrections should play an important role in providing programs in the community. The following programs represent an array of opportunities for schools, municipalities, the inmates, and especially the victims.

### Project Community Phase I

This is the fifth year with this special program called "Welcome to the Jungle". It continues to be popular with area schools and agencies. This program was presented 10 times during the year in six different area schools. Special thanks to the mayor/principal of this program Lieutenant Steve Church. This program has touched many young lives. If only one youngster changes his/her path in life because of this program then the effort is well worth the investment of time.

### Project Community Phase II

Entering our fourth year in this vital program was a little disappointing. There were many requests from the towns for participation. Due to a shortage of Correctional staff most of the year and a lower inmate population classified as minimum security which are the only ones able to participate in this program, fewer projects were completed. It is our hope that we will be back on track in 2008.

### Inmate Hours

The Nursing Home and Maintenance Department received a total 41,931-inmate man-hours. This is equal to 7,623 work days an increase of 1,359 hours. Seven towns received a total of 11,745 inmate man-hours. There were 1,620 inmate man-hours on municipality work details. Total inmate man-hours 58,418 hours. 1,460.45 weeks. This does not include the inmate man-hours involved within the facility and facility grounds.

### Project Kid Care

This program was conducted twice this year. This program is for young children. It consists of a packet for the parents consisting of a Polaroid picture, fingerprints, an identification booklet, and safety coloring book and car seat identification stickers. 100 children participated. Thanks to Lieutenant Steve Church and Corporal David Consolino.

V.I.N.E. Victim Notification System

This program officially came on line in August 1998. This program allows a victim of a crime to register and ultimately be able to see if the perpetrator is still incarcerated or has been released. When the perpetrator has been released the victim is called and notified of it. There were only 5 months in 1998 but there were 25 registrations. In 1999 our first full year we had 75 victims register and received 1,072 calls. We continue to receive many calls thanking the Department for this program. This program will continue to grow. Deserving of recognition is my Administrative Assistant Charlene Roche who oversees this program.

In November, the department received an award of recognition for promoting a violence free America, by the National Domestic Violence Hotline. We are proud of this recognition.

On Site Work

Inmate labor and talent is used throughout the year for various projects inside and outside the facility. We have replaced worn carpeting with tile, painted, washed and waxing of floors, washing and waxing of cruisers. Outside shrubs have been planted the spreading of loam and mulch, mowing and sweeping of the parking lots. Flowers were planted around the grounds. All of these projects are providing cost saving hours of manpower. A special thanks to the Maintenance/Engineering Department for their support.

Work Release Program

There were 92 inmates who participated in this program. This program allows an inmate by court order and our specific guidelines to work within the private sector. The inmates pay for board and room generating a revenue for the County. It also provides the inmate with the ability to pay restitution, support his family, pay fines and reimburse victim's etc. The success rate of this program for 1999 is 78.26%. Recognition is extended to Janet Micklos Human Services Director and Corporal Ken Home Sentence Classification for the continued success of this valuable program.

A thank you to Chaplain Walter Johnston for coordinating chapel services and providing for the spiritual needs of the inmate population. We are fortunate to have local churches involved with the facility. We thank them for their donations of puzzles and games for Christmas.

Spiritual Guidance

Of special note are the volunteers who tirelessly and unselfishly provide invaluable time and energy on these programs. We need to recognize these people for their dedication and genuine care and interest in these programs. We had a volunteer appreciation and recognition night to thank everyone for his or her time, effort and dedication.

I am excited to have been part of a new group on Parenting. This is sponsored by UNH. Two volunteers, Richard Gattish and Evelyn Gaskill are the presenters of this program. It involves a 10-week commitment by the inmate. The group focus is to explore appropriate parenting skills using audio and visual aids, didactic lessons and group discussion.

Additionaly, we have AA, NA, Bible Study, Anger Management, Art Therapy, and classes on AIDS, which also provides counseling and referral.

Our GED program had 161 inmates successfully obtained their GED certificates. Eight inmates have results pending. Although the success rate appears low in relation to applicants, we need to be reminded that many inmates are not here long enough to complete the program. We also have volunteer certified tutors.

The importance of having substantive programs for the inmate population can not be overemphasized. Correctional facilities can no longer be warehouses as they have been for many years. Programs provide the opportunity for the inmate to take advantage of what is available. Our Human Services Director Janet Micklos has had a major role in providing guidance and direction to those involved in this very important area. She oversees all programs in this area.

Human Services & Inmate Programs

This year we lost a longtime friend, Father Maurice Rochemont of St. Michael's parish lost his life in an unfortunate accident. He served us for 8 years by providing Catholic services. It was a common sight to see "Father Moe" sitting along side the inmates eating supper before conducting chapel service ministering to the inmate population. The passing of former County Commissioner John Driscoll who provided many years of service to the County.

Chief Dispatcher David Lincoln who I had the pleasure of working with for many, many years also passed away.

In Memoriam

Medical Department

We have a new health provider for the facility. PrimeCare has taken over that responsibility and is doing a fine job. With their diligence and commitment, we were re-accredited by the National Commission on Correctional Health Care.

These two areas play an important role in our day to day operations. Mental Health and Substance abuse have become an important part and service within the correctional field. Our counselors work diligently in providing one on one session. Providing group sessions is another important area. The management of drug/alcohol dependant inmates is critical in addressing the inmates needs. Mental Health is becoming increasingly prevalent. My appreciation is extended to Helen Watkins our Mental Health Counselor and Norcen Frizzle our Substance Abuse Counselor.

Mental Health and Substance Abuse

The following promotions were made this year due to a retirement and open positions being filled: Lieutenant John Blomke to Captain, Sergeant Steve Church to Lieutenant, Correctional Officers Mark Pease, Todd Daigle and David Consentino to Corporal, Corporal Phillip Fraser to Sergeant.

#### Promotions

Robert Prescott a former employee was honored and recognized this past May, for the sacrifice he and his family paid in 1973. Officer Prescott was killed in the line of duty in September of that year while on duty at the original jail. Thanks to Lieutenant Steve Church and Correctional Officer Butch Whitehouse for their persistence and research. Two important goals were accomplished. The first is that he was honored and added to the newly dedicated State New Hampshire Law Enforcement Memorial in Concord.

The second was to be honored by the National Law Enforcement Memorial in Washington, DC. A contingent consisting of me, Deputy Superintendent Wright, Lieutenant Steve Church and Correctional Officer Butch Whitehouse attended this moving and memorable event. Over six thousand people attended from all over the country to honor 300 officers who paid the ultimate price.

#### Honors



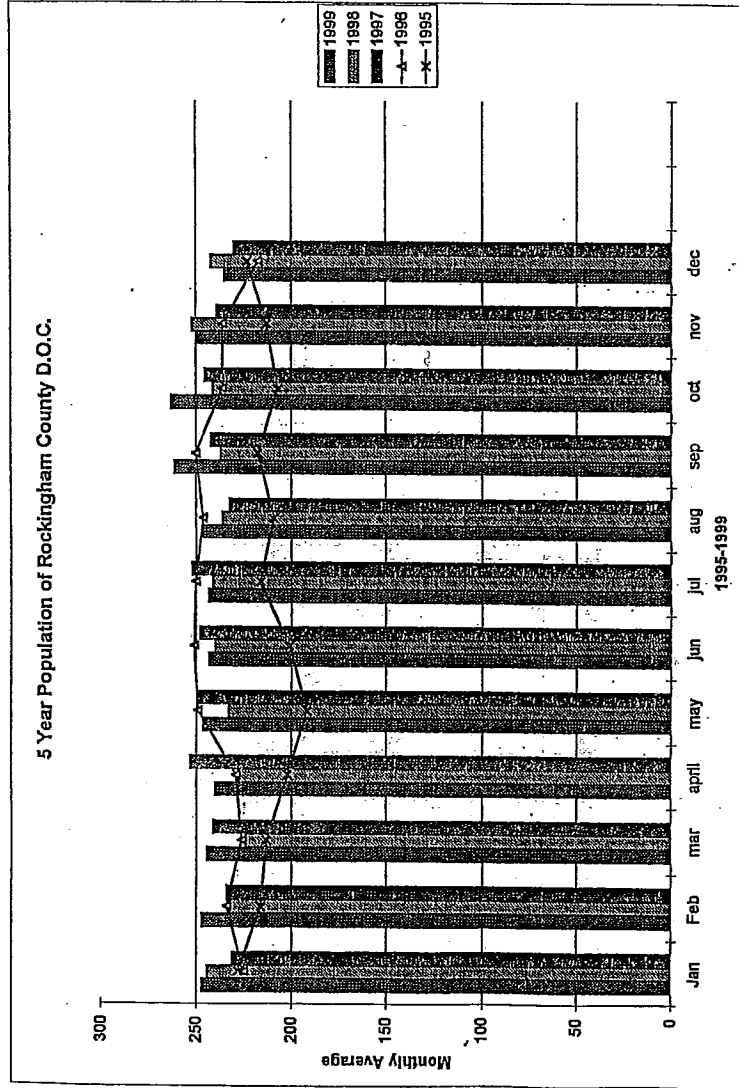
Conclusion

I would like at this time to express my sincerest gratitude to the Rockingham County Board of Commissioners, Representative Al Wear, Chairman of our Jail Sub-committee his committee members and members of the Delegation for their guidance and support during this past year. My Administrative team, Deputy Superintendent Al Wright, Business Office Manager Louise Turner Charlene Roche, Captain John Blomcke and Lieutenant's Herb Stevens and Steve Church. A thank you to all Department Directors, elected officials and their staff for their assistance and cooperation throughout the year. Last but not least, my appreciation and recognition to all Department of Corrections staff. Professionals who are dedicated and committed to the ideals and goals of this department. Employees who perform on all levels of an important public service. A special acknowledgement to the husbands, wives and children who support our employees.?

