

Date MB
1/30/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
January 3, 2001**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also Present: Gene Charron; Bill Sturtevant; Frank Stoughton; Diane Gill;
and Maryann Brickett

Commissioner Barka called the meeting to order at 12:30 p.m.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report for the Jail. Supt. Charron has made an arrangement with Strafford County who are currently holding 9 female inmates from Rockingham County, and the RC Jail is holding 9 of Strafford County's male inmates. There are also 5 RC female inmates at the Womens State Prison. The total population is 273.

Supt. Charron is expecting a contract any time from the Federal government. They are proposing a new rate of \$67.84 per day for prisoners. Supt. Charron recommends accepting the proposed rate although it is lower than he originally requested. The Jail has taken in a lot of inventory from the Navy base, which has been shared with the Maintenance Department. This includes free cabinets, T-shirts, clothing, pants, boots, etc.

Supt. Charron stated that an inmate was injured while working in the town of Sandown and is therefore recommending removing all inmates who are currently working with Project Community in towns in Rockingham County effective Monday, January 8. Supt. Charron would like to clear up insurance coverage issues with NHMA prior to resuming this worthwhile program.

Supt. Charron has completed the contract with DSI, the inmate telephone system and requested that Commissioner Barka sign the contract. This contract provides great income for the County. There is a 90-day out clause at which time the County would be responsible for the software/hardware, which is currently provided at no cost and the value of which, is approximately \$97,000. Approximately \$1,900 per month of the contract is applied toward

Date MB
1/30/01

that cost. County Attorney Jim Reams and MIS Manager Frank Stoughton have reviewed the contract and provided input in evaluating the software and hardware. The commissioners asked if this was going to increase the rates. Supt. Charron advised that the contract was based as a priority that the families of the inmates would not have any hardship. The rates would be comparable to the rates that we pay.

The response to the medical contract RFP will be coming in around January 19 and is due to be opened at the January 23 Commissioners Meeting.

Supt. Charron has also prepared an RFP for fencing alarm. Those proposals are due to be opened at the January 9 Commissioners Meeting. Funds have been put aside in the capital bond line for fencing improvements.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that he has spoken with Rep. Norm Major regarding the Lucent contract. He will continue to research in an effort to save more money for the County on the telephone equipment maintenance contract. To return to Lucent for remote monitoring it would cost the County \$6,277. Avaya is the division of Lucent that handles small telephone systems. Frank expects to have further information by next week and hopefully have negotiated a discount on the contract.

REPORT FROM HUMAN SERVICES:

Diane Gill did some comparison of figures on the number of people in various nursing homes and took Mr. Sturtevant's analysis of how the rates will change February 1. Some nursing home rates will be increasing by as much as \$3/day. Most are going down. The savings to the County may be \$14,000 this year. Overall, the savings may save \$156,000 this year. Exeter Health Care went down significantly.

Mrs. Gill proposed two (2) grant awards to the Commissioners, the Juvenile Accountability Incentive Block Grant (J.A.I.B.G.) and the BYRNE Grant.

MOVED: Commissioner Barrows that the Commissioners accept the J.A.I.B.G. and Byrne grants and authorize the Chairman of the Board of Commissioners to sign the necessary documents.

SECONDED: Commissioner Pratt.

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

Date MB
1/30/01

Diane Gill asked if the Commissioners had reviewed the draft proposal submitted by the Dupont Group. There is an Association Meeting this Friday. Commissioner Pratt suggested that Mrs. Gill vote for the Commissioners by proxy.


MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt.

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


Commissioners' Meeting adjourned at 1:30 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
1/30/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
January 4, 2001**

Present: Commissioner Ernest Barka
Commissioner Maureen Barrows
Commissioner Katharin Pratt

Also Present: Theresa Young; Diane Gill; Tim Dempsey

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

The Commissioners reviewed the 2001 draft budget, made several adjustments and discussed budget presentations.


MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt.

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


Commissioners' Meeting adjourned at 2:15 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
1/30/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 9, 2001**

Present: Commissioner Maureen Barrows

Also Present: Sheriff Dan Linehan; Jennifer Nelson, County Attorney's Office; Supt. Gene Charron, Jail; Jude Gates, Asst. Director of Engineering & Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Roland Barnaby, UNH Cooperative Extension; and Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:45 a.m.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Bids were opened for alarm fencing:

Secure Applications, Inc.
ESI Company, Inc.
WACOR Electronics Systems, Inc
Safeguards Technology Inc.

Supt. Charron will evaluate the proposals and make a recommendation to the Board of Commissioners.

Supt. Charron discussed the Intergovernmental Service Agreement for the housing of Federal Prisoners. The new fixed per diem contract rate will be \$67.87. For an estimated USMS prisoner days of 2,100, the estimated annual payment will be \$142,464.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

MB
Date 1/30/01

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
January 9, 2001**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Jim Reams, Nancy Lang, Mary Ashcroft (Travelers/Constitution State Services) and Attorney Jack Giapopelli.

Discussions: Meeting with Attorney Giapopelli regarding the status of a workers comp claim.

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

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Barrows to authorize Attorney Giapopelli to pursue settlement contingent upon claimant's agreement to customary releases.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Pratt.

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

Commissioners' Meeting adjourned at 12:40 p.m.

Respectfully submitted,



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

MB
Date 1/30/01

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date 1/30/01

**BUDGET OVERVIEW MEETING WITH DELEGATION OFFICERS
COMMISSIONER CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 12, 2001**

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

Also Present: Theresa Young, Finance Officer; Bill Sturtevant, Nursing Home Administrator; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Rep. Vivian Clark; Rep. Dave Welch.

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

The Commissioners presented an overview of the 2001 County budget.

Rep. Clark and Rep. Welch scheduled a budget overview meeting with Rockingham County Subcommittee Chairmen for Wednesday, January 17, 12:30 p.m. in Concord at LOB 204.

MOVED: Commissioner Barrows to recess and reconvene at 12:00 p.m. in the staff dining room to meet with representatives from area newspapers.

SECONDED: Commissioner Barka.

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

The Budget Overview Meeting recessed at 11:45 a.m.

The Budget Overview Meeting reconvened at 12:00 p.m. in the staff dining room.

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

Also Present: Theresa Young, Finance Officer; Bill Sturtevant, Nursing Home Administrator; Steve Haberman, Rockingham County Newspapers; Peg Warner, Union Leader.

MB
Date 1/30/01

The Commissioners presented an overview of the 2001 County budget.
The Budget Overview Meeting adjourned at 1:00 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 1/30/01

**COMMISSIONERS MEETING
COMMISSIONER CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 16, 2001**

Present: Commissioner Ernest P. Barka
Commissioner Maureen Barrows

Also Present: Dawn Barnes, Human Services; Jude Gates, Asst. Director of Engineering & Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Frank Stoughton, MIS Manager; and Maryann Brickett, Executive Assistant to the Commissioners.

Also Present: Glenn D. Klink, VP/Network Development (Exeter Health Resources).

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

REPORT FROM THE NURSING HOME:

Bids were opened for bakery supplies:

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

MOVED: Commissioner Barrows to have the Nursing Home Administrator evaluate and award the bid.

SECONDED: Commissioner Barka.

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

Bids were opened for fish:

Orca Bay
Cambridge Packing

MB
Date 1/30/01

U. S. Foods
Shaheen Bros.

MOVED: Commissioner Barrows to have the Nursing Home Administrator evaluate and award the bid.

SECONDED: Commissioner Barka.

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

Bids were opened for frozen vegetables:

U. S. Foods
Shaheen Bros.
Springfield Food Service
Hall Smith Sysco
Cambridge Packing
C. S. Woods

MOVED: Commissioner Barrows to have the Nursing Home Administrator evaluate and award the bid.

SECONDED: Commissioner Barka.

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

Bids were opened for meat:

Cambridge Packing
Shaheen Bros.
Springfield Food Service
Hall Smith Sysco
U. S. Foods

MOVED: Commissioner Barrows to have the Nursing Home Administrator evaluate and award the bid.

SECONDED: Commissioner Barka.

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

Bids were opened for frankfurters:

Date MO
1/30/01

Cambridge Packing
Essem
U. S. Foods
Shaheen Bros.

MOVED: Commissioner Barrows to have the Nursing Home Administrator evaluate and award the bid.

SECONDED: Commissioner Barka.

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

Bids were opened for paper:

Interboro Packing Corp.
Allied Supply Co.
Reed Distributors
Central paper
Eastern Bag & Paper
Portsmouth Paper

MOVED: Commissioner Barrows to have the Nursing Home Administrator evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to approve a request for a waiver of a residency requirement per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Barka.

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

REPORT FROM THE MIS DEPARTMENT

Frank Stoughton recommended that the maintenance contract for the Lucent telephone system be given to Avaya (formerly Lucent). Frank felt that the telephone service contract is critical for performance and Avaya would service our account the best. Norm Major is aware of the difference of cost of the service contract bids. Avaya monitors the telephone system continuously and

Date MB
1/30/01

is aware of problems even before the County is. This is a great benefit. There is a difference of \$523/month between the two service vendors. Below is a cost comparison between the two service contract vendors.

Fiscal Year 2001 Telephone Equipment Maintenance Cost Comparison

<u>Vendor</u>	<u>Monthly Yearly</u>	
Avaya	\$2,142	\$25,704
Specialty Underwriters	\$1,619	\$19,427
Difference	\$523	\$6,277

MOVED: Commissioner Barrows to approve the recommendation of the MIS Manager for the telephone maintenance contract and to sign a bid waiver, a 4-year contract and addendum in the amount of \$25,704 per year or \$2,142 per month.

SECONDED: Commissioner Barka.

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

REPORT FROM HUMAN SERVICES:

Dawn Barnes discussed the 6% Incentive Fund grants that were recommended on January 8, 2001.

MOVED: Commissioner Barrows to award the following 6% Incentive Funds:

Rockingham County Diversion	\$26,086.00
The Upper Room	\$48,000.00
Community Diversion	\$55,000: diversion \$16,777: mediation
Rockingham County Mediation	\$37,349.10
C.O.P.E.	\$39,500.00
Child Advocacy Center	\$37,475.00
Big Brother/Big Sister of Great Nashua	\$2,127.50
Sexual Assault Support Services	Reserved \$5,000.00
Rockingham County Diversion Assistant	\$8,000.00
Londonderry Skate Park Extension	Extension approved
TOTAL RECOMMENDED FOR AWARD:	\$275,314.60

SECONDED: Commisisoner Barka

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

MB
Date 1/30/01

Glenn Klink met with the Commissioners to discuss the many benefits, activities and services of Exeter Health Resources. Mr. Klink provided everyone with a report detailing the mission, vision, values, corporate structure and needs assessment of Exeter Health Resources.

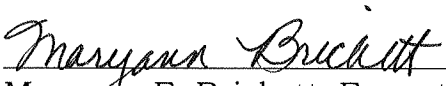
MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

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


Commissioners' Meeting adjourned at 12:00 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
2/13/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
January 23, 2001**

Present: Commissioner Ernest P. Barka
Commissioner Maureen Barrows

Also present: Captain Joe Akerley and Christine Croto, Sheriff's Dept.;
Supt. Gene Charron, Department of Corrections; Kathy Nikitas, Finance Office; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering/ Maintenance; Frank Stoughton, MIS Manager; Bill Sturtevant, Nursing Home Administrator; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS

Commissioner Barka reminded everyone that subcommittee meetings have been scheduled and everyone should be well prepared for their meetings.

MOVED: Commissioner Barka to nominate for the Board of Commissioners for a two-year term.

Maureen Barrows Chairman

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barrows to nominate for the Board of Commissioners for a two-year term.

Ernest P. Barka Vice Chairman

SECONDED: Commissioner Barka.

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

MB
Date 2/13/01

MOVED: Commissioner Barrows to nominate for the Board of Commissioners for a two-year term.

Katharin K. Pratt Clerk

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to approve the minutes of the December 12, 19, 21 & 29, 2000 Commissioners Meetings.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barrows to approve the minutes of the December 14, 2000 Commissioners Budget Meeting.

SECONDED: Commissioner Barka.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Capt. Akerley stated that the Sheriff was in Concord testifying at the Legislative Office Building on a bill introduced by Rep. Dodge regarding the creation of a new metropolitan Manchester Transit Authority Police Department. Capt. Akerley stated that the intention is to create a Manchester Authority Police Department to cover the Airport but the bill has some serious flaws.

Capt. Akerley stated that the bomb dog has actually arrived in this country from Germany. The Sheriff's Dept. would like to pick the dog up, and requested that the Commissioners vote to approve the expenditure of funds from the contingency grant line.

Commissioner Barrows stated that the Commissioners could vote on Thursday on this matter after speaking with the Finance Director about this.

Christine Croto added that this is the procedure that was followed for the acquisition of the drug dog a couple of years ago.

MB
Date 2/13/01

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave the census report for the jail and the population is 300. Supt. Charron is expecting a letter from the Women's State Prison concerning the holding of female prisoners.

Supt. Charron stated that regarding Project Community, issues with NHMA have been resolved temporarily. Supt. Charron has been reviewing coverage with the County's insurance broker. NHMA will be meeting with their Board of Trustees to review issues. Inmates are currently back working in the towns.

Supt. Charron requested that the Chairman of the Board of Commissioners sign a service contract for the Jail's Simplex time clocks.

MOVED: Commissioner Barka to authorize the Chairman to sign the service contracts for the Simplex time clocks.

SECONDED: Commissioner Barrows.

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

Supt. Charron recommends awarding the paper bid to Portsmouth Paper Company, Interboro Packaging and Eastern Bag & Paper.

MOVED: Commissioner Barrows to award the paper bid to Portsmouth Paper Company, Interboro Packaging and Eastern Bag & Paper per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

Supt. Charron updated the Commissioners on the Digital Solutions Inc. (DSI), inmate telephone system contract. Supt. Charron will be meeting with DSI on February 8 to discuss the implementation of the transition from one system to another. Another issue involved in the phone system is home confinement and is a new statute. Supt. Charron discussed this issue with County Attorney Jim Reams during a presentation by Sentinel. Supt. Charron is rewriting the department policies to conform to the new statute.

Supt. Charron is going to Concord this afternoon concerning a juvenile issue, which is to change the age from 17 back to 18. The Superintendents' Affiliate

MB
Date 2/13/01

has no problem with the status quo. The hope is that the 17-year olds be integrated back into the YDC Program.

Bids were opened for Medical Care:

Prison Health Services, Inc. (no bid)
Prime Care

MOVED: Commissioner Barka to have Supt. Charron evaluate the bids and make a recommendation to the Board of Directors.

SECONDED: Commissioner Barrows.

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

Supt. Charron stated that the new Federal Prisoner contract will include fees over \$32,000 retroactive from October 1, 2000.

REPORT FROM THE FINANCE OFFICE:

Kathy Nikitas thanked everyone for their patience during the spending freeze and will be faxing a request to all departments for any additional open 2000 expenditures.

Subcommittee meetings have been scheduled during the next 2 weeks.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that she has not received the October bill from the State yet.

Yesterday afternoon, the Dupont Group held an informational session for the officers of the Association and Affiliate Presidents to go over legislation and prioritize Legislative Services Requests (LSRs) and bills.

Mrs. Gill has not yet heard from DYDS. Ed Dupont discussed the matter with Don Hill yesterday. A pending issue is whether or not DYDS will be reabsorbed into Health & Human Services.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the Old Admin Building project is going very well. Human Resources will be able to move into the building very soon.

Date MB
2/13/01

Several Maintenance Department personnel have been working on overbed lighting in the Blaisdell Building.

Bids were opened for lithonia fluorescent fixtures:

General Electric Company
Seamans Electrical Distributors
Eagle Electric Supply
Graybar
Ralph Pill Electric

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

SECONDED: Commissioner Barrows.

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

Bids were opened for sink upgrades:

F. W. Webb Company
Standard Plumbing & Heating Supply, LLC

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

SECONDED: Commissioner Barrows.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home.

Mr. Sturtevant recommended that the paper bid be awarded to the low bidders, Central Paper, Portsmouth Paper and Eastern Bag & Paper.

MOVED: Commissioner Barrows to accept the recommendation of Mr. Sturtevant for the paper bid award.

SECONDED: Commissioner Barka.

MB
Date 2/13/01

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

Mr. Sturtevant stated that RFPs were opened a while ago for pharmacy services. The contract expired in December and Mr. Sturtevant requested that the Commissioners vote to approve a 3-month extension to the contract while a new contract is being negotiated with UniCare. The new contract term will be from January 1, 2001 through December 31, 2003 contingent upon two conditions. The contract must be renewed on an annual basis. A meeting will be held each Fall to go over terms. UniCare has also agreed to provide the Nursing Home with new medication carts no later than April 1, 2001. Failure to deliver the carts will be cause for possible cancellation of the contract.

MOVED: Commissioner Barrows to accept the recommendation of Mr. Sturtevant to renew the contract for pharmacy services with UniCare for a three-year term.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant stated that the current contract for speech therapy services has expired. An RFP has gone out and Mr. Sturtevant recommends that the current contract be extended for up to 90 days while RFPs are being received and reviewed.

MOVED: Commissioner Barrows to accept the recommendation of Mr. Sturtevant to extend the contract for speech therapy services for a three-month period.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant received a call from the Work Force Development Group. This is the group that replaced the Job Training Partnership Group (formerly CITA). There will be a forum in Concord on February 15 from 3-5 p.m. The focus will be the difficulties in recruiting and retaining skilled health care workers in New Hampshire. Councilor Burton recommended that Mr. Sturtevant participate on this panel.

MB
Date 2/13/01

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that the personal computer lease and installation is going well. All 20 PCs have been received undamaged. Sixteen have currently been installed.

Frank stated that the lease agreement was signed by Commissioner Barka and requested that Commissioner Barka sign the Acknowledgment of Assignment he received from the bank.

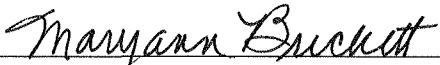
MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

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

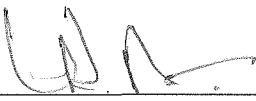
Meeting adjourned at 11:25 AM.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 2/13/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
January 30, 2001**

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

Also present: Rep. Ed Putnam; Supt. Gene Charron, Department of Corrections; Judie Milner, Kathy Nikitas and Theresa Young, Finance Office; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering/Maintenance; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS:

MOVED: Commissioner Pratt to approve the minutes of the January 3, 4, 9, 12 and 16, 2001 Commissioners' Meetings.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave the census report for the jail. The current population is 285. Supt. Charron stated that he would be speaking with Commissioner Stanley regarding the Women's State Prison and the housing of female inmates.

Supt. Charron discussed the current contract with Primecare and the response to their recent Request For Proposal. Primecare was the only company that responded. The Commissioners and Mrs. Young asked if Supt. Charron could develop a quarterly or semi-annual payment schedule with Primecare. Supt. Charron stated he would speak with Primecare about this.

MOVED: Commissioner Pratt to award the Medical Contract for the medical needs of the inmates as recommended by Supt. Charron to Primecare Medical Inc. The five-year contract would be retroactive to January 1, 2001 until

NO
Date 2/13/01

December 31, 2005. The minutes of the December 12, 2000 Commissioners' Meeting state as follows:

“MOVED: Commissioner Pratt to extend the contract with Primecare for a period of three months until April 1 while Supt. Charron processes a Request For Proposal for medical services. SECONDED: Commissioner Barrows. VOTE: 3 Yea/Unanimous.”

Supt. Charron will work with Theresa Young and PrimeCare to develop a payment strategy.

SECONDED: Commissioner Barrows.

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

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that Rep. Zolla wishes the County to support his House Bill relative to payment of group health insurance premiums for eligible retired political subdivision members of the retirement system. The Bill proposes that retired employees with over 15 years of service would be eligible to receive a 75% benefit, and employees with 10-14 years of service would be eligible to receive a 50% benefit.

Commissioner Pratt asked if Rep. Zolla was seeking the support of all the Counties in New Hampshire. Theresa Young also had several concerns, one of which concerns unfunded mandates. Mrs. Young suggested that Rep. Zolla work with the New Hampshire Association of Counties to get Affiliate support. Martha Roy volunteered to draft a letter to Rep. Zolla and the New Hampshire Association of Counties regarding these matters.

Martha Roy requested that the Commissioners sign the summary of proposed 2001 personnel changes which were approved as part of the budget process.

Commissioner Barka joined the meeting in progress at this point.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the steel storage building has arrived.

MO
Date 2/13/01

Mrs. Gates recommended that the Blaisdell sink upgrades and corridor lighting bid be awarded to FW Webb in the amount of \$4,976.58 and Standard Plumbing & Heating Supply, LLC in the amount of \$3,654.27.

Mrs. Gates also recommended that the lithonia fluorescent fixtures bid be awarded to Eagle Electric Supply in the amount of \$5,318.18 and to Seaman's Supply in the amount of \$316.80.

MOVED: Commissioner Pratt to award the bid for Blaisdell sink upgrades to FW Webb in the amount of \$4,976.58 and Standard Plumbing & Heating Supply, LLC in the amount of \$3,654.27 per the recommendation of Jude Gates.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bids for lithonia fluorescent fixtures to Eagle Electric Supply in the amount of \$5,318.18 and to Seaman's Supply in the amount of \$316.80 per the recommendation of Jude Gates.

SECONDED: Commissioner Barrows.

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

Commissioner Barrows requested that the Commissioners meetings resume their bi-weekly schedule commencing with the first meeting in March.

REPORT FROM THE FINANCE DEPARTMENT:

Judie Milner updated the Commissioners on the fund balance for the 2001 budget.

MOVED: Commissioner Pratt that it is the Commissioners' policy to recommend annually the amount of unreserved fund balance to budget in order to reduce the amount of taxes budgeted for the following year. For the 2001 budget, the Commissioners recommend budgeting unreserved fund balance of \$50,000. This is to ensure the operations of the County provide the taxpayer with consistent, quality services on an equitable basis from year to year.

SECONDED: Commissioner Barrows.

MB
Date 2/13/01

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

Assistant Treasurer Tim Dempsey stated that he would be attending the NHACo meeting in Concord on Friday to discuss tax anticipation borrowing problems. Commissioner Pratt requested that Tim contact the Dupont Group and let them know that the County is currently trying to borrow money. A representative of the Finance Department will be attending the meeting in Concord with Tim on Friday.

Mrs. Young will draft a memo to all the departments concerning warrant payments until the 2001 budget is passed. The County should have more information by Friday concerning the tax anticipation borrowing in light of the Galway decision.

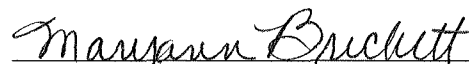
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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


Meeting adjourned at 11:20 AM.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
3/7/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
February 9, 2001**

Present: Commissioner Maureen Barrows
Commissioner Ernest P. Barka

Also present: Martha Roy, Human Resources Director; Roy Morrisette,
Human Resources; Bill Sturtevant, Nursing Home
Administrator; Maryann E. Brickett, Executive Assistant to
the Commissioners.

Commissioner Barrows called the meeting to order at 11:20 a.m.

REPORT FROM THE NURSING HOME:

Bids were opened for milk:

Turner Dairy
Garelick Farms

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

SECONDED: Commissioner Barrows.

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

Bids were opened for orange juice:

Sysco
Alliant Foods
Garelick Farms
Turner Dairy
Crowley Foods

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

SECONDED: Commissioner Barrows.

MB
Date 3/7/01

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

Bids were opened for cranberry juice:

Springfield Food Service
Sysco
Alliant Foods
Donahue Bros.

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

SECONDED: Commissioner Barrows.

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

Bids were opened for health shakes:

Ross Products
Novarts
Sysco
Springfield Food Service

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

SECONDED: Commissioner Barrows.

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

Bids were opened for speech therapy:

N. E. Speech Services
Fred Lewis

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

SECONDED: Commissioner Barrows.

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

Date MB
3/7/01

Mr. Sturtevant advised the Commissioners that the hearing for the application for the Nursing Home Certificate of Need is currently scheduled for March 6.

REPORT FROM HUMAN RESOURCES:

Martha Roy discussed with the Commissioners the issue of spouses of retirees of Rockingham County who use the continued health insurance benefits. The current County practice is that they remain in the County health plan until they also pass away. Mr. Morrisette stated that although the retirees pay for this benefit, CBA has questioned this practice. Martha Roy discussed several alternatives.

MOVED: Commissioner Barka to continue the current County practice of continuing health coverage for surviving spouses of a County retiree.

SECONDED: Commissioner Barrows.

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

Martha Roy stated that Jim Monahan of the Dupont Group asked what the Commissioners' position might be concerning the Zolla bill.

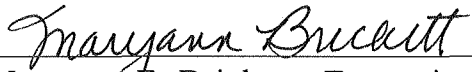
MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

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


Meeting adjourned at 11:55 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 3/7/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
February 13, 2001**

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

Also present: Tim Dempsey, Asst. Treasurer; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Nancy Lang, Asst. Nursing Home Administrator; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE

MOVED: Commissioner Barka to approve the minutes of the January 23, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the January 30, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

REPORT FROM THE NURSING HOME:

MOVED: Commissioner Barka to award the following bids per the recommendation of Mr. Sturtevant:

Health Shakes	Ross Laboratories
Milk	Turner Dairy
Cranberry Juice	Alliance

MB
Date 3/7/01

SECONDED: Commissioner Barrows.

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

Commissioner Pratt asked Nancy Lang if there has been a price increase for the speech therapy contract. Mrs. Lang will research this and this item will be placed on the agenda for the next Commissioners Meeting.

REPORT FROM HUMAN RESOURCES:

Martha Roy discussed the issue of health insurance costs and suggested that a survey might be circulated to employees asking such questions as health habits, what issues are employees facing concerning being overweight, etc. The Employee Assistance Program would assist the County at no extra cost. This would be an item for the CMT members to discuss. The Commissioners agreed that using the EAP as a consultant for this survey was a good idea.

Mrs. Roy asked for a Non-Public session.

The Commissioners, Theresa Young and Martha Roy had a subsequent discussion about the health benefit for certain retired employees and their surviving dependants. Mrs. Young stated that the law stated that through COBRA spouses can continue this coverage for 3 years. The Commissioners had voted at the last Commissioners Meeting to continue the current practice of covering dependants indefinitely. The Commissioners asked Mrs. Roy to draft language for a policy to support the continuation of this practice. Commissioner Pratt asked several questions about funding the health fund.

The Commissioners and Theresa Young discussed an agenda item for Friday's Executive Committee Meeting. The Commissioners and Tim Dempsey will give an update on the cash status. Commissioner Pratt will forward Rockingham County's cash flow status report (for statistical purposes only) to Jim Monahan at The Dupont Group.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and e) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Date MB
3/7/01

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
February 13, 2001**

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

Discussions: Personnel and legal matters.

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to get an outside legal opinion on a personnel matter and a legal matter.

SECONDED: Commissioner Barka.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:35 AM.

Respectfully submitted,



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

MB
Date 3/7/01

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
3/7/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
February 20, 2001**

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

Also present: Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Tim Dempsey, Deputy Treasurer; Supt. Gene Charron, Dept. of Corrections; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan discussed the contract with the State for security at the courthouse. The contract is renewed every year and is for a nighttime bailiff. This contract is reimbursed through the State.

MOVED: Commissioner Barka to have the Commissioners approve the contract with the State for security at the courthouse and to authorize the Chairman to sign the Certificate of Vote.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Gene Charron gave the census report for the jail.

The new inmate telephone system, including hardware and software, is expected to be delivered on March 12.

Date mb
9/7/01

Supt. Charron will be meeting on March 8 with all the County Superintendents and Commissioner Stanley. The subject of the meeting is "Management and Placement of Females." The discussions will include utilizing resources as opposed to additions to existing facilities. The female facility in Goffstown, Grassmere, will be toured and the meeting will continue in Hillsborough County.

Commissioner Pratt joined the meeting at this point.

REPORT FROM HUMAN RESOURCES:

Martha Roy thanked the Executive Committee for tentatively approving the Medical Spending Accounts program and the pay and classification study last Friday. The Medical Spending Account program will commence upon final Delegation approval, not a calendar year.

REPORT FROM HUMAN SERVICES:

Diane Gill distributed her October report. She has processed the October state bill, but the Commissioners have sent a letter to Commissioner Shumway requesting temporary suspension of payment under RSA 167:21 until the County is able to secure a TAN loan.

Commissioner Shumway has contacted The Dupont Group and wishes to reopen discussion of Senate Bill 409. A tentative meeting with the Executive Board of the Association of Counties is scheduled prior to the Association Meeting at 9:00 a.m. Friday, March 2.

Mrs. Gill attended the hearing on the proposed HCBC rules, will discuss with the Nursing Home affiliates, and will submit written testimony.

Mrs. Gill received a memo yesterday from Jim Monahan of The Dupont Group concerning the Galway Decision. It discusses the possible necessity of filing notification with the Department of Health and Human Services relative to non-payment of their monthly bill. Rockingham County has already sent notification to Commissioner Shumway. Rockingham County also requested a waiver of the interest. This suspension of interest has been verbally denied. The Dupont Group will discuss these issues with the Governor. It is hoped that these issues will be resolved this week as the Legislature is recessed next week.

Date MB
3/7/01

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the remedial action for #6 oil is being considered by the State right now. Mrs. Gates is expecting another reimbursement check in the amount of \$3,500 shortly.

The Maintenance Department is busy with indoor projects, including the Blaisdell lighting. A couple of unanticipated repairs have come up at the water and wastewater treatment facilities. Each is approximately \$1,500.

Bids were opened for water tank rehabilitation:

Corpro Companies Inc.
KTA-Tator, Inc.
New England Inspection
Dufresne-Henry

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home.

Mr. Sturtevant recommended that the orange juice bid be rejected.

MOVED: Commissioner Pratt to reject the orange juice bids and submit for rebid.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant gave the Commissioners an update on the speech therapy contract. The Nursing Home received only one response. The hourly rate of \$60 with Fred Lewis has not changed and this price is for an additional 3-year term.

Date MB
3/7/01

Commissioner Pratt requested that all departments send copies of insurance binders for all outside contractors to the Commissioners' Office.

MOVED: Commissioner Barka to accept the recommendation of Mr. Sturtevant to renew the speech therapy contract with the current vendor, Fred Lewis, for an additional 3-year term at an hourly rate of \$60 per hour.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant discussed the application for the Adult Medical Day Care program, which required the signature of the Chairman of the Board of Commissioners.

MOVED: Commissioner Pratt to authorize the Chairman to sign the Application for a Residential or Health Care License for the Adult Medical Day Care with the Department of Health & Human Services, Office of Program Support.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant attended the Legislative session last Tuesday. Discussions included a study committee of long-term care in the State of New Hampshire. The second discussion Mr. Sturtevant attended was authorization for the Board of Nursing to develop medication nursing assistants.

Mr. Sturtevant received a call last Friday from the staff at the Health Planning and Review Board (CON Board) requesting further information on the County's application. Mr. Sturtevant provided the additional information and this item is tentatively on the agenda for hearing on March 6.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that he will be working with Paul Ardagna at the Jail to assist with the installation of the new booking system. It is due to be installed March 12.

The Sheriff's Department will be connected to the network hopefully by the end of the week.

MB
Date 3/7/01

The Commissioners discussed the County's cash situation with Deputy Treasurer Tim Dempsey and Cathy Stacey, Register of Deeds.

