



**COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROW'S OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
January 2, 2003**

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

Present for the preliminary discussion on the Department of Corrections' proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance; Gene Charron, Superintendent and Louise Turner, Office Administrator.

Recessed at 12:15 pm

Reconvened at 1:15 pm

Present for the discussion regarding Position/Salary evaluations for FY 2003 were Commissioner Maureen Barrows, Chair; Commissioner Ernest P. Barka, Vice Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance; William Sturtevant, RCNH Administrator, Roy Morrisette, Asst. Dir. Of HR and conference call with Don Tyler of Human Resource Partners.

Present for the discussion on the preliminary Human Resources Department's proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Ernest P. Barka, Vice Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance and Roy Morrisette, Asst. Dir. Of HR.

Present for the discussion on the preliminary Human Services Department's proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Ernest P. Barka, Vice Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance and Diane Gill, Dir. Of Human Services.

Present for the discussion on the preliminary Treasurer's proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Ernest P. Barka, Vice Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance; Edward Buck, Treasurer and Tim Dempsey, Asst. Treasurer.

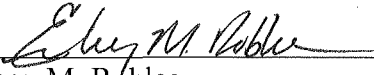
*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 3 Yea. Motion passed unanimously in the affirmative.

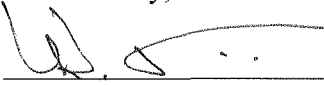
Meeting adjourned at 3:30 p.m.

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee,  
Executive Assistant to the Rockingham County Commissioners

Received by,



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



**COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROW'S OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
January 3, 2003**

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

Present for the preliminary Engineering & Maintenance's proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance and Jude Gates, Asst. Dir. Of Eng. & Maint.

Discussion: Engineering & Maintenance Projects.

Discussion: Engineering & Maintenance budget.

Recessed at 12:00 pm

Reconvened at 12:40 pm

Present for the preliminary Fiscal proposed budget review Commissioner Maureen Barrows, Chair; Commissioner Katharin K. Pratt, Clerk, and Theresa Young, Dir. Of Finance.

Present for the preliminary UNH Cooperative Extension proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance; Gail Ramsey and Karen Blass of UNH Cooperative Extension.

Present for the preliminary Sheriff Department's proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance; Sheriff Dan Linehan; Captain Joe Akerley; Lt. Mark Peirce, and Christine Croto, Business Office Supervisor.

Present for the preliminary IT/Telecommunications proposed budget review were Commissioner Maureen Barrows, Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance; William Sturtevant, RCNH Administrator, and Frank Stoughton, IT/Telecommunications Manager.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:45 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  
COMMISSIONER BARROW'S OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
January 6, 2003

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

Present for the preliminary Register of Deeds' proposed Budget review Commissioner Maureen Barrows, Chair; Commissioner; Commissioner Barka, Vice Chair; Theresa Young, Dir. Of Finance and Cathy Stacey, Register of Deeds via conference call.

Present for the preliminary County Attorney's proposed budget review were Commissioner Maureen Barrows, Chair; Commissionre Barka, Vice Chair; Commissioner Katharin K. Pratt, Clerk; Theresa Young, Dir. Of Finance and James Reams, County Attorney.

*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*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  
January 7, 2003**

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

Also present: Judie Milner, Finance Office, Roy Morrisette, Human Resources; Diane Gill, Human Services Director; Gene Charron, Superintendent; Frank Stoughton, IT/Telecommunications Manager; Eileen Roblee, Exec. Asst. to the Commissioners; Larissa Mulkern, Portsmouth Herald and Mr. Darwin C. Farber, Dept. of Health & Human Services, State Committee on Aging

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

**Moved:** Commissioner Barrows to approve the Commissioner Meeting Minutes for November 11, 2002.

**Seconded:** Commissioner Barka

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to approve the Commissioner Meeting Minutes for December 2, 2002.

**Seconded:** Commissioner Barka

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to approve the Commissioner Meeting Minutes for December 10, 2002.

**Seconded:** Commissioner Barka

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to approve the Commissioner Meeting Minutes for December 17, 2002.

**Seconded:** Commissioner Barka

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to approve the Commissioner Meeting Minutes for December 30, 2002.

**Seconded:** Commissioner Barka

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office***

Ms. Milner presented a General Fund Accounts Receivable Write Off for juvenile transport receivables.

**Moved:** Commissioner Barrows to approve the write off for the Sheriffs Department for juvenile transports in the amount of \$260.20 per the request of Dan Linehan, Sheriff.

**Seconded:** Commissioner Barka

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the the restatement of 12/31/01 fund balance/retained earnings in the following funds:

General	\$610,540.61
Capital	\$ 57,489.29
Health	\$186,046.00

**Seconded:** Commissioner Barka

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home***

Mr. Sturtevant gave the census report for the RCNH.

Bid to open – Health Shake:

Sheehan  
Springfield Food

**Moved:** Commissioner Pratt to have Mr. Sturtevant evaluate the bids and return with a recommendation.

**Seconded:** Commissioner Barka.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

***Report from the Department of Human Services***

Ms. Gill stated that she was notified by Joe Diament, Director of Division for Juvenile Justice Services, that he had received word that Comm. Hill had certified that the arrearage for YDC expenses had been paid. This triggers the development of a memorandum of understanding between the counties and the Division for Juvenile Justice Services.

***Report from the IT/Telecommunications Department***

RFP Opening for Telephone Services:

Conversent Communications  
Bay Ring Communications  
PAETEC Communications Inc.

**Moved:** Commissioner Pratt to have Mr. Stoughton evaluate the bids and return with a recommendation.

**Seconded:** Commissioner Barka.

*Vote:* 3 Yea. Motion passed unanimously in the affirmative.

Mr. Darwin C. Farber, Dept. of Health & Human Services, State Committee on Aging, gave a brief presentation regarding the State Committee on Aging and what the committee has achieved over the past years. Commissioner Barrows invited Mr. Farber to hold a Committee meeting at the RCNH at their convenience in the near future.

*Moved:* Commissioner Pratt to approve the reappointment of Becky Jo Burns as Deputy Register of Deeds for Rockingham County.

*Seconded:* Commissioner Barka

*Vote:* 3 Yea. Motion passed unanimously in the affirmative.

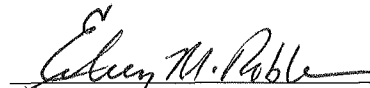
*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:30 a.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 BARROW'S OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
January 8, 2003

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

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

**Moved:** Commissioner Pratt to elect Commissioner Maureen Barrows as Chairman of the Board of Commissioners, Commissioner Ernest P. Barka as Vice Chairman of the Board of Commissioners and Commissioner Katharin K. Pratt as Clerk of the Board of Commissioners.

**Seconded:** Commissioner Barka

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:10 a.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 BARROW'S OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
January 10, 2003

Commissioner Barrows called the meeting to order at 12:00 a.m.

Present for the preliminary Rockingham County Nursing Home's proposed budget review were Commissioner Barrows, Chair; Commissioner Pratt, Clerk; Theresa Young, Dir. Of Finance and William Sturtevant, Nursing Home Administrator.

*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:30 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  
January 21, 2003**

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

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Al Wright, Dep. Superintendent; Diane Gill, Director of Human Services; Kathy Nikitas, Finance Office; Frank Stoughton, IT/Telecommunications; Rollie Barnaby, UNH Coop. Ext.; Marie Capello, Exec. Dir—REDC; Peg Warner, Union Leader; Larissa Mulkern, Portsmouth Herald; Terri Schoppmeyer, Extension Educator and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 10:40 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 January 3, 2003.

***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 January 8, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

Ms. Marie Capello requested County sponsorship of a CDBG Capacity Grant to REDC from the New Hampshire Office of State Planning in the amount of \$30,000.

***Motion:*** Commissioner Barka to approve to bring the CDBG Grant forward to Public Hearing.

**Seconded:** Commissioner Barrows

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Barka to authorize the chairman to sign all documents related to the Kiddie Academy CDBG grant on behalf of the County.

**Seconded:** Commissioner Barrows

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office – Kathy Nikitas***

Ms. Nikitas presented to the Commissioners for signatures, two line item transfers in the Nursing Salary Line and Capital Project Line. The Delegation gave authority to the Commissioners to transfer the amount necessary for the Capital Project and Nursing Salary lines in December of 2002.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census report from the Nursing Home. Mr. Sturtevant reported that due to the fact that there were no bidders for the Gentle Rain Body Wash, he will have to put it out to bid again. Mr. Sturtevant requested a non-public session.

Commissioner Barka opened the bids for Paper Products:

Interboro  
Central Paper  
Portsmouth Paper Co.

**Motion:** Commissioner Barka to have Mr. Sturtevant review the bids and return with a recommendation.

**Seconded:** Commissioner Barrows

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Barka award the bid for Health Shake to Springfield Foods per the recommendation of Mr. Sturtevant.

**Seconded:** Commissioner Barrows

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Engineering and Maintenance Department – Jude Gates:***

Ms. Gates reported that the nurses like the new call system and have identified four additional bathrooms for installation of the emergency hardware.

**Motion:** Commissioner Barka to approve \$1,000 increase to the proposal awarded to Signet Electronics for the nurses' call system per Ms. Gates recommendation.

**Seconded:** Commissioner Barrows

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Ms. Gates reported that the Honeywell contract is being reviewed by Primex and Charlie Tucker Esq. Ms. Gates also reported that notices have been posted regarding "no snowmobiles" on specific County property. These notices were posted due to risk management issues.

***Report from the Department Corrections – Al Wright***

Mr. Wright reported that Superintendent Charron was attending union contract negotiations. Mr. Wright gave the census at the jail. Mr. Wright also reported that the video arraignment hook-up will be ready to go soon with Concord.

***Report from the Human Services Department – Diane Gill***

Ms. Gill recommended that the commissioners award the 6% Incentive Funds

**Moved:** Commissioner Barka to award the following quarterly grants per the recommendation of the 6% Incentive Fund Review Committee:

Rockingham County Juvenile Diversion	\$23,000
Rockingham County Adult Diversion	\$ 7,500
Rockingham County Mediation	\$34,500
Community Diversion Program	\$66,277
The Upper Room	\$60,000
Family Mediation and Juvenile Services	\$27,000
Girls, Inc.	\$14,615
Girls, Inc. (Portsmouth H.S.)	Reserved
Child Advocacy Center	\$70,000
Hampton Child and Family	Award \$ 5,000/\$2,200 reserved
Child and Family Services	\$16,000
Families First Health and Support Center	\$24,830
Sexual Assault Support Services	\$ 5,000
Nichols (Kingston) Public Library	Reserved
Seacoast Diversion Program	Award \$39,000/\$13,000 reserved
Community Child Care Center	\$ 6,000

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

**Total awards/Reserved: \$421,572**

**Seconded:** Commissioner Barrows.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that he is still working through the RFP submittals for telephone services. He is waiting for additional information from Bay Ring Communications prior to making a decision.

***Report from the UNH Cooperative Extension—Rollie Barnaby***

Mr. Barnaby introduced Terri Shoppmeyer, Extension Educator. Ms. Shoppmeyer presented to the Board a wellness incentive program for employees. Ms. Shoppmeyer disseminated an outline of “Smart Steps,” an 8-week program to improve the health of employees by increasing activity level. Smart Steps monitors the distances employees walk through the use of a pedometer. It was the consensus of the Board that this program would be beneficial to Rockingham County employees.

***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  
JANUARY 21, 2002**

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

Discussion: Residency Waiver

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session under RSA Chapter 91A:3 II (c), Commissioner 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 the residency waiver.