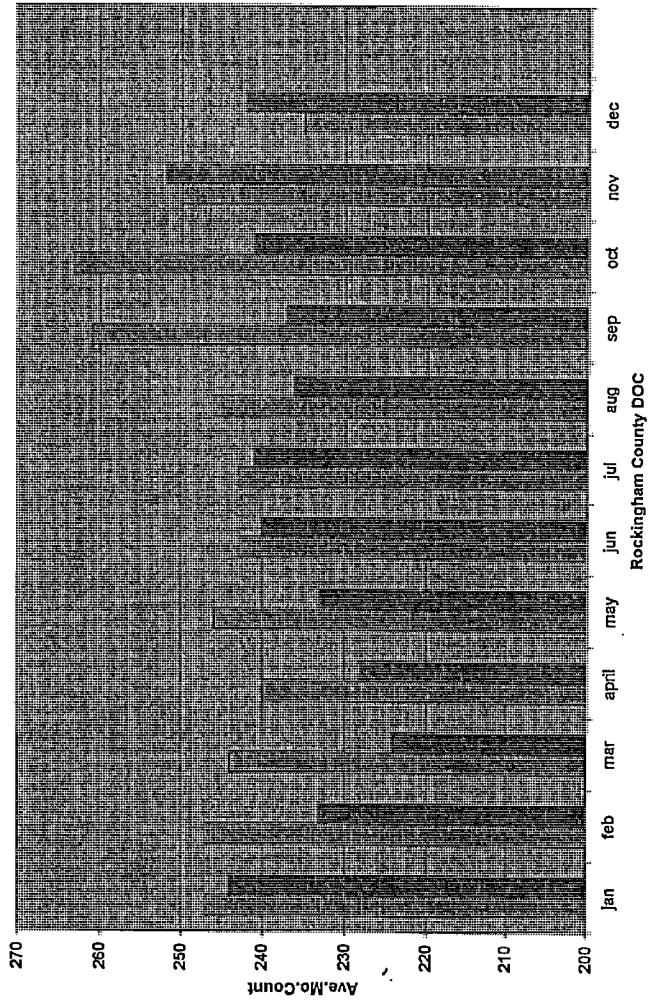
Respectfully submitted,

Superintendent Gene P. Charron

5 Year Population of Rockingham County D.O.C.



### 2 Year Population Comparison



1999  
1998

Distribution of Commitments by Community or Agency January-December 1999		Number	
Town	Number	Town	Number
Atkinson	21	North Hampton	32
Auburn	43	Northwood	36
Brentwood	23	Nottingham	28
Candia	23	Plaistow	31
Chester	18	Portsmouth	147
Danville	27	Raymond	105
Deerfield	17	Rye	11
Derry	109	Salem	207
East Kingston	24	Sandown	15
Exeter	89	Seabrook	40
Fremont	13	South Hampton	2
Greenland	13	Stratham	61
Hampstead	25	Windham	27
Hampton	311	Belknap Sheriff	26
Hampton Falls	9	Hillsborough Sheriff	9
Kensington	7	Rockingham Sheriff	737
Kingston	76	Stafford Sheriff	1
Londonderry	22	N.H. State Police	166
Newcastle	0	N.H. State Prison	6
Newfields	7	N.H. Probation / Parole	75
Newington	40	Immigration	147
Newmarket	83	Self Turn / In's	164
Newton	26	U.S. Marshal	3
		Total	3165

Summary of Charges During 1999  
January 1-December 31

Murder (Attempted)	3	Acts Prohibited	68
Murder 1 <sup>st</sup> Degree	0	Aggravated Fel. Sex Assault	38
Murder 2 <sup>nd</sup> Degree	0	Assault 1 <sup>st</sup> Degree	19
Negligent Homicide	1	Assault 2 <sup>nd</sup> Degree	26
Non Payment of Fines	25	Assault Simple	267
Non Support	8	Assault on a Police Officer	3
Op. After Revoc/Susp.	232	Arson	5
Op. without License	17	All Theft of a Motor Vehicle	1
Open Container	40	Bail Jumping	15
Overnight Hold	174	Bail Revoked	11
Perjury	0	Burglary	60
Poss. Burglary Tools	3	Carcer Criminal	0
Poss. Controlled Drugs	142	Conduct After an Accident	24
Poss. W / Intent to Sell	32	Conspiracy	0
Pornography	1	Concept of Court	120
Poss. Hypodermic	18	Criminal Liability	9
Poss. Prop. Veh W/O S/N	1	Criminal Mischief	65
Prohibitive Sales	8	Criminal Restraint	4
Proving	5	Criminal Threat	74
Protective Custody	346	Criminal Trespass	59
Rec. Stolen Property	121	Cruelty to Animals	0
Reckless Conduct	26	Default	0
Reckless Operation	21	Distraction of Evidence	68
Resist Arrest	121	Disobey a Police Officer	85
Riot	0	Disorderly Conduct	75
Robbery	29	Domestic Violence	37
Sale of Control Drugs	29	DWI Sentenced	151
Shoplifting	88	DWI Per/Trial	171
Stealing	11	Endanger Welfare of a Child	12
Theft	87	Escape	13
Theft by Deception	24	Fail to Register as a Sex Offender	2
Theft Unauth. Taking	64	False Imprisonment	1
Transpon. Contr. Drugs	14	False Report to Police	50
Unauth. / Use MV	6	False Scripts	3
Unlawful Poss. Alcohol	32	Federal & Immigration Charges	146
Viol. of Protective Order	66	Felon in Possession of a Firearm	22
Unlawful Use Weapon	4	Felon Sex Assault	66
Warrants	280	Forgery	62
Welfare Fraud	1	Fugitive from Justice	106
Wire Tapping	0	Fraud use of Credit Card	14
Witness Tampering	8	Habitual Offender	70
Viol. Probation/Parole	179	Harassment	11
State Prison Transfers	9	Hindering Apprehension	11
M/Vehicle Violations	39	Indecent Exposure	6
Militancy	1	Issuing Bad Checks	17
		Interfere with Custody	6
		Kidnapping	1

Total Charges Booked 4648

1. Phase I installation of a security camera system in the Nursing Home, enhancing the safety of the residents.
2. Multiple projects were accomplished in the Fernald Building including new flooring asbestos abatement and replacement, main bathroom renovations, and toilet and sink upgrades in the resident's bathrooms. The painting work completed by RCNH staff put the on the finishing touches.
3. Installation of an air conditioning system in the Hilton Auditorium.
4. Construction of a pad and installation of a Pavilion at the rear of the nursing home.
5. Installation of the fence, gazebo and lawn irrigation system at the front of Driscoll Building.
6. Installation of auto doors in Blaisdell building ground floor.
7. Upgrades to the piping in the RCNH laundry.
8. Replacement of drain lines in the RCNH Pots and Pans Room, and replacement flooring thereafter.
9. Upgrades to the RCNH Blaisdell Elevator.
10. Roof repairs at the Nursing Home and at the Jail.
11. Upgrades to the Energy Management Program serving the Jail.

Some of the larger projects in which we were involved in 1999 include the following:

In addition to the day to day operations of the Complex facilities, our department has as a primary goal the long term efficiency and health of the buildings and grounds. All work performed is undertaken with an eye to the future.

1999 was a busy and varied year for the Engineering & Maintenance Services department. It is a great source of pride that our staff and crew met all of the challenges put before us with professionalism and skill. We are charged with ensuring the safety and comfort of all of our residents, clients, staff and visitors in the most efficient way possible. What this means is that when all goes well, we are essentially invisible. And yet, the signs of our hard work are visible at every turn. A new pavilion behind the nursing home, a new courtyard for the resident's enjoyment in front of Driscoll Building, new fixtures in the rooms, enhanced lighting in the jail parking lot. On an ongoing basis, the members of Engineering & Maintenance Services contribute to the quality of life at the County Complex. Over 35,000 direct labor hours were contributed to this effort.

I respectfully submit the annual report for the year ending December 31, 1999.

To the Board of Rockingham County Commissioners:

Engineering & Maintenance Services  
Annual Report 1999

Jude Gates, Assistant Director  
Engineering & Maintenance Services

Respectfully Submitted,

I would like to thank the Board of Rockingham County Commissioners and all Officials and Department Heads for their continued feedback and support, making 1998 the success that it was.

The professionalism of our employees, and their dedication to the service of all County personnel and facilities is a great source of pride and the measure by which we gauge our success.

- efforts showed us to be essentially in compliance.  
year revealed some findings, but no penalties were levied because our diligence and good faith compliance but that we are leaving a sound legacy. Two separate U.S. EPA inspections this safe and efficient management of our resources and ensures that we are not only staying in water, Well Head Protection, and proper management of each area. Our vigilance results in a below ground oil storage tanks, petrochemical storage, hazardous materials and waste, storm 20. Becoming increasingly more intensive are our efforts in the area of compliance: above and new boiler, piping, paint and flooring.
19. Phase II Renovations to CDC I for Code updates and Accessibility: paving, new windows, a 18. Renovations to the new site of the Buildings & Grounds Division.
17. Completion of the new Motor Services garage and retirement of the old.
16. Installation of a security access system in the Human Services Building, contributing to the safety and comfort of our employees.
15. Upgrades to the lighting in the main boiler plant and in the jail parking lot.
14. Phase I ventilation work in the Carliste Building.
13. Our efforts at Y2K readiness included equipment surveys, software upgrades, phase I wiring upgrades in Blaisdell building, and a 24-hour run test on all generators. Much valuable performance data was compiled and the change took place without event.
12. Replacement of the domestic hot water storage tanks at the jail.

1999-Annual Report

To: The Honorable Board of County Commissioners

Herein is the annual report of the Rockingham County Human Resources Department for the year ending December 31, 1999.

This past year has been a challenging one for the HR Department due to the high unemployment rate and resulting effect on County Department staffing. Extensive advertising and job fair attendance was undertaken in an attempt to fill vacancies throughout the year.

The department accomplished employee training for the Earned Time Program conversion as well as Long Term Disability, Long Term Care and Employee Assistance program. Benefits training was provided at the Nursing Home Under the Tent day held in the fall at which Nursing Home employees are trained by many different departments of the County. A Division Director and Official retreat was held for all departments and key staff members during the fall and the HR Department also held its second annual Benefits Fair in October for all employees. The Benefits Fair is a day long event to which all employees are invited to attend. Representatives from each of the benefit providers attend and are there to explain to employees attributes of the various benefits and help them with any membership changes that need to be accomplished.

The HR Department continues to work in transitioning County employees from the HealthSource health insurance plan to the new self-insured FPO health insurance plan offered by the County in the year 2000.

In 1999, the HR Department began an electronic filing project which includes organizing all County employee personnel files in preparation for scanning them into the computer system. They will then be online for the HR department to more quickly access employee information and respond to inquiries.

The Executive Committee authorized a review of the Human Resources Department during 1999 by Municipal Resources, Inc., a private consulting firm. The report was very positive and offered constructive suggestions for department action in the future, these included further staffing, a County wide job description and pay plan review completed by an outside consulting firm, enhanced in-processing interviews and training.

The HR department continues to provide entrance and exit interviews to all County employees, introducing them to the current County benefits as well as Personnel Policies and Procedures. The department provides support for personnel issues and serves as facilitator to the Emergency Leave Bank, Employee Advisory Committee, Joint Loss Management Program Committee and County Management Team. All employee personnel files for each County department are maintained in the Human Resources Department.

We welcome any suggestions to better serve the County.

Respectfully submitted,  
*Martha S. Roy*  
Martha S. Roy  
Human Resources Director

00ReportsAnnual

ROCKINGHAM COUNTY



DEPARTMENT OF HUMAN RESOURCES  
119 NORTH ROAD  
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ROCKINGHAM COUNTY DEPARTMENT OF HUMAN SERVICES  
1999 ANNUAL REPORT

I respectfully submit to the Board of Rockingham County Commissioners the Annual Report of the Department of Human Services for the year ending December 31, 1999.

The Department of Human Services was responsible for an appropriated budget of \$13,262,283 for the funding of services to residents of nursing homes, juveniles and their families, the disabled, and the elderly.