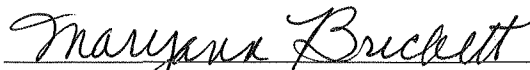
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:15 AM.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

Date MB
3/29/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
March 7, 2001**

Present: Commissioner Maureen Barrows, Chairman
Commissioner Ernest P. Barka, Vice Chairman
Commissioner Katharin K. Pratt, Clerk

Also present: County Attorney's Office, Jennifer Nelson; Sheriff's Dept., Christine Croto; Tim Dempsey, Deputy Treasurer; Supt. Gene Charron, Dept. of Corrections; Finance Office, Judie Milner; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann E. Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 11:06 a.m.

REPORT FROM THE COMMISSIONERS OFFICE

MOVED: Commissioner Barrows to approve the minutes of the February 9, 2001 Commissioners' Meetings.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the February 13 and 20, 2001 Commissioners' Meetings.

SECONDED: Commissioner Barrows.

VOTE: 3 Yea. Motion passed in the affirmative.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report for the jail.

MB
Date 3/20/01

Supt. Charron informed the Commissioners that he would be meeting tomorrow with Hillsborough County officials regarding placement of female prisoners and to tour the female prison facility in Goffstown. Commissioner Stanley and the Acting Supt. of the Goffstown facility to determine a solution to the problem of housing female prisoners.

Supt. Charron would be attending a Certification Board Meeting and a Superintendents Meeting on Friday.

Supt. Charron discussed a payroll deduction request, which would need Commissioners approval. Several Corrections Officers wish to donate a portion of their paycheck for a charitable cause. The Commissioners requested that Supt. Charron gather more information and bring a Corrections Officer representative to a future Commissioners Meeting to present their proposal.

Supt. Charron requested a non-public session.

REPORT FROM THE FINANCE DEPARTMENT:

Judie Milner stated that the County budget passed on February 24 and the figures have been placed into the accounting software system. Budget reports will be going out this week.

The audit fieldwork was completed last Friday, March 2. The audit financial statements are due to the County on March 31 and the final audit product is due on April 30.

All items for the cost report were delivered to Robin Grille on February 21. The deadline for the draft is March 15.

The COLA, 3.5%, will be included in the next payroll. This will include non-union employees. A notice went out Monday concerning the insurance buyout changes the Delegation made.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that the 2001-pay plan has been distributed to all the elected officials and division directors. Martha Roy is looking for any changes in position titles.

The "Healthy Habits" survey will be distributed tomorrow. All departments have previously received a draft.

Date MB
3/20/01

The pay and classification study advertisement has been completed for the Commissioners' review. Specifications will be placed in the Commissioners' box shortly. Mrs. Roy wished to receive comments and feedback from the Commissioners by next week so the ad could be placed in the Boston Globe as soon as possible. Mrs. Roy also has compiled a vendor list.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated she had bids to open and a bid award to present to the Commissioners.

A bid for automatic door operators was received from:

Northeast Door Corp.

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

SECONDED: Commissioner Barrows.

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

Mrs. Gates made a recommendation for engineering services for the water tower.

MOVED: Commissioner Barrows to award the bid for engineering services for work to the water tower to New England Inspection up to an amount of \$66,000 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home. Mr. Sturtevant wished to thank all employees and Nursing Home staff for all their assistance in getting through this week's storm, especially the Maintenance Department for snow removal and assistance to other employees in getting home safely. Bids were opened for orange juice:

MB
Date 3/20/01

Turner Dairy
Donahue Bros.
Crowley Foods
Hall-Smith Sysco

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

SECONDED: Commissioner Barrows.

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

The Certificate of Need hearing has been rescheduled to Friday, March 16 at 9:30 a.m.

Mr. Sturtevant stated that while he was in Washington at the NACo Conference, the Nursing Home affiliate had a long meeting with people from Heath Care Financing Administration (HCFA) to discuss the Medicare upper limit and its effect on pro share dollars. The Grasley Commission, the President's initiative in long-term care and its effects and consequences were also discussed.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton discussed updating the County's web site and distributed an update to the Commissioners for review and approval. Commissioner Pratt commented that the Association of Counties is about to begin a web site and he may wish to coordinate with them.

Frank Stoughton also discussed improving connections to the Internet proposal and has met with Christine Croto and Jennifer Nelson to discuss the "Third Rail" wireless connection. At this point Frank is gathering information from various companies.

REPORT FROM THE TREASURER'S OFFICE:

Tim Dempsey advised the Commissioners that the Treasurer's office was negotiating a bid for tax anticipation notes. Commissioner Barrows requested that Tim prepare a bid waiver to complete the paperwork for this process. Commissioner Pratt requested that Tim prepare a memo recapping the history of this very problematic bid process.

Date MB
3/20/01

Bids were opened for tax anticipation notes. Bids were received from:

Bank of New Hampshire
Citizens Bank

MOVED: Commissioner Pratt to accept the recommendation of the Treasurer's Office to award the bid for Tax Anticipation Notes to Bank of New Hampshire in the amount of \$10,000,000 at an interest rate of 5.29% and for the Chairman to sign the necessary paperwork.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Commissioner Barrows left the meeting at this point.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
March 7, 2001

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

Discussions: Personnel matters.

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

Discussions: An employee compensation matter.

MB
Date 3/20/01

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

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to pay a 20% straight-time bonus to any employee of the Nursing Home, Maintenance and non-union employees of the Department of Corrections, (contingent upon the agreement of Supt. Charron) who worked between the hours of 3:00 p.m. March 5, 2001 and 7:00 a.m. Wednesday, March 7 per the recommendation of Mr. Sturtevant and Mrs. Gates.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to support Supt. Charron's recommendation to terminate a probationary employee.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to review the earned time policy with regard to use of earned time on snow days.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

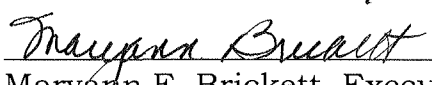
SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:45 p.m.


MB
Date 3/29/01

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
4/3/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
March 20, 2001**

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

Also present: Capt. Joe Akerley and Christine Croto, Sheriff's Dept.; Cathy Stacey, Register of Deeds; Jennifer Nelson, County Attorney's office; Supt. Gene Charron and Ben Turner, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering/Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Frank Stoughton, MIS Manager; Roland Barnaby, UNH Cooperative Extension; Maryann E. Brickett, Executive Assistant to the Commissioners.

Also present: Commissioner Chris Boothby, Belknap County; Krista Zanin, Eagle Tribune.

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

REPORT FROM THE COMMISSIONERS OFFICE

MOVED: Commissioner Barka to approve the minutes of the March 7, 2001 Commissioners' Meeting.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed in the affirmative.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Commissioner Barrows asked Jennifer Nelson about family court concerns and asked if the County Attorney could set time aside to discuss his stand with Human Services and the Commissioners.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey discussed the issue of retaining staff in her department.

MB
Date 4/3/01

Mrs. Stacey has spoken with Sherm Packard and she wishes to be involved in any committee discussions on employee benefits. Commissioner Pratt stated that the CMT Committee would be discussing health and benefit issues. Commissioner Pratt asked if Mrs. Stacey is still interested in chairing the subcommittee.

Mrs. Stacey attended a meeting yesterday at the Association of Counties with Commissioner Shumway and Diane Gill. Mrs. Gill did a tremendous job representing Rockingham County on all issues. Among the issues discussed were the DesFosses settlement, interest payments and state bills. Mrs. Stacey stated that she believed Commissioner Shumway has discretionary power to waive interest charges in light of the Galway decision.

Mrs. Stacey stated that Tom Clayton, from Occupational Health, has recently played a very integral part in the health of one of her employees. Employees at the court house building are very pleased with Mr. Clayton's weekly health appointments.

Mrs. Stacey stated that snow removal and outside maintenance by the State at the courthouse needs to be improved. Several people have fallen due to poor snow removal on sidewalks and other areas. She has written a letter to the State expressing her concerns.

Commissioner Pratt asked Mrs. Stacey about Rep. Andy Peterson's 1% gross business tax bill and the rollback of transfer tax stamps. Mrs. Stacey stated she did not believe it would happen. She also suggested that the Commissioners write to Rep. Katsakiores and Rep. Clark, reiterating the Association's invitation to Delegation chairs to attend the monthly Association meetings.

Mrs. Stacey stated that she has a meeting tomorrow with the applied technology committee at LLB. This keeps the counties informed about what is happening with technology advancements within the State.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Capt. Akerley stated that employees in the Sheriff's Department are pleased with the 3.5% COLA.

The Sheriff's Department bomb dog is in the second phase of a six-week training project in Pennsylvania.

MB
Date 4/3/01

Last week the Sheriff's Department met with Fire Chief Rick Plummer of the Portsmouth Fire Department and they had preliminary discussions about the possibility of the Rockingham County Sheriff's Department handling their dispatch calls. The Sheriff has expressed a desire to do so if possible, but discussions are in the beginning stages. The Sheriff's Dept. handles over 80,000 dispatch calls a year and didn't think they could currently handle approximately 6,000 more calls. The Commissioners expressed concerns that this proposal would raise taxes.

Commissioner Pratt stated that the towns of Portsmouth, Newington, New Castle and Rye had inquired about the services Rockingham County provides and requested that the departments prepare a list of services that they provides to those towns.

Commissioner Barrows was apprehensive about offering new services because other towns would request these services as well. Commissioner Barka stated that the State of New Hampshire is continually passing costs down to the County level, which contributes, to County tax increases. Commissioner Pratt stated that larger towns such as Portsmouth, Hampton, Salem and Derry had the capacity to have, and have established, their own dispatch centers. The County had historically provided these services for the smaller towns.

Commissioner Barrows introduced Commissioner Chris Boothby from Belknap County.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Ben Turner stated that he was representing a number of C.O's at the Jail and presented a proposal that corrections officers contribute to COMAND through payroll deductions. They have formed a non-profit charity called COMAND, Correctional Officers Making A Needed Difference. They have taken many steps in the process: filing with the Town of Brentwood, Articles of Agreement with the Secretary of State's office and received certification, IRS tax identification number, filing for a 501C3 status. A bank account has been opened at Service Credit Union in Portsmouth who has sponsored this project. New Castle Technology Advisors has devoted time and resources to do web development. An attorney is currently reviewing the proposed by-laws.

Commissioner Barrows suggested he contact the Greater Piscataqua Community Foundation for assistance. Mr. Turner stated he has been in touch with them.

MB
Date 4/3/01

Theresa Young stated that she will send them a sample payroll deduction form.

Commissioner Pratt asked if donations would be limited to correctional officers only. Mr. Turner stated that Service Credit Union has already made a contribution and others may contribute as well. Commissioner Pratt suggested they also talk with EFFORTS, the RCNH volunteer and fundraising group.

MOVED: Commissioner Pratt to authorize Correctional Officers to establish a payroll deduction to make contributions to COMAND when it is legally possible to do so.

SECONDED: Commissioner Barka.

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

Supt. Charron stated that last week he attended a meeting and toured the female correctional facility in Goffstown. They have placed a cap on female prisoners. There is another meeting next month to further discuss issues and alternatives.

The first inmate has been released on the Home Monitoring System. Superintendent Charron and program staff will be meeting with the Superior Court Judges for a presentation on this program March 29.

Commissioner Pratt asked what the impact of getting rid of the District Court jury trials would be. Supt. Charron stated that he has noticed some creative sentencing happening through that court system.

Commissioner Barka mentioned there was a proposed bill in Concord to take over the County Jail. Supt. Charron stated he had testified on this bill and had recommended the importance of County Government.

Bids were opened for inmate personal care items:

M. R. Nyren Co. (returned to sender)
Barber Razor Blade Co.
Americare Products, Inc.
Justice Packaging

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

Date MB
7/3/01

SECONDED: Commissioner Barka.

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

Bids were opened for surveillance systems:

Wacor Electronic Systems, Inc.
Mosler

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

SECONDED: Commissioner Barka.

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

Bids were opened for inmate institutional supplies:

Textile Sales, Inc.
HBD
Star Silk & Woolen Co.
ATD-American Co.
Walter F. Stephens Jr., Inc.
Robinson Textiles, Inc.
Bob Barker Co.
Deena Supply Company, Inc.
Unitex International
Poseidon Supply Company

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young stated that accounts payable checks that were cut were mailed last Friday. Things are moving along with the Bank and the Treasurer's office to secure our TAN loan. The last item to be taken care of is the signing of the loan papers. She is expecting Tim Dempsey to finalize today.

MB
Date 4/3/01

Mrs. Young has been speaking with Diane Gill about a number of issues that have come up in many of the meetings Diane has attended lately. The Commissioners will meet with Diane Gill and Theresa Young on Friday to further discuss many of these issues prior to meeting with Jim Monahan.

Mrs. Young asked everyone to remind their staff that there are 3 payrolls this month and they will not see health and dental deductions or buyout payments this time. She also reminded everyone that the revised buyout payments as reduced by the Salary Subcommittee would begin April 12.

The 1st Quarter Review Meeting will be coming up soon in April. Accruals and other paperwork are due to Kathy Nikitas by March 27.

REPORT FROM HUMAN RESOURCES:

Martha Roy announced that the Medical Spending Account Program will begin on June 1. The open enrollment period will be April 16 through May 16. Training will be in the first part of April. If departments have open dates, please call Human Resources to set up a time for training.

The RFP for the pay and classification study is in the Commissioners mailboxes for review and she is planning to send out tomorrow if there are no further proposed changes.

Mrs. Roy requested a Non-Public Session.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that she would like to award the bid for automatic doors to Northeast Door Corporation in the amount of \$2,107.64.

MOVED: Commissioner Barka to award the bid for automatic doors to Northeast Door Corporation in the amount of \$2,107.64 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Pratt.

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

Capital improvements are continuing in the Blaisdell wing, changing ceiling tiles, ceiling light fixtures, old sinks and hardware in residents' bathrooms.

MB
Date 4/3/01

Yesterday the delivery company for #6 oil accidentally placed 1,000 gallons of #6 oil in the #2 oil tank. It was not a spill, however it was a meaningful contamination. They pumped about 10,000 gallons out at their expense, cleaned the tank, and are refilling with fresh #2 oil. This is all at no expense to the County.

The steel building project is moving well and should be completed in about a month.

The painting RFP for the water tower will go out today. Several vendors will be bidding. Mrs. Gates will try to get a price for having "Rockingham County" put on the water tower.

Bids were opened for deep well & pump:

Maher Drilling & Pump Services (no bid)
Barrie Miller's Well & Pump Service, Inc.
Layne Christensen Company
A & W Artesian Well Co.

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

SECONDED: Commissioner Barka.

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

Bids were received for woven wire partitions:

The Lakeside Wire and Iron Company
Kentucky Metal Products
Indiana Wire Products, Inc.
ATR Sales Inc.
Wire Crafters Inc.
Hartford Wire Works Co., Inc. (no bid)
Miller Wire Works, Inc.
Kenco Wire & Iron Products Inc.
California Wire Products Corporation
Jesco Industries, Inc.
Citiworks
Superior Support

MB
Date 4/3/01

The G-S Company
Central Wire & Iron Works

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

SECONDED: Commissioner Barka.

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

Bids were opened for the fuel contract:

H and H Oil & Gas Company, Inc.
Hanscom's Truck Stop, Inc.
Buxton Oil Co.
Palmer Gas Co., Inc.
Sprague Energy

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

SECONDED: Commissioner Barka.

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

Bids were opened for fire sprinklers:

Rem-C Fire Protection Systems, Inc.

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE NURSING HOME:

Mrs. Lang stated that the Nursing Home wished to award the orange juice bid to Turner Dairy.

MB
Date 4/3/01

MOVED: Commissioner Barka to award the orange juice bid to Turner Dairy per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

A sprinkler let go over the stove in the Dietary Department last week. The meals went out on time to both residents and employees. The Nursing Home will be filing an insurance claim. No one was hurt. Commissioner Pratt suggested that the Commissioners send a letter of commendation to Arna Jalburt and the staff in Dietary and Maintenance for their quick action in that emergency situation and their ability to get all lunches out on time under these very difficult and unforeseen circumstances.

Commissioner Pratt stated that she and Mr. Sturtevant attended the CON Board meeting last Friday. They have agreed to waive the CON requirement for the top floor of the Driscoll building project. The Commissioners and the Nursing Home should be receiving a letter soon. Bids for the Driscoll building project will be opened on Thursday, March 29 with Brookstone.

Bids for mug lids were received from:

Central Paper
Aladdin

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

SECONDED: Commissioner Barka.

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

Bids for coffee were received from:

New England Coffee
Donahue Bros.

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

SECONDED: Commissioner Barka.

MB
Date 4/3/01

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

Bids for juice were received from:

Springfield Food Service
Sysco
Shaheen
Garelick Farms

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that the connection to the Sheriff's Department requires a PC which Bob Jordan and Frank are putting together. This will allow Christine Croto access to Munis. The project is expected to be completed by next week. Judie Milner should be able to install the software next week.

Printer maintenance is taking place.

Frank has been doing research on an improved Internet connection project. This service is necessary to speed up Internet dial up and reduce costs. Third Rail has a wireless solution and Frank is looking into the feasibility of their services. Commissioner Barrows requested Frank send the Commissioners a report on this project. Frank stated that there is money in the budget for this.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby stated that the Advisory Council met last night for the first time since the passing of the County budget. They wished to express their thanks and appreciation to the Commissioners for their support. He also commended Commissioner Pratt for her excellent reports to the Council on the borrowing and financial challenges.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote.

MB
Date 4/3/01

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
March 20, 2001**

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

Discussions: A personnel matter.

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

Discussions: A workers comp claim.

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to waive the starting at or below Step V provision and allow the County Attorney to hire a new employee above Step V.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve a settlement of a workers comp claim in the County Attorney's office contingent upon the claimant's signing off on all customary releases.

MB
Date 4/3/01

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:55 a.m.

Respectfully submitted,



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

Received by,

Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
4/17/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
April 3, 2001**

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

Also present: Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director and Terry Haney; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE

MOVED: Commissioner Pratt to approve the minutes of the March 20, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Commissioner Barrows displayed a "City Year New Hampshire Certificate of Excellence" which was granted to the Rockingham County Department of Human Services for outstanding dedication and lasting contribution to Founding City Year's 13th Site, granted October 11, 2000 by Alexandra Moore, Executive Director, CYNH. In City Year's first year Rockingham County Incentive Funds in part funded the Stratham Middle School site in the amount of \$20,000.

Commissioner Barrows reminded everyone that Annual Reports are now due. The Commissioners' Office has reports from the County Attorney, Human Services, Jail, Nursing Home and Treasurer.

MB
Date 4/17/01

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron reported that his department was well prepared for all the recent rain so there were no flooding problems.

Commissioner Barka stated that he is concerned about the pre-trial figure of 166. Supt. Charron stated he believes pre-trials should move much faster and that the State of New Hampshire needs bail revision as bails may be set so high that often people can not get out. He met last week with several judges and public defenders to discuss the Home Monitoring System. The use of this system will save the State and County money in that while inmates are out on bail, the County is not paying for housing and medical costs. Commissioner Barrows recommended a meeting with the County Attorney, the Probation Department and Supt. Charron to expedite some of these cases. Supt. Charron stated he wished to review "held and bound over" figures prior to such a meeting. Supt. Charron has a prisoner who has been held for over 3 years without a trial yet. Commissioner Barrows also recommended contacting the State Attorney General's office.

MOVED: Commissioner Barka to award the bid for inmate personal care items to Justice Packaging and Bob Barker Co. per the recommendation of Supt. Charron.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for inmate institutional supplies to Robinson Textiles, Stephens Inc., Bob Barker Co., HBD Greenbrook, Star Silk, Deena Supply Co., and ATD per the recommendation of Supt. Charron.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young stated that \$1,500,000 was drawn down from our TAN line to the health fund and this was confirmed this morning.

MB
Date 4/17/01

The Jail staff is being trained on the Munis system today so they can enter their purchase orders directly into the accounting system. The Finance Department is hopeful that all departments that are connected to Munis will begin entering their POs directly into Munis.

The COMAND pay code requested by the C.O.'s has been set up. Mrs. Young spoke with Ben Turner and it will begin after April 14. Changes or adjustments must go through COMAND.

The Finance Dept. is reporting the Registry of Deeds surcharge account quarterly to Executive Committee. Revenues and document counts have been consistently higher than last year. Mrs. Young is also requesting that certain charges, which the general fund has been paying and should not have been, be transferred to the Registry of Deeds' account, i.e. bank charges and armored car charges.

Commissioner Barka commented that the tax anticipation loan (the first \$10,000,000) came through. He congratulated Tim Dempsey, the Finance Office and the Commissioners for getting everyone through a difficult time of the year, proving that the management of Rockingham County is above reproach. Perhaps Rockingham County management could give assistance on State budget matters, i.e. the school funding problems. Commissioner Barrows also thanked department heads for their cooperation and patience through this entire time.

Mrs. Young stated that Citizens Bank has recommended that Rockingham County begin the borrowing process for July as there may be limited funding. Tim Dempsey is in agreement with this recommendation. Commissioner Pratt asked why the County used Boston bond counsel vs. Manchester. Mrs. Young stated that Palmer & Dodge is very well respected, knowledgeable and Manchester is not as experienced in this area. Mrs. Young noted that our current bond counsel was slow and the Commissioners asked Mrs. Young to research the use of other bond counsel.

Commissioner Barka directed that a one-page letter be drafted by the Finance Officer and Tim Dempsey and be sent to the Delegation members by the Commissioners prior to the April 20 quarterly meeting advising them of the details of this entire process and how it was resolved. The Commissioners will also include a recent newspaper article praising the Nursing Home.

MB
Date 4/17/01

REPORT FROM HUMAN RESOURCES:

Martha Roy announced that on Wednesday, April 11, the Human Resources Department will be moving to their new offices in the Old Admin Building.

Training for the Health Care Reimbursement accounts will be ongoing all day, Thursday, April 12.

The Human Resources Dept. would like to host an Open House at some point following their move for employees to see their new department and get acquainted. Mrs. Roy thanked the Engineering & Maintenance Dept. for the tremendous job they are doing with this entire project.

Commissioner Barrows asked about the progress of Ocean Properties and the Wentworth Hotel project.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that all the State bills through December have been processed. Mrs. Gill asked if the Commissioners wished to include in their letter to the Delegation the Board's decision that the million dollar State bill was not being paid every month.

Mrs. Gill circulated a newspaper article concerning the State Finance Committee proposal of cutting 3% from the budget for privately contracted Human Service workers and other items.

The Association of Counties meeting is Friday and Mrs. Gill stated that anyone wishing to attend could ride with her.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that she would like to make some bid recommendations.

The Jail did not flood during the recent storms. However, the Nutrition and Conservation buildings did get some water in their basements. A sump pump has been installed and Maintenance has plans to do some sealing and other repairs to solve the leaks as excavation and perforated piping is not an option at this point. There have also been a substantial amount of leaks in the Nursing Home. These items will be worked on throughout the summer.

Date MB
4/17/01

A UNH student will be doing some research on painted turtles in one of the County's ponds. The County's insurance broker has approved his insurance certificate.

The Maintenance Dept. has a revised remedial action plan from the State on the #6 oil. This project will begin once the ground thaws and the monitoring wells can be accessed.

The Human Resources move is scheduled for April 11-13. The building is ready and the carpets will be cleaned.

Emergency federal dollars are available for the snow removal crisis from this winter's storms. Commissioner Pratt asked Mrs. Gates to inquire if the County would qualify for some of these funds.

MOVED: Commissioner Barka to award the bid for woven wire partitions to Wirecrafters, Inc. in the amount of \$10,928.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for reconditioning and repairs to Well #3 to Barrie Miller's Well & Pump Service in the amount of \$9,735.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for the fuel contract per the recommendation of Mrs. Gates as follows:

- #6 oil to Sprague Energy at a fixed price of \$30.90/barrel for one year.
- #2 oil to Buxton Oil Co., Inc. for \$.039 per gallon over rack cost with a \$.85 per gallon price cap. Contract expires 6/1/02.
- #2 oil, small drops to Buxton Oil Co., Inc. for \$.039 per gallon over rack cost with a \$.85 per gallon price cap. Contract expires 6/1/02.
- Diesel Fuel to Buxton Oil Co., Inc. for \$.05 over rack cost, with an \$.87 per gallon price cap. Contract expires 6/1/02.
- Gasoline, to Hanscom's Truck Stop for \$.0345/gal over rack cost-no cap.

m B
Date 4/17/01

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for fire sprinklers to REM-C in the amount of \$32,680.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant made some bid recommendations.

MOVED: Commissioner Barka to award the bid for juice to Springfield Food Services in the amount of \$4,878 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for mug lids to Aladdin in the amount of \$20.50/case per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for coffee to Donahue Bros. per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Bids were opened for paper:

Eastern Bag & Paper
Interboro Packaging
Portsmouth Paper

Date MB
4/17/01

Central Paper
Concord Chemical (returned)
Allied Supply

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

SECONDED: Commissioner Barka.

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

Bids were opened for janitorial supplies:

Advanced Maintenance
Reed
ATD American (no bid)
Hygenic Tech
AmSun New England
Springfield Food Services
Central Paper
Arnold T. Clement Co., Inc.
Eastern Bag & Paper

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

SECONDED: Commissioner Barka.

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

Mr. Sturtevant shared an article that appeared in the Sunday Herald praising the Nursing Home staff. The Commissioners requested that a copy of this article be included in the package to the Delegation.

An attorney is reviewing proposed contracts for the Underhill wing renovation and conversion.

The State surveyors began their inspection today and will continue through Friday, April 6.

Mr. Sturtevant requested a Non-Public Session.

Date MB
4/17/01

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
April 3, 2001**

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

Discussions: Two residency waivers and a Nursing Home lien.

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve two residency waivers for the Nursing Home.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize the settlement of a lien on property in Salem, New Hampshire.

SECONDED: Commissioner Barka.

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

MB
Date 4/17/01

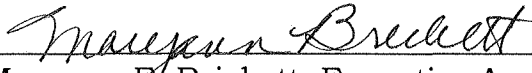
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 12:05 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
5/15/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
April 17, 2001**

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

Also present: Cathy Stacey, Register of Deeds; Capt. Joe Akerley, Christine Croto, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Cheryl Hurley, Delegation Office; Kathy Nikitas, Finance; Roy Morrisette, Human Resources; Diane Gill, Dawn Barnes, Human Services; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Rollie Barnaby, UNH Cooperative Extension; Maryann E. Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:50 a.m.

REPORT FROM THE COMMISSIONERS OFFICE

MOVED: Commissioner Pratt to approve the minutes of the April 3, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey discussed HB1. The Dupont Group is considering sending documents concerning HB1 to the Chairs of the County Delegations on Wednesday. Cathy Stacey will discuss at the NHACo Commissioners Council Meeting on Friday.

Cathy Stacey stated that there were bids to be opened. Bids were opened for computer imaging equipment:

Government Computer Sales (no bid)

Date MB
5/15/01

Digital Connections, Inc.
Turbotek
Connor & Connor

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Capt. Akerley stated that the Sheriff's Department had requests for 2 bid waivers for the LawNet radio communications system that the State Police has been working on with Motorola. Both have to do with the portable radio that the Sheriff's Dept. budgeted for. The other bid waiver concerns equipment necessary for cruisers to make the radios compatible with sirens and other equipment. Commissioner Pratt requested that the Sheriff's Dept. get together with Rep. Dave Welch Friday or give him a call this afternoon to discuss the possibility of the State contributing to the cost of this.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron made several bid recommendations.

MOVED: Commissioner Pratt to award the bid for paper/plastic to Eastern Bag & Paper, Interboro Packaging and Portsmouth Paper per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to award the bid for janitorial supplies to Amsan New England, Central Paper, Eastern Bag & Paper and Reed Distributors per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

MB
Date 5/15/01

Supt. Charron stated that he received a letter from the Superintendent of the Belknap County Department of Corrections concerning the annual Motorcycle Weekend June 8-18. They are requesting that Rockingham County house sentenced-only prisoners for that time period. Supt. Charron requested that the Commissioners waive the per diem rate.

MOVED: Commissioner Barka to waive the per diem charge for the period of June 8-18, 2001 for Motorcycle Weekend.

SECONDED: Commissioner Pratt.

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

Supt. Charron requested that the Commissioners sign a bid waiver to authorize him to purchase new uniforms for officers and new employees. The Commissioners signed the bid waiver authorizing the purchase of uniforms.

REPORT FROM THE FINANCE DEPARTMENT:

Kathy Nikitas stated that Theresa Young was attending a meeting with EBPA.

REPORT FROM HUMAN RESOURCES:

Roy Morrisette announced that the Human Resources move went very smoothly and thanked the Maintenance Dept. for their assistance.

Human Resources will be hosting an Open House on April 26.

REPORT FROM HUMAN SERVICES:

Dawn Barnes requested that the Commissioners approve the total award of incentive funds in the amount of \$103,530.00 from the April 9 review meeting.

MOVED: Commissioner Pratt to award the incentive funds in the total amount of \$103,530.00 per the recommendation of the 6% Incentive Fund Committee as follows:

Salem Boys and Girls Club		\$5,000.00
Raymond Recreation	Maximum	\$7,500.00
Nottingham Recreation	Maximum	\$15,000.00
Family Mediation and Juvenile Services		\$19,250.00
YMCA/Camp Lincoln	Maximum	\$15,000.00
Ecumenical Transportation		\$4,000.00

Date MB
5/15/01

Hampton Child and Family Program	Maximum	\$7,500.00
Hampton Recreation and Parks Dept.	Maximum	\$16,000.00
Daniel Webster Council	Maximum	\$7,000.00
UNH Coop Extension/4H	Maximum	\$7,280.00
TOTAL AWARDS		\$103,530.00

SECONDED: Commissioner Barka.

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

Diane Gill discussed the Hager-Wallner/Minority Amendment to be voted on Wednesday, April 18. Mrs. Gill and Bill Sturtevant analyzed what effect this would have on Rockingham County's budget. The net effect to individual counties varies from that of the aggregate effect to counties. The impact to Hillsborough and Rockingham Counties will differ significantly from the smaller counties. Mrs. Gill stated that there would be a detrimental effect for Rockingham County's budget, but may be beneficial to other counties due to the ratio of Medicaid beds for county nursing homes and private nursing homes. The negative effect on Rockingham County could be approximately \$350,000. This bill puts back money that the Finance Committee had taken out of the Governor's budget proposal. It will provide for an increase in wages to nursing home employees and other providers of direct care services for DEAS, DCYF, etc.

Mr. Sturtevant added that it is the County's mission to provide elderly care not only to residents of the Rockingham County Nursing Home, but also residents of private nursing homes. Rate increases for nursing homes are badly needed. Commissioner Pratt asked if this was specifically targeted for specific items, how this actually impacted the Rockingham County Nursing Home and the implementation of this bill. Diane Gill stated that the amendment is targeted for specific lines in the budget. The original 3% wage pass-through was discretionary in Commissioner Shumway's HHS budget. Mr. Sturtevant stated that he met with Senator McCarley and Senator Gordon to discuss. Commissioner Barrows stated that she is in favor of the amendment. Cathy Stacey stated that one of the biggest issues is the discretionary wage increases with the assurance that this goes forward and that those funds are in fact utilized for the wage increase.

