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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 9, 2002**

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

Also present: Sheriff Dan Linehan and Christine Croto, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Roy Morrisette, Asst. Human Resources Director; Jude Gates, Asst. Director, 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 10:35 a.m.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report, 218 residents, 25 applications for admission (12 incomplete), 83 AMDC. Staffing continues to be an issue with vacancies in many nursing positions.

Mr. Sturtevant had a bid award recommendation and bids to open when there was a quorum.

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

Christine Croto stated that the Sheriff's Dept. would like to have the Commissioners review and sign the certificate for the Courthouse Security Agreement when there was a quorum.

Commissioner Pratt entered the meeting at this point.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report. The population this week is 287, 20 on the home monitoring system, 13 females.

Supt. Charron requested a Non-Public session.

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**REPORT FROM HUMAN RESOURCES:**

Roy Morrisette stated that he had no report.

**REPORT FROM HUMAN SERVICES:**

Diane Gill presented the Commissioners with her September and October monthly reports.

Mrs. Gill has received the November bill from the State. The bill contains errors and will be revised. She has a meeting with Cassie Keane Monday afternoon to discuss the reconciliation of payments made by the counties toward the cap, for fiscal years 1999, 2000, and 2001.

Mrs. Gill briefly discussed last week's NH Association of Counties meeting with the Commissioners. An opinion letter from Attorney Ken Murphy to the Dupont Group discusses the sunset provision of SB 409. Another letter from Atty. Murphy explores the Article 28-a issues. Mrs. Gill informed the Commissioners that there is a SB409 meeting Monday, January 14 at 10:00 am at the Primex Building.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates received 2 checks, one from the Office of Emergency Management (\$35,000+) and one from FEMA (\$100,000+) for reimbursement for flood mitigation efforts. The work was done and paid for in 2001, the reimbursement funds were received last year, and thus it will go in 2001 revenues.

Commissioner Pratt stated that she received a fax from Commissioner Brenda Presby regarding the sale of water by Carroll County. Their costs exceed revenues by approximately \$30,000 and sales of water are running in the negative by approximately \$15,000 in uncollected revenue. Mrs. Gates will present this information at the Standing Committee Meeting Monday. Mrs. Gates stated that she had spoken with the State and they were unaware that Carroll County was actually selling water.

The State tested the County water in November and a certain amount of MTBE (.77), a gasoline additive was discovered in the samples. December testing indicates that amount has been reduced to .66 for one well and undetectable in a blended sample. Mrs. Gates said perhaps this was due to a small gasoline spill. One of the treatment methods is aeration to reduce radon. Water will be tested again next week. EPA's recommendation is between 20-30 parts per billion and the County water sample tested at less than 1 part per billion. The County uses 80,000 gallons/day.

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**REPORT FROM THE MIS DEPARTMENT:**

Frank Stoughton had no report.

Commissioner Barka stated that the Commissioners needed to vote on several issues.

MOVED: Commissioner Pratt that the bid for Gentle Rain be awarded to Gulf South per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Bids were opened for soap:

Shaheen Brothers  
UNX Incorporated  
Summit Supply  
Diversity – Lever  
Ecolab Inc.

MOVED: Commissioner Pratt 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.

MOVED: Commissioner Pratt to approve a residency waiver for the Nursing Home per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Sheriff Linehan requested that the Commissioners sign the Certificate of Vote for the year 2002 for the contract between the State and the County for Bailiff Security Services.

MOVED: Commissioner Pratt to authorize the Board of Commissioners to sign the year 2002 Certificate of Vote for the contract between the State of New Hampshire

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Administrative Services and the Sheriff's Dept. for Bailiff Security Services at the Rockingham County Courthouse.

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) on a roll call vote at 10:00 a.m.

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  
January 9, 2002**

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

Discussion: A personnel matter.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) 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 a request by the Superintendent, Department of Corrections to establish a pool of funds to be determined by the Finance Office and the Department of Corrections. The funds are to be moved from a funded Corrections Officer position to the clerical line.

SECONDED: Commissioner Barka.

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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 10:10 a.m.

Respectfully submitted,



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

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 22, 2002**

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

Also present: Supt. Gene Charron, Dept. of Corrections; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, MIS Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Rep. Warren Henderson and Marie Cappello, Rockingham Economic Development Corporation.

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

Rep. Warren Henderson and Marie Cappello, of the Rockingham Economic Development Corporation addressed the Board. They presented a Project Summary involving a CDBG grant for the Windham Group, a partnership of six individuals desiring to open a new day care center in Windham, NH on Route 111. The request is for equipment and working capital financing. The business will be called Kiddie Academy, Inc. a national franchise of full-service day care centers, and they propose to construct a for-profit new day care facility serving a maximum of 129 children in all age categories. This project will create 25 full-time jobs in the region. Additionally, REDC proposes to include a grant portion in the CDBG application up to \$50,000 for staff training. REDC requests that the Rockingham County Commissioners allow REDC to hold a Public Hearing at a later date in support of the submission of a CDBG application to the State for economic development on behalf of Kiddie Academy, Inc.

MOVED: Commissioner Barka to support REDC to hold a Public Hearing at a later date in support of the submission of a CDBG application to the State for economic development on behalf of Kiddie Academy, Inc. Martha Roy will be the contact person.

SECONDED: Commissioner Pratt.

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DISCUSSION: Commissioner Pratt asked about wages. Marie Cappello stated that Kiddie Academy will provide competitive wages, with benefits in order to train and keep staff thereby offering consistency to parents and children. Kiddie Academy will be a for-profit organization and offer on-site training. Hopefully one or two of the principals will be at the Public Hearing.

Marie Cappello stated that the REDC would like the Commissioners to support this proposal and authorize them to work with Martha Roy, or other designated person, to schedule and host a Public Hearing in the near future and submit an ad for the Public Hearing.

Bill Sturtevant recommended that the REDC offer a Title 20 option in order to allow moderate-income families to participate. Rep. Henderson stated that he hoped some of these decisions would be contingencies in the franchise agreement and some of the principals could address these issues at the Public Hearing.

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

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report and stated that the population is down, at 245, 20 on the home monitoring system and 11 females.

Commissioner Barka asked Supt. Charron about Elijah Wallace. Supt. Charron stated that the letter was not written by him, but an unknown person.

Supt. Charron received correspondence from Supt. James O'Mara, Hillsborough County Department of Corrections regarding the possibility of housing Rockingham County's female prisoners at their location for a per diem rate. At this time, female prisoners are being housed at the State Prison at no cost to Rockingham County. Supt. Charron met with the warden at the women's facility. Strafford County has also assisted with the housing of our female prisoners. Supt. Charron will call Supt. O'Mara to inquire about proposed rates if needed.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy requested that the Commissioners sign off on payment to Audley Construction, the engineers for the Wentworth project for the relocation of Route 1B, as recommended by the County's consultant in the amount of \$156,740.00.

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MOVED: Commissioner Pratt to authorize the Board of Commissioners to sign the NH Office of State Planning CDBG payment request to Audley Construction, for the relocation of Route 1B project, as recommended by Donna Kerwin Lane (the County's consultant) in the amount of \$156,740.00.

SECONDED: Commissioner Barka.

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

Martha Roy stated that the Commissioners will be invited to participate in a ribbon cutting ceremony when the newly renovated Wentworth Hotel facility opens hopefully some time this summer.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that Human Services wishes the Commissioners to approve the following 6% Incentive Fund grants. Commissioner Pratt and Commissioner Barka requested that Dawn Barnes send them the checks for their District so they could personally hand deliver them to the recipients.

MOVED: Commissioner Barka to approve the following grants, totalling \$307,927.00 per the recommendation of the 6% Incentive Fund Review Panel:

Rockingham County Assessment and Diversion	\$23,000.00	\$23,000.00
Rockingham County Adult Diversion Program	\$4,000.00	\$4,000.00
Rockingham County Parent/Child Mediation	\$35,500.00	\$35,500.00
The Upper Room	\$63,400.00	\$48,000.00
Community Diversion Program	\$71,777.00	\$66,277.00
Family Mediation and Juvenile Services	\$27,000.00	\$27,000.00
Plus Time NH	\$10,000.00	denied
Portsmouth School District	\$28,500.00	\$28,500.00
Nutfield Community YMCA	\$8,000.00	\$8,000.00
Child Advocacy Center	\$72,000.00	\$43,450.00
Hampton Community Coalition	\$4,200.00	\$4,200.00
Review Girls on the Run from 10/01	\$10,000.00	denied
Salem Visitation Center	\$35,000.00	\$20,000.00

**All awards are subject to conditions stated in letter of award to recipient.**

**TOTAL AWARDS: \$307,927.00**

SECONDED: Commissioner Pratt.

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



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Commissioner Pratt stated that she received some promotional material from HCIC and Rockingham County's contribution was not acknowledged anywhere. Commissioner Pratt requested that Dawn Barnes revise the award letters to include a statement that any brochures or written literature from the program include acknowledgement of funding from the Rockingham County Incentive Funds.

Mrs. Gill stated that she wished to speak with the Commissioners about a response letter to the Governor in regard to the meeting with Health & Human Services officials about the reconciliation of the payments made.

Commissioner Barrows stated that Derry Mediation Program has acquired office space at the Hampstead Hospital for \$600 a month, all inclusive. The County's Maintenance Department assisted with this move.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that she met with the Standing Committee and Rep. Rausch. They voted not to pursue the golf course due to the extremely high start-up costs. A New Hampshire Golf Association representative spoke against it due to \$5-\$9 million dollars in start-up costs the County would need. Mrs. Gates stated that the County's land-management course is the most appropriate at the present time.

Mrs. Gates reported to the Committee on the co-generation and energy-management issues. They will be keeping tract of this from the standpoint of long range planning and will review this issue again in March. Mrs. Gates received a great deal of helpful information from Commissioner Presby of Carroll County. They sell water and have numerous problems and costs. Commissioner Pratt stated that in addition to insurance costs, direct costs exceed \$50,000 to run a small water company for 100+ customers. They collect \$30,000 in fees from customers, \$15,000 of which have not been collected. Thus they are running in the negative due to red tape in collecting procedures, people pirating water, and numerous other problems.

Mrs. Gates requested a Non-Public session.

Bids were opened for spray irrigation pumps. Bids were received from:

Pump Systems, Inc.  
Repco Pumps  
Barry Miller Well & Pump Service Inc.

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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.

Mr. Sturtevant recommended that the soap bid be awarded to Summit Supply, the low bidder, with a 2-year contract in the amount of \$6,883.96.

MOVED: Commissioner Barka to award the soap bid to Summit Supply, the low bidder, with a 2-year contract in the amount of \$6,883.96 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Pratt.

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

Mr. Sturtevant stated that Mrs. Beverly Rohr is retiring on January 31 after 33 years of service. A recognition/retirement party will be held in the Atrium on February 14. Invitations will be sent out to a number of doctors. Mr. Sturtevant has spoken with Rep. Henderson to issue a proclamation from the House recognizing her for her years of service to the Nursing Home and the residents of Rockingham County.

Mr. Sturtevant will be doing a walk-through at 1:00 pm on Driscoll II with Mrs. Gates and members of the Nursing staff to create a punch list of open items.

Mr. Sturtevant's subcommittee chair, Rep. Rogers Johnson, has no major concerns and complimented the Commissioners on their letter that went out with the budget.

Mr. Sturtevant requested a Non-Public session.

Bids were opened for fish:

U. S. Food Service  
Sysco  
Shaheen Brothers  
Cambridge Packing Company

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Orca-Bay Foods  
Dole & Bailey Inc.  
Favorite Foods, Inc.

Bids were opened for frankfurts:

Community Foods  
Cambridge Packing  
Shaheen Brothers  
Springfield Food Service  
Sysco  
U. S. Food Service

Bids were opened for paper:

Portsmouth Paper  
Reed Distributors  
Eastern Bag & Paper  
Central Paper Products  
Interboro Packaging Corp.

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 Friday he is attending a Word 2000 class. He will get some valuable materials to add to his library for employees to borrow.

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.

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**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**ROCKINGHAM COUNTY NURSING HOME**  
**January 22, 2002**

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

Discussions: A vendor dispute, legal issue and update on Lagoon #3.

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

Discussions: A personnel issue, a monument for the paupers' grave, 3 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) 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 approve 2 residency waivers and deny 1 residency waiver for applicants to the Nursing Home per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adjourn.

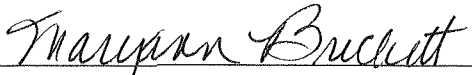
SECONDED: Commissioner Barka.

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

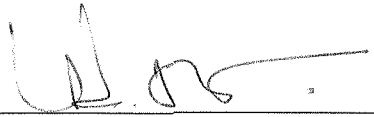
Meeting adjourned at 11:55 a.m.

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Respectfully submitted,

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

Received by,

  
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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 29, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron, Dept. of Corrections; Jude Gates, Asst. Director, 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 10:35 a.m.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron recommended awarding the paper/plastic bid to the low bidders Portsmouth Paper and Eastern Bag & Paper.

MOVED: Commissioner Pratt to award the paper/plastic bid to the low bidders Portsmouth Paper and Eastern Bag & Paper per the recommendation of Supt. Charron.

SECONDED: Commissioner Barrows.

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

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that the spray irrigation pumps need to be in place before May and recommended that the RFP be awarded to Pump Systems Inc., the low bidder, in the amount of \$50,993.

MOVED: Commissioner Pratt to award the RFP for spray irrigation pumps to Pump Systems Inc., the low bidder, in the amount of \$50,993 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

Mrs. Gates reported that there was a power problem with the phone system at the Courthouse caused by the lightening arrestors serving the Courthouse. Mrs. Stacey has notified the County's insurance broker of this. Mrs. Stacey estimates that the replacement of the voice mail modules of the phone system with a refurbished model will be approximately \$4,000. The utility maintenance personnel stated that all 3 arrestors need to be replaced.

Commissioner Pratt requested that Mrs. Stacey send letters to the State Office of Administrative Services and the electric company regarding these problems.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant had several bid award recommendations. For paper and fish Mr. Sturtevant recommended the low bidders per the spreadsheet provided to the Commissioners.

MOVED: Commissioner Pratt to award the bid for paper to the low bidders per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to award the bid for fish to the low bidders per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant stated that although Shaheen Brothers was not the low bidder, he recommends that the frankfurter bid be awarded to them as they offer a much better product.

MOVED: Commissioner Pratt to award the bid for frankfurters to Shaheen Brothers per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

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RFPs were opened for the marketing program. Bids were received from:

White Birch Communications  
Tardis Associates

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

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant stated that he has spoken with Exeter Monument regarding the memorial grave marker. They have stated that with the number of names to be engraved, the stone would cost between \$12-\$15,000. Commissioner Barrows asked if any Nursing Home trust funds could be available for this project. Commissioner Barrows suggested that Mr. Sturtevant look into this as well as assistance from E.F.F.O.R.T.S and other hospitals before sending out a Request For Proposal. Commissioner Barka suggested that Mr. Sturtevant call local newspapers in an effort to raise funds. Commissioner Pratt requested that Mr. Sturtevant add Syphers Monument to the list of bidders.

Commissioner Barrows requested that Mr. Sturtevant begin to replace the plastic furniture in the Atrium with better quality furniture.

**REPORT FROM THE REGISTER OF DEEDS:**

Mrs. Stacey advised the Commissioners about the problems with air quality in her offices. The general public has been complaining about the poor air quality, headaches, extreme heat and uncomfortable working conditions. An air quality test has recently been done, and two prior test results indicated that the air quality at the Courthouse was within normal ranges. The Commissioners would like to receive and review this most recent report prior to a decision on what direction to take. Mr. Peter Goodwin has replaced Frank Monahan at the Office of Administrative Services in Concord. Mrs. Stacey will draft a letter of explanation to employees for the Commissioners' signatures.

**REPORT FROM THE COMMISSIONERS:**

The Commissioners voted to approve minutes.



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

SECONDED: Commissioner Barrows.

ABSTAIN: Commissioner Barka who was not present.

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

MOVED: Commissioner Pratt to approve the minutes of the December 31, 2001 Commissioners Meeting.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the minutes of the January 9, 2002 Commissioners Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Barrows who was not present.

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


MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

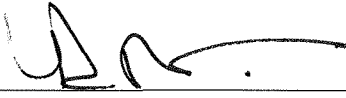
Meeting adjourned at 11:15 a.m.

Respectfully submitted,

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

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Date \_\_\_\_\_

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 5, 2002**

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

Also present: Capt. Joe Akerley and Christine Croto, Sheriff's Dept.; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director; Roy Morrisette, Asst. Human Resources Director; Diane Gill, Human Services 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 10:40 a.m.

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

Capt. Joe Akerley stated that the Sheriff's Dept. had received a letter dated January 17, 2002 from Airport Director Kevin A. Dillon, and a proposal to extend the security agreement for one year from July 1, 2002 to June 30, 2003. He noted that there is a confidential stamp on one side. It has to do with the number of deputies up there. A copy was sent over last week and he asked that those numbers in fact be kept confidential. Maybe those numbers could be blocked out somehow, because if they're not, anybody would know on any given shift exactly how many deputies we have working at the airport and of course, all one has to do is count the number of deputies and know where somebody isn't. So that's why we want to protect that information. The Sheriff has returned a letter to Director Dillon indicating that he would be amenable to extend the airport contract for a year. Director Dillon has indicated that he is in the process of preparing an airport security agreement, similar to the one that the County Commissioners signed back in 1997. It was signed by the Sheriff and the Board of County Commissioners. The County Attorney and the Manchester Mayor reviewed it. He believed a new proposal will be forthcoming and upon review it will be up to the County Commissioners whether they intend to support the continuation of the airport contract for an additional year.

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Commissioner Pratt: How forthcoming is the contract?

Capt. Akerley: The security agreement for everybody to sign?

Commissioner Pratt: Yes.

Capt. Akerley: We expect it any day now. Essentially it is going to be nothing more than extending the terms and conditions of the initial airport security agreement. So, I would imagine that it would be a one-page, very brief document essentially requesting that the airport security agreement of 1997 be extended for one year under the same terms and conditions.

Commissioner Pratt: Could you just give us a summary of what you think that means "same terms and conditions." Are there any changes in the total number of personnel up there? You don't have to get into details if you don't want to.

Capt. Akerley: Yes there is. As a result of September 11, initially they increased the staffing level up there significantly and it's stabilized. It's dropped just a little, but there is an increase in staffing up there and right now, we've been funding or filling those positions by overtime, and quite frankly the overtime is killing us. It's mandatory overtime. We've been ordering people up there to work those overtime shifts and a lot of these guys are dragging. So if we continue the agreement for a year, we're going to have to hire at least an additional 3 people, full-time people at the airport. We would have preferred to enter into a long-term agreement, a 5 or 6-year agreement with the airport. That would have made things a lot easier for budgeting purposes and for recruiting purposes. However, we understand the Director's rationale behind continuing this for just a year. And although it makes it more difficult for us to recruit somebody, for instance if we have to hire 3 additional people, how can we, who's going to want to take it knowing that they've only got a job probably for a year and that's it. So, it limits the amount of people that we can recruit up there. The Director's reasons for extending this for one year is frankly because the FAA right now, and the U.S. government is sending out so many different signals, no one really knows what things are going to be like 3 or 4 months down the road, and it wouldn't make sense to enter into a 5 or 6-year contract with a certain number of positions when it's very likely that's going to change 4 months down the road from now. So everybody's still trying to adjust to the new demands after 9/11 and Director Dillon simply doesn't know what's around the corner, or what's going to happen next. There is a possibility that some airports will be granted an exemption by the Federal government, and the airports will be operating the security checkpoints as opposed to having Federal employees operate the security checkpoints. Now this will be a test program, a pilot program, for just a very few airports in the country. Manchester Airport, it's possible could be one of those

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airports. And if that's the case, what that will mean is that there's, in all likelihood that the Sheriff's Dept. may pick up operating the security checkpoint, which could have an impact to the extent that it is going to be a lot more employees that will be hired. So he doesn't know which way it's going to go right now. That's why he wanted to extend it under the present terms and conditions until things settle down.

Commissioner Barka: I'm not ready to vote on this today.

Commissioner Pratt: I don't think we're being asked to vote on it today.

Capt. Akerley: No. .

Commissioner Pratt: Nobody's asking us to vote on anything today.

Commissioner Barka: He doesn't want to vote on this today?

Capt. Akerley: No. I'm not asking you to vote on anything at all today. I'm just simply providing you with a copy of the letter, and what we need to do when we see the formal contract.

Commissioner Pratt: We don't even have any contract or extension on a contract yet. There's really nothing to vote on today.

Commissioner Barka: Well, if they're going to vote an extension, you go by the last contract.

Commissioner Barrows: But, we're not voting on anything.

Commissioner Pratt: Maybe we can talk non-publicly afterwards, since there's clearly some confidential issues.

Capt. Akerley: Yes, and again, the only thing that we'd ask, there is a copy around here that doesn't have confidential on those numbers, if you can hunt it down, or if any of this is provided to the general public, that those numbers be blacked out. And I'm sure you can understand our reason why.

Commissioner Pratt: My only question to you is inasmuch as the Airport contract is going to be the subject of public meetings, is there a statutory basis for keeping this confidential?

Capt. Akerley: Well, I don't think that there is.

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Commissioner Pratt: I understand the common sense reason for it Joe.

Capt. Akerley: I don't think that there is, and I guess what you say, protect as much as we can. In a forum like this, I don't mind, and thank you (Diane Gill) for reminding me that it's on tape. But, in a forum like this, I don't mind anybody in this room telling you exactly how many people we've got out there any given shift because clearly, you know, everybody here appreciates and understands the importance of keeping that low key, the same way with the delegates. If we're in a forum where we can explain our reasoning. I would hate to see this table published in the Manchester Union Leader or something because then, they'd know at any given time exactly how many law enforcement officers are at that airport, and that information none of us wants to provide to somebody who would do us ill.

Commissioner Pratt: I understand that, but we work in a "right-to-know" environment. Would you talk to Jim Reams and see if you can find something that gives us support for confidentiality. That's the environment we work in.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report for the Jail, with 254 and 19 on the electronic monitoring system. Commissioner Barrows stated that she believed the population is down at least in part due to the adult diversion program and home monitoring system.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the Finance Dept. is looking forward to February 21.

Audits are on schedule so far and budgets are moving along also.

Commissioner Pratt stated that the Salary Subcommittee met and approved the new pay plan and the benefit recommendations.

**REPORT FROM HUMAN RESOURCES:**

Roy Morrisette stated that he had no report, but requested a non-public session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that she projected a \$500,000 surplus in her budget for 2001.

Commissioner Pratt stated that she had seen Joe Diament and he said that YDC is planning to build a new facility. Diane Gill stated that they have been talking about

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this for years, consolidating some of the facilities to one site instead of Concord and Manchester campuses, and building a new \$27 million dollar facility in Manchester.

Commissioner Barka asked if the Human Services budget could be broken out by towns for the services the County provides. The Commissioners have had a request to provide this information to the City of Portsmouth from Deputy Finance Director, Judith Belanger. Mrs. Gill stated that she and Mrs. Young met with the City of Portsmouth and provided them with this information last year. Mrs. Gill stated that in the DCYF budget of \$2,000,000 a year, she was able to break out the number of children and families from Portsmouth that the County serves. The number is 25% of the total budget.

Mrs. Gill and Mrs. Young have prepared a draft letter to Governor Shaheen requesting a full accounting of payments made toward the cap for fiscal years 1999, 2000 and 2001. Commissioner Barrows asked Commissioner Pratt and Commissioner Barka to review prior to sending out. Additional problems could surface as a result of this letter.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that the Maintenance Dept. discovered and staff repaired some leaking pipes in the Blaisdell mechanical room last week. The Maintenance Dept. has been working on several winter projects.

Attorney Hermans reviewed the energy management services proposal and she will be sending out a supplement to that proposal to the vendors who originally responded.

Commissioner Pratt asked Mrs. Gates about the resolution of the repair of the phone system at the Courthouse. Mrs. Gates stated that to the best of her knowledge, Mrs. Stacey had received a quote of \$4,000 to repair/replace the modules serving the voice mail portion of the phone and Mrs. Stacey said it was covered by insurance. Commissioner Pratt asked if there are enough appropriations in the budget for this repair.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report. Mr. Sturtevant reminded everyone that February 14 is Mrs. Rohr's retirement party.

Bids were opened for frozen vegetables:

Springfield Foods

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Shaheen Brothers  
U. S. Food Service  
Sysco

Bids were opened for Pre-portioned meats:

Springfield Foods  
Shaheen Brothers  
U. S. Food Service  
Sysco

Bids were opened for provisions:

Sysco  
U. S. Food Service  
Springfield Food Service  
C. S. Woods  
Donahue Bros.  
Shaheen Brothers

Bids were opened for bakery products:

Sysco  
U. S. Food Service  
Springfield Food Service  
C. S. Woods  
Donahue Bros.  
Shaheen Brothers

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

SECONDED: Commissioner Barrows.

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

**REPORT FROM THE MIS DEPARTMENT:**

Frank Stoughton stated that things are running smoothly and he is looking at detailed planning for 2002.



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**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby stated that recently the Cooperative Extension hosted a Farm & Forest exposition in Manchester last weekend. Due to poor weather, it was not as well attended as expected.

Mr. Barnaby thanked Mrs. Young for her assistance during his subcommittee meeting.

**REPORT FROM THE COMMISSIONERS OFFICE:**

The Commissioners informed those present that the Department of Labor will be conducting a full audit of the County in the near future as a result of issues raised by the Sheriff's Dept. Mrs. Young and the Commissioners reviewed items departments should have ready for the upcoming audit. Diane Gill asked when this audit would be. Mrs. Young stated perhaps early March, but the County would receive several days' prior notice. The names and phone numbers for all officials and division directors have been provided to the Department of Labor.


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

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\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONER BARROWS OFFICE  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 12, 2002**

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

Also present: Tim Dempsey, Deputy Treasurer; Theresa Young, Finance Director;  
Martha Roy, Human Resources Director; Jude Gates, Asst.  
Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home  
Administrator; Maryann Brickett, Executive Assistant to the  
Commissioners.

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

**REPORT FROM THE FINANCE OFFICE:**

Theresa Young stated that Cathy Stacey could not attend this morning's meeting, and she would call Mrs. Stacey prior to further discussions with the Commissioners.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy requested that the Commissioners sign the buy-out policy.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant stated that the Nursing Home was having its annual inspection by the State.

Mr. Sturtevant recommended that bids for vegetables, bakery products, provisions and preportioned meats be awarded to the lowest bidders.

MOVED: Commissioner Pratt to award the bids for vegetables, bakery products, provisions and preportioned meats to the lowest bidders per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

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Mr. Sturtevant stated that he received two bids for the marketing proposal, White Birch Communications and Tardis Associates. Mr. Sturtevant recommends awarding the proposal to White Birch in the amount of \$24,750, subject to approval of the county budget by the Delegation.

MOVED: Commissioner Pratt to award the proposal for the marketing program to White Birch in the amount of \$24,750, subject to approval of the county budget by the Delegation.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that she had received a letter from Jaworski Geotech asking for permission to publish an article in the paper regarding the engineering challenges involved in the repair of Lagoon #3.

The Commissioners discussed the airport security contract extension with Sheriff Dan Linehan, Capt. Joe Akerley, and Christine Croto of the Sheriff's Department.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (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  
February 12, 2002**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Theresa Young.

Discussions: A legal matter.

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

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.

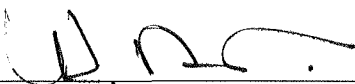
Meeting adjourned at 11:55 a.m.

Respectfully submitted,



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

Received by,



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

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 19, 2002**

Present: Commissioner Ernest P. Barka, Vice Chairman  
Commissioner Katharin K. Pratt, Clerk \*

Also present: Dept. Supt. Al Wright, Dept. of Corrections; Theresa Young, Finance Director; 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 Barka called the meeting to order at 10:40 a.m.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the Executive Committee's proposal would be distributed tomorrow night at the budget meeting. It will be available to the Executive Committee at 5 p.m. There were changes to the Sheriff's Dept. budget, Non-County Specials and projects.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Dept. Supt. Al Wright gave the census report for the Jail. Bids were opened for inmate personal care items:

Amercare Products, Inc.  
Barber Razor Blade Co.  
HBD Beline Inc.  
Walter Stephens Jr. Inc.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy circulated the updated weather emergency policy to O/DD's present for input prior to a vote by the Commissioners and will be forwarded to those not present. The new policy gives department heads the ability to let their staff go home without having to use earned time or to come in a little later. Mrs. Roy stated that the County Management Team has not seen this policy.

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**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that the Water Chief and others were looking at water conservation measures in Dietary, flush valves in the Nursing Homes and the Jail. Maintenance Department has also been working with Phil Auger from the UNH Cooperative Extension toward this end.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report. There are 211 residents in the Nursing Home. There have been 11 deaths since February 1 (5 since Friday) and 23 applications for admission.

The Bureau of Health Facilities conducted the yearly Annual Medicare/Medicaid survey last week. The Nursing Home had 0 deficiencies. Mr. Sturtevant showed staff appreciation with free lunch and an ice cream smorgasbord Friday and is looking for other ways to thank the staff.

A number of residents are suffering from upper respiratory illnesses, which began over the weekend. A physician came in on Sunday to examine residents, and a lot of residents are on antibiotics. Mr. Sturtevant is restricting visitations, especially those with compromised health situations. The Residents' Dining Room has been closed, and residents who are ill are being isolated temporarily. The State has also been notified.

Bids were opened for health shake:

Ross Labs  
Novartis Nutrition  
Sysco

Bids were opened for milk:

Turner Dairy  
Garelick Farms  
Hood Milk

**REPORT FROM THE MIS DEPARTMENT:**

Frank Stoughton stated that he wished the Commissioners to declare certain computer equipment as surplus. The equipment will be properly disposed of.

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**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby stated that he has new video conferencing equipment, a \$28,000 machine that can connect with other sites. It was purchased through a USDA grant through the University of New Hampshire. Mr. Barnaby requested that department heads view the new program at the March 5 Commissioners Meeting in the UNH Conference Room. This program is also connected with Dartmouth Hitchcock Hospital for training purposes and opportunities.

Mr. Barnaby can attend meetings without actually driving to the location. This saves a lot of time and money for the County. The Commissioners can also meet with officials in other counties using this method.

Commissioner Barka stated that the Commissioners Office will request this year that all department Annual Reports be limited to no more than 5 pages in length. The Commissioners Meeting recessed at this point.

**REPORT FROM THE COMMISSIONERS OFFICE:**

The Commissioners Meeting reconvened in the Commissioners' Offices, Room M207.  
\* Commissioner Pratt joined the reconvened meeting at this point.

MOVED: Commissioner Pratt to authorize the Jail to 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 Pratt to authorize the Nursing Home to 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 Pratt to authorize the Board of County Commissioners to establish a nonlapsing account to fund long term care services pursuant to RSA 24:13, IV. The Board further recognizes that the County Convention also needs to authorize the account and has requested that this be taken up at the February 20, 2002 Annual Meeting.

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SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to authorize the Board of Commissioners to declare certain computer equipment as surplus per the recommendation of the MIS Manager.

SECONDED: Commissioner Barka.

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

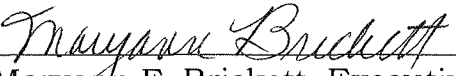
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.


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

Meeting adjourned at 11:15 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  
COMMISSIONER BARROWS OFFICE  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
February 25, 2002**

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

Also present: Martha Roy, Human Resources Director; Jude Gates, Asst.  
Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home  
Administrator; Maryann Brickett, Executive Assistant to the  
Commissioners.

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

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the January 22 & 29, and  
February 5 & 12, 2002 Commissioners Meetings.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve the minutes of the February 19, 2002  
Commissioners Meeting.

SECONDED: Commissioner Barka.

ABSTAIN: Commissioner Barrows, who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Barka to approve a one-year extension to the Manchester  
Airport Security Agreement (from July 1, 2002 to midnight, June 30, 2003) under the  
terms and conditions of the original agreement dated October 1, 1997.

SECONDED: Commissioner Pratt.

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

The Commissioners discussed the Monday, March 4 Salary Subcommittee Meeting for Elected Officials salaries. Commissioner Barrows will attend on behalf of the Commissioners.

The Commissioners discussed the lease extension with the Probation/Parole Department due to expire March 31, 2002. The Commissioners will meet with Representatives Weyler and Quandt to discuss a possible other location on North Road.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy distributed the revised weather emergency policy. Mrs. Roy stated that division directors have reviewed the policy and are in agreement with the revisions.

MOVED: Commissioner Barka to approve the revised weather emergency policy.

SECONDED: Commissioner Pratt.