***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 11:30 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  
February 4, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Ernest P. Barka, Vice Chairman  
Commissioner Katharin K. Pratt, Clerk (arrived late)

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Cathy Stacey, Register of Deeds; Cindy Castrigno, County Attorney's Office Theresa Young, Finance Officer; Frank Stoughton, IT/Telecommunications Manager; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 10:35 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 January 2, 2003.

***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 January 6, 2003.

***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 January 7, 2003.

***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 January 10, 2003.

**Seconded:** Commissioner Barrows.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the County Attorney's Office – Cindy Castrignano***

Commissioner Barka opened the bid for Technical Computer Support for the County Attorney's Office. The bidders were:

Portsmouth Computer Group (PCG)  
Multimedia Systems  
NEServices

**Move:** Commissioner Barka to have the County Attorney review the bids and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Finance Department – Theresa Young***

Ms. Young stated that the salary subcommittee meeting is Friday, February 7 and reminded the Board of the Executive Committee scheduled for February 14, 2003. Ms. Young reported that she and Mr. Stoughton have been working on including the Budget Summary pages on the Rockingham County web site. Ms. Young reported that year-end is closed. The Finance Department is busy working on the Bond for March.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant presented a bid to be opened for Gentle Rain Body Wash. Prior to opening the bids, Mr. Sturtevant asked the Board to accept a late bid.

**Motion:** Commissioner Barka to accept the late bid by McKesson.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

Commissioner Barka opened the bids for Gentle Rain Body Wash:

McKesson  
Gulf South Medical Supply

**Motion:** Commissioner Barka to have Mr. Sturtevant review the bids and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Barka to award the bid for paper to the low bidders Central Paper and Portsmouth Paper per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant gave the census for the Rockingham County Nursing Home.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey stated that she didn't have much to report. The office hasn't heard anything yet regarding the move. Ms. Stacey did thank the Board for sending a letter to Commissioner Hill allowing the Register of Deeds' Office to review the plans.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates reported that the Engineering and Maintenance Subcommittee meeting went well. There was extensive discussion regarding the Honeywell Project. Ms. Gates stated that she will require a vote authorizing a Commissioner to sign all contract documents.

***Report from the Department of Corrections – Gene Charron***

Superintendent Charron gave the census report of the jail. Mr. Charron reported that he is trying to move the female prisoners quickly from Hillsboro County to alleviate any unnecessary charges. Mr. Charron reported that the video arraignment is ready to go. Training will commence this week.

**Motion:** Commissioner Barka to award the bid for paper plastic to Central Paper, Interboro Packaging and Portsmouth Paper.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Human Services– Diane Gill***

Ms. Gill disseminated the November monthly report.

***Report from IT/Telecommunications – Frank Stoughton***

***Motion:*** Commissioner Barka to award the RFP for telephone services to BayRing Communications per the recommendation of Mr. Stoughton.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed unanimously in the affirmative.

***Motion:*** Commissioner Pratt to approve a bid waiver to Avaya Communications for the telephone service system contract not to exceed \$28,000 per the recommendation of Mr. Stoughton.

***Second:*** Commissioner Barka.

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Report from the Engineering and Maintenance Department – Jude Gates***

***Motion:*** Commissioner Pratt to authorize the Chairman to sign all documents pertaining to the Honeywell contract.

***Second:*** Commissioner Barka.

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Motion:*** Commissioner Pratt to approve a bid waiver for inmate drug testing supplies to Dade Behring/Syva in the amount not to exceed \$9,000 per the recommendation of Superintendent Charron.

***Second:*** Commissioner Barka.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Motion:*** Commissioner Pratt to approve a bid waiver for victim notification service system to APPRIS in an amount not to exceed \$17,369 per the recommendation of Superintendent Charron.

***Second:*** Commissioner Barka.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Pratt to approve a bid waiver for uniforms to Martin's Uniform in an amount not to exceed \$11,900 per the recommendation of Superintendent Charron.

**Second:** Commissioner Barka.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Barka.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

Meeting recessed at 11:27 am

Commissioners Meeting reconvened at 11:30 am.

**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  
February 4, 2003**

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

Discussion: Personnel Matter.

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

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Barka.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.


Meeting adjourned at 12:40 p.m.

Respectfully submitted,

  
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Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_

Katharin Pratt, Clerk  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROWS OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
February 10, 2003**

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

**Also present:** Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent;  
Theresa Young, Finance Officer; and Eileen Roblee, Executive  
Assistant.

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

**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  
COMMISSIONER BARROWS OFFICE  
February 10, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Barka,  
Commissioner Pratt, Martha Roy, Gene Charron, Theresa Young and Eileen Roblee.

**Discussion:** Collective Bargaining

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

**Moved:** Commissioner Pratt to accept the tentative agreement between the County and the State Employee's Assoc. Bargaining Unit #1984 and further to recommend the request for funding be presented to the Rockingham County Executive Committee and Delegation

**Seconded:** Commissioner Barrows.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Barka.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:30 p.m.

Respectfully submitted,



Eileen M. R6blee

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  
February 18, 2003**

Present: Commissioner Maureen Barrows, Chairman

Also present: Martha Roy, Dir. Of Human Resources; Rollie Barnaby, UNH  
Cooperative Extension and Joanne Shultz, Human Resources

A quorum was not met for a Commissioners Meeting.

Commissioner Barrows called the Public Hearing to order at 11:00 a.m.

***Rockingham County CDBG Public Hearing***

Public Hearing, February 18, 2003, 11:00 am

Community Development Block Grants 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, and additional funds for Capacity Building.

1. Purpose of Community Development Block Grant Funding request:

A proposed application to the New Hampshire Office of State Planning for up to \$30,000 in community Development Block Grant Funds for the Rockingham Economic Development Corp. (REDC) Capacity Building Project. The funds, \$15,000 for 2002 expenses and \$15,000 for 2003 expenses, or \$30,000 for 2003 expenses, will be used for the administrative expenses of the operation of REDC.

2. Discuss the Housing and community Development Plan

The County's Housing and Community Development Plan includes the goal of encouragement of regional economic development efforts to increase quality industrial and commercial development. Encouragement of the expansion and retention of employment opportunities for the county's residents. These are short term goals.

3. Discuss the Residential Antidisplacement and Relocation Assistance Plan



Although this project does not involve any displacement or relocation of person, if the County were to undertake a project that 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.

4. Discuss the progress of the REDC/Kiddie Academy CDBG project.

The loan of \$280,000 from REDC t Kiddie Academy will occur in February. The daycare is scheduled to open in March. It is anticipated that 27.5 full time equivalentents will be created by December 2003.

The project is progressing on schedule.

### **Housing and Community Development Plan**

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.

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 1983 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 resident, 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.

### **Displacement and Relocation Certification Rockingham County**

#### **Residential Antidisplacement and Relocation Assistance Plan**

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 Residential Anti-Displacement and Relocation Assistance Plan shall provide:

1. One-for-one replacement of low/moderate income dwelling units.
2. Replacement of low/moderate income units may be provided by any governmental agency or private developer.
3. Units will be sufficient in number and size to house no fewer than the number of occupants who could have been housed in units demolished or converted; for example a 2-bedroom unit with 2 1-bedroom units.
4. Units will be in standard condition.
5. All units will initially be made available for occupancy during the period beginning one year before the state recipient's submission of the information and ending three years after the commencement of the demolition or rehabilitation related to the conversion.
6. Units must be designed to remain low/moderate income dwelling units for at least 10 years from the date of initial occupancy.
7. Before the recipient enters into a contract committing it to provide funds under this point for any activity that will directly result in the demolition of low/moderate income dwelling units or conversion to another use, the County will make public and submit the following information in writing to the State:
  - a. A description of the proposed activity;
  - b. The location on a map and the number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units;

- c. A time schedule for the commencement and completion date of the demolition or conversion;
- d. If the above information is not available at the general submission, the specific location and number of units by size will be submitted and disclosed to the public as soon as it is available;
- e. The source of funding and a time schedule for the provision of replacement dwelling units;
- f. The basis for concluding that each replacement dwelling unit will remain a low/moderate income for at least ten (10) years;
- g. Provide information that the proposed replacement of low/moderate income dwelling units with smaller dwelling units (e.g. a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of low/moderate income households in the recipient's jurisdiction.

Optional relocation assistance, under Section 570.496a revised 4/1/94 570.488 of the Act, may provide relocation payments and other relocation assistance to persons displaced by activities not subject to the URA, only with permission from the State.

### **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.

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Chairman, Board of Commissioners

2/18/03

**Rockingham County  
CDBG Public Hearings**

Public Hearings, February 18, 2003, 11:00 am

Commissioner Barrows open Public Hearing on the Proposed Capacity Building Project.

Community Development Block Grants 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, and additional funds for Capacity Building.

Purpose of Community Development Block Grant Funding request:

A proposed application to the New Hampshire Office of State Planning for up to \$30,000 in Community Development Block Grant Funds for the Rockingham Economic Development Corp. (REDC) Capacity Building Project. The funds, \$15,000 for 2002 expenses and \$15,000 for 2003 expenses, or \$30,000 for 2003 expenses, will be used for the administrative expenses of the operation of REDC.

Public Comments:

There were no public comments.

Commissioner Barrows closed the Public Hearing on the Proposed Capacity Building Project.

Commissioner Barrows opened the Public Hearing on the County's Housing and Community Development Plan.

Discussion on the Housing and Community Development Plan.

The County's Housing and Community Development Plan includes the goal of encouraging regional economic development efforts to increase quality industrial and commercial development and encouraging the expansion and retention of employment opportunities for the County's residents. These are short term goals.

Public Comments:

There were no public comments.

Commissioner Barrows closed the Public Hearing on the County's Housing and Community Development Plan.

Commissioner Barrows opened the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan.

Discuss on the Residential Antidisplacement and Relocation Assistance Plan.

Although this project does not involve any displacement or relocation of persons, if the County were to undertake a project 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.

Commissioner Barrows asked for public comments:

There were no public comments.

Commissioner Barrows closed the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan.

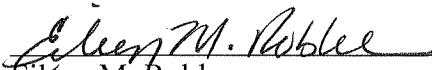
The Commissioners will vote on adopting the Housing and Community Development Plan at the next Commissioners Meeting.

The Commissioners will vote on adopting the Residential Antidisplacement and Relocation Assistance Plan at the next Commissioners Meeting.

The Commissioners will vote on adopting the submittal of the CDBG application and on authorizing the Chairman to sign and submit the application at the next Commissioners Meeting.

Meeting adjourned at 11:10 a.m.

Respectfully submitted,



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Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



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Maureen Barrows, Chair

Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
February 21, 2003**

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

**Also present:** Nancy Lang, Director, Ernest P. Barka Assisted Living  
Community; Gene Charron, Superintendent; Frank Stoughton,  
Manager, IT/Telecommunications, and Eileen Roblee, Executive  
Assistant.

Commissioner Barrows called the meeting to order at 12:05 p.m.

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of  
Commissioners Meeting held on January 21, 2003.

***Seconded:*** Commissioner Barka.

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – Nancy Lang***

Ms. Lang disseminated admissions application for the Nursing Home.

***Moved:*** Commissioner Pratt to split the award for the bid for Gentle Rain Body Wash to  
both bidders, McKesson and Gulf South per the recommendation of Ms. Lang.

***Seconded:*** Commissioner Barka

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Report from the Corrections Department – Gene Charron***

***Moved:*** Commissioner Pratt to approve the service agreement for a sole source vendor for UPS battery backup for security at the Jail to POWERWARE, in an amount not to exceed \$1,310.00 and authorize the Chairman to sign all documents per the recommendation of Superintendent Charron.