MOVED: Commissioner Barka to support the Hager-Wallner/Minority Amendment.

SECONDED: Commissioner Barrows.

MB
Date 5/15/01

ABSTAIN: Commissioner Pratt.

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

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the Human Resources move was completed last week and everything went very smoothly and happened on about one day's time.

Mrs. Gates has nearly completed the application to FEMA requesting reimbursement for storm costs.

Bids were opened for commercial mowers:

Still's Power Equipment, Inc.
Boston Lawn Mower Co.
Brentwood Power Equipment

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

SECONDED: Commissioner Barka.

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

Bids were opened for water storage tank rehabilitation:

Erie Interstate Contractors
R. M. Lill, Inc.
Marcel A. Payeur, Inc.

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

SECONDED: Commissioner Barka.

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

Date MB
6/15/01

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report. There are 22 applications for admission and several admissions scheduled.

Mr. Sturtevant requested that the Commissioners declare 25 beds as surplus to be donated to IMEC and also made some bid recommendations.

MOVED: Commissioner Barka to award the bid for paper per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to award the bid for janitorial supplies per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to declare 25 nursing home beds as surplus to be donated to International Medical Emergency Collaborative (IMEC).

Mr. Sturtevant stated that the nursing home spent approximately \$102,000 and continues to use agency personnel. There will be a graduation today of CNAs at 1:30.

Mr. Sturtevant requested the Commissioners' signatures on 2 contracts, Phase II of the contract for the Driscoll Wing in the guaranteed maximum amount of \$940,847 plus a 10% contingency of \$94,084 for a total of \$1,034,931. This is a savings from the original estimate of \$140,000. The second contract is for Part I of the agreement for the Underhill project design for the assisted living wing.

The Commissioners stated that in the Commissioners' report to be given at the Executive Committee Meeting on Friday, Commissioner Barka will give the details of this project and the savings.

Date _____

MOVED: Commissioner Pratt to authorize the Chair to sign the contract for Phase II of the contract for the Driscoll Wing for a guaranteed maximum price of \$1,034,931.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize the Chair to sign the contracts for Part I of the agreement for the design of the Underhill project for assisted living in the amount of \$127,079.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant stated that the guaranteed maximum price was reached, then Part II contracts would need to be signed.

The Commissioners signed bid waivers for physicians' contracts.

Mr. Sturtevant discussed the Nursing Home deficiencies issued by the State from their recent survey. They were policies and procedures, paperwork issues, pain management, 4 areas of life safety, accident prevention, policies & procedures on abuse and neglect, and several other items.

REPORT FROM THE MIS DEPARTMENT:

Mr. Sturtevant stated that Frank Stoughton was out ill today.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Mr. Roland Barnaby stated that he had no report. Mr. Barnaby stated that the care his father has received at the Nursing Home has been wonderful.

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:30 a.m.

MB
Date 5/15/01

Respectfully submitted,

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

Received by,

Katharin K. Pratt
Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date 5/15/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
May 1, 2001**

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

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron, Dept. of Corrections; Judie Milner, Finance; Martha Roy, Human Resources; Diane Gill, Human Services; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Rollie Barnaby, UNH Cooperative Extension; Jennifer Nelson, County Attorney's office; Christine Croto, Sheriff's Dept.; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey stated that the transfer tax revenue is down about 28% but the revenue for the County is up 34%.

Mrs. Stacey recommended a bid award to Turbotek for the 5 retrieval stations in the amount of \$1,915.67 per unit for a total of \$9,578.35. These are new imaging stations for the public use.

MOVED: Commissioner Pratt to award the bid for the computer imaging equipment to Turbotek in the amount of \$1,915.67 per unit for a total of \$9,578.35.

SECONDED: Commissioner Barka.

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

Mrs. Stacey stated that following the Association of Counties Meeting Friday, she would be attending a meeting of New Hampshire Login, with the Municipal Association. This is basically an offshoot of the Applied Technology Committee

MB
Date 5/15/01

to devise a system whereby the Counties and Municipalities are on-line with the State to share information. Mrs. Stacey sits on the Executive Committee of this organization for the Association of Counties as the Legislative Chair. The municipalities feel that any changes the State wishes to be implemented should be paid for by the State from Federal grants being received.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Jennifer Nelson stated that the County Attorney sent the Commissioners a letter regarding the janitorial services at the courthouse. The Commissioners will send a letter to Mr. Peter Goodwin at State Administrative Services concerning this issue. Commissioner Pratt suggested that the County hire a private cleaning service and deduct the cost from lease payments if the State does not start cleaning the County Attorney's and Register of Deeds' offices per the lease with them.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff was at a meeting in Concord regarding the digital radio system.

MOVED: Commissioner Pratt to authorize Commissioner Barka to sign a lease on behalf of the Sheriff's Department for 3 cruisers and 1 transport vehicle.

SECONDED: Commissioner Barka.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron stated that a Correctional Officer graduated from the Academy and gave the census report.

REPORT FROM THE FINANCE DEPARTMENT:

Judie Milner stated that she had an item under new business for the Sheriff's Department.

The final financial statements have not been received yet, as she has not been able to contact John Lyford, but expects to have an update for the Commissioners by the end of the day.

Date MB
5/13/01

REPORT FROM HUMAN RESOURCES:

Martha Roy reminded everyone about the open enrollment period for the health care flexible spending accounts, which is a pre-tax savings account for their miscellaneous medical expenses. Benefits Strategies is the administrator. Enrollment forms are available in HR. A final reminder about the program and open enrollment dates will be included in the next payroll.

Martha Roy stated that there were bids to be opened for the pay and classification study:

D. Gallant Management Associates
Organizational Improvement Systems, Inc.
Bennett Associates
Clark Bardes Consulting

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

SECONDED: Commissioner Barka.

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

Martha Roy suggested that the Commissioners would probably wish to interview the top 2 candidates.

REPORT FROM HUMAN SERVICES:

Diane Gill submitted her January 2001 report. Mrs. Gill stated that the January bill has been processed and the February bill has just arrived. She believes the cap has almost been reached for Rockingham County. The DesFosses charges are on the February bill under the Intermediate Nursing Care line. Mrs. Gill assumes that the DesFosses payment will be applied toward the cap.

The Maintenance Dept. has been working at the Old Administration Building to restore water service.

There is an Association of Counties Meeting Friday morning, May 4 in Concord at the LOB. There is a Commissioners Council Meeting prior to this at 9 a.m. Cathy Stacey stated she is planning to attend.

MB
Date 5/15/01

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the Maintenance Dept is working on several projects: the sewer main problem at the Old Administration Building and the repair of the leak in lagoon #3. Mrs. Gates is attempting to contact a certified vendor to correct and repair the situation, but does not have costs and figures yet. They are temporarily discharging from lagoon #2 to supply the irrigation site and are in daily contact with the State for readings.

Mrs. Gates met with a representative from FEMA last week. The County has applied for approximately \$9,700 reimbursement for the February blizzard. Mrs. Gates expects a reply shortly.

Bill Sturtevant and Mrs. Gates will be doing a walk-through with the Brentwood Fire Chief tomorrow to address concerns that came up at life safety. Mrs. Gates is expecting the Fire Chief to put any requests in writing for the record.

Mrs. Gates requested the Commissioners sign a bid waiver for energy management services for the Nursing Home and the Jail. This is a sole source vendor until an RFP can be sent out. The Commissioners signed the bid waiver per the recommendation of Mrs. Gates.

Mrs. Gates recommends Boston Lawnmower Company, the lowest bidder for the commercial mower in the amount of \$1,930.35.

MOVED: Commissioner Pratt to award the bid for the commercial mower to Boston Lawnmower Company in the amount of \$1,930.35 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates recommends to award the bid for the water storage tank rehabilitation to Erie Interstate Contractors, Inc. in the amount of \$428,000. This amount is more than the amount budgeted. Mrs. Gates stated that \$200,000 would come from the bond, \$200,000 from capital improvements and the balance from the contingency line, funds of approximately \$96,000. Rockingham County will appear on the side of the water tower.

MB
Date 6/15/01

MOVED: Commissioner Pratt to award the bid for the water storage tank rehabilitation to Erie Interstate Contractors, Inc. in the amount of \$428,000 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Bids were opened for the rotary cutter:

Brentwood Power Equipment
Ryan Tractor
Shaw's Ridge Equipment
Townline Equipment Sales, Inc.

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

SECONDED: Commissioner Barka.

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

Bids were opened for Pressure Reducer & Backflow Preventer:

R. E. Prescott
Hansen-Fox Co., Inc.
Towle-Whitney, Assoc., Inc.

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report.

Bids were opened for dryers:

Tri-State Laundry

MB
Date 5/15/01

Yankee Equipment Services

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

SECONDED: Commissioner Barka.

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

Mr. Sturtevant will be out of the office from May 3-14 to assist with the New Hampshire Public Television auction.

The annual staff appreciation luncheon for National Nursing Home Week will be Wednesday, May 16.

Mr. Sturtevant is waiting for the written survey results. They are supposed to respond within 10 days and it has been 21 days. The Nursing Home is required to respond to their survey within 10 days also.

There was a construction project meeting Monday morning at 11 a.m. Things are progressing quickly. The walls between the rooms are nearly completed. There is some redesign being considered for the residential care project to accommodate 30 rooms, sitting areas, eat-in kitchens, an entrance room, television/music room, a library, etc. Further drawings will be available next week for staff and the Commissioners to review. There will be a formal presentation at a future date.

A Nursing Home lien has been settled and the County will be receiving \$40,000 from this settlement. Mr. Sturtevant requested that the Commissioners sign another Nursing Home lien.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that he attended a training class last week on the telephone system.

The connection between this campus and the court house building is being postponed until possibly next year. Cathy Stacey asked what has happened to the video arraignment project. There is a pilot program in the State. Supt. Charron stated that the telephone bill for the dedicated T1 line between the 2 buildings would be cost prohibitive.

MB
Date 5/15/01

Frank Stoughton stated that he held his first training class. The class is 2 ½ hours in length for beginners and he will be putting together a training class schedule.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Mr. Roland Barnaby stated that the Cooperative Extension had received \$26,000 in grant money to purchase equipment and upgrade cable lines for video training and conference meetings throughout the State, with hookup to Dartmouth Hitchcock. This will reduce current telephone costs, postage and travel expenses.

Everyone is busy in their department, especially agriculture personnel with pruning. A lot of workshops for homeowners are being held. Nancy Adams did a presentation on Channel 11.


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

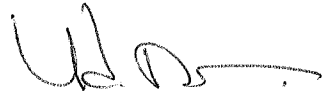
Meeting adjourned at 11:20 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
5/29/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
May 15, 2001**

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

Also present: Liz Lisk, Micro Credit; Bob Jordon, Sheriff's Dept.; Dep. Supt. Al Wright, Dept. of Corrections; Cheryl Hurley, Delegation Coordinator; Judie Milner, Finance Office; Martha Roy, Human Resources; Diane Gill, Human Services; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE:

Liz Lisk from Micro Credit updated the Commissioners and department heads on the progress of the organization. She requested that the Commissioners endorse the program and will fax information and language to Martha Roy for the Commissioners' endorsement.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Bob Jordan stated that there were bids to be opened for computers. Bids were received from:

CDW-G
Digital Connections
Gateway

Commissioner Barka recommended that the Sheriff's Department evaluate the bids and make its recommendation to the Commissioners.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron was in a meeting this morning and Dept. Supt. Al Wright gave the census report.

MB
Date 5/29/01

Dep. Supt. Al Wright requested a Non-Public Session.

REPORT FROM THE FINANCE DEPARTMENT:

Judie Milner stated that the financial statements are in. The Medicare cost report is almost final, is awaiting one signature, and will be bound tomorrow. The Medicaid audit will begin on Monday.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that tomorrow is the final day for health care flexible spending account open enrollment.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that several issues were decided at the Commissioners Council Meeting of the Association of Counties last Friday. A Hillsborough County Assistant County Attorney raised a question as to whether or not counties would be obligated for the interest if they paid the DesFosses settlement amount of the state bill. This issue was raised and the Commissioners Council voted to appropriate up to \$2,500 to seek a legal opinion on that issue. In the meantime they voted not to pay the DesFosses portion of the bill. Diane Gill is figuring these charges into the cap amount.

The Commissioners Council voted not to support the wage pass-through portion of the Health and Human Services budget as currently proposed.

The Commissioners Council have decided to request that the \$6.5 million of the pro share dollars that counties usually return to Health and Human Services be retained by the Counties. Mr. Sturtevant stated that the Revised Statutes Annotated (RSAs) state that the County has to pay or be in violation of the law.

The Commissioners Council voted to establish a Payor Committee to address Health and Human Services and County 25% share costs. Mr. Sturtevant stated this was part of SB167. The Committee will be comprised of two County Commissioners and two Human Services Administrators.

The Governor contacted the Dupont Group last week and wants to settle the YDC issue. Mrs. Gill met with DYDS Commissioner, Joe Diament. Commissioner Diament visited the County last Friday. There is a meeting tomorrow afternoon at 2:00 p.m. with the Governor's office, Attorney General,

MB
Date 5/29/01

DYDS, Dupont Group and the Human Services Affiliate to try to settle this issue.

The Counties have been keeping track of what all the Counties have paid toward the cap. Four out of ten Counties have reached the dis-aggregated figure. Rockingham County will have reached this figure with the payment of the February State bill. Other Counties will reach this figure with the payment of March or April bills. The question remains - "What happens now?" Commissioner Shumway was unaware that the Counties were close to this figure and stated to Senator Hollingworth that the Counties were not close to this figure. The State fiscal year ends June 30.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Mrs. Gates reported that the problem with the sewer line has been repaired. A clay pipe collapsed and has been replaced. The replacement of the Blaisdell sinks and piping has been completed. Maintenance has been installing some Brachman valves on radiators in the old Administration Building in an effort to balance the heat in different offices in Human Resources.

While shopping for electric energy, there has been a change in the deregulation ruling and the deadline has been extended to find another provider by 21 months. Originally the County was given 9 months. Mrs. Gates was planning to attend a seminar in June that is being sponsored by companies who are selling electricity, but it has been cancelled. Public Service is required to provide an 11% decrease from last year. Thus, the County will not immediately have to seek alternative providers and this can be included in the upcoming RFP.

Mrs. Gates requested the settlement of a class action lawsuit regarding certain General Motors vehicles owned by the County in the 1980's.

MOVED: Commissioner Pratt to authorize the Maintenance Department to settle for the cash amount of \$200 being offered as a class action settlement.

SECONDED: Commissioner Barka.

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

Jude Gates made several bid recommendations. Mrs. Gates recommended the lowest quoted vendor, Hansen-Fox Co., Inc. be awarded the bid for the Jail pressure reducer/backflow preventer in the amount of \$13,450.00. Mrs. Gates

Date MB
5/29/01

recommended the contract for the rotary cutter be awarded to Brentwood Power Equipment Center in the amount of \$1,721.00.

MOVED: Commissioner Pratt to award the above bids per the recommendations of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates requested the Commissioners approve and sign an authorization for the unplanned replacement of two steel doors in the Nursing Home. The Commissioners signed the authorization.

Bids were opened for Propane Fuel:

Defeo Oil & Propane
Eastern Propane Gas Inc.
Palmer Gas Co., Inc.

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

SECONDED: Commissioner Barka.

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

Water Resources was in yesterday to review the dike and the dam for the flood mitigation project. They reviewed recent soil samples. Hopefully this will be resolved soon.

Mrs. Gates requested a Non-Public session.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report, with 218 residents, 2 in the hospital, 7 deaths since May 1, 22 applications for admission 18 of which are not complete.

Mr. Sturtevant recommended that Tri-State be awarded the dryer bid in the amount of \$6,033.00.

MB
Date 5/29/01

MOVED: Commissioner Pratt to award the dryer bid to Tri-State in the amount of \$6,033.00 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

This week is National Nursing Home Week and many activities are planned. Wednesday is the staff appreciation luncheon.

J. P. Chemical has been treating for termites which have been found in the Fernald wing. They will continue to monitor and treat the Underhill wing and Fernald wing over a 3-year period. They will then monitor the Blaisdell and Driscoll wings. The formal proposal to do the Fernald area is \$4,912.00 and Mr. Sturtevant requested that the Commissioners authorize this unexpected payment for this treatment. Mr. Sturtevant will submit a proposal for comprehensive treatment in next year's budget.

Bids were opened for ginger ale:

Coca Cola
Pepsi
Schweppes

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

SECONDED: Commissioner Barka.

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

Bids were opened for frankfurts:

Essem
Cambridge Packing

Bids were opened for ice cream:

Garelick Farms
Hershey Creamery
Lago & Sons
Sure Winner Foods

mB
Date 5/29/01

Bids were opened for vegetables:

Sysco Foods
U. S. Foods
Springfield Foods

Bids were opened for meat:

Cambridge Packing
Springfield Foods
U. S. Foods
Sysco Foods
Poultry Products

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

SECONDED: Commissioner Barka.

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

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a), (c) and (e) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
May 15, 2001**

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

Discussion: A probationary employee.

mB
Date 5/29/01

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

Discussion: The Lagoon #3 issue.

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

Discussion: A legal matter.

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

Discussions: Four residency waivers.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize Jude Gates to consult with appropriate attorneys relative to the failure of lagoon #3 liner.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize the investigation of an incident in the Nursing Home.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve four residency waivers for the Nursing Home.

SECONDED: Commissioner Barka.

MB
Date 5/29/01

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

MOVED: Commissioner Pratt to approve the termination of a probationary employee per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

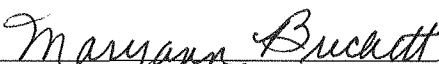
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 12:10 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
May 29, 2001**

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

Also present: Capt. Joe Akerley, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Cheryl Hurley, Delegation Coordinator; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS/Telecommunications Manager; Roland Barnaby, UNH Cooperative Extension; Maryann E. Brickett, Executive Assistant to the Commissioners.

Also present: Donald Tyler and Mary O'Neil, D. Gallant Management Assoc.; Donald Jacobs and Marilyn Baron, Bennett Associates.

Commissioner Barrows called the meeting to order at 9:30 a.m.

The Commissioners met with Donald Tyler & Mary O'Neil, of D. Gallant Management Assoc., and Donald Jacobs & Marilyn Baron, of Bennett Associates. The purpose of the meetings was to interview the candidates and gather information for the Pay & Classification Study.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of the April 17, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

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

MB
Date _____

MOVED: Commissioner Pratt to approve the minutes of the May 1 and 15, 2001 Commissioners' Meetings.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative. (Commissioner Barrows was absent).

REPORT FROM HUMAN SERVICES:

Mrs. Gill stated that last week she received a check from DCYF in the amount of \$119,885.00. DCYF had previously submitted claims for Medicaid reimbursement dating back to 1997.

Diane Gill gave her report first so she could attend a hearing in Concord regarding moving DYDS back to Health & Human Services. Mrs. Gill has been working with the Dupont Group, the Office of Administrative Services and the Governor's Office to try to develop a Memorandum of Understanding that will outline what expectations can be in the future for rate setting for the State facilities. The meeting Friday included Jim Monahan, Joe Diament, John Wallace, Health & Human Services to present a couple of proposals. They proposed a utilization rate of 75%. The actual DCYF utilization rates range between 89-96%.

Tomorrow is a continuation of HB555 hearing. An amendment has been attached to this bill relative to the settlement and payment of the YDC rates. The Governor wishes to see that bills from the past 3 years are paid by the end of June, due to the Statute of Limitations. HB555 also includes that counties will have 45 days to pay state bills instead of 35 and limit the number of months the State can bill to 15 months retroactive.

Mrs. Gill is the President of the Affiliate and represents Rockingham County at all meetings. Before the counties enter into a Memorandum of Understanding Mrs. Gill will hold an Affiliate Meeting to receive input from the rest of the Human Services Administrators. There is an Association of Counties Executive Committee Meeting Friday, June 1 at 10 am in the LOB.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Captain Joe Akerley stated that the Sheriff's Department recommends that the computer bid be awarded to CDW-G, the low bidder, in the amount of \$8,081.07.

MB
Date _____

MOVED: Commissioner Pratt to award the computer bid to CDW-G in the amount of \$8,081.07 per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Barka.

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

Captain Akerley gave a status report on the new bomb dog, which is performing very well.

Commissioner Barrows mentioned the article in Sunday's Portsmouth Herald concerning Capt. Akerley's son's graduation from West Point on Saturday and his outstanding achievements.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron gave the census report.

The new telephone system is being installed and problems have been resolved. Work on a berm, dike and lagoon is being conducted behind the jail facility.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young stated that the Medicaid auditors expect to be finished with the audit within a day or two. They will do a formal report to the Commissioners with several suggestions.

The Finance Office will need an additional day to complete the A/P due to the long holiday weekend. The checks however will go out on time.

Tim Dempsey expects the funds from the borrowing to be received by June 22 and thus eliminate the line of credit.

Letters to departments concerning budget/financial training have been returned with input to the Finance Office. Two training classes are tentatively scheduled for July and August. Kathy Nikitas will be one of the class trainers.

The Delegation Audit Committee will be meeting June 11 and has requested that the Finance Office be available with information and to answer questions about the accounting system and inventory of assets. Mrs. Young requested that the Commissioners get together with Finance to discuss a financial

MB
Date _____

overview. The Commissioners agreed to meet at 10 a.m. on June 12 just prior to the Commissioners Meeting.

The Audit Subcommittee will be meeting at the Delegation office at 1 p.m. on June 11.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that she and the Commissioners met with the two finalists for the Pay & Classification study this morning. Mrs. Roy said reference checks were still being finalized and wished to discuss awarding the RFP with the Commissioners. Commissioner Barrows suggested meeting at the end of today's Commissioners' Meeting.

Mrs. Roy stated that the Earned Time policies are being finalized for distribution to all departments for review and comments.

Mrs. Roy introduced Nate Noyes who will intern for the Human Resources Dept. for the summer. He just finished his Masters degree in Public Administration at UNH.

The Human Resources Dept. is working on the health insurance consultant RFP. Martha will distribute to the Commissioners, Mr. Sturtevant and Theresa Young to review prior to sending out. This will include dental as well.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Mrs. Gates stated that the dike is under construction behind the Jail. The 7 or 8 soil samples passed all the testing for a Class B dam. Work began last week and should be completed by mid-June. One of the lagoons is currently empty. Two of the 4 geo-tech engineers have submitted proposals and the other 2 should be in by the end of the week and Mrs. Gates is reviewing the proposals with Water Resources in Concord and expects to be able to make a recommendation to the Commissioners shortly.

Mrs. Gates recommended that the contract for LP gas contract be awarded to Eastern Propane Gas, the current vendor, in the amount of \$.23/gallon over cost with a lower cap for a period of one year.

MOVED: Commissioner Pratt to award the contract for LP gas contract to Eastern Propane Gas, the current vendor, in the amount of \$.23/gallon over cost with a lower cap for a period of one year.

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Date _____

SECONDED: Commissioner Barka.

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

Mrs. Gates requested that the Commissioners sign a bid waiver for the continuation of the #6 Oil Release Remediation Project. The bid waiver is in the amount of up to \$45,000 for the services of Stonehill Environmental Services who has been working on this project with the County and State for a couple of years. It would be more cost effective to continue with them than to re-educate another vendor. The 2001 scope of services as directed by the New Hampshire DES include submitting more information, preparation of alternative Remedial Action Plans (RAP), selection of one RAP, solicitation for Proposals, and selection of a contractor. The State may also elect to have the County do enhanced monitoring. With the exception of several small administrative costs, all expenditures with Stonehill Environmental have been reimbursed by the State. The State defines the scope of work. The County executes the scope of work. The County pays Stonehill and the State reimburses the County.

The Commissioners signed the bid waiver for the continuation of the #6 Oil Release Remediation Project in the amount of up to \$45,000

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home. The census is 218.

Mr. Sturtevant recommended Seacoast Coca-Cola for the ginger ale bid in the amount of \$5.40/case for a period of one year.

MOVED: Commissioner Pratt to award the bid for ginger ale to Seacoast Coca Cola in the amount of \$5.40/case for a period of one year per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested that the Commissioners sign a bid waiver to hire a consultant to complete the Certificate of Need application for the Assisted Living Project for the Underhill Wing. The time necessary and the expertise

MB
Date _____

necessary for completion of a Certificate of Need is extensive, but a consultant could complete this quickly to assist the County.

Mr. Sturtevant has received 2 quotes. Susan Palmer Terry in the amount of \$8,500 plus the cost of printing and telephone, fax and travel expenses. Her daily rate to attend the public hearing and completeness review is \$1,000 per day, billed at a minimum of one quarter day. She can complete the work during the month of June.

The other quote is from Helms & Company which is a "not-to-exceed" budget of \$9,300 (45 hours x \$200/hr + \$300 for expenses), and only billed for actual time and expenses. Mr. Sturtevant still needs to get a time frame from Helms & Company.

The Driscoll project is a week or so ahead of schedule and should be completed by mid to late August and the move over to the Underhill project should begin.

Mr. Sturtevant is not sure which vendor will be chosen at this point for the Certificate of Need, but has spoken with Theresa Young regarding which line it would come from. The auditor had a question with regard to the bond issue.

Mrs. Young stated that expenses incurred with construction of a new building are usually bondable. The State specifically says in the RSA's, only if it improves the life or value of the asset. Mrs. Young is expecting to hear from the auditor within a day or so regarding their opinion on this matter.

The Commissioners requested that Mr. Sturtevant give them more information before they could approve the bid waiver.

The Nursing Home will be receiving an electronic transfer on Thursday in the amount of \$975, 270 for Pro Share dollars. This is less than the budgeted amount, but Mr. Sturtevant anticipates additional funds later this year.

There is a vacancy in Occupational Therapy Recreation due to a leave of absence which has expired and the employee has decided to resign. Mr. Sturtevant informed the Commissioners that he would leave this position vacant until the end of the year.

Mr. Sturtevant updated the Commissioners on SB81 relative to the development of medical technicians, one level below an LPN. It went through the Senate Policy Committee, and the Senate Finance Committee and was passed by the Senate. It moved over to the House and the hearing was held

MB
Date _____

last week before ED&A, the Executive Departments & Administration Comm. It is being held up there as some nurses are objecting to the legislation. The Affiliate has supported this it is an attempt to solve a portion of the nursing shortage and develops a career ladder. Mr. Sturtevant attended the hearing and spoke with Committee members, Reps. Zolla, Dodge and Robertson, seeking their support. If passed, the Nursing Home may consider this for the 11-7 shift for administration of medicines. HB408 made some major changes to the Board of Nursing to allow nurses to delegate their authority to do certain pieces. There are issues concerning liability. The State Nurses Association supports the legislation and testified to the fact that nurses delegate every day to a nursing assistant in many different areas. The Association of Counties is applying for a grant through the health care transition funds to be able to set up a training programs in the counties, not necessarily in each of the 10 counties, but in regional areas.

Mr. Sturtevant commented on legislation concerning criminal background checks for nursing personnel. The Association has been active in pushing for mandatory criminal background checks statewide. There are problems in the Senate with this bill. The Department of Public Safety said that currently there is a \$10 fee. The fee is waived in Corrections, but not other departments. There is also some discussion regarding Federal background checks (a \$40 fee) vs. State background checks. These are pre-employment background checks.

Diane Gill and Mr. Sturtevant attended a meeting with Senator Hollingworth, Senator McCarley, Commissioner Shumway, Judy Reardon from the Governor's Office, Fred King and others to discuss the proposed wage pass through. It will not be part of the Senate's budget because of the cost of implementation and balancing the budget. However, a footnote will be placed in the budget, which says that if Commissioner Shumway can find the funds elsewhere, through grants, enhanced Federal dollars, etc. he can then implement the wage pass through along with some other footnoted items in the budget. The footnote says that all counties would be subject to the 25%, but they would be held harmless. The State has to put additional funds into any county to make them whole or reduce the amount of the wage pass through. Theresa Young asked if this amount would come from the appropriations line and getting reimbursed. Mr. Sturtevant said that the State had to determine what the cost would be first. Mr. Sturtevant said that some adjustments would have to be made to the budget, increase revenues, make some transfers, etc. This would affect the Human Services budget and the Nursing Home budget.

Mr. Sturtevant requested a Non-Public session.

Date MB

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton reported that the Nursing Home server was upgraded due to lack of disc space. This was a budgeted item.

Frank has been working on the new booking applications software at the Jail. The new telephone system is almost completed, and training will be held on June 11. Training will also be held Thursday on DocStar, the imaging system that is used in Medical Records and Human Resources.

Commissioner Pratt asked about Munis training at the Sheriff's Department and what was holding this up. Theresa Young stated that this was the Munis training. Frank stated that it was being held up because some wiring needed to be done, a printer needed to be installed and the remaining items are almost complete. Training is scheduled for Thursday, June 7.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby stated that his department is currently involved in 3 projects with Senator Gregg and will be spending Thursday at the Coast Guard Station.

Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c) on a roll call vote.

SECONDED: Commissioner Pratt.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
May 29, 2001**

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

Discussion: An earned time buyout.

MB
Date _____

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

Discussions: A residency waiver.

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

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to authorize the earned time buyout for a Nursing Home employee.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve a Nursing Home residency waiver.

SECONDED: Commissioner Barka.

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

The Commissioners met with Martha Roy to discuss the Pay & Classification study.

Mrs. Roy stated that all the references on the two final candidates were good. The Commissioners were more in favor of the first candidate. The first candidate agreed to meet the lower price of the second candidate. Gallant agreed to work for an all inclusive/fixed fee of \$34,500. Item #3 will be at \$105/hour.

It was agreed by everyone that Martha Roy would be the official contact. If any department had questions, they should contact Martha Roy.

It was determined that the following conditions would be acceptable to the Commissioners for the award of the contract:

MB
Date _____

1. An all-inclusive price of \$34,500.
2. To study proposed 2001 regrades first.
3. To study division director positions next.

The study of all positions is expected to be completed by September.

Martha Roy will continue to work on the reference checks and to discuss the conditions set forth by the Commissioners with the candidates.

MOVED: Commissioner Pratt to award the contract for the Pay & Classification Study to Gallant in the amount of \$34,500 contingent upon the contract including the terms and conditions set forth by the Commissioners.

SECONDED: Commissioner Barka.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 12:15 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
June 12, 2001**

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

Also present: Tim Dempsey, Treasurer's Office; Christine Croto, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Nate Noyes, Human Resources Intern; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS/Telecommunications Manager; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff was attending the Chief of Police Conference this week. The Sheriff's Department had no report.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron gave the census report.

Supt. Charron discussed with the Commissioners a brochure from Justice Benefits. They are an organization that pursues revenues and programs for reimbursement for Corrections Departments throughout the country. They charge a 22% fee. Supt. Charron proposed a one-year pilot program and they agreed as opposed to a five-year contract. Commissioner Pratt asked if they had any references from the State of New Hampshire. Supt. Charron stated this would be a first for New Hampshire. The Commissioners advised that they would like time to review the materials and the program.

Supt. Charron discussed the Home Monitoring system. There are currently 6 inmates using the system and 4 more will be going out tomorrow. Supt. Charron believes he and the County Attorney should have more influence on the Judge's decision to determine who uses this system. The Superintendents

MB
Date _____

Affiliate is proposing language for the statute, which provides the Superintendents the latitude to decide whether an individual is allowed on this program.