The Department of Human Services is responsible for approving for payment the court-ordered expenses of juveniles, including children in need of services, delinquents, and children who have been abused or neglected. Rockingham County funds twenty-five percent of these costs, and the State of New Hampshire, Division of Children, Youth and Families, funds seventy-five percent. Rockingham County paid expenses for 454 children on a monthly basis. Average monthly costs totaled \$122,000 for out of home placement and in-home services. Reimbursement for juvenile's expenses was collected from parents in the amount of \$119,700.

This department is also responsible for the payment of expenses for Old Age Assistance. This program provides cash grants to income-eligible elderly persons. The county pays a fifty percent share of the total cost. Rockingham County paid for an average caseload of 197 clients per month, at a total average cost of \$13,600.

The Aid to the Permanently and Totally Disabled is a program which provides cash grants to income-eligible persons who have severe physical or mental disabilities. The county share is fifty percent of the costs. This program served an average caseload of 742 persons, at a total average monthly cost of \$79,000.

The Intermediate Nursing Care line item of the budget represents the most costly portion of this department's budget. The program pays for medical services to residents of private nursing homes, as well as the Rockingham County Nursing Home, with costs split - fifty percent federal share, 25 percent county share and 25 percent state share. There was an average caseload of 785 residents, at an average monthly cost of \$608,000.

Diane D. Gill

Respectfully submitted,

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

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

Rockingham County granted \$485,000 to community prevention programs. It is the purpose of these programs to provide services, which will prevent children and families from becoming involved in the juvenile justice system, or to provide judges with alternatives to costly placements or services once a juvenile petition has been filed. Rockingham County's Parent-Child Mediation Programs, and their dedicated community volunteers, completed their fourteenth year providing mediation services to families who are experiencing difficulties with their adolescents. The programs received referrals from the courts as a diversion alternative, from schools, the Division for Children, Youth and Families, and police departments. Parent-child mediation is provided free of charge to families residing in Rockingham County, and continues to have the strong support of the legislators who comprise the Human Services budget sub-committee.

In January, 1999, the counties assumed financial liability for additional long-term care services as a result of Senate Bill 409. Services may be rendered to Medicaid-eligible elderly and chronically ill adults in their own homes, or mid-level care facilities. It is the preference of many long-term care recipients to be cared for at home or in settings less acute than a nursing facility. Home-based and mid-level care is a less costly alternative to nursing facility placements.

The two new categories of services are Home and Community Based Care and Provider Payments. The costs for these services are funded 50% federal share, 25% state and 25% county shares. Services are available only to those persons who would be eligible for Medicaid nursing facility services. The average monthly caseload for HCBC clients was 245 persons, at an average cost of \$ 80,000/month. The Provider Payment caseload averaged 1,080 persons, at an average cost of \$ 162,000/month. The provision of these new services has had the overall effect of reducing the number of persons in nursing homes, and the associate cost of Intermediate Nursing Care.

MIS/TELECOMMUNICATIONS  
DEPARTMENT  
ANNUAL REPORT 1999

I respectfully submit the annual report of the MIS/Telecommunications Department for the year ending December 31, 1999 to the Board of Rockingham County Commissioners.

The Y2K Committee continued to meet in 1999. Their primary purpose this year was the replacement or remediation of those non-compliant systems identified in 1998. This included the replacement of a file server for the Department of Corrections and for the County Attorney. Non-compliant desktop computers were also purchased and installed. Several software programs were replaced/upgraded to ensure their continued use in 2000. The County was well prepared and experienced no Y2K issues.

The Lucent G3si Telephone system was expanded in April to include UNH Cooperative Extension. Faxpath technology was used to allow direct access by outside callers to this department while allowing UNH Cooperative to interact with the County departments. The Lucent system also allowed for closer monitoring of call origination which resulted in a more accurate division of charges among the departments in the Nursing Home building.

Throughout 1999, there were many technological changes and improvements throughout the County resulting in a better-prepared workforce producing a quality product for the taxpayers.

This report would be incomplete without an expression of thanks to each of the Officials, Division Directors, and Department Heads who have been both collaborative and cooperative throughout this past year allowing us to achieve many of our mutual goals. Finally, I would like to express my gratitude to the Rockingham County Delegation and Board of Rockingham County Commissioners for their assistance, guidance and support in this past year.

Sincerely,

Jennifer J. Nelson  
MIS/Telecommunications Manager

Hot Lunch and Nutrition Education Program - Collaborated with Seacoast Mental Health to provide nutritious noontime meals three days a week to limited resource individuals recovering from psychiatric illness. This ongoing program provides opportunities for personal growth and improved nutritional status and currently averages fifty participants a week.

Beginning Farmer Resource Guide - The first edition of the Beginning Farmer Resource Guide developed by UNH Cooperative Extension with support from different government agencies and organizations was quickly depleted and now the second updated edition is available. This guide is aimed to help people when they start farming to get acquainted with the agricultural network in New Hampshire or where to find information. About 100 of these guides were distributed throughout the state.

Land Conservation and Estate Planning - Twelve estate planning and land conservation workshops were co-hosted by Extension and numerous assistance to families and communities to help conserve open space.

Medicare beneficiaries - were directly and indirectly assisted through the efforts of the HICEAS program (Health Insurance Counseling Assistance Service). HICEAS provides training and support to volunteers so they may provide assistance to seniors and their caregivers on questions regarding Medicare, Medicaid, Medicare Managed Care, Medicaid, and Long Term Care insurance. UNH Cooperative Extension is partnering with DEAS and Helpline to provide this service. In this county, HICEAS saved beneficiaries more than \$150,000 through assistance with appeals and provider bills.

Fisheries Research - Cooperative Extension has helped administer and do the outreach for a \$2million research program. This new money is targeting "cooperative research" between scientists and commercial fishermen. Each research project must have fishermen and scientists working together with at least 70% of the money going to the fishermen. Thirty-two proposals were submitted to the program totaling \$5 million. Eleven proposals were selected to go forward. The projects deal with by-catch, habitat, and fisheries population issues.

UNH Cooperative Extension is the outreach arm of the University of New Hampshire. It offers research-based education to people of all ages, in cooperation with county, state, federal, and private partners. UNH Cooperative Extension helps foster the full development of youth, adults, families, and communities; improves our economy; and provides effective natural resources management. The Hockingham County staff had a busy and productive year providing practical education that helps people of all ages throughout Hockingham County. In every city and town this program is at work, teaching residents about the critical issues of today, and encouraging them to improve the quality of life around them. Some major impacts that Cooperative Extension has had on the citizens and environment of Hockingham County during the past year include:

**Hockingham County**



Rockingham County Botanical Garden - The vision is to create a botanical garden where gardeners of all abilities, from professionals to newly-discovered green thumbs, can come to learn and be inspired. Working with more than 100 tree, shrub, and perennial donations (estimated wholesale value of \$5,000) from local horticultural businesses and garden clubs, Master Gardeners began implementing "Phase One" of the garden design this past September. Educational programming will begin next year.

**Mission Statement: Rockingham County Botanical Garden is a public horticultural center that fosters environmental awareness through education, demonstration, conservation, and research**

**Taking Charge of Your Finances** - is a money management series that was provided to sixteen participants of the Rockingham County Academy Program. The Academy program is an option for individuals convicted of a non-violent crime whereby they avoid prison but agree to complete educational programs in addition to other requirements. Topics included Communication, Setting Goals, Identifying Values, Credit Management, Insurance, Organizing and Keeping Financial Records, and Developing a Spending/Savings Plan. All participants reported an increased ability to manage finances, and the majority of participants decreased their credit card use.

**4-H Youth Development:** 600 4-H youth are involved through 4-H Clubs, 1,367 in 4-H Short Courses and 1848 in school enrichment programs. New programs this year included the Let's Go Fishing program coordinated with the NH Department of Fish and Game, Ocean Adventure, and the Children's Day activities in Portsmouth. 4-H Clubs practice leadership and democracy in action, deciding on group goals, projects, and community service projects. Highlights of the county 4-H program year include Favorite Foods Festival, Demonstration Day, Spaces Conference, Crafts Funshops, Fashion Revue, County Horse Show, Judging events, tours, teen conference, Stratham Fair, Deerfield Fair, and various workshops. Examples of the short courses include Babysitting Training, Sale at Home, Kids on the Block handicapped puppet programs, Let's Talk about Money, High School Financial Planning and Summer Happenings. **Master Gardeners** - The Master Gardener program, initiated in 1993, is designed to provide citizen volunteers with fifty hours of classroom instruction in a variety of horticultural topics. Upon graduation, the Master Gardeners provide forty-five hours of volunteer service to the community. In 1999, twenty-seven Rockingham County Master Gardeners were actively involved in activities resulting in more than 600 hours of volunteer service.

**Forest Stewardship** - each year Cooperative Extension meets with more than 100 landowners throughout the county and makes from 40 to 70 referrals to private foresters resulting in improved forest management, wildlife habitat, and passive recreation opportunities on more than 2,000 acres.

**Pork Quality Assurance** - Ten pork producers were trained and certified in the National Pork Quality Assurance Program. Through this Good Production Practices training, producers were made aware of how to improve their management practices, avoid drug residues, follow food safety practices and increase consumer confidence in pork.

**Food Safety** - 223 restaurant food handlers, specialty food producers, and home food preparers attended workshops learning about safe food handling practices and preserving foods safely.

**Project Safeguard** - is a prevention education program designed to bring parents and middle school students together for a one-day conference on issues of communication, self-esteem, conflict resolution, drug and alcohol abuse. UNH Cooperative Extension participated on a steering committee to implement this program for Nottingham Elementary School.

**Family Focus** - 176 parents received information on parenting the young child, school-aged child, or adolescent in workshops and one-to-one settings. Twenty-seven Family Focus Parent Educators were supported and/or trained to provide thirteen of these parenting series. Also, as part of a Positive Parent segment on WMUR-TV, six interviews on a variety of parenting topics reached thousands of viewers.

**Better Kid Care** - Held at the Salem High School TV studio, 215 child care providers attended seven down linked conferences from Penn State Cooperative Extension. Seventy-seven percent of evaluations indicated that participants gained knowledge that would be applicable to their group or family day care business.

**4-H Adult Volunteers:** Four hundred and sixty-eight adult volunteers shared their skills, talents and time serving as positive role models and helping to bring out the best in youth by teaching or coordinating hands on projects while enhancing life skill development. Twenty-seven new volunteers completed the screening, interviews, and orientation to their roles as organizational or project leaders. Eight new 4-H clubs and seven new 4-H family units became involved in youth development programming. Volunteers lead 16 4-H clubs in the county and in addition there are 48 short course program units. Fifty-seven 4-H volunteers serve in middle management roles coordinating dimensions of the county 4-H program. Volunteers keep learning with their 4-H members and attend leader conferences in the county, statewide and regional forums.

**Ornamental Horticulture** - With a market value of \$381 million in New Hampshire, ornamental horticulture ranks as the number one agricultural enterprise in the state. Rockingham County is an active participant in this growing industry. Work with growers included water test analyses for fifteen businesses, greenhouse nutrient management with six businesses, initiation of a growing-degree-day information system to monitor insect emergence on trees and shrubs statewide, and coordination of a statewide ornamental newsletter.