***Seconded:*** Commissioner Barka

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Report from the IT/Telecommunications Department – Frank Stoughton***

***Moved:*** Commissioner Pratt to approve the contract and authorize the Chairman to sign all documents for the service agreement for telecommunications to BayRing.

***Seconded:*** Commissioner Barka.

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Barrows to adjourn.

***Seconded:*** Commissioner Barka.

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 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  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
March 4, 2003**

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

**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; Theresa Young, Finance Officer; Jim Reams, County Attorney; Frank Stoughton, IT/Telecommunications Manager; Eileen Roblee, Executive Assistant; Marie Capello, Exec. Dir., Rockingham Economic Development Committee; and the SEA Local 1984 Union Negotiating Team of: John L. Willey, Henry Raymond, Michael Marriott, Brian Mitchell, James Warden Jr. and Bruce Chamberlain.

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

***Report from the Commissioners Office – Maureen Barrows, Chair***

Martha Roy presented the contract between the County of Rockingham and State Employees' association of New Hampshire, Inc., Local 1984 Service Employees' International Union AFL-CIO, CLC.

***Moved:*** Commissioner Barka to approve the contract between the County of Rockingham and State Employees' association of New Hampshire, Inc., Local 1984 Service Employees' International Union AFL-CIO, CLC.

***Seconded:*** Commissioner Barrows

***Vote:*** 2 yea, Motion passed in the affirmative.



**Moved:** Commissioner Barka to authorize the Chairman to sign all relative documents for the execution of the contract between the County of Rockingham and State Employees' association of New Hampshire, Inc., Local 1984 Service Employees' International Union AFL-CIO, CLC.

**Seconded:** Commissioner Barrows

**Vote:** Motion passed in the affirmative.

**Moved:** Commissioner Barka to approve the meeting minutes for the Board Of Commissioners Meeting held on February 4, 2003, February 10, 2003, February 18, 2003 and February 21, 2003.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Barka to authorize the submission of the Rockingham Economic Development Corporation Capacity Building Project Application.

**Seconded:** Commissioner Barrows

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Barka to adopt the Rockingham County Housing and Community Development Plan.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Barka to adopt the Rockingham County Residential Antidisplacement and Relocation Assistance Plan.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Barka to authorize the Chair to sign all other documents related to this Capacity Building Project Grant.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report for the County Attorney's Office – Jim Reams***

Mr. Reams presented a RFP award for Technical Computer Support.

**Motion:** Commissioner Barka to award the RFP for Technical Computer Support in the County Attorney's Office to NEServices for an annual contract not more than \$10,000 per the recommendation of Mr. Reams.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Mr. Reams updated the Commissioners on the Court House move. Mr. Reams is waiting for Mr. Hill to document in writing that this move would not be a cost to the County. Mr. Reams also indicated that he would like to meet with the Commissioners and Jude Gates regarding the move of RCAO.

***Report from the Finance Department – Theresa Young***

Ms. Young stated that the payroll system is moving along with Munis. They are looking at April 1 as the date that it should be implemented. Ms. Young requested that Nancy Lang assist in the bond rating for the Assisted Living project.

Ms. Young requested a non-public session.

Commissioner Barrows asked Ms. Young to explain the abatement papers for Brentwood. Ms. Young stated that the Finance Office has been trying to schedule a meeting with the town of Brentwood to see how the property taxes went up from one half a million to one million dollars. Ms. Young stated the finance office wanted to see how the valuation was established. Since their attempts at getting a meeting was unsuccessful, Ms. Young stated that if the County submits these abatement papers, the town has to meet with the County.

***Report from the Nursing Home – Nancy Lang***

Ms. Lang gave the census report for the Nursing Home. Ms. Lang stated that the fire department did a walk through of the Assisted Living Facility and signed off on the papers. Ms. Lang also stated that she feels that the facility should be ready to open by the end of March or early April.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy updated the Board on the Smart Steps program. She stated that it should be underway some time in April.

Ms. Roy requested a non-public session.

***Report from the Maintenance and Engineering Department – Jude Gates:***

Ms. Gates updated the Board on the Courthouse meetings. She has been invited to attend the bi-weekly meetings. Ms. Gates also stated that the State of NH came in and did a surprise inspection.

Ms. Gates informed the Board that the fire department did a walk-through of the Assisted Living Facility last Monday night. The fire department wanted to familiarize themselves with the layout while the facility was still empty. The fire department are very pleased with the safety measures the Assisted Living Facility has taken.

***Report from the Corrections Department – Gene Charron***

Supt. Charron gave the census report of the Jail. Supt. Charron informed the Board that the line item for women inmates has already been surpassed for the year.

Commissioner Barka opened the RFP for Inmates Personal Care Items:

Bob Barker Co., Inc.  
Walter F. Stephens Jr., Inc.  
Supreme  
American Co. – No Bid  
Americare Products  
Barber Razor Blade Co.

***Moved:*** Commissioner Barka to have Supt. Charron review the bids and return with a recommendation.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill submitted the Human Services Monthly report for December. Ms. Gill informed the Board that Jim Monahan of NHACo will be attending a meeting regarding the Bed Tax.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Commissioner Barka opened the RFP for Technical Support:

Multi Media Systems  
NEServices.Net  
TTLC Internet & IT Solutions

***Moved:*** Commissioner Barka to have Mr. Stoughton review the bids and return with a recommendation.

***Seconded:*** Commissioner Barrows.

***Vote:*** 3 yea. Motion passed 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  
MARCH 4, 2003**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Barka, Commissioner Pratt, Nancy Lang, Martha Roy and Eileen Roblee.

Discussion: Personnel

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

*Moved:* Commissioner Barka to approve Ms. Roy's Recommendation to partially approve the exception request of the Earned Time Sick Pool policy for an employee due to special circumstances."

*Seconded:* Commissioner Barrows.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

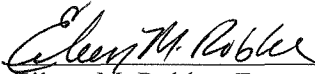
*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Barka.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:47 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt, Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROWS' OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
March 6, 2003**

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

**Also present:** Martha Roy, Director of Human Resources; Judie Milner, Finance Office and Eileen Roblee, Executive Assistant.

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

Ms. Roy stated that the Office of State Planning billed the County for \$55.95 from an occurrence in 2001. The Finance department would like to dispute this bill.

A discussion took place as to the different repercussions of paying vs. not paying this bill. Commissioner Barrows suggested that maybe the bill could be paid with a letter of protest. Commissioner Pratt stated that she would like to see Donna Lane at the next regularly scheduled Commissioners Meeting to discuss the Administration of our CDBG grants.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONER BARROWS' OFFICE  
MARCH 6, 2003**

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

Discussion: 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 Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the renewal of the Specialty Underwriters' Contract and authorize the Chairman to sign all documents.

**Seconded:** Commissioner Barrows.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

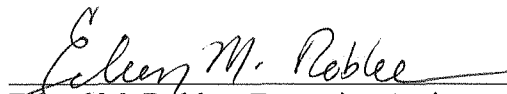
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:15 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
March 18, 2003**

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

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; Bill Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Tim Dempsey, Asst. Treasurer; Frank Stoughton, IT/Telecommunications Mgr.; Rollie Barnaby, UNH Extension; Eileen Roblee, Executive Assistant. Also present were David Barka, Donna Lane, CDBG Grant Administrator; Larissa Mulkern, Portsmouth Herald, and Crag Blackwell, Crowley Foods.

Commissioner Barrows called the meeting to order at 10:36 a.m.

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on March 4, 2003.

***Seconded:*** Commissioner Barrows.

***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 March 6, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Treasurer's Office – Tim Dempsey***

Mr. Dempsey presented, for the Board's review, the request for proposal for investment advising services.

***Report from the Finance Office – Theresa Young***

Ms. Young stated that the finance office is in the process of trying to obtain a better bond rating. Ms. Young stated that she spoke with the County's financial advisor who

mentioned that the week of April 1, would be open to get updates as to how things are going at the county with Moodies. After that begins the bond schedule. The first open date to do anything on the bond is April 15. The financial advisor asked if the Commissioners could be available to answer questions on April 8<sup>th</sup> even though it is not a scheduled meeting week. It does not have to be the eighth of April, however, the financial advisor wanted to know just in case she could not make the April 15<sup>th</sup> Commissioners Meeting.

Ms. Young requested a non-public session.

Ms. Young presented a transfer request for the corrections department and a write-off for the Nursing Home recommended by the auditor. Ms. Young indicated that the amount presented for the write-off was the better figure due to the new policy put in place that was reviewed by legal counsel.

**Moved:** Commissioner Pratt to approve the additional write-off for the Nursing Home in the amount of \$107,329.72 per the recommendation of the auditor.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.

***Report from the Nursing Home – William Sturtevant.***

Mr. Sturtevant gave the census for the Nursing Home. Mr. Sturtevant stated that we have received to date, \$250 in the Ernest P. Barka Assisted Living Community Fund. Mr. Sturtevant presented a Bid Waiver for art work for the Assisted Living Facility.

Commissioner Barrows asked why Mr. Sturtevant has presented this waiver and what art are we purchasing for this amount. Mr. Sturtevant stated that the vendor was chosen by Mr. Rines. Mr. Sturtevant did state that they did take into consideration Commissioner Barka's requests regarding artwork and what should go in the Assisted Living Facility.

**Moved:** Commissioner Pratt to approve the bid waiver for J. Posner, Fine Art for art work in the Assisted Living Facility in the amount of \$9,310 per the recommendation of Mr. Sturtevant.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.

Commissioner Pratt opened the bid for Coffee:

Donahue Bros.  
Auto Crat  
WHF

**Moved:** Commissioner Pratt to have Mr. Sturtevant review the bids and return with his recommendation.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.



Commissioner Pratt opened the bid for Orange Juice:  
Garelick Farms  
Crowley Foods

**Moved:** Commissioner Pratt to have Mr. Sturtevant review the bids and return with his recommendation.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.

Commissioner Pratt opened the bid for Milk:  
Garlelick Farms  
Crowley Foods

**Moved:** Commissioner Pratt to have Mr. Sturtevant review the bids and return with his recommendation.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates stated that Peter Goodwin, from the State House, requested to reschedule the Court House meeting that was canceled the previous week. Commissioner Barrows suggested to schedule the meeting for Tuesday, March 25<sup>th</sup> at 10:30 in the Commissioner's Conference room. Ms. Gates stated that the State would like to present their plan directly to the Commissioners. Ms. Gates also stated that she did get a copy of the Health survey that the State distributed in the Court House. It is about eleven pages long and approximately 85% had responded. This survey was directed to all the employees at the Court House.

Commissioner Barrows stated to the Division Directors that they, if they choose, could change the day of their meeting if Tuesdays are not good for individuals.

***Report form the Department of Corrections – Supt. Charron***

Supt. Charron gave the population at the jail. Supt. Charron noted that the number of beds vs the number of inmates are very close. The population is high and is stagnant. Supt. Charron disseminated a graph which shows the number of inmates compared to previous years. He also noted that come the summer months, the population increases.

Supt. Charron also disseminated a report on the women incarcerated. Currently the cost per month to incarcerate female prisoners at Hillsboro County is \$27,300. Supt. Charron then noted a second costly issue of medial attention to inmates. One inmate in particular, costs the county \$6,800 per month. As of this date, Rockingham County has already exceeded the 2003 Prime Care cap of

\$40,000 which normally takes us through the year. This means that Rockingham County now will pay for outside services.

Supt. Charron would like to request additional funds at the Budget Hearing scheduled for Wednesday, March 19, 2003. Under contracted medical care (#54806), Supt. Charron recommends an additional \$150,000 and an additional \$150,000 for inmates at other facilities (#54816).