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

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant recommended that the bid for health shake be awarded to Sysco-Ross, the low bidder, in the amount of \$1,880.73 per month.

MOVED: Commissioner Pratt to award the bid for health shake to Sysco-Ross, the low bidder, in the amount of \$1,880.73 per month per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant recommended that the bid for milk be awarded to Garelick Farms in the approximate amount of \$95/week. Although they were not the low bidder, H. P. Hood could not guarantee their bid price for a year.

MOVED: Commissioner Pratt to award the bid for milk to Garelick Farms per the recommendation of Mr. Sturtevant.

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SECONDED: Commissioner Barka.

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

Mr. Sturtevant discussed revised starting wages for per diem nursing staff: CNA - \$11.18/ hour, LPN - \$16.41/hour, RN - \$19.64/hour.

MOVED: Commissioner Barka to accept the recommendation of Mr. Sturtevant to amend the starting wages for per diem nursing staff as follows: : CNA - \$11.18/ hour, LPN - \$16.41/hour, RN - \$19.64/hour.

SECONDED: Commissioner Pratt.

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

Commissioner Barrows made the motion to go into Non-Public Session under NHRSA 91A:3 II (e) on a roll call vote at 11:20 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  
February 25, 2002**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, 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 (e) Commissioner Barrows moved to go out of Non-Public Session.

SECONDED: Commissioner Barka.

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

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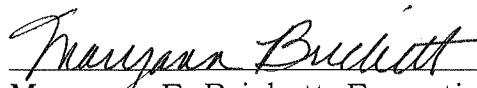
MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:25 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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**COMMISSIONERS MEETING  
UNH COOPERATIVE EXTENSION CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 5, 2002**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Ernest P. Barka, Vice Chairman

Also present: Cathy Stacey, Register of Deeds; Cindy Castrigno, County Attorney's Office; Capt. Joe Akerley, Barry Peacock, Sheriff's Dept.; Supt. Gene Charron, Dep. Supt. Al Wright, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Jude Gates, Asst. Director, Engineering/Maintenance; Nancy Lang, Asst. 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 10:40 a.m.

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby and David Foote, from UNH gave a video conferencing presentation for approximately ½ hour. The equipment (a PictureTel 970 unit) was purchased by the UNH Cooperative Extension through a USDA grant. There are 44 connection sites at UNH. Twenty-two conference sites can be accessed at one time, although four or five is better. Mr. Foote's address is [david.foote@unh.edu](mailto:david.foote@unh.edu) for anyone who would like more information. The unit has the ability to connect with ~~a~~ lap tops computers, whiteboard images, LCD projector, VCR/DVD players, and uses Windows 2000, PowerPoint, Excel and many other features. Many offices throughout the State are beginning to use video conferencing: the NH Fire & Police Training, NH Technical College for degree programs, and other counties (Belknap, Merrimack, Sullivan and Rockingham). Rockingham County was able to access this grant based on the rural index. Brentwood is fairly rural and is the location of administrative offices for the County seat.

Mr. Foote discussed high speed Internet access. This will allow for more video training conferences and on-line courses. Commissioner Barrows asked about costs. Mr. Foote stated that most of the wiring and infrastructure is already in place.

Commissioner Barrows asked if group rates could be negotiated for the Nursing Home and other departments for continuing education. Mr. Foote stated this would

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depend on the different providers and these were individual prices. Class prices could possibly be arranged with the various providers and he would be happy to help with these negotiations.

Roland Barnaby stated that his office will be frequently using video conferencing to substantially minimize travel expenses and travel time.

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

Cindy Castrigno requested a Non-Public Session for the County Attorney's office.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey requested a Non-Public Session.

Bids were opened for Computer Imaging Equipment. A bid was received from:

Turbotek

MOVED: Commissioner Barka to have the Register of Deeds evaluate the bid and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

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

Capt. Akerley stated that the Sheriff's Dept. will be formatting their Annual Report to accommodate the Commissioners' request for brief reports.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

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

Supt. Charron recommended that bids for personal care items for the Jail be awarded to the low bidders, Amercare Products and Bob Barker.

MOVED: Commissioner Barka to award the bids for personal care items to the low bidders, Amercare Products and Bob Barker per the recommendation of Supt. Charron.

SECONDED: Commissioner Barrows.

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

Bids were opened for Inmate Institutional Supplies:

- Textile Sales, Inc.
- HDB/Beline
- Honeywell
- Star Silk & Woolen Co.
- Robinson Textiles, Inc.
- Acme Supply Co. Ltd.
- ATD-American Company
- Indera Mills Company
- Star Linen
- Linen Enterprises, Inc.
- Standard Textile

Bids were opened for Dishwashing and Laundry Chemicals:

- Central Paper
- John Danais Co., Inc.

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

SECONDED: Commissioner Barrows.

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

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the Finance Office would be notifying the Treasurer that the County will need to borrow funds in the month of March and will be sending out bids for this.

Budget numbers have almost entirely been entered into the Munis system. This would have been done sooner, but there have been a lot of staff absences due to illness.

The auditors will be in this Thursday and Friday. Their report will be finished the end of April and the County should have by June. Their contract is up this year and will be rebid this summer.

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**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that HR is planning a large health and benefits fair in June. The State Retirement department will be there to provide training for Group I employees. Persons who are planning to retire in the next couple of years should plan to speak with them.

The CDBG Grant Public Hearing will be held in conjunction with the next Commissioners' Meeting, March 19.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated that the annual NPDES inspection was done recently at the wastewater treatment facility and there were no deficiencies. John Harnden, the chief operator, will be retiring in a couple of years.

Mrs. Gates will be meeting tomorrow with the County's grant researchers. She is hopeful of locating some funds for asbestos replacements. Rep. Katsakiores may be able to give Mrs. Gates some contact names.

Bids were opened for Proposal Performance Based Engineering Services:

Honeywell Inc.  
Noresco  
Siemens

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:**

Nancy Lang stated that there were bids to open.

Disposable Lids:

Alladin  
Central Paper

Orange Juice:



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Sysco  
Garelick Farms

Dental Services:

Dr. Tronych

Coffee:

Donahue  
Autocrat

MOVED: Commissioner Barka to have the Nursing Home 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:**

Frank Stoughton stated that he will be in touch with David Foote shortly to discuss the new video conferencing program. Mr. Stoughton has placed money in the MIS budget for a router for Internet connection and will be getting price quotes in the near future. The router will assist with the problem of high Internet traffic and probably cost less than \$2,000.

Commissioner Barrows suggested he speak with Mr. Sturtevant.

Commissioner Barrows made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote at 11:20 a.m.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
UNH COOPERATIVE EXTENSION CONFERENCE ROOM  
March 5, 2002**

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

Discussion: The County's new Pay Plan as it applies to certain employees in the County Attorney's office.

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

Discussion: The County's new Pay Plan as it applies to certain employees in the Registry of Deeds.

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

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka to approve a step adjustment for <sup>a</sup>the Register of Deeds, *employee*.

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 11:50 a.m.

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Date \_\_\_\_\_

Respectfully submitted,

*Maryann Brickett*

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

Received by,

*Maureen Barrows*

\_\_\_\_\_  
Maureen Barrows, Chairman  
Rockingham County Commissioner

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\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
NH ADMINISTRATOR'S CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 7, 2002**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Ernest P. Barka, Vice Chairman

Also present: Theresa Young, Finance Director; Diane Gill, Human Services  
Director; Bill Sturtevant, Nursing Home Administrator; Maryann  
Brickett, Executive Assistant to the Commissioners.

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

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant discussed Federal pro-share dollars with the Commissioners. For the year 2002, \$975,000 has been budgeted. The Delegation Chairpersons were briefed on Tuesday by Commissioner Leo Lessard and Commissioner Shumway. RSA 167:18h (enacted in 1998) governs compliance, calculations, payments and intergovernmental transfers of these funds. The first \$6.25 million out of the \$20 million dollars to be received will go to the Counties, followed by the State, with a 50/50 split between the the State and Counties after that. Private nursing homes are not part of the new equation, and 2002 is the closing year for the drawdown/phase-out stage of this program. These funds will go into a separate non-lapsing fund account. The Counties shall not expend any of the funds until the funds are actually received and disbursed according to Agreement between NH DHHS

MOVED: Commissioner Barka to approve the Agreement between the NH Dept. of Health and Human Services and the NH County Commissioners as submitted by Bill Sturtevant. Said funds will be held in an escrow account and be considered a liability until such time that the County is notified by DHHS that said funds may be expended in accordance with the purpose of the Agreement and the purpose of the ProShare program. The Chairman of the Board of Commissioners is hereby authorized to sign the Agreement.

SECONDED: Commissioner Barrows.

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

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**REPORT FROM HUMAN SERVICES:**

Diane Gill discussed the preliminary report of SB 409 with the Commissioners. Commissioner Pratt will be attending the Executive Committee Meeting in Concord on Friday, March 8. Mrs. Gill will advise the Commissioners and discuss the Final Report of SB 409 when available.

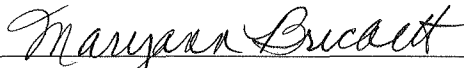
MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.

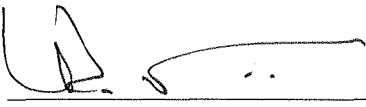
VOTE: 2 Yea. Motion passed unanimously in the affirmative.

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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\_\_\_\_\_  
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**PUBLIC HEARINGS  
CDBG GRANT APPLICATION**

**CDBG ECONOMIC DEVELOPMENT APPLICATION  
HOUSING AND COMMUNITY DEVELOPMENT PLAN  
RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN**

**COMMISSIONERS' CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
March 19, 2002**

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

Also present: Lt. James Szeliga, Sheriff's Dept.; Supt. Gene Charron;  
Kathy Nikitas, Finance Office; Martha Roy, Human  
Resources Director; Diane Gill, Human Services Director;  
Jude Gates, Asst. Director, Engineering/Maintenance; Bill  
Sturtevant, Nursing Home Administrator; Frank Stoughton,  
MIS Manager; Maryann Brickett, Executive Assistant to the  
Commissioners.

Also present: Marie Cappello, Executive Director and James Bench,  
Rockingham Economic Development Corp.; Kevin Himber,  
The Windham Group.

Commissioner Barka opened the Public Hearing at 10:30 a.m. to be followed by  
a Commissioners' Meeting. Marie Cappello distributed informational packets,  
which included a description of the proposed CDBG project, a draft revised  
Housing & Community Development Plan, and the Residential  
Antidisplacement & Relocation Plan to all those in attendance.

**A. OPEN PUBLIC HEARING FOR THE STATE CDBG GRANT APPLICATION  
TO THE NEW HAMPSHIRE OFFICE OF STATE PLANNING FOR THE  
ECONOMIC DEVELOPMENT PLAN.**

Marie Cappello stated that the Commissioners met and voted on January 22,  
2002 to accept and support this project in concept of allocating a piece of the  
Rockingham County CDBG allocation to this project this year. Marie Cappello  
presented an outline.

**B. INTRODUCTION OF MARIE CAPPELLO:**

Martha Roy introduced Marie Cappello, Executive Director of the Rockingham  
Economic Development Corp. and thanked her for joining the Commissioners.  
The REDC requests sponsorship from the County Commissioners for a  
proposed Community Development Block Grant on behalf of a proposed day  
care center called Kiddie Academy in Windham, New Hampshire.

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Community Development Block Grant funds are available to municipalities for economic development, public facility, and housing rehabilitation projects that primarily benefit low and moderate income persons. Rockingham County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, and economic development projects.

Purpose of Community Development Block Grant Funding request:

A proposed application to the New Hampshire Office of State Planning for \$341,000 in Community Development Block Grant funds. Of the funds, \$20,000 will be retained by the County for administrative expenses, the remainder will be subgranted to Rockingham Economic Development Corp. (REDC). REDC will loan approximately \$280,000 to The Windham Group for equipment and working capital. The remainder of the funds will be used by REDC for servicing of the loan, \$5,000, and the training of the Kiddie Academy staff, \$36,000.

The Windham Group proposes the construction of a Kiddie Academy Child Care Learning Center on Route 111 in Windham. The Kiddie Academy will create twenty-five positions, the majority of which will be filled by persons of low and moderate income.

\$280,000	REDC loans to Windham Group
\$36,000	Training of staff
\$20,000	County's administrative expenses
<u>\$5,000</u>	REDC's administrative expenses
\$341,000	Total

This project conforms with the Rockingham County's Housing and Community Development Plan's goals of: Encouraging the expansion and retention of employment opportunities for the County's residents and encouraging services to meet the needs of the County's residents, including social services, child and elder care services.

Funding Request: \$341,000.

**C. COMMISSIONERS REQUESTED PUBLIC COMMENT. PUBLIC INPUT.**

Kathy Nikitas: How many children will the facility accommodate and would that include infants? Marie Cappello responded - 138 children, with 8 slots for newborns 6 weeks or older.

Commissioner Pratt: Why were no representatives from The Windham Group present? Marie Cappello stated that a representative of The Windham Group is delayed, but expected. Commissioner Pratt asked if Kiddie Academy is a for profit organization, with slots for Title 20 applicants. Marie Cappello stated that Kiddie Academy is a for profit organization, and is anticipating setting aside several slots for Title 20 applicants. The Windham Group has to go

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through an application process to be eligible for Title 20 and the actual number of slots is based on final expenses and is not known at this point.

Mr. Kevin Himber, a principle of The Windham Group, joined the meeting at this point.

Marie Cappello stated that Mr. Dale Tipple, the finance principle who is putting numbers together, could not attend today's hearing. A for profit day care center has a better chance of sustainability as a business in the long run due to staff retention through higher salaries.

Bill Sturtevant: Asked about affordable day care and is Kiddie Academy a franchise? Marie Cappello stated that it is a franchise. Mr. Himber stated that they are based out of BelAir, Maryland, operate approximately 75 centers, and this would be the first in New England.

Diane Gill: Will they register as a DCYF (Division for Children, Youth and Families) certified provider, allowing them to accept children who are in need of protective daycare? Is a mission statement or business plan available? Marie Cappello stated that the business plan is extensive and she did not have with her today. She was not sure at this point about DCYF and other possibilities of that nature, as The Windham Group is still working on their primary approval and certification through the State. Mrs. Gill asked if employees, who will be hired and recipients of the training fund, would be Rockingham County residents. Marie stated that no restriction could be made on hiring. Martha Roy added that this could not be done as these are Federal monies. Marie added that as this proposal is to create jobs for low to moderate income people, The Windham Group is obligated to do so.

Bill Sturtevant: Requested a history and information about The Windham Group.

Marie stated that there are 5 principles involved in the group. Two of the principles are Nurse Practitioners (Beverly Kennedy and Karen Flaherty), working in a specialty field with infants and children. One of them will be the on-site director of the facility. The other will work at the facility. The third owner, Mr. Tipple, has a background in finance and management. He will oversee the paperwork and financial details of the project. The fourth and fifth owners are 2 brothers (Dale and Kevin Himber). They both have backgrounds in construction, management, building maintenance and repair. The group is either family, or related by marriage. The resumes of the principles are included in the business plan.

Mr. Sturtevant asked if The Windham Group had dealt with State bureaucracy and applying for a grant. Marie stated that this is the first time they have applied for a grant. They will be constructing a brand new 8,000 sq. ft. building on Route 111 in Windham, with a budget of \$1.371 million dollars from several sources. The CDBG grant would be \$341,000. The owners' equity is \$200,000. The loan from Community Bank & Trust will be in the amount of



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\$830,000. The owners will be investing a sizeable amount in the project. The proposed use of block grant funds will be for equipment and working capital.

Martha Roy: Are there any deadlines the REDC is working with. The Board would like to have an opportunity to thoroughly review, have questions with regard to Title 20 and sliding fees answered. Marie stated that OSP accepts bids on a rolling basis. The application will be submitted as soon as possible after the Public Hearing. Martha Roy stated that the Board is very interested in what The Windham Group can offer with regard to a commitment to the sliding fee scale and affordable day care.

Commissioner Pratt: How will Windham score, as it is not a poor community? Marie stated that is one of the reasons they are requesting County sponsorship as opposed to the Town of Windham.

#### **D. CLOSE PUBLIC HEARING.**

##### **A. OPEN PUBLIC HEARING REGARDING THE HOUSING AND COMMUNITY DEVELOPMENT PLAN.**

Text: While Rockingham County has the authority to plan for the use of land and facilities under its ownership, its legal authority otherwise to implement this plan is limited. Rockingham County does not have any zoning powers or other authority to regulate land use within the municipalities in the County. The County does, however, have the authority to apply for Community Development Block Grants (CDBG) and other grants, which would implement this plan, and to support the efforts of its communities to improve housing, economic opportunities, and public facilities for lower income families and households.

The thirty-seven communities, which comprise Rockingham County, are spread among three regional planning commissions. All member communities of the Rockingham Regional Planning Commission are contained within Rockingham County. In addition, seven of the Southern NH Planning Commission's thirteen member communities are located in Rockingham County; and three of the Strafford Regional Planning Commission's seventeen member communities are located in Rockingham County.

All three regional planning commissions which the County encompasses have prepared Housing Needs Assessments for their regions pursuant to NH RSA 36:47, II. These assessments evaluate the regional need for housing for persons and families of all income levels. In addition to identifying affordable housing needs, these studies highlight techniques and land use strategies to meet housing needs. The planning commissions work with municipalities to incorporate the finding of these assessments in community master plans to serve as a local goal in meeting affordable housing needs.

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Twenty-six of the County's thirty-seven communities are members of the Rockingham Regional Planning Commission and these communities, therefore, have representation on the Commission. Given this, the goals listed below are primarily based on the Rockingham Planning Commission's 1988 Regional Master Plan.

The Regional Master Plan's purpose is to show how the resources of the region can best be used and managed to meet the expressed needs and wishes of its residents, all of whom reside in Rockingham County. The Plan establishes overall regional goals designed to promote health, safety, and general welfare. The goals are broad statements of intent regarding how future land use and development should occur in the region. The following goals include goals as cited in the Regional Master Plan:

- Promote the conservation, protection and sound management of the region's natural resources. (Short and Long Term Goal).
- Plan and manage growth and development to minimize adverse impacts and maximize development benefits. (Short and Long Term Goal).
- Encourage a balanced, diverse, safe and sanitary housing supply, which meets the needs of all age and income groups in the region. (Short Term Goal).
- Encourage the safe, convenient and efficient movement of people, goods, and services within the region. (Short and Long Term Goal).
- Encourage the timely and orderly development of public services, facilities, and utilities necessary to support existing and anticipated development. (Short and Long Term Goal).
- Encourage adequate passive and active recreation areas and facilities to meet the needs of the region. (Short and Long Term Goal).
- Protect, preserve and promote the regional historical resources and culturally significant structures. (Short and Long Term Goal).
- Promote public awareness about the importance of sound land use planning and resource management. (Short Term Goal).
- Encourage regional economic development efforts to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for the County's residents. (Short Term Goal).
- Encourage services to meet the needs of the County's residents, including social services, child and elder care services. (Short Term Goal).

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

**B. COMMISSIONERS REQUESTED PUBLIC COMMENT. PUBLIC INPUT.**

None.

**C. CLOSE PUBLIC HEARING.**

Commissioner Barka closed the public hearing.

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**A. OPEN PUBLIC HEARING FOR THE RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN.**

Text: Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the County.

However, if the situation should arise, Rockingham County will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent.
  - (i) A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. Above or;

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- (ii) A Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of OSP where a claim for assistance under subparagraph 2. Above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

Rockingham County anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the county certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

**B. COMMISSIONERS REQUESTED PUBLIC COMMENT. PUBLIC INPUT.**

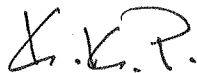
None.

**C. CLOSE PUBLIC HEARING.**

Commissioner Barka closed the public hearing.

The Commissioners will vote on these matters at the April 16 meeting, upon receiving more information about the sliding fee scale, affordability, and below market rate tuitions.

Respectfully submitted,



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

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 19, 2002**

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

Also present: Lt. James Szeliga, Sheriff's Dept.; Supt. Gene Charron; Kathy Nikitas, Finance Office; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, 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 10:30 a.m.

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

Bids were opened for computer purchases:

Digital Connections  
Cocci Computer Services, Inc.

MOVED: Commissioner Pratt to have the Sheriff's 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 DEPARTMENT OF CORRECTIONS:**

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

Supt. Charron made bid recommendations. He recommends that the bid for institutional supplies be awarded to the low bidders.

MOVED: Commissioner Pratt that the bid for institutional supplies be awarded to the low bidders per the recommendation of Supt. Charron.

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Date\_\_\_\_\_

SECONDED: Commissioner Barka.

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

Thursday and Friday, the Jail will be inspected for reaccreditation for the medical department. The following week the Dept. of Immigration will also be coming in to inspect the facility.

Supt. Charron had a meeting in Concord with ICC/JC to discuss facilities for female prisoners. Supt. Charron would like to see the State build a regional unit to relieve the situation in Rockingham County.

**REPORT FROM THE FINANCE DEPARTMENT:**

Kathy Nikitas stated that the budget is now in the Munis system for departments to check numbers.

The General Fund audit is scheduled for the week of April 22.

There is currently no date scheduled for the Department of Labor audit.

The Finance Office will be done next week with the cost report for the Nursing Home for Medicare/Medicaid.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that in 2000, the Board of Commissioners voted to approve a 3-year contract with Resource Management Consultants for EAP services. They are proposing a fee of \$2.40 for the third year of the contract, which is a \$.06 increase per employee family per month. This is a total increase in the contract of \$474.48 annually.

MOVED: Commissioner Pratt to approve the proposed fee increase to the 3-year EAP contract with Resource Management Consultants, in the amount of \$.06 per employee family per month, for a total of \$474.48 annually.

SECONDED: Commissioner Barka.

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

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**REPORT FROM HUMAN SERVICES:**

Diane Gill and Theresa Young worked on a report for the Finance Subcommittee of the NH Association of Counties.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates stated her department is finalizing the application for the 205 reimbursement for the repairs to Lagoon #3 to the State of New Hampshire. They have requested a couple of items: The Delegation minutes authorizing increasing the bond and a vote authorizing Mrs. Gates to sign the application for reimbursement.

MOVED: Commissioner Pratt have the Board of Commissioners authorize Mrs. Gates to sign the application for 20% reimbursement grant funding to the County from the State of New Hampshire for repairs to Lagoon #3.

SECONDED: Commissioner Barka.

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

Mrs. Gates stated that 3 alternatives for a remedial action plan for the #6 oil has been sent to the State Department of Environmental Services. Mrs. Gates should hear from them within 3-6 months on their choice.

Mrs. Gates attended the Brentwood Town Meeting last week. A warrant article was to quitclaim a 5.8 acres parcel of landlocked land from the Town to the County. This was tabled and the Town will consider it again next year.

Mrs. Gates will call the Association of Counties to obtain information regarding the bottling of water.

Mrs. Gates is working with Bill Sturtevant on the relocation to Driscoll II. Improvements will continue to be made on Fernald I until available funds run out. A priority checklist was done with Bob Gilbert.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report for the Nursing Home. The population is 196.

The Nursing Home has sent out an RFP for refrigeration.

Moving day for residents to the new Driscoll II wing is tomorrow.

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On April 27 there will be a fireworks demonstration. The Fireworks Company who hosts the display for the Town of Brentwood locally tests new products. It is not open to the general public, but only to the buyers and employees. One third of the profits from the concessions will go to E.F.F.O.R.T.S.

Bids were opened for Preventative Maintenance Care Dietary:

Dowling Corp.

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

SECONDED: Commissioner Barka.

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

**REPORT FROM THE MIS DEPARTMENT:**

Frank Stoughton stated that he has met again with David Foote subsequent to the video conferencing presentation at the UNH Cooperative Extension 2 weeks ago. The possibility of sharing an Internet connection was presented at that meeting. Testing of the physical connection will be done. The cost to the County will be minimal and has already been planned for in the MIS budget.

Bids were opened for Microsoft certification training.

New Horizons

Commissioner Pratt suggested that the MIS Manager check the bid list for additional vendors and send out the RFP again.

MOVED: Commissioner Pratt to adjourn.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 11:50 a.m.



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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

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
March 26, 2002**

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

Also present: County Attorney Jim Reams; Cathy Stacey, Register of Deeds;  
Deputy Treasurer Tim Dempsey; Theresa Young, Finance Director;  
Martha Roy, Human Resources Director; Bill Sturtevant, Nursing  
Home Administrator; Nancy Lang, Assistant Nursing Home  
Administrator; Maryann Brickett, Executive Assistant to the  
Commissioners.

Also present: Mr. Peter Goodwin, Office of Administrative Services.

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

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey requested a Non-Public session.

Mrs. Stacey recommended Turbotek in the amount of \$15,381.90 for 10 public imaging terminals.

MOVED: Commissioner Pratt to award the bid for 10 public imaging terminals to Turbotek in the amount of \$15,381.90 per the recommendation of Mrs. Stacey.

SECONDED: Commissioner Barka.

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

Mrs. Stacey attended a hearing yesterday on the Right-To-Know request. The Judge spoke with counsel for both parties in his chambers, recommending that they resolve the issue outside of court. Mrs. Stacey stated that this was not possible and an answer would be filed by the County Attorney on the County's behalf. She and several attorneys who wrote letters would be submitting signed affidavits. Deputy County Attorney Tom Reid has done an excellent job on this matter.

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The Maintenance Department recently assisted the Deeds Office to move some equipment. They did a wonderful job.

**PETER GOODWIN, DEPT. OF ADMINISTRATIVE SERVICES:**

Mr. Goodwin stated that he represents the Dept. of Administrative Services, Bureau of Court Facilities. Air quality at the Courthouse was discussed. Abstractors at the Registry of Deeds approached Mr. Goodwin several months ago for permission to do some air quality testing in the Deeds section of the Courthouse. Commissioner Hill granted permission for this request. The State of New Hampshire hired Demaris Company to conduct previous tests. They detected a couple of minor problems. They will submit a copy of their final report to the Commissioners.

Commissioner Pratt stated that the Commissioners Office saw a report the first of the year indicating high levels of bacteria. Mr. Goodwin stated this was one of the problems. Demaris described this as a "small red flag." Mr. Goodwin had the findings reviewed by the State and an industrial hygienist employed by the insurance company. They concurred with Mr. Demaris to determine the source. Mr. Goodwin stated that one usual problem present in a "sick building" was not detected at this Courthouse.

Mr. Goodwin stated that he met with the abstractors to inform them that testing results take time. The last testing with Johnson Controls and the State should be done around April 6, and results should be back within 2-3 weeks after that. The vents and ductwork will be checked at that time. Samples have been taken from several areas inside and outside the building.

Commissioner Pratt noted that in the past, that the County had withheld rent payments until problems were addressed properly. The Safety Committee met recently and they reported the odor of diesel fumes in the building possibly coming in through the intake/exhaust system of the generator. Jude Gates stated that the fans are shut down through the night and during testing. Mrs. Stacey stated that her employees can not work in the computer room when the fumes are that bad. The fumes are noted primarily on the lower level.

Mrs. Stacey stated that irritations and fumes are especially bad when snowblowers and mowers are used outside the building. Mrs. Stacey referred to a report done in 1997 by the State. That report advised that the State must post signs outside the building that no running engines or parked cars were allowed in the area. These signs were never posted.

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Mr. Goodwin addressed Commissioner Pratt's suggestion to withhold rent. He requested that the Commissioners give the State to the end of April to get the final report on testing results.

Martha Roy stated that the Safety Committee discussed the changing of the Leibert filters. The County's Maintenance Dept. used to change these filters, but were instructed by the State to cease this practice as it was part of the State's duties. The State has actually stopped changing these filters. As a result of this, Mrs. Stacey's staff began changing the filters. Mrs. Roy suggested for the State's "To Do List" that either the County's Engineering and Maintenance Dept. could be authorized to make these changes or the State could resume this duty as it is not the responsibility of the Deeds office. Mrs. Stacey stated that her staff has to clean out the Processing Room as the cleaning staff does not do. It must be cleaned daily due to the amount of dust around the film. Mrs. Stacey stated that these filters and the water filters used to be changed regularly by the County's Maintenance Dept. but the State insisted that they stop, but the State does not now perform the filter changes.

Commissioner Pratt stated that the State has never regularly performed the required housekeeping duties. Mr. Goodwin stated that the State will continue to perform housekeeping duties as before, which is "ZIP."

Mrs. Gates stated that the air handling units need regular preventive maintenance and changing of filters. A certain number of air changes should happen every hour in the entire building.

Mr. Goodwin assured the County that everything would be out in the open and information shared from this point. Opening windows throws the entire system out of balance.

The Commissioners requested that their office be the County's contact for these ongoing problems. Commissioner Pratt stated that the County absolutely needs resolution to these problems as soon as possible. She noted that the Commissioners had sent the County's files on these problems to its attorney for review and recommendations.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that bids came in this morning for TAN borrowing. The Treasurer and the Deputy Treasurer recommended awarding the TAN bid to First Albany in the amount of \$20 million dollars at a net interest cost of 2.2194 percent.

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MOVED: Commissioner Pratt to award the Tax Anticipation Note borrowing of \$20 million dollars to First Albany a net interest cost of 2.2194 percent.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates requested a Non-Public Session.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant requested that the bid for coffee be awarded to Autocrat Crown in the amount of \$13,962.94.

MOVED: Commissioner Pratt to award the bid for coffee to Autocrat Crown in the amount of \$13,962.94.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested that the bid for orange juice be awarded to Garelick Farms in the amount of \$1.184 per ½ gallon.

MOVED: Commissioner Pratt to award the bid for orange juice to Garelick Farms in the amount of \$1.184 per ½ gallon.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested that the bids for disposable lids be rejected and rebid.

MOVED: Commissioner Pratt to have Mr. Sturtevant reject the bids for disposable lids and rebid this item.

SECONDED: Commissioner Barka.

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

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Mr. Sturtevant requested that the bid for refrigeration be awarded to Dowling Refrigeration in the amount of \$2,607 quarterly for the Gold Plan, which includes parts.

MOVED: Commissioner Pratt to award the bid for refrigeration to Dowling Refrigeration in the amount of \$2,607 quarterly for the Gold Plan which includes parts.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested a Non-Public session.

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 11:35 a.m.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
March 26, 2002**

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

Discussion: Residency Waivers (3).

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

Discussion: A proposed step increase in the Deeds Office.

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

Discussion: Legal matters concerning Lagoons #1, #2 and #3.

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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 approve 3 residency waivers per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

The Commissioners asked Mrs. Roy and Mrs. Young to review the pay issue with Cathy Stacey and come back with a recommendation.

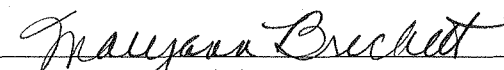
MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Pratt.

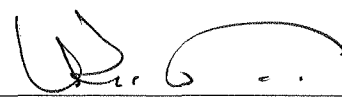
VOTE: 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:30 p.m.

Respectfully submitted,

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

Received by,

  
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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 2, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Lt. Mark Peirce and Christine Croto, Sheriff's Dept.; Supt. Gene Charron; Theresa Young, Finance Officer; Martha Roy, Human Resources Director; Diane Gill, Human Services 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 Barka called the meeting to order at 10:30 a.m. and took department reports out of order until a voting quorum of the Commissioners arrived.

**REPORT FROM HUMAN SERVICES:**

Diane Gill presented the Commissioners with her monthly report. Her department has received the January State bill.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated that she met with Mr. Coogan, the consultant who is researching grant opportunities for the County.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

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

Bids were opened for dishwashing and laundry chemicals. Bids were received from:

Central Paper Products  
Summit Supply  
John Danais Co., Inc.  
Ecolab



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

Supt. Charron stated that three individuals graduated from the Correctional Academy a week ago.

Supt. Charron stated that his department attended a Job Fair in Portsmouth. Thirty applications were received. Twelve applications were forwarded to Human Resources and interviews have been scheduled.

The Jail was inspected for reaccreditation for the medical department. The inspection took a week and he expects that the Jail will receive accreditation in June.

The Department of Immigration inspection scheduled for this week was cancelled and will be rescheduled at a later date.

The Jail is holding 26 inmates for the Strafford County Jail while they are breaking ground for new construction.

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

The Sheriff's Dept. recommended that the bid for computer purchases be awarded to the lowest bidder, Cocci Computers. Lt. Peirce stated that the Sheriff Department's evaluation is that Cocci provides better prices, service and equipment.

MOVED: Commissioner Pratt to award the bid for computer purchases to Cocci Computers, the lowest bidder per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Barka.