**Child Development Newsletters** - 933 parents received the age-paced newsletter series, *Cradle Crier* and *Toddler Tales*. Most of those completing the evaluation stated the newsletters increased their understanding of child development and offered useful ideas for fostering the development of their infants and toddlers.

**Marine Aquaculture** - Cooperative Extension is a full partner in a UNH multidiscipline team that is successfully growing mussels at an offshore site. It is hoped that commercial fishermen suffering financially from reduced fish stocks and restrictive regulations could spend some of their time growing seafood. Mussels are being looked at as a possible species. Cooperative Extension has brought fishermen out to the site, conducted workshops, and met with local cooperatives in an effort to keep them informed on the project's progress.

**FeeLink** - Cooperative Extension collaborating with researchers from UNH, MIT, Woods Hole Oceanographic Institute, two private companies, and commercial fishermen spent two years building a computerized system to collect oceanographic, meteorological, and fisheries from a commercial fishing vessel and send that data via satellite to a server at Woods Hole. The

system is called "Feelink." A prototype is presently operating on a Portland, ME based vessel. A second system will be installed on another vessel in the summer of 2000.

**Nutrition Education in the Schools** - four hundred and ninety-seven school children were enrolled in a nutrition education program series. Schools recruited have at least 40% participation in the Free and Reduced School Lunch Program, thus targeting the neediest children in Rockingham County.

**Community Profile** - Salem and Kingston took part in this visioning process that has now helped guide more than 50 communities in the state.

**Open Farm Day** - UNH Cooperative Extension spearheaded and expanded the 4th Annual Open Farm Day to Stafford County.

The Rockingham County Educators and staff want to thank the Board of Commissioners for their continued support. The County, State, Federal, and private partnership that has been in existence for 85 years is one that continues to serve the needs of the citizens of the State and County.

**Agricultural Resources**  
Nancy Adams and Nada Haddad, Extension Educators  
Gail Ramsey, Administrative Assistant

**Expanded Food and Nutrition Education Program**  
Terri Schoppmeyer, Extension Program Associate  
Jeane Hussey, Administrative Assistant

**Family Development**  
Claudia Booser-Biasco & Karen Blass, Extension Educators  
Mary Russel-Carey, Administrative Assistant

**Forest Resources**  
Phill Auger, Extension Educator  
Matt Tarr, Forestry and Wildlife Program Assistant  
Kathleen Matthews, Administrative Assistant

**4-H Youth Development**  
Lynn Garland, Extension Educator  
Anne Atwater & Jeane Hussey, Administrative Assistants

**Sea Grant**  
Rollie Barnaby, Extension Educator  
Kathleen Matthews, Administrative Assistant



**MASON+RICH**  
 PROFESSIONAL  
 ASSOCIATION  
 CERTIFIED  
 PUBLIC  
 ACCOUNTANTS

May 12, 2000

Board of County Commissioners  
 County of Rockingham, New Hampshire

In planning and performing our audit of the financial statements of the County of Rockingham, New Hampshire for the year ended December 31, 1999, we considered the County's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

The memorandum that accompanies this letter summarizes the status of the recommendations from the prior year's audit. This letter does not affect our report dated May 12, 2000 on the financial statements of the County of Rockingham, New Hampshire.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various County personnel and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters or to assist you in implementing the recommendations.

Respectfully submitted,

*Mason+Rich, P.A.*

MASON + RICH PROFESSIONAL ASSOCIATION  
 CERTIFIED Public Accountants

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MEMBER  
 AMERICAN INSTITUTE OF  
 CERTIFIED PUBLIC ACCOUNTANTS  
 PRIVATE COMPANY  
 PRACTICE SECTION



STATUS OF PRIOR YEAR'S FINDINGS AND RECOMMENDATIONS

OPERATING TRANSFERS VERSUS CONTRIBUTED CAPITAL - NURSING HOME

Observation/Recommendation - We had noted that the County was recording an entry to contributed capital from retained earnings on the Nursing Home for items that were reported on the general and Nursing Home fund as operating transfers. Under generally accepted governmental accounting principles, there are two types of transfer between funds - residual equity transfers and operating transfers. The GASB's Codification (Section 1800.106) defines residual equity transfers as "nonrecurring or nonroutine transfers of equity between funds . . . contributions to capital to proprietary funds . . . subsequent return of capital contributed to proprietary funds . . . transfers of residual balances of discontinued funds." The Codification further recommends that use of residual equity transfers be limited to these specific situations. All transfers that do not qualify as residual equity transfers should be reported as operating transfers. We had recommended that the County, in following generally accepted governmental accounting principles, report the transfers on both the General Fund and Nursing Home as operating transfers.

Status - This was corrected in 1999.

COUNTY TRUST FUNDS

Observation/Recommendation - We had found that the County has a number of accounts that would appear to meet the definition of trust funds. Currently, the funds are reported as restricted assets on the Nursing Home. Under RSA 23:14, all trusts held "by a County shall be administered by a board of three trustees." We recommended that the County revisit the purpose and restrictions of the funds in question to determine if the funds are in fact trust funds. We further recommended that the County consider setting up a separate trust fund on its current accounting system to account for these funds.

Status - This matter has been reviewed and addressed.

DEPRECIATION SCHEDULES

Observation/Recommendation - We had noted during the first day of our audit field work that the Nursing Home depreciation schedule had not been completely updated and reconciled to the general ledger. Because of the deadlines associated with the Nursing Home Medical Cost Report, it is extremely crucial that all items, including the depreciation schedule, are completed and reconciled before audit field work begins. We recommended that the County consider updating the schedule at interim (quarterly) dates during the year and providing the auditors with an updated schedule at interim that can be reviewed and tested for year to date activity.

Status - We noted that this recommendation had been adopted.

Auditor's Report on Compliance and on Internal control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133

Schedule of Findings and Questioned Costs

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REQUIRED BY GOVERNMENT AUDITING STANDARDS



**MASON+RICH**  
 PROFESSIONAL  
 ASSOCIATION  
 CERTIFIED  
 PUBLIC  
 ACCOUNTANTS

May 12, 2000

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
 OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
 PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of County Commissioners  
 County of Rockingham

We have audited the financial statements of the County of Rockingham as of and for the year ended December 31, 1999, and have issued our report thereon dated May 12, 2000, which was qualified because the County does not report its General Fixed Assets. Except as discussed in the preceding sentence, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

COMPLIANCE

As part of obtaining reasonable assurance about whether the County of Rockingham's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered the County of Rockingham's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

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MEMBER  
 NATIONAL ASSOCIATION OF  
 CERTIFIED PUBLIC ACCOUNTANTS  
 PUBLIC SECTION

MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants

*Mason & Rich, P.C.*

Sincerely,

This report is intended for the information of the County Commissioners,  
County management and federal and state awarding agencies and pass-through  
entities. However, this report is a matter of public record and its  
distribution is not limited.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER COMPLIANCE  
IN ACCORDANCE WITH OMB CIRCULAR A-133  
(SINGLE AUDIT)



MASON+RICH  
 PROFESSIONAL  
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 ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS  
 APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL  
 OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

May 12, 2000

Board of County Commissioners  
 County of Rockingham

**COMPLIANCE**

We have audited the compliance of the County of Rockingham with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended December 31, 1999. The County of Rockingham's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the County of Rockingham's management. Our responsibility is to express an opinion on the County of Rockingham's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County of Rockingham's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the County of Rockingham's compliance with those requirements.

In our opinion, the County of Rockingham complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 1999.

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INTERNAL CONTROL OVER COMPLIANCE

The management of the County of Rockingham is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the County of Rockingham's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

We have audited the general purpose financial statements of the County of Rockingham as of and for the year ended December 31, 1999, and have issued our report thereon dated May 12, 2000. Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements, and in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

This report is intended for the information of the Board of Commissioners, County management and federal and state awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

*Mason & Rich, P.C.*

MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants



COUNTY OF ROCKINGHAM  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 1999

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses a qualified opinion on the general purpose financial statements of the County of Rockingham for the reporting of general fixed assets.
2. No reportable conditions were disclosed during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of the County of Rockingham were disclosed during the audit.
4. No reportable conditions were disclosed during the audit of the major federal award programs.
5. The auditor's report on compliance for the major federal award programs for the County of Rockingham expresses an unqualified opinion.
6. Audit findings relative to the major federal award programs for the County of Rockingham are reported in Part C of this schedule.
7. The programs tested as major programs included:  
Department of Housing and Urban Development - States Program - CRDA # 14,228
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. The County of Rockingham was determined to not be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

REPORTABLE CONDITIONS

No reportable conditions were identified during the financial statement audit.

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

No findings and/or questioned costs were found during the major federal award program audit.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED DECEMBER 31, 1999

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Federal Grantor/Pass-through Grantor/Program Title	Federal CFDA Number	Agency or Pass-through Number	Total Funds Expended
<b>U.S. Department of Housing and Urban Development</b>			
<b>Development</b>			
State of N.H. - Office of State Planning: Community Development Block Grant - States' Program -	14.228	98-408-CDEP	\$227,318
Seybolt Building Improvements	14.228	99-408-ESPF	1,250
Nursing Home Feasibility Study			
Total Department of Housing and Urban Development			228,568
<b>U.S. Department of Justice</b>			
<b>State of N.H. - Attorney General</b>			
Violence Against Women Act	16.588	2097M082	7,479
Violence Against Women Act	16.588	2098M082	32,645
			40,124
<b>Bryne Grant Programs -</b>			
Peer Mediation Program	16.580	4013097D	1,570
Felony Diversion Program	16.579	20972008	30,703
COPS Universal Hiring Program	16.710	199901M0002	15,352
Total Department of Justice			47,625
<b>TOTALS</b>			<b>\$316,317</b>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards is prepared on the accrual basis of accounting.