The Superior Court has sent a letter to convene a meeting to discuss the issues of the bail amounts, amount of days inmates are waiting for pretrial and juries.

Supt Charron stated the State has no interest in and no money to paying for the maintenance fee on the Video Arraignment program. The fee is approx. \$154 per week, \$5,188 per year.

**Moved:** Commissioner Pratt to award the bid for inmates personal care items to Amercare Products, Bob Barker Co and Walter Stephens Co per the recommendation of Supt. Charron.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.

Commissioner Pratt opened the bid for inmates institutional supplies:

- ATD-American Co.
- Bob Barker Co.
- Greenbrook Industries
- Robinson Textiles
- Stephens Inc.
- Textile Sales Inc.
- ACME Supply Co. LTD
- Pacific Link
- Charm Tex
- Goaltex Corp.

**Moved:** Commissioner Pratt to have Supt. Charron review the proposals and return with a recommendation.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously.

***Report from the Human Services Department – Diane Gill***

Ms. Gill reminded the Commissioners of the State County Finance Meeting in Concord for Wednesday, March 19. Thursday there will be a briefing at the State House on the HB663 which is the old SB409. Following that briefing, Ms. Gill stated that they will talk about the proposed amendments that Health and Human Services are requesting.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton presented the Bid Waiver for DocStar Imaging System to the Commissioners. Mr. Stoughton stated that there is only one local vendor in the area who supports this system. Mr. Stoughton also stated that he recommends we lease it through Direct Leasing out of Portsmouth. Mr. Stoughton stated that after a few phone calls regarding lease pricing and interest rates Direct Leasing was the lowest. Mr. Stoughton would like to lease for three years at \$20,650 for the upgrade purchase at \$633.80 per month. A discussion followed regarding the background information on this system and vendors.

Commissioner Pratt requested time to review the backup.

Mr. Stoughton also presented an RFP award for technical support to be split between NEServices.net and MultiMedia Systems.

***Moved:*** Commissioner Pratt to approve the RFP award to NEServices.net for not more than \$9,000 and MultiMedia Systems for not more than \$10,880 per the recommendation of Mr. Stoughton and authorize the Chair to sign all documents.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

Mr. Stoughton also wanted to mention that our new telephone service company, BayRing, is working hard to get the County switched over for tentatively mid April.

***Report from the Human Resources Department – Martha Roy***

Commissioner Pratt opened the proposal for EAP:  
Behavioral Health Network

***Moved:*** Commissioner Pratt to have Ms. Roy review the bid and return with a recommendation.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed unanimously.

Commissioner Barrows introduced Donna Lane, CDBG Administrator.

Commissioner Pratt requested to enter into Non-Public.

***Moved:*** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II

***Seconded:*** Commissioner Pratt.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
March 18, 2003**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Martha Roy, Theresa Young, Donna Lane and Eileen Roblee.

Discussion: Administration of the CDBGs.

Those present for NHRSA 91A:3 II (c & e) were Commissioner Barrows, Commissioner Pratt, Theresa Young and Eileen Roblee.

Discussion: Contracting practices.

Discussion: Legal 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 (c & e), Commissioner Barrows moved to go out of Non-Public Session.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

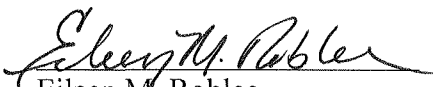
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

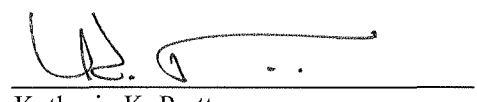
**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:14 p.m.

Respectfully submitted,

  
Eileen M. Roblee  
Executive Assistant

Received by,

  
Katharin K. Pratt  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
April 1, 2003**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Tim Dempsey, Asst. Treasurer; Theresa Young, Finance Officer; Rollie Barnaby, UNHCE; Claudia Boozier-Blasco, UNHCE, and Joanne Shultz, Human Resources.

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

***Report from the Commissioners' Office – Maureen Barrows***

Ms. Young explained to the Commissioners the purpose of the Bid Waiver for Specialty Underwriters. At this point in time, Specialty Underwriters are the only vendor that can offer a maintenance service agreement to the County.

***Moved:*** Commissioner Pratt to approve a Bid Waiver for Specialty Underwriters for a maintenance service contract in the amount of \$76,899.

***Second:*** Commissioner Barrows

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Finance Department – Theresa Young***

Mr. Dempsey informed the Commissioners that they are moving ahead with refunding the County's bonds and putting the Assisted Living bond bid out on April 14. The rates have increased which is not favorable at this time for the County. If the rates come back and are not beneficial to the County, then they will put it on hold.

Ms. Young requested a non-public session for legal matters. The new pay plan was accepted and Julie Hoyt sent out the letter to the Department Heads.

***Report from the Nursing Home – William Sturtevant***

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

***Motion:*** Commissioner Pratt to award the bid for coffee to Donahue Bros. in the amount of \$13,944.38 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Motion:*** Commissioner Pratt to award the bid for milk to Garelick Farms in the amount of \$2,865.96 per week per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Motion:*** Commissioner Pratt to award the bid for orange juice to Garelick Farms in the amount of \$1.28/half gallon per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

Mr. Sturtevant requested a non-public session for a residency waiver. Mr. Sturtevant also informed the Commissioners about HB 663. Mr. Sturtevant and Ms. Gill elaborated on the pros and cons of the HB 663. The Bill is becoming very complicated and both Mr. Sturtevant and Ms. Gill have concerns if it is not funded properly.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy stated that the Human Resources Department would be holding an Administrative Professional Day on April 23, 2003 and a second day for those who could not attend the first.

Commissioner Barrows inquired as to the status of the Smart Steps Program. Ms. Roy stated that the pedometers will be arriving soon and that they will be distributed to the Departments on Friday of this week. Ms. Roy also stated that only one vendor responded to the RFP for the Employee Assistance Program.

***Motion:*** Commissioner Pratt to award the RFP for the Employee Assistance Program to Resource Management Consultants in the amount not to exceed \$38,556 for the period of 4/1/03 through 5/31/05 per the recommendation of Ms. Roy.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates requested a non-public session. Ms. Gates reported that the Honeywell installation is going well. She also reported that the County would like to do an extra amount of drainage work that would improve the conditions. This would be considered a change order to Rome Construction. Commissioner Barrows asked if the old railroad ties could be removed from in front of the old Administration building. Jude replied that they could be removed and the area cleaned.

***Motion:*** Commissioner Pratt to approve a change order to the Bid Waiver to Rome Construction to increase an existing contract for additional drainage work in the amount not to exceed \$5,250 per the recommendation of Ms. Gates.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census report for the jail. Supt. Charron also disseminated a graph on the increase of population at the jail for the past three years. Commissioner Barrows made several recommendations and stated that it looks like the time has come for the County to act and not wait until the County is forced to react. There will be a meeting on Thursday at 2:30, Commissioner Barrows suggested that Ms. Gill request Ms. Barnes attend.

***Motion:*** Commissioner Pratt to award the RFP for Inmate institutional supplies according to the attached spreadsheet per the recommendation of Supt. Charron.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

Supt. Charron elaborated on the video arraignment.

***Motion:*** Commissioner Pratt to approve the arrangement of the installation of the video arraignment equipment pending answers of outstanding questions and Ms. Young's input.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill disseminated the H. S. monthly report for the month of January. Ms. Gill also elaborated on the HB 663.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that the phone service should be finalized by next week and that he does not expect any problems in the switch over.

Commissioner Pratt opened the bid for PCs:

***Motion:*** Commissioner Pratt moved to have Frank Stoughton review the bids and return with a recommendation.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the UNH Cooperative Extension – Rollie Barnaby***

Mr. Barnaby requested that the County authorize acceptance of a gift from the “Kids with Voices” program that is dissolving and decided to give the remaining funds as a gift to UNH Ext. Mr. Barnaby introduced Ms. Boozier-Blasco. Ms. Boozier-Blasco elaborated on the gift from “Kids with Voices”. She stated that the funds would be used over a three year period for the implementation of the “Supportive connection for single parents and their children.” Ms. Boozier-Blasco stated that she has spoken with the Finance Officer about the funds and how it will be used.

***Motion:*** Commissioner Pratt to authorized the UNHCE to accept a gift from “Kids with Voices in the amount of \$9,000 to the County for the Extension and that \$9,000 in appropriations from the grant line be made available for the implementation of the “supportive connection for single parents and their children”.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Moved:*** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II.

***Seconded:*** Commissioner Pratt.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
April 1, 2003**

Those present for NHRSA 91A:3 II (c & e) were Commissioner Barrows, Commissioner Pratt, Jude Gates, and Joanne Shultz.

Discussion: Legal issues on the Lagoon.



Those present for NHRSA 91A:3 II (c & e) were Commissioner Barrows, Commissioner Pratt, William Sturtevant and Joanne Shultz.

Discussion: Residency Waiver.

Discussion: Leasing space to another county facility on a temporary basis.

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

Discussion: Legal 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.

**Second:** Commissioner Pratt .

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to accept the residency waiver per the recommendation of Mr. Sturtevant

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to explore possibility of leasing space to another County facility on a temporary basis.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Barrows to authorize Eileen Roblee as the HIPAA Coordinator according to RSA 91A:3 II

**Second:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed in the affirmative.

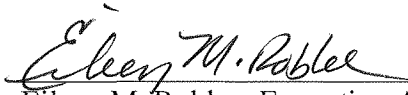
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed in the affirmative.

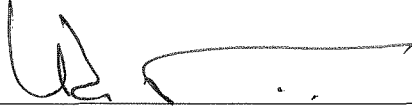
Meeting adjourned at 12:15 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt  
Rockingham County Commissioner



**COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROWS' OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
April 10, 2003**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:34 a.m.

***Report from the Maintenance and Engineering Department – Jude Gates***

Ms. Gates presented an update on the Court House air quality project. Ms. Gates stated that the State is ready to commence work on the Court House on Monday, April 28. The MOU's have been signed by the Register of Deeds, the County Attorney and the State. Ms. Gates stated that there would be sufficient room in the barn for the State to house some items in the interim along with the County Attorney's items. Ms. Gates also stated that the State was willing to build the County Attorney's Office a new secure entrance way.

Ms. Gates and Mr. Clayton were present at the meeting when the State informed them that the State would be conducting a "re-balance" of the air handling system after the clean up. The State also informed them that there may not be sufficient air for all areas due to the fact that the some occupied space was originally designated as storage. Ms. Gates stated that this is not only an issue of air quality but air quantity, specifically for the Deeds Office.

Ms. Gates stated that she did have a request from the State asking that the Commissioners write a letter acknowledging that the project is acceptable as outlined.

Commissioner Pratt suggested that the letter be drafted with the contingency of acceptable air quantity, as well as quality, be met, as part of the project.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy disseminated a copy of the Education Assistance Program and a discussion followed.

Ms. Roy also disseminated a document from the Commissioners' attorney and asked that they review and approve the language. Ms. Roy stated that final original signed copies must be sent to the attorney's office on Monday afternoon.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant stated that the new smoking policy goes into effect on Tuesday, April 15<sup>th</sup> and is still working on creating a smoking room for the residents. Mr. Sturtevant stated that the ladies locker room in one option. Ms. Gates priced the automatic door and Honeywell can take care of the smoke under the air quality work. They are looking to fund the cost of the doors at approx \$5,000. A discussion took place as to what line the money can be transferred from and into.

Mr. Sturtevant presented four bid waivers/change orders for approval.