Supt. Charron said that training was ongoing for the new booking software. The inmate telephone system has been installed and will generate additional revenue. The cost to the inmate is competitive and in fact, the rates are lower than the company that was replaced.

Supt. Charron requested a Non-Public session.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young stated that the Audit Committee met yesterday. The Delegation Standing Committee wishes to meet with the Commissioners to review County government. Commissioner Pratt and Commissioner Barka agreed that Monday, July 9 at 11 a.m. was agreeable with them. Commissioner Barrows would be notified.

The Medicaid audit produced no findings. They commented that the Finance Office kept beautiful records.

Mrs. Young discussed her Mid-Year Financial Overview memo. There are several issues of concern. Tim Dempsey will give an update on the General Fund issue.

There may be significant expenses related to the lagoon issue.

There is a potential for savings with regard to the Health & Human Services bills. The caps are based on payments made for all counties as of 6/30/01. Mrs. Young felt that payments made prior to June 30 would result in significant savings. Diane Gill is attending a NHACo meeting today with the HHS affiliate and Caccie Keane to discuss the caps and the possible dollar savings. All counties except Merrimack met the cap with the February bill.

Tim Dempsey stated that the Galway decision is still having a negative effect on the County's cash situation, which is in effect exhausted. The County will need to borrow an additional sum of money in the month of June and is looking at a \$22 million TAN to pay off the \$10 in debt accumulated with the remaining funding to be used to operate County business until taxes are collected in December. Tim is trying to find an attorney to give a legal opinion as to how long the Galway decision will be tied up in court with the appeal, but can not

find one. The Counties are not on credit watch any more. The County can get a line of credit at a slightly higher premium (about 2%) and will use only as needed.

Mrs. Young requested a Non-Public session.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that a fax went to all departments with the Pay & Classification study questionnaire. Times for orientation are Friday, June 15 with Elected Officials and Division Directors at 9 a.m., department heads and managers at 10:30 a.m. and employees at 12:30 p.m., 2 p.m. and 3:30 p.m. All of these sessions will be held in the Hilton Auditorium. Tuesday, June 19 there will be orientations at the Hilton Auditorium at 8 a.m., 2p.m., 3 p.m. and 4:15p.m. as well as a session in the Sheriff's Department Conference Room at 9:30 a.m. Orientation sessions will be one hour each. Posters of times and dates will be sent to each department for posting. Questionnaires will be turned back in to Human Resources or to centrally located boxes.

It is hoped that the results of the study will be available for the 3rd Quarter Review. Commissioner Pratt asked if the 3rd Quarter Review meeting could be held the last Friday in October instead of the 3rd Friday, which is October 19.

The Wentworth-By-The-Sea project is finally moving forward. Advertisements for bids on the road work and inspection services will be placed this week. Ocean Properties needs to provide sufficient resources, either in cash or in an irrevocable letter of credit payable to the County to cover the difference between \$965,000 grant award and the contractor's awarded bid. The project is subject to several contingencies noted in the June 12 letter from Jeffrey Taylor, Office of State Planning.

Mrs. Roy requested a Non-Public session.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Mrs. Gates stated that the Maintenance Department has been very busy this summer with various projects. The Water Division had its annual lead/copper test and the number of test sites was cut in half by the State because of the County's perfect record. This will reduce testing costs. Thursday night water systems equipment will be installed at the Jail during the lockdown period. The haying has begun. The Flood Mitigation Project at the Jail is going well.

MB
Date _____

Maintenance has been running tests on altitude valves for when the water tower goes off line during repairs. Repairs are expected to begin next week. Mrs. Gates will send abutters a letter notifying them when the repairs will begin.

Mrs. Gates is spending a lot of time on the telephone with the State regarding Lagoon #3. Mrs. Gates should have a bid waiver for the engineering firm to do the work ready for the Commissioners signature by next Friday. The projected repairs will be somewhere in the vicinity of \$500-\$750,000.

There will be a special Commissioners' Meeting Friday, June 22 for Maintenance issues involving Lagoon #3.

Bids were opened for HVAC system cleaning:

Fire Pro
Northeast Ventilation

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home. The census is 217. There are 27 applications for admission, of which 16 are incomplete.

The Commissioners signed a Release of Attachment for a former Nursing Home lien and a Residency Waiver.

Mr. Sturtevant reported that he was scheduled to attend the Certificate of Board meeting on Thursday. He had been under the impression that the Board had ruled earlier that the Underhill Project would be subject to review since the project is tied to the nursing home. However, the Board Staff had no recollection or record of this action. He has forwarded a letter formally requesting the Board to rule on the need to be subject to a complete review.

Wednesday, June 20 at 9:00 a.m. an inspector from the Bureau of Health Facilities will be here to look at the progress of the Driscoll project.

Mr. Sturtevant reported on the July 4th activities to be held on the Complex the night of July 4th in conjunction with the Town of Brentwood. The annual fireworks display is scheduled for that evening at 9:00 PM. He noted there is still a need for volunteers and all are welcome to assist.

MOVED: Commissioner Pratt to approve a Residence Waive Request.

SECONDED: Commissioner Barka.

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

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that there were bids to be opened.

Bids were opened for networked PC's:

Gateway
PC Connections
Micro C, Inc.
Turbotek
CDW

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

SECONDED: Commissioner Barka.

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

Micro C had requested that the County sign and pay for a year's contract up front with them, but Frank Stoughton preferred to continue to use them as a consultant on an as-needed basis.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
June 12, 2001**

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

Discussion: Termination of a probationary period employee.

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

Discussion: An earned time issue.

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Pratt, Martha Roy, Theresa Young, Christine Croto and Maryann Brickett.

Discussion: A step increase for a Sheriff's Department employee.

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

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:10 p.m.

MB
Date _____

Respectfully submitted,

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

Received by,

K.K. Pratt
Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
7/10/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
June 26, 2001**

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

Also present: Cathy Stacey, Register of Deeds; Sheriff Daniel Linehan,
Capt. Joe Akerley, Christine Croto, Sheriff's Dept.; Dep.
Supt. Al Wright, Louise Turner, Dept. of Corrections; Theresa
Young, Finance Director, Judie Milner, Finance Office; Roy
Morrisette, Asst. Human Resources Director; Jude Gates,
Asst. Director of Engineering/Maintenance; Bill Sturtevant,
Nursing Home Administrator; Rollie Barnaby and Nancy
Adams, UNH Cooperative Extension; Maryann E. Brickett,
Executive Assistant to the Commissioners.

Also present: David Plaice, Probation Department.

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

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of the May 29, 2001
Commissioners Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the June 12, 2001
Commissioners Meeting.

SECONDED: Commissioner Barka.

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

Date 7/11/01

David Plaice stated that preparations to move to a new location are taking longer than expected. The Probation Department is now on a month-to-month lease status but will need additional time to effect this move. The Commissioners requested that the Probation Department provide an amended lease, with an expiration date of December 31, 2001 for the Commissioners signature. Mr. Plaice said that he would get a revised lease for the Commissioners to sign.

MOVED: Commissioner Pratt to have the Probation Department provide an amended lease, with an expiration date of December 31, 2001 for the Commissioners' signature.

SECONDED: Commissioner Barka.

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

REPORT FROM THE REGISTRY OF DEEDS:

Mrs. Stacey stated that her earned time policies are different than those in the Rockingham County Personnel Policies & Procedures Manual. Probationary employees may accrue but not use earned time during the first 6 months of employment. Likewise, they may take vacation after they have been employed for one full year. The County Management Team is an Ad Hoc Committee that makes recommendations, but the Commissioners have the ultimate vote on policy changes. Roy Morrisette stated that this practice changed with the change to earned time. Theresa Young stated that several departments have exceptions on file with the Finance Department due to diverse staffing needs. Commissioner Barka referred to an opinion 1997 letter from Devine, Millimet & Branch. Sheriff Linehan brought up the Supreme Court case of Trachy vs. Laframboise and gave a copy to the Commissioners. This case states that the Sheriff's office is not under the jurisdiction of the Commissioners. Commissioner Pratt requested that both Cathy Stacey and Dan Linehan provide the Commissioners and the Finance Department with a copy of their department personnel policies. Sheriff Linehan stated that because of the Supreme Court decision, the Sheriff's Department changed their policies and will send a revised copy to Human Resources and Finance. The Commissioners have ordered an opinion letter from legal counsel. Sheriff Linehan stated that he would prepare a position paper on the issue. Commissioner Barrows recommended that these issues be brought up at the next County Management Team meeting. Mrs. Stacey stated that she would provide her department's personnel policies for the Commissioners and the Finance Department on the issues.

Date MB
7/11/01

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that he had traveled to Schaumburg, Illinois to inventory the Sheriff's Department new state-of-the-art radio equipment, which will be received later this year. The Sheriff's Department had worked on this project since 1992. The new radio equipment, microwave dishes and other infrastructure equipment is worth approximately \$750,000 and will cost the County only \$50,000 this year and \$50,000 next year in matching monies. This equipment will be replacing old analog equipment. There will be mobile data terminals with internet images in the cruisers.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Dept. Supt. Al Wright gave the census report.

Mr. Wright stated that the training for the new jail management system (DSI) is ongoing. This system will allow better management and comparison of inmates with other police departments.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young reported that she has been working with Judie Milner in the financing issues for the Lagoon #3 project.

Mrs. Young requested a Non-Public session.

REPORT FROM HUMAN RESOURCES:

Roy Morrisette stated that there will be a blood drive July 13 for Mrs. Rohr from 11 a.m. to 4 p.m.

Mr. Morrisette requested a Non-Public session.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Mrs. Gates requested that the Commissioners sign a bid waiver in the amount of \$115,000 to Hoyle, Tanner & Associates, Inc. for engineering of emergency repairs to Lagoon #3. Mrs. Gates spoke with Rudolph Kobel and sent copies of her report to Reps. Clark, Katsakiores & Kobel. The engineers recommended by the NH DES have been contacted. Mrs. Gates has also consulted with Attorney Stephen Hermans.

MB
Date 7/11/01

The fire sprinkler system being installed in the horse barn will be completed today. The rigging for the water tower interior is nearly completed. Work on the rigging of the exterior will begin in a couple of weeks. The work is going very well. Per Mrs. Gates June 22, 2001 memo to the Commissioners, Well #3 is being cleaned. The cost of the necessary repairs is exceeding the original award by approximately \$5,000. To compensate for the cost of the unexpected repairs, Mrs. Gates plans to cancel the exterior masonry work on the Carlisle Building and the Jail and apply the \$5,000 savings toward the repairs. Mrs. Gates recommended an increase to the bid award for the repairs to Well #3 for Barrie Miller's Well & Pump Service, Inc. in the amount of \$5,115.

MOVED: Commissioner Pratt to increase the bid award to Barrie Miller's Well & Pump Service, Inc. for repairs to Well #3 in the amount of \$5,115 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates recommended that the HVAC system cleaning bid be awarded to Fire Pro, the low bidder in the amount of \$3,315.00.

MOVED: Commissioner Pratt to award the bid for HVAC system cleaning to Fire Pro the low bidder in the amount of \$3,315 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates advised the Commissioners that she might need a transfer before the last Friday in July. Lagoon #3 must to be on line by October 1. There is money in the capital improvements line to cover this. Commissioner Pratt requested that lagoon costs be paid from the capital improvements line and that any needed transfers be done after approval by the Executive Committee in July.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home.

Date MB
7/11/01

Bids were opened for fish:

Cambridge Packing
Orca Bay
U. S. Foods Service
Favorite Foods
Shaheen Bros.

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

SECONDED: Commissioner Barka.

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

Bids were opened for waste removal:

PT Container (returned)
Trukaway (returned)
Best Way Disposal (returned)
NorthEast Recycling
Coastline Waste Services
Waste Management Services
Atlantic North

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Nancy Adams updated the Commissioners on the Master Gardener Program. It is time to develop a permanent organizational structure of the Garden so that long-term plans could be made and implemented. After consulting many botanical gardens throughout the country, a nonprofit (501-C3) corporation appears to be the best form of governance for the garden. It is hoped that this Master Garden will be used as an educational site. Commissioner Barka asked about a partnership lease between County government, UNH, the Master Gardeners and a non-profit organization. Commissioner Barrows asked about

MB
Date 7/11/01

working with the Greater Piscataqua Community Foundation. Many options for funding are being explored. The County budget provides for nominal funding assistance for this project.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
June 26, 2001**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Dan Linehan, Joe Akerley, Christine Croto, Steve Schulthess, and Maryann Brickett.

Discussion: Sheriff's Department lawsuits.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Theresa Young, Judie Milner, Julie Hoyt, Roy Morrisette and Maryann Brickett.

Discussion: Reimbursement of an employee's medical expenses.

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

Discussion: A payroll issue.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Cathy Stacey, Dan Linehan, Joe Akerley, Christine Croto, Al Wright, Louise Turner, Judie Milner, Julie Hoyt, Roy Morrisette, Jude Gates, Bill Sturtevant, and Maryann Brickett.

Discussion: Employee overtime issues.

Date MB
7/11/01

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to settle two Sheriff's Department lawsuits.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to reimburse an employee for a medical expense.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to have an employee pay back social security funds by the end of the year 2001.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. 1 Nay (Commissioner Barrows). Motion passed in the affirmative.

Commissioner Barrows left the meeting at this point.

MOVED: Commissioner Pratt to approve an exception to the County's personnel policies for the Sheriff's Department and to issue manual checks.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

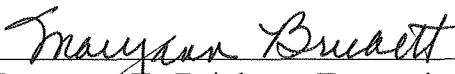
SECONDED: Commissioner Barka.

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

MB
Date 7/11/07


Meeting adjourned at 1:30 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
8/7/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 11, 2001**

Present: Commissioner Maureen Barrows
Commissioner Ernest P. Barka

Also present: Judie Milner, Finance Office; Jude Gates, Asst. Director of Engineering/Maintenance; Maryann E. Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:15 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Barka to approve the minutes of the June 26, 2001 Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka that in accordance with RSA 28:7, the Commissioners seek the County Convention's authorization to repair and improve the wastewater treatment system. Costs will be in excess of \$5,000. The County Convention will vote on the funding source in the near future.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to add the Addendum for employee's benefits to the Pay & Classification Study for an additional fee of \$3,500.

SECONDED: Commissioner Barrows.

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

Date MB
8/7/01

MOVED: Commissioner Barka to have Mrs. Gates evaluate the bids for paving and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to have Mrs. Gates evaluate the bids for vehicles and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

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

SECONDED: Commissioner Barrows.

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

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to award the bid for fish to the low bidders per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to award the bid for waste removal to Waste Management per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MB
Date 8/7/01

MOVED: Commissioner Barka to approve a residency waiver per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to award the bid for networked PC's to Turbotek per the recommendation of Mr. Stoughton. This is a 36-month capital lease with a \$1 buy-out. The per unit price is \$1,383.29, and the total price for 20 units is \$27,665.80 through Lehigh Municipal Leasing.

SECONDED: Commissioner Barrows.

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

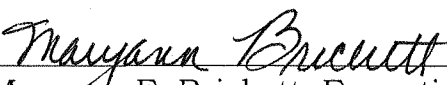
MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 10:30 a.m.

Respectfully submitted,



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

Received by,



Ernest P. Barka, Vice Chairman
Rockingham County Commissioner

Date MB

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 10, 2001**

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

Also present: Capt. Joe Akerley, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director, Finance Officer; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE:

Commissioner Pratt stated that during the Pay & Classification interviews, employees requested that employee benefits be reviewed as well. Bennett & Company have stated that they can complete this within the original end of August time frame. The frozen regrade positions can not be reviewed as soon as desired. It was requested that the Quarterly Review Meeting be postponed a week, but that was not possible. The report should be completed by the end of August and can be reviewed during September and October. The regrades can then be reviewed by the Salary Subcommittee and hopefully be approved by the Delegation in October.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Capt. Joe Akerley stated that the Sheriff was attending a 911 Meeting.

Capt. Akerley commended the Maintenance Dept. for the construction of a transaction window which can be used by attorneys and process servers to process paperwork. This maximizes security and reduces the number of times people have to be buzzed into the Sheriff's offices.

Capt. Akerley reminded everyone that the Sheriff's Dept. has about 8 dozen large orange traffic cones, which are stored at the Petting Barn. Persons wishing to borrow them can contact the Maintenance Dept.

The Sheriff's Dept. requested that the Commissioners sign a bid waiver for the purchase of ammunition from Riley's Sport Shop. Commissioner Pratt asked why the Sheriff's Dept. did not send out a Request For Proposal. Capt. Akerley stated that the Sheriff's Dept. got quotes from several vendors, and Riley's was the lowest vendor.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. Supt. Charron requested a Non-Public session.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young reported that the auditors' exit conference will be August 21 at 9:00 a.m.

The Finance Office is sending out two RFPs today, Actuarial Review of Self-Insured Workers Compensation and Health Funds, and Professional Valuation Services.

The Salary Subcommittee Meeting is tomorrow at 9:00 a.m. in the Delegation Office.

The Finance Office will contact the Treasurer's Office regarding the Lagoon project and the borrowing. The county could not secure a TAN borrowing in the month of June, but will pursue another line of credit. The BAN will renew in August.

Cheryl Hurley requested that the following be read into the minutes: "Following the July 9 meeting between the Commissioners and Delegation officers, Rep. George Katsakiores, Rep. Vivian Clerk and Rep. David Welch sent a letter to the Board of Commissioners concerning the emergency repairs to the wastewater treatment facility. They support these emergency repairs and will be hold a meeting of the Delegation July 20 to authorize increasing funding for improvements to the Rockingham County Complex."

REPORT FROM HUMAN RESOURCES:

Mrs. Roy reported that the Pay & Classification study is ongoing and encouraged departments to have their employees fill out their questionnaires in advance of their interviews. Interviews will be concluded next week.

REPORT FROM HUMAN SERVICES:

Diane Gill reported on HB442, which was signed by the Governor on June 21. This legislation should be of great benefit to all the counties. The Dupont Group worked very hard with Ellen Ann Robinson, Rhona Charbonneau and Mrs. Gill on this bill. This bill lengthens the period of time for counties to pay their state bills from 30 to 45 days. This bill allows counties to reject or not pay any bills for services that are not received within 18 months of the provision of the service. This bill also allows for a Memorandum of Understanding to be negotiated between the counties and the State juvenile facilities. This will provide the counties with information on an ongoing basis to allow them to better prepare their budgets. It also establishes an 80% utilization rate for the facilities. If the utilization rate goes below 80% they can not bill the counties for the deficit.

Commissioner Barrows stated that she spoke with Ed Dupont and he was very complimentary of Mrs. Gill's involvement in this situation. The Commissioners were very supportive and pleased with all that Mrs. Gill has done on behalf of the County.

Mrs. Gill discussed the June 20, 2001 letter from Commissioner Don Shumway regarding waiving interest payments and the calculation of the cap on County liability under SB 409.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that the water tower project has been postponed today due to high humidity. The interior is being blasted and painted concurrently. Mrs. Gates spoke with Brian Hilliard at DES, Wastewater Operations and invited him to the Executive Committee Meeting next Friday at Rep. Francoeur's recommendation. He will be available to address issues concerning Lagoon #3. He is at the lagoon overseeing operations.

Bids were opened for paving work:

Rome Construction
Bayside Paving

Bids were opened for vehicles:

Tilton Ford
Best Ford
Hillsboro Ford

Commissioner Pratt stated that the Delegation officers met yesterday with the Commissioners regarding the leak in lagoon #3. The full Delegation will meet next Friday to approve repairs which are over \$5,000. The Public Hearing will be at 9:00 a.m., Executive Committee (lagoon only) at 9:30 a.m., Full Delegation at 10:00 a.m., Executive Committee reconvening following around 10:30 a.m. the Quarterly Review Meeting.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home.

Mr. Sturtevant recommended the fish bid be awarded to the low bidders, Shaheen Bros. and Orca Bay.

Mr. Sturtevant recommended that the three-year contract be awarded to Waste Management.

The July 4 festivities were very successful. About 5-6,000 people were in attendance. E.F.F.O.R.T.S took in over \$6,000.

Last Friday there was a follow-up to the April State survey. All areas were within compliance and all issues were cleared.

This Friday is the blood drive in the Hilton Auditorium from 11 a.m. to 4 p.m. Mr. Sturtevant requested that employees give blood in the name of Mrs. Rohr.

Mr. Sturtevant will be in Concord on August 7 at the Certificate of Need Board regarding the Underhill project.

Senate Bill 167, legislation proposed by the Health Care Association to study long-term care. The counties get 2 representatives on the Committee. The Dupont Group worked with the county to establish a Payer Committee, which allows the county two representatives, and allows the counties to become aware of matters that affect the Human Services budget. Jim Monahan stayed very much on top of this issue.

Date
 MB

Bids were opened for bakery goods:

Donahue Bros.
C.S. Woods
Sysco
U. S. Food Service

Bids were opened for linen:

Victor Rome Sales
Gerber sales
Star Linen
Acme Supply
Poseidon
Textile Sales
Imperial Linen

Bids were opened for paper:

Portsmouth Paper
Eastern Bag
Interstate Packaging
Sysco
Central Paper
Reed Distributors
Interboro Packaging

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

SECONDED: Commissioner Barka.

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

Mr. Sturtevant gave the Commissioners a copy of the 2nd quarter report he sent to Rep. Johnson, which discussed staffing shortages, the use of agency personnel, the need for overtime, and the increase of prepared meals.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton gave a summary and his recommendation for the networked PC's. Turbotek, a local company, was the low bidder. Included in this

MB
Date _____

proposal is a battery power backup unit. The unit price is \$1,383.29, for a total of \$27,665.80 for 20 complete PC units.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
July 10, 2001**

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

Discussion: A regrade recommendation for the Department of Corrections.

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

Discussion: A residency waiver.

Discussion: Recognition of a former employee.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

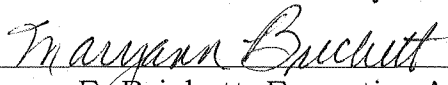
SECONDED: Commissioner Barka.

Date MB

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


Meeting adjourned at 11:30 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

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Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 24, 2001**

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

Also present: Lt. Mark Peirce, Sheriff's Dept.; Deputy Treasurer, Tim Dempsey; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE:

Bids were opened for the road construction at the Wentworth Hotel:

Methuen Construction Co., Inc.
Gove Construction Services Co., Inc.
R. M. Piper, Inc.
Severino Trucking Co., Inc.
R. S. Audley Inc.

MOVED: Commissioner Barka to have the Human Resources Director evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Martha Roy stated that the Hilton Auditorium was available for the vendors to review the bid proposals.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Lt. Peirce stated that the Sheriff's Dept. has no report.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. There are now 14 inmates on the home monitoring system.

Supt. Charron stated that he wished to award the paper/plastic to Portsmouth Paper.

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

SECONDED: Commissioner Barrows.

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

Supt. Charron recommended that Hillsboro Ford be awarded the bid for the food van in the amount of \$25,274 with an annual payment of \$9,109.92 for a 36-month lease. Mrs. Gates stated that Supt. Charron and she have been working with the Sheriff's Dept. discount for fleet vehicles.

MOVED: Commissioner Pratt to award the food van bid to Hillsboro Ford in the amount of \$25,274, with an annual payment of \$9,109.92 for a 36 month lease per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

Supt. Charron requested a Non-Public session.

Commissioner Pratt joined the meeting at this point.

REPORT FROM THE FINANCE DEPARTMENT:

Paul Martel, Vice President of Government Banking from Bank of New Hampshire spoke to the Commissioners regarding the bond anticipation money. He will be speaking with the Committee on Friday and did not foresee any problem getting the second portion of the County's operating funds

approved. The Bank's policy doesn't usually allow the Bank to loan more than \$10 million dollars to one entity, and the County will be borrowing \$15 million dollars. Mr. Martel thanked the Commissioners for allowing him to speak at the meeting this morning. Commissioner Barrows thanked Mr. Martel for meeting with the Commissioners this morning and assisting the County with their financial matters.

Theresa Young reminded everyone that the Finance Department's first training session will be held next Thursday, August 2. The trainers will be Kathy Nikitas and Judie Milner.

There will be a Treasurer's meeting tomorrow afternoon.

Tim Dempsey signed the documents that the Finance Office needs for the bond authorization note.

The cash flow/cash accounts meeting will be this Friday at 10:30 a.m. The Commissioners will vote on the TAN bids. The following Friday the Commissioners will need to meet for bids on the bond anticipation notes.

REPORT FROM HUMAN SERVICES:

Diane Gill distributed her March and April monthly reports. Her department has just completed the April State bill. They have received the May bill.

Mrs. Gill discussed the State cap situation. Commissioner Pratt suggested that this issue be discussed in a Non-Public session as litigation was suggested by John Wallace in June.

Mrs. Gill is continuing to work with YDC in an attempt to reconcile the 2000 and 2001 bills. The State will experience another financial crunch in August.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the containment on the exterior of the water tower will be going up shortly.

The mitigation project at the Jail is almost complete. The berm and the newly heightened dam will be reseeded this week. Upon completion, Mrs. Gates will call FEMA to do an inspection and have all the engineering documents signed. The Jail has been floodproofed for a 100-year storm.

MB
Date _____

The cleaning of Well #3 has been completed and it will be back on line as soon as the readings for the iron content are received.

There is progress on Lagoon #3. The contracts have been reviewed and approved by DES following the recommendations of Attorney Hermans. A sample of the liner material was sent to a vendor in Maine so that they could run tests on it and make a determination on whether they would be able to give a warranty on a repair (replace the entire bottom and weld a seam to the side slopes) versus a complete replacement.

MOVED: Commissioner Pratt to authorize the Chairman of the Board of Commissioners to sign the required contracts and documents relative to the Lagoon #3.

SECONDED: Commissioner Barka.

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

The fire sprinkler system in the horse barn is being completed, tested and going on-line today. The Fire Department has been notified. The cage units and shelving for storage are also being constructed.

Mrs. Gates recommended Hillsboro Ford for the new $\frac{3}{4}$ ton pickup truck with plow. This was a collaborative RFP between the Maintenance and Corrections Departments. Deputy Supt. Al Wright and Mrs. Gates reviewed the proposals and have negotiated costs. Mrs. Gates would like to recommend Hillsboro Ford in the amount of \$9,412.82. This is more than Mrs. Gates has in her budget, but it will not require a line item transfer because it is over our appropriation by less than \$1,000.

MOVED: Commissioner Pratt to accept the recommendation of Mrs. Gates to award the bid for vehicles to Hillsboro Ford in the amount of \$9,412.82 per year for a three-year lease.

SECONDED: Commissioner Barka.

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

Mrs. Gates reported that the low bidder for the paving was Rome Construction in the amount of \$92,050. This project was placed in the bond for \$75,000. Mrs. Gates requested that the additional \$17,000 needed to complete this project come from the capital contingency line. She has spoken with Theresa

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

Bids were opened for the administration of Workers Compensation Self Insured Fund. Bids were received from:

Northern General Services of New Hampshire
Cambridge Integrated Services
Travelers Group

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

SECONDED: Commissioner Barka.

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

Mr. Sturtevant reported that 100 units of blood were received during the blood drive last Friday.

E.F.F.O.R.T.S would be publishing a new cookbook shortly and would like to solicit new recipes.

There will be Christmas in July festivities Wednesday, July 25, with Santa, carols, movies, and every staff member will receive a nursing survival bag.

Mr. Sturtevant and Mrs. Gill will be attending a meeting of the SB 409 Committee in Belknap County on Monday, July 30.

Mr. Sturtevant and Mrs. Gates have been discussing the Blaisdell building nurses call system. There are several problems, and it is on the upcoming project list.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that he will be ordering the new leased PCs shortly. One final piece of paperwork needs to be signed by the County Attorney. The PCs should arrive within 2-3 weeks.

Mr. Stoughton continues to assist the Jail with their new management system (DSI).

Commissioner Pratt stated that she was speaking with Leo Lessard (Register of Deeds/Strafford County) at the NACO Conference in Philadelphia and he suggested that Rockingham County co-host the 2002 NHACo Conference to be held in the Portsmouth area next year. Perhaps a dinner could be held at the newly renovated Wentworth Hotel one evening.

MOVED: Commissioner Pratt to accept Leo Lessard's invitation to have Rockingham County co-host the 2002 NHAC Conference with Strafford County.

SECONDED: Commissioner Barka.

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

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a), (c) and (e) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
July 24, 2001**

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

Discussion: The medical services contract and overtime issues.

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

Discussion: Termination of two probationary employees and Lagoon litigation #3 issues.

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

MB
Date _____

Discussion: Payment of State bills.

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

SECONDED: Commissioner Barka.

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

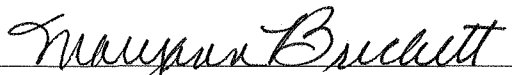
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 12:10 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 27, 2001**

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

Also present: Sheriff Dan Linehan; Tim Dempsey, Deputy Treasurer;
Theresa Young, Finance Officer; Maryann E. Brickett,
Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE:

The Commissioners met with Sheriff Linehan to discuss several issues.

The Commissioners met with Nancy Lang to award the bid for administration of Workers Compensation Self Insured Fund. Mrs. Lang stated that three companies responded to the RFP, Constitution State Services Company, Northern General Services and Cambridge Annuities. Mrs. Lang recommended that the bid award go to Constitution State as they provided the most complete services for the dollars. They charge a flat administration fee of \$2,800 per year and then a per claim fee. The contract would be for a two-year period. The Commissioners requested a provision that Constitution State retain Mary Ashcroft as the program adjuster for the County's account.

MOVED: Commissioner Pratt to award the bid for administration of Workers Compensation Self Insured Fund to Constitution State Services Company for a two-year period, an administration fee of \$2,800 per year, and contingent upon retaining Mary Ashcroft as the County's adjuster.

SECONDED: Commissioner Barka.

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

The Commissioners signed a lease extension with the NH Department of Corrections, Probation Parole for a period not to exceed 8-months from May 6,

2001 through January 5, 2002, with an annual rental amount of \$22,969.80, prorated to eight monthly installments of \$1,914.15.

MOVED: Commissioner Pratt to extend the current lease with the NH Department of Corrections, Probation Parole for a period not to exceed 8-months from May 6, 2001 through January 5, 2002, with an annual rental amount of \$22,969.80, prorated to eight monthly installments of \$1,914.15 and authorize the Chairman to sign the required documents.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to renew the Employment Practices Liability Insurance policy for the County and to authorize the Chairman to sign the renewal application and any other required documents.

SECONDED: Commissioner Barka.

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

The Treasurer's Office received TAN bids, Bank of New Hampshire – 4.0% and Citizens – 4.58%.

The Commissioners next met with Paul Martel, (Bank of New Hampshire), Deputy Treasurer Tim Dempsey, and Theresa Young to discuss the bids. In Paul Martel's letter to Cynthia McNerney, Sr. VP of First Southwest Company in Boston he states:

“Bank of New Hampshire is submitting a bid of 4.0% on the private placement of Rockingham County's \$10,000,000 Tax Anticipation Notes to be dated August 3, 2001 and payable December 31, 2001 with the right of prepayment. The approval is contingent upon the establishment of the County's general operating account banking relationship with the Bank of New Hampshire.** Please be advised that all necessary bank approvals for this borrowing are in place.”