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COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS

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ACCOUNTANTS

May 12, 2000

INDEPENDENT AUDITOR'S REPORT



Board of County Commissioners  
County of Rockingham, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Rockingham, New Hampshire as of and for the year ended December 31, 1999 as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

The general purpose financial statements referred to above do not include the general fixed assets account group, which should be included in order to conform with generally accepted accounting principles. The amounts that should be recorded as general fixed assets are not known. In our opinion, except for the effect on the financial statements of the omission described in the third paragraph, the general purpose financial statements referred to above present fairly in all material respects, the financial position of the County of Rockingham, New Hampshire as of December 31, 1999 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

Our examination was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying individual financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the combined financial statements and in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

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In accordance with Government Auditing Standards, we have also issued our report dated May 12, 2000 on our consideration of Rockingham County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Respectfully submitted,

*Mason & Rich, P.C.*

MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 DECEMBER 31, 1993

Exhibit A

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ASSETS	Governmental Fund Types				Proprietary Fund Types		Fiduciary Fund Types		Total's (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Service Funds	Trust and Agency	Long-Term Debt		
Cash	\$8,765,579	\$5,810	\$13,534	\$	\$	\$123,292	\$	58,908,215	
Restricted Assets: Cash	-	-	-	315,241	4,036,615	8,693	-	315,241	
Investments	74,769	-	-	34,194	1,015,154	-	-	4,079,502	
Accounts Receivable	398,064	-	-	1,895,698	-	-	-	1,980,620	
Due from Other Governments (Note 3)	-	-	-	67	-	-	-	398,064	
Due from Others	167	-	-	-	71,006	9,303	-	234	
Due from Other Funds (Note 4)	154,159	-	124,671	23,865	-	-	-	389,104	
Inventory	482,017	-	-	189,293	-	-	-	620,310	
Prepaid Expenses	81,220	-	-	-	22,078	-	-	103,298	
Depreciation	1,600	-	-	-	20,000	-	-	21,600	
Property, Plant and Equipment (Net of Accumulated Depreciation) (Note 5)	-	-	-	11,392,930	-	-	-	11,392,930	
Amount to be provided for Retirement of Long-Term Debt	-	-	-	-	-	-	-	7,322,652	
<b>TOTAL ASSETS</b>	<b>\$9,937,574</b>	<b>\$5,810</b>	<b>\$138,205</b>	<b>\$13,820,388</b>	<b>\$4,159,653</b>	<b>\$141,288</b>	<b>7,322,652</b>	<b>538,525,770</b>	

(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement



COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 DECEMBER 31, 1999

EXHIBIT A  
 (Continued)

NO. FUND EQUITY	Governmental Fund Types				Proprietary Fund Type		Fiduciary		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Service Funds	Trust Agency	Long-Term Debt		
<b>LIABILITIES</b>									
Accounts Payable	\$334,037	-	-	572,025	\$479,576	\$9,412	\$-	\$894,060	
Accrued Expenses	482,904	-	-	382,472	-	-	-	845,273	
Deferred Revenue	325,023	-	-	-	49,028	-	-	381,061	
Due to Other Governments (Note 3)	6,144,837	-	-	-	26,963	-	-	6,144,867	
Due to Other Funds (Note 4)	171,350	-	21,328	146,437	-	17,025	-	383,103	
Due to Others	13	-	-	-	-	-	-	13	
Compensated Absences	-	-	-	1,321,286	128,583	-	788,518	2,239,367	
Due to Specific Individuals	-	-	-	270,691	-	106,180	-	376,849	
Capital Lease Obligations (Note 6)	-	-	-	69,480	-	-	194,134	262,614	
Bonds Payable (Note 6)	-	-	-	2,600,000	-	-	6,340,000	8,940,000	
Total Liabilities	7,452,061	-	21,328	4,812,381	623,160	132,595	7,322,652	20,466,117	
<b>FUND EQUITY</b>									
Proprietary Capital	-	-	-	3,726,511	-	-	-	3,726,511	
Reserved for Capital	-	-	-	79,744	-	-	-	79,744	
Reserved by Donor Restricted Assets	-	-	-	5,173,192	3,476,693	-	-	8,650,445	
Unreserved	-	-	-	-	-	-	-	-	
Fund Balance:									
Reserved for Encumbrances	146,187	-	-	88,845	-	-	-	235,032	
Reserved for Inventory	462,017	-	-	-	-	-	-	462,017	
Reserved for Prepaid	81,220	-	-	-	-	-	-	81,220	
Designated for Specific Capital Projects	-	-	28,022	-	-	-	-	28,022	
Designated for Specific Purposes	-	5,810	-	-	-	-	-	5,810	
Unreserved:									
Designated for Contingent Appropriations	398,997	-	-	-	-	-	-	398,997	
Designated by Trust Instrument	1,281,092	-	-	-	-	8,693	-	1,284,092	
Undesignated	2,472,513	5,810	116,877	8,979,007	3,476,693	8,693	-	15,059,593	
Total Fund Equity	39,237,574	\$9,810	\$139,205	\$13,820,308	\$4,159,853	\$141,288	\$7,322,652	\$39,526,770	

The Accompanying Notes are an Integral Part of this Financial Statement



The accompanying notes are an integral part of this financial statement

General Fund	Budget	Actual	Variance (Unfavorable)
Taxes	\$21,015,844	\$21,015,844	\$ -
Charges for Services			
Magistrate of Deeds	2,350,000	2,082,401	267,599
Shelby's Department	1,780,272	1,702,146	78,126
Killbuck		1,039,938	1,039,938
Commissioner's Office		87,788	87,788
County Attorney	145,583		145,583
Corrections Department	751,002	915,293	164,291
County Land Management	21,521		21,521
Human Services	714,826		714,826
Human Resources		124,981	124,981
Legal		14,253	14,253
Telecommunications		11,531	11,531
Interest	235,508	288,418	52,910
Debt	1,808,000	176,161	1,631,839
Total Revenues	28,822,556	29,587,532	764,976
Expenditures			
Public Assistance	12,890,834	11,898,598	992,236
Corrections	4,386,966	3,063,708	1,323,258
Maintenance	2,282,175	2,178,595	103,580
Facilities	364,710	322,002	42,708
General Government	2,254,520	875,009	1,379,511
Commissioners	309,011	263,505	45,506
Formal Services	3,497,171	3,267,223	229,948
Shelby's Department	304,461	863,792	559,331
Magistrate of Deeds	1,292,284	1,246,447	45,837
County Attorney	83,450	87,807	4,357
Medical Services	370,252	369,464	788
Extension Section	392,789	392,636	153
Treasurer and Deputy	50,705	48,123	2,582
Delegation	54,257	40,147	14,110
Human Services Specials	219,855	219,855	-
Capital Outlay	735,111	(534)	735,645
Debt Service - Interest	1,575,000	1,050,000	525,000
Debt Service - Principal	991,768	69,139	922,629
Total Expenditures	32,916,025	28,820,367	4,095,658
Excess (Deficiency) of Revenues			
Other Financing Sources (Uses)	621,118	(352,431)	973,549
Operating Transfers In			
Other Financing Sources (Uses) (Budgetary Basis)	(3,672,251)	391,722	4,063,973
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (Budgetary Basis)			
Operating Transfers In			
Other Financing Sources (Uses) (GAAP Basis)	(3,672,251)	440,909	4,113,160
Changes in Reserves (Inventory)	6,115		6,115
Fund Balance, Beginning of Year	1,925,289		1,925,289
Fund Balance, End of Year	(11,740,647)	\$2,472,513	\$14,213,160

Exhibit 5

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET (NON-GAAP) AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES  
 FOR THE YEAR ENDED DECEMBER 31, 1999

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS  
 ALL PROPRIETARY FUND TYPES  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Exhibit D

	Enterprise	Internal	County	Nursing Home	Severca	Funds	Totals
Operating Revenue							
Charges for Services	\$13,427,055			\$3,131,293	\$16,550,348		
Refunds and Reimbursements				249,212			
Interest				177,615			
Other	1,356,991			19,197			
Total Operating Revenues	14,784,046			3,577,317	18,361,363		
Operating Expenses							
Nursing Services	7,875,291						
Sanitary Services	2,561,912						
Detentary	2,508,109						
General	1,172,816						
Administrative	1,045,783						
Claims and Premiums	-						
Employee Separations	2,650,255						
Depreciation	181,297						
Other	798,993						
Total Operating Expenses	16,305,831			2,838,210	19,144,041		
Operating Income (Loss)	(1,521,785)			719,107	(802,678)		
Non-Operating Revenues (Expenses)							
Interest Expense	(151,845)						
Gain (Loss) on Disposal of Assets	-						
Total Non-Operating Revenues (Expenses)	(152,284)			0	(152,284)		
Income (Loss) Before Operating Transfers	(1,674,069)			719,107	(954,962)		
Operating Transfers							
Operating Transfers In	242,452						
Operating Transfers Out	(9,876)						
Total Operating Transfers	232,576						
Net Income (Loss)	(1,441,493)			719,107	(722,386)		
Retained Earnings, Beginning of Year	6,693,989			2,757,586	9,451,575		
Retained Earnings, End of Year	\$5,252,496			\$3,476,693	\$8,729,189		

The accompanying Notes are an Integral Part of this Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 STATEMENT OF CASH FLOWS  
 ALL PROPRIETARY FUND TYPES  
 FOR THE YEAR ENDED DECEMBER 31, 1999

	Enterprise	Rockingham County	Nursing Home	Internal Service	Funds	Totals
Cash Flows From Operating Activities						
Net Operating Income (Loss), Exhibit D						
Adjustments to Reconcile Net Operating Income (Loss) To Net Cash Provided by Operating Activities:						
Interest on Investments						(202,111)
Gain (Loss) on Sale of Investments						20,909
Depreciation						798,993
Change in Operating Assets and Liabilities:						
(Increase) Decrease in Operating Assets:						
Accounts Receivable						(228,192)
Restricted Assets						(47,373)
Prepays						63,922
Inventories						(52,828)
Due from Other Funds						1,785,555
Increase (Decrease) in Operating Liabilities:						
Accounts Payable						7,336
Accrued Expenses						12,327
Due to Other Funds						120,910
Other Liabilities						180,583
Due to Other Funds						23,247
Other Liabilities						86,633
Deferred Revenue						3,509
Total Adjustments						(223,094)
Net Cash Provided by Operating Activities						1,477,225
Cash Flows from Noncapital Financing Activities						
Operating Transfers in (out) from/to Other Funds						232,576
Cash Flows from Capital and Related Financing Activities:						
Acquisition of Property, Plant and Equipment						(515,919)
Principal Paid on Long-Term Debt						(525,000)
Principal Paid on Capital Lease						(20,391)
Interest Paid on Long-Term Debt						(151,845)
Financing Activities						(1,213,155)
Cash Flows from Investing Activities:						
Purchase of Investments						(34,194)
Sale of Investments						11,966,974
Interest Earnings on Investments						202,111
Net Cash Provided by Investing Activities						(496,013)
Increase (Decrease) in Cash and Cash Equivalents						(33,561)
Cash and Cash Equivalents, Beginning of Year						33,561
Cash and Cash Equivalents, End of Year						\$ -
Noncash Transactions:						
Retirement of Fully Depreciated Assets						\$2,995

The accompanying Notes are an integral part of this Financial Statement

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

*Reporting Entity*

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

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

BASIS OF PRESENTATION — FUND ACCOUNTING

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

*Governmental Funds*

Governmental funds are used to account for most of a government's programs and activities, including the collection and disbursement of earmarked monies (*special revenue funds*), and the acquisition or construction of general fixed assets (*capital projects funds*) or the accumulation of resources for the payment of principal and interest (*debt service funds*). The general fund is used to account for the resources traditionally associated with government operations, which are not required legally to be accounted for in some other fund. The general fund is the overall operating entity of the County. The general fund, including the Sheriff's Department and Dispatch; Register of Deeds; County Attorney and Medical Examiner; Department of Corrections; Human Services; and General Administration provides most of the essential governmental services and functions. The presentation format of the general purpose financial statements includes all governmental fund types, funds with account balances or transaction activity for the year ended December 31, 1999 are clearly identifiable.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*Proprietary Funds*

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

*Fiduciary Funds*

Fiduciary funds are used to account for the assets held on behalf of outside parties, including other governments, or on behalf of other funds within a government. When these assets are held under the terms of a formal trust agreement, either a nonexpendable trust fund or expendable trust fund is used. The terms "nonexpendable" and "expendable" refer to whether or not a government is under an obligation to maintain the trust principal. Agency funds are generally used to account for assets that the government holds on behalf of others. The County currently has the following individual agency funds: (1) *Limit Funds* – To account for various funds held by the County for individuals incarcerated at the County Corrections Facility, (2) *Commissioner's Account* – To account for funds from operation of the Commissary at the County Corrections Facility, (3) *Chapel Fund* – To account for funds for the operation of the chapel at the County Corrections Facility, and (4) *Trust Funds* – To account for funds designated for subsequent years expenditures of the Nursing Home as appropriated.