***Motion:*** Commissioner Pratt to approve the change order to the RFP Award to AC Furniture in the amount of \$7,395.05 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Motion:*** Commissioner Pratt to approve a bid waiver for furniture for the model rooms in the Assisted Living Facility to Furniture Option in the amount of \$8,355.70 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Motion:*** Commissioner Pratt to approve the bid waiver to US Foods Service for dishes, flatware, country kitchens and formal dining rooms in the Assisted Living Facility in the amount of \$5,417.66 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Motion:*** Commissioner Pratt to approve the bid waiver for computer equipment in the Assisted Living Facility to Insight in the amount of \$7,648.30 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

*Motion:* Commissioner Barrows to recess for lunch.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed in the affirmative.

Meeting recessed at 12:25

Meeting reconvened at 1:25

***Report from the Finance Department – Theresa Young***

*Motion:* Commissioner Pratt to accept the bids for bonds of \$4.7 million and bond refunding of \$2.8 million from our financial advisor First Southwest.

*Second:* Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

*Motion:* I, the Chairman of the Board of County Commissioners of the County of Rockingham, New Hampshire, certify that notice of the time and place of the meeting of the Board held April 10, 2003 was posted in two appropriate public places in the County at least 24 hours, exclusive of Sundays and legal holidays, before said meeting, that all members of the Board were duly notified and a quorum was present at the meeting which was open to the public, that the minutes of the meeting have been promptly recorded and have been made open to public inspection, all in accordance with RSA 91-A:2 and that the following votes were unanimously passed, all of which appears in the official records of the Board:

Voted: that the sale of the \$4,685,000 Public Improvement Bonds, Series A of the County dated April 15, 2003, to UBS PaineWebber Inc. at the price of \$4,700,849.40 and accrued interest is hereby confirmed. The bonds shall be payable on April 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2004	\$675,000	4.00%
2005	670,000	2.00
2006	670,000	2.00
2007	670,000	2.25
2008	670,000	2.50
2009	665,000	2.75
2010	665,000	3.00

Further Voted: that the sale of the \$2,785,000 Refunding Bonds, Series B of the County dated April 15, 2003, to First Southwest Company at the price of \$2,832,600.99 and accrued interest is hereby confirmed. The bonds shall be payable on December 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2003	\$1,360,000	2.00%
2004	1,425,000	3.00

Further Voted: that the consent dated April 10, 2003 to the financial advisor bidding for the bonds is hereby confirmed.

**Second**: Commissioner Pratt.

**Vote**: 2 yea. Motion passed in the affirmative.

**Motion**: Commissioner Pratt to authorize the chairman to sign all necessary bond related documents.

**Second**: Commissioner Barrows.

**Vote**: 2 yea. Motion passed in the affirmative.

**Motion**: Commissioner Pratt to correct the bid waiver to US Foods Service to the amount of \$6,707.66.

**Second**: Commissioner Barrows.

**Vote**: 2 yea. Motion passed in the affirmative.

**Moved**: Commissioner Barrows to adjourn.

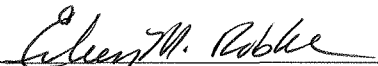
**Seconded**: Commissioner Pratt.

**Vote**: 2 Yea. Motion passed in the affirmative.

Meeting adjourned at 2:21 p.m.

Respectfully submitted,

Received by,



Eileen M. Roblee  
Executive Assistant



Katharin K. Pratt  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
April 15, 2003**

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

Also present: Cathy Stacey, Register of Deeds; Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Sandy Buck, Treasurer; Tim Dempsey, Asst. Treasurer; Theresa Young, Finance Officer; Kathy Nikitas, Finance Office; Frank Stoughton, IT/Telecommunications Manager; Lt. Mark Peirce, and Eileen Roblee, Executive Assistant.

Also present: Claudia Finlay, Nursing Home; Denise Beaumier, Nursing Home; Jacqueline Maurice, Nursing Home, and Larissa Mulkern, Portsmouth Herald.

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

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant introduced Claudia Finlay, the In-Service Coordinator for the Nursing Home and two of the four first graduates from the Nursing Home's Medication Nursing Assistance program, Jackie Maurice and Denise Beaumier. Mr. Sturtevant also stated that they are the first employees in the State to have graduated from such a program. Mr. Sturtevant also recognized Ms. Finlay for putting the whole program together that is now being replicated in other Counties. Ms. Finlay gave an overview of the program.

Mr. Sturtevant gave the census report for the Nursing Home. Mr. Sturtevant noted that there are 22 completed applications for the Assisted Living Facility and that there are three residents scheduled to move in today, April 15. Mr. Sturtevant also noted that today was the first day of the non-smoking policy for staff and visitors.

Mr. Sturtevant reminded the Board that Friday at 1:30 there will be a memorial for Commissioner Barka.

Commissioner Pratt opened the bids for paper:

Gulf South Medial  
Intorboro Packaging  
Portsmouth Paper  
Central Paper

**Moved:** Commissioner Pratt to have Mr. Sturtevant review the bids and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Commissioners Office – Maureen Barrows, Chair***

Mr. Dempsey presented the Bond Award for the Commissioners to sign.

**Moved:** Commissioner Barrows to have the Clerk sign all documents related to the Bonds.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Motion passed in the affirmative.

**Moved:** Commissioner Pratt to appoint Commissioner Barrows to the Board of Directors for Meals on Wheels.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt discussed Senate Bill 14 (Chapter 3 of the Laws of 2003) which alter the manner of filling a vacancy by a County Commissioner that was just passed on April 11, 2003

***Report from the Sheriff's Department – Lt. Mark Peirce***

Lt. Peirce presented a bid waiver and two RFPs to be opened. Lt. Peirce requested that the Proposal for Personal Protection Equipment be rejected by the Board of Commissioners and that it will be sent out at a later date once all the information as to what is covered under the grant that will be paying for the PPE is submitted from the Attorney General's Office. Commissioner Pratt submitted a letter for the Sheriff to Lt. Peirce stating that the Commissioners noticed that the Sheriff's office has changed the RFP forms and after legal review, the attorneys are concerned about some of the changes. The Commissioners, however, have decided to continue to open today's RFPs to not inconvenience the vendors.



**Moved:** Commissioner Pratt to approve the bid waiver for a three year lease agreement with Ford Motor Credit Co. and Hillsboro Ford for four (4) 2003 Crown Victoria's in the total amount of \$29,588.29 for the first year as outlined in the attached, per the recommendation of Lt. Peirce.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to reject the proposals for Personal Protection Equipment per the recommendation of Lt. Peirce.

**Second:** Commissioner Barrows.

**Vote:** 2yea. Motion passed in the affirmative.

Commissioner Pratt opened the proposals for Uniforms:

Ben's Uniforms  
Insignia  
Neptune, Inc.  
Galls

**Motion:** Commissioner Pratt to have the Sheriff review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the proposals for Ergonomic Work Stations:

Surplus Office Supply  
NH Correctional Industries

**Motion:** Commissioner Pratt to have the Sheriff review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Finance Department – Theresa Young***

Ms. Young stated that the approved budget went out and that it contains new account numbers. Ms. Young submitted for the Engineering and

Maintenance Department, two transfers. Ms. Young also stated that the new payroll system is going well. There will be new checks that self-seal.

Ms. Young confirmed that the Bank of NH will furnish paper work on the bonds tomorrow, April 16, for signatures.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy requested that a CMT meeting be scheduled to discuss the Education Assistance Program.

***Report from the Maintenance and Engineering Department – Jude Gates:***

Ms. Gates stated that there was a Subcommittee meeting held yesterday morning, April 14 and that it went well. The Subcommittee members reviewed the budget and the current Request for Proposals that was sent out. Ms. Gates also stated that Honeywell has been busing changing fixtures in the Nursing Home, however, there was a flood in the jail when Honeywell was changing the toilets. Honeywell should be installing new carpets vs cleaning the current carpets from the flood.

***Report from the Corrections Department – Gene Charron, Superintendent***

Supt. Charron presented the population at the jail. Supt. Charron submitted a bid waiver for Chaplain services at the jail.

***Motion:*** Commissioner Pratt to approve the bid waiver for chaplain services at the jail as outlined per the terms of the agreement and authorize the Chairman to sign all necessary documents related to the contract agreement.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

Supt. Charron submitted a request to balance the reconciliation of specific accounts at the jail. Commissioner Pratt requested a meeting to review.

Supt. Charron updated the Board on the meeting with the District Court Judge of Exeter, the Public Defendants office, Prosecutor from Exeter PD and Commissioner Barrows. The focus of the meeting was to find ways to alleviate the impact on the jails.

***Report from the Human Services Department – Diane Gill***

Ms. Gill informed the Board that HB 663 passed without any debate and that the County is pleased with the version that was voted on and passed.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Commissioner Pratt opened the RFP for computer equipment  
Turbotek  
NEServices.Net  
CDW Government, Inc.

**Motion:** Commissioner Pratt to have Mr. Stoughton review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Mr. Stoughton updated the Board on the new phone system being installed by BayRing. As of now there has been only one small glitch.

**Motion:** Commissioner Pratt to approve the bid waiver for professional image filing to Docstar Image System for a three-year lease in the total amount of \$20,650.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Finance Department – Kathy Nikitas***

Ms. Nikitas requested clarification on the Boards interpretation on the new reporting guidelines outlined in the Delegation Resolution 8-2003 for Non County Specials. The Commissioners advised that the finance office should review what the agencies were required to submit during the budget cycle prior to the Resolution's institution. The finance office will continue to work with the agencies to ensure that all documentation is properly submitted and develop with the Board of Commissioners any further clarifications that may be required.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
April 15, 2003**

Those present for NHRSA 91A:3 II (a & c) were Commissioner Barrows, Commissioner Pratt, Martha Roy, William Sturtevant and Eileen Roblee.

Discussion: 2 Residency Waivers

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 (a & c), Commissioner Barrows moved to go out of Non-Public Session.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Pratt to approve the requests for two residency waivers to the Nursing Home per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to approve the request for regrade for a position in the Nursing Home per the recommendation of Mr. Sturtevant and Ms. Roy.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to approve an additional Change order to the bid waiver for AC Furniture for \$1,355.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

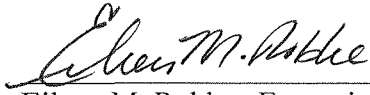
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:27 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  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
April 29, 2003**

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

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Judie Milner, Finance Office; Lt. Mark Peirce, Sheriff's Office; Joanne Shultz, Human Resources and Larissa Mulker, Portsmouth Herald.

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

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on April 1, 2003.

***Seconded:*** Commissioner Barrows.

***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 April 10, 2003.

***Seconded:*** Commissioner Barrows.

***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 April 15, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Department – Lt. Mark Peirce***

Lt. Peirce recommended that the bid for Sheriff's Department uniforms be awarded to Neputen Inc., the lowest overall bidder, for the remainder of FY2003 to secure the quoted prices.

**Moved:** Commissioner Pratt to award the bid for Uniforms in the Sheriff's Department to Neptune Supply, Inc., per the recommendation of Lt. Peirce.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Finance Department – Judie Milner***

**Motion:** Commissioner Pratt moves to open a new, separate money market account at Bank of New Hampshire for the purpose of holding security deposits of Assisted Living residents in accordance with RSA 540-A:6. In addition, I move that the Treasurer, Deputy Treasurer, and the Finance Officer are authorized signers on the account for the purposes of reimbursing the general fund when a security deposit is refunded in accordance with RSA 40-A:7.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to extend the contract for County investment services consultant to DHK Financial Services until June 30, 2003.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant presented the census report for the Nursing Home and discussed the up-coming National Nursing Home Week events May 12 – May 16<sup>th</sup>.