After lengthy discussion, the Commissioners and Mrs. Young requested that Mr. Martel add a provision to this letter: **If a bid/bid waiver review by County officials determines it is in the best interest of the County. Commissioner Pratt referred Mr. Martel to RSA 28:8-f which defines the competitive bidding requirements for Rockingham County. Mrs. Young and Tim Dempsey will

MB
Date _____

review and update the banking service proposals with Mr. Martel and the other banks that bid and may draft an appropriate bid waiver for the Commissioners' signature. The banking services will be for a period longer than one year. Mr. Martel will speak with the loan committee to see if the Commissioners' provision will be acceptable.

MOVED: Commissioner Pratt to revisit the award of TANs at a special Commissioners' Meeting next week.

SECONDED: Commissioner Barka.

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


MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:30 a.m.

Respectfully submitted,



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

Received by,

Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
July 30, 2001**

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

Also present: Tim Dempsey, Deputy Treasurer; Theresa Young, Finance Officer; Maryann E. Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:52 a.m.

REPORT FROM THE TREASURER'S OFFICE:

Tim Dempsey stated that he and Theresa Young would prepare a bid waiver for the Commissioners' signature. Tim would be giving the banks that responded to the Request For Proposal sent out several months ago a chance to update their bid figures. He would analyze the current figures and update the Commissioners at the Friday, August 3 meeting. Items to be placed on the agenda for Friday would be the award of the Tax Anticipation Notes, and the opening and awarding of the BANs.

REPORT FROM THE COMMISSIONERS' OFFICE:

The Commissioners discussed the redistricting of Rockingham County. The Commissioners would be suggesting to the Delegation that Kingston, which is contiguous with District 1 and has a population of 5,862, be taken from District 2 and added to District 1. This would bring all three districts into the 90,000-population range.

The Commissioners discussed who would be representing Rockingham County at the NHACo Executive Committee Meeting Friday, August 3 and at the Commissioners' Council Meeting immediately afterward. Commissioner Pratt agreed to attend the meetings on behalf of Rockingham County. Commissioners Barrows and Barka will hold a special Commissioners' Meeting to open the BAN bids and for other business. The Commissioners agreed to report that Rockingham County continues to hold its payments and to suggest that the Association send these issues out for legal review.

Date MB

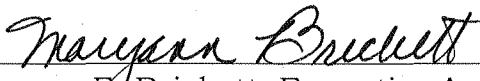
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 11:45 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB

Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
August 3, 2001**

Present: Commissioner Maureen Barrows
Commissioner Ernest P. Barka

Also present: Sandy Buck, Treasurer; Tim Dempsey, Deputy Treasurer;
Maryann E. Brickett, Executive Assistant to the
Commissioners.

Commissioner Barrows called the meeting to order at 11:30 a.m.

REPORT FROM THE TREASURER'S OFFICE:

Banking services were discussed.

Tim Dempsey advised the Commissioners that two bids were received for tax anticipation notes, Bank of New Hampshire (BankNorth) for 4% and Citizens for 4.58%. After careful review of all the factors involved, it is the recommendation of the Treasurer's Office that the TAN bid be awarded to Bank of New Hampshire (BankNorth).

MOVED: Commissioner Barka to accept the recommendation of the Treasurer's Office to award the bid for Tax Anticipation Notes to Bank of New Hampshire (BankNorth) in the amount of \$10,000,000 at an interest rate of 4% and to authorize the Chairman and Vice Chairman to sign the necessary paperwork.

SECONDED: Commissioner Barrows.

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

Bids were opened for bond anticipation notes. Bids were received from:

BankNorth	4.19
Citizens Bank	4.85

MB

Date _____

MOVED: Commissioner Barka to accept the recommendation of the Treasurer's Office to award the bid for Bond Anticipation Notes to Bank of New Hampshire (BankNorth) in the amount of \$4,700,000 at an interest rate of 4.19% for the Jail lagoon and other projects and to authorize the Chairman and Vice Chairman to sign the necessary paperwork.

SECONDED: Commissioner Barrows.

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

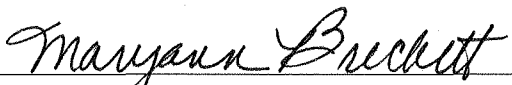
MOVED: Commissioner Barrows to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 11:45 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
August 7, 2001**

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

Also present: Cathy Stacey, Register of Deeds; Lt. Jim Szeliga and Bob Jordan, Sheriff's Dept.; Sandy Buck, Treasurer; Tim Dempsey, Deputy Treasurer; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann E. Brickett, Executive Assistant to the Commissioners.

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

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Barka to approve the minutes of the July 11, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barrows.

ABSTAIN: Commissioner Pratt who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

Requests for Proposals were opened for insurance consultant services. Bids were received from:

New England Employee Benefits Co.
Marsh USA Risk Services Inc.
USI New England
Group Benefits Strategies

MB
Date _____

MOVED: Commissioner Pratt to have Theresa Young and Martha Roy do a preliminary evaluation of the proposals.

SECONDED: Commissioner Barka.

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

Deputy Treasurer Tim Dempsey stated that he would like more time to review the bids before making a recommendation at the next Commissioners' Meeting. Paul Martel of Bank of New Hampshire is currently on vacation and Tim would like to get clarification on several items, especially Aetna's credit rating.

August 17, the County will pay off the \$1,500,000 tax anticipation note and the initial bond anticipation note on October 17.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that July was the best month in her department with revenues and document counts up more than 50% over last year's figures.

Mrs. Stacey received an e-mail from the New Hampshire Association of Counties informing her that the National Institute of Corrections conducted a needs assessment for Cheshire County and data was requested of all other counties in New Hampshire as well. This information will be shared at the Friday, August 10 Superintendents' Meeting.

Mrs. Stacey and the Commissioners discussed briefly the possibility of the County collecting funds twice a year, similar to when the towns in Rockingham County collect their tax money.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Commissioner Pratt asked Lt. James Szeliga about the \$100,000 in the Sheriff's budget (\$50k this year and \$50k next year) to pay for the County's share of the one million dollars for installation expenses of the new radio equipment. Lt. Szeliga stated that additional grants are being pursued and would give the Commissioners an update on this when he had more information.

The Commissioners signed a bid waiver in the amount of \$8,200 to Information Management Corporation (IMC), a sole source vendor for the existing Dispatch software.

MB
Date _____

Requests for Proposals for firearms equipment were opened. Proposals were received from:

Riley's Sport Shop, Inc.
Kiesler Police Supply

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. There are now 12 inmates on the home monitoring system.

The State has been billing the Jail for medication for female prisoners. Mr. Charron communicated to the State that it was not his intention to pay for these items. The State responded that arrangement was acceptable.

Supt. Charron recently found out that Mosler has closed their doors and is no longer in business. They have been servicing the security system at the Jail for a number of years. USI New England been assisting Supt. Charron in locating another vendor for service, possibly Diebold.

Supt. Charron stated that he would like to meet with the Commissioners to discuss the PrimeCare contract and staffing problems they are experiencing. Supt. Charron said that he is currently doing just that. PrimeCare originally took over from CCHC. They wish to amend their contract as they are already in the red for this year.

Commissioner Pratt asked if Supt. Charron had researched any other possible vendors, i.e. the vendors she met at the NACo conference. PrimeCare has a 180-day out clause in their five-year contract. Supt. Charron stated Linda Pauly of the Dupont Group would be sending him that information and he has found other vendors as well. He will find out what vendors service a facility under 500 inmates.

MB
Date _____

Commissioner Pratt suggested that the Commissioners and Supt. Charron meet with Prime Care in about two weeks' time. Supt. Charron said he would set up the meeting and let the Commissioners know the date and time.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young reminded everyone that the Finance Department's first training session was held Thursday, August 2. The trainers were Kathy Nikitas and Judie Milner.

Mrs. Young attended a portion of the Commissioners Council Meeting in Concord last Friday. Jim Monahan stated that the Governor has set aside funds for the costs incurred by counties.

Strafford County will be setting up a model for all the counties to use in determining interest costs and other expenses. Commissioner Pratt added that it is her understanding that Commissioner George Maglares will set up the template only for dealing with bond counsel to answer the question of what rate we would have paid if the Galway situation had not occurred. Mrs. Young stated it was her understanding that Mr. Maglares was to set up a template for all the counties to use to present a figure of incurred costs. He will call Moody's to get the interest rate to figure out this cost.

Commissioner Pratt suggested to Mrs. Young that Rockingham County present figures we feel are relevant. Diane Gill stated that Rockingham County will have the highest charges since we incurred the most interest. Most other counties paid their state bills and in the case of Hillsborough County, the interest incurred was not due to the Galway decision. The Human Services Administrators will provide Jim Monahan with the interest charges incurred. Carroll County and Cheshire County were minimal, about \$1,400-\$1,500.

Commissioner Pratt recommended that Mrs. Gill inform Mr. Monahan that the County has also lost funds on the internal service funds interest, etc. Mrs. Young would like the opportunity to see Mr. Maglares' template and return to him with comments and notes. Cathy Stacey commented that the county has to protect their interest. The size of the county and the borrowing situation is entirely different from other counties. Diane Gill stated that Jim Monahan of the Dupont Group will coordinate the information.

Commissioner Pratt requested that Mrs. Young actively pursue this with Strafford. County Commissioner Maglares reported that in a conversation with Governor Shaheen, she would try to find a way to make the counties whole for

MB
Date _____

extra costs incurred because of state property tax issues this year. Rockingham County is gathering information to send to the Governor outlining the interest charges incurred by counties. Mrs. Gill estimates the interest charges for Rockingham County at about \$130,000.

Commissioner Pratt stated that at the Commissioners Council Meeting, the issue of caps was discussed. It was decided to send this information out to legal counsel for review. Theresa Young asked if the May/June State bill would be held until independent legal counsel advised the Commissioners of their findings. The Commissioners replied that it should be held. Mrs. Young asked about sending another letter to Commissioner Shumway, and felt we should hold pending advice of legal counsel.

Mrs. Young has prepared a letter recommending the fiscal year not be changed, but is holding pending additions from Nancy Cook, Finance Officer of Belknap County.

Budget documents for 2002 will be ready for the Commissioners next week. Commissioner Pratt stated that the personnel portion should be done by September, i.e. regrades, new positions, etc. Mrs. Young stated that if those figures are not in early, it holds up all the payroll projections when departments receive their operating budgets back. Martha Roy stated that the Human Resources letter this year will be a little different and will incorporate the new, more detailed forms discussed with the Pay & Classification consultants. Commissioner Barrows suggested an early cut-off date.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that Human Resources will be sponsoring a seminar put on by Ann McCardle of the McCardle Group. She did the piece on annual evaluations at the Supervisors Academy last year. She will be doing a one-day seminar in conjunction with Jim Reidy of the law firm Sheehan, Phinney, Bass & Green on Thursday, September 20. The seminar will focus on the art of supervision, but will center around performance evaluations and the importance of documenting issues as they come up.

Bids were opened for engineering services for the relocation of Route 1B in New Castle. Bids were received from:

Underwood Engineers, Inc.
Hoyle, Tanner & Associates Consulting Engineers
Holden Engineering & Surveying, Inc.

Date MB

Dubois & King Inc.
CLD Consulting Engineers, Inc.

MOVED: Commissioner Pratt to have Donna Lane, CDBG Coordinator evaluate the bids and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

Commissioner Pratt asked if all the sub-recipient agreements have been finalized. Martha Roy stated that she left a message for Donna Lane this morning concerning just that. The only contract currently not in place is the REDC agreement. Mrs. Roy spoke with Jeff Taylor at the Office of State Planning and he asked that this contract be held pending commencement of the start of construction and award of the Request For Proposal to the actual contractor. There has not been any work performed at the site.

Food Service Director Don Ramsey has requested that Martha Roy look into the possibility of Rockingham County employees obtaining discounted ski passes to Gunstock Ski area.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that the May bill was completed yesterday and the June bill has arrived. Attached to Mrs. Gill's May report is a calculation sheet outlining Rockingham County state bills for the period July, 2000 through June, 2001. She has recalculated payments based on the State's interpretation of payments made toward the cap. The exposure this year will be \$10,158,145.11, thus the county is still below the disaggregated cap of \$10,200,000. The State's approach is that you only count the bills for a fiscal year (July through June). When Mrs. Gill receives the July 2001 bill next month, it will be applied toward the 2002 fiscal year.

Monday, August 13 will be the next Senate Bill 409 meeting and Tuesday is the Human Services Affiliate Meeting. A lot of things were discussed at the Association Meeting Friday and the Commissioners Council Meeting. The County will continue to hold State bills pending advice of legal counsel.

MOVED: Commissioner Pratt to award the following 6% grants per the recommendation of the Incentive Fund Review Committee:

MB
Date _____

Concord Hospital: Today's Parent Series	\$1,500.00
Seacoast YMCA: ACCESS (scholarships)	\$6,000.00
Review: Sexual Assault and Support Services (in reserve from 1/01)	\$5,000.00
TOTAL NEW GRANTS	\$12,500.00 (\$5,000 already reserved)

SECONDED: Commissioner Barka.

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

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates reported that all is well in the Maintenance Department.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home. There are currently 221 residents in the Nursing Home.

Mr. Sturtevant requested recipes for the E.F.F.O.R.T.S. cookbook by August 22.

August 16 is County Fair Day. There will be a pig roast. Employees and residents will be baking, and there will be a pie tasting contest. There will also be a childrens' parade and other activities.

Mr. Sturtevant will be appearing before the Certificate of Need Board again this afternoon concerning the Assisted Living Project. The issue will be whether or not a full review is needed, and if so what is to be reviewed.

Mr. Sturtevant has been using the equivalent of 4 full-time nurses in the building and paying out between \$10-\$12k a week in agency help. This is about \$500-\$600k/year annualized. The 3-11 pm and 11pm-7am shifts are the most difficult to staff. As a result, Mr. Sturtevant may adjust the per diem rates for the Nursing Home in the fall.

Mr. Sturtevant requested a Non-Public Session.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that the new leased PCs should be here next week and everything else is going well.

Date MB

Commissioner Pratt stated that an employee has requested to purchase a surplus computer. Frank Stoughton stated that the computer involved is not worth a great deal and it could be declared as surplus.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (c) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
August 7, 2001**

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

Discussion: Two residency waivers.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve two residency waivers per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

Date
 mb

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

Meeting adjourned at 11:50 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
August 21, 2001**

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

Also present: Theresa Young and Judie Milner, Finance Office;
John Lyford, Mason & Rich.

Commissioner Pratt called the meeting to order at 10:00 a.m.

The Commissioners and the Finance Office met with the County's auditors for the final exit conference. John Lyford, CPA, Mason & Rich reported that the 2000 audit went well. He issued a concern with the 2001 process due to the maternity leave of the Accounting Manager. A separate discussion regarding an evaluation of contract costs was discussed. Also discussed was why there was no management report and several items which may affect the current year audit.

**RECONVENED COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
August 21, 2001**

Present: Commissioner Maureen Barrows
Commissioner Ernest P. Barka

Also present: Lt. Mark Peirce, Sheriff's Dept.; Sandy Buck, Treasurer;
Supt. Gene Charron, Dept. of Corrections; Theresa Young,
Finance Officer; Martha Roy, Human Resources Director;
Diane Gill, Human Services Director; Jude Gates, Asst.
Director of Engineering/Maintenance; Nancy Lang, Asst.
Nursing Home Administrator; Frank Stoughton, MIS
Manager; Rollie Barnaby, UNH Cooperative Extension;
Joanne Shultz, HR Dept. (Assistant Pro Tem to the
Commissioners).

Date _____

Also present: Jim Kimball, Eagle Tribune.

Commissioner Barrows called the meeting to order at 10:42 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Barka to approve the minutes of the July 10, 24, 27, 30, and August 3, 2001 Commissioners' Meetings.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE TREASURER:

Sandy Buck presented a letter to the Board of Commissioners stating his recommendation to retain the Bank of New Hampshire (Banknorth Company) as the County's main bank. The County's financial assets will be protected with the highest degree of security possible per Berry, Dunn, McNeil and Parker (Lebanon, NH). In addition, the Treasurer recommends that Beth Bartlett, VP of BONH become the County's account representative.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Lt. Mark Peirce recommended the bid award for the firearm equipment go to Riley's Sport Shop in the total amount of \$14,833.88.

MOVED: Commissioner Barka to award the bid for firearms equipment to Riley's Sport Shop in the total amount of \$14,833.88 per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. There are now 14 inmates on the home monitoring system.

Commissioner Barka commented that 214 pre-trials are costing the County a great deal of money to house them during this time. Supt. Charron stated that there are currently only two judges to sit on these cases. Supt. Charron stated

Date _____

this costs the County about \$80-90k per month. Commissioner Barrows asked Supt. Charron what the average wait is until an inmate goes to trial. Supt. Charron stated it is about 80 days. Supt. Charron believes the State should review the entire bail system.

Often the day an inmate is sentenced, he is immediately released due to the amount of time he has already spent in prison. Often a prisoner will fire their attorney the day before trial, thus starting the process all over. The end result is that they spend their entire time of incarceration at Rockingham County Jail. Supt. Charron stated that if the number of inmates continues to increase, additional personnel will need to be added. Commissioner Barrows suggested getting information and figures from the other counties and then writing a letter to Chief Justice Brock or the Governor.

Supt. Charron stated he has been in contact with all the vendors who attended the NACo Conference, at the suggestion of Commissioner Pratt, to ascertain if they would be interested in bidding on the medical contract at the Jail. An RFP has not been sent out yet. Most vendors are not interested in doing business with a Jail that houses fewer than 500 inmates. Most are also considering increasing that number to 1000 prisoners. A conference call was not possible for today, but Supt. Charron will set up a time for PrimeCare to meet with the Commissioners. Supt. Charron stated he did not want to run the medical department in house again. Staffing would continue to be a problem with anyone. PrimeCare wishes to continue providing service to the County, but several issues need to be discussed by all parties involved.

REPORT FROM THE FINANCE DEPARTMENT:

No one was present from the Finance Department as they and Commissioner Pratt are involved with the auditors today.

Proposals were opened for actuarial review of self-insured workers comp/health funds:

Actuarial Advisors, Inc.
AMI Risk Consultants Inc.
KPMG Peat Marwich
Reden & Anders Ltd.

Proposals were opened for professional valuation services:

VRM-Maximus

Date _____

NetCare Services, Inc.

MOVED: Commissioner Barka to have the Finance Officer evaluate the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

REPORT FROM HUMAN RESOURCES:

Martha Roy distributed a package to the Commissioners which will be going to all elected officials and division directors requesting 2002 personnel regrades and/or additional positions forms.

Mrs. Roy stated that originally it was her intention to award the bid for engineering services for the Wentworth project. The Office of State Planning has requested that the Commissioners postpone the award until actual work has begun at the site per conditions set forth in its approval of the CDBG grant moneys for relocation of Route 1B. A site visit is planned for August 27 at 10 a.m.

The insurance consultant bids have been reviewed and the Board may wish to sit in on the interviews with the top 2 candidates. Commissioner Barrows requested that the Commissioners be given those bids to review before making a decision on attending the interviews.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that she will be giving copies of the March, April and May warrants for the State bills to the Finance Dept. with the intention of paying the Old Age, AP/TD and DCYF categories of those bills so as not to incur interest. Mrs. Gill distributed figures from the State bills for the expenses that go toward the cap from July 2000 through June 2001. The figures are \$10.1 million, so the County did not reach their cap of \$10.2 million.

Mrs. Gill gave the Commissioners' Office a copy of the J.A.I.B.G. grant certifying Mrs. Gill as the named contractor for their records and review.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Date _____

Jude Gates reported that the work on the water tower is progressing. The containment is in tact. There were some issues getting it in place. The winch was not working, but things are going very well now.

Specifications have gone out for the repair of lagoon #3. The specifications were reviewed and approved at DES on August 13. Several firms have expressed interest in bidding. Bids are due next Tuesday at 2 p.m. and the Commissioners will open at that time. Representatives from the County's engineering firms, Hoyle, Tanner & Associates and Jaworski Geotech, as well as the State design review representative from Wastewater will all be present to review the bids with Mrs. Gates in order to make a recommendation to the Commissioners on Wednesday, August 29.

Mrs. Gates reported that there was a mandatory site visit for replacement of a large air-handling unit in the Nursing Home kitchen. Fourteen invitations were sent out. One vendor called to say he would be late and no one showed up. Finding businesses to respond to needed work and repairs continues to be a problem. This unit also serves as a heating unit. One vendor will be coming today for a site visit. The unit needs to be replaced. Depending on the one Proposal received, it may be Mrs. Gates' recommendation do the repairs to extend its life span for one more year and hopefully get more competitive bids next year. This would not be the most economical method.

Mrs. Gates informed the Commissioners that the haying is going better this year than last year. The weather has been more favorable.

REPORT FROM THE NURSING HOME:

Mrs. Lang gave the census report for the Nursing Home. There are currently 224 residents in the Nursing Home.

Mrs. Lang informed the Commissioners that Mr. Sturtevant was appointed to the Long Term Rate Advisory Committee. He is at a meeting today and is very please with the appointment. Commissioner Barrows stated that this is very nice of Mr. Sturtevant to serve in this capacity.

Bids were opened for oxygen:

American Home Care Specialists, Inc.
Merriam Graves

Bids were opened for eggs:

Date _____

Siegel Egg Company
Shaheen Brothers

Bids were opened for gloves:

McKesson-Medline
Bob Barker Co.
Pro-Stat Inc. (returned)
Justice Packaging
Gulf South Medical Supply
Central Paper
Oak Technical Inc.

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

SECONDED: Commissioner Barrows.

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

REPORT FROM THE MIS DEPARTMENT:

Mr. Stoughton stated that the monitors for the leased PCs he has been waiting for have arrived. He will request that the Commissioners sign the acceptance form when they are examined to ensure they are all working properly for installation.

Mr. Stoughton will be organizing and scheduling computer classes. Other departments use the classroom for training as well.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Mr. Roland Barnaby stated that his department has received a number of applications for the County Forester position. The Search Committee selected three finalists to interview. Two of those candidates were exceptional. One candidate withdrew and the second withdrew as well. The interview process will be reopened.

The Commissioners met with Mariatou Diallo from the Cooperative Extension, Ted Wilkinson from NH Housing Finance Authority, and Dick Garrish regarding a project called Offenders Re-entry Initiative. Many people are involved in a

Date _____

brainstorming effort with a goal to reduce the rate of offender return to the County Corrections facility.

The Board explained that this will not be a popular initiative depending on where they plan to locate housing for this group. They told Mariatou that the County Carlisle building was not available and that County land was probably not an option. The Board asked Mrs. Roy to have a feasibility grant application written for the group as this would have minimal impact on the budget (up to \$100) for a grant writer advertisement and Mrs. Roy's time.

MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 11:50 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
August 30, 2001**

Present: Commissioner Maureen Barrows

Also present: Jude Gates, Asst. Director, Engineering & Maintenance Dept; Michael Trainque, Hoyle, Tanner & Associates; Larry Dwyer, Jaworski Geotech; Charlie Minutelli, Methuen Construction Co., Inc.; Charles Kane, Penta Corp.; and Maryann Brickett, Executive Asst. to the Commissioners.

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

REPORT FROM THE MAINTENANCE DEPARTMENT:


Bids were opened for the restoration of Lagoon #3. Bids were received from:

Methuen Construction Co., Inc.
Penta Corporation
Waterline Industries

Mrs. Gates will review the proposals with Michael Trainque of Hoyle, Tanner & Associates, and Larry Dwyer of Jaworski Geotech. A recommendation will be made by Mrs. Gates at the September 4 Commissioners Meeting.

Meeting adjourned at 2:05 p.m.

Respectfully submitted,



Maryann E. Brickett, Executive Assistant
Rockingham County Commissioners Office

Received by,



Maureen Barrows, Chairman
Rockingham County Commissioner

Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
September 4, 2001**

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

Also present: Capt. Joe Akerley, Sheriff's Office; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Jude Gates, Asst. Director of Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:47 a.m.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Capt. Akerley reported on the disposition of 4 Sheriff's Dept. cruisers, which will be replaced by 4 new cruisers. The Sheriff's Dept. also requested that the Commissioners waive the provisions for competitive bidding pursuant to RSA 28:8-a and declare these 4 vehicles as surplus to be sold. Several brokers expressed an interest in bidding, i.e. Tri-State and Fleetmaster. There are two reasons for selling to an auto broker. No County auction is scheduled at the present time, and it eliminates future liability issues for the County. Fleetmaster submitted the highest bid of \$7,364 per vehicle.

The Manchester Airport is looking for an unmarked surplus fleet vehicle that they could restore and give back to the Sheriff's Dept. for its use at the airport. If the Sheriff's Dept. sold the airport a vehicle, the County would not have to carry the insurance or maintenance on the vehicle. The value of the vehicle is about \$400. Would the County want to sell this vehicle to the Airport for \$400 or \$1, because ultimately the Sheriff's Dept. would be using the vehicle.

Capt. Akerley requested that the Commissioners authorize these requests and sign the Sheriff's report outlining the process.

Date _____

REPORT FROM THE MIS DEPARTMENT:

Mr. Stoughton stated that he is working closely with personnel at the Jail with new applications. Frank is also working with Jail staff and vendors installing the new PCs. Most of the new leased PCs have arrived and been installed.

Classes will begin shortly. Employees are very happy with the classes being offered and wish to expand the curriculum.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. There are now 15 inmates on the home monitoring system.

Bids were opened for SR 4000 Maxon Radio Repeaters. Bids were received from:

TCS Communications Corp.
Thor Electronics
Dispatch Communications Corporation

Supt. Charron will evaluate the bids and make a recommendation to the Board of Commissioners.

The Jail has a computer, which talks to the AFIS system, the State Police system. The Jail needs to have their software talk to the State software system. The State of New Hampshire has been considering this concept for 2-3 years. Last week the State offered the County \$25,000 to pay a vendor to come in and do the system. They wish the County to be the contractor. Supt. Charron advised the Commissioners that he did not believe it would be in the County's best interest to act as the contractor in order to receive this grant due to liability issues and the short amount of time allowed to process the paperwork and other necessary steps. The Commissioners recommended that Supt. Charron notify the State that due to the short turnaround time and other conditions the County will decline to accept the grant with those terms.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Bids were opened for RCNH Dietary HVAC unit replacement. Bids were received from:

Mechanical Services, Inc. (no bid)

Date _____

Accurate Air, Inc.

Mrs. Gates will evaluate the proposal and make a recommendation to the Board of Commissioners.

Commissioner Barka requested that the Commissioners' Meeting reconvene at 12:30 following the meeting with PrimeCare.

MEETING WITH PRIMECARE (11:30 a.m.):

Commissioner Pratt joined the meeting at this point. The Commissioners met with Supt. Charron, Bill Sturtevant, Theresa Young, and PrimeCare personnel Carol Colburn (Regional Manager), Richard Smith (VP of Operations), and William Anderson, VP of Finance and Marketing to discuss issues with the contract.

Mr. Rick Smith reviewed the nursing crisis in the country, more particularly in the NorthEast. PrimeCare lost \$16,000 in the month of July alone with the Rockingham County contract, due to salary increases and staffing shortages.

Different scenarios were discussed. Salaries have been significantly increased, and they continue to experience shortages of 3 full-time positions out of 6 or 7 at the Jail. PrimeCare has every know nursing agency under contract with them. Weekend staffing help is the most difficult to obtain and the agencies simply can not and will not fill weekend positions.

Commissioner Pratt discussed the terms of the PrimeCare contract. It is a 5-year contract, with in the annual sum of \$524,294.05. The contract has been in effect since December 1, 2001. The nursing crisis has been going on for several years. Mr. Smith stated that his company had clients in several states (Maine, New York, Pennsylvania, Maryland, West Virginia) and has just recently been experiencing shortages and has needed to use agency personnel to fulfill contracts. Rockingham County is currently their only client in New Hampshire. A lot of nursing personnel have changed careers, do not wish to work weekends, without benefits, and under such stressful conditions.

Mr. Smith stated that other states now charge medical co-pays. West Virginia now charges a booking fee of \$20 every time a prisoner is booked, raising over \$600,000 a year. This goes in the Jail budget.

Date _____

Supt. Charron stated that he has looked into the possibility of co-pays and 75% of the inmates are indigent when they arrive at the Jail. This resulted in bad publicity for Strafford County and they have ceased this policy.

Supt. Charron stated that one thing in the County's favor is that the Jail is accredited. This saves the County in the long run with court costs and settlements.

Mr. Anderson recommended that perhaps the County could agree to a percent over PrimeCare's actual costs. Commissioner Pratt recommended that PrimeCare present several creative-financing options to the Commissioners for consideration. The economy will eventually turn around. What does the County do with a long-term contract at that point?

The Commissioners and Mrs. Young stated that the County has no money in this year's budget to handle this increase. Any increase would have to begin as of January 1, 2002.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of the August 7, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron recommended that the glove bid be awarded to Central Paper.

MOVED: Commissioner Pratt to award the glove bid to Central Paper per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that after interviewing the two finalist groups with Commissioner Pratt, Martha Roy recommends that the Board award a two-year contract for insurance consulting services to USI New England at a cost of

Date _____

\$30,000 annually to include open enrollment through individual computer presentations provided by USI personnel at a cost of commissions (range of 10-20% depending on product) charged to the voluntary insurance products. The County already pays on a commission basis.

MOVED: Commissioner Pratt to award proposal for the insurance consultant to USI New England for a two-year contract in the sum of \$30,000 per year.

SECONDED: Commissioner Barka.

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

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young distributed sample time sheets as recommended by the Department of Labor. It is recommended that every department be educated on the new time sheets. The Finance Dept. will work with the Sheriff's Dept. first, before other departments.

The Standing Committee is meeting on Monday, September 10. They are requesting to change the fiscal year, looking at uses of County property and other issues. Mrs. Young offered to be available for this meeting, although she is on vacation next week.

The Sheriff's Dept. called the Auditors last week. He was not in but his partner was in. The Sheriff's Dept. posed the question of the necessity of submitting time sheets. The County's auditor will send a written reply to the Sheriff's Dept. through the Commissioners' Office.

Judie Milner will be out toward the end of the year, and the Finance Office is preparing for coverage. This may require a transfer for October for additional support staff.

REPORT FROM MAINTENANCE:

Mrs. Gates prepared a spreadsheet for the Commissioners' review. Three companies responded to the RFP, Waterline Industries, Methuen Construction and Penta Corporation. Bids were received last Thursday and reviewed Friday. The State DES has reviewed them. HTA, our primary engineer, as well as JGI, the Geotech engineer reviewed the proposals. Waterline was questioned at length about their bid. They appear to have a good idea of the scope of services and they feel confident at this point, with a 5-10% built-in contingency that

Date _____

their bid price is reasonable. They also built the water plant several years ago. It is not a fixed price contract. Several items are by the linear yard or cubic foot. A million dollars as been proposed for this restoration. A bid waiver in the amount of \$115,000 has already been approved for engineering services. Mrs. Gates made a recommendation to award the contract for the restoration of Lagoon #3 to Waterline Industries. DES has stated they will send the County a letter authorizing this contract award. The County will receive a 20% reimbursement.