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

Bids were opened for firearms equipment:

GT Distributors – No Bid  
Riley's Sport Shop

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

SECONDED: Commissioner Barka

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

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the February 25, March 19 & 26 2002 Commissioners' Meetings.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates discussed a bid waiver for legal services in connection with the Lagoon #3 failure. This is a specialty area, and the attorney who has been representing the County can no longer provide those services. The Statute of Limitations for bringing an insurance claim on this matter has expired, if it applies. The bid waiver needs the signature of all 3 Commissioners.

Mrs. Gates recommended that the bid for energy management services be awarded to Honeywell Energy Services.

MOVED: Commissioner Pratt to award the bid for energy management services to Honeywell Energy Services for an in-depth energy audit, and to prepare a comprehensive, investment-grade audit per the recommendation of Mrs. Gates. Should the County move forward with their ten-year program of energy savings initiatives, a program fee would not be due. Should the County elect to not move forward with the proposal, the County agrees to pay Honeywell the amount of \$20,000.

SECONDED: Commissioner Barka.

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

Mrs. Gates explained that an investment-grade audit will be performed (every fixture, motor) etc. The utility expenses in the County complex budget this year exceeded \$900,000. Honeywell will review every opportunity and innovative idea to save money such as windmills and cogen units. Grant monies might support some options. Other options may require an investment by the County, such as removing the boilers and replacing them with cogen units. The Long Range Planning and Standing Committees have been asking about these.

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Commissioner Pratt asked if getting natural gas on North Road would be a possibility. Mrs. Gates stated this would be possible. She spoke with the natural gas company in 1998. They did a load analysis coming down to the County property, and to determine if there was enough load beyond the County to make their investment worthwhile. They determined that bringing a line down North Road just for the County would not be worth it. They estimated the cost to be \$1 million dollars per mile to run a large enough gas main.

Lagoon #1 is empty and was pumped into Lagoon #2. The State Wastewater Operation and the Dam Bureau should be here by the end of the week. The permit is good, with no violations. The engineers are reviewing for scope and budget. The review should be done by the end of the week and Maintenance should have direction on how to proceed. They may request the County to correct both lagoons.

The Sanderson property next door (15.8 acres of wetlands) has not been deeded to the County yet because of liens against the property. The transfer was a condition of approval by the Brentwood Planning Board for the proposed cluster housing development. The Brentwood zoning regulations require a 50/50 split of uplands and wetlands. This land would be used as an undeveloped buffer.

The Probation/Parole Dept. moved out last week. Mrs. Gates and Mr. Sturtevant will inspect for utilization as storage. Unfortunately they left the place untidy, with some evidence also left behind.

MtBE is still showing up in well #3. It is 1/100 of what is recommended for a standard. This is not a reportable condition, but a standard has not yet been established. Quarterly testing will be done for tracking purposes.

Mrs. Gates requested a non-public session with the Commissioners.

**REPORT FROM THE NURSING HOME:**

Bids were opened for dinnerware:

Central Paper  
Eastern Bag & Paper  
Springfield Food Service Corp.  
Northeast Food Service Equipment  
Sysco  
G & C Restaurant Equipment  
Ameri-Net

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Alladin

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 food wagons:

G & C Restaurant Equipment  
Calico Industries Inc.  
Northeast Food Service Equipment  
Eastern Bag & Paper  
Sysco  
Interstate Restaurant Equipment  
American Equipment Co.  
Springfield Food Service Corp.  
Alladin

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 janitorial supplies:

Eastern Bag & Paper  
Sani Clean Systems  
Central Paper  
Arnold T. Clement  
Reed Distributors  
Hillyard/Advanced Maintenance

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

SECONDED: Commissioner Barka.

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

Bids were opened for refrigerators:

G & C Restaurant Equipment  
Eastern Bag & Paper  
American Restaurant Equipment  
Sysco  
Alladin  
Northeast Food Service Equipment  
Springfield Food Service Corp.  
Interstate Restaurant Equipment  
Ameri-Net  
Dowling

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 gave the census report for the Nursing Home. The Nursing Home is trying to increase the census.

Graduation for nursing assistants will be held this afternoon at 1:30 p.m.

The Underhill wing demolition will begin Monday. The Underhill parking lot will be closed commencing midnight Sunday, April 7. Maintenance will be blocking off the parking lot and renting the dumpsters for the demolition crew.

Mr. Sturtevant requested 2 non-public sessions.

**REPORT FROM THE MIS DEPARTMENT:**

Bids were opened for Microsoft certification training.

Microsmart  
New Horizons  
MicroC

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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.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy discussed the CDBG grant process with the Commissioners, noting that several votes are needed. Commissioner Pratt commented that 10% of the slots would be for disadvantaged families. Martha Roy referred to the March 26 letter from Mr. Dale Tipple, CFO of Kiddie Academy which states that The Windham Group, operators of the Kiddie Academy in Windham, NH would set aside 10% of their child care slots for a sliding scale method of tuition reduction for disadvantaged families. They have agreed to notify the appropriate agencies and organizations of the availability of this program prior to the opening of the child care facility.

MOVED: Commissioner Pratt to appoint Donna Lane as the grant application writer for the Windham CDBG application.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adopt the Updated Housing and Community Development Plan.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to adopt the Residential Antidisplacement and Relocation Assistance Plan.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to approve the submittal of the CDBG Economic Development application and authorize the Chair to sign and submit the application,

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and upon approval of the CDBG application, authorize the Chair to execute any documents which may be necessary to effectuate the CDBG contract.

SECONDED: Commissioner Barka.

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

Mrs. Roy reported that the County Management Team met on March 19 and discussed several changes to the Personnel Policies & Procedures. Those changes include Chapter 7 (Earned Time). The Safety Policy was updated to follow the State of New Hampshire rules. The Employee Advisory Committee (EAC) policy changes reflect consistencies in the numbers of people and the name of housekeeping to Environmental Services. The Fitness for Duty and Return To Work Examinations policy is in existence. These changes are effective April 2, 2002.

MOVED: Commissioner Pratt to adopt the changes recommended by the County Management Team effective April 2, 2002:

- Personnel Policy – Chapter 7
- Earned Time Policy
- Safety Policy
- Employee Advisory Committee Policy
- Fitness for Duty and Return To Work Examinations Policy

SECONDED: Commissioner Barka.

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

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young asked that the Treasurer's Office discuss the long-term care banking issue. Tim Dempsey stated the Treasurer's Office needs the Commissioners' authorization to open a separate account in order to simplify bookkeeping procedures for tracking the interest accumulated on the long-term care funds. This began as a provision of Section 7 of SB409, where a new reserve account for the funding of long-term care has been provided for.

Tim Dempsey introduced Bank of New Hampshire representatives Beth Bartlett (Government Banking), Jackie Nevin (Administrative Assistant), Christie Brown (Stratham Branch), and Celeste Donovan (Cash Management).

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Ms. Bartlett stated that \$20 million dollars was wired in yesterday. The rate will be 2.5% on repurchase agreement CDs, which is a good rate today. The money was borrowed at 2.21%.

Ms. Bartlett stated that the Bank through Travelers Insurance insured these funds up to \$18 million dollars.

MOVED: Commissioner Pratt to authorize the Treasurer's Office to open a separate account for long term care funds, pursuant to SB 409 and the recommendation of the Deputy Treasurer, with the same restrictions governing the General Fund.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Mr. Roland Barnaby requested a non-public session.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote at 11:20 a.m.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
April 2, 2002**

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

Discussion: A personnel matter.

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

Discussion: A legal matter concerning Lagoon #3.



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

Discussion: Staffing bonuses and personnel issues.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a) 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 that for all shifts, all personnel employed in the nursing department other than Ward Aides, and Per Diem shall receive a 20% hourly bonus when the Nursing Home Administrator has determined that a shortage of personnel exists and staffing is below an established staffing pattern for each nursing department shift.

SECONDED: Commissioner Barka.

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

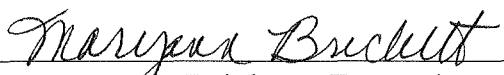
MOVED: Commissioner Pratt to authorize the Nursing Home Administrator, Human Resources and the Finance Dept. to develop a 24/36 pay system for weekend employees only.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed unanimously in the affirmative

Meeting adjourned at 12:30 p.m.

Respectfully submitted,

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

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\_\_\_\_\_  
Date \_\_\_\_\_

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**GRIEVANCE HEARING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 2, 2002**

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

Also present: Kathy Upson, RN; Marilyn Schreiber, RN; Kristin Andreozzi, RN;  
Fay Littlefield; Martha Roy; Bill Sturtevant; Maryann Brickett.

The grievants agreed to have the hearing publicly taped. Marilyn Schreiber stated that a position in the Nursing Home was created without notifying employees of the new position or a public posting on the bulletin boards throughout the facility. Current employees did not have the opportunity to apply for this position.

Section 8-12 of the Personnel Policies & Procedures states that County will promote from within and County employees will have the opportunity to apply for these open positions whenever possible.

**8-12** Full-time and part-time employees are eligible to apply for any vacancy announced for which they are qualified by following the procedures outlined in this Chapter. A full-time or part-time employee shall be given preference for a posted opening unless, an outside candidate is determined to be the most capable, qualified candidate with or without reasonable accommodation. Vacancies may be filled by original appointment, emergency appointment, temporary appointment, provisional appointment, promotion, demotion, or transfer.

Commissioner Pratt asked what they recommended as a remedy. They responded that they would like the opportunity to apply for this position and to have the position posted on the bulletin board to allow for all qualified personnel to apply for same.

Mr. Sturtevant asked if Ms. Andreozzi's and Ms. Schreiber's positions were posted prior to their accepting their current positions. They responded – no. Mr. Sturtevant stated that they in fact were offered their current positions.

Mrs. Upson stated that there have been 2 vacant head nurse positions open for many months.

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Martha Roy recommended that the Commissioners would take the matter under advisement, close the hearing and make a decision within the appropriate time limit.


MOVED: Commissioner Pratt to close the grievance hearing.

SECONDED: Commissioner Barka.


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

The grievance hearing was closed at 12:30 p.m.

Respectfully submitted,

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

Received by,

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

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 18, 2002**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Clerk

Also present: Capt. Joe Akerley, Sheriff's Dept.; Supt. Gene Charron; Judie Milner, Finance Office; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:33 a.m. As there were vendors waiting, the Commissioners took the agenda out of order and opened bids for departments.

**REPORT FROM THE NURSING HOME:**

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

Mr. Sturtevant recommended that the bid for janitorial supplies be awarded to the low bidders per the spreadsheet.

MOVED: Commissioner Pratt to award the bid for janitorial supplies to the low bidders per the spreadsheet and the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant recommended that the bid for the refrigerator be awarded to the low bidder Calico in the amount of \$4,078.00.

MOVED: Commissioner Pratt to award the bid for the refrigerator to Calico in the amount of \$4,078.00 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant recommended that the bid for dinnerware be awarded to the low bidder Aladdin Temp Rite in the amount of \$20,745.00.

MOVED: Commissioner Pratt to award the bid for dinnerware to the low bidder Aladdin Temp Rite in the amount of \$20,745.00 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant recommended that the bid for the food wagon be awarded to Aladdin in the amount of \$12,050.00.

MOVED: Commissioner Pratt to award the bid for the food wagon to Aladdin in the amount of \$12,050 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

Bids were opened for ironer/folder and received from:

Tri-State Laundry  
Yankee Equipment Systems

MOVED: Commissioner Pratt 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 disposable lids and received from:

Eastern Bag & Paper  
Reed Distributors  
Central Paper  
Aladdin

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MOVED: Commissioner Pratt 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 paper and received from:

Banner Systems  
Central Paper  
Eastern Bag & Paper  
Portsmouth Paper  
Interboro Packaging Corp.

MOVED: Commissioner Pratt 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.

Mr. Sturtevant advised the Commissioners that Paul Silver, Lamprey Dental will be leaving the long-term care business. A Request For Proposal was sent out. One response was received from an associate of Lamprey, Gilda Pronych, DDS. Mr. Sturtevant recommended that the dental contract be awarded to Gilda Pronych and requested that the Commissioners sign the dental contract. The contract runs from May 1, 2002 through June 30, 2006.

MOVED: Commissioner Pratt to award the Nursing Home dental contract to Gilda Pronych, DDS, for the term May 1, 2002 through June 30, 2006 per the recommendation Mr. Sturtevant and to authorize the Chairman to sign the necessary paperwork.

SECONDED: Commissioner Barrows.

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

Mr. Sturtevant requested a Non-Public session.

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**REPORT FROM THE IT/TELECOMMUNICATIONS DEPARTMENT:**

The Commissioners signed a bid waiver for the IT/Telecommunications Dept. in the amount of \$10,625.00 for Business Data Solutions (BDS) for changes to proprietary custom software created by BDS.

Proposals were opened for Xerox color laser printer and received from:

Benchmark Office Systems, Inc.  
Portsmouth Computer Group  
TEI Imaging Solutions, Inc.

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

SECONDED: Commissioner Barrows.

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

Proposals were opened for T1 Internet Connectivity and received from:

Sprint  
CTC Communications Corp.  
TTLC Internet & IT Solutions  
Adaptive Communications  
Nova Electronics Data, Inc.

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

SECONDED: Commissioner Barrows.

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

Mr. Stoughton recommended that the RFP for Microsoft training be awarded to New Horizons Learning Center per his memo to the Commissioners. The County can pay as services are provided per class, with no up-front money. The contract offers some protection benefits for the County as well. This includes training for another County employee should Frank Stoughton not be able to complete the training.



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MOVED: Commissioner Pratt to award the RFP for Microsoft training to New Horizons Learning Center per the recommendation of Mr. Stoughton and authorize the Chairman to sign the contract.

SECONDED: Commissioner Barrows.

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

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

Capt. Joe Akerley stated that the Sheriff's Dept. recommends that the bid for firearms equipment be awarded to Riley's Sport Shop, the only bidder in the amount of \$12,334.80.

MOVED: Commissioner Pratt to award the bid for firearms equipment to Riley's Sport Shop in the amount of \$12,334.80 per the recommendation of the Sheriff's Dept.

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 for the Jail. The number of Federal prisoners has been going down (10), but after speaking with the appropriate persons, that number is now back up to 24 prisoners.

Supt. Charron recommended that the bid for dishwashing and laundry chemicals be awarded to Summit Supply in amounts noted on the spreadsheet.

MOVED: Commissioner Pratt to award the bid for dishwashing and laundry chemicals to Summit Supply per the recommendation of Supt. Charron.

SECONDED: Commissioner Barrows.

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

Supt. Charron recommended that the bid for janitorial supplies are awarded to Central Paper, Eastern Bag & Paper and Reed Co., the low bidders, based on their proposals per the spreadsheet.

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

SECONDED: Commissioner Barrows.

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

Supt. Charron stated that the APRISS (formerly V.I.N.E.) contract will experience an increase shortly. The current contract expires in July of 2002. Supt. Charron spoke with them and stated that his 2002 approved budget did not reflect this increase. Supt. Charron also requested that their contract reflect the same calendar year as the County. The contract before the Commissioners reflects a 5-month period (which will expire December 31, 2002 )at the same rate of \$1,364.00 per month.

MOVED: Commissioner Pratt to approve the renewal of the APRISS (formerly V.I.N.E.) contract for the 5-month period commencing August 1, 2002 and ending December 31, 2002 per Supt. Charron's recommendation and to authorize the Chairman to sign the necessary paperwork.

SECONDED: Commissioner Barrows.

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

Supt. Charron discussed a grant, which is available to the County. The purpose of the grant is for interfacing the Rockingham County Records Management System (RMS) to the Printrak livescan station for the electronic exchange of arrest information. Funds have been placed in the Jail's grant line in the amount of \$25,000. This needs a Commissioners' vote to approve the grant. Commissioner Pratt stated that Supt. Charron would need a Bid Waiver even though this is a sole source vendor. Supt. Charron said he would prepare one right away, as the grant offer will expire shortly.

MOVED: Commissioner Pratt to approve the receipt of \$25,000 (AFIS grant) from the State to the County for reimbursement upon the successful installation of software by the Rockingham County Jail records management system vendor contingent upon Supt. Charron submitting a Bid Waiver for the Commissioners to sign.

SECONDED: Commissioner Barrows.

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

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Supt. Charron requested that the Commissioners authorize him to open a charge account with Best Buy for the purpose of securing an additional vendor to add to their telephone bid/quote list. The price is actually less by ordering from a catalog than going to the store. This is not a credit card account.

MOVED: Commissioner Pratt to authorize Supt. Charron to open a charge account at Best Buy for use by the Department of Corrections.

SECONDED. Commissioner Barrows.

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

Supt. Charron stated that the Department of Immigration has been auditing the facility and reviewing policies and procedures. They found no major issues. INS is under a great deal of pressure at the moment.

Supt. Charron wished to publicly thank Roland Barnaby for the use of his department's new video conferencing equipment for a seminar on Jail Inmates and Mental Health in the Community. This seminar was transmitted from Spokane, Washington. Supt. Charron had a panel of 9 people from his department attending and thus there were no mileage fees, lunches, or similar expenses involved. Supt. Charron stated he believed this will be the way business will be conducted in the future and wished to thank the UNH Cooperative Extension and Mr. Barnaby for the use of their facility, equipment and hospitality.

Supt. Charron stated that HB 1365 was not originally well received. This bill would allow for a business to receive 110% of the MediCare rate. The Committee requested that the bill be amended to exclude emergency room visits. Supt. Charron explained however, that 80% of hospital visits are emergency room visits, due to such situations as attempted suicide, illness, heart attack, etc. They are hopeful of getting this 110% rate.

**REPORT FROM THE FINANCE DEPARTMENT:**

Judie Milner stated that the auditors will be conducting their yearly audit next week for all the funds, with the exclusion of the Nursing Home, which was done earlier this year.

The Executive Committee will be meeting tomorrow for the First Quarter Review in the Hilton Auditorium.

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**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that on Thursday, June 20, the New Hampshire Retirement System people will be doing training for employees interested or planning to retire from Group I. There will be 2 sessions, at 10 a.m. for all potential retirees (within the next 3 years) and a training workshop at 1 p.m. for department heads.

On Thursday, June 27 is the Health Benefits Fair in the Hilton Auditorium between 7:30 a.m. and 4 p.m., sponsored by the Human Resources Dept. There will be many prizes. Vendors will include both benefit and health vendors, i.e. Exeter Hospital, Synergy, American Cancer Society and many others. A healthy lunch and lecture series will also be provided.

A meeting is being planned for May 14 between Neil Lovett, the Commissioners, and the new Third Party Administrator (TPA), Government Insurance (GISC) to review year-end and first-quarter claims.

Commissioner Pratt requested that Mrs. Roy revise her department's Annual Report to include information about the new Pay & Classification Study.

Mrs. Roy requested a non-public session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill submitted her February report. The February State bill is due on May 12, 2002 and Mrs. Gill submitted it to the Finance Office.

Mrs. Gill received a call from Rep. Pitts this morning. She will not be able to attend the Executive Committee Meeting tomorrow, however she will submit a report via fax.

Mrs. Gill attended the Senate Executive session on House Bill 1586. This bill deals with the issue of removing stepchildren from the responsibility of a stepparent with reference to support orders. This would affect Human Services' ability to collect reimbursement from stepparents, and they have testified against this proposal. The Senate Executive session voted no on this, but it still has to go before the full Senate. Commissioner Pratt asked if this included adopted stepchildren. Mrs. Gill stated this included all stepchildren. There was very strong support from the Office of Child Support and their attorneys.

Supt. Charron and Mrs. Gill attended an Association breakfast for the Governor and Council, representing Rockingham County for County Government Week.

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**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Proposals were opened for HVAC system cleaning and received from:

Professional Duct Cleaning LLC  
Fire Pro  
Northeast Ventilation Services, Inc.

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

SECONDED: Commissioner Barrows.

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

Proposals were opened for ¾-ton pickup truck with plow and received from:

John Grappone Ford  
Irwin Motors, Inc.

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

SECONDED: Commissioner Barrows.

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

Mrs. Gates received a telephone call indicating that a transformer was leaking outside the Blaisdell Building. The transformer will need to be changed, however, it does not involve any hazardous material. This will occur next Friday and take approximately 6-8 hours for the shutdown period. A crane will be needed as the remodeled entryway, which was done without Public Service permission, blocks access to the transformer. The County's only cost will be the cost of renting the crane and will be less than \$1,000. Mrs. Gates indicated she would find the funds in her department's budget. The PCB was the biggest concern, but in fact no soil will have to be removed. All employees will be notified that the campus will run on generators that day.

One of the pumps for the primary heat exchanger that supplies all the hot water to the Nursing Home complex is leaking seriously. The system is running on the other

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pump for the moment while the damaged pump is being evaluated. This is a rather serious matter.

Maintenance Subcommittee member Rep. Kobel spoke with Mrs. Gates last week and wishes to be brought up to date on lagoon issues. Due to an unplanned emergency, Rep. Gleason will be attending the Executive Committee Meeting in his place. Transfers should not be necessary until July. Mrs. Gates said that she is looking at the scope and budget and sludge removal. The sludge is 8-14" in depth and will need to be pumped out and hauled away. Mrs. Gates will have more information next week for the Commissioners.

Mrs. Gates received a call from Brentwood Board of Selectman Chair, Jane Byrne. She is working with a number of other local communities to study the health of the aquifers and water usage. She asked if Rockingham County would like to send a County representative to contribute to the meetings. Rockingham County has been studying the aquifer for years, measuring the height. The US EPA did a large sourcewater protection identification area for the County. Small towns don't have resources, work with the State on a regular basis like County does, would like to take advantage of that expertise and pool resources. The aquifer has gone down about 4 feet in the last several years. The Commissioners recommended that Mrs. Gates attend these meetings on behalf of the County. The Town is also concerned that there are pumping facilities on Pine Road and Route 27, which pump and ship water out of town constantly.

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

SECONDED: Commissioner Barrows.

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

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**April 18, 2002**

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

Discussion: Personnel shift differential.

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

Discussion: Personnel issues.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Bill Sturtevant 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 (a) and (c) Commissioner Pratt moved to go out of Non-Public Session.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the proposed Weekend Plan for the Nursing Home personnel.

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.

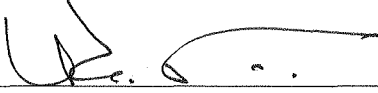
Meeting adjourned at 11:45 a.m.

Respectfully submitted,

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

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\_\_\_\_\_  
Date \_\_\_\_\_

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner



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Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 23, 2002**

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

Also present: Martha, Human Resources Director; William Sturtevant, Nursing Home Administrator.

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

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote at 10:40 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  
April 23, 2002**

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

Discussion: Deliberation of the 4/2/02 Grievance concerning 2 Nursing Home employees.

Discussion: A personnel matter.

Discussion: Review a legal opinion concerning a contract.

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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 at 11:45 a.m.

SECONDED: Commissioner Barka.

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

A request was made for a comprehensive review of County Personnel Policies by Human Resources.

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,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS OFFICE  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 25, 2002**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Ernest P. Barka, Vice Chairman

Also present: Diane Gill, Human Services Director; Maryann Brickett.

Commissioner Barrows called the meeting to order at 11:30 a.m.

**REPORT FROM HUMAN SERVICES:**

Diane Gill informed the Commissioners that Tracy Goodwin, of the Salem Visitation Center, had contacted her in regard to the need for a signature by a Rockingham County Commissioner on the application to obtain grant funding. The Center provides supervised visitation between children and their parents; many of the cases being child protection cases.

Mrs. Gill requested that the Commissioners sign a letter of approval in support of the Memorandum of Understanding between the Family Visitation and Access Cooperative and the Community Domestic Violence Agency, Local Law Enforcement, RDVCC, the District and Superior Court Systems and the Counties within New Hampshire. The approval letter was also signed by Tracy Goodwin, SVC Director; the Salem Police Dept.; Kathy Jones, A Safe Place; John R. Maher, Rockingham County Probate Judge; Greater Salem Council Against Family Violence. This is a collaborative effort which is funded through the Safe Haven grant.

MOVED: Commissioner Barrows to authorize Commissioner Barka to sign a letter of support for the Safe Haven grant.

SECONDED: Commissioner Barka.

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


MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Barrows.


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

Meeting adjourned at 11:45 a.m.  
Respectfully submitted,

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

Received by,

  
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Maureen Barrows, Chairman  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
April 30, 2002**

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

Also present: Dep. County Attorney Tom Reid; Cathy Stacey, Register of Deeds; Capt. Joe Akerley and Christine Croto, Sheriff's Dept.; Supt. Gene Charron; Judie Milner, Finance Office; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Larissa Mulkern, Portsmouth Herald.

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

**REPORT FROM THE COMMISSIONERS OFFICE:**

The minutes will be voted on at the next Commissioners' Meeting.

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

Dep. County Attorney Tom Reid discussed the Portsmouth District Court lease. The Commissioners' Office received a call from Peter Goodwin, of the State Bureau of Court Facilities regarding the lease renewal. The lease expires June 30, 2002. The monthly rent is \$80. The new lease proposes a rent increase to \$120 per month, 3-year term with a 2-year lease renewal option, and the County acquiring insurance. The existing lease in fact gives the County a 5-year option.

The Commissioners recommended that the County Attorney's Office draft a letter to Mr. Goodwin from the Commissioners that the County wishes to exercise their option to renew for an additional 5-year term according to paragraphs 3.3 and 3.4 of the existing lease at the current rent.

MOVED: Commissioner Pratt to accept the Dep. County Attorney's recommendation to renew the County's lease with the Portsmouth District Court for an additional 5-

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year term according to paragraphs 3.3 and 3.4 of the existing lease at the current rent and to authorize the Chairman to sign the letter to the Bureau of Court Facilities.

SECONDED: Commissioner Barka.

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

Mr. Reid requested a Non-Public Session.

**REPORT FROM THE REGISTER OF DEEDS:**

Mrs. Stacey stated that her office has been very busy and actually received \$300,000 in fees in one day due to several large transfers. The County should receive a transfer fee in the amount of \$500,000 more or less, for the sale of the Seabrook Nuclear Power Plant later in the year. The State has notified Mrs. Stacey that a representative will be physically present at the recording to receive the State's check.

Mrs. Stacey stated that Dep. County Atty. Tom Reid did a wonderful job representing the County in a recent right-to-know challenge. The County won the case.

Proposals were opened for computer equipment and received from:

Cocci Computers  
Turbotek Computer Corp.

Commissioner Pratt recommended to all departments that the Commissioner's Office retain a copy of each bid.

MOVED: Commissioner Pratt to have Mrs. Stacey evaluate the proposals 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. Joseph Akerley discussed a recent bid award to Cocci Computers at the April 2 Commissioners' Meeting. Each computer would be in the amount of \$1,169, with additions such as a flat screen monitor and CD Rom writer, per invoice #013631.

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The Commissioners will revote this bid upon receipt of a memo from the Sheriff's Dept. outlining the specifics of their recommendation.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report for the Jail and noted that the number of Federal prisoners which had dropped due to INS problems, has now gone up to 30.

Supt. Charron informed the Commissioners that the Jail Chaplain has retired and requested that the Commissioners sign the contract for the new Chaplain. It is the same as the former contract.

MOVED: Commissioner Pratt to approve the contract for the new Jail Chaplain and authorize the Commissioners to sign the necessary paperwork.

SECONDED: Commissioner Barka.

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

Supt. Charron requested that the Board approve and sign a Bid Waiver in the amount of \$25,000 to DSI for the Jail management software used to convert their software to communicate with the AFIS software used by the State of New Hampshire. This is a sole source vendor.

MOVED: Commissioner Pratt to approve the Bid Waiver in the amount of \$25,000 for the DSI/AFIS software, which is to be reimbursed by the State of New Hampshire.

SECONDED: Commissioner Barka.

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

Supt. Charron received a request from Belknap County to house several inmates during the Motorcycle Weekend event for the period June 13-17.

MOVED: Commissioner Pratt to approve the request of Supt. Charron to house Belknap County inmates for Motorcycle Weekend during the period June 13-17.

SECONDED: Commissioner Barka.

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

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Supt. Charron recommended that the paper/plastic bid be awarded to Portsmouth Paper Co. per the spreadsheet.

MOVED: Commissioner Pratt to award the paper/plastic bid to Portsmouth Paper Co. per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

Supt. Charron received a letter from the Strafford County Commissioners which expressed their appreciation and thanks for helping them in relieving some of their overcrowding. They will reciprocate with housing some of Rockingham County's inmates in the future.

**REPORT FROM THE FINANCE DEPARTMENT:**

Judie Milner stated that the auditors were in last week and they need to come back to finish and perform a single audit. Commissioner Pratt requested that Judie Milner schedule the exit interview with John Lyford.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy requested three Non-Public sessions.

**REPORT FROM HUMAN SERVICES:**

Diane Gill recommended that the Commissioners award the 6% Incentive Funds per Dawn Barnes' memo.

MOVED: Commissioner Pratt to award the following quarterly grants per the recommendation of the 6% Incentive Fund Review Committee:

Girls on the Run	\$10,000.00	reserve up to \$5,000.00
Raymond Parks and Recreation	\$11,500.00	\$11,500.00
C.O.P.E.	\$41,320.00	\$32,500.00
Camp Lincoln/YMCA	\$15,000.00	\$15,000.00
Nottingham Recreation Dept.	\$10,000.00	\$15,000.00 total for
	\$10,000.00	camperships
	\$ 6,400.00	\$ 6,400.00 for
		Adventure Camp
Hampton Recreation Department	\$16,000.00	\$16,000.00
UNH Coop Extension	\$ 7,420.00	\$ 7,420.00



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Rockingham County 4-H	\$ 3,788.00	\$ 1,463.00
New Generation, Inc.	\$ 6,400.00	\$ 6,400.00
Daniel Webster Council, BSA	\$ 7,500.00	reserve up to \$7,500.00
Salem Boys and Girls Club	\$ 7,000.00	\$ 7,000.00
Seacoast Family YMCA	\$ 6,000.00	\$ 6,000.00
SAD Cafe: request for re-allocation of funds from 10/01 grants	(\$11,407.48)	conditionally approved

**All awards are subject to conditions stated in letters of awards to recipients.**

**TOTAL AWARDS: \$137,183.00**

SECONDED: Commissioner Barka.

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

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Jude Gates reported that the transformer change went well last Friday. The complex ran on generators as we were without street power for approximately 10 hours. Several areas were identified to wire into emergency circuits. Paul Ardagna did a terrific job on all of the wiring.

A walk-in cooler was installed in the Dietary Department.

The Water Chief has been delivering letters to area residents in an effort to educate them about water conservation and preservation. This is a form letter put out by the State of New Hampshire as a part of the wellhead protection program. There are 2 commercial businesses that are potential contamination sources for the well.

The Brentwood Conservation Commission will be here Wednesday to look at the fire pond, which is located across from the end of the Jail driveway. The Brentwood Fire Dept. has requested that the County dredge and renovate the pond so that the hydrants work properly. The money is in the budget for these costs. Mrs. Gates will be obtaining a Wetlands Bureau permit on behalf of the County.

Mrs. Gates asked if the Commissioners had reviewed the Honeywell Memorandum of Understanding. The Commissioners expressed several concerns, and Commissioner Pratt recommended that the County's legal counsel review the contract. Mrs. Roy and Mrs. Gates will send to legal counsel.

The Commissioners and Mr. Sturtevant discussed making all the County facilities smoke-free, with exceptions for the Nursing Home residents.

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The Standing Committee Meeting met Monday in the Delegation office. Brentwood Selectwoman Jane Byrne and North Hampton Planning Board member, Laura Simmons, have discussed and developed the possibility of obtaining a multi-town grant to evaluate and assess sourcewater locations and use. Workshops for towns are being planned as the drought concerns continue in Rockingham County. Commissioner Pratt requested that Mrs. Gates meet next Tuesday with Mrs. Byrne, Mrs. Simmons and herself for lunch and a work session.

Commissioner Barka suggested that the Municipal Association take more of an interest in the drought problem as they represent the towns and cities of New Hampshire. Commissioner Pratt stated that the Nottingham Planning Board recently held a meeting and was attended by about 450 people. There are currently 2 water bottling companies located in Brentwood.

The Commissioners signed a Bid Waiver for the Engineering & Maintenance/Projects line for services to function as Prime Engineer relating to the investigation, design and repair of Wastewater Treatment Facility Lagoons 1 and 2 for Hoyle Tanner & associates, Inc. (HTA) in an amount up to \$145,000, based on a preliminary budget figure of \$703,360. The Bid Waiver is requested because the State of New Hampshire has agreed to treat this project as a continuation of the Lagoon #3 repair, conducted in 2001. HTA served as the Prime Engineer on that phase of the project, chosen as a result of following a pre-designated Request for Qualifications process. Maintaining eligibility enables the County to request reimbursement of 20% of costs incurred.