**Motion:** Commissioner Pratt to approve change orders, numbers 2, 3, 4, 5 and 6, to Brookstone Builders as per the attached spreadsheet.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to approve the Change Order for flatware to US Foods in the amount of \$763.31.

Commissioner Pratt opened the proposals for Janitorial supplies:

Hillyard Advanced  
UNX Incorporated  
Reed Distributors

**Motion:** Commissioner Pratt to have Mr. Sturtevant review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the proposals for a Floor Scrubber:  
Hillyard Advanced  
Clean-O-Rama

**Motion:** Commissioner Pratt to have Mr. Sturtevant review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to award the bid for Paper Products to the low bidders, except for Heavy Weight Plastic Ware (see attached spread sheets) per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to approve the bid waiver for Nursing Agencies, per the attached spreadsheet, to cover vacancies in the nursing department.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Mr. Sturtevant requested a Non-Public.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reported that the make-up Administrative Professionals Day will be held on June 5<sup>th</sup> and the Benefits Fair for all county employees to be held on June 12<sup>th</sup>. Ms. Roy thanked UNHCE and the Telecommunications Department for holding a training session for advanced Word and Advanced Excel. Ms. Roy inquired about a date for the next CMT meeting and Commissioner Pratt responded that she will get back to Ms. Roy with a date.

Ms. Roy requested a non-public session.

Ms. Mulkern of the Portsmouth Herald inquired about the new process for replacement for the vacant commissioner slot. A discussion took place. Ms. Mulkern also inquired about a meeting with the courts and jail regarding population. A discussion took place. Commissioner Barrows stated that the video arraignment should be up and running by the end of May.



***Report from the Maintenance and Engineering Department – Jude Gates:***

Ms. Gates reported that it was necessary to replace the fire panel in the old Admin. Building. At this time, the fire panel is now in service. Also, the RCNH fire panels are close to the end of life expectancy, and at capacity, for fire panels. An addressable system is probably what the County should be looking at for next year in the amount of approx. \$100,000. Ms. Gates also reported that Honeywell is working on water conservation measures at the Jail and that the next phase of the project will be the lighting fixtures and whatever else is needed. A warmer lighting system was recommended by the contractor for a more soothing effect. There are no difference in cost and therefore moving forward with the warmer lighting system. As another part of the Honeywell project, Ms. Gates detailed the partial power outages for April 30<sup>th</sup> and May 10<sup>th</sup> to make replacement for main switches and other life safety equipment.

Ms. Gated disseminated the Annual Consumer Confidence Report. Ms. Gates stated that at this time, the County should start testing for radioactivity in the water per the Department of Environmental Services' new Safe Drinking Water Act (SDWA).

Ms. Gates stated that the excavation work for the footing drain at the Underhill building will commence tomorrow, Wednesday, April 30,2003.

Commissioner Pratt opened the proposals for a John Deere 328 Baler:

R.N. Johnson, Inc.  
Padula Brothers, Inc.  
James R. Rosencrantz & Sons, Inc. (faxed Monday – received after deadline)

***Motion:*** Commissioner Pratt to have Ms. Gates review the proposals and return with a recommendation.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the proposals for Woven Wire Partitions:

The G-S Company Wire & Iron Works  
ATR Sales, Inc.  
Kenco Wire & Iron Products, Inc.  
Indiana Wire Products, Inc.  
Citiworks, Inc.  
California Wire Products Corp  
Jesco  
The Lakeside Wire & Iron Company  
Kentucky Metal Products  
WireCrafters

***Motion:*** Commissioner Pratt to have Ms. Gates review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the proposal for Replacement Flooring:  
Cadieux's Flooring

**Motion:** Commissioner Pratt to have Ms. Gates review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the proposals for Water Main Tie-In:  
Rome Construction, Inc.  
Waterline Industries, Inc.

**Motion:** Commissioner Pratt to have Ms. Gates review the proposals and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Corrections Department – Gene Charron***

Supt. Charron reported that Motor Cycle Weekend is coming up and that Belknap County sent their annual request for inmates accommodations.

**Motion:** Commissioner Pratt to approve the transfer of Belknap County inmates to Rockingham County for the period of June 12, 2003 through June 16, 2003 at the discretion of Supt. Charron, and waive any per diem charge for that period.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to approve the bid waiver to Hillsboro Ford and Ford Motor Credit Company for the Department of Corrections' cruiser for three annual payments of \$7,414.24 per the recommendation of Supt. Charron.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to award the Paper Plastic Proposal to Central Paper Company, Interboro Packaging Company and Portsmouth Paper Company per the attached spreadsheet per the recommendation of Supt. Charron.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Supt. Charron showed a brochure that listed the volunteers that help at the jail. He stated that the Department of Corrections held a volunteer appreciation gathering to honor their services. Supt. Charron showed the certificate and award pin they gave the volunteers. He also apologized for not including the Commissioners.

***Report from the Human Services Department – Diane Gill***

Ms. Gill reported that as of July 1<sup>st</sup> there will be a new rate for YDC, where as the numbers are going down, the rates are going up.

***Report from the IT/Telecommunications Department –***

Mr. Stoughton was not present, however, Mr. Sturtevant presented the item on surplus equipment.

**Motion:** Commissioner Pratt to declare certain equipment described on the attached document as surplus.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
April 29, 2003**

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

Discussion: Personnel matters.

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

Discussion: Residency Waiver.

Those present for NHRSA 91A:3 (c) were Commissioner Barrows, Commissioner Pratt, Nancy Lang, and William Sturtevant

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.

*Motion:* Commissioner Pratt to approve a residency waiver for admission to the Rockingham County Nursing Home.

*Seconded:* Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

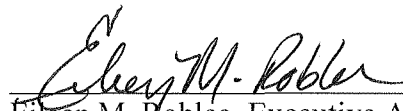
*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:30 p.m.

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners.

Received by,



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



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
May 13, 2003**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Al Wright, Dep. Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Frank Stoughton, IT/Telecommunications Manger, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1: 17 PM.

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on March 18, 2003.

***Seconded:*** Commissioner Barrows.

***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 April 29, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Finance Department – Theresa Young***

Ms. Young stated she received a better rate for the IT/Telecommunications department's lease while working on the Jail's Video Arraignment lease which will be reported by Mr. Stoughton. Ms. Young reported that the County is approved, however, the County would need to make the first payment by Thursday to BankNorth. Ms. Young stated that this could act as an umbrella lease that we could consolidate

and receive this rate rather than others that we have, such as the 7, 8 or 31% rate that we currently have on other leases. Commissioner Pratt asked that Ms. Young disseminate this information to the other departments informing them of the interest rate and possibility of changing to BankNorth to obtain the rate of 3.65%.

Ms. Young informed and invited Commissioner Barrows to the meeting with the Brentwood Assessors, Comm. Pratt, Ms. Jude Gates and herself will be held on Saturday, May 17<sup>th</sup> at 10:00 am.

Ms. Young requested a non-public session.

Ms. Young reported that Captain Joe Akerley of the Sheriff's department contacted her regarding a Grant for Homeland Security that the Sheriff's Department has to take advantage of within 30 days in the amount of \$34,000. The Sheriff's Department is looking for a new mobile command unit. Ms. Young informed Capt. Akerley that he would need to go through the Commissioners office.

Ms. Young also stated the Ms. Croto called and said that a draft contract for the airport is not finalized. Ms. Croto is looking for justification from any of the departments that would participate in any piece of airport administration, i.e. payroll, HR etc. and turn our costs over to them so that they could come up with their 10%.

***Motion:*** Commissioner Pratt to authorize the Chair to sign the BankNorth Lease application.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home and the Assisted Living Facility. Mr. Sturtevant also reported that the Nursing Home had a visit from the NH Housing Finance Authority. The Authority implied that they may be able to find a program that will fit the RCNH. Mr. Sturtevant requested that the Board reject the previous bids for janitorial supplies because of poor response and the pricing was too high.

***Motion:*** Commissioner Pratt to reject the bids opened at the Commissioners Meeting on April 29 for janitorial supplies for the Nursing Home.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to award the bid for a floor scrubber to Clean-O-Rama in the amount of \$5,997 per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the bids for Janitorial Supplies:

Central Paper  
Hillyard/Advanced  
Clean-O-Rama

Mr. Sturtevant stated that he was pleased that the Nursing Home received a 0 Deficiency for the second year in a row. He reported that he is very pleased with that and all the team effort that went into getting it done across all disciplines. Mr. Sturtevant discussed several "employee appreciation" ideas with the Commissioners.

Mr. Sturtevant requested a non-public session.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reported that June 5<sup>th</sup> is the make-up day for Professional Administrative Day and on June 12<sup>th</sup> is the Health and Benefit Fair. Ms. Roy also stated that she is going to schedule the CMT meeting and the Employee Advisory Committee will be meeting prior to that meeting.

***Report from the Maintenance and Engineering Department – Jude Gates:***

Ms. Gates stated that the Honeywell Project is progressing. Most of the items left are just punch list items. Ms. Gates reported that at the Jail, they are already seeing a difference in water consumption and soon the County will see a reduction in electricity. Ms. Gates reported on the excavation work in the front of Underhill and Mitchell. Ms. Gates stated that there may be a change order coming.

Commissioner Pratt opened the bids for Replacement Doors:

Glass Pro  
HCI/Craftsmen  
Rockingham Construction Services, Inc.  
Lang Door and Hardware, Inc.  
Ricci Construction Co., Inc.  
R.G. tombs Door Co., Inc.

**Motion:** Commissioner Pratt to have Ms. Gates review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

A discussion took place regarding aesthetic doors for the Nursing Home.

**Motion:** Commissioner Pratt to award the bid for Woven Wire Partitions to Kentucky Metal products in the amount not to exceed \$9,750 per the recommendation of Ms. Gates.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to award the bid for Water Main Tie-In to Waterline Industries, Inc., in the amount not to exceed 4,750.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to award the bid for John Deere Baler to Padula Bros., Inc., for three annual payments of \$6,010.28 per the recommendation of Ms. Gates.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to award the bid for Replacement Flooring to Cadieux's Flooring in the amount of \$39,354, with the understanding that unless savings are found in other items on the Project list this year, Mr. Sturtevant and Ms. Gates may postpone some work until 2004.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Corrections Department – Al Wright***

Deputy Supt. Wright reported that Supt. Charron is in Manchester discussing bills presently open with the legislature that effect corrections. Deputy Supt. gave the census for the Jail. Deputy Supt. Wright also reported that the meeting for correction and court representatives is scheduled for June 18<sup>th</sup>, from 3-7 pm at Philips Exeter Academy Science Center regarding court issues.

***Report from the Human Services Department – Diane Gill***

Ms. Gill disseminated the Monthly Reports for February.

**Motion:** Commissioner Pratt to award the 6% Incentive Fund Grants per the recommendation of the 6% Grant Committee in the total amount of \$163,665.

Seacoast Mental Health Center/New Heights	\$29,375
Raymond Recreation	\$11,500
Hampton Recreation	\$16,000
Camp Lincoln/YMCA	\$15,000



Nottingham Recreation	\$21,400
C.O.P.E.	\$32,500 (reserve half until review in fall 2003)
Richie McFarland Center	\$10,000
Daniel Webster Council	\$ 7,500
UNH Coop Extension/4-H	\$ 8,750
Seacoast Family YMCA	\$ 6,000
The Sad Café	\$ 5,640
Girls, Inc (Portsmouth H.S. Program)	No award/request re-application in fall of 2003

*TOTAL AWARDS (subject to individual letters of award): \$163,665.00*

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Ms. Gill also reported that a teleconference meeting is tentatively scheduled for each of the UNHCE on June 3<sup>rd</sup>, from 9-10AM in regards to Homeland Security. They are particularly interested in having County Commissioners present.