MOVED: Commissioner Pratt to award the bid for the restoration of Lagoon #3 to Waterline Industries in the initial estimated amount of \$377,220.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates met last week with two representatives from DES. They definitely want the County to have full-time resident engineering services. This project is expected to move very fast and wish to have an engineer on site to review every step of the work. Mrs. Gates requested that the Commissioners authorize her to sign the contract for the resident engineering services. The contract is in the approximate amount of \$73,000. The work will take approximately 8 weeks. Mrs. Gates will send the Commissioners' Office a copy of the signed contract.

MOVED: Commissioner Pratt to authorize Mrs. Gates to sign the contract for the resident engineering services for Lagoon #3 in an amount not to exceed \$115,000.

SECONDED: Commissioner Barka.

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

Mrs. Gates has spoken with the State Water Resources Board to see what they will require the County to do with lagoon #1 and #2 next year. The lagoon is a Class B dam because it is 25 feet high. There is some question whether or not the blasting that may have caused a leak in lagoon #3 has had the same effect on #1 and #2. They may request that an evaluation be done on both lagoon #1 and #2.

The containment unit for the water tower was destroyed during a recent severe thunderstorm and high winds. Mrs. Gates requested that they not put the new

Date _____

unit up right away in light of more threatened thunderstorms. Mrs. Gates has been assured that there has been no environmental impact. The EPA allows a 5% release on a daily basis. Mrs. Gates has requested that this assurance be put in writing for the County. The soil beneath and around the tower will be tested for lead or other releases following completion of the project. This result in just about a week delay.

Several companies responded to the site visit this morning for the energy management.

A dead bird was delivered this morning to the Concord West Nile Virus office. If there is an issue, Concord will let the County know.

Mrs. Gates met with County Attorney Jim Reams and James Vera, the surveyor to review the survey that was done on County property. He drafted a letter to the Town of Brentwood regarding a 6-acre parcel of landlocked property. Mrs. Gates asked if the Commissioners had reviewed the letter and if so, to authorize the County Attorney to send out. The Commissioners said they have reviewed the letter and the County Attorney could send, with a copy to the Commissioners' Office.

Commissioner Pratt asked where the statues state that the County has to pay taxes to the Town of Brentwood. Mrs. Young stated she just spoke to Phil Auger about this. Mrs. Gates stated that Phil Auger is putting together a report for the Standing Committee meeting Monday, September 10. Commissioner Pratt asked when Phil Auger and Bob Gilbert would be having a meeting to review County land use. Mrs. Gates stated that there is a slight boundary discrepancy, i.e. a tree line vs. a fence line. Mrs. Gates stated that the survey of the Ladd Farm is still not completed.

REPORT FROM THE NURSING HOME:

Mr. Sturtevant gave the census report for the Nursing Home. There are currently 2 residents in the Nursing Home.

Mr. Sturtevant gave the Commissioners a spreadsheet and recommended that:

- The egg bid be awarded to Siegel eggs;
- The glove bid be awarded to McKesson;
- The oxygen bid be awarded to Miriam Graves.

Date_____

MOVED: Commissioner Pratt to award the egg, glove and oxygen bids per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant reported that the new Nursing Home rates were published formally in the newspaper on Saturday, September 1. Effective October 1, the rate that is posted will be \$127.15, an increase of \$3.46/day. There will be a public hearing on September 10 regarding the new rates.

Mr. Sturtevant stated that is will be preparing an RFP for a marketing plan for the Nursing Home Adult Medical Day Care program and the Residential Care program. A pamphlet could be prepared explaining all the services that the Nursing Home offers, as we are competing with many other facilities.

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 1:15 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
September 7, 2001**

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

Also present: Judie Milner, Finance Office; and Maryann Brickett,
Executive Assistant to the Commissioners.

Commissioner Pratt called the meeting to order at 10:45 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

The Commissioners stated that they would re-bid the borrowing portion of banking services as they would be able to borrow at a lower interest rate using Fleet Financial as the broker now that the Galway appeal has been denied.

MOVED: Commissioner Pratt to award the bid for banking services to BankNorth (Bank of New Hampshire) effective November 1, 2001.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to declare 5 Sheriff's Department fleet vehicles as surplus, #16, #17, #19, #32 & #33.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to declare as surplus one Gateway personal computer model P5-100 and Gateway EV500 Computer monitor and to approve the sale of said equipment to Jean Hussey at the Cooperative Extension office for the sum of \$100.00.

SECONDED: Commissioner Barka.

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

Date _____

MOVED: Commissioner Pratt to authorize Commissioner Barka to sign the necessary paperwork for the purchase of two new vehicles for the Maintenance Department.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 11:45 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date 10/16/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
September 18, 2001**

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

Also present: County Attorney Jim Reams; Sheriff Dan Linehan and Christine Croto, Sheriff's Office; Supt. Gene Charron, Dept. of Corrections; Judie Milner and Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Diane Gill, Human Services Director Jude Gates, Asst. Director of Engineering/Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:47 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of the August 21 & 30, September 4 & 7, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Barrows who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

County Attorney Jim Reams stated that several persons in his department were on military standby due to the world events of last Tuesday. Commissioner Pratt asked what steps are in place for possible lone-term absences. Mr. Reams stated that temporary personnel could be used.

NO
Date 10/16/01

REPORT FROM THE SHERIFF'S DEPARTMENT:

Sheriff Linehan stated that the antenna microwave dish installation on top of the Jail facility would replace the radio data lines that are currently lease from the phone company in the sum of approximately \$50,000 per year.

Manchester Airport was one of the first in the nation following Tuesday's crisis ready to come back on line having met all the newer, stricter FAA standards. Sheriff Linehan is in close contact with Airport authorities to meet all of the needs and requirements necessary at that facility.

The explosive ordinance disposal dog proved to be very useful not only at the Airport but also for numerous calls in the Seacoast area, specifically Portsmouth. Sheriff Linehan received a call from the U.S. Attorney's Office this morning. They have placed Sheriff Linehan on an Anti-Terrorism Task Force. These duties will require a great deal of the Sheriff's time over the next several months.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. The population this week is 315, with 16 inmates on the home monitoring system.

The inmates were very supportive during last week's crisis and the shutdown at the Jail. The facility is pretty much back to normal, but at a heightened level of security.

Supt. Charron received information recently from Justice Benefits. This is the company that provides a service to seek out reimbursements for the County's benefit. They are the only vendor who provides this service at no cost to the County. Supt. Charron asked the Commissioners to review the proposal for a one-year contract with a 30-day cancellation if the County is not entirely happy with the program. Supt. Charron negotiated Justice Benefits down to a 22% commission of any funds that they recovered for the County. They would not receive a percentage of any grants or matching funds the County currently receives. They would however receive a commission on any retroactive monies that they recovered for the County. Supt. Charron asked the Commissioners to review and vote on this matter at the next Commissioners' Meeting, October 2.

Commissioner Barka asked Supt. Charron how many inmates were awaiting trial in the other 9 Counties in New Hampshire. There are currently 199 pre-trial inmates at the Rockingham County Jail. This costs the County and the

MB
Date 10/14/01

taxpayers a great deal of money. Commissioner Barka asked if it is possible for the State to reimburse the County for monies spent while they awaited trial. Jim Reams stated that one of the reasons for this is that the Court system is slowing down due to budget issues at the State level. There was a cut in the security budget, which affects the District Courts more than Superior Court. Jury money was also cut, resulting in cancelled court sessions this year. Commissioner Barka stated that 600 meals a day, 365 days a year costs the taxpayers a great deal of money. Commissioner Barka asked Supt. Charron to discuss at his next Affiliate Meeting. Supt. Charron believes that there is a serious need for bail revision in this State. An inmate should not be allowed to fire an attorney that taxpayers are ultimately paying for the day before his trial. One inmate did this 3 times and ended up spending all his prison time at Rockingham County rather than the State Prison.

The Commissioners and Jim Reams discussed a recent article in the paper regarding video conferencing. Sheriff Linehan stated that he is opposed to video arraignments. At first glance it seemed like a good idea. But on closer look, the County would have incurred enormous telephone bills for the T-1 dedicated line and other additional expenses. Additional personnel would be needed, room for the needed equipment. The County had originally looked at a grant, which would assist with start-up costs, but ongoing costs were prohibitive. Supt. Charron stated that judges from other counties in error send some of their prisoners to our jail and they end up using County funds for programs in Rockingham County.

Commissioner Barka stated that the cost to have this level of pre-trial prisoners is about \$50,000 per month or \$600,000 per year.

Commissioner Pratt mentioned that the Standing Committee met last week. Rep. Welch stated that he would be receiving a report on Corrections Systems in general in the State from the New Hampshire Center For Public Policy Studies. Commissioner Pratt asked Supt. Charron to send the Commissioners' office a copy of the report.

REPORT FROM FINANCE DEPARTMENT:

Commissioner Pratt informed Mrs. Young that the Standing Committee voted to not change the fiscal year, and to not have a bi-annual budget. The land use discussion was postponed until the next meeting.

Mrs. Young stated that she would like to recommend 2 RFP awards.

Date 10/14/01

The County has received the town tax apportionments from the Department of Revenue Administration. The Commissioners' Office will send out a letter to all the towns in Rockingham County.

Internal control reviews are being conducted with all the departments.

Mrs. Young has been speaking with Tim Dempsey about the borrowing. The County can refinance the first \$10 million borrowed this year. The Treasurer's office has asked South West to rebid the borrowings. An answer is expected by Friday.

The last Finance Department training session was held last Thursday. Some good suggestions came out of those classes.

Mrs. Young attended a NHAC meeting with Diane Gill, Gene Charron and Bill Sturtevant regarding the cap issue. Diane Gill received a letter addressed to Commissioner Donald Shumway from Jim Monahan. Mrs. Young expressed concern regarding the interpretation of information that was provided to the Commissioners, which influenced their decision to not pay some bills last year. This has an enormous effect on the County's cash flow and Mrs. Young would like to schedule a time to speak with the Commissioners about this.

Mrs. Young requested a Non-Public Session regarding a personnel issue.

Judie Milner discussed the professional valuation services RFP. Rockingham County, as well as many other counties do not record their fixed assets for general funds on their financial statements. Shortly GASB Statement 34 will require that fixed assets be recorded. This RFP award will address this issue, original costs, depreciation, replacement costs, etc. This doubles as an insurance check to get insured values updated. Four RFPs were sent out. Two were returned. The Finance Office recommends VRM-Maximus because they have certified appraisers in house, whereas NetCare does not. VRM-Maximus guarantees GASB Statement 34 reporting requirements as part of their services. The scope of their services will include buildings, building improvements, machinery, equipment, land, land improvements and infrastructure. VRM provides several references for cities and towns in New Hampshire (Portsmouth, Dover, and Rochester). Their proposed cost for greater and better services is half of NetCare's bid (\$7,500 vs. \$14,220).

MOVED: Commissioner Pratt to accept the recommendation of the Finance Department to award the proposal for professional valuation services to VRM-Maximus in the amount of \$7,500.

MB
Date 10/16/01

the County's health fund should look like for future years. The Finance Dept. recommends the workers comp portion of the proposal be awarded to Actuarial Advisors in the amount of \$2,500 and the health portion be awarded to AMI Risk Consultants in the amount of \$5,200. They have been the County's actuarial advisors for the past few years. They have recently done a similar study for the City of Dover. They are already up to date on what is going on in New Hampshire in the health industry.

MOVED: Commissioner Pratt to accept the recommendation of the Finance Department to award the proposal for actuarial review services, the workers comp portion of the proposal to Actuarial Advisors in the amount of \$2,500 and the health portion to AMI Risk Consultants in the amount of \$5,200.

SECONDED: Commissioner Barka.

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

REPORT FROM HUMAN RESOURCES:

Martha Roy requested a postponement of both RFP Awards as outlined on the agenda. Ocean Properties, the Office of State Planning and the County have not reached an agreement on the escrow agreement. It was anticipated that matters had been resolved, but several last-minute unforeseen problems arose.

REPORT FROM HUMAN SERVICES:

Diane Gill met last week with Joe Diament, the Acting Commissioner of DYDS. They discussed personnel changes, new personnel and the staffing of his facilities. He has recruited some excellent people.

Last Friday, October 14, DYDS officially became the Department of Juvenile Justice Services. They are now a part of Health & Human Services again.

Several people met with Mary Jane Turcotte last Tuesday to discuss a plan for the reconciliation of the DYDS bills. The methodology has been agreed upon and this has been communicated to the Governor's Office. They would like to receive their money as soon as possible.

There are 2 letters in draft form from the Dupont Group. One is to Commissioner Shumway relative to the calculation of the SB 409 cap. Mrs. Gill has given Theresa Young a copy for her input. The second letter is relative to the County's calculation of costs for interest charges as a result of the Galway decision. The Human Services affiliate did their part and Mrs. Gill gave

MB
Date 10/16/01

Theresa Young a copy of that letter also. Mrs. Gill would recommend some changes to these draft letters.

Commissioner Barrows indicated that Mrs. Young would like to meet with the Commissioners to discuss the unpaid State bills. Mrs. Gill stated that the other 9 Affiliate members agrees with the proposal.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates asked to discuss the satellite dish first with the Commissioners so the Sheriff could return to his duties. Mrs. Gates forwarded her report and the Sheriff's report to the Commissioners. She has spoken with the engineers and expert personnel. Everything seems to be in order. The engineer who designed the work is very well qualified and has 15 years experience. They have made a number of site visits. There is a tremendous dollar savings to the County and Mrs. Gates would recommend that the Commissioners approve the installation of the dish.

Sheriff Linehan stated that the 6-foot dish will be mounted at 70' above the tower. The dish is necessary to complete microwave hops from Saddleback Mountain. The microwave link will enable the County to save approximately \$50,000 per year in data line costs. The installation is to be completed at no cost to Rockingham County using grant money earmarked for infrastructure equipment.

MOVED: Commissioner Pratt to approve the installation of the satellite microwave dish on top of the public safety building penthouse per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates next discussed the air conditioning unit in dietary. There was a very poor showing for the site visit. The company who did bid is very interested in doing business with the County. Mrs. Gates recommends the award of this contract go to Accurate Air, Inc. for \$32,995.

MOVED: Commissioner Pratt to award the contract for the RCNH Dietary HVAC unit replacement to Accurate Air, Inc. in the amount of \$32,995 per the recommendation of Mrs. Gates.

MB
Date 10/16/01

SECONDED: Commissioner Barka.

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

Mrs. Gates requested a brief Non-Public Session.

Mrs. Gates had scheduled a final inspection for the Jail dam and berm for this Thursday. However, the engineer who has been working with the County is in New York City and this will be postponed for a couple of weeks or more. The Finance Dept. has forwarded the necessary paperwork. She will forward them a letter with the financial documents and the engineering reports requesting that the County be reimbursed for the grant portion of this project. Mrs. Gates will let the Commissioners and Finance know as soon as she has ascertained the amount.

Mrs. Gates has a meeting with the Brentwood Board of Selectmen tonight to discuss the piece of submerged land. Jim Reams has sent them a letter and they have requested that Mrs. Gates speak at their meeting at 7:30 p.m.

The new vehicles for the Maintenance Department and the Jail are scheduled for delivery by the end of this week.

The repairs for Lagoon #3 are progressing. Leak testing was supposed to be done Monday, but the inspector did not arrive from Florida Friday as planned. Testing should be completed by the end of this week. In the meantime, the bottom of the lagoon is being cleaned. The new liner is on order and the crew is making room for the new liner. DES is here every day checking on the progress.

The water tower project is also progressing. They are at day 68 of the 90 days anticipated to complete the project. The loss of the containment during a recent summer storm delayed the project for about a week, but it should be completed by the end of the month. Sandblasting is expected to be completed in about 2 weeks. The painting will be determined by weather.

REPORT FROM THE NURSING HOME:

Nancy Lang said she had several applications for admission for the Commissioners' signatures.

Bids were opened for wheel chair parts:

MB
Date 10/14/01

Rehabilitation Equipment
Lifeplus Medical Products

Bids were opened for Chux:

McKesson-Medline
Central Paper Products
Gulf South Medical Supply

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

SECONDED: Commissioner Barka.

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

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton followed up on his letter to the Board of Commissioners regarding surplus computer equipment. Mr. Stoughton prepared a Bill of Sale for the Commissioners' signature. The sale price of \$100 is based on what dealers usually ask for this kind of used computer.

An orientation class will be held in the classroom for several new PC users. There will also be a class next week. Frank will also hold classes for Outlook, an e-mail software program.

Commissioner Barrows asked Frank to look into the telephone and/or paging system problems that are ongoing on the second floor and asked that he discuss with Bill Sturtevant and take care of the situation in the next 2 weeks.

Commissioner Pratt referred to a letter from Sue Collins on behalf of the Association of Counties conference at the Balsams next month. She requests that people donate to the Red Cross instead of soliciting items from their vendors.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MB
Date 10/18/01

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
September 18, 2001**

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

Discussion: Brentwood Board of Selectmen's Meeting.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt and Nancy Lang.

Discussion: Two residency waivers.

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

Discussion: Pay Plan.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve two residency waivers per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize Jude Gates to represent the Board of Commissioners at the Brentwood Board of Selectmen's Meeting regarding a 6-acre parcel of wetlands up to the amount of \$100.00.

MB
Date 10/16/01

SECONDED: Commissioner Barka.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 11:50 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date _____

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
October 2, 2001**

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

Also present: Diane Gill, Human Services; Supt. Gene Charron, Dept. of Corrections; Martha Roy, Human Resources Director; Jim Reams, County Attorney; Theresa Young, Finance Officer; Frank Stoughton, MIS Manager; Bill Sturtevant, Nursing Home Administrator; Jude Gates, Asst. Director of Engineering/Maintenance; Christine Croto, Sheriff's Dept.; Cathy Stacey, Register of Deeds; Joanne Shultz, Human Resources Dept.

Commissioner Barrows called the meeting to order at 10:32 a.m.

REPORT FROM THE COUNTY ATTORNEY:

Jim Reams stated that he would like to call two (2) non-public sessions.

He also reported that there has been a 1/3 cutback on jury trials, which will create an even larger back load in cases resulting in further pre-trial inmates being held at the Department of Corrections.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey reported that her office is extremely busy as the interest rates continue to be lowered. The staff is overworked and the office is short staffed. She also reported the County Management Team Health Insurance Sub-Committee met last week and are going to be making recommendations to the Board of Commissioners.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto reported that the Sheriff's Office is drafting a plan complete with figures, as to what will be needed for additional airport security, to present to the Board for their review. Commissioner Pratt asked how the deployment of National Guard troops for airport security would impact staffing requirements. Ms. Croto stated the department is working on their assessment and will report.

Date _____

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron recommended to the Board of Commissioners that the radio repeater bid be awarded to Thor Electronics at a cost of \$1,649.

MOVED: Commissioner Pratt to award the bid per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

Supt. Charron asked for the status of the JBI proposal which he forwarded to the Board of Commissioners for their review. This is the company that researches potential grants. Theresa Young of the Finance Department stated that she is presently reviewing it and will get back to the Board of Commissioners when she completes her findings and receives input from Cynthia Hayden, Portsmouth's Development Officer.

Supt. Charron gave the census report.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young stated that she would like to call four (4) non-public sessions.

Theresa Young reported that we have favorable rates for our current borrowing. Tax bills will be ready Thursday morning to send out to the Towns and we will send out the assessed valuations with them. The budget packets will be out by Friday and the Executive Committee 3rd quarter budget review will be held on the 19th. The Audit Committee will meet on the 12th as well. The Salary Sub-Committee is meeting on October 12th. The Standing Committee is meeting on October 15th.

REPORT FROM HUMAN RESOURCES:

Martha Roy reported that she requests postponement of the CDBG Feasibility Consultant award at this time.

MOVED: Commissioner Pratt moved for Martha Roy to evaluate the qualification submitted and recommend award to Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

Mrs. Roy reported that the areas that will be reviewed by the Salary Sub-Committee are Rep. Johnson's health insurance questions, the pay plan and the frozen regrade requests. NHMA increased the rates 27% for the Union Anthem Blue Cross/Blue Shield Health Insurance.

Date _____

REPORT FROM HUMAN SERVICES:

Diane Gill gave her department's monthly June and July reports to the Commissioners. She also gave the Board information on the Incentive Fund review. A letter was sent to Commissioner Shumway, Health and Human Services, from the Association of Counties, requesting a definition of the "cap" on expenses for long-term care services. John Wallace, Assistant Commissioner, Health and Human Services, called Jim Monahan yesterday and told him that HHS was planning to send a letter to all counties, demanding payment of funds due the State. Mr. Monahan and Mrs. Gill agreed that it should be the Association position that the issues raised in the letter to Comm. Shumway should be addressed before additional amounts should be paid. This included interest on the bills that were delinquent, due to the difficulty in borrowing the counties experienced as a result of the Galway decision. The Governor had said, in July, that counties would not be held responsible for interest incurred as a result of an inability to borrow. Rockingham County does not intend to pay any interest charges.

Diane Gill stated that she and Mr. Sturtevant will be attending the SB 409 Committee meeting on Thursday in Concord. The HS Dept. has begun reviewing figures, looking at costs for Provider Payments, HCBC, and INC at 25% share of expenses, compared to 30.55 % of just INC costs. It appears that the current scenario is costing much more. This is an important in considering whether to continue with SB409 after its sunset date in January 2003.

REPORT FROM THE MAINTENANCE DEPARTMENT:

The following bids were opened for the Engineering and Maintenance Energy Services Package:

- Ameresco
- Vestar
- Chevron
- Honeywell
- Siemens
- Noresco

MOVED: Commissioner Pratt moved that Jude Gates evaluate the proposals and return to the Board of Commissioners with recommendations.

SECONDED: Commissioner Barka.

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

Jude Gates requested a non-public session.

Date _____

Jude Gates reported that last week her department completed a major repair to a water line in the Jail. This process went very well even though it was necessary to shut off the water to the entire building. The Jail personnel were extremely cooperative and helpful to the E & M Department in diverting a potential disaster. She also reported that the sandblasting on the water tower is finished. They will start painting approximately next week. The lagoon project is progressing slowly but will still meet the November 15th deadline. She has been reviewing the Driscoll 2 project with Mr. Sturtevant and completing preparatory work for Underhill. The department has 4500 bales of hay in the barn.

REPORT FROM THE NURSING HOME:

The following bids were opened for cereal:

- Springfield Food Service
- Sysco
- Shaheen Brothers

The following bids were opened for juice:

- Garelick Farms Lynn
- Sysco
- Shaheen Brothers
- Springfield Food Service

MOVED: Commissioner Pratt moved that Mr. Sturtevant evaluate the proposals for cereal and juice and return to the Board of Commissioners with a recommendation.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant gave the Commissioners a spreadsheet and recommended that:

- The Wheel Chair parts bid be awarded to the lowest bidder in each separate category.
- The Under-pads bid be awarded to Central Paper.

MOVED: Commissioner Pratt to award the bids per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested that 45 bedside tables, 21 over bed tables and 47 metal wardrobes be declared surplus, as they no longer meet usable standards. Further, he recommended that the furniture be offered to other County departments or I. M. E. C. if they are interested in any of it.

Date _____

MOVED: Commissioner Pratt to declare the furniture surplus per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant gave the census for the Nursing Home. He also stated that the Nursing Home has two (2) classes, one on Wednesday and one on Friday for 16 Stratham Vocational Tech students. One of the clinical instructors left unexpectedly and they asked if RCNH would take the program from now until mid December.

He also gave an update on the construction projects. He had a meeting with the construction manager, the architect and the engineers. He stated the projects are progressing however the tops of the vanities around the sinks are holding them up at this point. The project is expected to be finished by mid to late November. The Underhill project is out for pricing. The Nursing Home has all of the pricing in except for HVAC, mechanical and electrical. During the week of October 22nd he will have estimated costs and a time frame to build budget estimates from.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton is meeting with the phone system vendor tomorrow. Mr. Stoughton is going to work with him on the outstanding issues regarding it. He is making repairs where needed and preparing the upcoming budget for his department.

UNH COOPERATIVE EXTENSION:

Rollie Barnaby requested a non-public session.

Mr. Barnaby reported that the Coast Guard gave the University of New Hampshire one-half of the land by it's station in Newcastle. He also reported that there was very good turnout at the botanical gardens open house thanks to Nancy Adams, Extension Educator Agriculture Resources. He also stated that the Deerfield Fair was very successful again this year. Mr. Barnaby's superior will be on a 6-month sea grant sabbatical therefore Rollie will be filling that role as well in his absence.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a & d) on a roll call vote.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

Date _____

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
October 2, 2001**

Those present for NHRSA 91A:3 II (d) were Commissioner Barka, Commissioner Pratt, Jude Gates, Jim Reams and Joanne Shultz.

Discussion: Survey of County Complex boundary lines.

Those present for NHRSA 91A:3 II (d) were Commissioner Barka, Commissioner Pratt, Jude Gates, Jim Reams and Joanne Shultz.

Discussion: Possible acquisition of bordering properties.

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Pratt, Martha Roy, Jim Reams and Joanne Shultz.

Discussion: Regarding a step increase for an employee.

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Pratt, Theresa Young, Martha Roy, Jim Reams and Joanne Shultz.

Discussion: Regarding a temporary replacement for an employee being called to active military duty.

Those present for NHRSA 91A:3 II were Commissioner Barka, Commissioner Pratt, Theresa Young and Joanne Shultz.

Discussion: Regarding three (3) new requests for transfers-Maintenance, Jail and Human Resources.

Those present for NHRSA 91A:II were Commissioner Barka, Commissioner Pratt, Diane Gill, Theresa Young and Joanne Shultz.

Discussion: Regarding accruing the Senate Bill 409 charges until it was clear whether we reached the cap or didn't reach the cap.

Those present for NHRSA 91A:II (a) were Commissioner Barka, Commissioner Pratt, Theresa Young and Joanne Shultz.

Discussion: Regarding a temporary replacement for the Accounting Manager who will be out on FMLA.

Date _____

Those present for NHRSA 91A:II were Commissioner Barka, Commissioner Pratt, Theresa Young and Joanne Shultz.

Discussion: Regarding new insurance rates that will not be ready until October and November open enrollment.

Those present for NHRSA 91A:II were Commissioner Barka, Commissioner Pratt, Theresa Young and Joanne Shultz.

Discussion: Regarding approval for Bank of NH to set up booth at the Benefits Fair, send out a payroll stuffer and is a RFP required.

Those present for NHRSA 91A:II were Commissioner Barka, Commissioner Pratt, Theresa Young and Joanne Shultz.

Discussion: Regarding how to implement the proposed pay plan if recommended by the Delegation.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve two residency waivers per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

ADJOURNMENT

MOVED: Commissioner Pratt to adjourn.

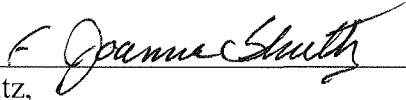
SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:50 a.m.


Date _____

Respectfully submitted,



F. Joanne Shultz,
Human Resources Department

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
October 16, 2001**

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

Also present: Diane Gill, Human Services; Supt. Gene Charron, Dept. of Corrections; Martha Roy, Human Resources Director; Frank Stoughton, MIS Manager; Theresa Young, Finance Officer; Bill Sturtevant, Nursing Home Administrator; Jude Gates, Asst. Director of Engineering/Maintenance; Christine Croto, Sheriff's Dept.; Cathy Stacey, Register of Deeds; Joanne Shultz, Human Resources Dept.

Commissioner Barrows called the meeting to order at 10:33 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of September 18, 2001 and October 2, 2001.

SECONDED: Commissioner Barka.

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

Commissioner Pratt congratulated the Nominating Committee for keeping the awards secret from the recipients. Commissioner Pratt congratulated Diane Gill and presented her the plaque that was awarded to her. She also stated that Diane was nominated by her Affiliate group and went on to say that this is a true testament to her professional and personal abilities.

Commissioner Barrows stated that Diane Gill was an intern in her department when she came to the County. Commissioner Barrows was the Human Services Director at the time and went on to say the County Commissioners very wisely appointed Diane to the Director position when she resigned.

Commissioner Pratt said that she received a thank you note from Terri Norelli, Chairman of the Portsmouth Delegation for suggesting Theresa Young and Diane Gill attend the Portsmouth meeting. Ms. Norelli stated it was very informational to have both them there to help in addressing the issues.

Diane stated that they were asked to come back to help with their public hearing on the budget and to talk about what the County does that taxpayers pay for.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey distributed to the Commissioners a list of those from the County that were nominated for awards this year.

The office has been very busy she had to have eight (8) employees work OT on Saturday and will have another eight (8) work again this coming Saturday. Mrs. Stacey stated that she is hosting an informational session tomorrow with the various Town Tax Collectors from Rockingham County. She will sit down and discuss issues with regards to recordings and show them how to use the system. She will also explain what the office does for their Towns that are reflected on the County portion of the tax bill.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto reported that all is well with the Sheriff's Department.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Charron gave the census report, and said that he presently has 18 on home monitoring and plans to keep it at a cap of 20 unless he can get some extra help. He stated it is very time consuming but very cost effective as it costs the County much more money to keep them in the jail. Those in the program are allowed to continue to keep up their livelihood and still contribute part of the cost of the program out of their pay based on their wages, instead of costing the County money by being incarcerated. He has compared notes with Merrimack County and found they have created one (1) County probation officer for every twenty (20) inmates in the program and they have 4 officers right now assigned to the program. He would like to see the Rockingham County pursue this line especially whereas the pretrial population is growing.

Supt. Charron stated that his department has always been very careful with their mail but going through the mail is becoming more time consuming, as they now need to take further precautions.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young stated that the quarterly Executive Committee meeting is this Friday as a reminder and she does have one final transfer request from the Treasurer's Office. The Town of Salem has requested that the County be represented at their public meeting and Mrs. Young volunteered to attend. She will be e-mailing out the worksheet that is to be attached to the budget packets and it is linked to the budget and is important for departments to use that worksheet.

The Commissioners had approved a bid award on September 18, 2001 for actuarial services. She requested award on the evaluation services bid.

MOVED: Commissioner Barrows to have the Clerk sign the bid award for the evaluation services.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt.

VOTE: 3 yea. Motion passed in the affirmative.

REPORT FROM ENGINEERING AND MAINTENANCE:

Jude Gates reported that she had a request from the Nutrition Department to put a bathroom in the upstairs of their building and wanted to run it by the Commissioners as the E & M Department is willing to do it. Nutrition will pay for the materials and the E & M staff would complete the work. The Commissioners agreed to have the project performed since it will be an improvement to the building.

REPORT FROM THE NURSING HOME

Bill Sturtevant gave the current census report.

Mr. Sturtevant gave the Commissioners a spread sheet and recommended the following:

- The cereal for both the Nursing Home and the Jail be awarded to Springfield Food Center.

MOVED: Commissioner Pratt to award the bid to Springfield Food Center per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

- The juice for the Nursing Home be awarded to Shaheen Brothers and the juice for the Jail be awarded to Springfield Food Center.

MOVED: Commissioner Pratt to award the bid to Shaheen Brothers and Springfield Food Center per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

The following bids were opened for paper goods:

- Central Paper Products
- Interboro Packaging Corp
- Portsmouth Paper
- Springfield Food Service
- Eastern Bag & Paper
- Allied

MOVED: Commissioner Pratt that Mr. Sturtevant evaluate the proposals for the paper goods and return to the Board of Commissioners with a recommendation.

SECONDED: Commissioner Barka.