Bids were opened for supply/install fuel control system and received from:

Craftsmen  
M. B. Maintenance, Inc.  
Northeast Petroleum Services & Supply

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

SECONDED: Commissioner Barka.

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

Proposals were opened for UHF Repeater and received from:

County Communications Inc.  
Dispatch Communications Corporation  
Thor Electronics

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Date \_\_\_\_\_

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

SECONDED: Commissioner Barka.

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

Mrs. Gates recommended that the bid for ¾ ton pickup truck with plow be awarded to the low vendor, The Grappone Companies in the amount of three annual payments of \$8,260.06.

MOVED: Commissioner Pratt to award the bid for ¾ ton pickup truck with plow to the low vendor, The Grappone Companies in the amount of three annual payments of \$8,260.06, per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates recommended that the bid for HVAC system cleaning be awarded to the low vendor, Fire Pro in the amount of \$3,335.00.

MOVED: Commissioner Pratt to award the bid for HVAC system cleaning to the low vendor, Fire Pro in the amount of \$3,335.00, per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report, with a total of 209 residents.

Mr. Sturtevant recommended that the paper bid be awarded to the lowest bidders, per the spreadsheet provided to the Commissioners.

MOVED: Commissioner Pratt to award the bid for paper to the lowest bidders per the spreadsheet and the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to award the bid for disposable lids to Aladdin Temp-Rite, the low bidder, in the amount of \$6,355.00 per the spreadsheet and the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant stated that the RFP for the ironer is not ready to be awarded at this time. The proposals were higher than quoted for the original budget proposal and Mr. Sturtevant is negotiating with the vendors for a better price.

The New Hampshire Public Television auction will be held May 3-10.

The week of May 13 is National Nursing Home Week. Mr. Sturtevant passed out a calendar of events to all departments.

Mr. Sturtevant stated that Frank Stoughton is attend a Windows 2000 certification class. He is still reviewing the proposals opened at last week's Commissioners' Meeting.

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby stated that he had no report.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote at 11:30 a.m.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

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**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
April 30, 2002**

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

Discussion: Weekend shifts.

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

Discussion: Regrades.

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

Discussion: The new pay plan contract and other 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) 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 that the definition of "weekend shift" for weekend shift differential bonuses for all Nursing Home employees shall run from 11 p.m. on Friday night until 7 a.m. Monday morning.

SECONDED: Commissioner Barka.

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

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MOVED: Commissioner Pratt that a letter be sent to 2 Nursing Home employees advising them of the Commissioners' decision on their grievance hearing on Tuesday, May 2, 2002.

SECONDED: Commissioner Barka.

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

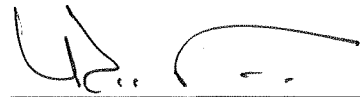
Meeting adjourned at 12:15 p.m.

Respectfully submitted,



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

Received by,



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

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 7, 2002**

Present: Commissioner Ernest P. Barka, Vice Chair  
Commissioner Katharin K. Pratt, Clerk

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron, Dept. of  
Corrections; Jude Gates, Asst. Director, Engineering/Maintenance;  
Theresa Young, Finance Director; Martha Roy, Human Resources  
Director; Maryann Brickett.

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

Commissioner Pratt recommended that the vote for the Sheriff's Dept. be tabled.

**REPORT FROM THE REGISTER OF DEEDS:**

Mrs. Stacey recommended that the computer bid be awarded to Turbotek Computer, the lowest bidder, in the amount of \$94,405.82.

MOVED: Commissioner Barka to award the computer bid to Turbotek Computer, the lowest bidder, in the amount of \$94,405.82 per the recommendation of Mrs. Stacey.

SECONDED: Commissioner Pratt.

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

Mrs. Stacey advised the Commissioners of the May 17 New Hampshire Municipal Association Policy Committee meeting. One of the policy positions that they will be debating and deciding a course of action upon, is the elimination of County Government. They have invited the NH Association of Counties to give a presentation, specifically to defend how the County government system is not obsolete. Leo Lessard will be attending this meeting. Mrs. Stacey encouraged a representative from the Commissioners office to attend also.

Mrs. Stacey will forward a copy of an earlier report on County Government to the Commissioners Office. Although the Dupont Group said they were very busy, Mrs. Stacey entertained a motion for the Association to approve an additional Corrections

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Date\_\_\_\_\_

Academy to be held in June. Commissioner Pratt asked what exactly is in the Dupont Group's contract for services to the County. Mrs. Stacey felt the Dupont Group should be providing more services to the Counties.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy requested a Non-Public session.

**REPORT FROM THE MAINTENANCE DEPT:**

Mrs. Gates advised the Commissioners that Attorney Charles Tucker has been reviewing the Memorandum of Understanding between the County and Honeywell Int'l for the Comprehensive Investment Grade Energy Audit.

Mrs. Gates requested a Non-Public session.

Commissioner Barka made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote at 10:40 a.m.

SECONDED: Commissioner Pratt.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONER BARROWS OFFICE  
May 7, 2002**

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

Discussion: Several personnel matters.

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

Discussion: Shift differential for the Nursing Home.



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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 at 11:45 a.m.

SECONDED: Commissioner Pratt.

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

MOVED: Commissioner Barka to approve the commencement date of the first payroll in June for the revised Nursing Home shift differential program.

SECONDED: Commissioner Pratt.

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

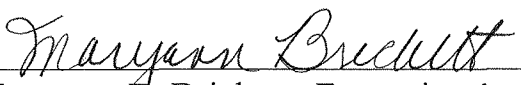
MOVED: Commissioner Barka to adjourn.

SECONDED: Commissioner Pratt.


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 Commissioner

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\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 14, 2002**

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

Also present: Dep. County Attorney Tom Reid; Cathy Stacey, Register of Deeds; Supt. Gene Charron; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Manager; Tim Dempsey, Deputy Treasurer; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: John Dowd, Chairman-Seacoast Business Alliance; Nick LeVasseur, General Manager-Port City Air; Dan Gray, Managing Director-Seacoast Business Alliance.

Commissioner Barka called the meeting to order at 10:47 a.m.

Mr. Dowd introduced himself, (Chairman-Seacoast Business Alliance), Dick LeVasseur, (General Manager-Port City Air), and Dan Gray, (Managing Director-Seacoast Business Alliance). The Seacoast Business Alliance services seacoast towns. They seek Commissioners' approval to proceed with a Public Hearing for a CDBG grant application in the amount of \$380,000 for Port City Air who is seeking to locate at the Pease International Tradeport.

Mr. LeVasseur made a presentation about Port City Air, which has been in existence for about 5 years. They wish to expand hangar space at Pease, (Phase I, II & III) to provide services to corporate jets and other aircraft. They are located behind Pan Am and are also a Fixed Based Operator (FBO). These services include aircraft maintenance, sales of fuel and related supplies, avionics, car rental, catering and hotel reservations through customer service representatives on location. This is a \$4,000,000 project total. The PDA wants a second FBO, which will provide services to the general public. Pan Am only services Pan Am. They expect to create a minimum of 28 new jobs the first year.

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Since September 11, 2001, more executives are flying in personal aircraft for safety and business purposes. The \$380,000 grant would be for equipment needed for these services, including de-icing equipment, tow tractors, ground power units, passenger vans, and a crew car for pilots and other personnel. To meet the minimum standards of PDA, they are required to have certain equipment.

Dan Gray outlined the scope and purpose of the Seacoast Business Alliance. They loan their own funds, about \$1.2 million to 8-12 projects in their region. They have also created 60+ employment opportunities. They have been working with Port City Air. Part of the lender's approval was that the SBA applies for this grant for this project. The Office of State Planning is aware of this grant application and wants it to proceed. OSP may require that Port City Air hire employees from outside the community as Portsmouth is an entitlement community and receives HUD funds directly.

Mr. Gray requested that the Commissioners allow them to proceed with a hearing. Martha Roy will work with these gentlemen to publish the hearing notice and set a date for the hearing.

The Board heard questions from several department heads present, including leased land, hours of operation and increased traffic flow, current commitments from corporate jet owners, and flight schools, and drawdown schedule. They expect to draw down the entire amount as they expect to finish this project by the end of the year. This project will also attract cargo operations and other businesses related to an FBO.

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the December 27, 2001, April 2, 23 & 30, 2002 Commissioners meetings.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

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

Dep. County Attorney Tom Reid discussed the Portsmouth District Court lease.

Bids were opened for technical computer support and received from:

Portsmouth Computer Group

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Date \_\_\_\_\_

Ikon Office Supplies  
Micro C Inc.  
Multimedia Systems  
NEServices.NET

MOVED: Commissioner Pratt to have the County Attorney's Office evaluate the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

Mr. Reid reported that he is negotiating the lease renewal for the Portsmouth District Court. Mr. Reid informed Mr. Peter Goodwin that he will stand by the letter from the Commissioners letter to him which stated that they wish to exercise their option per Section 3.3 of said lease. Mr. Reid will speak with Dan Mullen, Chief of Staff for the Attorney General. They need to stand firm on these issues as it may also affect future leases.

**REPORT FROM THE REGISTER OF DEEDS:**

MOVED: Commissioner Pratt to approve the Deeds deposit into General Fund Policy. This policy provides that Deeds daily receipts are deposited into the General Fund to maximize interest earnings. In addition, the Register of Deeds shall maintain the current Deeds General Account checkbook to process refunds of tax stamps, recording fees, etc. which is part of daily Registry business. The Deeds General Account checkbook shall begin with a \$5,000 balance and be replenished from the General Fund monthly based on activity provided to the Finance Office, similar to petty cash. The Finance Office will record proper accounting entries for the checkbook activity.

SECONDED: Commissioner Barka.

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

Mrs. Stacey requested a Non-Public session.

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Date \_\_\_\_\_

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report for the Jail and requested a Non-Public Session.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the Commissioners had requested Judie Milner to schedule the auditor to do the single audit. A date has not been set yet.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that open enrollment would be handled differently this year, rather than the one-on-one method. She received a variety of complaints last year and different problems occurred which can not be corrected. The County will be using their consultant, Neil Lovett of USI New England and assistants, again this year to do an open enrollment. They have acquired the software that was used.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates recommended that the bids for the supply/installation of the fuel control system be rejected as only \$7,000 was appropriated for this item and the 3 vendors who responded were at least double that amount. Mrs. Gates' recommendation is to make necessary repairs to extend the usable life of the existing system for another year.

MOVED: Commissioner Pratt to reject the bids for the supply/installation of the fuel control system per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Mrs. Gates recommended that the bid for the UHF repeater be awarded to Dispatch Communications Corp., the low vendor, in the amount of \$1,720.00.

MOVED: Commissioner Pratt to award the bid for the UHF repeater to Dispatch Communications Corp., the low vendor, in the amount of \$1,720.00.

SECONDED: Commissioner Barka.

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

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Proposals were opened for replacement doors and received from:

R. G. Tombs Door Co.  
Fremont Glass & Garage Door  
Northeast Door Corp.

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

SECONDED: Commissioner Barka.

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

Proposals were opened for roof repairs and received from:

M. J. Murphy & Sons  
LeClair Roofing & Weatherproofing Co., Inc.  
AW Therrien Co., Inc.

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

SECONDED: Commissioner Barka.

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

Proposals were opened for Carlisle Building ventilation/exhaust system and received from:

Dowling Corp.  
Thermo Dynamics Inc.

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

SECONDED: Commissioner Barka.

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

Proposals were opened for vinyl siding and received from:

Dellmont Contracting Inc. (DCI)

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Date \_\_\_\_\_

Granite State Home Improvements  
Kinney Roofing Co., Inc.

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

SECONDED: Commissioner Barka.

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

Mrs. Gates requested that the Commissioners sign a Bid Waiver for replacement of the RCNH Underhill Building roof. Mrs. Gates has received 3 quotes, and requests authorization to issue a purchase order to M. J. Murphy & Sons, Inc. for \$32,875.00. Although they were not the lowest bidder, the lowest bidder would not give a firm quote, even after 2 site visits. Commissioners Pratt and Barka signed the Bid Waiver and Commissioner Barrows' signature would be obtained.

Mrs. Gates had legal counsel review the Honeywell Energy Services Memorandum of Understanding and presented the Commissioners with his opinion letter. The letter expresses the opinion that the County's understanding of the MOU is correct. The energy audit will be undertaken at a maximum cost of \$20,000.00.

MOVED: Commissioner Barka to approve the Memorandum of Understanding between Honeywell Energy Services and County and authorize Commissioner Pratt to sign on behalf of the Board.

SECONDED: Commissioner Pratt.

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

Mrs. Gates reported that the Brentwood Conservation officer signed the Wetlands Application for the fire pond.

The State notified Mrs. Gates that due to the number of years that the County has tested clean for lead copper testing, the County could now begin a 3-year testing cycle. This will save money.

A survey of the Mitchell Courtyard is being performed so that we have the information needed by the landscape architect and civil engineers who will be completing the landscape and drainage designsProposals.

The Fernald I project (renovations/refurbishing) is going well.

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Proposals are being opened this afternoon for sludge removal in Lagoon #1. The sludge in Lagoon #1 was treated with calcium nitrate already, and Lagoon #2 which is deteriorating will be treated with calcium nitrate also. The State has been notified.

Mrs. Gates will confer with legal counsel regarding the Sanderson land issue.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report, with a total of 187 residents, and 12 applications for admission.

With regard to the bid award for the ironer, Mr. Sturtevant stated that he is waiting for more information from a vendor prior to making a recommendation.

This is National Nursing Home Week, and the Annual Staff Appreciation Day Luncheon will be held Wednesday.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Frank Stoughton recommended that the award for the Xerox color laser printer proposal go to TEI, the low bidder, in the amount of \$7,953.30. TEI is currently the County's laser printer service and maintenance contractor and is doing an excellent job. Mr. Sturtevant, Theresa Young and Mr. Stoughton have agreed that leasing the printer would be a good option as it would spread the cost over 3 years with the \$1 buy out option at lease end. Mr. Stoughton also recommended leasing through Lehigh Municipal Leasing in the amount of \$252.16/month.

MOVED: Commissioner Pratt to award the bid for the Xerox color laser printer to TEI, the low vendor, in the amount of \$7,953.30 and leasing through Lehigh in the amount of \$252.16 per month per the recommendation of Frank Stoughton.

SECONDED: Commissioner Barka.

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

Mr. Stoughton has been attending classes for certification. He will finish 2 more classes over the summer.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote at 11:55 a.m.



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Date \_\_\_\_\_

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**May 14, 2002**

Those present for NHRSA 91A:3 II (e) were Commissioner Barka, Commissioner Pratt, Tom Reid, Gene Charron and Maryann Brickett.

Discussion: Legal matters.

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

Discussion: A personnel exception for a Deeds employee.

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

Discussion: A personnel exception for a Maintenance 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 (e) Commissioner Pratt moved to go out of Non-Public Session.

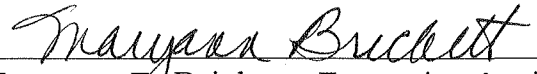
SECONDED: Commissioner Barka.

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


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Date \_\_\_\_\_

Meeting adjourned at 12:50 p.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  
May 28, 2002**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Clerk

Also present: Lt. Mark Peirce, Sheriff's Dept.; Deputy Supt. Al Wright, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Frank Stoughton, IT/Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Mrs. Denise Benson; John Dowd; Dan Gray; Richard Levasseur; Donna Lane; Patti Rawding-Anderson; Timothy Decker, President of the State Employees' Asso. of NH, Inc.; Chuck Agopian, Lago.

Commissioner Barrows introduced Mrs. Denise Benson, wife of gubernatorial candidate Craig Benson. She spoke about her experiences touring nursing homes in New Hampshire this summer. She thanked Commissioner Barrows for the opportunity of a tour of the Rockingham County Nursing Home this morning.

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 April 18, 2002 Commissioners meeting.

SECONDED: Commissioner Barrows.

VOTE: 2 Yea. Motion passed in the affirmative.

Prior to the commencement of the public hearing, Commissioner Barrows introduced John Dowd, State Republican Chairman and Chairman of the Seacoast Business Alliance (SBA). Martha Roy introduced Dan Gray, Exec. Director of the Seacoast Business Alliance, Donna Lane, grant writer, and Richard Levasseur of Port City Air.

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Date \_\_\_\_\_

**PUBLIC HEARINGS  
CDBG GRANT APPLICATION  
CDBG ECONOMIC DEVELOPMENT APPLICATION  
RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN**

**COMMISSIONERS' CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
May 28, 2002**

**A. OPEN PUBLIC HEARING FOR THE STATE CDBG GRANT APPLICATION TO  
THE NEW HAMPSHIRE OFFICE OF STATE PLANNING.**

Commissioner Barrows opened the Public Hearing.

Martha Roy stated that Community Development Block Grant funds are available to municipalities for economic development, public facility, and housing rehabilitation projects that primarily benefit low and moderate-income persons. Rockingham County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, and economic development projects. This project may use some of the eligible funding for year 2002, or years 2002 & 2003.

The purpose of this hearing is a proposed application to the New Hampshire Office of State Planning for up to \$380,000 in Community Development Block Grant funds. Of the funds, \$25,000 will be retained by the County for administrative expenses, the remainder will be subgranted to Seacoast Business Alliance Corp. (SBAC). SBAC will loan approximately \$350,000 to Port City Aircraft Repair Inc. for equipment and working capital. The remainder of the funds, \$5,000, will be used by SBAC for servicing of the loan.

Port City Aircraft Repair Inc. proposes to construct a 30,000± sq. ft. aircraft hangar facility at Pease International Jetport for aircraft servicing. The project will create twenty-eight positions, the majority of which will be filled by persons of low and moderate income.

**B. COMMISSIONERS REQUESTED PUBLIC COMMENT.**

Donna Lane distributed pictures for everyone present. The applicant proposes to replace these old hangars with a new hangar along the apron of the airport runway.

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Date\_\_\_\_\_

Dan Gray stated that they have been working with this project for approximately a year and a half. The total project cost is about \$4,800,000. The important part of their participation is that when the loan is repaid to SBA, they will relend for other projects in the region. This project will create 28 new employment opportunities. Eighteen will be filled by low to moderate income positions. Mr. Levasseur stated that they would positions such as aircraft mechanics, fuelers, customer service representatives, managers, PSC equipment operators with an hourly rate of about \$11-\$18/hour.

John Dowd stated that he looked forward to working with the Commissioners and everyone on the project. No further comment.

### **C. CLOSE PUBLIC HEARING.**

#### **A. OPEN PUBLIC HEARING REGARDING RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN.**

Martha Roy requested that the Commissioners open the Public Hearing. Commissioner Barrows opened the Public Hearing.

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the County.

However, if the situation should arise, Rockingham County will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;

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Date \_\_\_\_\_

- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  - 1. sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent.
    - (i) A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. Above or;
    - (ii) A Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of OSP where a claim for assistance under subparagraph 2. Above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

#### CERTIFICATION OF COMPLIANCE

Rockingham County anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the county certifies

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that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

**B. COMMISSIONERS REQUESTED PUBLIC COMMENT.**

Although this project does not involve any displacement or relocation of persons, if the Town were to undertake a project which involved displacement or relocation they would follow this plan. Donna Lane stated that a Uniform Relocation Act filing is a necessary step every time CDBG grant funds are applied for and needs approval. The plan outlines the measures to be taken if this project were to displace any household or business. They would find comparable, suitable housing for any persons or businesses displaced in a comparable neighborhood, for a comparable price.

Commissioner Barrows signed a Certification of Compliance indicating that Rockingham County anticipates no displacement or relocation activities will be necessitated by this project.

**C. CLOSE PUBLIC HEARING.**

Martha Roy stated that the Commissioners have already opened their meeting. On the second page of the report, there are a series of motions needed by the Commissioners. Prior to the motions, Martha Roy gave a status report of how much funding is in place for this project. Currently, the County has \$229,000 available in grant funding for this project. Everyone is in favor of this project moving forward and will review at year end to see if there is potential for further monies being moved to this area. In addition to this, Martha Roy would recommend to the Board for the 2003 budget, should there not be the availability of the remaining \$151,000, that it be appropriated at that time. The Seacoast Business Alliance has worked out these details with the current owners. The \$229,000 will allow this project to move forward to purchase the necessary equipment prior to opening. Early in 2003, Port City Aircraft could purchase additional equipment, which would allow them to pull in the rest of the grant money.

Theresa Young stated that if the \$229,000 is designated, the Commissioners need to make all departments aware that all available grant contingencies for 2002 have been obligated. If additional grant opportunities become available that have not been provided for in the budget, they should contact the Commissioners Office so that they can work with departments on the feasibility of applying for the grant this year. This total project for CDBG grant funds is \$380,000.

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**RECONVENE COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 28, 2002**

MOVED: Commissioner Pratt to adopt the Residential Antidisplacement and Relocation Assistance Plan.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve the submittal of the CDBG grant application and to authorize the Chairman to sign and submit the application on behalf of the Board of Commissioners.

SECONDED: Commissioner Barrows.

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

Commissioner Pratt stated that in speaking with Theresa Young, due to the fact that Donna Lane is working on a second project, this will exceed the statutory bid limit and a Bid Waiver will be necessary for these services. Martha Roy will prepare the Bid Waiver for the Commissioners signature at their next meeting.

John Dowd stated that it has been wonderful working with Martha Roy and the County on this fast-tracking project.

**EASTER SEAL PRESENTATION:**

Ms. Patti Rawding-Anderson and Deborah Nelson, Program Director at the Institute on Disabilities at UNH presented a request for support of an early learning grant opportunity. Patti is the Program Director for Easter Seals.

Ms. Nelson stated that they are requesting collaboration with the Commissioners for a opportunity to bring grant funding to Rockingham County through the United States Department of Health and Human Services Administration on Children and Families Child Care Bureau. They issued a Request for Proposal and plan to fund



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between 25-35 proposals beginning in September for 17 months. The range of funding will be from \$250,000 to \$1,000,000 based on population and demonstrated need. The purpose is to promote early literacy. In order for this grant proposal to go forward, it is required that a local government entity sanction, and then appoint an Early Learning Council to oversee the implementation of the grant.

Ms. Nelson requested that the Board of Commissioners serve as that entity for purposes of seeking these grant monies. They are defining the local entities as two Counties so that they can broaden the impact, and request that Rockingham County collaborate with the Strafford County Commissioners. They are very excited about this opportunity.

Ms. Anderson stated that the materials provided to the Commissioners include an overview of the workings of the project, goals and objectives, and a list of existing Council collaborators, which will be expanded upon. The first initiative is called Baby Steps for Early Childhood Success. It is being piloted through Families First of the Greater Seacoast. Child development specialists work with primary healthcare staff, do developmental screenings in each of the well-child checkups, and help to educate primary healthcare staff of the importance of early childhood development.

This grant proposes to provide developmental screenings to babies from birth all the way through school age. The grant looks at insuring early learning all the way up to the age children enter school. The key benefits of this are access to developmental support, information and play activities for parents, information about the importance of positive parent/child relationships and encouragement to parents who frequently do not receive a lot of support, early detection if concerns exist with immediate referral to community based supports. This insures access to services early and prevention rather than remediation, increased awareness and knowledge within the primary healthcare community regarding the importance of early childhood development and its critical association with improved health.

The American Academy on Pediatrics has identified pediatricians and family practice's lack of understanding and lack of knowledge in this area. One of their priorities is to mesh the two and improve developmental outcomes.

The second aspect of this grant will be to expand the Baby Steps Program in 4 key ways. First, to put it in every community health center in both Strafford and Rockingham Counties. The community healthcare system serves a majority of the indigent and at risk families in our communities, therefore it would be addressing the needs of the most vulnerable community members and citizens.

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The third aspect would be to put the Baby Steps Program in every district office in Strafford and Rockingham County of DCYF, which would mean that every child referred to Child Protective Services from birth through five would have a developmental screening and they would then make recommendations and access community services and supports.

The fourth aspect would be implementing the Baby Steps Program in maternal and child health centers and well-child clinics throughout both Counties.

The fifth aspect would be the implementation of the Books For Babies Program. The second large initiative under this grant is a collaboration with the NH State libraries, particularly the Family Resource Connection. This program will insure that children will receive books and children will receive access to early literacy materials from birth to age five. The Books For Babies Program will disseminate bags of books through the Baby Steps Program, which will include an age appropriate and culturally appropriate book, location of nearest library and how to access, and hours of operation. It will have a list of approved reading materials at each of the age levels and two handouts, one talking about the importance of early literacy and early learning success, and also its impact on brain development.

The second initiative of the Family Resource Connection will be the dissemination of book kits throughout every library in Rockingham and Strafford County. Each book kit will have six series of age appropriate books and each series will have ten books. So each library will have these book kits available to all parents. A book kit can either be picked up or mailed free, with a postage-paid return envelope for a month.

The third effort would be the research to determine what would be the most appropriate books in the book kits. They will be culturally sensitive and optimal quality early literacy materials.

Ms. Nelson stated that the goal of the institute would be two-fold, evaluation and identification. The institute was just recently informed that they have been awarded a research grant on early literacy. That grant will train early childhood people at HeadStart. The Strafford Childcare Association will be providing ongoing technical assistance and support to all the early childhood people who have been trained in the curriculum so that they can sustain after the project has ended. This program has been field tested in Nottingham as a pilot project.

They will be submitting a grant in the amount of \$805,000, with a request of \$700,000 from the Federal government and a 15% match. They have already secured the 15% matching funds.

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Commissioner Pratt stated that this initiative has been received rather quickly and the Commissioners have not had time to really digest due to lack of materials presented. This does seem to be heavily weighted toward Strafford County, Council members, Strafford County Child Care Association, etc. Ms. Anderson stated that the Strafford County Child Care Asso. will not actually be doing the work, but they will be hiring an individual to oversee the mentorship of the program for both Counties. This person lives in Rockingham County, is currently on the Governor's Task Force for Early Childhood Literacy. The Baby Steps Program is actually more heavily weighted toward Rockingham County because there are three community health centers and two district offices of DCYF in this county. There is only one community health center with two offices in Strafford County.

The reason they started with Strafford County Child Care Asso. is because last year they submitted this grant, and they already had in place a local Council. They can be used as an existing local Council for an entire year, which is one of the criteria the Federal government was requiring. Ms. Anderson has been speaking with the Alliance For Community Health, who has also agreed to be the Rockingham counterpart of the local Council. They have also spoken with the Salem Community Child Health Services in Derry and Lee Biggers at the district office of DCYF in Salem to ensure that adequate services are provided. The funds will not be isolated in any one area. They will be globally addressing the needs of both counties. As the fiscal agent, Easter Seals will not be designating funds exclusively for either county, but rather activities, ensuring that activities will occur across the board. The grant is only for 17 months. Then the program will expand throughout the State. They will request that local libraries maintain the integrity of the kits, replacing any lost or damaged books. The program has been field tested in Nottingham. The literacy efforts will be globally across both counties.

Ms. Anderson stated that they needed the Commissioners to sign and seal the grant application, indicating that they, as the local governing officials, appoint the Council, then they can apply for the grant. Commissioner Pratt requested additional appointments to the Council from Rockingham County. Ms. Anderson stated that they would be delighted if the Commissioners did make appointments.

MOVED: In accordance with the New Hampshire State Constitution, Article 71 passed in June of 1784, the Legislature is given the authority for the development of County Government in each of 10 regions of New Hampshire. Article 71 states that the County Commissioners, Treasurers, Registers of Probate, County Attorneys, and Registers of Deeds shall be elected by the inhabitants of the several towns in the several Counties of the State, according to the method now practiced and the laws of the State and have the authority to ensure that the rights of each citizen in each

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County are protected and the activities are carried out in a manner that benefits the County. Therefore, given the authority by the Legislature, we the County Commissioners of Rockingham County hereby designate the Early Learning Lasts a Lifetime Task Force is the local Council to accept and implement ELOA grant funds to promote early learning and literacy within these counties. Our signatures and seals below indicate our support of the Council's efforts to obtain funding to enhance early learning for the citizens of these counties. The Board of Commissioners authorizes the Chairman to sign the necessary paperwork.

SECONDED: Commissioner Barrows.

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

**NURSING HOME:**

Bids were opened for ice cream:

Lago  
UHF Purchasing Services  
Sure Winner Foods  
Garelick Farms

Bids were opened for juice:

Garelick Farms  
Sysco  
Shaheen  
Springfield Foods

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

SECONDED: Commissioner Barrows.

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

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

Lt. Mark Peirce stated that there were bids to be opened for computer workstations. Bids were received from:

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New Hampshire Correctional Industries

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

SECONDED: Commissioner Barrows.

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

**ENGINEERING/MAINTENANCE:**

Proposals were opened for replacement flooring and received from:

Pro-United, Inc.  
Cadieux Flooring

Proposals were opened for the fuel contract and received from:

Proulx Oil & Propane, Inc.  
H and H Oil & Gas Company, Inc.  
Hanscom's Truck Stop, Inc.  
S & S Energy Corp.  
Sprague Energy  
Palmer Gas Co., Inc./Ermer Oil Co.  
Buxton Oil Co.  
Eastern Propane Gas Inc.

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

SECONDED: Commissioner Barrows.

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

**IT/TELECOMMUNICATIONS:**

Bids were opened for technical support services and received from:

Portsmouth Computer Group  
Micro C, Inc.  
NEServices.NET

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Mr. Stoughton evaluate the proposals and make a recommendation to the Board of Commissioners.

Commissioner Pratt reminded all departments that 4 copies of bids need to be received. Due to the fact that several departments put a due date for bids to be received as Monday, May 27, Memorial Day holiday, the Commissioners will wait for any bids received in today's mail to be accepted in this bidding process.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Deputy Supt. Al Wright gave the census report for the Jail as Supt. Gene Charron is on vacation.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the auditors have not rescheduled the exit audit for the single audit. Mrs. Young expects this to happen within the next two weeks.

A/P will be available this week for Commissioners' signature tomorrow.

Mrs. Young stated that there are no additional contingent grant funds for 2002 and will send a letter to all departments advising them of this. Commissioner Pratt added that if grant opportunities become available during the year, it's important that those departments have appropriate budget lines to cover that amount. This would also need Board approval prior to applying for any grants.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy requested a Non-Public session.

On Thursday, June 20, the New Hampshire Retirement System will be hold seminars on Group I & II retirement procedures.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that two significant issues have developed over the past couple of weeks. Health & Human Services notified Mrs. Gill that the counties will be receiving bills by the end of June for skilled nursing facility charges that somehow were not included in previous bills since last August. They discovered the error in February of 2002, and notified the County in May. Mrs. Gill estimates this amount to be about \$175,000.

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Payment is to be made by Health & Human Services to the nursing homes, and consequently billed through the Dept. of Human Services for bed days for nursing homes in each individual county. Mrs. Gill has a copy of the public notice that appeared in the paper on Saturday outlining the amount that each nursing home will be receiving. The billing will not be based on individuals. Mrs. Gill asked how the Commissioners felt about this. Commissioner Barrows responded "not good." Rockingham County will break even. The amount is 25% of approximately \$500,000, or \$126,000 per Mr. Sturtevant.

Commissioner Barrows asked that Mrs. Gill gather more information. Mrs. Young stated that Rockingham County is close to the cap. Mrs. Gill stated that it should be brought up at the State/Finance Committee Meeting in Concord on Friday, May 31. She has spoken with Caccie Keene, Jim Monahan and Bob Mullens. Everybody is saying the same thing, that the bill is not tied to individuals. It's just a formula that was put together on 2 days' notice based on bed days. This was the simplest way for them to arrive at this figure as they had to get rid of \$3,000,000 by June 30. Mrs. Gill agreed to keep the Commissioners updated on these issues.

Mrs. Gill requested a Non-Public session.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates asked about the draft RFP language proposed by our insurance broker to be included in all future bids and proposals. Commissioner Pratt stated she has reviewed and recommended that every department include in all future proposals.

Sludge removal on Lagoon I will begin tomorrow. Limited success has been had on the chemical injections on Lagoon #2. Hopefully the weather will improve to aid in the recovery. She is in daily communication with the State.

Mrs. Gates recommended that the bid for the replacement doors be awarded to R.G. Tombs Door Company, the low vendor, in the amount of \$16,038.00.

MOVED: Commissioner Pratt to award the bid for the replacement doors to R.G. Tombs Door Company, the low vendor, in the amount of \$16,038.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

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Mrs. Gates recommended that the bid for roof repairs be awarded to AW Therrien Roofing & Sheet Metal Contractors, the low vendor, in the amount of \$113, 865.00. This amount includes asbestos abatement and removal.