Ms. Gill requested a non-public session.

***Report from the IT/Telecommunications Department – Frank Stoughton***

**Motion:** Commissioner Pratt to award network Hardware to Turbo Tek in the amount not to exceed \$15,327 and financing through BankNorth per the recommendation of Mr. Stoughton.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Motion:** Commissioner Pratt to approve the change order to Docstar Image System Upgrade for a lower lease interest rate through BankNorth per the recommendation of Mr. Stoughton.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Barrows discussed the Meals On Wheels meeting that was held yesterday morning. Commissioner Barrows stated that Commissioner Barka is missed there and that M.O.W. announced the first annual Ernest P. Barka Memorial Golf Tournament on Sept. 19<sup>th</sup>.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed in the affirmative.

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**COMMISSIONERS CONFERENCE ROOM**  
**May 13, 2003**

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

Discussion: 2 Residency Waivers.

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

Discussion: DCYF request for flex funds.

Those present for NHRSA 91A:3 II (c & e) were Commissioner Barrows, Commissioner Pratt, Martha Roy, Theresa Young and Eileen Roblee.

Discussion: Personnel.

Discussion: Legal 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.

**Motion:** Commissioner Pratt to approve to residency waivers for the Nursing Home.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion Passed in the affirmative.

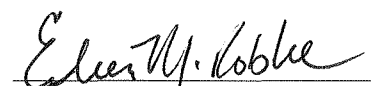
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

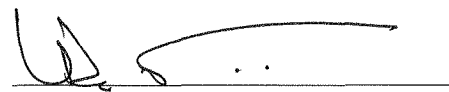
**Vote:** 2 Yea. Motion passed in the affirmative.

Meeting adjourned at 2:55 p.m.

Respectfully submitted,

  
Eileen M. Roblee,  
Executive Assistant

Received by,

  
Katharin K. Pratt  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
May 27, 2003**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Tim Dempsey, Asst. Treasurer; Theresa Young, Finance Officer; Frank Stoughton, Manager IT/ Telecommunications; Capt. Joe Akerley and Joanne Shultz, Human Resources.

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

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on May 13, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 Yea. Motion passed unanimously in the affirmative.

***Report from the Corrections Department – Supt. Gene Charron***

Supt. Charron gave the census for the Jail.

***Moved:*** Commissioner Pratt to award the bid for Janitorial supplies for the Jail to Central Paper Products Company, per the recommendation of Supt. Charron.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Finance Department – Theresa Young***

Ms. Young updated the Board on the meeting with the Town of Brentwood. Reminded the Board that the Auditors are in finishing up with the Audit.

Commissioner Pratt discussed concerns surrounding credit card payments and possibly holding training on processing these payments for budget managers if necessary.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy stated that she is ready for the briefing with the Commissioners and legal counsel following this meeting.

***Report from the Human Services Department – Diane Gill***

Ms. Gill informed the Board of the Senate proposed budget cuts from Health and Human Services. Ms. Gill also discussed the DEAS Audit.

***Report from the Maintenance and Engineering Department – Jude Gates:***

***Moved:*** Commissioner Pratt to award the bid for Fernald Building Replacement Doors to R.G. Tombs Door Co., Inc in the amount of \$24,425 per the recommendation of Ms. Gates.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

Ms. Gates reported that the plumbing install at the Jail is going well. Ms. Gates updated the Board on the status of several other projects. Ms. Gates reported that they did find a leak at the irrigation site in a 6 inch main pipe. When it stops raining the leak will be fixed. Ms. Gates also stated that the residents' smoking room should be ready in June.

Commissioner Pratt opened the bids for the Fuel Contract:

H&H Oil and Gas  
Buxton Oil  
Eastern Propane Gas  
Hanscom's Truck Stop  
Sprague Energy

***Moved:*** Commissioner Pratt to have Ms. Gates review the bids and return with a recommendation.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home.

**Moved:** Commissioner Pratt to award the bid for Janitorial Supplies per the attached spreadsheet to Central Paper, Clean-O-Rama and Hillyard Advanced per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Moved:** Commissioner Pratt to approve the bid waiver to the Nursing Home for therapeutic supplements and tube feeding products to Abbott Laboratories – Ross Products Division in the amount not to exceed \$35,000 per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Moved:** Commissioner Pratt to declare certain items as surplus per the attached memo and authorize Mr. Sturtevant to contact IMEC to recycle the medical surplus equipment.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Mr. Sturtevant submitted bar graphs depicting the usage of Nursing Staff Agencies. Mr. Sturtevant also reported that a Commissioner from Belknap County had issued a press release prematurely about their nursing home residents coming to Rockingham County's. Mr. Sturtevant is still negotiating the costs of having their residents while the roof at Belknap is being repaired. Mr. Sturtevant requested a non-public session.

**Moved:** Commissioner Pratt to enter into a Memorandum of Understanding between Rockingham and Belknap County for the hosting of Belknap County Nursing Home residents from July through November, 2003.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Pratt opened the bid for Laundry Chemicals:

Package Supply  
UNX  
The O'Neil Company  
Arrow Paper Corporation

**Moved:** Commissioner Pratt to have Mr. Sturtevant review bids and return with a recommendation.

**Second:** Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

***Report from the Sheriff's Department – Capt. Joe Akerley***

***Moved:*** Commissioner Pratt to approve the bid award for Deputy Ergonomic Workstations to Surplus Office Supply II in the amount of \$9,400.00 per the recommendation of Capt. Akerley.

***Second:*** Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

Capt. Akerley discussed the Homeland Security Fund and the possibility of funding a new Mobile Command Post through a reimbursement grant.

Commissioner Pratt asked that the issue be tabled until the following day and to hold a Commissioners' meeting for 4:30 in Commissioner Barrows' Office so that further information could be provided and documents corrected.

***Moved:*** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II.

***Seconded:*** Commissioner Pratt.

*Vote:* 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS BARROWS' OFFICE  
May 27, 2003**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Mr. Sturtevant, Ms. Roy and Joanne Shultz.

Discussion: Residency Waiver and Personnel Issues.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, 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 Pratt to approve two residency waivers per the recommendation of Mr. Sturtevant.

Second: Commissioner Barrows.

Vote: 2 yea. Motion passed in the affirmative.

**Moved:** Commissioner Pratt to make an exception to the Personnel Policies to allow 2 applicants in the Nursing Home to be hired above step 5 per Mr. Sturtevant's recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

**Moved:** Commissioner Barrows to recess.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Meeting recessed at 1:57 p.m.

**Moved:** Commissioner Barrows to reconvene.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Motion passed in the affirmative.

Meeting reconvened at 3:15.

Present were: Commissioner Barrows, Commissioner Pratt, Theresa Young, Judie Milner and Robbin Grill and Brent Washburn of Robbin R. Grill, CPA, PC.

A discussion took place regarding the 2002 financial statements and the 2002 draft management recommendations.

**Old Business:**

**Moved:** Commissioner Pratt to approve a change order to Robin Grill, CPA, PC Contract in the amount of \$12,500 to review the financial functions performed within the various County departments and authorize the Chair to sign all necessary documents.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

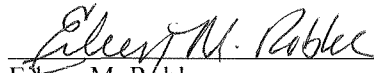
*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 4:10 p.m.

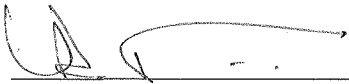
Respectfully submitted,



Eileen M. Roblee,

Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt

Rockingham County Commissioner, Clerk





COMMISSIONERS MEETING MINUTES  
COMMISSIONER BARROWS OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
May 28, 2003

Present: Commissioner Maureen Barrows, Chairman; Commissioner Katharin K. Pratt,  
Clerk: Theresa Young, Finance Officer and Capt. Joe Akerley

Commissioner Barrows called the meeting to order at 4:55 pm.

**Moved:** Commissioner Pratt moved that the bid waiver for \$34,445.91, requested by the Sheriff to purchase a mobile command post vehicle, be approved contingent upon receiving formal written notification of a grant in the same amount from the NH Department of Safety. Further moved that the Sheriff be authorized to use the contingent grant appropriation line for this grant purpose.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Discussion took place regarding the Manchester Airport contract. Capt. Akerley updated the Board on the present status of the security contract negotiations.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,

Katharin K. Pratt  
Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES  
COMMISSIONERS BARROWS' OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
June 12, 2003

Present: Commissioner Maureen Barrows, Chairman (via conference call)  
Commissioner Katharin K. Pratt, Clerk (via conference call)  
Commissioner C. Donald Stritch

Also present: Nancy Lang, Dir., Assisted Living Facility; Tim Dempsey, Asst.  
Treasurer; Judie Milner, Finance Office; Eileen Roblee, Executive  
Assistant.

Commissioner Stritch called the meeting to order at 11:05 a.m.

*Report from the Nursing Home – Nancy Lang*

Commissioner Stritch opened the bids for Health Shake:  
Sysco  
US Foods Service

Commissioner Stritch asked that Mr. Sturtevant review the bids and return with a recommendation.

Commissioner Stritch opened the bids for Physicians Billing:  
Global Vision Inc.  
Preferred Medial Billing  
GIG Physician Serivces, LLC

Commissioner Stritch asked that Mr. Sturtevant review the bids and return with a recommendation.

*Report from the Commissioners Office – Maureen Barrows, Chair*

*Moved:* Commissioner Pratt to accept the bids for Tax Anticipation Notes of \$18.5 million from the County's financial advisor First Southwest.

*Second:* Commissioner Stritch

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to award the Tax Anticipation Note borrowing of \$18.5 million to First Albany at a net interest cost of .9033% payable 12/31/03

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to authorize the Chairman of the Board to sign all Tax Anticipation Note related documents.

**Second:** Commissioner Stritch.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Stritch.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:35 a.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt  
Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
June 12, 2003

**ADDENDUM**  
December 30, 2003

*Moved:* Commissioner Pratt to award the Tax Anticipation Note borrowing of \$18.5 million to First Albany at *a gross interest cost of 1.4% and a net interest cost of .9033%* payable 12/31/03.

*Second:* Commissioner Stritch

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,

C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
June 24, 2003**

**Present:** Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Cathy Stacey, Register of Deeds; Frank Stoughton, IT/Telecommunications Manager; Lt. James Szelega, and Eileen Roblee, Executive Assistant.

Commissioner Pratt called the meeting to order at 9:05 a.m.

***Report from the Corrections Department – Gene Charron***

Supt. Charron gave the census for the jail. Supt. Charron reported that he would be attending a second meeting with the courts on Thursday, June 26, 2003 with Judge Cullen.

***Report from the Finance Department – Theresa Young***

Ms. Young stated that she will also be going to Concord this afternoon with Commissioner Pratt for the Delegation meeting. Ms. Young also stated that the County has not heard back from the town of Brentwood regarding the taxes.

***Moved:*** Commissioner Stritch to extend the Deputy Treasurer's contract until 1 September 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 2 yea. Motion passed in the affirmative.

Ms. Young also stated that the training for Munis payroll should be completed and running as of July 15, 2003. Mr. Stoughton will work with the departments regarding the computer set-up and training.

***Report from the Human Services Department – Diane Gill***

Ms. Gill reported that she will not be heading to Concord. Ms. Gill also reported that each county will be receiving a check for drug rebate. Ms. Gill estimates that approximately \$2.1 mil in rebates (not credits) will be issued and Rockingham County should receive 18% of that, therefore approximately \$378,000. Also, DCYF has applied for Medicaid reimbursements and the County should receive another \$10,000.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that the past email problems have been rectified.