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

The following bids were opened for dishwashing liquid:

- Unx Incorporated
- Shaheen Brothers

MOVED: Commissioner Barka that the following late bid for dishwashing liquid be accepted due to individual being out of the Country and unable to meet the deadline.

SECONDED: Commissioner Barrows.

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

- Summit Supply

MOVED: Commissioner Pratt that Mr. Sturtevant evaluate the proposals for the dishwashing liquid and return to the Board of Commissioners with a recommendation.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested a non-public session.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton reported that he met last Friday with his sub-committee chairman and that went well for the third quarter review. He also met with an individual from Net Versant. This is the vendor that supports the County complex phone system. They are is very quick to respond and can help us maintain the system in the future should something happen to the current telephone company that works with us on maintenance.

REPORT FROM THE HUMAN RESOURCES DEPARTMENT:

Martha Roy reported that in early November the Human Resources Department is planning to have a Health/Benefits Fair. There will be three (3) guest speakers and the date of the event will be announced in the next few days. She also informed the Commissioners that this year rather than having a group enrollment for health, dental and voluntary benefits, the Department plans to use a computerized one-on-one open enrollment procedure through a company called CBP Technology, which is a USI company. The employees will meet with a team of enrollers each with a PC and will start the week of November 24th. The HR department will be contacting each O/DD to determine how this best can be scheduled for their employees.

REPORT FROM THE HUMAN SERVICES DEPARTMENT:

Diane Gill passed out her department's monthly report and stated that her department is trying to process their bills as soon as possible to be able to use the figures for budgeting projection. She stated that she did receive the DYDS (YDC and Tobey School) claims for all of 2000 and 2001 fiscal years, but they were wrong. The State now has people working on manual adjustments, which means that the Governor will not receive the money by the 10th as she wanted. She received another bill from Commissioner Shumway's office for interest charges, bringing the total to \$146,879. She also stated there was an individual from the Dept. of Health and Human Services arriving at 11:15 who would like to address the Commissioners.

Diane Gill introduced Susan Fox, Director of Developmental Services for the Department of Health and Human Services for the State of New Hampshire. She is introducing a proposal to pilot a program in the Brentwood Family Division Court. The program would train volunteers to act as "mentors" to serve the developmentally disabled, instead of appointing a Guardian when that measure is not necessary. Judge Maher is supportive of the project.

Ms. Fox distributed a copy of the draft proposal to the Commissioners for their review. She gave a brief history about this project and how it came to be considered for implementation in Rockingham County. Developmental Services provides services to adults and children who have developmental disabilities. The State pays for Public Guardianship programs for people who aren't able to make decisions for themselves and need a guardian to help them. The Guardianship program is very restrictive. The program that is being introduced is less restrictive and thought to help people become more independent and a member of their community. The idea of the program came out of Sweden.

A person would be appointed by the court called a Mentor. This person would spend a lot of one-on-one time with an individual and help them understand the consequences of decisions they might have to make in their life.

Ms. Fox found out this week that the program will be funded for three (3) years by a Federal Grant called Real Choices to help develop more community based services. In most cases, under the current guardianship system, the guardians have a large caseload and do not have time to get to know the individuals in need. She stated that the long-term goal would be to use the funds currently paying for guardians to be diverted to the mentor program. She does not see the program as having any financial impact on the County.

Commissioner Barrows said that this program sounded similar to the Big Brother/Big Sister Program. She also stated she thought that it should be called a Friends or Buddy Program vs. a Mentor Program, although a lot of those names have been taken. She asked Ms. Fox if there is a time commitment by the Mentors. Ms. Fox stated that they were hoping that they would commit at least to a full year (spending at least 10 hours a month) hoping the volunteers make a long-term commitment.

Commissioner Pratt asked about oversight of the cases in the program. Ms. Fox stated there would be a program coordinator from this project who would train and supervise the Mentors and work with them on an ongoing basis. There would be an advisory council, case manager through the area agency, and family would have to agree with this.

Commissioner Barka asked who would pay for the Mentor after the project is over. Ms. Fox said if the project were to be successful that the State would take a portion of the monies from the funds that are now earmarked for the Guardianship program. The Commissioners thanked Ms. Fox for her excellent presentation.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a, b, c, d, e & f) on a roll call vote.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
October 16, 2001**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Gene Charron, William Sturtevant, Jude Gates, Theresa Young, Martha Roy and Joanne Shultz.

Discussion: Regarding a holiday premium for certain shift departments.

MOVED: There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a, b, c, d, e & f) Commissioner Barrows moved to go out of Non-Public Session.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize time and ½ for employees that are working in the Nursing Home, Engineering and Maintenance and the non-bargaining unit employees from the Corrections Department from 11PM on Thanksgiving eve through 11PM on Thanksgiving day and from 3PM on Christmas eve to 11PM on Christmas day.

SECONDED: Commissioner Barka.

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

ADJOURNMENT

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:50 a.m.

Respectfully submitted,



F. Joanne Shultz,
Human Resources Department

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

**COMMISSIONERS MEETING
COMMISSIONERS BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
October 26, 2001**

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

Also present: Judie Milner, Finance Office; Bill Sturtevant, Nursing Home Administrator;
Attorney James P. Reidy, Esq.

Commissioner Barka called the meeting to order at 10:00 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

The Commissioners met with Attorney Reidy from the law firm of Sheehan, Phinney, Bass & Greene.

The Commissioners next reviewed quotes from NHMA and EBA for FY2002 health insurance. The Commissioners also reviewed various scenarios for health and other benefit choices and the reports of the EAC and Health Insurance Subcommittee. Mr. Sturtevant reported on the morning's CMT meeting.

The Commissioners requested that the Finance Office run further scenarios for their review.

The Finance Office reported at least one additional quote for health is expected to come in next week.

ADJOURNMENT

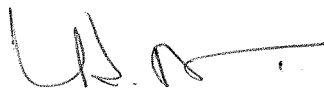
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 1:30 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Board of Commissioners

**COMMISSIONERS WORK SESSION
COMMISSIONERS BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
October 29, 2001**

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

Also present: Theresa Young and Judie Milner, Finance Office.

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

REPORT FROM THE COMMISSIONERS OFFICE:

The Commissioner reviewed further scenarios for health and other benefits for FY2002 for the active workforce and retirees. The Board of Commissioners arrived at a consensus for most health and benefit issues that need to be determined for open enrollment November 1. The Board of Commissioners reserved final decisions pending receipt and review of a Healthsource bid that Finance reported is expected on October 30 or 31.

The Board discussed Commissioner Barrows' analysis for redistricting the Commissioners districts in 2002.

ADJOURNMENT

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:30 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Board of Commissioners

Date MB
11/13/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
October 30, 2001**

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

Also present: Cathy Stacey, Register of Deeds; Cindy Castrigno, County Attorney's office; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Dawn Barnes and Diane Gill, Human Services Director; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Steve Geller, Executive Director and Gerry Simms, Housing and Energy Director of Rockingham Community Action; Jim Kimball, Eagle Tribune.

Commissioner Barrows called the meeting to order at 10:45 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of the October 16, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Commissioner Pratt notified all departments that the Commissioners have received notification from our insurance broker of constructive cancellations on several insurance policies due to a 25% or more increase in most of the County's policies. The County can expect large increases this year due to the events of September 11, 2001. They are required to give clients 60-days notification to either renew or cancel current policies. Our broker will get alternative quotes for the County.

Date 11/13/01

Martha Roy introduced Steve Geller, Executive Director and Gerry Simms, Housing and Energy Director of Rockingham Community Action who are here this morning to hold preliminary discussions with the Board of Commissioners regarding using the County's CDGB allocation for single-family housing.

Mr. Geller discussed their previous successful partnership with Rockingham County to update their current offices. Some of those improvements include a new elevator, improved heating and air conditioning and electrical systems.

Mr. Geller further stated that due to the rising need for housing in the Seacoast area, they wish to rehab some single-family homes and multi-family homes for needy families. These homes include homes that have substantial health and safety problems, i.e. septic systems, electrical, plumbing, foundation and structural issues. The waiting list for these homes is increasing and is currently over 70 households. They expect to spend approximately \$20-\$30,000 per house to rehabilitate.

Mr. Simms discussed the proposal presented to the Commissioners and department heads present. In the past year 12 projects were completed, serving 39 individuals at a cost of \$290,483. Previous projects include lead abatement projects, weatherization and an elderly affordable housing project in Epping called Whispering Pines, with about 30 elderly persons living in this community.

Mr. Geller explained that this would be a Community Development Block Grant through the Office of State Planning in Concord. These are funds that are available to all the counties in New Hampshire as well as individual communities. It is a competitive grant and Rockingham County could apply for and receive up to a total of \$500,000 in a given year. Their office will try to secure matching funds as well and desires only the Commissioners' support for this effort. The process would include a public hearing in January and the official submission by the County for the grant proposal.

Commissioner Pratt stated that Martha Roy is the County's CDBG grant advisor and did a lot of work for the Town of Raymond while she was the Town Manager there prior to coming to Rockingham County. Mr. Geller stated that Mrs. Roy was very instrumental in securing a CDBG grant for the Town for their new Outreach Center.

Commissioner Pratt asked what the new rental guidelines are. Mr. Geller stated that this is determined by Section 8 income guidelines. The focus

MB
Date 11/13/01

though is on owner-occupied properties. There are also strict covenants between landlords and tenants to secure the terms of the continued lease agreement once the building has been improved. Commissioner Pratt asked for the number of persons on the waiting list per town. Mr. Simms stated that they have applications along the southern border of New Hampshire, and Northwood, Raymond, Epping and all over the County. They will send the Commissioners a breakdown by town and district.

The Commissioners stated that they appoint members to the Rockingham Community Action Board of Directors and are interested in further discussions of this grant proposal for the year 2002.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Cindy Castrigno briefly reported that the County Attorney wished to express his appreciation for everyone's assistance with the regrades for their office.

REPORT FROM THE REGISTER OF DEEDS:

Cathy Stacey stated that her office is very busy and behind schedule. Her office is having an impromptu visit from the Department of Revenue Administration this afternoon. She will follow up on the results of their visit with the Commissioners.

Mrs. Stacey requested a Non-Public Session.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. The population this week is 330, with 18 inmates on the home monitoring system.

Supt. Charron wished to thank Jude Gates, Jim Dills, Al Wright and the Maintenance Dept. for their assistance in customizing the new food vans.

Supt. Charron discussed the renewal of the APPRISS contract (formerly V.I.N.E.). The Commissioners will review the contract and vote to approve at their meeting tomorrow at 11:30 a.m.

Supt. Charron recommended that the paper/plastic bid be awarded to Portsmouth Paper Co. and Eastern Bag & Paper Co.

MOVED: Commissioner Pratt to award the paper/plastic bid per the recommendation of Supt. Charron.

MB
Date 11/13/01

SECONDED: Commissioner Barka.

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

Commissioner Barrows asked if the number of beds per cell could be doubled in any areas. Supt. Charron stated that the Jail is currently at capacity. The number of pre-trials continues to be very high. Supt. Charron stated that he continues to keep inmates sentenced from other counties out of the Rockingham County Jail whenever possible.

REPORT FROM FINANCE DEPARTMENT:

Theresa Young stated that department budgets are due this Wednesday, November 1. Evaluations and PCNs need to be in by December in order not to create accrual and other problems for departments and the Finance Office.

The tax letters from the Treasurer's Office were sent to all the towns in Rockingham County in mid October. Taxes will be coming in December.

An asset evaluation of County departments will begin the week of November 26 to evaluate the County's assets. Departments will be notified when their department will be evaluated. Mrs. Young requested that departments notify her what day would be most convenient for this purpose.

Open enrollment for the 2002 health benefits will begin November 1.

Banking service arrangements are going smoothly. Payrolls will now be processed out of the new bank accounts at Bank of New Hampshire.

Martha Roy will be assisting with an RFP for grant writing services for the County to receive some additional grant money and reimbursements for next year. It should be going out by the end of the year.

REPORT FROM HUMAN RESOURCES:

Martha Roy stated that a Health Benefits Fair will be held on November 8 from 7:30 a.m. to 4:00 p.m. Between 11:30 and 1:30 there will be guest lecturers for about 20 minutes each, with a free healthy lunch offered every half hour.

Individualized open enrollment will be the last week of November. Benefits will not be final until the Delegation approves the budget in February.

Date MB
11/13/01

REPORT FROM HUMAN SERVICES:

Diane Gill stated that Dawn Barnes was here this morning to address the Incentive Fund approvals by the Commissioners.

Dawn Barnes stated that the 6% Incentive Fund Review Committee recommends the following awards:

The Sad Café	\$24,875.00
Girls on the Run (Hold pending further review)	\$10,000.00
Child and Family Services	\$16,000.00
Families First of the Greater Seacoast	\$24,115.00
Community Child Care Center	\$6,000.00
New Outlook Teen Center	\$35,000.00
Hampton Child and Family Program	\$5,000.00
City Year NH	\$20,000.00
Kids with Voices	DENIED \$5,000.00
Girls, Inc.	\$14,615.00
Seacoast Diversion Program	\$39,000.00
Northwood Teen Center	\$5,000.00
TOTAL AWARDS	\$189,605.00

The next review will be held on Monday, January 14, 2002 at 9:00 a.m. in the Commissioners Conference Room. The Commissioners have the approval letters to sign and be sent out.

MOVED: Commissioner Pratt to approve the above awards per the recommendation of 6% Incentive Fund Review Committee.

SECONDED: Commissioner Barka.

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

Diane Gill reported that the first Memorandum of Agreement meeting was held last Friday at Health & Human Services. John Wallace and Caccie Keane were to attend, but Mr. Wallace could not attend. Caccie Keane will give feedback on the meeting and will be meeting with Commissioner Shumway this week. One of the topics of discussion was the whereabouts of the Tobacco Lawsuit settlement monies and Proshare dollars.

MO
Date 11/13/01

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates could not attend the meeting today, but in her absence Commissioner Barrows read a report from her. Mrs. Gates reports that the water tower painting project is nearly completed and the tank is scheduled to be filled within two weeks.

The lagoon project is going slower than anticipated. The replacement of the lagoon liner has been completed. The contractor is placing the 12" sand layer and will be making repairs to the toe of the slope. She has a meeting tomorrow with DES, the contractors and engineers to determine a target for completion and requirements for post-construction testing, perhaps mid- to late-November.

REPORT FROM THE NURSING HOME:

Bill Sturtevant gave the census report.

Mr. Sturtevant made recommendations to the Commissioners for the paper/plastic bid to the low bidders per a spreadsheet.

MOVED: Commissioner Pratt to award the paper/plastic bid to the low bidders per the recommendations of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Mr. Sturtevant recommended that the dish soap bids be rejected and rebid. The Ecco Labs bid was received late, and another bid was also received late.

MOVED: Commissioner Pratt to reject the current bids and rebid this item per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Mr. Sturtevant discussed the Sam's Club memberships for County departments. He purchases a lot from Sam's and currently reimburses employees for using their membership as the County's account has been cancelled due to billing problems. The Commissioners suggested that

MB
Date 11/13/01

individual department memberships might be preferred to the billing problems we had using a centralized account with Sam's in the past. Mr. Sturtevant will talk with them and set up a meeting.

Mr. Sturtevant stated that Brookstone Builders has reported cost problems on the supported res care project. The pricing on certain specs came in higher than anticipated. He requested that they look for alternative solutions to bring those costs down. They will be meeting with the engineers and architects next week to work out a solution.

Mr. Sturtevant requested a Non-Public session.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that he is beginning a fax server project, which will allow personnel to fax directly from their computer using the network as a vehicle to a shared fax machine. This should be completed within a month or so. Special software will need to be installed on all PC's. There are a limited number of licenses.

Mr. Stoughton is also researching an Internet security software and server, which will increase the County's protection for internet traffic.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (c) on a roll call vote at 11:37 a.m.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
October 30, 2001**

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

Discussion: Overtime and 2 leave without pay matters.

MB
Date 11/13/01

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

Discussion: The Nursing Home beauty shop contracts.

Discussion: A sub-contractor problem on the Driscoll project.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve 2 leave without pay requests for the Register of Deeds office.

SECONDED: Commissioner Barka.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:55 a.m.


Respectfully submitted,



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

Date MB
11/13/01

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date 11/3/01

**COMMISSIONERS WORK SESSION
COMMISSIONERS BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
October 31, 2001**

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

Also present: Judie Milner; Theresa Young, Finance Officer; Martha Roy,
Human Resources Director.

Commissioner Barrows called the meeting to order at 11:30 a.m.

MOVED: Commissioner Barka to recommend health insurance scenario O/1
for 2002.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to recommend dental insurance scenario C for
2002.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka to increase the medical savings account limit to
\$750 for 2002.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to recommend the dependant care plan with a
limit of \$5,000 for 2002.

SECONDED: Commissioner Barka.

MB
Date 11/13/01

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

MOVED: Commissioner Barka to recommend the 26-week short-term disability plan for 2002.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to recommend the longevity plan for 2002.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka to recommend mileage reimbursement for Cooperative Extension educators, county employees and Elected Officials at the Federal rate for 2002.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to recommend the health insurance buyout plan at a rate of \$100 per month for 2002.

SECONDED: Commissioner Barka.

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

It was agreed to create a packet of information about these recommendations to be distributed on November 1 to the Division Directors, Elected Officials, Employees Advisory Group, Delegation officers and Salary Subcommittee members.

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

MB
Date 11/13/01

Meeting adjourned at 12:45 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioners

MB
Date 11/13/01

**COMMISSIONERS MEETING
COMMISSIONERS BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
November 6, 2001**

Present: Commissioner Maureen Barrows
Commissioner Ernest P. Barka

Also present: Bill Sturtevant, Nursing Home Administrator; Maryann
Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 11:20 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

Commissioner Barrows stated that the Commissioners have reviewed the APPRISS contract, a 12-month agreement, per the recommendation of Supt. Gene Charron. The Commissioners have reviewed the terms of the contract and they appear to be the same as the original V.I.N.E. contract.

MOVED: Commissioner Barrows to approve the APPRISS contract per the recommendation of Supt. Gene Charron and to authorize the Board of Commissioners to sign the contract.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant recommended that the private pay rate be raised from \$175.00 per day to \$200 per day commencing January 1, 2002.

MOVED: Commissioner Barka to approve the recommendation of Mr. Sturtevant, the Nursing Home Administrator.

SECONDED: Commissioner Barrows.

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

Date MB
11/13/01

Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II (c) on a roll call vote at 11:50 a.m.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS BARROWS OFFICE
ROCKINGHAM COUNTY NURSING HOME
November 6, 2001**

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

Discussion: Two residency waivers for the Nursing Home.

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

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to approve two residency waivers per the recommendation of Mr. Sturtevant. This approval is based on the condition that Mr. Sturtevant will ascertain that the Rockingham County Nursing Home will be able to provide for the special needs of both of these residents prior to admission.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

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

MB
Date 11/13/01

Meeting adjourned at 11:59 a.m.

Respectfully submitted,

Maryann Brickett

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

Received by,

Maureen Barrows

Maureen Barrows, Chairman
Rockingham County Commissioners

MB
Date _____

**REGULAR COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
November 13, 2001**

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

Also present: Jim Reams, County Attorney; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:45 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

The Commissioners and department heads recognized the recipients of the NHACo employee of the year awards, Lt. John Blomeke and Rita Beaupre.

MOVED: Commissioner Pratt to approve the minutes of the October 26, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Barrows who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the October 29, 30 and 31, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MB
Date _____

MOVED: Commissioner Barrows to approve the minutes of the November 6, 2001 Commissioners' Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Pratt who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

REPORT FROM THE COUNTY ATTORNEY'S OFFICE:

Jim Reams discussed staffing issues. His office will be posting some new positions, which he is currently seeking to fill. Mr. Reams requested a Non-Public Session.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. The population this week is 290, with 180 pre-trials, 28 on work release, and 19 inmates on the electronic home monitoring system.

Supt. Charron has received a bill from the State Department of Corrections in the amount of \$5,500 to pay for medical bills for inmates that Rockingham County sent to the State Prison. The bills date back to March of this year. Supt. Charron has stated to Commissioner Phil Stanley that he does not intend to pay this bill as the claims are for routine medical care. He will most likely be re-billed for non-routine medical bills.

Supt. Charron discussed the PrimeCare contract, which he asked the Commissioners to review before signing. Costs will be increasing substantially for 2002.

Monday there will be a Corrections Academy graduation. Supt. Charron currently has 10 positions open in his department. This will require higher overtime for his department.

INS is implementing some new standards. Supt. Charron will be meeting November 27 in Boston.

REPORT FROM FINANCE DEPARTMENT:

Theresa Young stated that travel reimbursement rates for 2002 will be \$.365 per mile. All departments should make note of the 2-cent increase.

Mrs. Young has been working with Martha Roy on electronic Open Enrollment.

Mrs. Young requested to meet with the Commissioners tomorrow to discuss several issues, including banking business, longevity checks, changes in health for 2002. The health changes will be reflected in the first payroll in December.

A vendor will be coming in the last week in November to do asset evaluations. As Mrs. Young did not hear from any department head that this time period presented a problem, she confirmed the evaluation for that week.

AMI Risk Assessment will be evaluating the County's health fund, the method of funding health insurance, and current provider's claims. This will take place the last week of November.

Mrs. Young requested a Non-Public session.

REPORT FROM HUMAN RESOURCES:

Martha Roy will be sending out a payroll stuffer regarding critical care insurance. Individual computerized open enrollment with CBP will begin the week of November 26. All benefits are subject to change prior to the Annual Meeting. Employees will be required to sign off that they have been advised of this and understand this.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the engineers from FEMA and OEM came to view the flood mitigation efforts at the Jail, dam, berm and culverts. Everything looked fine.

Lagoon #3 was inspected Friday and the County has received permission to begin filling the lagoon which was done yesterday. There is still some inspection work to be done beneath the surface of the liners for Lagoon #1 and #2. Jude is coordinating alternative methods of detecting subsurface voids for those and other possible problems with Roland Barnaby. Jude is also talking with Woods Hole Oceanographic. They do topographical surveys through liquids. An inspection will probably need to be done next year. The Water

MB
Date _____

Resources Dam Bureau came Friday for an inspection and the County should received a letter this week outlining their review and approval of the mitigation efforts.

The water tower is now full of water. The neighbors are happy with the results. It will remain still for 24 hours and a water sample will be sent to Concord. Water can then be provided from the tower to county buildings. This is less expensive than running directly from the water treatment plant. Waterline Industries has been working very hard throughout this entire process.

REPORT FROM THE NURSING HOME:

Bill Sturtevant gave the census report.

Bids were opened for dishwashing soap:

Summit Supply
Ecolab Inc.
Shaheen Brothers
UNX Incorporated

Bids were opened for bread:

Best Foods
LePage Bakery

Bids were opened for juice:

Sysco
Springfield Foodservice

Bids were opened for potato chips:

Springfield Food
Sysco
L. L. Products

Bids were opened for soft drinks:

Pepsi-Cola Company of New England
Seacoast Coca-Cola

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Date _____

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

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Mr. Sturtevant received a request from the Exeter Area Helping Hands, a volunteer group, would like to use the Residents' Dining Room for a meeting on the last Thursday of each month. They are a 501C3 organization. The Commissioners approved per Mr. Sturtevant's and Mr. Ramsey's review of the impact to staff.

MOVED: Commissioner Pratt to authorize Exeter Area Helping Hands to hold one trial meeting in the dining room before approving the continued use of the Residents' Dining Room.

Mrs. Gates and Mr. Sturtevant met with representatives from Brookstone Builders Thursday morning to review the Res Care Program. Their original price for the project was \$2.1 million dollars, which was later reduced to \$1.8 million dollars. Mr. Sturtevant needs to meet with Jude Gates and the Commissioners this week to review these projects. Theresa Young suggested possibly trading budget dollars for bond dollars.

Mr. Sturtevant requested a Non-Public session.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton stated that he is still working on the faxing server project and the security server for the Internet.

Frank will be out of the office the last week of November.

REPORT FROM THE UNH COOPERATIVE EXTENSION:

Roland Barnaby stated that his department is in the process of hiring 2 employees. The interview process for a forester has begun again. A review committee will be reviewing resumes and interviewing for an administrative assistant.

Supt. Charron stated that judges from other counties are sentencing prisoners from their county and sending them to Rockingham. This creates additional

MB
Date _____

pressure on resources because we have programs that they do not i.e.: Sexual Offender. Ultimately, they end up using County funds for programs in Rockingham County. The cost to the County is approximately \$280,00 a year. Supt. Charron.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a), (c), (d) and (e) on a roll call vote at 11:30 a.m.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
November 13, 2001**

Those present for NHRSA 91A:3 II (d) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Jude Gates and Maryann Brickett.

Discussion: A land acquisition.

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

Discussion: A step increase for an employee in the County Attorney's office.

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

Discussion: A residency waiver.

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

Discussion: An administrative leave with pay.

MB
Date _____

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Martha Roy, Theresa Young, Roy Morrisette, and Attorney Perry from Sheehan, Phinney, Bass & Green.

Discussion: A legal matter.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka to accept a gift to the County of 15 acres of land more or less from Mr. & Mrs. Schmechel conditional upon County Delegation approval and notifying the donor that Delegation approval is required.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Pratt to approve a step increase as requested by the County Attorney and approved by the Human Resources Director.

SECONDED: Commissioner Barka.

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

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka approve an administrative leave with pay for a Nursing Home employee pending the investigation of an auto accident, per the recommendation of Mr. Sturtevant and Mrs. Roy.

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Date _____

SECONDED: Commissioner Pratt.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 12:10 p.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
November 15, 2001**

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

Also present: Theresa Young, Finance Officer and Judie Milner; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering & Maintenance Dept.; Bill Sturtevant, Nursing Home Administrator.

Commissioner Barrows called the meeting to order at 10:00 a.m.

Commissioner Barrows reported that she had recently received a call from Governor Shaheen regarding payment of the State bills. Mrs. Gill recommended that the bills, but not the interest be paid. The matter of exceeding the cap for FY2000 was discussed.

MOVED: Commissioner Barrows to pay \$3,651,207.71, a sum not to include interest, in State bills contingent upon an assurance from Governor Shaheen that within 60 days the Counties will receive from the New Hampshire Department of Health & Human Services a full accounting for Fiscal Years 1999, 2000 and 2001 of payments made by the Counties towards the cap for each fiscal year. Further, the Governor must assure that within 60 days of providing a full accounting, the Department, working in cooperation with the Counties, will devise a payment methodology for apportioning any credits owed to Rockingham County and if it is determined that Rockingham County is entitled to a credit, such credit will be reflected on bills from the State to the County within the 60 days.

SECONDED: Commissioner Barka.

Discussion: Commissioner Pratt expressed her concern that the State had a track record of not working with the Counties in good faith on these issues and

MP
Date _____

suggested deducting the credit estimated by the Human Service affiliate from any payment made.

Commissioner Barrows left the meeting to call Gov. Shaheen and returned to report that Ms. Reardon and the Department of Health and Human Services had agreed to these assurances and would fax a document from the Governor to the Commissioners this morning. She also reported that she had informed Ms. Reardon that Rockingham County would not pay any interest on these bills, per its correspondence with Health and Human Services earlier in the year and her telephone conversation with the Governor on Tuesday, November 13, 2001.

VOTE: 2 Yea, 1 Nay (Pratt). Motion passed in the affirmative.

Staff briefed the Commissioners on the progress of the Driscoll/Underhill projects.

MOVED: Commissioner Barka to authorize staff to move forward on the Residential Care project based on the analysis provided and that appropriate amounts be moved within the Capital Fund and proposed dollars be included in the FY2002 Capital Project budget.

SECONDED: Commissioner Pratt.

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

Staff briefed the Commissioners on banking service issues. It was decided to meet with the Treasurer and Deputy Treasurer at the November 27 Commissioners' Meeting.

Commissioner Barrows signed a Broker of Record letter for certain Nursing Home policies assigning Davis, Towle, Merrill & Everett per the request of Mr. Richard Carr, USI New England.

The Commissioner instructed the Finance Office to run a budget scenario for conversion to a new pay plan for FY2002, based on a recommendation of the Salary and Benefits consultant.

The Commissioners agreed to hold interim work sessions on Tuesdays between full Commissioners meetings through budget season.

MOVED: Commissioner Pratt to adjourn.

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Date

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:45 a.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

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Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
November 20, 2001**

Present: Commissioner Maureen Barrows
Commissioner Katharin K. Pratt

Also present: Theresa Young, Finance Officer and Judie Milner; Martha Roy, Human Resources Director; Bill Sturtevant, Nursing Home Administrator.

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

The Commissioners authorized the following write-offs for the Rockingham County Nursing Home and General Fund:

Nursing Home	\$262,162.59
Medical Day Care	\$ 24,695.25
General Fund (Sheriff)	\$352.00

MOVED: Commissioner Pratt to approve the above write-offs per the recommendation of Mr. Sturtevant and Mrs. Young.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant briefed the Commissioners on staffing concerns and recommended further consolidation of wings on a temporary basis.

The Commissioners discussed with Mrs. Young and Mrs. Roy the conversion to the new pay plan for 2002. The Commissioners requested that the Finance Dept. develop scenarios.

The Commissioners discussed banking services with Mrs. Young and will place this item on the agenda for the November 27, 2001 Commissioners Meeting.

Mrs. Young and the Commissioners discussed the fund balances for FY 2001.

Date MB

MOVED: Commissioner Pratt to restate the year 2000 fund balances for the following funds and amounts:

General Fund	+	\$84,312.99
Capital Fund	-	\$61,218.00
Enterprise Fund	+	\$57,167.34

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:00 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date 12/11/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
November 27, 2001**

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

Also present: Lt. James Szeliga, Sheriff's Dept.; Treasurer Sandy Buck; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer; Kathy Nikitas, Finance Office; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: James Kimball, Eagle Tribune

Commissioner Barrows called the meeting to order at 10:43 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

The Commissioners discussed banking services. Commissioner Pratt read the following for the record:

Whereas, pursuant to RSA 23:1, Rockingham County (the County) is a body corporate for suing and being sued, purchasing, holding and conveying real and personal estate for county purposes, making all necessary contracts and doing other necessary acts relating to the property and concerns of the county and

Whereas, pursuant to RSA 24, et al., the County Commissioners, along with the County Convention, bear fiscal responsibility for the County; and

Whereas, pursuant to RSA 29:1, the County Treasurer is the officer of the County authorized by statute to have custody of all money belonging to the County; and

Whereas, pursuant to RSA 29:1, RSA 29:2, and RSA 29:3, the County Treasurer is required to deposit the money belonging to the County in certain banks and

MB
Date 12/11/01

accounts; and with the approval of the Commissioners invest excess funds and adopt an investment policy; and

Whereas, pursuant to RSA 29:1 and 29:10, the County Treasurer is obligated to disburse such sums of money as properly directed by the County Commissioners; and countersign notes issued by the county and signed by at least two Commissioners; and

Whereas, pursuant to RSA 28:8-f, which applies to all county departments, and to the offices of County Sheriff, County Attorney, County Treasurer and Register of Deeds, any purchase of services made by Rockingham County in an amount exceeding \$5000 shall be by competitive bidding. Purchases of services to be provided at different times where the cost of a single order or delivery may be less than \$5000 but the total purchase exceeds that amount shall be construed as coming within the provisions hereof requiring competitive bidding; and

Whereas, the County did issue a request for banking service proposal dated October 2000 and updated August 2001 that included banking services for all departments and offices of the County, except internal services funds which will remain at Fleet Bank, and the County Commissioners did award the contract for banking services based on the requests for proposals submitted to Bank of New Hampshire on September 7, 2001 for a period of three years commencing November 1, 2001. This contract is between the County of Rockingham and Bank of New Hampshire and may be terminated early, and is subject to extension by action of the County Commissioners,

MOTION:

MOVED: Commissioner Pratt

I move that to ensure consistent and proper handling of County funds through accounts opened under all banking contracts, we, the County Commissioners, establish the following standards of authority and responsibility:

- 1) All bank accounts opened and operated by officers, officials and staff of the County for and on behalf of the County are to be opened in the name of and using the employer identification number of Rockingham County (RC). In addition, all accounts opened and operated under the name and tax identification number of the County are opened and operated under authority of the County Commissioners.