MOVED: Commissioner Pratt to award the bid for roof repairs to AW Therrien Roofing & Sheet Metal Contractors, the low vendor, in the amount of \$113, 865.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

Mrs. Gates recommended that the bid for Carlisle ventilation/exhaust be awarded to Dowling Corporation, the low vendor, in the amount of \$11,956.00.

MOVED: Commissioner Pratt to award the bid for Carlisle ventilation/exhaust to Dowling Corporation, the low vendor, in the amount of \$11, 956.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

Mrs. Gates recommended that the bid for vinyl siding be awarded to Kinney Roofing Company, Inc., the low vendor, in the amount of \$31, 500.00. This amount includes encapsulation of lead paint.

MOVED: Commissioner Pratt to award the bid for vinyl siding to Kinney Roofing Company, Inc., the low vendor, in the amount of \$31, 500.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

The Commissioners signed a Bid Waiver to issue a purchase order to Kamco Supply Corp. for projects to be completed in the Blaisdell Corridor and Fernald Building in the amount of \$6,666.24.



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**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report, with a total of 210 residents, and 12 applications for admission.

Mr. Sturtevant recommended that the proposal for the ironer be awarded to Yankee Equipment Services, the low bidder, in the amount of \$58,200.

MOVED: Commissioner Pratt to award the bid for the ironer to Yankee Equipment Services, the low vendor, in the amount of \$58,200.00 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barrows.

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

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Frank Stoughton stated that the color printer was installed last week. Additional users will be added later on after the trial run and necessary training.

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby reported that Lynn Garland is now back to work on a part-time basis.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote at 11:50 a.m.

SECONDED: Commissioner Barrows.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
May 28, 2002**

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

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Discussion: A step increase for a Human Services Dept. 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 Pratt moved to go out of Non-Public Session.

SECONDED: Commissioner Barrows.

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

MOVED: Commissioner Pratt to approve a step increase for a Human Services Dept. employee.

SECONDED: Commissioner Barrows.

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

*recessed*  
Meeting adjourned at 11:58 a.m.

Respectfully submitted,

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

Received by,

  
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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**RECONVENE COMMISSIONERS MEETING  
NURSING HOME CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
May 28, 2002**

Present: Commissioner Katharin K. Pratt, Clerk  
Also Present: Maryann Brickett


The Commissioners' Meeting reconvened at 3:50 p.m.

An additional bid was received for the IT/Telecommunications Dept. from TTL  
Internet & IT Solutions.

Respectfully submitted,

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

Received by,

  
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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 11, 2002**

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

Also present: County Attorney James Reams; Dep. County Attorney Tom Reid;  
Capt. Joseph Akerley, Sheriff's Dept.; Supt. Gene Charron, Dept. of  
Corrections; Theresa Young, Finance Director; Martha Roy, Human  
Resources Director and Ming Chong; Diane Gill, Human Services  
Director; Jude Gates, Asst. Director, Engineering/Maintenance;  
Nancy Lang, Asst. Nursing Home Administrator; Frank Stoughton,  
IT/Telecommunications Manager; Maryann Brickett, Executive  
Assistant to the Commissioners.

Also present: Larissa Mulkern, Portsmouth Herald; Timothy Decker, President of  
the State Employees' Asso. of NH, Inc.; John Willey, President of  
the Correctional Officers Union.

Commissioner Barrows called the meeting to order at 10:35 a.m. Martha Roy  
introduced the Human Resources new summer intern, Ming Chong.

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the May 28, 2002  
Commissioners meeting.

SECONDED: Commissioner Barrows.

ABSTAIN: Commissioner Barka who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the May 7 & 14, 2002  
Commissioners meetings.

SECONDED: Commissioner Barka.

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ABSTAIN: Commissioner Barrows who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the minutes of the April 30, 2002 Commissioners meeting.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Barka to approve the minutes of the March 5, 7 & April 25, 2002 Commissioners meetings.

SECONDED: Commissioner Barrows.

ABSTAIN: Commissioner Pratt who was not present.

VOTE: 2 Yea. Motion passed in the affirmative.

**REPORT FROM THE COUNTY ATTORNEY:**

Jim Reams stated that he and Dep. Supt. Al Wright attended a hearing in the Federal District Court last week, representing the County in a lawsuit. Mr. Reams requested a Non-Public session to discuss the details with the Commissioners. Commissioner Pratt thanked the County Attorney's office for their assistance.

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

Capt. Joe Akerley stated that the Sheriff is attending the Chiefs of Police Conference at the Mt. Washington Hotel this week.

On Saturday, at the request of the Portsmouth Police Dept., the Sheriff's Dept. bomb dog was assisting at the Market Square Day activities for 8 hours. The Sheriff's Dept. paid overtime for this special duty assignment.

The Sheriff's Dept. made a bid recommendation for the computer workstations. The only bidder was the New Hampshire Correctional Industries in the amount of \$6,819.38 for 4 workstations. They have provided office furniture to the Sheriff's Dept. before and the quality of their workmanship is outstanding.

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MOVED: Commissioner Pratt to award the bid for four (4) computer workstations to the New Hampshire Correctional Industries in the amount of \$6,819.38 per the recommendation of the Sheriff's Dept.

SECONDED: Commissioner Barka.

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

The Sheriff's Dept. requested that the Commissioners sign a Bid Waiver for the lease/purchase of 4 fleet vehicles in the total amount of \$26,007.43. The Sheriff's Dept. received a much lower price by joining the State's Bid Award, thus saving \$6,016.57 in the 2002 annual lease budget line item. The leases are through Chrysler Financial and Ford Motor Credit Co. The Commissioners noted that it is usually the Commissioners' Office that signs contracts.

Commissioner Barrows stated that in the future, she would not sign anything for any department without the benefit of reviewing prior to the Commissioners' Meeting.

MOVED: Commissioner Pratt to approve the Bid Waiver for the Sheriff's Dept. lease of 4 fleet vehicles in the amount of \$26,007.43 per the recommendation of Sheriff Linehan and retroactively authorize Sheriff Linehan to sign the lease for same on behalf of the County.

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 for the Jail. There are 189 pre-trials prisoners. Commissioner Barka stated that although the State has saved \$250,000, it costs the County \$300,000 a year to feed and house these inmates. County Attorney Jim Reams stated that the court has eliminated 1/3 of jury trials this year, and there will be no trials in July and August. The State funding of the court system has been reduced, and this cost ultimately gets passed on to the County taxpayers. Often inmates dismiss their attorney, and thus the process gets delayed. The cost to the County Attorney's office is also high due to frivolous motions and service of subpoenas for trial, etc.

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Supt. Charron stated that inmates much prefer to do their time in the Rockingham County Jail than in the New Hampshire State Prison or Walpole, MA State Prison. They also hope that a witness may move or evidence is lost in the process.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the bond anticipation note (BAN) process has begun for August. Tim Dempsey will be contacting the Commissioners and her with available dates. The auditors will be back toward the end of June, but have not committed to a date for the single audit. This will delay the BAN process and the borrowing in progress.

The meeting with USI New England, the County's insurance broker will be at 9:15 a.m. Thursday morning in Commissioner Barrows' office. Supt. Gene Charron, Sheriff Dan Linehan, and Bill Sturtevant, the Nursing Home Administrator will be meeting with the Commissioners, Dick Carr, Mrs. Young, and Primex for about half an hour each to discuss lawsuits and risk management issues.

The Health Actuary Report came in and the Finance Office will review with the Commissioners.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy requested that the Commissioners sign two Bid Waivers. The first is for the third party administration (TPA) of the County's health insurance from May 1 through December 31, 2002. Employee Benefits Administrators sold their TPA business to Group Insurance Service Center effective May 1, 2002.

MOVED: Commissioner Pratt to approve the Bid Waiver for an amount in excess of \$5,000.00 to Group Insurance Service Center, the Third Party Administrator (TPA) effective from May 1 through December 31, 2002, per the recommendation of Martha Roy.

SECONDED: Commissioner Barka.

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

The second Bid Waiver is to award the CDBG consultant/grant application writer for the Port City Air project to Donna Lane in the amount of \$4,000.00. Time requirements and expert knowledge of the process and project allow only for Ms.

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Lane to be able to complete this application. She is currently completing another application for Rockingham County.

MOVED: Commissioner Pratt to approve the Bid Waiver in the amount of \$4,000 to Donna Lane, CDBG consultant/grant application writer for the Port City Air project per the recommendation of Martha Roy.

SECONDED: Commissioner Barka.

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

Mrs. Roy requested that the Commissioners sign a NH Office of State Planning CDBG Payment Request for the relocation of Route 1B at the Wentworth Hotel location in New Castle.

Mrs. Roy stated that she needed to schedule a photo shoot of the Employee Advisory Committee for the cover of the Personnel Policy handbook. Neil Lovett will take the picture. The Commissioners suggested just prior to the next Commissioners' Meeting on June 25.

Mrs. Roy requested a Non-Public session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill submitted her March monthly report. The check was sent to pay the State bill last Friday.

A Legislative Committee has been appointed to study Senate Bill 409, comprised of 3 Senators and 3 Representatives. They have had an organizational meeting and appointed a Chair. They have suggested, due to the complexity of Senate Bill 409 that they may want to sunset the sunset provision in SB 409 for another year.

Mrs. Gill plans to attend the first presentation meeting by Health & Human Services tomorrow morning. There will be another meeting on June 25 for a presentation by the Counties. Mrs. Gill has e-mailed the other Human Services Administrators and hopefully 2-3 can attend. Cathy Scambote will act as Interim Commissioner.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates attended the Brentwood Planning Board meeting last Thursday. Randall Sanderson, the owner of the property to the east of the County property known as the



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Shannon Farm, needed to download 15.8 acres of wetlands to meet the zoning requirements of acceptable wetlands/uplands ratio for permit approval. He had originally offered this land to the County. He has subsequently offered the land to the builder on the other side. The Planning Board accepted his recommendation. The owner has a legal right to deed his property to the grantee of his choice. A draft of the maintenance easement should be ready for review by the end of the week. The Delegation has approved this and it is funded. Mrs. Gates received a fax from the Planning Board indicating that a vote was taken not to transfer the 5 acres of land to the County. It is located in the middle of County property, is under water and is of no value to the County. The survey has been recorded. Mrs. Gates will follow up on this matter.

Mrs. Gates has received the Wetlands permit to go forward with the renovation of the fire pond in front of the Jail driveway. She will send out an RFP on this project shortly. The cost should be approximately \$5,000 to complete the project.

The application for reimbursement of \$103,000 for repairs to Lagoon #3 has gone to the State. Checks should be cut in June.

The sludge has been removed from Lagoon #1, and the wastewater treatment plant is trying to remove the 3 inches of rainwater. They should begin test pits soon and finalize this process prior to bid. The chemicals being injected into Lagoon #2 are having a limited effect so Maintenance has borrowed some floating aerators from the State to bring up the oxygen level in Lagoon #2 to alleviate odors.

The building project in Fernald I is going very well. Some of the ceilings and lights are installed.

Mrs. Gates and Theresa Young met with Honeywell a couple of weeks ago to review the energy audit and what would be required in their report in the fall. They have presented some very worthwhile and interesting ideas so far.

**REPORT FROM THE NURSING HOME:**

Mrs. Nancy Lang gave the census report and stated that the Nursing Home had bids to award.

Mrs. Lang recommended that the bid for juice be awarded to Sysco, the low bidder.

MOVED: Commissioner Pratt to award the bid for juice to Sysco, the low bidder per the recommendation of the Nursing Home Administrator.

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SECONDED: Commissioner Barka.

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

Mrs. Lang recommended that the bid for ice cream be awarded to Lago, the low bidder.

MOVED: Commissioner Pratt to award the bid for ice cream to Lago, the low bidder per the recommendation of the Nursing Home Administrator.

SECONDED: Commissioner Barka.

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

Mrs. Lang stated that the Nursing Home opened bids for the dental contract on March 5, and the contract is now ready for the Commissioners' signatures. The contract was awarded to Dr. Pronych, the only vendor who responded. The Commissioners signed the Memorandum of Understanding with Dr. Gilda J. Pronych, DDS commencing May 1, 2002 through June 30, 2006.

Mrs. Lang stated that the contract with Business Health Management expired in April. The Nursing Home has been granted a 6-month extension at the same rate until such time as an RFP can be sent out. The Commissioners signed the contract extension.

MOVED: Commissioner Pratt to extend the contract with Business Health Management, a division of Occupational Health & Rehabilitation Inc. from April 4 until September 1, 2002.

SECONDED: Commissioner Barka.

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

Mrs. Lang presented a Change Order in the amount of \$45,349 to Brookstone Builders, Inc. The Change Order is for unexpected and unbudgeted costs incurred for asbestos, lead and demolition fees relative to the Residential Care Project in the Underhill Building. Mrs. Lang stated that Jude Gates could answer any technical questions the Commissioners might have relative to the Change Order.

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MOVED: Commissioner Pratt to approve the Change Order in the amount of \$45,349 to Brookstone Builders, Inc.

SECONDED: Commissioner Barka.

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

Requests for Proposal were opened for occupational health services:

Occupational Health Services  
Occupational Health & Rehabilitation Inc.

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 passes unanimously in the affirmative.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Frank Stoughton requested that Commissioner Barrows sign and initial the lease for the color printer.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) on a roll call vote at 11:20 a.m.

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
June 11, 2002**

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

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Discussion: Pay Plan exceptions for County Attorney's office employees.

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 Barka to take no action on step increases for the County Attorney's office at this time.

SECOND: None.

VOTE: Motion failed for lack of a second.

MOVED: Commissioner Pratt to approve one additional step increase for two Assistant County Attorneys, and to implement on the annual evaluation dates per the new pay plan.

SECONDED: Commissioner Barrows.

OPPOSED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

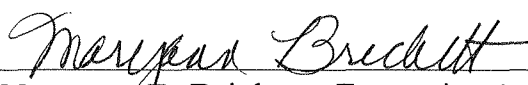
MOVED: Commissioner Pratt to authorize the IT/Telecommunications Manager to send the Technical Support Request for Proposal out for rebid.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:28 p.m.

Respectfully submitted,



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

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Date \_\_\_\_\_

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
June 25, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Tim Dempsey, Deputy Treasurer;  
County Attorney James Reams and Cindy Castrigno; Deputy Supt.  
Al Wright, Dept. of Corrections; Theresa Young, Finance Director;  
Martha Roy, Human Resources Director; Jude Gates, Asst.  
Director, Engineering/Maintenance; Bill Sturtevant, Nursing  
Home Administrator; Frank Stoughton, IT/Telecommunications  
Manager; Maryann Brickett, Executive Assistant to the  
Commissioners.

Also present: Peg Warner, Union Leader.

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

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the June 11, 2002  
Commissioners meeting.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE COUNTY ATTORNEY:**

Jim Reams stated that he would like to award the RFP for technical services to  
NEServices.NET in an amount up to \$7,500 which has been budgeted for this year.  
Commissioner Pratt asked the County Attorney to provide the Commissioners with a  
written recommendation of the amount and further information.

Commissioner Pratt reminded all departments that the Commissioners need their  
paperwork by the Tuesday prior to all scheduled Commissioners' Meetings.

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MOVED: Commissioner Pratt to award the bid for technical services to NEServices.NET, pending the written recommendation of the County Attorney's office.

SECONDED: Commissioner Barka.

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

**ENGINEERING/MAINTENANCE DEPARTMENT:**

Bids were opened for Re-bed Greensand Filters, and received from:

R. E. Prescott Co., Inc.  
Waterline Industries Corp.

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 passes unanimously in the affirmative.

**REPORT FROM THE COMMISSIONERS OFFICE:**

Commissioner Barrows made a presentation of the 30-bed Assisted Living facility, which is to be named after Commissioner Ernest P. Barka. He has given a great deal of his life to not only Rockingham County, but the State of New Hampshire. The Assisted Living facility will open in the fall of 2002. Commissioner Pratt suggested two years ago that it be, and it will be called, the Ernest P. Barka Assisted Living Community at Rockingham County. There is currently a waiting list for admission. Anyone interested in admission should call the Nursing Home Admissions Office.

Commissioner Barrows brought everyone to the Atrium to show the new teak furniture which has been purchased on behalf of the County for the benefit of the residents. Certain furniture has been donated by Nursing Home staff in memory of Mr. Sturtevant's mother who passed away last year.

**REPORT FROM THE REGISTER OF DEEDS:**

Cathy Stacey stated that everyone is invited to the Corrections Academy graduation luncheon on June 28 at noon at the Hillsborough County Dept. of Corrections.

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Anyone who is interested in attending should notify the Association of Counties. The fee is \$13.00 per person.

Mrs. Stacey asked for direction from the Commissioners with regard to the air quality issues at the Courthouse between the County and the State. Jim Trefethen, the building maintenance person, requesting the MSDS sheets for all the office equipment. Commissioner Pratt stated that the Commissioners would be discussing this matter in a non-public session with Mrs. Stacey. Commissioner Barrows stated that the County has fully cooperated in every way with regard to this matter.

**REPORT FROM THE TREASURER:**

Tim Dempsey stated that the Treasurer's Office bid waiver is not yet ready.

The Bond Anticipation Note (BAN) is scheduled to be done to restructure the financing early next year. However, after speaking with SouthWest, rates are extremely low, around 2%. Mr. Dempsey has spoken with Theresa Young and they would recommend moving the borrowing with a bond in August rather than January 2003 to take advantage of these low interest rates. The cost for this will be approximately \$40,000 and was to be anticipated for next year.

Commissioner Pratt recommended a joint meeting shortly to discuss the mid-year financial status of the County, especially unanticipated costs and revenues.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Dep. Supt. Al Wright gave the census report for the Jail. The population is up to 318. Supt. Gene Charron is on vacation.

Dept. Supt. Wright stated that the Jail received a thank you letter from Supt. Joseph Panarello, Belknap County Dept. of Corrections, thanking Rockingham County for housing inmates during the annual Bike Week events.

Dept. Supt. Wright informed the Commissioners about the Corrections Academy graduation. The majority of student graduates (over 25) are from Hillsborough County and thus graduation services will be held there

Commissioner Pratt stated that the Standing Committee is studying issues at the Rockingham County Jail. Rep. Dave Welch has indicated that there is no state-wide evaluation being done about the number of beds in every facility, who they are holding, what they do in terms of a state-wide system on prisons and jails. There is a



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new prison in Berlin, New Hampshire. There is apparently no comprehensive study, assessment or plan regarding these issues. Commissioner Pratt suggested that the NH Association of Counties could put together a survey. Currently two additional counties are in the process of jail expansion. Commissioner Barka recommended that Rep. Welch, as Chairman of the Committee in Concord, should take affirmative action on this issue.

Commissioner Barrows stated that the Standing Committee also discussed the need to increase the monitoring program in Rockingham County. She has spoken with Judge Frasier and Judge Corbey on this matter, and several District Court judges are agreeable to implementing the monitoring system. Mr. Wright stated that the Jail is preparing a protocol for the District Courts and it is expected to go out to the District Courts in approximately 30 days.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the auditor will be in tomorrow to complete field work for the audit. The Sheriff's Office did have a late submission of a civil write-off in May which will need a vote.

MOVED: Commissioner Pratt to write off \$39.05 of 2001 civil revenue that the Sheriff's Office believes is no longer collectable.

SECONDED: Commissioner Barka.

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

The Quarterly Review Meeting will be held shortly and Mrs. Young will be mailing budgets out by July 5. Transfers should all be in by now. There may be another due to the anticipated bond matter.

The supplemental information for 2002 regarding Pro Share money is due Thursday.

There is no further word on the Department of Labor audit. They have spoken with several departments, but have not reviewed payroll. Mrs. Young has spoken with legal counsel about these matters.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that this Thursday is the Benefits Health Fair 7:30 a.m. to 4:00 p.m. in the Hilton Auditorium. It will include a healthy lunch and lecture series to be

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held at 11:30, 12:00 and 12:30 for employees to attend. All employees are encouraged to attend.

Mrs. Roy requested a Non-Public session.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates that bids were opened for the fuel contract. She recommended that the bid for the fuel contract be awarded per the spreadsheet. Bids were very competitive this year.

MOVED: Commissioner Pratt to award the fuel contract per Mrs. Gates' recommendation as follows:

LP gas:	Palmer Gas Co., Inc.	Rack + \$0.20/cap of \$0.80/gal, for 2-years 7/1/02-04. Palmer to change out existing gas tanks at no charge to the County.
#2 fuel:	Hanscom's Truck Stop	\$0.0475/cap of \$0.85/gas (large/small drops for 1 year, 7/1/02-03.
Diesel fuel:	Hanscom's Truck Stop	Rack + \$0.0475/cap of \$0.088/gal for 1 year 7/1/02-03.
Gasoline	Hanscom's Truck Stop	Rack + \$0.0375/no cap, 1-year 7/1/02-03.
#6 fuel:	Sprague Energy	Fixed cost of \$27.90/barrel or \$0.6643/gal for 1 year 7/1/02-03.

SECONDED: Commissioner Barka.

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

The County has received a refund check from the State of New Hampshire in the amount of \$1,218.00 for the State's share of the March 2001 blizzard. This is FEMA money. Mrs. Gill advised Mrs. Gates that another county had pursued this matter, and Mrs. Gates made a follow-up call.

Mr. Sturtevant, Mrs. Gates and electricians will be taking a field trip tomorrow to Exeter Hospital to view their nurses call/e-call system so they can firm up the specifications for the repairs to be done this year to the Blaisdell and Fernald buildings, and the system that will be going in the Assisted Living unit. They hope to bring in one vendor to handle all the County's needs.

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Test pits for Lagoon #1, #2 & #3 have not been done yet due to heavy rain, but they are tentatively scheduled for tomorrow for #1. If the weather fails us again, the specification will go out to bid whether the test pits are done or not and hopefully test pits can be done some time before the bids come in.

The air conditioning system appears to be non-operational for G block at the Jail. Repairs have not been budgeted.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report and stated that the Nursing Home had bids to open.

Bids were opened for fish and received from:

Dole & Bailey  
Shaheen Bros.  
Globe Fish Co.  
Cambridge Packing  
Hall-Smith Sysco

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 passes unanimously in the affirmative.

Mr. Sturtevant stated that he may decide to re-bid this due to the fact that only one vendor responded. He will ascertain why others did not respond.

Bids were opened for dryers and received from:

Yankee Equipment

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

SECONDED: Commissioner Barka.

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

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July 4 festivities will be held commencing about 6 p.m. Fireworks will be begin about 9 p.m.

There is a meeting Friday, June 28, 10 a.m. at Primex in Concord to put together New Hampshire's response to the NACo dues proposal for 2003, 2004 and 2005. A proposal will be put together to be presented at the July NACo Conference in New Orleans. Mr. Sturtevant, Leo Lessard and Brenda Presby are members of the Board of the National Association of Counties. Mr. Sturtevant needs the Commissioners' proxy to vote at the July Conference.

Mr. Sturtevant requested a Non-Public session.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Frank Stoughton stated that bids were to be opened for technical support. Bids were received from:

Multimedia Systems, Inc.  
Portsmouth Computer Group  
Micro C, Inc.  
NEServices.NET  
TTLC Internet & IT Solutions

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

SECONDED: Commissioner Barka.

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

Mrs. Stacey asked for a copy of the Conversant 3-year contract. She is having problems with the telephone billing for her department.

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Mrs. Young stated that the UNH Cooperative Extension had asked the Commissioners to use the contingent grant line for an amount up to \$5,000. They can not access these grant funds until the Commissioners accept the grant agreement in the amount of \$4,880.00. These are funds that the New Hampshire State Conservation Committee, (made available through Conservation license plates),

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to use for the grant. The grant is called "Identifying and Conserving Critical Farmland Habitats in Rockingham County."

MOVED: Commissioner Pratt to accept the grant monies for the "Identifying and Conserving Critical Farmland Habitats in Rockingham County" grant applied for by the UNH Cooperative Extension in the amount of \$4,880.00.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passes 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 at 11:30 a.m.

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
June 25, 2002**

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

Discussion: Legal advice concerning air quality issues at the Court House.

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

Discussion: Several Nursing Home personnel issues.

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

Discussion: Two residency waivers.

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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 waive the residency requirements for two (2) admissions to the Nursing Home.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to increase the per diem rates as follows: RN - \$25/hour, LPN - \$20/hour, LNA - \$15/hour, and rates to be evaluated quarterly, and to be effective with the July 14, 2002 payroll period. They are also eligible for shift and weekend differentials.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve the payment of time and a half to head nurses covering (2) two Nursing Home units, effective with the June 30, 2002 payroll period.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

MOVED: Commissioner Pratt to approve withholding payments for space leased at the Rockingham County Court House until further notice, pending satisfactory resolution of the air and environmental quality issues.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

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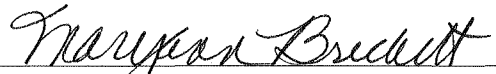
MOVED: Commissioner Pratt to approve an RN to be hired at Step 6 per Mr. Sturtevant's recommendation.

SECONDED: Commissioner Barka.

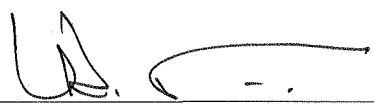
VOTE: 3 Yea. Motion passed in the affirmative.

Meeting adjourned at 11:53 a.m.

Respectfully submitted,

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

Received by,

  
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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
July 9, 2002**

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

Also present: Lt. Jim Szeliga, Sheriff's Dept.; Sandy Buck, Treasurer; Tim Dempsey, Deputy Treasurer; Cindy Castrigno, County Attorney's Office; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Larissa Mulkern, Portsmouth Herald.

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 June 25, 2002 Commissioners meeting.

SECONDED: Commissioner Barka.

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

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

Cindy Castrigno stated that the County Attorney's office is working on the agreement and Bid Waiver for NEServices and they should have today for the Commissioners and Finance Office. Commissioner Pratt stated that no invoices would be paid until the accurate paperwork is received.

Cindy Castrigno confirmed for Commissioner Pratt that a transfer would be needed for the autopsy line.



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**REPORT FROM THE SHERIFF'S DEPT.**

Lt. Jim Szeliga stated that there were bids to be opened for telephone caller ID.

Datek Telecommunications Services, Inc.  
Exp@nets

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

SECONDED: Commissioner Barka.

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

**REPORT FROM THE TREASURER:**

Tim Dempsey stated that the Treasurer's Office Bid Waiver for financial and legal services needed a few more details and should be ready shortly. The borrowing will take place in August.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Charron gave the census report for the Jail. The population is up to 311. There are 189 pre-trial and 26 Federal prisoners.

Supt. Charron received a letter from the National Commission on Correctional Health Care which states that the Accreditation Committee of the National Commission on Correctional Health Care (NCCHC) voted to continue to accredit the Rockingham County Department of Corrections for its compliance with NCCHC Standards for Health Services in Jails.

Supt. Charron received a letter of thanks from Attorney General Philip McLaughlin for assistance provided by Supt. Charron and the Rockingham County Dept. of Corrections during the recent prosecution of certain inmates.

Supt. Charron requested a Non-Public Session.

**REPORT FROM THE FINANCE DEPARTMENT:**

Theresa Young stated that the County would be borrowing money on August 16. The Treasurer's Office would be looking for a copy of the financial statements for this.

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The County is attempting to get rated on their bonds and Tim Dempsey is pursuing this matter. This is the reason for the transfer. Rating our bonds this year will give the County better rates on bonds for next year.

Mrs. Young called the auditor to complete the audit and financial statements in order to schedule a meeting with the Commissioners in August to review same.

Mrs. Young discussed the "Sole Source Bid Waivers" policy regarding sole source vendors and compliance with the RSA's.

The budget reports have been distributed for the second quarter. The Quarterly Review Meeting is scheduled for Friday, July 19. Commissioner Barka asked if all the line item transfers have been submitted or large overexpenditures. Mrs. Young stated that the Sheriff's office might submit one for the airport contract.

**REPORT FROM HUMAN RESOURCES:**

Martha Roy stated that the Benefits Fair was a huge success.

Mrs. Roy requested a Non-Public session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that at the last Human Services affiliate meeting, they voted to approve the Senate Bill 409 report that the Dupont Group put together. That report needs to be approved by the Nursing Home and the Human Services affiliates. It will then be disseminated to the Board of Commissioners in all ten counties. Mr. Sturtevant stated that the Nursing Home affiliate recommended that it go forward to the Commissioners Council. Commissioner Pratt asked if revisions had been made to it. Mr. Sturtevant stated that revisions have been made to the report.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates reported that the exhaust system in the Carlisle Building basement has been installed. Some wiring needs to be finished by an in-house electrician.

The test pits in Lagoon #1 have been completed. The information and evidence on the cause of the failure was disseminated to the original engineers and installers. Charles E. Serpa, P.E. of Dewberry-Goodkind, Inc. came up to inspect the findings. The specification is being finalized this week. It will be at DES by the end of the week so that an RFP can be sent out upon their approval of the design hopefully within a

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couple of weeks. It is essentially the same design used for Lagoon #3. DES runs it through their design process and the Dams Bureau.

The borrowed floating aerators in Lagoon #2 are working. The dissolved oxygen level is where it needs to be.

One thousand bails of prime hay were baled and stored yesterday. The haying process brings the County approximately \$20,000 in revenue a year.

The work on Fernald I is progressing on schedule. The landscape plan for the Underhill project is being worked on and another meeting will be held this week.

Mr. Sturtevant and Mrs. Gates went to Exeter Hospital a couple of weeks ago on the nurse's e-call, and there will be a demonstration next week. Mrs. Gates hopes to get the RFP out shortly afterwards for the Fernald and Blaisdell buildings.

The air conditioning at the Jail G block has been repaired by Palmer & Sicard of Exeter. Their best technician spent two days on the roof making repairs and reported that it should last for this season. It may need to be replaced next year. Palmer & Sicard is also the mechanical contractor on the Underhill project for Brookstone Builders.

The process of cars exiting the complex went much smoother this year. Mrs. Gates met the previous week with retired Chief Byrne, Brentwood PD Chief Robinson, Dep. Supt. Al Wright and Lt. Church of the Department of Corrections, Lt. Peirce of the Sheriff's Dept., and the Maintenance Chief and Foreman to pre-plan the parking and evacuation.

Mrs. Gates presented two RFP recommendations for the Commissioners' approval. The first recommendation was for re-bed Greensand filters. Mrs. Gates recommended that the proposal for the re-bedding of the Greensand filters at the Water Treatment Facility be awarded to R.E. Prescott Co., Inc. the lowest quoted vendor, in the amount of \$9,432.28.

MOVED: Commissioner Pratt to award the bid for the re-bedding of the Greensand filters at the Water Treatment Facility to R.E. Prescott Co., Inc. the lowest quoted vendor, in the amount of \$9,432.28 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

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The second recommendation was for flooring in the Mitchell Building. Mrs. Gates recommended that the proposal be awarded to Cadieux's Flooring, the lowest quoted vendor, in the amount of \$3,980.00.

MOVED: Commissioner Pratt to award the bid for flooring in the Mitchell Building to Cadieux's Flooring, the lowest quoted vendor, in the amount of \$3,980.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Bids were opened for Fernald Building fire alarm upgrade and received from:

Rockingham Electric  
NorthEast Eagle Electric Supply (late)

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 passes unanimously in the affirmative.

**REPORT FROM THE NURSING HOME:**

Mr. Sturtevant gave the census report and stated that the Nursing Home had bids to award and open.

Mr. Sturtevant recommended to the Commissioners that he would like to reject the dryer bids due to the fact that only one vendor responded. He called the other two vendors to ascertain what had happened. One vendor claims he mailed a response, which the Nursing Home did not receive.

MOVED: Commissioner Pratt to authorize Mr. Sturtevant to reject and resend the dryer bid.

SECONDED: Commissioner Barka.

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

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Mr. Sturtevant recommended that the bids for fish be rejected as the prices received are not competitive with local market prices for fresh fish.

MOVED: Commissioner Pratt to authorize Mr. Sturtevant to reject the bids for fish.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant discussed the Occupational Health contract which expires effective September 1. Mrs. Lang reviewed the RFP responses and she recommends that the County award the contract to the current vendor, Business Health Management. There were only two bidders, one of which was Portsmouth Hospital, and the current vendor. Portsmouth Hospital does not provide 24-hour coverage, and they have a 4% increase in the second and third years of the proposed contract. Business Health Management has no increase (2%) until the third year of the contract.

MOVED: Commissioner Pratt to award the contract for occupational health services to Business Health Management for a 3-year period commencing September 1, 2002 through August 31, 2005 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Bids were opened for oxygen and received from:

Keene Medical  
American Home Care Specialists

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 passes unanimously in the affirmative.

Bids were opened for paper and received from:

Central Paper  
Portsmouth Paper

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\_\_\_\_\_  
Date \_\_\_\_\_

Interboro Packaging  
Donahue Bros.  
Banner Systems

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 passes unanimously in the affirmative.