*Account Groups*

*General Fixed Assets* are not capitalized in the funds used to acquire or construct them. Instead, GAAP requires that capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are to be reported in the General Fixed Assets Account Group. In accordance with the practices followed by many other municipal entities in the State, the County does not maintain a record of its general fixed assets and, accordingly, a statement of general fixed assets, as required by generally accepted accounting principles, is not included in this report.

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

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

BASIS OF ACCOUNTING

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

All proprietary funds and nonexpendable trust funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (e.g., revenues) and

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

decreases (e.g. expenses) in net total assets. The County has elected not to follow the FASB pronouncements issued subsequent to November 30, 1989 in accounting and reporting for proprietary operations. All governmental fund types, expendable trust funds and agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when the modified accrual basis of accounting becomes both measurable and available). *Measurable* means the amount of the transaction can be determined and *available* means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Miscellaneous fees and revenues are recorded as revenues when received in cash. Investment earnings are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except principal and interest on debt service and other long-term obligations, which are recognized when due to be paid. Proprietary fund types and nonexpendable trust funds utilize the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when incurred.

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

BUDGET

Governmental revenues and expenditures are controlled by a formal integrated budgetary system which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations which govern the County's operations. The County budget is formally acted upon at the County Convention. During the year, appropriations may be transferred between the items, but total expenditures may not exceed the total approved budget (with the exception of emergency items, which require approval by the New Hampshire Department of Revenue Administration under RSA 37). At year-end, all unencumbered annual appropriations lapse. Other appropriations, which have a longer than annual authority may carry over at year end if the governing body intends to continue or complete the special purpose for which the funds were established. State legislation also requires balanced budgets and, in most cases, the use of the beginning general fund balance to reduce the amount of taxes to be raised. For the County fiscal year ended December 31, 1999, \$4,061,920 in beginning general fund unreserved fund balance was used to reduce taxes.

RECONCILIATION OF EXHIBIT B TO EXHIBIT C

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

Exhibit B	Encumbrances, December 31, 1998	\$29,003,552
Exhibit C	Encumbrances, December 31, 1999	(310,508)
Capital Leases		146,187
		(18,864)
		<u>\$28,820,367</u>



COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
 NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash and equivalent accounts include amounts in demand and savings account deposits as well as short-term investments (such as certificate of deposits) with a maturity date within three months of the date acquired by the County.

Investments, if any, are stated at fair value, in accordance with GASB Statement #31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools". The fair value of investments is determined annually and is based on current market prices. Fair value fluctuates with interest rates and increasing rates could cause fair value to decline below original cost. County Management believes that liquidity in the portfolio is more than adequate to meet cash flow requirements and to preclude the County from having to sell investments below original cost for that purpose.

Internal Service Fund interest and dividend income is comprised of the following for the year:

Interest and Dividends	\$202,111
Net Increase (Decrease) in the Fair Value of Investments	(20,908)
Total Investment Income	\$181,203

The net decrease in fair value of investments during the year was \$20,909. This amount takes into account all changes in fair value (including purchases and sales) that occurred during the year. The unrealized gain on investments held at year-end was \$5,549.

ACCOUNTS RECEIVABLE

Billable services rendered during 1999 and prior and uncollected at December 31, 1999 are recorded as receivables. The allowance for estimated uncollectibles in the Nursing Home Enterprise Fund is \$64,991.

DUE TO AND DUE FROM OTHER FUNDS

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

PREPAID EXPENSES

Reported prepaid expenses are equally offset by a fund balance account (reserve for prepaid) as they do not represent "available spendable resources" even though they are a component of net current assets.

INVENTORIES

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

FIXED ASSETS

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

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

LONG-TERM OBLIGATIONS

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

COMPENSATED ABSENCES

County employees are sometimes entitled to certain compensated absences based, in part, on their length of employment. In accordance with GASB Statement #6, "Accounting for Compensated Absences", compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and a fund liability of the fund that will pay it. Amounts of such compensated absences that are not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group (and no fund liability or expenditure is reported for these amounts). Compensated absences of the Nursing Home Enterprise Fund are included in accrued expenses as a fund liability as required by generally accepted accounting principles.

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

FUND EQUITY

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

ENCUMBRANCES

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

Maintenance	\$18,774
Treasurer	568
Register of Deeds	12,743
Jail	37
Grants/Projects	114,064
	<u>3146,187</u>

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(Continued)

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

MEMORANDUM ONLY-TOTAL COLUMNS

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

NOTE 2—STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Deposits and Investments

The County Treasurer is authorized by state statutes to invest excess funds, with the approval of the Commissioners, in the following:

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

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

The County was in compliance with these applicable deposit and investment state laws and regulations for the year.

Risk Management

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

Claims, Judgments and Contingent Liabilities

Amounts received are subject to later year's review and adjustment by grantor agencies, principally the federal and state governments. At such time, any disallowed claims, including amounts already collected, may constitute a liability of the County and the applicable funds. At December 31, 1999, the County believes that disallowed expenditures, if any, based on subsequent review will not have a material effect on any individual funds or the overall financial position of the County.

NOTE 3—CASH AND INVESTMENTS

Deposits

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

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

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(Continued)



COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 5—PENSION PLAN

Pension Description

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

Funding Policy

Covered public safety and general employees are required to contribute 9.3% or 5.0% of their covered salary, respectively, and the County is required to contribute at an actuarially determined rate. The County's contribution rates were 3.69% and 4.16% of covered payroll for police officers and general employees, respectively, through June, 1999 and 4.96% and 4.24%, respectively, thereafter. The County contributes 65% of the employer cost for police employees by the County and the State contributes the remaining 35% of the employer cost. The County contributes 100% of the employer cost for general employees of the County. On-behalf fringe benefits (GASB #24) contributed by the State of New Hampshire have not been recognized as amounts are not material to the financial statements.

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending December 31, 1999, 1998 and 1997 were \$614,902 \$516,701, and \$510,866, respectively, equal to the required contributions for each year.

NOTE 6—LONG-TERM DEBT

Changes in Long-Term Debt

The following is a summary of debt transactions for the year:

General Obligation Debt:	January 1	Additions	Reductions	Payable December 31
General Fund	\$7,390,000	\$ -	(\$1,050,000)	\$6,340,000
Nursing Home Enterprise Fund	3,125,000	-	(225,000)	2,600,000
Capital Lease Obligations	372,479	18,864	(127,075)	264,268
	\$10,887,479	\$18,864	(\$1,702,075)	\$9,204,268

General Obligation Debt

The County can issue general obligation debt instruments to provide funds for the acquisition and construction of major capital equipment, infrastructure and other facilities. General obligation debt instruments are direct government obligations and consequently are a pledge of the full faith and credit of the County. General obligation debt instruments currently outstanding and reported in the general long-term debt account group and the Nursing Home enterprise fund are as follows:

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 6—LONG-TERM DEBT (CONTINUED)

Long-Term Debt Account Group	Interest	Balance
1992 - \$13,200,000 Public Improvement Bond, maturing in 2004	5.2% - 6.0%	\$6,340,000
Nursing Home Enterprise Fund 1994 - \$6,600,000 Mitchell Project Bond, maturing in 2004	4.45% - 4.90%	2,600,000
Total General Obligation Long-Term Debt		\$8,940,000

Capital lease obligations represent lease agreements entered into for the financing of equipment acquisitions. These contracts are subject to cancellation should funds not be appropriated to meet payment obligations. Amounts are annually budgeted in the applicable function. Following are the capital lease balances at year end:

Long-Term Debt Account Group	Equipment, due in annual installments of \$28,417 including interest, through July, 2000 at 5.54%	Equipment, due in annual installments of \$2,874 including interest, through May 2004 at 6.52%	Equipment, due in annual installments of \$6,443 including interest, through May 2001 at 2.5%	Nursing Home Enterprise Fund Equipment, due in annual installments of \$25,501 including interest, through June, 2002 at 5.75%	Balance
	\$26,897	154,662	12,575	68,480	\$262,614

Annual debt service requirements to maturity for general obligation debt and capital leases, including interest are as follows:

Year Ended December 31	Principal	Interest	Total
2000	\$1,640,000	\$490,475	\$2,130,475
2001	1,710,000	405,910	2,115,910
2002	1,785,000	313,965	2,098,965
2003	1,865,000	215,685	2,080,685
2004 - 2005	1,940,000	110,900	2,050,900
Totals	\$8,940,000	\$1,536,935	\$10,476,935

(Continued)

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 6--LONG-TERM DEBT (CONTINUED)

Capital Leases

Year Ended December 31	Principle	Interest	Total
2000	79,900	\$14,732	\$94,632
2001	55,933	10,269	66,202
2002	52,759	6,982	59,741
2003	30,569	3,654	34,223
2004 - 2005	43,453	1,613	45,066
Totals	262,614	\$37,250	\$299,864

NOTE 7--DUE TO AND DUE FROM OTHER FUNDS

Individual interfund balances at year end are as follows:

Fund	Due From	Due To
General Fund	154,159	171,350
Capital Projects Funds	124,671	21,328
Nursing Home Enterprise Fund	23,965	146,437
Internal Service Funds:		
Health Insurance Risk Management Fund	67,707	26,963
Dental Insurance Risk Management Fund	1,060	-
Workers Comp Risk Management Fund	2,238	-
Fiduciary Funds	9,303	17,025
Totals	\$383,103	\$383,103

NOTE 8--CONTRIBUTED CAPITAL--PROPRIETARY FUNDS

There were no changes in the contributed capital account for the Nursing Home Enterprise Fund during the year.

NOTE 9--DESIGNATED FUND BALANCE

General Fund

Appropriations for certain projects and specific items not fully expended at year end are carried forward as continuing appropriations to the next year in which they supplement the appropriations of that year. Following are continuing appropriations at the year ended December 31, 1999:

Human Services	\$395,590
Sheriff Department	3,407
Total	\$398,997

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 9—DESIGNATED FUND BALANCE (CONTINUED)

Expendable Trust Funds

Expendable Trust Funds balances designated for subsequent years' expenditures are as follows:

Nursing Home Expendable Trust \$ 8,693

Capital Projects

Capital Projects fund balance designated for specific capital project expenditures in future years by the Capital Projects Fund.

Special Revenue Fund

The Special Revenue (Drug Forfeiture) fund balance is designated for use of that fund in future years.