MB
 Date 12/11/01

2) The accounts authorized to be opened and operated under all County banking contracts, the authorized signers and the mailing address for the account statements for each account are as follows:

Bank of New Hampshire

Account Name	Authorized Signers	Mailing Address
RC General Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Director	RC Finance Office 119 North Road Brentwood, NH 03833
RC Payroll Account	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Director	RC Finance Office 119 North Road Brentwood, NH 03833
RC Accounts Payable	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Director	RC Finance Office 119 North Road Brentwood, NH 03833
RC Capital Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Director	RC Finance Office 119 North Road Brentwood, NH 03833
RC Nursing Home Residents	Mary Jane Toth, Nursing Home, Asst. Director of Fiscal Services Phyllis Rogers, Nursing Home Director of Fiscal Services Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Nancy Lang, Nursing Home Asst. Administrator	RC Nursing Home 117 North Road Brentwood, NH 03833 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833
RC Nursing Home Special Acct.	Mary Jane Toth, Nursing Home Asst. Director of Fiscal Services Phyllis Rogers, Nursing Home Director of Fiscal Services Edward Buck, Treasurer	RC Nursing Home 117 North Road Brentwood, NH 03833 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833

MB
Date 12/11/01

RC Dept of Corrections Commissary Account	Timothy Dempsey, Dep. Treasurer Edward Buck, Treasurer Gene Charron, Superintendent Albert Wright, Dep. Superintendent Louise Turner, Office Administrator Stephen Church, Lieutenant	RC Dept of Corrections 99 North Road Brentwood, NH 03833 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833
RC Dept of Corrections Inmate Account	Timothy Dempsey, Dep. Treasurer Edward Buck, Treasurer Gene Charron, Superintendent Albert Wright, Dep. Superintendent Louise Turner, Office Administrator Stephen Church, Lieutenant	RC Dept of Corrections 99 North Road Brentwood, NH 03833 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833
RC Dept of Corrections Chapel Account	Timothy Dempsey, Dep. Treasurer Edward Buck, Treasurer Gene Charron, Superintendent Albert Wright, Dep. Superintendent Louise Turner, Office Administrator Stephen Church, Lieutenant	RC Dept of Corrections 99 North Road Brentwood, NH 03833 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833
RC Drug Task Force	Joseph Akerley, Capt./Chief Dep. James Linehan, Sheriff	RC Sheriff's Office 101 North Road Brentwood, NH 03833
RC Deeds Equipment	Timothy Dempsey, Dep. Treasurer Edward Buck, Treasurer	RC Register of Deeds PO Box 896 Kingston, NH 03848 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833
RC Registry of Deeds	Cathy Ann Stacey, Register/Deeds Becky Burns, Executive Asst. To Register Of Deeds	RC Register of Deeds PO Box 896 Kingston, NH 03848 Duplicate to: RC Finance Office 119 North Road Brentwood, NH 03833

MB
 Date 12/11/01

RC Line of Credit	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer	RC Finance Office 119 North Road Brentwood, NH 03833
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Fleet Bank

Account Name	Authorized Signers	Mailing Address
RC Health Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Officer	RC Finance Office 119 North Road Brentwood, NH 03833
RC Dental Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Officer	RC Finance Office 119 North Road Brentwood, NH 03833
RC Worker's Comp Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Officer	RC Finance Office 119 North Road Brentwood, NH 03833
RC Unemployment Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Officer	RC Finance Office 119 North Road Brentwood, NH 03833
RC Compensated Abs Fund	Edward Buck, Treasurer Timothy Dempsey, Dep. Treasurer Theresa Young, Finance Officer	RC Finance Office 119 North Road Brentwood, NH 03833

- 3) Requests such as copies of any and all accounts statements as well as assignment of authorized signers for each individual account shall be authorized by the majority of the Board and provided in writing to the bank.
- 4) County of Rockingham officers, officials or staff shall have no authority separate from the County Commissioners to open new accounts or amend existing accounts in the name of Rockingham County. The Treasurer's authority to invest funds pursuant to RSA 29:1 shall not be restricted by this provision.
- 5) The County of Rockingham may use electronic on-line banking services to access bank account information, to initiate electronic transfers and electronic payments, and to use other electronic services available from Bank of New Hampshire or Fleet Bank. The Board of County Commissioners shall be responsible for determining which officers, officials and staff may have electronic access to accounts, what accounts those persons may have access to, and what services

Date mb
12/11/01

those persons may use. The following are so authorized to use electronic on-line banking services:

Name/Title	Accounts Authorized	Electronic Services Authorized
Edward Buck, Treasurer	All	All
Timothy Dempsey, Deputy Treasurer	All	All
Theresa Young, Finance Officer	All	Account Detail Stop Payments Electronic payment GF & Cap Funds Electronic transfers GF & Cap Funds
Judie Milner, Accounting Manager	All	Account Detail Stop Payments
Julien (Jay) Houle	All	Account Detail

- 6) The Board of County Commissioners shall be responsible for resolving differences between offices of the County of Rockingham and the Bank of New Hampshire or Fleet Bank.
- 7) The Board of County Commissioners shall have the authority to terminate the contract with Bank of New Hampshire or Fleet Bank early or change the terms of the contract.
- 8) Bank Accounts may be amended, opened or closed by majority vote of the Board of Commissioners.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Lt. James Szeliga represented the Sheriff's Dept. for the bid openings.

Bids were opened for uniforms:

Ben's Uniforms
Neptune, Inc.

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

MB
Date 12/11/01

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

REPORT FROM THE TREASURER'S OFFICE:

Treasurer Sandy Buck had no report.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. The population this week is 299, with 282 in the facility, 186 pre-trials, 113 sentenced, and 19 inmates on the electronic home monitoring system. Supt. Charron, with the Court's permission has been very successful in determining which inmates qualified for furloughs.

Supt. Charron brought the Commissioners up to date on the status of the Prime Care contract he gave the Commissioners for review a couple of weeks ago. He requested that the Commissioners approve the contract. The initial increase for the new contract in year 2002 is \$200,000 to help compensate for their losses in the previous year due to staffing shortages. After that they use the CPI in September for a basis for the following year's increase. Commissioner Barrows asked about a possible reduction in the amount of services provided. Supt. Charron stated that his accreditation by National Health Care requires specific services to be performed. There is no slow time on any shift. Accreditation is crucial to avoid lawsuits. Commissioner Barrows stated that she wished to have all the Commissioners present to vote on this contract. Theresa Young asked about a cap on the CPI increase. Commissioner Pratt said she was not comfortable with the cost increases or reducing the opt-out period. Supt. Charron stated he would call PrimeCare today to determine the cap.

Commissioner Barrows asked Supt. Charron if he could research possible local entities such as Business Health Management and others. Supt. Charron stated that 7 years ago his budget for this service was \$555,000 when it was run in-house.

* Commissioner Barka entered the meeting at this point – 11 p.m.

Supt. Charron stated that in Cumberland County, Maine they have gone to a cost plus program. Commissioner Barrows asked if the County needs to outsource this service in order to maintain our accreditation. Supt. Charron stated that we currently are the only County in the State to outsource this service and the other 9 counties are not accredited. Commissioner Barka asked if the Federal Government

Date 12/11/01^{MD}

could give the County some revenue. Commissioner Barrows asked to review the contract/manual and the cost breakdowns of Hillsborough, Merrimack and Strafford Counties and the State Prison prior to next Tuesday's Commissioners' Work Session.

Commissioner Pratt asked Supt. Charron about the RC Academy program. Supt. Charron stated that they have invited County officials to a graduation December 12 at the Superior Court in Brentwood. These are inmates that normally are housed at the State Prison and the County does not benefit from this program. The organization, Volunteers of America, facilitate the Rockingham County Academy program on a contract basis.

REPORT FROM FINANCE DEPARTMENT:

Commissioner Pratt asked Treasurer Sandy Buck about a letter received from the Town of Chester requesting to pay their County taxes in January instead of by December 17. Mr. Buck stated that he had not received the letter, but late payments require a penalty as well.

Theresa Young requested that the Commissioners sign a bid waiver for the CD Rom scanning project. Kathy Nikitas explained that the reason for this request is to enable the Finance Dept. to scan A/P warrants on to CD. This is the closest local vendor that can perform the work required. The other company they used for the first phase of this project was very unsatisfactory. The cap for this bid waiver is \$8,000. The Commissioners signed the bid waiver request.

Theresa Young is working on draft budgets, which should be out by the end of the week.

Asset evaluations will be ongoing this week in all departments. Kathy Nikitas and Judie Milner are scheduling these with all departments. Theresa Young stated that tracking department assets has been an ongoing discussion for a year and a half. Departments are requested to notify the Finance Dept. of any purchases over \$1,000 with a 3-year life. Government Gap AICPA has recommended raising this figure to \$5,000. Commissioner Pratt asked Mrs. Young to draft a memo to all departments concerning these issues. Mrs. Young stated that her memo would include a note to everyone that their budgets were submitted with certain dollar values, and the Finance Dept. will be moving equipment based on the following motion.

MOVED: Commissioner Pratt that effective January 1, 2001, the fixed asset threshold will be changed from \$1,000 with a three-year life to \$5,000 with a three-year life in accordance with discussions and movements in the governmental accounting field. Further that, for Medicaid/Medicare cost report purposes, Nursing

MB
Date 12/11/01

home fixed assets capitalization threshold remain at \$500 with the life of the asset to be determined by the AHA depreciation publication.

SECONDED: Commissioner Barka.

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

Mrs. Young has prepared a Request For Proposal for a grant researcher/grant writer. Martha Roy has reviewed this. It will go to over 30 consultants. Interested parties will submit a response no later than December 14.

The Finance Office has submitted all transfer requests received by the Commissioners to the Delegation Office, with the exception of 1 which needs further data from the Sheriff. The Executive Committee will be meeting on December 7 to discuss transfers.

There is a Salary Subcommittee meeting Friday, November 30 at 9 a.m. in the Delegation Office.

REPORT FROM HUMAN SERVICES:

Diane Gill stated that there was a meeting with the Governor yesterday to discuss ongoing accrued interest on the State bills. She presented the Commissioners with a summary of those discussions. Don Hill, Director of Administrative Services, has stated that he is not able to forgive interest charges. Governor Shaheen has asked Mr. Hill to provide her with a breakdown of interest charges that are due as a result of the Galway decision and interest charges that are due for other reasons, i.e. the DesFosses lawsuit. The Governor also stated that she is committed to entering legislation if necessary to forgive the interest.

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that the water tower project is complete and she has received very favorable comments about that.

REPORT FROM THE NURSING HOME:

Nancy Lang requested that the Commissioners vote to award several Nursing Home grocery items and dishwashing detergent to the low bidders or in the best interest of the County.

Date MB
12/11/01

MOVED: Commissioner Pratt to award the bids for potato chips, soft drinks, dish soap, bread and juice to the low bidders or in the best interest of the County per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (c) on a roll call vote at 11:30 a.m.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
November 27, 2001**

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

Discussion: A residency waiver.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.


SECONDED: Commissioner Barka.

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

Date 12/11/01
MB


Meeting adjourned at 11:40 a.m.

Respectfully submitted,



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

Received by,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date 12/11/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 4, 2001**

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

Also present: Lt. Mark Peirce, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Officer and Judie Milner; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:45 a.m.

REPORT FROM THE SHERIFF'S DEPARTMENT:

Lt. Peirce recommended that the bid for Sheriff's Dept. uniforms be awarded to Neptune, Inc., the lowest bidder, for the remainder of FY 2001 and 2002 to secure the quoted prices.

MOVED: Commissioner Barka to award the bid for the Sheriff's Dept. uniforms to Neptune, Inc. for the remainder of FY 2001 and 2002.

SECONDED: Commissioner Barrows.

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

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron informed the Commissioners that he has discussed the PrimeCare contract with legal counsel. PrimeCare has provided the Commissioners with an annual cost breakdown, with a CPI cap of 4.57% or less if the CPI in September should be less. Supt. Charron has also negotiated for a 120-day cancellation period of 120.

Nancy Lang has placed a call to Dr. Hoffman and other providers to seek possible alternative services and costs.

mb
Date 12/11/01

Supt. Charron has gathered figures from several other counties for a cost comparison and gave the Commissioners a report of his findings. Once the County and PrimeCare have agreed upon all terms, PrimeCare will forward the original for the Commissioners' signature.

* Commissioner Pratt joined the meeting at 10:50 a.m.

Commissioner Barrows asked if the daily Federal rate for prisoners should increase due to these increased costs. Supt. Charron stated that a new contract with them was previously signed for \$67.84 per day. Commissioner Barka asked if the County could request a penalty if PrimeCare cancelled their contract prior to its expiration date of December 31, 2005. The Commissioners tabled the vote on this matter until legal counsel has completed their review of the contract.

Supt. Charron discussed his concerns regarding the housing of the County's female prisoners. Strafford County will be closing down their modulars which house female prisoners and they will be moved to the back of the building. The State Prison has placed a cap on the number of female prisoners. Commissioner Phil Stanley will be attending the Superintendents Meeting on December 14 and will be discussing this issue.

Supt. Charron stated that Merrimack County uses 4 or 5 cruisers to check inmates who are on the home monitoring system. He will gather more information on this program for the Commissioners.

REPORT FROM THE FINANCE DEPARTMENT:

Theresa Young received an e-mail from Attorney Jim Reidy that he will meet with the Commissioners on the morning of December 7 to discuss legal issues. The Commissioners will meet with him in the Commissioners Conference Room at 9 a.m.

There will be an Audit Subcommittee Meeting following Friday's Executive Committee Meeting.

Theresa Young stated that fund balances need two adjustments, \$10,400 to the general fund and \$419.10 to the enterprise fund.

MOVED: Commissioner Pratt to restate both the general fund prior year (PY) fund balance in the amount of \$10,000 and enterprise fund prior year retained

MB
Date 12/11/01

earnings in the amount of 419.10 per the recommendation of the Finance Department.

SECONDED: Commissioner Barka.

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

Mrs. Young advised the Commissioners that the Brentwood tax bill is now due. Commissioner Pratt stated that she would call Rep. Ken Weyler to discuss this issue.

Mrs. Young stated that the Sheriff's Dept. budget, including the Airport, is not ready yet, but will be shortly. The Finance Dept. also needs more information from the County Attorney's Office and the Treasurer's budget. Commissioner Barrows recommended that a deadline be set of Friday, December 7 or to proceed with last year's budget figures.

There will be an Executive Committee Meeting on Friday, December 7 at 9:30 a.m. to handle line item transfers and resolutions. Following the Executive Committee Meeting will be an Audit Subcommittee Meeting. Performance Audits of various departments will be discussed. It has been suggested that the Finance Dept. and Sheriff's Dept. be done next year.

Theresa Young suggested that the Commissioners may wish to advance legal counsel with retainers.

MOVED: Commissioner Pratt to approve the minutes of the November 11, 13 and 15, 2001 Commissioners Meetings.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve the minutes of the November 11, 13 and 15, 2001 Commissioners Meetings.

SECONDED: Commissioner Barrows.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

Date 12/11/01
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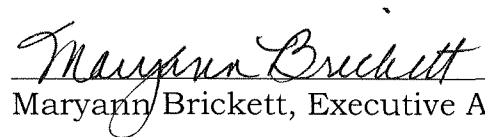
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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


Meeting adjourned at 11:45 a.m.

Respectfully submitted,



Maryann Brickett, Executive Assistant

Received By,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
12/18/01

**COMMISSIONERS MEETING
COMMISSIONERS CONFERENCE ROOM
Rockingham County Nursing Home
Brentwood, New Hampshire
December 11, 2001**

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

Also present: Jeannette Hauschel and Kay Matthews, EAC Committee; Christine Croto, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Kathy Nikitas, Finance Office; Martha Roy, Human Resources Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: James Kimball, Eagle Tribune

Commissioner Barrows called the meeting to order at 10:45 a.m.

REPORT FROM THE COMMISSIONERS OFFICE:

MOVED: Commissioner Pratt to approve the minutes of the November 27 and December 4, 2001 Commissioners Meetings.

SECONDED: Commissioner Barka.

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

VENDOR COMMENTS:

Several vendors (UNX, Shaheen Bros and Summit Supply) addressed the Commissioners and Mr. Sturtevant about several concerns over a recent Nursing Home bid.

Commissioner Pratt asked if bids and RFPs are followed up with contracts. Mr. Sturtevant stated that they do not have the amount of detail in the contract that the vendors mentioned. Commissioner Pratt requested that Mr. Sturtevant send out RFPs with specs as opposed to bids to allow for more negotiation. Commissioner

Date MO
12/18/01

Pratt asked all the vendors present to put their recommendations in writing to Mr. Sturtevant by this Friday.

MOVED: Commissioner Barka to rescind the soap bid awarded to EcoLab Inc. on November 27, 2001 and send out a new RFP with specs within 30 days.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to extend the current contract with Summit Supply from December 31, 2001 through January 31, 2002.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE EAC COMMITTEE:

Jeannette Hauschel, Chair and Kay Matthews, Vice Chair of the Employee Advisory Committee addressed the Board concerning the 2002 proposed health benefit package. They were disappointed that the EAC's and CMT Insurance Subcommittee's recommendations weren't incorporated. The single plan has increased substantially. Mrs. Hauschel presented the Board with the following comparison information:

Single: \$367.12 (premium increase) + \$250 deductible/year =	Loss	\$617.12/yr
2-person: \$759.84 (premium savings) - \$500 deductible/year =	Gain	\$259.84/yr
Family: \$1,001.28 (premium savings) - \$500 deductible/year =	Gain	\$501.28/yr

The Commissioners stated that the EAC recommendations were in fact taken into consideration, but the recommendations of Don Tyler (of Gallant Associates) who did the salary and benefits survey, and the Salary Subcommittee were also taken into consideration. All involved in this process felt that this was the best middle ground for all employees and their families in order to not only keep costs down, but to provide the best benefit package to employees. The buyout amount has also been reduced. Commissioner Barrows asked Martha Roy to research the number of employees enrolled in the single plan, the 2-person, and the family plan.

Martha Roy requested that the Commissioners sign the EBA/Gerber Life contract and the NHMA contract. They have been reviewed by both Mrs. Roy and Theresa Young.

MB
Date 12/18/01

MOVED: Commissioner Barka to approve the EBA/Gerber contract and the NHMA contract for Bargaining Unit Health & Short Term Disability, and to authorize the Chairman to sign the necessary paperwork.

SECONDED: Commissioner Pratt.

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

REPORT FROM THE SHERIFF'S DEPARTMENT:

Christine Croto stated that the Sheriff was attending a meeting and could not attend today's meeting. The Sheriff's Dept. had no report.

REPORT FROM THE DEPARTMENT OF CORRECTIONS:

Supt. Gene Charron gave the census report. The population this week is 287.

Mr. Charron has an Affiliate meeting Friday and will be speaking with Commissioner Phil Stanley at the meeting regarding the issue of female inmates.

Supt. Charron received a response from legal counsel who reviewed the PrimeCare contract. He had several questions regarding scope of service, i.e. pre-existing conditions, treatments prior to incarceration, coverage by other agencies and/or plans, caps on non-routine medical costs, surgery, etc. Commissioner Pratt asked that Supt. Charron send the Commissioners a memo by Friday regarding this legal opinion so they could put on the agenda for their Tuesday, December 18 work session.

REPORT FROM FINANCE DEPARTMENT:

Kathy Nikitas stated that the auditors are here today for the interim audit testing.

The asset allocation company has completed their site work. They will put everything together. The Finance Dept. should have a status report by the end of the year, and a final report probably by the end of January.

Most budgets are nearly completed. Sheriff's operating budget and the County Attorney's budget are not quite complete. Most all other budgets are complete. Commissioner Barrows reminded Finance to use last year's figures for any departments with incomplete budgets. The Commissioners and the Finance Dept. will be scheduling budget review meetings with all departments over the next several weeks.

MB
Date 12/18/01

REPORT FROM HUMAN RESOURCES:

Martha Roy gave the Commissioners an updated report on the Wentworth project, dated November 29 from Underwood Engineers. Mrs. Roy has requested more frequent reports and Underwood Engineers have agreed to provide them.

REPORT FROM HUMAN SERVICES:

Diane Gill was attending an Affiliate meeting today but requested that the Commissioners vote on a new lease space for the Derry Mediation office. Mrs. Gill has known for about a year that new office space would be needed when the current lease expires December 31, 2001. An unsuccessful study of office space was done and Mrs. Gill contacted the Hampstead Hospital who is willing to lease the necessary space. Mrs. Gill, Dawn Barnes and Chris Failey visited the site and found the office space to be a good fit. Commissioner Barrows sent a letter dated December 5, 2001 to Mr. Philip Kubiak, President/CEO of Hampstead Hospital outlining the terms and the County's intention to lease office space commencing January 1, 2002.

MOVED: Commissioner Pratt to authorize the County to enter into a lease or rental agreement between the County and Hampstead Hospital for the lease or rent of office space to be occupied by the Parent-Child Mediation Program, as well as the Juvenile and Adult Intake & Assessment Officer. The lease will include all utilities, except telephone, at a cost of \$600.00 per month for a term of one year, from January 1, 2002 through December 31, 2002. The Board further authorized the Chairman to sign the necessary paperwork on behalf of the County.

SECONDED: Commissioner Barka.

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

Commissioner Pratt expressed concern about the tenuous situation with the Department of Probation lease at 113b North Road. The Commissioners' Office will send them a letter notifying them that they must vacate the offices prior to April 1, 2002 and no further extensions will be granted. The Commissioners and the Nursing Home have an urgent need for that space for storage during all the current renovations of several wings of the Nursing Home.

Jude Gates added that the computer classroom will need to be moved, there are construction issues, and these items can not be stored in an unheated barn.

MB
Date 12/18/01

REPORT FROM THE NURSING HOME:

Mr. Sturtevant requested that the Chairman of the Board of Commissioners sign a contract with Brookstone Builders for the assisted living project in the amount of \$1,923,599.00. The project will commence in mid-January and should be completed in mid-September 2002.

MOVED: Commissioner Barka to authorize the Chairman of the Board of Commissioners sign a contract with Brookstone Builders for the assisted living project in the amount of \$1,923,599.00. The project will commence in mid-January and is expected to be completed by mid-September 2002.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant distributed menus for the annual Christmas buffet on Wednesday, December 19 from 11:30 a.m. – 2 p.m.

The Giving Tree project is going very well this year. The Nursing Home will also accept cash gifts for the residents. Mr. Sturtevant requested that unwrapped gifts be dropped off by December 21. They will however accept gifts through Christmas morning.

Mr. Sturtevant requested that the Commissioners sign a Release of Lien for a Nursing Home lien that has been paid in full in the amount of \$5,460.32.

MOVED: Commissioner Barka to authorize the Chairman of the Board of Commissioners to sign a Release of Lien for a Nursing Home lien that has been paid in full in the amount of \$5,460.32.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant requested a Non-Public session.

REPORT FROM THE MIS DEPARTMENT:

Frank Stoughton gave the Commissioners a list of old computer equipment that he wished to have declared as surplus. The equipment is old and of little value. He will

MB
Date 12/18/01

toss what he can, and equipment that is considered hazardous waste, he will ask someone in the computer parts business to pick up.

MOVED: Commissioner Pratt to declare certain computer equipment as surplus per the recommendation of the MIS Director.

SECONDED: Commissioner Barka.

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

REPORT FROM THE MAINTENANCE DEPARTMENT:

Jude Gates stated that she has the final contract price for Waterline Industries who performed the repairs at Lagoon #3. The final cost came in \$16,612.05 higher than originally estimated. This is due to leaks that were found that were not associated with the hole on the bottom of the lagoon, but were found in other locations. This price is still less than the original estimate received of \$400,000. Also, Maintenance had originally anticipated \$500-750,000 just for the Waterline Industries portion of this project. The bottom line of the project is \$393,832.05. Mrs. Gates requested that the Commissioners amend the original bid award to Waterline Industries in the amount of \$377,220.00 to \$393,832.05. Mrs. Gates stated that all the change orders were reviewed by the State prior to enactment, and thus are reimbursable at 20% including the additional \$16,612.05.

MOVED: Commissioner Pratt to amend the original bid award to Waterline Industries in the amount of \$377,220.00 to \$393,832.05 with a Change Order in the amount of \$16,612.05.

SECONDED: Commissioner Barka.

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

The Maintenance Dept. has been very busy with Christmas decoration displays.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a), (c) and (e) on a roll call vote at 11:30 a.m.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Date MB
12/18/01

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
December 11, 2001**

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

Discussion: A personnel matter.

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

Discussion: A residency waiver.

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

Discussion: A legal matter.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve a residency waiver per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

MB
Date 12/18/01

Meeting adjourned at 12:10 p.m.

Respectfully submitted,

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

Received by,

Katharin K. Pratt
Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB
12/18/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 13, 2001**

Present: Commissioner Maureen Barrows
Commissioner Katharin K. Pratt

Also present: Sheriff Dan Linehan, Capt. Joe Akerley, Lt. Mark Perice, and
Christine Croto, Sheriff's Dept.; Theresa Young, Finance
Officer.

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

The Commissioners and the Sheriff's Department discussed the Sheriff's
Department 2002 budget proposal.

MOVED: Commissioner Pratt to increase the Medical Savings Account
maximum to \$1,000 for Fiscal year 2002.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 12:30 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date 12/18/01

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 14, 2001**

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

Also present: Theresa Young, Finance Officer.

Commissioner Barrows called the meeting to order at 10:50 a.m.

The Commissioners and Theresa Young discussed the 2002 budget proposal for the Finance Department and the General Government 2002 budget proposal.

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 11:45 a.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

MB
Date _____

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 17, 2001**

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

Also present: Theresa Young, Finance Officer; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Jude Gates, Asst. Director, Engineering & Maintenance.

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

The Commissioners, Theresa Young, Bill Sturtevant and Frank Stoughton discussed the IT/Telecommunications 2002 budget.

The Commissioners, Bill Sturtevant and Theresa Young discussed the Nursing Home 2002 budget.

The Commissioners, Jude Gates and Theresa Young discussed the Engineering & Maintenance 2002 budget.

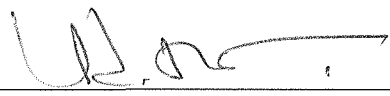
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 12:00 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date MB

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 18, 2001**

Present: Commissioner Maureen Barrows
Commissioner Katharin K. Pratt

Also present: Supt. Gene Charron and Louise Turner, Dept. of Corrections;
Theresa Young and Kathy Nikitas, Finance Office; Diane Gill,
Human Services Director.

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

The Commissioners, the Finance Office and Diane Gill discussed the Human Services 2002 budget proposal.

The Commissioners, Finance Office, Supt. Gene Charron and Louise Turner discussed the Dept. of Corrections 2002 budget proposal.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONER BARROWS OFFICE
ROCKINGHAM COUNTY NURSING HOME
December 18, 2001**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Theresa Young and Martha Roy.

Discussion: A personnel matter.

mθ
Date _____

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

SECONDED: Commissioner Barrows.

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

Proposals for Professional Services for Resource Identification were received from:

Dr. Kathy A. Smith
Gerald I. Coogan, AICP

MOVED: Commissioner Pratt to authorize Martha Roy, Theresa Young and Jude Gates to evaluate the proposals and made a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the December 11, 13 and 14, 2001 Commissioners Meetings.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Meeting adjourned at 12:10 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 20, 2001**

Present: Commissioner Maureen Barrows
Commissioner Katharin K. Pratt

Also present: Theresa Young, Finance Officer; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:45 a.m.

MOVED: Commissioner Pratt to approve the minutes of the December 17 & 18 Commissioners Meetings.

SECONDED: Commissioner Barrows.

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

Proposals were opened for attorneys' services and were received from:

Holland, Donovan, Beckett & Hermans
Casassa & Ryan
Booker & Granger, P.A.
Sheehan, Phinney Bass & Green
Donahue, Tucker & Ciandella

MOVED: Commissioner Pratt to have the Commissioners evaluate the proposals and made a recommendation.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barrows.

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

Date MB

Meeting adjourned at 12:30 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

Date _____

**COMMISSIONERS MEETING
COMMISSIONERS BARROWS OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 27, 2001**

Present: Commissioner Maureen Barrows, Chair
Commissioner Ernest P. Barka, Vice Chair
Commissioner Katharin K. Pratt, Clerk

Also present: William Sturtevant, Nursing Home Administrator.

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

REPORT FROM THE NURSING HOME:

Bids were opened for body wash and received from:

Gulf South
McKesson

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

SECONDED: Commissioner Pratt.

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

The Budget Meetings for the County Attorney's Office and the Register of Deeds' Office will be rescheduled for December 31, 2001.

MOVED: Commissioner Barka to award the legal services to the following law firms and to award retainers for services as follows:

Sheehan, Phinney, Bass & Green	\$30,000.00
Holland, Donovan, Beckett & Hermans	\$4,000.00
Donahue, Tucker & Ciandella	\$1,000.00
Casassa and Ryan	
Booker and Granger, P.A.	

SECONDED: Commissioner Pratt.

Date _____

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

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:30 p.m.

Respectfully submitted,



Katharin K. Pratt, Clerk
Rockingham County Commissioner

**COMMISSIONERS MEETING
COMMISSIONER BARROWS' OFFICE
Rockingham County Nursing Home
Brentwood, New Hampshire
December 31, 2001**

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

Also present: Cathy Stacey, Register of Deeds; Theresa Young, Finance Officer; Kathy Nikitas.

Also present: County Attorney Jim Reams and Cindy Castrigno.

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

MOVED: Commissioner Pratt to authorize Gerald Coogan and Dr. Cathy Smith to continue the body of work for the resource identification project and authorize the Finance Department to encumber \$50,000 for this project. The project will commence following review of contracts by legal counsel.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. 1 Nay (Barka). Motion passed in the affirmative.

MOVED: Commissioner Pratt to extend the Probation/Parole Department lease until no later than March 31, 2002.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. 1 Nay (Barka). Motion passed in the affirmative.

The Commissioners, Cathy Stacey, Theresa Young and the Finance Dept. discussed the Register of Deeds budget proposal for FY 2002.

The Commissioners, Jim Reams, Cindy Castrigno, Theresa Young and the Finance Dept. discussed the County Attorney's budget proposal for FY 2002. The County Attorney wishes to add one new attorney for the main purpose of handling cases in the Auburn District Court. The County Attorney stated that prosecution costs will be reimbursed at 100% + 10% administration fee.