Mr. Sturtevant advised the Commissioners that the Memorandums of Understanding for staff physicians, Dr. Mark Reiner, Dr. Paul Gustavson, Jeremy James, and Karl Singer, need the Commissioners signatures. Mr. Sturtevant will prepare Bid Waivers for these contracts.

MOVED: Commissioner Pratt to reappoint the staff physicians for the Nursing Home, Dr. Mark Reiner, Dr. Paul Gustavson, Dr. Jeremy James, and Dr. Karl Singer as the Medical Director and authorize the Board of Commissioners to sign the Memorandums of Understanding for same.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant will be leaving Thursday to attend the annual NACo Conference in New Orleans.

Mr. Sturtevant extended thanks to everyone who helped to make the July 4 festivities such a success. The inmates assisted in the food tents and many other areas for the July 4 celebration. E.F.F.O.R.T.S took in \$5,774.00 on behalf of the residents.

Wednesday evening there was a power failure which affected the Nursing Home and the Jail. The generators were on for about four hours and the Fire Department came to assist.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Frank Stoughton stated that bids were to be opened for definity telephone switch upgrade and received from:

\_\_\_\_\_  
\_\_\_\_\_  
Date\_\_\_\_\_

Exp@nets  
STL, Inc.

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

SECONDED: Commissioner Barrows.

ABSENT: Commissioner Pratt (was not in attendance at this time).

VOTE: 2 Yea. Motion passes in the affirmative.

**REPORT FROM THE NH ADMINISTRATIVE SERVICES COMMISSIONER:**

Commissioner Pratt introduced Commissioner Don Hill who updated the Commissioners on the progress of the air quality testing at the Courthouse building. Liberty Mutual, the workers comp carrier for the State employees, has been conducting the testing and operations. Testing has been ongoing, and final testing should be done today, with results back hopefully within a week to ten days. One of the problem areas is the hydraulic fumes which accumulate due to venting problems with the intake and exhaust of the elevator. Johnson Controls will be working to correct this problem.

Commissioner Pratt requested that Commissioner Hill and Peter Goodwin keep the Commissioners better informed of the progress being made. Commissioner Hill asked that the Commissioners call him directly for updates.

Commissioner Hill has requested that Peter Goodwin take immediate action to correct all the problems with all these issues. Mr. Hill called Commissioner Don Shumway, Office of Public Health for assistance with these problems.

Commissioner Barka asked if there is any evidence that people have gotten seriously ill because of the air quality. Commissioner Hill stated that to the best of his knowledge this is not the case. Commissioner Barka asked for a copy of the final report as soon as it is available and Mr. Hill agreed to send a copy to the Commissioners.

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a), (c) and (e) on a roll call vote at 11:30 a.m.

SECONDED: Commissioner Barka.

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\_\_\_\_\_  
Date \_\_\_\_\_

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
July 9, 2002**

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

Discussion: An investigation at the Jail.

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

Discussion: Health coverage for an employee at the County Attorney's office.

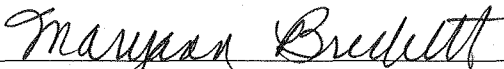
There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (a), and (c), Commissioner Pratt moved to go out of Non-Public Session.

SECONDED: Commissioner Barka.

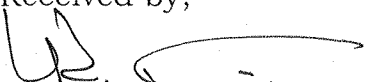
VOTE: 3 Yea. Motion passed unanimously in the affirmative.

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



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\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
July 23, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Lt. James Szeliga, Sheriff's Dept.;  
Sandy Buck, Treasurer; Tim Dempsey, Deputy Treasurer; Dep.  
Supt. Al Wright, Dept. of Corrections; Theresa Young, Finance  
Director; Roy Morrisette, Asst. Human Resources Director; Diane  
Gill, Human Services Director; Bob Gilbert, Engineering/  
Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank  
Stoughton, IT/Telecommunications Manager; Roland Barnaby,  
UNH Cooperative Extension; Maryann Brickett, Executive  
Assistant to the Commissioners.

Also present: Larissa Mulkern, Portsmouth Herald; Peg Warner, Union Leader.

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 July 9, 2002  
Commissioners Meeting.

SECONDED: Commissioner Barka.

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

Proposals were opened for the video arraignment system and received from:

Auditel, Inc.  
Videre Conferencing Inc.  
Court Vision Communications

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

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Date \_\_\_\_\_

SECONDED: Commissioner Barka.

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

**REPORT FROM THE REGISTER OF DEEDS:**

Commissioner Pratt stated that she had spoken with Mr. Peter Goodwin Monday and contrary to Commissioner Don Hill's assurances on July 9, Mr. Goodwin reported that Liberty Mutual's testing report will not be completed for another 3-4 weeks.

**REPORT FROM THE SHERIFF'S DEPT.**

Lt. James Szeliga recommended that the Caller ID bid be awarded to Exp@nets, the lowest quoted vendor, in the amount of \$5,940.00.

MOVED: Commissioner Pratt to award the Caller ID bid to Exp@nets, the lowest quoted vendor, in the amount of \$5,940.00 per the recommendation of the Sheriff's Department.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE TREASURER:**

Tim Dempsey stated that the discussion for financial advisory services has been ongoing for several weeks. Mr. Dempsey spoke with the County's bank and received their best price.

MOVED: Commissioner Pratt to sign a Bid Waiver for debt consultation to First Southwest Company in the amount of \$7,950 and for legal counsel to Palmer & Dodge in the amount of \$5,940.00 for the current year, per the recommendation of the Treasurer's Office.

SECONDED: Commissioner Barka.

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

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**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Dep. Supt. Al Wright gave the census report for the Jail. The population is 304. There are 194 pre-trials and 23 Federal prisoners.

The Department of Corrections recommended that the bid for paper/plastic be awarded to the low bidders, Banner System, Central Paper, Interboro Packaging and Portsmouth Paper Company.

MOVED: Commissioner Pratt to award the bid for paper/plastic to the low bidders, Banner System, Central Paper, Interboro Packaging and Portsmouth Paper Company per the recommendation of the Department of Corrections.

SECONDED: Commissioner Barka.

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

Proposals were opened for replacement of the alarm fencing system and received from:

BEI Communications  
Stunfence  
Safeguard Technology  
Detekion

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

SECONDED: Commissioner Barka.

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

**REPORT FROM THE FINANCE DEPARTMENT:**

No report.

**REPORT FROM HUMAN RESOURCES:**

Roy Morrisette stated that the Human Resources Dept. will be hosting a deferred comp seminar for Nationwide. This will be scheduled soon.

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Date \_\_\_\_\_

Mr. Morrisette requested a Non-Public session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill distributed to the Commissioners a summary of the one-time adjustment payment made for the Nursing Home HCBC and medical care providers rate increase. The summary indicates each County's cost/benefit status. This transaction cost Rockingham County \$32,000.

A Nursing Home rate increase will be implemented August 1. Based on a rough estimate, the cost to Rockingham County for the remainder of the year (August-December, 2002 will be approximately \$105,000.

Commissioner Pratt discussed the sunseting of Senate Bill 409. The Affiliate report gives an in depth analysis of the bill. Mr. Sturtevant stated that he spoke with Jim Monahan, and he has mailed a copy of the confidential report to the Commissioners. The Commissioners will need to review the report. Mr. Sturtevant recommended that this item be on the agenda for the August 6 Commissioners meeting for endorsement.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mr. Gilbert stated that Mrs. Gates is on vacation. Mrs. Gates recommended that the Fernald Building fire alarm upgrade be awarded to Rockingham Electric Supply Co., Inc., the lowest quoted vendor, in the amount of \$11,330.96.

MOVED: Commissioner Pratt to award the Fernald Building fire alarm upgrade to Rockingham Electric Supply Co., Inc., the lowest quoted vendor, in the amount of \$11,330.96 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

Proposals were opened for fire pond maintenance dredging and received from:

Waterline Industries  
Rome Construction Inc.

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

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Date \_\_\_\_\_

SECONDED: Commissioner Barka.

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

Proposals were opened for Fernald Building plumbing repairs/retrofit-design and received from:

LMG Consulting Engineers

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

SECONDED: Commissioner Barka.

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

**REPORT FROM THE NURSING HOME:**

Bill Sturtevant gave the census report for the Nursing Home.

Mr. Sturtevant requested that the Commissioners sign a Bid Waiver for the renewal agreements for Physicians services. All retainers were increased effective April 1, 2002. The total annual payment for retainers is \$28,050.00.

MOVED: Commissioner Pratt to sign a Bid Waiver for the renewal agreements for Physicians services, effective April 1, 2002, total annual payment of \$28,050.00.

SECONDED: Commissioner Barka.

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

Bids were opened for dryers and received from:

Tri-State Laundry Parts & Service  
Yankee Equipment Systems Inc.

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

SECONDED: Commissioner Barka.

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Date \_\_\_\_\_

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

Mr. Sturtevant recommended that the bids for paper/plastic and oxygen be awarded to the low bidders.

MOVED: Commissioner Pratt to award the bids for paper/plastic and oxygen to the low bidders, per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant requested a Non-Public session.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Proposals were opened for uninterruptable power systems and received from:

TEI Imaging Solutions  
Insight  
CDW Government, Inc.  
Turbotek

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

SECONDED: Commissioner Barka.

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

Proposals were opened for leased PCs and received from:

Cocci Computer Services, Inc.  
Turbotek  
Insight

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

SECONDED: Commissioner Barka.

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

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Frank Stoughton recommended that the bid for the definity switch upgrade be awarded to Exp@nets, the lowest quoted vendor, in the amount of \$4,112.50.

MOVED: Commissioner Pratt to award the bid for the definity switch upgrade to Exp@nets, the lowest quoted vendor, in the amount of \$4,112.50 per the recommendation of Mr. Stoughton.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passes in the affirmative.

Frank Stoughton recommended that the bid for the technical support be awarded to the two lowest priced vendors: 1) NEServices.NET for the senior engineer portion at a cost of \$100/hr, 24-7 service for a flat fee of \$225.00, and total cost of the contract \$10,725.00. 2) Multimedia Systems, for the desktop technical support portion in the amount of \$6,300.00 total cost of the contract. When checking references, Mr. Stoughton felt that Multimedia Systems did not have a lot of high level experience; however their bid was very competitive, and he is willing to give them a try.

MOVED: Commissioner Pratt to award the bid for the technical support to the two lowest priced vendors: 1) NEServices.NET for the senior engineer portion at a cost of \$100/hr, 24-7 service for a flat fee of \$225.00, and the total cost of the contract \$10,725.00. 2) Multimedia Systems, for the desktop technical support portion in the amount of \$6,300.00 total cost of the contract per the recommendation of Mr. Stoughton.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passes in the affirmative.

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby stated that Nancy Adams and the Master Gardening program held an open house for about 175 people in June at the Botanical Garden. A group of dedicated volunteers work on this project every Thursday.

The Memorandum of Understanding has been drafted. A lease will be submitted next year once the exact size and location of the area is determined.

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Date \_\_\_\_\_

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (a) and (e) on a roll call vote at 11:17 a.m.

SECONDED: Commissioner Barka.

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

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**July 23, 2002**

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

Discussions: A contractual matter, an employee medical insurance claim, and per diem rates.

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

Discussion: An legal 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) 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 the new per diem rate for Nursing Supervisors, of \$28.00 per hour, effective with the July 14, 2002 payroll period, to be evaluated quarterly. These positions are also eligible for shift and weekend differentials.

SECONDED: Commissioner Barka.

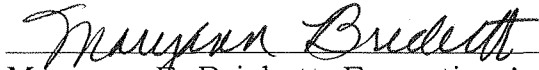


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VOTE: 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,



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

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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\_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 6, 2002**

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

Also present: Capt. James Szeliga, Sheriff's Dept.; Sandy Buck, Treasurer; Tim Dempsey, Deputy Treasurer; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Also present: Larissa Mulkern, Portsmouth Herald.

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 July 23, 2002 Commissioners Meeting.

SECONDED: Commissioner Barka.

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

Commissioner Pratt stated that the Commissioners were notified that the County bond rating has been upgraded to MIG 1, the highest short term rating available out of 4 available levels from Moody's. This will help the County with borrowing rates. Commissioner Pratt thanked the Finance Office which has worked very hard to improve Moody's investor confidence in Rockingham County. Rockingham County is the only county in New Hampshire with a MIG 1 rating, that the County is currently aware of.

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Date\_\_\_\_\_

Commissioner Barka emphasized that this will save County taxpayers money during the year. Tim Dempsey stated that the County has a comparable rate to the State of New Hampshire.

Commissioner Barrows thanked the Finance office for a job well done. Theresa Young stated that this makes the County more competitive to a wider circle of investors.

**REPORT FROM THE SHERIFF'S DEPT.**

Capt. James Szeliga requested that the Commissioners sign two Bid Waivers. One is for IMC software annual maintenance fees. The second is for NCIC/SPOTS fees (NH Dept. of Safety). Both are sole source vendors.

MOVED: Commissioner Pratt to sign a Bid Waiver for the Sheriff's Dept. in the amount of \$6,765.00 for the IMC (Information Management Corporation) annual support maintenance fees for Dispatch software.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to sign a Bid Waiver for the Sheriff's Dept. in the amount of \$7,200.00 for the NCIC/SPOTS fees, NH Dept. of Safety for State Police Computer Terminal User Fees:

Sheriff's Dispatch in the amount of \$3,600 (billed \$900 quarterly)

Airport Division in the amount of \$3,600 (billed \$900 quarterly)

SECONDED: Commissioner Barka.

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

The Sheriff's Department will be fully digital by the end of the month. There is a meeting tomorrow with all of the Police Departments who use the Sheriff Department Dispatch services to determine the time frame when all of the portable radios and the cruisers radios will be set to the digital mode. As a result, the Sheriff's Dept. can disconnect 8 of their 11 telephone lines, for a very large cost savings.

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\_\_\_\_\_  
Date \_\_\_\_\_

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report for the Jail. The population is very crowded with 315 inmates.

Supt. Charron sent a letter to all the District Court judges. To date no judges have responded. Commissioner Barrows volunteered to personally contact the judges.

Supt. Charron stated that there will be a Prison Fellowship gathering at the Jail on Thursday, which will include a speaker, music and other activities.

Supt. Charron discussed a new program instituted effective Friday, August 2. It is a non-removable photo ID wristlets.

Supt. Charron requested a Non-Public session.

**REPORT FROM THE FINANCE DEPARTMENT:**

Mrs. Theresa Young stated that the County's insurance carrier is now officially PRIMEX. They would like the Commissioners to designate one Commissioner to sign off on the application and other necessary paperwork.

A date has not been set for the audit exit conference. Mrs. Young will update the Commissioners as details become available.

The Finance office will soon be sending out a Request for Proposal for the audit bid. Mrs. Young asked if the Commissioners wish to review prior to sending out. The Commissioners said they would review. Commissioner Barrows commented that every year, the audit exit interview gets later in the year and suggested that a deadline and other contingencies be included in the RFP. Mrs. Young explained that the auditor's office is extremely short staffed. Jude Gates suggested that the Finance office may wish to include a penalty clause similar to liquidated damages.

**REPORT FROM HUMAN RESOURCES:**

Commissioner Barrows stated that she drove by the Wentworth Hotel last week, and it appeared that the road was ready to be opened. Martha Roy stated that they were just waiting for the electrical poles to be moved, and the road edges finished.

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\_\_\_\_\_  
Date \_\_\_\_\_

Proposals were opened for CDBG Administration Services and received from:

Donna Kerwin Lane  
Municipal Resources, Inc.

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

SECONDED: Commissioner Barka.

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

Martha Roy requested a Non-Public session.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated that the Commissioners received a letter from Kathy Minart, who was with the Division of Juvenile Justice Services. She wishes to meet with the Commissioners to become involved in the community service plans. She contacted Commissioner Joe Diament and she will be attending the next Human Services affiliate meeting next Tuesday.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates updated the Commissioners on the Sanderson property maintenance easement on the brook. Attorney Paul Sanderson prepared a draft, which County Attorney Jim Reams reviewed. The County Attorney recommended a couple of changes, i.e. a description of the easement and a hold harmless clause for a liability release. The Town of Brentwood needs to validate the proposed easement because they have a Conservation easement on the open space which includes the brook. This matter will come before the Brentwood Board of Selectmen in the future. A closing is scheduled this month on the property. The County Delegation has appropriated \$5,500 for legal services to facilitate this matter.

MOVED: Commissioner Pratt to approve a Bid Waiver in the amount of \$5,500 for legal services associated with the granting of an easement on Dudley Brook.

SECONDED: Commissioner Barka.

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

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\_\_\_\_\_  
Date \_\_\_\_\_

MOVED: Commissioner Pratt to approve the draft easement deed for Dudley Brook, pending approval from the Brentwood Board of Selectmen.

SECONDED: Commissioner Barka.

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

The remedial action plan for the #6 oil released has been inspected by the State. They most likely will direct the County to install an additional monitoring well in front of the Nursing Home.

Mrs. Gates stated that asbestos abatement work has begun on the Maintenance building roof. The installation of the new roof will commence next week.

Mrs. Gates updated the Commissioners in a memo on the treatment of Lagoon No. 3. The Commissioners may wish to review the attorney's opinion letter outlining the County's resource and potential claim to discuss in a future non-public session.

The plans for Lagoon #1 and #2 were approved by the State. Hoyle Tanner and Associates sent out an RFP last week. The bids are due to be received by next Thursday, August 15 at 2 p.m. The time and date was not scheduled by Mrs. Gates, but by the engineer. Commissioner Barka said he would be here for the bid opening.

Mrs. Gates informed the Commissioners that the Brentwood Fire Department requested that the fire pond be dredged because the dry hydrants failed at the last test performed. A Wetlands Permit was applied for and received to accomplish the necessary work. This item is funded in the Projects Non-Routine Maintenance budget line at \$10,000. Excluded from the proposals were measures to be taken in the event that the dredged material contains hazardous contaminants. Also excluded is the cost to repair and/or replace the dry hydrants if needed. In the event that these additional repairs are needed, they will be addressed. Mrs. Gates recommended that the RFP award for the fire pond dredging be awarded to the low bidder, Rome Construction, in an amount not to exceed \$7,500.00.

MOVED: Commissioner Pratt to award the proposal for the fire pond dredging to the low bidder, Rome Construction, in an amount not to exceed \$7,500.00 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barka.

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

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\_\_\_\_\_  
Date \_\_\_\_\_

Mrs. Gates recommended that the Commissioners reject the Fernald piping bids and send out again as only one engineer viewed the project, their plumbing person is from Connecticut, and their bid was high.

MOVED: Commissioner Pratt to reject the Fernald piping bids and to authorize Mrs. Gates to send out again.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE NURSING HOME:**

Bill Sturtevant gave the census report for the Nursing Home.

Bids were opened for linen:

Poseidon  
Start Silk & Woolens  
Victor Rome/Harbor Sales  
Imperial Textile  
Acme Textile Co.  
Linen Enterprises  
Best Manufacturing

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 passes unanimously in the affirmative.

Mr. Sturtevant recommended that the bid for the dryer be awarded to the low bidder, Tristate Laundry in the amount of \$6,125.00.

MOVED: Commissioner Pratt to award the bid for the dryer to Tristate Laundry, the low bidder, in the amount of \$6,125.00 per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Mr. Sturtevant stated that the Department of Health & Human Services notified every one of proposed rates, which have subsequently changed. The rate increase was originally \$3.04, but is now \$5.25. The adjustment was made in the area of direct care costs and capital costs. This will assist the Nursing Home budget, but not the Human Services budget. Mrs. Gill stated this will have a negative effect of about \$80,000 to the County for the period August 1 to the end of the year.

Mr. Sturtevant stated that the Primary is September 10. In the past, the County has served as host for election results. This would be a good opportunity to do a tour and an update of the progress of the new Assisted Living facility for the press.

Mr. Sturtevant stated that he and Supt. Charron attended last week's Association of Counties meeting. Mr. Riley Regan discussed regional funding, grant opportunities available to the private sector and County providers for alcohol and drug abuse prevention, one of which is \$2,000,000. He has worked with County governments across the United States in the past, and he wants to work with New Hampshire Counties on administering these grants. He is the Executive Director of DHHS, Division of Alcohol & Drug Abuse Recovery, Intervention and Treatment. There is a hearing this afternoon in the Hilton Auditorium for providers to discuss these grant opportunities.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Mr. Stoughton has reviewed the UPS bids, has received additional information which changes the way he wants to administer the installation. He recommended that the UPS bids be rejected and rebid.

MOVED: Commissioner Pratt to authorize Mr. Stoughton to reject the UPS bids and send out another proposal.

SECONDED: Commissioner Barka.

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

Frank Stoughton recommended that the bid for the leased PCs be awarded to Insight, (and leased through Lehigh municipal Leasing) the lowest quoted vendor, in the total amount of \$25,267.68. This is a 3-year lease in the amount of \$22,137.40, at the rate of 8.7978%, with monthly payments of \$701.88.



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MOVED: Commissioner Pratt to award the bid for leased PCs to Insight, the lowest quoted vendor, (and leased through Lehigh municipal Leasing), in the total amount of \$25,267.68, for a 3-year lease in the amount of \$22,137.40, at the rate of 8.7978%, with monthly payments of \$701.88 per the recommendation of Mr. Stoughton.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passes in the affirmative.

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

Treasurer Sandy Buck stated that bids were received this morning for the Bond Anticipation Note rollover. He discussed the bids received with Dep. Treasurer, Tim Dempsey, stated bids were received from Wachovia Bank, Sovereign Bank, State Street, First Albany, Commerce Capital, Eastern Bank, and TGH Securities. The Treasurer's office recommends that the sale of the Bond Anticipation Note be awarded to the lowest bidder, Wachovia Bank, N.A., at an NIC rate of 1.4493%, at par and accrued interest plus a premium of \$30,315 at the interest rate of 2.25%. Tim Dempsey explained how the interest rate affects the bottom line of funds paid over time. Mrs. Young explained the difference between gross and net interest rates.

MOVED: Commissioner Pratt that the sum of \$4,700,000 shall be borrowed under RSA 28, in anticipation of the \$4,700.00 Public Improvement Bonds authorized by votes of the County Convention passed May 31, 2000 and July 20, 2001; that the County shall issue a \$4,700,000, 2.25 percent Bond Anticipation Note dated August 16, 2002 and payable June 6, 2003; and that the sale of the Bond Anticipation Note to Wachovia Bank, N.A. at par and accrued interest plus a premium of \$30,315, is hereby approved and confirmed. Further, consent dated August 6, 2002 to the financial advisor bidding for the note is hereby confirmed.

SECONDED: Commissioner Barka.

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

Commissioner Pratt made the motion to go into Non-Public Session under NHRSA 91A:3 II (c) and (e) on a roll call vote at 11:57 a.m.

SECONDED: Commissioner Barka.

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

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Commissioner Pratt stated that the Commissioners' office received a phone message from Peter Goodwin, of the Department of Administrative Services, Bureau of Court Facilities. Some sort of cleaning efforts will commence tonight at the direction of the consultant, Liberty Mutual. The cleaning will be conducted after business hours, and continue for 5-6 nights.

Commissioner Pratt stated that the Commissioners had requested a detailed report of measures to be taken by the State and have not yet received that. Commissioner Pratt will call Commissioner Don Hill following the meeting.

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**August 6, 2002**

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

Discussions: An investigation report.

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

Discussions: 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 (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 designate Commissioner Pratt as the person authorized to sign any necessary documents and be the contact person for the County with Primex.

SECONDED: Commissioner Barka.

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

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MOVED: Commissioner Pratt to accept the Port City Air CDBG contract and authorize the Chairman to sign the necessary documents.

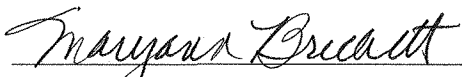
SECONDED: Commissioner Barka.

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


Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Diane Gill, and Bill Sturtevant discussed an update on Senate Bill 409. A meeting will be scheduled with Jim Monahan for next Tuesday to discuss all the issues and all the financial consequences.

Meeting adjourned at 12:30 p.m.

Respectfully submitted,

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

Received by,

  
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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 20, 2002**

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

Also present: Jim Reams, County Attorney; Cathy Stacey, Register of Deeds;  
Sandy Buck, Treasurer; Supt. Gene Charron, Dept. of Corrections;  
Theresa Young, Finance Director; Martha Roy, Human Resources  
Director; Diane Gill, Human Services Director; Jude Gates, Asst.  
Director Engineering/Maintenance; Bill Sturtevant, Nursing Home  
Administrator; Frank Stoughton, IT/Telecommunications Manager;  
Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barrows called the meeting to order at 10:42 a.m.

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the August 6, 2002  
Commissioners Meeting.

SECONDED: Commissioner Barka.

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

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

County Attorney Jim Reams reported that their office DocStar document storage  
system failed and will need a new hard drive. The cost will be approximately \$250  
per month and there are sufficient funds in the budget for this item.

MOVED: Commissioner Pratt to approve the new lease for the DocStar system for  
additional memory for the County Attorney's Office, and authorize the Chair to sign  
the lease.

SECONDED: Commissioner Barka.

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

**REPORT FROM THE REGISTER OF DEEDS:**

Mrs. Stacey reported that the State has been performing cleaning at the Courthouse. No further testing has been performed. The Scott Lawson Group is expected to come back down to the Courthouse to view 3 questionable sites, two in Superior Court and one in the Deeds vault. Jim Reams stated that the maintenance crew had been in and disrupted telephones and computers by unplugging them, and he will contact them about this matter. Cathy Stacey stated that she had experienced some disruptions in their computers as well.

Her department has been experiencing ongoing problem with the temperature control/humidity on the Liebert machine. Johnson Controls, the vendor the State uses, has been in for service calls.

Bids were opened for Kodak Archive Writer 4800 and received from:

Donnegan Systems, Inc.  
Inception Technologies, Inc.

MOVED: Commissioner Pratt to have Mrs. Stacey evaluate the proposals and make 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 for the Jail. The population is 314, with 9 on the electronic monitoring system. The population is increasing due to the fact that no trials have been scheduled this summer. Supt. Charron expressed concerns when court resumes in September due to the current Jail population and those out on bail. Supt. Charron was concerned that many of these cases will be carried over to next year and will have a heavy population for the holidays. The Jail is at 82% capacity. Supt. Charron has schedules additional personnel in a number of cellblocks. One block is at 91% capacity. This makes it necessary to decrease the number of immigration inmates, a large source of revenue. Hopefully the lower court will look into this problem and the electronic monitoring program.

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Supt. Charron thanked Theresa Young, Jude Gates and Steve Bowley for assisting with the alarm fencing proposal and doing some creative financing. With the current population, the necessity for alarm fencing is crucial. Proposals came in very high, approximately a quarter of a million dollars. The most reasonable proposal, Stunfence, came in at \$79,900, which is \$19,000 over the amount in the capital improvement line for security devices. Supt. Charron proposed a downpayment of \$25,000, lease payments for 36 months in the amount of \$1,849.80, with no breakout penalty for prepayment. An additional \$25,612 will be needed for upgrading the Video Blox Matrix Switcher, and all the necessary peripherals. This unit is a direct replacement for the Javelin as Ademco Video purchased Javelin. This unit is also capable of communicating with the cameras on site now. No cameras will require replacement. The \$60,000 appropriated will be sufficient for these two items and lease payments for the remainder of 2002. Supt. Charron will then request an appropriation for a payoff in 2003.

MOVED: Commissioner Pratt to award the bid for Jail alarm fencing to Stunfence in the amount of \$79,900, with a downpayment of \$25,000 in 2002, and lease payments of \$1,849.80 for 36 months, with no pre-payment penalty per the recommendation of Supt. Charron.

SECONDED: Commissioner Barka.

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

The Commissioners requested that Supt. Charron submit a Bid Waiver for the cost of camera replacements with Securex in the amount of \$25,612.

MOVED: Commissioner Pratt to approve the upgrade of the central control camera equipment, an additional emergency capital project at the Jail, in the amount of \$25,612 to Securex, pending receipt of the necessary Bid Waiver and paperwork from Supt. Charron.

SECONDED: Commissioner Barka.

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

Supt. Charron requested that The Commissioners sign the contract with the NH Division of State Police for the LiveScan station – records management system interface. Supt. Charron stated that this AFISS system was hooked up last week with the assistance of Frank Stoughton. The County will be reimbursed for the \$25,000 by a grant from the State of New Hampshire, previously approved. The

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Commissioners requested that the County Attorney review the contract.  
Commissioner Barrows signed as Chair.

Supt. Charron discussed the placement of female prisoners. Rockingham County had an understanding with Hillsborough County that they would house female prisoners without a contract until matters could be settled. Now they are requesting a contract and a per diem rate of \$67.20 for 18 months. Tom Reid reviewed the proposed agreement. Other counties do not have room for our female prisoners. The Commissioners expressed concern about possible trouble with the housing of female prisoners and asked that Supt. Charron and the County Attorney update them on the allegations surrounding a situation at the Strafford and Hillsboro County Jails.

Supt. Charron requested a Non-Public session.

**REPORT FROM THE FINANCE DEPARTMENT:**

Mrs. Theresa Young stated that the Commissioners awarded the BAN bid to First Southwest for the Treasurer's Office to obtain financial advisory services. They need a signature.

MOVED: Commissioner Pratt to authorize the Chair to sign the necessary paperwork for the BAN bid with First Southwest for financial advisory services.

SECONDED: Commissioner Barka.

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

Mrs. Young presented the Commissioners with a copy of the audit RFP and requested that the Commissioners speak with Judie Milner about any concerns.

Primex met with Commissioner Pratt and USI New England last Thursday. They provide coverage for the County Attorney and the Register of Deeds. They requested due diligence. Mrs. Young will contact all departments to let the Commissioners know of any possible litigious situations, which may have occurred prior to August 1. Mrs. Young will prepare the memo.

The Commissioners Office is sending out a memo this week notifying all departments that their coverage is being cancelled as of August 1, and they will now be covered through Primex and they will receive new Certificates of Insurance. Commissioner Pratt requested that insurance matters, notices of suits, etc. be forwarded to Theresa Young and Julie Hoyt for the transition period.

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Mrs. Young stated that Dunn & Bradstreet have lowered the County's rating due to a number of delinquent vendor payments. Mr. Sturtevant stated that this \$7,500 vendor payment may be through Brookstone Builders and is related to the Res Care project.

**REPORT FROM HUMAN RESOURCES:**

Mrs. Roy stated that that her office's e-mail system is currently down but will be restored shortly.

**REPORT FROM HUMAN SERVICES:**

Diane Gill discussed stated that on page 3 of her June report is an accounting of the charges that were made this year on the DEAS categories for the State, indicating where the County is with regard to the cap. The County's cap this year, if disaggregated and figured at 18%, is \$11,340,000. The billed amount (before credit) is \$10,538,077.66. Thus, the County has not reached the disaggregated portion of the cap.

Mrs. Gill has called Bob Mullen this morning, the Fiscal contact for the Department of HHS, to inquire if they have been tracking the cap because the County will want to do a reconciliation with their office in the next couple of months to determine the outcome.

Mrs. Gill requested a Non-Public session.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates stated that bids were opened last Thursday for the repairs to Lagoon #1 and #2. She received the breakdown on the bids via e-mail this morning and presented a recommendation to award the bid to the lowest vendor. Mrs. Gates indicated that she wished to move forward soon on this project and requested a vote by the Board of Commissioners as soon as possible.

Mrs. Gates stated that the roofing is being repaired on the Engineering & Maintenance building. The asbestos has been removed. The roof is a standing seam, metal roof, with a 30-year warranty. Mrs. Gates will be meeting with the vendor doing the siding on the building this afternoon to coordinate the schedule with the roofers.



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Mrs. Gates and Mrs. Young met with Honeywell last week for the project report on the energy audit. They have very preliminary information and are currently reviewing figures. They are pursuing the possibility of rebates from Public Service.

The fire pond has been renovated. Primex, during their visit here last week, advised the County to replace the fence around the fire pond. The contractor took measurements and Mrs. Gates should have a quote within a few days.

Commissioner Pratt stated that the County has an added incentive to control losses through Primex. The County may actually qualify for refunds through the implementation of risk management and supervisory training for employment practices that result in reduced claims. Primex provides web site training.

Mrs. Gates requested a Non-Public session.

**REPORT FROM THE NURSING HOME:**

Bill Sturtevant gave the census report for the Nursing Home.

Mr. Sturtevant recommended that the bids for linen be awarded to the lowest bidders as shopped.

MOVED: Commissioner Pratt to award the bid for linen to the lowest bidders as shopped per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

On July 9, the Board awarded the renewal of the Occupational Health Services contract to Occupational Health & Rehabilitation Inc. and the contract requires the signature of the Chair.