NOTE 10—OPERATING LEASES

Office Space

The County leases office space from the State of New Hampshire at the Rockingham County Court House for the Registry of Deeds and County Attorney. This lease expires on June 30, 2005. The terms of the lease require annual payments of \$152,006, payable in monthly installments, with adjustments based on percentage adjustments in the Consumer Price Index. Rental expense for the year ended December 31, 1999 was \$152,006.

Future minimum rental payments are as follows:

Year	
2000	\$152,006
2001	152,006
2002	152,006
2003	152,006
2004	152,006
2005	76,003

Office Space

In November 1997, the County entered into a three-year agreement to lease office space to the State of New Hampshire. The lease expires on November 5, 2000 and provides for the option to renew for an additional two years. The County is responsible for the payment of utilities. Rental income for the year ended December 31, 1999 was \$15,000. The following is a summary of the minimum rental payments to be received by the County:

Year	
2000	\$19,141

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(Continued)

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COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NOTE 11--PRIOR PERIOD ADJUSTMENTS

General Fund

General Fund Balance at January 1, 1999 has been adjusted as follows:

As Previously Reported	\$2,174,906
Adjustments in Accruals and Reserves	46,382
Adjustments in Projects in Process	14,509
Adjusted Amount	<u>\$2,235,797</u>

Internal Services--Worker Compensation Fund

Worker Compensation Retained Earnings at January 1, 1999 has been adjusted as follows:

As Previously Reported	\$1,845,826
Increase in Cash Deposits reported	106,000
With the claims administrator	
Adjusted Amount	<u>\$1,951,826</u>

NOTE 12--CONTINGENCY

There are several outstanding lawsuits pending against the County. The County follows the practice of recording liabilities resulting from claims and legal actions only when they become fixed or determinable in amount. It is County management's opinion that the County is not liable in these suits and the County intends to contest the cases.

REVENUES	Adopted Budget	Actual	Variance (Unfavorable)
County Taxes	921,015,844	921,015,844	-
Total Taxes	21,015,844	21,015,844	-
Charities for Services	-	-	-
Register of Deeds	100,000	100,000	-
Deeds' Purchase	100,000	100,000	-
Real Estate Transfer Taxes	450,000	450,000	-
Other	1,800,000	2,210,554	(410,554)
Total Register of Deeds	2,350,000	3,082,401	(732,401)
Recorder's Department	827,371	796,294	(31,077)
Outside Deeds and Other Services	27,000	27,000	-
Dispatch Services	882,501	807,226	(75,275)
Airport Security	23,500	71,526	(48,026)
District Court Transportation	1,002	12,210	(11,208)
Other	751,002	915,793	(164,791)
County Land Management	5,520	16,000	(10,480)
Rent of Farm Trailers	16,000	16,000	-
Other	1	1	-
Total County Land Management	21,521	21,521	-
Human Services	1	-	(1)
State's Funds	540,024	535,215	(4,809)
Incidentals Funds	174,801	180,584	(14,009)
Total Human Services	714,826	723,799	(8,973)
Human Resources	154,762	154,762	-
Total Human Resources	219	154,981	(154,762)
Practi	-	-	-
Nursing Home Fiscal Reimbursement	-	163,446	163,446
Practi	-	-	-
Nursing Home Treasurer Reimbursement	-	14,253	14,253
Practi	-	-	-
Nursing Home Telecommunications Reimbursement	-	10,466	10,466
Other	-	1,055	1,055
Total Telecommunications	11,531	11,531	-
Total Charges for Services	95,743,304	97,937,099	(2,193,795)

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 GENERAL FUND  
 SCHEDULE OF REVENUES COMPARED TO BUDGET  
 (NON-GRAVE BASIS)  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Schedule A-1

Total Adopted Budget		Fund Balance Used To Reduce Taxes	
333,305,694		4,061,920	
<b>29,243,774</b>		<b>29,567,522</b>	
<b>621,118</b>		<b>621,118</b>	
<b>(621,118)</b>		<b>(621,118)</b>	
<b>29,567,522</b>		<b>29,567,522</b>	
<b>1,608,000</b>		<b>1,608,000</b>	
<b>249,018</b>		<b>249,018</b>	
<b>15,000</b>		<b>15,000</b>	
<b>55,608</b>		<b>55,608</b>	
<b>8,000</b>		<b>8,000</b>	
<b>944,866</b>		<b>944,866</b>	
<b>1,335,982</b>		<b>1,335,982</b>	
<b>(1,281,839)</b>		<b>(1,281,839)</b>	
<b>3,214</b>		<b>3,214</b>	
<b>3,321</b>		<b>3,321</b>	
<b>(8,000)</b>		<b>(8,000)</b>	
<b>928,418</b>		<b>928,418</b>	
<b>322,910</b>		<b>322,910</b>	
<b>255,508</b>		<b>255,508</b>	
<b>326,161</b>		<b>326,161</b>	
<b>29,567,522</b>		<b>29,567,522</b>	
<b>944,866</b>		<b>944,866</b>	

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 GENERAL FUND  
 SCHEDULE OF REVENUES COMPARED TO BUDGET  
 (NON-GAAP BASIS)  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Schedule B-1  
 (continued)

	Adopted Budget	Actual	Variance Favorable (Unfavorable)
Other Financing Sources	8,000	-	8,000
Equipment Auction	-	-	-
Lease Funds	55,608	55,608	-
Lease - Parole	15,000	15,221	3,221
Miscellaneous	-	3,214	3,214
Grant - Contingencies	1,588,000	249,018	(1,335,982)
Total Other	1,608,000	326,161	(1,281,839)
Total Revenues	29,567,522	29,567,522	944,866
Other Financing Sources	621,118	-	621,118
Operating Transfer Int	-	-	-
From Budgeting Home	-	-	-
Total Other Financing Sources	621,118	-	621,118
Total Revenue and Other Financing Sources	29,243,774	29,567,522	323,748
Fund Balance Used To Reduce Taxes	4,061,920		
Total Adopted Budget	333,305,694		

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 GENERAL FUND - GENERAL GOVERNMENT  
 SCHEDULE OF EXPENDITURES COMPARED TO BUDGET (NON-GRANT BASIS)  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Schedule A-2

	Adopted Budget	Prior Year's Encumbrances	Approved Transfers	Revised Budget	Actual	Variance (Under/Over)
<b>Public Assistance</b>						
Old Age Assistance	\$180,000	-	\$25,000	\$205,000	\$163,209	\$41,791
Intermediate Nursing Care	9,144,000	-	(1,933,800)	7,210,200	6,405,388	804,812
Aid to Permanently and Totally Disabled	1,012,000	-	50,000	1,062,000	947,734	114,266
Court Ordered Services for Children	1,680,000	-	-	1,680,000	1,758,913	(98,913)
Head and Community Based Care	200,000	-	1,858,800	2,058,800	1,864,266	94,534
Mental Health Programs	200,000	-	-	200,000	284,205	(84,205)
Substance Abuse	279,296	-	-	279,296	234,296	45,000
Other	-	-	-	-	11,040	(11,040)
<b>Total Public Assistance</b>	<b>12,890,856</b>	<b>-</b>	<b>1,953,800</b>	<b>14,844,656</b>	<b>13,368,598</b>	<b>1,476,058</b>
<b>Corrections</b>						
Operations	\$386,296	-	-	\$386,296	\$5,063,708	(\$4,677,412)
Maintenance	2,277,291	4,701	-	2,282,175	2,178,595	103,580
Legal Office	364,710	-	-	364,710	352,302	12,408
General Commitment	10,000	-	-	10,000	2,141	7,859
Courthouse Lease Payments	152,004	-	-	152,004	152,006	(2)
Contingency	1,585,000	4,765	(60,452)	1,529,313	1,664,111	(1,164,282)
Legal	65,000	-	-	65,000	21,407	43,593
Judgments	1	-	-	1	-	1
Union Negotiations	30,000	-	-	30,000	19,044	10,956
Insurance	401,218	-	-	401,218	279,831	121,387
Property Taxes	25,000	-	-	25,000	16,203	8,797
Post Fees	15,000	-	-	15,000	13,925	1,075
Post	-	-	-	-	1,204	(1,204)
Bad Debt Expense	-	-	-	-	875,039	(875,039)
<b>Total General Government</b>	<b>2,310,216</b>	<b>4,765</b>	<b>(60,452)</b>	<b>2,254,529</b>	<b>875,039</b>	<b>1,379,490</b>
<b>Commissioner's Office</b>						
Operations	150,246	-	-	150,246	139,475	11,071
<b>Human Resources</b>						
Operations	302,011	-	7,000	309,011	269,505	45,506
<b>Social Department</b>						
Operations	1,573,293	3,394	(4,600)	1,571,887	1,495,205	82,978
Dispatch	705,997	45,515	3,200	754,712	689,658	65,254
Radio	71,998	-	-	71,998	68,797	3,211
Outside Details	800,010	-	-	800,010	737,419	62,591
District Court Transportation	135,955	-	61,752	197,707	188,560	9,147
Total Sheriff's Department	86,722	-	-	86,722	87,530	(808)
<b>Total</b>	<b>\$3,207,075</b>	<b>\$19,544</b>	<b>\$60,452</b>	<b>\$3,246,171</b>	<b>\$3,267,223</b>	<b>(\$21,052)</b>

(Continued)

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 GENERAL FUND - GENERAL GOVERNMENT  
 SCHEDULE OF EXPENDITURES COMPARED TO BUDGET (HIGH-GRADE BASIS)  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Schedule A-2  
 (Continued)

	Adopted Budget	Fiscal Year's Encumbrances	Approved Transfers	Revised Budget	Actual	Variance Favorable (Unfavorable)
<b>Balance of Fund:</b>						
Operations	\$879,276	\$25,185	\$ -	\$904,461	\$863,792	\$40,669
County Attorney	1,381,983	15,621	(9,000)	1,392,584	1,216,447	146,137
County Clerk	18,450	-	5,000	83,450	67,807	15,643
Operations	370,253	-	-	370,253	361,464	6,789
Extension Service	395,789	-	-	395,789	192,656	203,133
Telecommunications	50,705	-	-	50,705	49,423	2,592
<b>Treasurer and Deputy Treasurer</b>						
Operations	44,257	-	-	44,257	40,247	4,110
<b>County Solicitor</b>						
Operations	55,000	-	-	55,000	55,000	-
Human Services - Specials	10,000	-	-	10,000	10,000	-
A Safe Place	43,000	-	-	43,000	43,000	-
Area Homebased	43,000	-	-	43,000	43,000	-
Visiting Nurses Association	6,250	-	-	6,250	6,250	-
Emergency Unit Film Training	14,000	-	-	14,000	14,000	-
Retired Senior Volunteers Program	5,213	-	-	5,213	5,213	-
Childcare Association	2,500	-	-	2,500	2,500	-
Sexual Assault Support	40,792	-	-	40,792	40,792	-
Protection	219,892	-	-	219,892	219,892	-
Human Services Specials	1,575,000	-	-	1,575,000	1,060,000	525,000
<b>Public Services</b>						
Principal Long-Term Debt	568,768	-	-	568,768	421,875	146,893
Interest Long-Term Debt	430,000	-	-	430,000	268,260	161,740
Interest on Tax Anticipation Notes	938,768	-	-	938,768	690,135	308,633
<b>Social Service</b>						
Other Capital Outlay	535,000	310,511	-	735,511	(524)	736,035
total Expenditures	32,598,218	310,507	7,000	32,915,725	28,820,367	4,095,358
<b>Other Financing Uses</b>						
Other Financing Uses	-	-	-	-	352,433	(352,433)
<b>Operating Transfers Out:</b>						
To Capital Projects	-	-	-	-	352,433	(352,433)
To Nursing Home Funds	-	-	-	-	-	-
<b>Total Other Financing Uses</b>						
Total Expenditures and Other Financing Uses	32,598,218	310,507	7,000	32,915,725	29,172,800	3,743,225