MOVED: Commissioner Pratt to authorize the Chair to sign the contract for occupational health services with Occupational Health & Rehabilitation Inc.

SECONDED: Commissioner Barka.

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

Bids were opened for eggs and received from:

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Siegel Egg Company  
Garelick Farms-Lynn  
Shaheen Brothers  
Springfield Food

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 juice and received from:

Shaheen Brothers  
Garelick Farms Lynn

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 requested that Commissioner Pratt sign letters for the Assisted Living project to the Selectmen's office.

Mr. Sturtevant requested a Non-Public session.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Bids were opened for UPS and received from:

Insight  
CDW Government, Inc.  
T.E.I. Imaging Solutions  
Gov Connection  
PC Government Connection

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

SECONDED: Commissioner Barka.

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

Mr. Stoughton recommended combining the lease for the PCs with the definity telephone switch upgrade approved by the Commissioners on 8/6/02 at the interest rate of 8.79% in the amount of \$26,249.90. This is the total lease amount for the telephone system upgrade amount of \$4,112.50 plus the PC lease in the amount of \$22,137.40. Mr. Stoughton summarized this in a memo to the Commissioners.

MOVED: Commissioner Pratt that the bid for definity telephone switch upgrade be added to the PC lease approved by the Commissioners on August 6, 2002 at the interest rate of 8.79%, in the total amount of \$26,249.90 per the recommendation of Mr. Stoughton.

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) and (e) on a roll call vote at 11:42 a.m.

SECONDED: Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
August 20, 2002**

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

Discussions: A legal matter.

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

Discussions: A legal matter.

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

Discussions: A personnel matter.

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

Discussions: A personnel matter.

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

Discussions: Personnel matters.

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

Discussions: 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) and (e), Commissioner Pratt moved to go out of Non-Public Session.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:30 p.m.

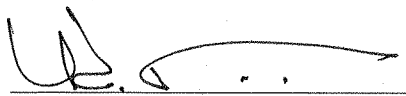
Respectfully submitted,



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

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Date \_\_\_\_\_

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

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**COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
September 3, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron, Dept. of Corrections; Theresa Young, Finance Director; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Roland Barnaby, UNH Cooperative Extension; Frank Stoughton, IT/Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 10:30 a.m. as Commissioner Barrows \* arrived a few minutes late.

**REPORT FROM THE COMMISSIONERS OFFICE:**

MOVED: Commissioner Pratt to approve the minutes of the August 20, 2002 Commissioners Meeting.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

Commissioner Barrows entered the meeting at 10:37 a.m.

**REPORT FROM THE REGISTER OF DEEDS:**

Mrs. Stacey requested that the Commissioners sign a Bid Waiver for Connor and Connor for the ongoing data conversion project and technical software/indexing support in the amount of \$10,000.00. Connor and Connor provides services to the Deeds department in conjunction with the data conversion project which is ongoing as well as indexing issues on the imaging system. They are a sole source vendor who troubleshoots and updates the system software.

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MOVED: Commissioner Pratt to sign a Bid Waiver for Connor and Connor for the ongoing data conversion project and technical software/indexing support in the amount of \$10,000.00.

SECONDED: Commissioner Barka.

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

Mrs. Stacey requested that the Commissioners sign a Bid Waiver for Turbotek Computer for an ongoing data conversion project and technical software/indexing support/systems hardware for an unspecified amount on an as needed basis. Turbotek Computer has the specialized knowledge regarding the hardware and complex software issues of the Deeds Office.

MOVED: Commissioner Pratt to sign a Bid Waiver for Turbotek Computer for an ongoing data conversion project and technical software/indexing support/systems hardware for an unspecified amount, not to exceed appropriations, on an as needed basis.

SECONDED: Commissioner Barka.

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

Mrs. Stacey recommended that the bid for the Eastman Kodak document archive writer 4800 be awarded to Inception Technologies, Inc. in the amount of \$45,639, effectuated by a 36-month lease agreement with payments of \$1,566 per month.

MOVED: Commissioner Pratt to award the bid for the Eastman Kodak document archive writer 4800 to Inception Technologies, Inc. in the amount of \$45,639, effectuated by a 36-month lease agreement with payments of \$1,566 per month, per the recommendation of Mrs. Stacey.

SECONDED: Commissioner Barka.

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

Commissioner Barrows suggested that Mrs. Stacey look into the possibility of paying the lease early and thus saving a few thousand dollars in interest. Mrs. Stacey said she would research the matter.

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Mrs. Stacey reported that her office is very busy recording documents, with 800 documents recorded and \$400,000 in transfer taxes collected on Friday alone. Mrs. Stacey is expecting 1,000 plus documents to be recorded today.

**REPORT FROM THE DEPARTMENT OF CORRECTIONS:**

Supt. Gene Charron gave the census report for the Jail. The population is 319, with 21 Federal and 15 female prisoners.

Supt. Charron discussed the proposed contract with Hillsborough County for the housing of female prisoners.

MOVED: Commissioner Pratt to sign a contract with Hillsborough County to house female prisoners at a per diem rate, per the recommendation of Supt. Charron and authorize the Chairman to sign all necessary documents on behalf of the Board of Commissioners.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

Supt. Charron requested that the Commissioners sign a Bid Waiver for emergency repairs to the camera coverage equipment out of the capital projects line of the budget.

MOVED: Commissioner Pratt to sign a Bid Waiver for emergency repairs to the camera coverage equipment out of the capital projects line of the budget.

SECONDED: Commissioner Barka.

VOTE: 3 Yea. Motion passed in the affirmative.

**REPORT FROM THE FINANCE DEPARTMENT:**

Mrs. Theresa Young stated that there were proposals to be opened for the postage machine and meter lease. Bids were received from:

Neopost  
New England Shipping Solutions  
NEIP Inc.



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Date \_\_\_\_\_

MOVED: Commissioner Pratt to have the Finance Office and Cathy Stacey evaluate the proposals and make a recommendation to the Board of Commissioners.

SECONDED: Commissioner Barka.

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

Commissioner Barka stated that Moody's rating for the County has improved. Mrs. Young stated that we have received the list rating all the Counties in New Hampshire that are rated. Rockingham County is higher than any other County in the State of New Hampshire for short-term rating, and comparable to Hillsborough County for the long-term bond rating. Commissioner Barka recommended sending out a letter to the Delegation informing them of the County's rating.

The Department of Revenue Administration (DRA) will be issuing their apportionment of County taxes for each town this week. This will specify how taxes are being apportioned among the towns. They are waiting for MS 45, which requires Commissioner Pratt's signature. Then they can issue their assessment for the towns and send out the report shortly.

Martha Roy and the Finance Dept. will be editing a Request for Proposal for software and sending it out very soon.

Mrs. Young stated that the Commissioners budget letter for 2003 needs to be drafted and will go out shortly.

Mrs. Young will be attending an Audit Subcommittee meeting Monday, September 16. Rep. George Katsakiores is the Chair of that subcommittee.

Mrs. Young requested a Non-Public session.

**REPORT FROM HUMAN RESOURCES:**

Mrs. Roy advised the Commissioners that two responses to an RFP were received, one from Municipal resources Inc. and one from Donna Kerwin Lane. Although Ms. Lane's proposal was \$2,000 higher, she has directly administered over a dozen CDBG economic development projects, which was part of the scope of services. Mr. Griffin has more limited experience with similar projects. Mrs. Roy recommends that the Board appoint Donna Kerwin Lane as the Administrator for the Port City Air project subject to agreement on a professional services contract for the amount of \$16,000 all-inclusive.

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MOVED: Commissioner Pratt to appoint Donna Kerwin Lane as the Administrator for the Port City Air project subject to agreement on a professional services contract for the amount of \$16,000 all inclusive.

SECONDED: Commissioner Barrows.

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

Mrs. Roy stated that she has received the consulting agreement contract between D. Gallant Management Associates for Phase II of the Pay & Classification Study. Mrs. Roy distributed copies to all the Commissioners.

**REPORT FROM HUMAN SERVICES:**

Diane Gill stated she had no report.

**REPORT FROM THE MAINTENANCE DEPARTMENT:**

Mrs. Gates recommended that the bid for repairs to the WWTF Lagoons be awarded to the low bidder, SCI in the amount of \$549,525. The County is eligible for a twenty- percent reimbursement from the State.

MOVED: Commissioner Pratt to award the bid for repairs to the WWTF Lagoons to the low bidder, SCI in the amount of \$549,525 per the recommendation of Mrs. Gates.

SECONDED: Commissioner Barrows.

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

Mrs. Gates stated that excavation of the pond had been preformed by the Fire School near the Jail without the County's authorization. A Wetlands permit process will be required. Mrs. Gates will contact Primex to insure coverage. A perimeter fence will be installed and any necessary corrective action required by the State.

Mrs. Gates stated that there were proposals to be opened for the grease trap service, and received from:

Baker Commodities Inc.  
Stewart's Septic Tank Service

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

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

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

Mrs. Gates stated that there were proposals to be opened for the elevator prevention maintenance inspections, and were received from:

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

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

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

Mrs. Gates stated that there were proposals to be opened for the replacement nurse call stations, and were received from:

Signet Electronic Systems  
E. S. Boulos Co.

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

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

Mrs. Gates stated that Requests for Letters of Qualification were sent out for the sewer lift station/force main upgrade, and responses were received from:

Underwood Engineers, Inc.  
CLD Consulting Engineers

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

The Louis Berger Group  
Hoyle, Tanner & Associates  
Dufresne-Henry – No Bid

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

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**REPORT FROM THE NURSING HOME:**

Bill Sturtevant gave the census report for the Nursing Home.

Mr. Sturtevant recommended that the bid for eggs be awarded to Siegel Egg Co. and that the bids for juice be rejected due to lack of responses.

MOVED: Commissioner Pratt to award the bid for eggs to Siegel Egg Co. per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

MOVED: Commissioner Pratt to reject the bids for juice per the recommendation of Mr. Sturtevant.

SECONDED: Commissioner Barka.

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

Bids were opened for wheelchair parts and received from:

ABBA Medical Supply Inc.

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

SECONDED: Commissioner Barka.

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

VOTE: 3 Yea. Motion passed unanimously in the affirmative.  
Bids were opened for gloves and received from:

OAK Technical Inc.  
Gulf South Medical Supply  
Central Paper  
McKesson-MedLine

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 stated that the residents of the Nursing Home would be voting by absentee ballot tomorrow in the Hilton Auditorium. Mr. Sturtevant asked for volunteers to assist with election returns Tuesday evening, September 10. A tour of the Ernest P. Barka Assisted Living facility will also be given that evening for the benefit of the press.

The "Under The Tent" mandatory in-service training will be held September 12 from 7 a.m. to 4 p.m.

Mr. Sturtevant and Mrs. Gates will be coordinating a remembrance for September 11. The flags will be flown at half mast. The bell in the courtyard will be rung. Employees are urged to wear red, white and blue.

Mr. Sturtevant requested a Non-Public session.

**REPORT FROM THE IT/TELECOMMUNICATIONS DEPT.**

Mr. Stoughton reported that he had evaluated the UPS proposals submitted and recommends that the Board of Commissioners award the proposal to the low bidder, Gov Connection, a division of PC Connection in the amount of \$8,297.00.

MOVED: Commissioner Pratt to award the proposal for UPS to Gov Connection, a division of PC Connection, in the amount of \$8,297.00 per the recommendation of Mr. Stoughton.

SECONDED: Commissioner Barka.

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

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

**REPORT FROM THE UNH COOPERATIVE EXTENSION:**

Roland Barnaby stated that there would be an Executive Committee meeting of the NH Association of Counties. The meeting will be held via video conferencing at the UNH Cooperative Extension building on Friday, September 6 at 10 a.m. Five sites can be viewed at one time. This is an alternative to driving to Boscowen.

A new community development educator has been selected. The Successful applicant is from Kentucky and has a Ph.D. in development and extensive experience writing grants.

There will be a Council meeting on September 9.

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 11:25 a.m.

SECONDED: Commissioner Barka.

VOTE: 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
September 3, 2002**

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

Discussions: A residency waiver.

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

Discussions: A collective bargaining matter.

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

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

Discussions: A contractual 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 extend the deadline to receive audit proposals from September 27, 2002 at 3 p.m. for an additional two weeks, and be placed on the agenda for the October 1 Commissioners meeting.

SECONDED: Commissioner Barka.

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

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

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

Received by,



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

**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
September 17, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron; Theresa Young, Finance Officer and Julie Hoyt, Finance Office; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/ Telecommunications Manager; Maryann Brickett, Executive Assistant to the Commissioners. Marie Cappello, Executive Director, Rockingham Economic Development Corp. Dan Gray, Exec. Director of the Seacoast Business Alliance; Donna Lane, grant writer.

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

***Report from the Register of Deeds:***

Cathy Stacey and Julie Hoyt recommended that the bid for Postage Machine and Meter Lease be awarded to New England Imaging Products.

***MOVED:*** Commissioner Pratt to award the bid for postage meters to New England Imaging products per the recommendation of Mrs. Stacey and Mrs. Hoyt.

***SECONDED:*** Commissioner Barka.

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



**PUBLIC HEARINGS  
CDBG GRANT APPLICATION  
CDBG ECONOMIC DEVELOPMENT APPLICATION  
RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN  
PROGRESS OF THE RELOCATION OF ROUTE 1B CDBG PROJECT  
PROGRESS OF THE PORT CITY AIR CDBG PROJECT**

**COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
September 17, 2002**

**A. *Open Public Hearing for the State CDBG Grant Application to the New Hampshire Office of State Planning for the Economic Development Plan.***

The Commissioners opened the Public Hearing on the proposed application at 10:40 a.m. to be followed by a Commissioners' Meeting.

**B. *Introduction of Guests:***

Martha Roy introduced Donna Lane, the CDBG consultant, Dan Gray, Exec. Director of the Seacoast Business Alliance, and Marie Cappello, Executive Director of the Rockingham Economic Development Corp. and thanked them for joining the Commissioners.

Community Development Block Grant funds are available to municipalities for economic development, public facility, and housing rehabilitation projects that primarily benefit low and moderate income persons. Rockingham County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, and economic development projects.

Purpose of Community Development Block Grant Funding request:

There is a proposed application to the New Hampshire Office of State Planning for up to \$350,000 in Community Development Block Grant funds. Of the funds, \$18,000 will be retained by the County for administrative expenses, the remainder will be subgranted to the Rockingham Economic Development Corp. (REDC). REDC will loan approximately \$280,000 to The Windham Group for equipment and working capital. The remainder of the funds will be used by REDC for servicing of the loan and the training of the Kiddie Academy staff.

Mrs. Roy stated that a public hearing was held several months ago, but some changes have been made to the application and this is the reason for this update.

The Windham Group proposes the construction of a Kiddie Academy Child Care Learning Center on Route 111 in Windham. The Kiddie Academy will create twenty-five positions, the majority of which will be filled by persons of low and moderate income.

The proposed CDBG funding will be divided into \$120,000 in 2002 funds, and \$230,000 in 2003 funds.

**C. Commissioners requested public comment. Public input.**

NONE.

**D. Close Public Hearing.**

Marie Cappello stated that there have not been substantial changes to the application, but they are now requesting to access a portion of the funds from 2002 and a portion from 2003 funds.

Donna Lane advised the Commissioners that funds now need to be accessed. Some changes have been made in the plans and time schedule, and they will need to access some 2003 funds. There will be 22 full-time positions and 5 part-time positions as opposed to 25 full-time positions originally stated.

**A. Open Public Hearing for the Residential Antidisplacement and Relocation Assistance Plan.**

Donna Lane stated that although this project does not involve any displacement or relocation of persons, if the County were to undertake a project using CDBG funds, which involved displacement or relocation, they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons displaced or relocated. Although this does not apply to this project, it needs to be adopted.

CERTIFICATION OF COMPLIANCE

Rockingham County anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the county certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

**B. Commissioners requested public comment. Public input.**

None.

**C. Close Public Hearing.**

The Commissioners closed the public hearing.

**A. Open Public Hearing for the Progress Report of the Relocation of Route 1B, New Castle.**

Donna Lane stated that Route 1B has been relocated to the rear of the Wentworth Hotel. The road opened for traffic a couple of weeks ago. It had been expected to be opened in June, but a pole relocation delayed work. A ribbon cutting was held last week.

The hotel is still under renovation/construction, and is expected to open in spring 2003. Marie Cappello will oversee the job creation, which will commence at that time.

**B. Commissioners requested public comment. Public input.**

None.

*C. Close Public Hearing.*

The Commissioners closed the public hearing.

*A. Open Public Hearing for the Progress Report of the Port City Air Project.*

Donna Lane stated that Port City Air expects to close on their bank loan by the end of September. Upon closing of the finance, they will begin construction of the fuel farm, which should be completed in two months. The hangar construction is to begin in October and be completed within 6 months. Job creation will commence shortly, with the creation of 25 jobs by December 2003.

*B. Commissioners requested public comment. Public input*

None.

*C. Close Public Hearing.*

The Commissioners closed the public hearing.

*A. Re-open Commissioners Meeting for the Residential Antidisplacement and Relocation Assistance Plan.*

*MOVED:* Commissioner Barka to adopt the Residential Antidisplacement and Relocation Assistance Plan.

*SECONDED:* Commissioner Pratt.

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

*MOVED:* Commissioner Barka to approve the submittal of the Kiddie Academy CDBG application and vote to authorize the Chairman to sign and submit the application.

*SECONDED:* Commissioner Pratt.

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

***Report from the Department of Corrections:***

Supt. Charron asked to place a hold on the Securex Stunfence Lease. There is a difference between a Capital Lease and an Operating Lease therefore Securex is changing the lease.

Supt. Charron discussed the agreement with Hillsborough County.

*MOVED:* Commissioner Pratt sign the agreement with Hillsborough County to house the female inmates if necessary, at the discretion of the Superintendent, be signed and authorized by the Vice Chairman.

*SECONDED:* Commissioner Barka.

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

Supt. Charron recommendation that the bid for gloves be awarded to the low bidder, McKesson Company.

*MOVED:* Commissioner Pratt that the bid for gloves be awarded to McKesson Company per the recommendation of Supt. Charron and Bill Sturtevant.

*SECONDED:* Commissioner Barka.

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

Supt. Gene Charron gave the census report for the Jail. The population is 313, with 184 pre-trials, 129 sentenced, 300 males and 13 female prisoners.

***Report from the Finance Department:***

Mrs. Theresa Young noted that the proposals for audit services are not scheduled to be opened until October 1, 2002.

Mrs. Theresa Young gave a Budget Packet update.

***Report from the Human Resources Department:***

Proposals for labor relations consultants were received from:

Gary Wulf  
Sheehan, Phinney, Bass & Green

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

*SECONDED:* Commissioner Barka.

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

Martha Roy asked that the consultant agreement with D. Gallant Management be signed.

*MOVED:* Commissioner Pratt to sign the agreement with D. Gallant Management for the Phase II of the Pay and Classification study.

*SECONDED:* Commissioner Barka.

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

Mrs. Young requested a Non-Public session.

***Report from the Human Services Department:***

Mrs. Gill advised the Commissioners that there will be a meeting in Concord Tuesday morning, September 24, of the Senate Bill 409 Committee and the Finance Committee to formulate the talking points for disseminating the SB409 Report.

Mrs. Gill advised the Commissioners that at the Association Meeting, Joe Diament, Director of Division for Juvenile Justice Services, had approached Jim Monahan and the Association about whether or not the Counties might be interested in supporting the capital project of building the new facility for secure detention. There is not enough of the Federal grant money to cover the entire project so they will be going to the state legislature for a capital budget appropriation.

***Report from the Maintenance Department:***

Jude Gates stated that the contractors mobilized yesterday on the lagoon repairs and they expect to start putting a replacement liner in number 1 in three weeks and may be completed by the end of the year. The contractors mobilized six people and the supervisor of the crew has 25 years of experience building lagoons. There was a pre-construction meeting on Thursday, September 13, and it appears that the construction will go well. There will be a significant pipe repair in the nursing home Wednesday night, September 18. They will be shutting off the hot water to the entire facility for most of the third shift.

Jude Gates recommended that the bid for the replacement for the Nurse Call System be awarded to Signet Electronic Systems.

*MOVED:* Commissioner Pratt to award the bid for nurse call systems to Signet Electronic Systems in the amount of \$143,850 per the recommendation of Mrs. Gates.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to award the bid for grease traps to Stewart's Grease Trappers in the amount of \$540/month per the recommendation of Mrs. Gates.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to award the proposal for elevator preventive maintenance to Stanley Elevator Co. in the amount of \$648 per month for the period from October 1, 2002 through September 30, 2003 per the recommendation of Mrs. Gates.

*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 population is 218, 2 admissions scheduled for today, another admission scheduled for Wednesday and another scheduled for a week from Wednesday which means that every bed that is available will be committed.

Mr. Sturtevant recommended that the bid received for the wheelchair parks be rejected.

*MOVED:* Commissioner Pratt to reject the bid for wheelchair parks per the recommendation of Mr. Sturtevant.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to award the bid for gloves for the Dietary Department and the Nursing Department.

*SECONDED:* Commissioner Barka.

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

Mr. Sturtevant announced that on October 10<sup>th</sup> there is a blood drive scheduled here in the Hilton Auditorium.

Mr. Sturtevant requested a Non-Public session for a residency waiver.

Mr. Sturtevant noted that we have five payphones in the building costing between \$70-\$75/month for these phones. He will be working on alternatives for the payphones to reduce the costs.

***Report from the IT/Telecommunications Department:***

Frank Stoughton requested that the Commissioners sign a Bid Waiver in the amount of \$27,000 to Avaya Communications for the service contract for the telephone system. This is a year to year, direct contract with Avaya for telephone switch hardware maintenance that includes remote monitoring and problem diagnosis, which only Avaya can supply. The County also receives higher priority service by contracting directly with Avaya instead of with a third party.

Frank Stoughton advised the Committee that the email system will be upgraded on Wednesday, September 25, 2002.

*MOVED:* Commissioner Pratt made the motion to go into Non-Public Session under NHRSA Chapter 91A:3 II (a) and (c).

*SECONDED:* Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
SEPTEMBER 17, 2002**

Those present for NHRSA 91A:3 II (a) were Commissioner Barka, Commissioner Pratt and Mr. William Sturtevant.

Discussion: A Residency waiver.

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

Discussion: A personnel matter and a contractual matter.

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

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to approve a residency waiver request for an admission to the Nursing Home per the recommendation of Mr. Sturtevant.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to approve the resignation of a county employee.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to require a separate contract with D. Gallant Associates for a wage scale update and evaluation of additional position(s) requests for the 2003 budget process.

*SECONDED:* Commissioner Barka.

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

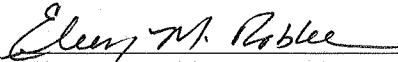
*MOVED:* Commissioner Pratt to adjourn.

*SECONDED:* Commissioner Barka.

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

Meeting adjourned at 12:10 p.m.

Respectfully submitted,



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Eileen M. Roblee, Executive Assistant to the  
Rockingham County Commissioners

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
October 1, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron; Theresa Young, Finance Officer and Julie Hoyt, Finance Office; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/ Telecommunications Manager; Joanne Shultz, Human Resources.

Commissioner Barka called the meeting to order at 9:40 a.m.

***Report from the Finance Department:***

***New Business:***

Kathy Nikitas stated that there were two requests for Bid Waivers, one for Accountemps for the Finance Department and one for the Chaplain for the Jail. The Jail has a sign contract and has already gone through the interview process but after the fact realized that there should have been a bid or a bid waiver because it is over \$5,000. The temporary employee in the Finance Department will also be over \$5,000. There was no bid process, however, the Finance Department did negotiate a price and the agency, AccountTemps, was the one in the area that could provide the services. The Chapel and inmate services at the Jail is approximately \$20,000 a year. The Temp in the Finance Department it is going to be around \$45,000 a year. That had been approved as part of a temp pool in the budget process, however, the Finance Department did not request a bid waiver in at that time.

Supt. Charron stated that this is a bookkeeping cleanup process for record keeping purposes. the Commissioners signed a contract that was reflected in the minutes, however, there was not any language stating a bid or bid waiver had taken place.

Kathy Nikitas opened RFP responses for Audit Services:

Mason + Rich Professional Association  
Baker Newman & Noyes  
Robin R. Grill, CPA, PC

***MOVED:*** Commissioner Pratt recommended that Mrs. Young evaluate the bid and come back with a recommendation.

***SECONDED:*** Commissioner Barka.

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

***Report from the Human Services – Diane Gill, Director:***

Diane Gill disseminated the department's July Monthly Report and for approval of the 6% Incentive Fund Review.

*MOVED:* Commissioner Pratt recommended that the 6% Incentive Fund be awarded per the recommendation of the Committee.

*SECONDED:* Commissioner Barka.

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

***Report from the IT/Telecommunications Department – Frank Stoughton, Manager:***

Frank Stoughton presented a bid waiver for Avaya Telephone System.

*MOVED:* Commissioner Pratt recommended that the bid waiver for Avaya Communications for a service contract for a telephone system in the amount of \$27,000 be approved.

*SECONDED:* Commissioner Barka.

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

Mr. Stoughton updated the Commissioners on the email system that was upgraded to a new email server that will provide new features. That upgrade went smoothly. It is a faster system because it is centralized. The system now allows for a shared calendar system in which one person can see another's calendar but cannot change it.

***Report from the Maintenance Department – Jude Gates, Assistant Director:***

Ms. Gates stated that she had a couple of report items. First, the repairs at Lagoon 1 & 2 are going along with great progress. They should be completed by the end of November. Second, the roof on the maintenance building is almost complete. Third, the State will be conducting an underground septic system inspection next week.

Ms. Gates stated that at the next meeting she would be disseminating monthly reports due to the Munis System. Ms. Gates wanted to acknowledge the hard work of Judy Milner.

Jude Gates informed the Commissioners that at the last meeting the Nurse Call System contract was awarded to Signet Electronic Systems. Subsequent to that Mr. Sturtevant and she conducted a walk through with the director of nursing and Marlene Skorupski and a few other individuals. They requested that we add a couple of annunciator panels in the day room and in Fernald only. This is within their original budget. Ms. Gates asked that the bid be modified from \$143,850 to \$147,630.

*MOVED:* Commissioner Pratt to Modify the contract awarded to Signet Electronic Systems from \$143,850 to \$147,630 per the recommendation of Mrs. Gates.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt to approve a bid waiver for repair of the Muffin Monster for a total cost not to exceed \$6,990.

*SECONDED:* Commissioner Barka.

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

Ms. Gates requested a bid waiver for duct cleaning within the HVAC system in the Underhill Building. The system has been in place for approximately ten years and needs to be cleaned before the new unit goes online. There is lined ductwork that needs to be sealed so that it can be cleaned. All of which can be done for \$4020. They will be putting in new ductwork every place where they installed lined ductwork. However, there is some duct that is lined at the unit that needs to be resealed. Additionally, all of the duct work all the way down to the floors that they are using needs to be cleaned. The company that Ms. Gates is recommending is Fire-Pro.

*MOVED:* Commissioner Pratt to recommend a bid waiver for the cleaning and realigning of the duct work and sealing in the Underhill Building for \$4020.

*SECONDED:* Commissioner Barka.

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

Ms. Gates requested a non-public session under RSA Chapter 91A:3 II, (e).

***Report from the Nursing Home:***

Mr. Sturtevant gave the census report for the Nursing Home. The population is 220. There is an admission scheduled for later this week which will bring the total to 221.

Mr. Sturtevant informed the Commissioners that there have been 25 inquiries and names interested in placement into assisted living when new occupancy is available. Mr. Sturtevant stated that a memo had been sent informing the Commissioners that the contractor does not plan to be finished until December 31, therefore, there would be no occupancy until January 2003. Mr. Sturtevant has filed an application for Licensure.

Mr. Sturtevant opened the bids for underpads:

Central Paper

Gulf South Medical Supply

*MOVED:* Commissioner Pratt recommended that Mr. Sturtevant evaluate the bids and return with a recommendation.

*SECONDED:* Commissioner Barka.

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

Mr. Sturtevant opened the bids for Paper:  
Portsmouth Paper  
Interboro Packaging

*MOVED:* Commissioner Pratt recommended that Mr. Sturtevant evaluate the bids and return with a recommendation.

*SECONDED:* Commissioner Barka.

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

Mr. Sturtevant opened the bids for Cereal:  
Donanhue  
US Food  
Donahue  
Shaheen

*MOVED:* Commissioner Pratt recommended that Mr. Sturtevant evaluate the bids and return with a recommendation.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt recommended that they approve a bid waiver for Mr. Sturtevant for Nursing Staff Agencies.

*SECONDED:* Commissioner Barka.

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

Mr. Sturtevant reminded the Commissioners that there is a blood drive on October 10, 2002 from 10:00 am – 4:00 pm for Mrs. Rohr. Mr. Sturtevant asked that the letters for the general election for City and Town Clerks be mailed. After some discussion with Verizon, Mr. Sturtevant decided to remove two payphones from the Nursing Home. This will be a savings of \$450 for the remainder of the year and an annual savings of \$1,800. Mr. Sturtevant stated that due to the usage of our own phone system and the residents having phones in their own rooms, the payphones are not being utilized. Therefore, we are not generating enough revenue in those phones and they are now costing the Nursing Home a monthly fee.

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

***Report from the Corrections Department – Gene Charron, Superintendent:***

Gene Charron disseminated the Department of Corrections' Report. Mr. Charron stated that the Jail is overcrowded. Discussion took place regarding alternatives including electric monitoring and meeting with representatives from the court system.

*MOVED:* Commissioner Pratt recommended that the bid award for Video Arraignment System be awarded to Auditel Inc., not to exceed \$15,291.80 per the recommendation of Gene Charron.

*SECONDED:* Commissioner Barka.

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

*MOVED:* Commissioner Pratt made the motion to go into Non-Public Session under NHRSA Chapter 91A:3 II (a) and (e).

*SECONDED:* Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
OCTOBER 1, 2002**

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

Discussion: Three Residency waivers.

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

Discussion: A legal Matter.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Gene Charron and Gary Wulf.

Discussion: A Collective Bargaining 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), (e) and (c), Commissioner Pratt moved to go out of Non-Public Session.

*SECONDED*: Commissioner Barrows.

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

*MOVED*: Commissioner Pratt to approve three residency waiver requests for an admission to the Nursing Home per the recommendation of Mr. Sturtevant.

*SECONDED*: Commissioner Barka.

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

*MOVED*: Commissioner Pratt to file a law suite over the Lagoons and approve a bid waiver not to exceed \$6,000 for Attorney Gagliuso.

*SECONDED*: Commissioner Barka.

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

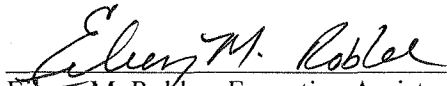
*MOVED*: Commissioner Pratt to adjourn.

*SECONDED*: Commissioner Barka.

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

Meeting adjourned at 11:25 p.m.

Respectfully submitted,



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Eileen M. Roblee, Executive Assistant to the  
Rockingham County Commissioners

Received by,



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Katharin K. Pratt, Clerk  
Rockingham County Commissioner

**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
October 15, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Supt. Gene Charron; Theresa Young, Director of Finance; Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home Administrator; Rollie Barnaby, UNH Extension; Cindy Castrigno, County Attorney's Office; Eileen M. Roblee, Executive Assistant to the Commissioners.

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

***Report from the Commissioners' Office:***

*MOVED:* Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on September 3, 2002.

SECONDED: Commissioner Barka.

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

*MOVED:* Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on September 17, 2002.

SECONDED: Commissioner Barka.

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

*MOVED:* Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on October 1, 2002.

SECONDED: Commissioner Barka.

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

*MOVED:* Commissioner Pratt entered into record that the Clerk signed the lease agreement for the postage meter with GreatAmerica Leasing Corporation.

SECONDED: Commissioner Barka.

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



***Report from Cathy Stacey, Register of Deeds:***

Not much to report. The Office is busy as usual. The office had a general cleaning -- rugs vacuumed, dusted and washed windows.

***Report from Rollie Barnaby, UNH Extension Coordinator:***

Mr. Barnaby informed the Commissioners that there is a new 4H Extension Educator. He has extensive experience writing grants and has worked with several youth programs.

***Report from the Finance Department – Theresa Young:***

Ms. Young stated that she had a meeting with the auditor this morning. The Finance Department wishes to have the Audit Bid awarded by Thursday, October 17, 2002 after the interview with Robin Grill, one of the auditors who entered a bid.

The Finance Office is also working hard on health insurance coverage scenarios. Judi Milner has been running several numbers and figures for the Commissioners to review.