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 SCHEDULE OF CHANGES IN GENERAL FUND UNRESERVED FUND BALANCE  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Unreserved Fund Balance	92,235,797
January 1 - Beginning of Year	
December 31 - End of Year	1,384,092
Change in Unreserved Fund Balance	<u>(881,705)</u>
Analysis of Change	
Revenue Variance	933,748
Expenditure Variance	2,815,868
Unreserved Fund Balance Used to Reduce Taxes	(4,061,920)
(Increase) Decrease in Reserve for Encumbrances	157,121
(Increase) Decrease in Reserve for Prepaid	(73,691)
(Increase) Decrease in Designated Fund Balance	
(Continuing Appropriations)	(12,831)
Change in Unreserved Fund Balance	<u>(881,705)</u>

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 ALL INTERNAL SERVICE FUNDS  
 COMBINING BALANCE SHEET  
 DECEMBER 31, 1999

Schedule B-1

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ASSETS	Workers' Compensation Insurance						Total
	Risk Management Fund	Health Insurance Fund	Dental Risk Management Fund	Unemployment Insurance Fund	Compensated Absences Fund		
Investments	\$2,762,620	\$798,543	\$256,017	\$87,376	\$132,059	\$4,036,615	
Accounts Receivable	-	10,154	-	-	-	10,154	
Due From Other Funds:							
From General Fund	2,238	67,707	1,061	-	-	71,006	
From Nursing Home	-	-	-	-	-	-	
Deposits	20,000	22,078	-	-	-	42,078	
TOTAL ASSETS	\$2,784,858	\$898,482	\$257,078	\$87,376	\$132,059	\$4,159,853	
LIABILITIES AND FUND BALANCE							
LIABILITIES							
Accounts Payable	\$469,878	-	\$8,698	-	-	\$478,576	
Accrued Expenses	-	-	-	-	-	-	
Due to Other Funds:							
To General Fund	-	24,326	-	-	-	24,326	
To Nursing Home	-	2,637	-	-	-	2,637	
Deferred Revenue	-	45,283	3,755	-	-	49,038	
Compensated Absences Payable	-	-	-	-	128,583	128,583	
TOTAL LIABILITIES	469,878	72,246	12,453	-	128,583	683,160	
Fund Balance	2,314,980	826,236	244,625	87,376	3,476	3,476,693	
Retained Earnings	\$2,784,858	\$898,482	\$257,078	\$87,376	\$132,059	\$4,159,853	
TOTAL LIABILITIES AND FUND BALANCE	\$2,784,858	\$898,482	\$257,078	\$87,376	\$132,059	\$4,159,853	

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, 1999

	Workers'					Totals
	Compensation Insurance Risk Management Fund	Health Insurance Fund	Dental Insurance Risk Management Fund	Unemployment Insurance Fund	Compensated Absences Fund	
<b>REVENUES</b>						
Charges for Services	\$715,624	\$71,976,376	\$230,806	\$27,190	\$181,297	\$3,131,293
Refunds and Reimbursements	11,853	212,469	21,202	-	3,588	249,212
Interest	118,200	40,220	15,215	3,980	-	177,615
Other Revenue	-	-	-	19,197	-	19,197
Total Revenue	845,677	2,229,065	267,223	50,367	184,885	3,577,317
<b>EXPENSES</b>						
Claims and Premiums	460,475	1,901,157	257,390	31,233	-	2,650,255
Employee Separations	22,048	2,887	1,483	128	181,297	181,297
Other	482,525	1,904,044	258,975	31,361	181,409	2,856,210
Total Expenses	965,048	3,808,088	517,848	63,722	181,706	4,536,312
Income Before Non-Operating Revenues (Expenses)	363,154	325,021	8,450	19,006	3,476	719,107
<b>Non-Operating Revenues (Expenses)</b>						
Gain (Loss) on Sale of Investments	363,154	325,021	8,450	19,006	3,476	719,107
Net Income	1,951,826	501,215	236,175	69,370	-	2,757,586
Retained Earnings, Beginning of Year	\$2,314,980	\$826,236	\$244,625	\$87,376	\$9,476	\$3,476,693
Retained Earnings, End of Year	\$2,314,980	\$826,236	\$244,625	\$87,376	\$9,476	\$3,476,693



COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 COMBINED STATEMENT OF CASH FLOWS  
 ALL EMPLOYEES SERVICES FUNDS  
 FOR THE YEAR ENDED DECEMBER 31, 1999

Schedule B-3

Cash Flows from Operating Activities	Worker's						Totals
	Compensation Insurance	Health Insurance Fund	Dental Insurance Risk Management Fund	Unemployment Insurance Fund	Compensated Absences Fund		
Net Income (Loss), Schedule B-2	\$363,154	\$325,021	\$8,450	\$19,006	\$3,476	\$719,107	
Adjustments to Reconcile Net Operating Income (Loss) to Net Cash Provided by Operating Activities							
Increase on Investments	(138,368)	(43,932)	(13,422)	(3,458)	(2,931)	(202,111)	
Gain (Loss) on sale of Investments	20,168	3,712	(1,793)	(522)	(656)	20,909	
Change in Operating Assets and Liabilities:							
(Increase) Decrease in Operating Assets:							
Accounts Receivable	-	(2,273)	194	-	-	(1,473)	
Deposits and Prepaids	86,000	(22,078)	-	-	-	63,922	
Due from Other Funds	107	(12,837)	(309)	-	-	(13,039)	
Increase (Decrease) in Operating Liabilities:							
Accounts Payable	(221,257)	(550)	(4,828)	-	-	(226,635)	
Accrued Expenses	-	23,247	(20,000)	-	-	108,583	
Due to Other Funds	-	-	825	-	-	23,247	
Deferred Revenue	-	2,680	-	-	-	2,680	
Total Adjustments	(253,350)	(52,031)	(38,729)	(3,980)	-	(348,070)	
Net Cash Provided by Operating Activities	109,804	272,990	(30,279)	15,026	128,472	496,013	
Cash Flows from Investing Activities							
Purchases of Investments	(6,138,632)	(4,967,250)	(970,846)	(251,502)	(276,808)	(12,605,038)	
Sale of Investments	5,950,520	4,650,328	987,703	233,018	145,405	11,966,974	
Increase on Investments	138,368	43,932	13,422	3,458	2,931	202,111	
Net Cash Provided from Investing Activities	(109,804)	(272,990)	30,279	(15,026)	(128,472)	(496,013)	
Increase (Decrease) in Cash and Cash Equivalents	-	-	-	-	-	-	
Cash and Cash Equivalents, Beginning of Year	-	-	-	-	-	-	
Cash and Cash Equivalents, End of Year	\$-	\$-	\$-	\$-	\$-	\$-	

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 FINANCIAL FUND TYPES  
 COMBINING BALANCE SHEET  
 DECEMBER 31, 1999

Agency Funds		Expendable Trust Fund		Total	
Imate Account	Commsary Account	Chapel Account	Trust Fund	Imate Account	Commsary Account
\$38,707	\$84,241	\$344	-	\$123,292	8,693
-	-	-	-	9,303	-
-	9,303	-	-	-	-
-	\$93,544	\$344	-	\$141,288	-
<b>LIABILITIES AND FUND BALANCE</b>					
<b>ASSETS</b>					
Cash					
Investments, At Fair Value					
Due from Other Funds:					
From Imate Account					
TOTAL ASSETS					
<b>LIABILITIES</b>					
Accounts Payable					
Due to Other Funds:					
To General Fund					
To Commsary Account					
Due to Specific Individuals					
TOTAL LIABILITIES					
Fund Balance					
Unreserved:					
Designated:					
TOTAL LIABILITIES AND FUND BALANCES					

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 ALL AGENCY FUNDS  
 COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
 FOR THE YEAR ENDED DECEMBER 31, 1999

	Balance January 1, 1999	Additions	Deductions	Balance December 31, 1999
<b>TRANSFER ACCOUNT</b>				
<b>ASSETS</b>				
Cash	\$40,878			\$40,878
<b>LIABILITIES</b>				
Due to Other Funds	\$7,765	\$7,722	\$7,765	
To General Fund	14,307	9,303	14,307	
To Comptroller's Account				
Due to Specific Individuals	18,906	443,627	440,751	
<b>TOTAL LIABILITIES</b>	<b>\$40,878</b>	<b>\$460,652</b>	<b>\$462,823</b>	<b>\$39,707</b>
<b>COMPTROLLER ACCOUNT</b>				
<b>ASSETS</b>				
Cash	\$69,527	\$177,282	\$162,568	\$84,241
Due from Other Funds	9,303			9,303
From Inmate Account	14,307			14,307
<b>TOTAL ASSETS</b>	<b>\$93,834</b>	<b>\$186,585</b>	<b>\$176,875</b>	<b>\$93,544</b>
<b>LIABILITIES</b>				
Accounts Payable	12796	\$9,412	12796	99,412
Due to Specific Individuals	71,038	177,173	164,079	84,132
Due to Inmates				
<b>TOTAL LIABILITIES</b>	<b>\$83,834</b>	<b>\$186,585</b>	<b>\$176,875</b>	<b>\$93,544</b>
<b>CHARGE ACCOUNT</b>				
<b>ASSETS</b>				
Cash	\$545			\$544
<b>LIABILITIES</b>				
Due to Specific Individuals				
Due to Inmates				
<b>TOTAL ASSETS</b>	<b>\$545</b>	<b>\$443</b>	<b>\$644</b>	<b>\$344</b>
<b>ASSETS</b>				
Cash	\$110,950	\$638,377	\$626,035	\$123,292
Due from Other Funds	9,303			9,303
From Inmate Account	14,307			14,307
<b>TOTAL ASSETS</b>	<b>\$125,257</b>	<b>\$647,680</b>	<b>\$640,342</b>	<b>\$132,595</b>
<b>LIABILITIES</b>				
Accounts Payable	\$12,796	\$9,412	\$12,796	99,412
Due to Other Funds	7,765	7,722	-	7,722
To Comptroller's Account	14,307	9,303	14,307	9,303
Due to Specific Individuals	90,389	621,243	605,474	106,158
<b>TOTAL LIABILITIES</b>	<b>\$125,257</b>	<b>\$647,680</b>	<b>\$632,577</b>	<b>\$132,595</b>