Ms. Young reminded the Board that the Quarterly meeting will be held on Friday, October 18, at 9:30 am.

***Report from the Human Services – Diane Gill, Director:***

Ms. Gill has been working on the Human Services budget. She stated that she has been working with two different scenarios. The first scenario is the \$66 million cap carried through 2003. The second scenario is looking at expenses and doing a rate of increase from the past. The problem is that the SB409 bill sunsets next year and it is difficult to plan for the unknown.

Ms. Gill also asked to clarify the HIPAA Compliance waiver that was filed.

Commissioner Barrows arrived at 11:13 am.

***Report from the Maintenance Department – Jude Gates, Assistant Director:***

*MOVED:* Commissioner Pratt to approve the bid waiver for legal services relative to the lagoon.

*SECONDED:* Commissioner Barka.

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

Ms. Gates announced that the work is progressing well at the lagoons. Work should be complete by Thanksgiving. The roof on the engineering building is completed and the siding halfway complete. There is a significant amount of lagoon liner left for the Counsel to review for evidence.

***Report from the Nursing Home:***

Mr. Sturtevant gave the census report for the Nursing Home. The population is 219.

*MOVED:* Commissioner Pratt recommended that the bid for paper be awarded to Central Paper, Portsmouth Paper and Interboro Packaging per the recommendation of Mr. Sturtevant.

*SECONDED:* Commissioner Barrows.

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

*MOVED:* Commissioner Pratt recommended that be bid for Underpads be awarded to Gulf South Medical Supply per the recommendation of Mr. Sturtevant.

*SECONDED:* Commissioner Barrows.

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

*MOVED:* Commissioner Pratt recommended that the bid for cereal be awarded to Shaheen Brothers per the recommendation of Mr. Sturtevant.

*SECONDED:* Commissioner Barrows.

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

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

Mr. Sturtevant announced that the blood drive last week was not as successful as last year but they still had about 50 people that donated blood. Sunday evening there was some rain damage in the construction area at the Underhill wing. The roof was removed and a temporary tarp was in place, however, rain managed to enter the building and set off the fire alarms. Jude Gates' maintenance crew was a lot of help in cleaning the water areas in the basement.

Mr. Sturtevant reported that he met with representatives from the Department of Health and Human Services and DEAS (Division of Elderly and Adult Services). There are a number of New Hampshire residents who are in a facility in Massachusetts with Huntington's Disease that the representatives are looking to place in New Hampshire at a facility that can accommodate them. This is a specialized field that serves a labor-intensive population that necessitates extensive care. They are in the preliminary discussions of housing them in the new assisted living wing. No commitment has been made by either party.

***Report from the Corrections Department – Gene Charron, Superintendent:***

Gene Charron disseminated the Department of Corrections' Report. Today's population is 328. The Public Defendants Office informed Suppt. Charron that the inmates prefer to do eight months in jail than twelve months with electronic home monitoring.

*MOVED:* Commissioner Pratt to approve the bid waiver to Kent Threlfall for Chapel and Inmate Services in the amount of \$20,000 per the recommendation of Suppt. Gene Charron.

*SECONDED:* Commissioner Barrows.

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

*MOVED:* Commissioner Pratt to approve the bid waiver to Appriss(VINE), not to exceed \$17,369.00, and authorize the Chairman to sign the contract, per the recommendation of Suppt. Gene Charron.

*SECONDED:* Commissioner Barrows.

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

*MOVED:* Commissioner Pratt to award the bid to StunFence, not to exceed \$79,900, per the recommendation of Suppt. Gene Charron.

*SECONDED:* Commissioner Barrows.

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

*MOVED:* Commissioner Pratt to award the bid for Paper and Plastic to Portsmouth Paper, Interboro Packaging and Central Paper Co. per the recommendation of Suppt. Gene Charron.

*SECONDED:* Commissioner Barrows.

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

Suppt. Gene Charron requested a Non-Public session under NHRSA Chapter 91A:3II (g).

*MOVED:* Commissioner Pratt to enter into Non-Public Session under NHRSA Chapter 91A: 3 II (c) & (g).

*SECONDED:* Commisioner Barka.

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

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**OCTOBER 15, 2002**

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

Discussion: Two residency waivers.

Those present for NHRSA 91A:3 II (g) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Suppt. Gene Charron, Martha Roy, Theresa Young and Eileen Roblee.

Discussion: Medical care of a current inmate pending trial.

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

*SECONDED*: Commissioner Barrows.

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

*MOVED*: Commissioner Pratt to approve two residency waiver requests for an admission to the Nursing Home per the recommendation of Mr. Sturtevant.

*SECONDED*: Commissioner Barka.

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

*MOVED*: Commissioner Pratt to adjourn.

*SECONDED*: Commissioner Barka.

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

Meeting adjourned at 12:50 p.m.

Respectfully submitted,

  
\_\_\_\_\_

Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_

Katharin K. Pratt, Clerk  
Rockingham County Commissioner

**COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROWS' CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
October 17, 2002**

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

Also present: Theresa Young, Finance Office Director; Judie Milner, Finance Office Asst. Director;  
Robbin Grill CPA, PC; Jim Reams, County Attorney, Cindy Castrigno, County  
Attorney's Office; Roy Morrisette, Human Resources; Eileen M. Roblee, Executive  
Assistant to the Commissioners.

Commissioner Barka called the meeting to order at 9:35 a.m.

Theresa Young, Director of Finance, introduced Robbin Grill CPA, PC, to the Commissioners. Ms. Grill was the only satisfactory respondent to the RFP for Audit Services. Ms. Grill stated her qualifications and experience with County Audits.

*MOVED:* Commissioner Pratt to award the bid for Audit Services to Robbin Grill CPA, PC per the recommendation of Theresa Young.

*SECONDED:* Commissioner Barrows.

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

***Report from the County Attorney's Office:***

*MOVED:* Commissioner Pratt to approve the bid waiver for technical computer support to NEServices.NET, not to exceed \$7,500.

*SECONDED:* Commissioner Barrows.

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

***Report from the Finance Department – Theresa Young:***

Ms. Young and Ms. Milner distributed a County Proposed 2003 Health Insurance Scenario Summary. Discussion took place as to best scenario for the employees and budget.

*MOVED:* Commissioner Pratt to enter into Non-Public Session under NHRSA Chapter 91A: 3 II (e).

*SECONDED:* Commissioner Barka.

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

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**OCTOBER 17, 2002**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Theresa Young and Eileen Roblee.

Discussion: Law suit.

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

*SECONDED*: Commissioner Barrows.

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

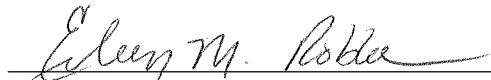
*MOVED*: Commissioner Pratt to adjourn.

*SECONDED*: Commissioner Barka.

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

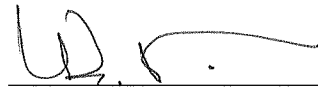
Meeting adjourned at 11:59 p.m.

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



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



COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
October 29, 2002

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

Also present: Supt. Gene Charron; Theresa Young, Director of Finance; Julie Hoyt, Finance Office,  
Martha Roy, Human Resources Director; Diane Gill, Human Services Director; Jude  
Gates, Asst. Director, Engineering/Maintenance; Bill Sturtevant, Nursing Home  
Administrator; Rollie Barnaby, UNH Extension; Joanne Shultz, Human Resources.

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

***Report from the Commissioners' Office:***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on  
October 15, 2002.

***Seconded:*** Commissioner Barka.

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

***Move:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on  
October 17, 2002.

***Seconded:*** Commissioner Barka.

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

Commissioner Pratt opened the proposals for the Copy Machine:

Minolta Business Services  
Cameron Office Products  
New England Document Solutions  
Conway Office Products  
Northern Business Machines  
OFFTECH—Office Technology Solutions  
Imagistics  
Merrimack Valley Business Machines, Inc.  
UBM—United Business Machines

**Motion:** Commissioner Pratt recommended that Theresa Young and Eileen Roblee review and evaluate all the proposals and return with a recommendation to the Board.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

***Report from the Finance Department – Theresa Young, Director:***

Theresa Young opened the proposals for Payroll Software:

HRIS (Human Resource Information Software)

Genesys

Munis

Ultimate Software

Stan Garden

Ceridian

Cyborg

Unifund

**Motion:** Commissioner Pratt recommended that the Finance Department review and evaluate all the proposals and return with a recommendation to the Board.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

***Report from the Human Resources Department – Martha Roy, Director:***

Ms. Roy opened the proposals for the Kiddie Academy CDBG Grant Administrator:

Municipal Consultant Group

Appledore Engineering

Donna Lane

Katherine B. Donahoe

Gerald Gougan

**Motion:** Commissioner Pratt recommended that Martha Roy review and evaluates all the proposals and return with a recommendation to the Board.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended to approve the contract to HR Partners and authorize the Chairman to sign all necessary documents.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.



***Report from the Maintenance Department – Jude Gates, Assistant Director:***

Ms. Gates opened the proposals for the Fire Alarm:  
Norris Inc.

***Motion:*** Commissioner Pratt recommended that Jude Gates review and evaluates all the proposals and return with a recommendation to the Board.

***Second:*** Commissioner Barka.

***Vote:*** 3 Yea. Unanimous in the affirmative.

***Motion:*** Commissioner Pratt to approve the bid waiver for the execution of drainage plans designed by Altus Engineering, for drainage work in the RCNH Courtyard and not to exceed \$15,033.

***Second:*** Commissioner Barka.

***Vote:*** 3 Yea. Unanimous in the affirmative.

Jude Gates reported that Lagoon #2 is close to completion.

Ms. Gates has had two meetings with Honeywell regarding the Energy audit, which could result in a savings of over \$133,000 a year.

Ms. Gates opened the proposals for the Fire Sprinkler System:  
REM-C Fire Protection Systems, Inc.

***Motion:*** Commissioner Pratt recommended that Jude Gates review and evaluate all the proposals and return with a recommendation to the Board.

***Second:*** Commissioner Barka.

***Vote:*** 3 Yea. Unanimous in the affirmative.

***Report from the Nursing Home – William Sturtevant, Director:***

Mr. Sturtevant gave the census report for the Nursing Home. The population is 217.

Mr. Sturtevant opened the proposals for bread:  
Lepages  
Interstate Brand  
Charles Freiofer, Bestfoods Baking Co.

***Motion:*** Commissioner Pratt recommended that Bill Sturtevant review and evaluates all the proposals and return with a recommendation to the Board.

***Second:*** Commissioner Barka.

***Vote:*** 3 Yea. Unanimous in the affirmative.

Mr. Sturtevant opened the proposals for Juices:

US Food Service  
Sysco  
Crowley Foods – No bid  
Springfield Foodservice

**Motion:** Commissioner Pratt recommended that Bill Sturtevant review and evaluates all the proposals and return with a recommendation to the Board.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

Mr. Sturtevant opened the proposals for Potato Chips:

Springfield Food  
US Food Service  
Sysco

**Motion:** Commissioner Pratt recommended that Bill Sturtevant review and evaluates all the proposals and return with a recommendation to the Board.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

Mr. Sturtevant opened the proposals for Soft Drinks:

Seacoast Coca-Cola Bottling Co.  
Pepsi-cola Company of New England

**Motion:** Commissioner Pratt recommended that Bill Sturtevant review and evaluates all the proposals and return with a recommendation to the Board.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

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

***Report from the Corrections Department – Gene Charron, Superintendent:***

Gene Charron disseminated the Department of Corrections' Report. Today's population is 322.

Gene Charron stated that he wanted to keep the postage machine that he has at \$28 per month instead of the new one. It is a difference of \$100 per month. Even though it is a slower machine, it fits their needs.

***Recommendations from the County Management Team:***

**Motion:** Commissioner Pratt recommended option F11 for the 2003 Health Insurance Scenarios.

**Seconded:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended Delta Dental.

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended a pilot program for Educational Assistance not to exceed \$15,000 for 2003.

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended to renew MSA (Medical Spending Account) for a maximum annually of \$1,000 per employee.

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended to continue the benefit of Short Term Disability except eligibility will be at six months from date of hire.

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended to approve the changes to Chapters I-9, IV-5, IV-6 and V-3, and to the title only of chapter XIV of the Personnel Policies and Procedures Manual.

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended to continue the Dependant Care Program.

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt recommended a change to the employee buyout option as follows: employees may only be eligible for the buyout if the health insurance plan they are covered on is **not** the County Health Insurance and the buyout amount remains \$1,200 annually.

**Seconded:** Commissioner Barrows.

*Vote:* 3 Yea. Unanimous in the affirmative.

*New Business:*

It was suggested that next year we consider taking one of the holidays and converting it to a floating holiday.

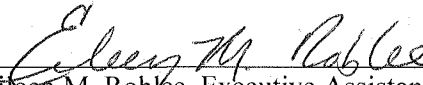
*Moved:* Commissioner Pratt to adjourn.

*Seconded:* Commissioner Barka.


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

Meeting adjourned at 11:20 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,

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



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
November 4, 2002**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Ernest P. Barka, Vice Chairman

Also present: Theresa Young, Director of Finance; Judie Milner, Finance Office, Roy Morrisette, Human Resources; Diane Gill, Human Services Director; Eileen Roblee, Exec. Asst. to the Commissioners.

Commissioner Barrows called the meeting to order at 10:42 a.m.

***Report from the Commissioners' Office:***

***Moved:*** Commissioner Barka to institute an employee incentive plan, effective as of January 1, 2003, for \$50 per quarter per employee for no unscheduled absenteeism for any 24hr position and contingent upon agreeable language.

***Seconded:*** Commissioner Barrows.

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

***Move:*** Commissioner Barka to award the CDBG Kiddie Academy Administrator to Donna Lane.

***Seconded:*** Commissioner Barrows.

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

***Motion:*** Commissioner Barka recommends that the County Health plan stay with GISC.

***Second:*** Commissioner Barrows.

***Vote:*** 2 Yea. Unanimous in the affirmative.

Dianne Gill requested a Non-Public meeting under NHRSA 91A:3 II (c)

***Moved:*** Commissioner Barrows to enter into Non-Public Session under NHRSA Chapter 91A: 3 II (c).

***Seconded:*** Commissioner Barka.

***Roll Call Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
NOVEMBER 4, 2002**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Diane Gill and Eileen Roblee.

Discussion: Rate increase in association with a juvenile.

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 Barrows moved to go out of Non-Public Session.

**Seconded:** Commissioner Barka.

**Vote:** 2 Yea. Motion passed in the affirmative.

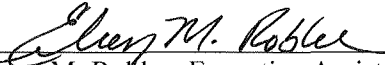
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Barka.

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

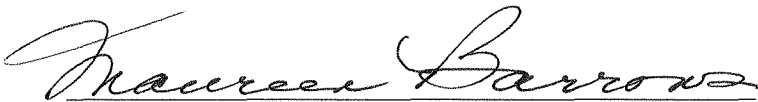
Meeting adjourned at 11:22 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Maureen Barrows, Chair  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
November 26, 2002**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Ernest P. Barka, Vice Chairman

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Asst. Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Tim Dempsey, Asst. Treasurer; Judie Milner, Finance Office; Eileen Roblee, Executive Assistant.

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

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Barka to approve the meeting minutes for the Board Of Commissioners Meeting held on November 4, 2002.

***Seconded:*** Commissioner Barrows.

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

***Moved:*** Commissioner Barka to approve the meeting minutes for the Board Of Commissioners Meeting held on November 12, 2002.

***Seconded:*** Commissioner Barrows.

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

***Moved:*** Commissioner Barka to approve the meeting minutes for the Board Of Commissioners Meeting held on November 19, 2002.

***Seconded:*** Commissioner Barrows.

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

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reported that the Benefits applications are being returned to the Human Resources Department. At this time, half of the employees have returned their packages.

Ms. Roy requested a non-public session.

***Report from the Maintenance and Engineering Department – Jude Gates:***

Ms. Gates disseminated a spreadsheet on the Honeywell project. Ms. Gates requested a brief presentation for next week's Commissioners meeting on the Honeywell project.

Ms. Gates reported that there was a small problem in the lagoon repairs, however, it will be repaired shortly. Also, the new nurses call system is working great. The nurses love the new system. There is a need to modify the contract amount due to the fact that the nurses asked to make some changes. Ms. Gates did incorporate their requests and subsequently results in a \$2,500 contract change. We did budget \$160,000 for this project and we are only at \$140,000 right now.

***Moved:*** Commissioner Barka to approve an increase to the proposal awarded to Signet Electronics for the Nurses' Call Systems in Blaisdell and Fernald for an amount not to exceed \$2,500 per Ms. Gates recommendation.

***Seconded:*** Commissioner Barrows.

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

***Report from the Nursing Home – Nancy Lang***

Ms. Lange gave the census report of the Nursing Home and requested a non-public session.

***Report from the Corrections Department – Gene Charron***

Mr. Charron gave the census report of the Jail.

***Report from the Human Services Department – Diane Gill***

Ms. Gill submitted the Human Services Monthly report for August and September.

***Moved:*** Commissioner Barka to approve the Juvenile Accountability Incentive Block Grant Contract and authorize Commissioner Barrows to sign all documents.

***Seconded:*** Commissioner Barrows.

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

***Report from the Finance Department – Judie Milner***

Ms. Milner stated that the Finance Department is not yet ready to make a decision on the RFP for payroll. Ms. Milner also stated that several attempts have been made to schedule a meeting with Town of Brentwood's officials regarding a tax meeting.



Mr. Dempsey asked the Commissioners to sign a letter to Banknorth regarding insurance. Mr. Dempsey gave the background information pertaining to the situation and what the letter will contain.

Ms. Milner submitted for the Commissioners' review and consideration, write-offs from several departments.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II

**Seconded:** Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
NOVEMBER 26, 2002**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Nancy Lang, and Eileen Roblee.

Discussion: Residency Waiver

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

Discussion: Personnel Issue

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c), Commissioner Barrows 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 Ms. Roy's Recommendation regarding the personnel issue.

**Seconded:** Commissioner Barrows.

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

**Moved:** Commissioner Barka to approve residency waivers.

**Seconded:** Commissioner Barrows.

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

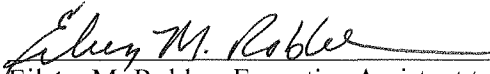
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Barka.

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


Meeting adjourned at 11:27 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Maureen Barrows, Chair  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 2, 2002**

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

Also present: Cathy Stacey, Register of Deeds; Theresa Young, Director of Finance; William Sturtevant, Nursing Home Administrator; Judie Milner, Finance Office; Robbin Grill, CPA, PC, Brent Washburn, Auditor and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:40 a.m.

***Report from the Register of Deeds – Cathy Stacey:***

Ms. Stacey disseminated a copy of the monthly receipts. To date, \$5.1million is what the Registry has collected and approx. \$218,000 in surcharge money. The \$6.5 million transfer tax check had a great impact on the Registry. Ms. Stacey will hand deliver the tax check on December 10<sup>th</sup> to the State. Ms. Stacey stated that \$34.5 million has been paid to the State to date and the County has received \$5.1 million to date.

Ms. Stacey requested a bid waiver for Connor & Connor. Commissioner Pratt asked that she review the recommendation from Mr. Stoughton and that the Finance Department review the line transfers.

Ms. Stacey gave an update to the Court House Issues. It appears that the third floor is not a viable option.

***Report from the Nursing Home – William Sturtevant***

**Motion:** Commissioner Pratt to approve the bid waiver for Wayne Van Gundy, Nursing Home Chaplain, for an hourly rate of \$13 and for not more than seventeen (17) hours a week. For the years 2002 and 2003.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

**Motion:** Commissioner Pratt to approve the bid waiver for Alzheimer's Ease – Music Therapy for the Nursing Home, not to exceed \$16,640.

**Second:** Commissioner Barka.

**Vote:** 3 Yea. Unanimous in the affirmative.

Mr. Sturtevant requested a non-public session.

Ms. Milner presented write-offs requested by the Nursing Home through October 5, 2002. Ms. Young and Mr. Sturtevant requested that an attorney be retained to assist in collecting receivables.

Ms. Milner presented the write-offs requested by Human Services. The County is carrying a receivable of \$1,600 for a security deposit paid on an office lease for the Portsmouth Mediation Program. The Program vacated the premises and the landlord is retaining the security deposit for failure to complete the lease.

Ms. Milner presented the write-offs requested by the Sheriff. The write-offs are associated with employer expenses not billed for deputies for security at the 2001 Deerfield fair and Laconia motorcycle week details.

Ms. Milner presented the write-offs requested by the Treasurer. The County is carrying a receivable for 2001 delinquent tax interest owed.

**Moved:** Commissioner Barka to review write-offs for a vote at next week's Commissioners meeting.

**Seconded:** Commissioner Pratt.

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

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II

**Seconded:** Commissioner Barka.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
DECEMBER 2, 2002**

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

Discussion: Personnel Issue.

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

**Seconded:** Commissioner Barrows.

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

**Moved:** Commissioner Pratt to approve a Rockingham County Supported Residential Care Facility Rate proposal as recommended by William Sturtevant.

**Seconded:** Commissioner Barka.

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

**Moved:** Commissioner Barka to approve the elimination of an account clerk position in the Rockingham County Nursing Home Business Office.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea, 1 Nay. Motion passed in the affirmative.

Ms. Grill and Mr. Washburn, independent auditors, met with the Commissioners for preliminary discussion of audit matters and Countywide evaluation of accounting positions.

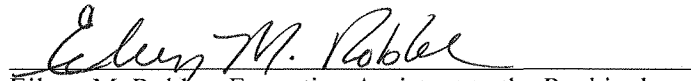
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Barka.

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

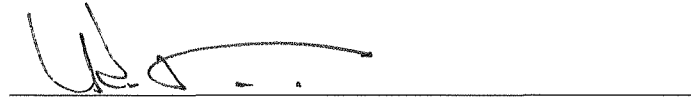
Meeting adjourned at 2:01 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt, Clerk, Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 10, 2002**

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

Also present: Edward Buck, Treasurer; Cathy Stacey, Register of Deeds; Theresa Young, Dir. Of Finance; Jude Gates, Asst. Director, Engineering/ Maintenance; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Frank Stoughton, Mgr. IT/Telecommunications; Rollie Barnaby, UNH Cooperative Extension; Nancy Adams, UNH Cooperative Extension; Betty Moore, Master Gardener for Hampton; Jim Lucy, Honeywell; and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 10:36 a.m.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey reported that she did deliver the tax transfer check to the State. Ms. Stacey stated that her office is extremely busy. Ms. Stacey presented two bid waivers to the Commissioners.

***Moved:*** Commissioner Pratt to approve the bid waiver to Connor & Connor in the amount of \$37,000 with a monthly maintenance fee of \$2,500 for internet implementation per Ms. Stacey's recommendation and pending review of the transfers.

***Seconded:*** Commissioner Barka.

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

***Moved:*** Commissioner Pratt to approve bid waiver to Sharon DeAngelo for telephone upgrade services in the amount of \$2,600 per the recommendation of Ms. Stacey.

***Seconded:*** Commissioner Barka.

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

***Report from the Treasurer – Edward Buck***

Mr. Buck presented to the Commissioners a letter to Banknorth regarding the insurance policy on cash balances. The only change made to the letter is the following language to be added, “all accounts in general funds.”

Mr. Buck submitted the investment policy to be adopted.

***Moved:*** Commissioner Pratt to adopt the Cash Management Investment Policy for 2002 per the recommendation of Mr. Buck.

***Seconded:*** Commissioner Barka.

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

***Moved:*** Commissioner Pratt to approve the write-offs recommended by the Nursing Home in the amount of \$8,891.50 for the AMDC for the years 2000, 2001 and 2002 and to approve the write off in the amount of \$122,911.75 for the Resident Board and Care for the years 1997, 2000, 2001, and 2002.

***Seconded:*** Commissioner Barka.

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

***Moved:*** Commissioner Pratt to approve the write-offs recommended by the Human Services Department in the amount of \$1,600.

***Seconded:*** Commissioner Barka.

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

***Moved:*** Commissioner Pratt to not approve the write-offs for the Sheriff’s Department until requested by the High Sheriff per RSA 104:17 .

***Seconded:*** Commissioner Barka.

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

***Moved:*** Commissioner Pratt to approve that the write-offs recommended by the Treasurer be carried forward to the delegation for approval.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea, 1 Nay. Motion passed in the affirmative.

***Report from the UNH Cooperative Extension – Rollie Barnaby***

Ms. Adams introduced Ms. Betty Moore, Master Gardener from Hampton. Ms. Moore disseminated the 2002 Botanical Garden update. Ms. Moore stated the following accomplishments for the year 2002:

- RCBG Bylaws completed.

- Board of Directors selected.
- Trust filed with NH State Dept.
- Interviewed six landscape architect firms and selected Bill Hoffman, Andover, NH/
- Held two educational events at garden attended by over 300 local residents.
- Bank account opened for Trust.
- Eight new Master Gardener volunteers selected – now totaling 34 Master Gardener volunteers working on RCBG project.

Mr. Barnaby requested a non-public session under RSA 91A:3 II (c)

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton submitted the RFP for Telephone Services.

***Report from the Nursing Home – William Sturtevant***

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

Commissioner Pratt opened the RFP for furniture for the New Assisted Living Facility. Submitted were the following:

- Furniture Options
- Victor Rome Contract Furnishings, Inc.
- Basic American Medical Products
- Twin Rivers, Inc.
- Sunrise Medical Continuing Care
- Frank's Furniture
- Don Sisson
- Creative Office Pavilion

***Motion:*** Commissioner Pratt authorized Mr. Sturtevant to review the proposals and return with a recommendation.

***Second:*** Commissioner Barka.

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

Mr. Sturtevant received three quotes for the purchase of the appliances for the Assisted Living Facility. All the quotes submitted were below \$5,000 and therefore do not need a Bid Waiver. Mr. Sturtevant recommended to the Board the local business of State Street Discount.

Mr. Sturtevant reminded the Board that the Holiday Buffet is next Wednesday, December 18, 2002. Mr. Sturtevant submitted a draft proposal for the plaque for the New Assisted Living Facility.

Mr. Sturtevant requested a non-public session under RSA 91A:3 II (c)

***Report from the Corrections Department – Gene Charron***

Mr. Charron gave the census report of the Jail. Mr. Charron disseminated a copy of NH Dept. of Health and Human Services certificate of appreciation to RC Department of Corrections in



recognition of their partnership in the STD Prevalence Monitoring Project in Correctional facilities 2001-2002. Mr. Charron stated that there were two graduates from the 61<sup>st</sup> Academy.

***Report from the Finance Department – Theresa Young***

Ms. Young stated that 49% of the town taxes are in.

***Report from the Engineering & Maintenance Department – Jude Gates***

Ms. Gates stated that the nurses are very pleased with the new call system. Ms. Gates requested a non-public session under RSA 91A:3 II (e).

Ms. Gates disseminated the Energy Management Systems Overview. Ms. Gates introduced Jim Lucy of Honeywell. Mr. Lucy gave a presentation on the Honeywell project and program overview.

***Motion:*** Commissioner Pratt to approve the Honeywell's Energy Management as presented by Ms. Gates and Mr. Lucy pending legal review.

***Second:*** Commissioner Barka.

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

***Moved:*** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
DECEMBER 10, 2002**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Rollie Barnaby, Jude Gates and Eileen Roblee.

Discussion: Personnel issue

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Jude Gates and Eileen Roblee.

Discussion: Legal matter

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, William Sturtevant, Phyllis Rogers and Eileen Roblee.

Discussion: Personnel issue

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

***Seconded:*** Commissioner Barka.

*Vote:* 3 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 12:45 p.m.

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



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



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 17, 2002**

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

Also present: Theresa Young, Dir. Of Finance; Jude Gates, Asst. Director, Engineering/ Maintenance;  
Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; William  
Sturtevant, Nursing Home Administrator, Diane Gill, Human Services Director; Eileen  
Roblee, Executive Assistant; Larissa Mulkern, Portsmouth Herald.

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

***Report from the Human Resources Department – Martha Roy***

Ms. Roy presented to the Commissioners the GISC Health Insurance Contracts and the ING  
Excess Risk Insurance Agreement.

***Moved:*** Commissioner Barka to authorize the Chairman to sign all documents pertaining to GISC Health  
Insurance and ING Excess Risk Insurance Agreement.

***Seconded:*** Commissioner Barrows.

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

***Report from the Nursing Home – William Sturtevant***

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

***Motion:*** Commissioner Barka to approve the bid for furniture for the Assisted Living Facility to Direct  
Line Furnishings in Epping, in the amount of \$18,496 plus the additional cost of shipping, per the  
recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

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

Mr. Sturtevant reminded the Board that the Holiday Buffet is tomorrow, Wednesday, December 18, 2002. Mr. Sturtevant informed the Board of the resident who will be turning 108 years old and that there will be a birthday party for the resident.

Mr. Sturtevant informed the Board that the Giving Tree received a large donation from a local company, which donates annually.

Mr. Sturtevant submitted the Debt Collection Policy for review and vote at the next Commissioners Meeting.

Mr. Sturtevant requested a non-public session under RSA 91A:3 II (c)

***Report from the Corrections Department – Gene Charron***

Mr. Charron gave the census report of the Jail. Mr. Charron disseminated a copies of the RSA Chapter 30-B edits made by Superintendents. These edits will be submitted to the Delegation for approval.

***Report from the Human Services Department – Diane Gill***

Ms. Gill submitted the monthly report for the month of October for the Department of Human Services. Ms. Gill stated that her department is still coming in at the end of the year with a surplus budget.

***Report from the Finance Department – Theresa Young***

Ms. Young submitted the write-offs for the Sheriff's Department that Sheriff Linehan had requested.

***Motion:*** Commissioner Pratt to approve the write-off recommended by the Sheriff in the amount of \$1,849.42 pertaining to the outside details during motorcycle weekend and the Deerfield Fair.

***Second:*** Commissioner Barka

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

Ms. Young stated that all of the town taxes have been submitted except Newington and Newmarket. Ms. Young presented the payroll system bid award to the Board of Commissioners.

Ms. Young requested a non-public session under RSA 91A :3 II (e).

***Motion :*** Commissioner Pratt to award the bid for payroll system to Munis, in an amount not to exceed \$100,000, per the recommendation of Ms. Young.

***Seconded :*** Commissioner Barka.

***Discussion :*** Ms. Young stated that both the independant consultant and the auditor reviewed the suystem and agree that Munis is the best system for the County.

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

Commissioner Barka disseminated the Long Term Debt Summary. Discussion took place at the good financial standing of Rockingham County.

**Motion** : Commissioner Pratt to authorize Ms. Gates to retain Charlie Tucker, Esq. to review all documents pertaining to the Energy Management Contract.

**Second** : Barka

**Vote** : 2 Yea. Motion passed unanimously in the affirmative. (Commissioner Barrows left the room momentarily)

**Moved**: Commissioner Barka to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II.

**Seconded**: Commissioner Pratt.

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

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
DECEMBER 17, 2002**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, William Sturtevant and Eileen Roblee.

Discussion: Legal Issue

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Nancy Lang, Theresa Young and Eileen Roblee.

Discussion: Workers Compensation

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) & (e), Commissioner Barrows moved to go out of Non-Public Session.

**Seconded**: Commissioner Barka.

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

**Motion**: Commissioner Pratt to concur with an insurance settlement proposed by an insurance carrier.

**Seconded**: Commissioner Barka.

**Vote**: 3 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 12:15 p.m.

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



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



COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROWS' OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
December 30, 2002

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Clerk

Also present: Eileen Roblee, Executive Assistant,.

Commissioner Barrows called the meeting to order at 12:15 a.m.

**Moved:** Commissioner Pratt to award the RFP for copier, printer, scanner services to Conway Office Products Inc., for a three year operating lease of approximately \$700 per month and a service agreement inclusive of parts, labor, toner, developer, drums & staples for \$1160/year following warranty.

**Seconded:** Commissioner Barrows

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

**Commissioners recessed at 12:20 pm for lunch and reconvened at 1:00 pm**

**Moved:** Commissioner Pratt to allow an increase to the Sheehan Phinney Bass & Green retainer for up to 80% of the legal balance on 12/31/02, further that the authorized retainer of \$4,000 for Holland Donovan Beckett & Hermans be moved to the firm of Sheehan Phinney Bass & Green.

**Seconded:** Commissioner Barrows

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

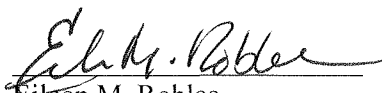
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.


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

Meeting adjourned at 1:20 p.m.

Respectfully submitted,

  
Eileen M. Roblee,  
Executive Assistant

Received by,

  
Katharin K. Pratt, Clerk  
Rockingham County Commissioner