***Report from the Maintenance and Engineering Department – Jude Gates***

Ms. Gates reported that the water tie-in last week went well and that they will be flushing the lines. Ms. Gates informed the Board that the Nursing Home residents' smoking room will be online next week. Ms. Gates also reported that Stonehill Environmental will be at the County on Friday. All of the work associated with the remediation plan for the #6 oil release will be reimbursable at 100%.

Ms. Gates informed the Board that the compressor in the staff dining room has failed and needs to be replaced at a cost of \$8,000. Ms. Young mentioned that the funds in the Grant contingency line could be moved to RCNH equipment.

Commissioner Stritch opened the bids for Replacement Windows:  
Kinney Roofing Company, Inc.

***Moved:*** Commissioner Stritch to have Ms. Gates review the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 2 yea. Motion passed in the affirmative.

No bids were received for the Fernald Bldg. Plumbing Repairs/Retrofit.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home.

Commissioner Stritch opened bids for Ice Cream:

Garelick Farms  
Cronin's Ice Cream  
Lego & Sons Dairy  
Sure Winner Foods

Commissioner Stritch opened bids for 4 oz Juice:

Garelick Farms  
US Foods Service

Commissioner Stritch opened bids for 6 oz Juice:  
Garelick Farms  
US Foods Service

Commissioner Stritch opened bids for Preventative Maintenance & Repair  
Laundry:  
Tristate  
Daniels Equipment

Commissioner Stritch opened bids for Oxygen:  
Merriam-Graves Medical Products  
American Homecare Specialists

**Moved:** Commissioner Stritch to have Mr. Sturtevant review the bids for Ice Cream, 4oz Juice, 6 oz Juice, Preventative Maintenance & Repair Laundry and Oxygen and return with recommendations.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Motion passed in the affirmative.

**Moved:** Commissioner Stritch to extend the Physicians Contracts in the Nursing Home through August 1, 2003.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Motion passed in the affirmative.

Mr. Sturtevant reminded the Board that there will once again be Fourth of July festivities behind the Nursing Home. The Nursing Home is still looking for volunteers to help with the evening's events. Mr. Sturtevant informed the Board that the Belknap residents' arrival went smoothly.

Mr. Sturtevant also reminded the Board that he will be out of the office from July 4<sup>th</sup> through July 14<sup>th</sup>, however will be in the office on the 9<sup>th</sup>.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey reported that the office move went well with only a few minor glitches. Commissioner Pratt and Commissioner Stritch signed the bid waivers for Connor & Connor and Turbotek. Commissioner Barrows will not be available to consider this bid waiver until 7/2.

***Report from the Sheriff's Department – Lt. James Szelega***

**Moved:** Commissioner Stritch to approve the Manchester Airport Security Agreement extension to October 5, 2003.

**Second:** Commissioner Pratt.

*Vote:* 2 yea. Motion passed in the affirmative.

*Moved:* Commissioner Stritch to recess.

*Seconded:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting recessed at 10:00 a.m.

*Moved:* Commissioner Stritch to reconvene.

*Seconded:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting reconvened at 10:10 a.m.

*Moved:* Commissioner Stritch to approve the cost of an emergency replacement of the compressor serving the RCNH staff dining room unit.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed in the affirmative.

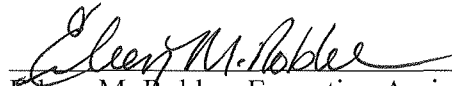
*Moved:* Commissioner Stritch to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed in the affirmative.

Meeting adjourned at 10:12 a.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk





**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
June 17, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Han Fei, HR summer intern; Gene Charron, Superintendent; Tim Dempsey, Asst. Treasurer; Theresa Young, Finance Officer; Lt. James Szeliga; Frank Stoughton, IT/Telecommunications Mgr.; Rollie Barnaby, UNHCE and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:10 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Barrows to appoint Maureen Barrows as Chair, Katharin K. Pratt as Vice Chair and C. Donald Stritch as Clerk.

***Seconded:*** Commissioner Stritch.

***Vote:*** 3 Yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on May 27, 2003.

***Seconded:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on May 28, 2003.

***Seconded:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on June 12, 2003.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Pratt reported that there will be a meeting in Manchester tentatively scheduled for 2:30 on Thursday, June 19, 2003 to review the possibility of extending the current Manchester Airport Security contract.

***Report from the Corrections Department – Gene Charron***

Supt. Charron gave the census for the jail. He also announced that the prisoners from Belknap County were returned.

Supt. Charron advised the Commissioners that he would need to transfer an additional \$150,000 to cover the cost of medical care and female inmates in addition to the already appropriated \$150,000.

***Report from the Finance Department – Theresa Young***

Ms. Young reported that the Finance Department has not heard any response from the town of Brentwood nor the assessor's office regarding the tax bill.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reported that the two Professional Administrative Day's were a success. The computer training portion of those days were highly attended. Ms. Roy also introduced Han Fei, a summer intern for HR.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that Belknap County is setting up computers for their office while their residents are temporarily relocated to the RCNH. Mr. Stoughton also reported that the network equipment upgrade will be postponed and completed after normal business hours.

***Report from the Maintenance and Engineering Department – Jude Gates:***

**Moved:** Commissioner Pratt to award the Fuel bid as follows per the recommendation of Ms. Gates:

1. #2 Fuel, large and small drops, to Hanscom's Truck Stop, for a cost of rack plus \$0.0600 and a cap of \$0.87 per gallon for the period 1 July 2003 to 30 June 2004.
2. Diesel fuel to Hanscom's Truck Stop of a cost of rack plus \$0.600 and a cap of \$0.89 per gallon for the period of 1 July 2003 to 30 June 2004.
3. Gasoline, 89 Octane, to Hanscom's Truck Stop for a cost of rack plus \$0.0400 per gallon for the period 1 July 2003 to 30 June 2004 (no cap offered).

4. #6 Oil to Sprague Energy for a fixed cost of \$31.683 per barrel, or \$0.7544 per gallon.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Ms. Gates informed the Board that due to unforeseen conditions, She will need the approval of a Change Order to Rome Construction.

**Moved:** Commissioner Pratt to approve the Change Order to Rome Construction in the amount of \$1,485 per the recommendation of Ms. Gates.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Ms. Gates updated the Board on the progress of the construction in front of Mitchell Building. Ms. Gates also informed the Commissioners that she will have the Cogen contract reviewed by attorneys at Tucker & Ciandella.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home.

**Moved:** Commissioner Stritch to award the bid for Laundry Chemicals to Arrow.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant explained to the Board that although Novartis is not the low bidder on all items, they were the only vendor that met all the bid requirements.

**Motion:** Commissioner Stritch to award the bid for Health Shake to Novartis.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Stritch to approve the Bid Waiver for Odom Contract Interiors in the amount of \$5,987.59 per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Motion** Commissioner Stritch to approve the change order for JT Posner in the amount of \$375 and to AC Furniture in the amount of \$2869.40 per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested a non-public session.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey was not present, however a Bid Waiver to Connor & Connor for software support and updates was submitted for the Commissioners' approval. At this time the Commissioners denied the Bid Waiver and requested that an amount be listed on the Bid Waiver for approval.

***Report from the Sheriff's Department – Lt. James Szeliga***

Lt. Szeliga reported that the Sheriff's Department has submitted an application to the State for the approval of approx. \$125,000 for equipment from the Homeland Security Competitive Bid Grants.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
June 17, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy and Eileen Roblee.

Discussion: Legal Issue.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Bill Sturtevant, and Eileen Roblee.

Discussion: Residency Waiver.

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

**Seconded:** Commissioner Pratt .

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Motion:** Commissioner Pratt to approve the residency waiver request.

**Second:** Commissioner Stritch.

**Vote:** 2 yea, Commissioner Barrows abstained. Motion passed in the affirmative.

**Motion:** Commissioner Stritch to approve to pay \$1,391.19 to Androscoggin Health Care per the recommendation of Ms. Roy.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

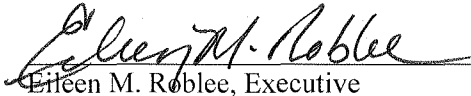
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:05 PM

Respectfully submitted,



Eileen M. Roblee, Executive  
Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
July 8, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Director of Assisted Living; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Cathy Stacey, Registrar; Frank Stoughton, IT/Telecommunications Manager; Eileen Roblee, Executive Assistant, and Terri Shoppmeyer, UNHCE.

Commissioner Barrows called the meeting to order at 1:05 p.m.

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on June 17, 2003.

***Seconded:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on June 24, 2003.

***Seconded:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census for the jail. Supt. Charron informed the Board that the meeting with Judge Nadeau went well. Supt. Charron requested a non-public session.

***Report from the Human Resources Department – Martha Roy***

Commissioner Stritch opened bids for the Insurance Consultant:

NEEBCO

USI New England

Granite Group Benefits, LLC

***Moved:*** Commissioner Pratt to have Ms. Roy and Ms. Young review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roy introduced Ms. Shoppmeyer from UNHCE. Ms. Shoppmeyer updated the Board on the success of the Smart Steps Program. The Board thanked Ms. Shoppmeyer and hoped to continue with the Smart Steps Program for County Employees.

***Report from the Finance Department – Theresa Young***

Ms. Young asked the Board if they received a Bid Waiver from the County Attorney's office. The responded that they have not. The other issue Ms. Young mentioned regarding the County Attorney's office was the matter of their dues. They have not been paid as of yet. Ms. Young also stated that she copied the Board on a letter regarding the contract for airport security at Manchester Airport.

Ms. informed the Board that the Finance Department requested that employees review their check stubs to ensure all the information is accurate. Ms. Young stated that employees are pleased with the new checks and how they are easier to read and understand.

Ms. Young stated that there are a few transfers for the Commissioners to sign.

Commissioner Pratt announced that she had a meeting with HUD earlier that day. It appears that due to Rockingham's growing population, the County could become an entitled Urban County that would receive HUD funding directly instead of funding through the State. What this means is that the towns in Rockingham County would only be competing between themselves for funding instead of competing with all the other towns throughout the State. Commissioner Pratt stated that it could be as much as \$15,000,000 worth of funds from HUD. The first step would be to qualify. It would be too late for 2004 fiscal year cycle but may be completed for the 2005, 2006 and 2007.

Ms. Roy asked the Board to vote on a Smoking Cessation Program.

**Moved:** Commissioner Stritch to approve a Smoking Cessation Program.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill informed the Board that the County received the prescription drug rebate check from the Division of Elderly & Adult Services for over \$321,000. Ms. Gill also informed the Board that HB663 is now in effect.

Ms. Gill stated that she has forwarded the Monthly Report for April to the Commissioners Office and is now available online for their review.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton presented the Bid Waiver for internet services through UNHCE. The total cost will be split between UNHCE and the County.

**Moved:** Commissioner Pratt to approve the bid waiver for internet services by UNHCE in the amount of \$7506.00.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates informed the Board that the replacement of the compressor in the staff dining room is completed and that it went well. Ms. Gates also informed the Board that on Tuesday evening from 9:00 pm through 5:00 am, they will have to shut off the hot water in the Nursing Home to repair some pipes.

**Moved:** Commissioner Stritch to award the RFP for replacement windows to Kinney Roofing in the amount of \$26,140, per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – Nancy Lang***

Ms. Lang gave the census report for the Nursing Home. Ms. Lang requested a non-public session.

**Moved:** Commissioner Stritch to award the bid for oxygen to Merriam-Graves Medical Products per the recommendation of Mr. Sturtevant.



**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Preventative Maintenance to Tri-State per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Ice Cream to Garelick Farms per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for 4 oz juice to Garelick Farms per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to reject the bid for 6 oz juice and re-bid per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Paper for the Nursing Home

Jeremias  
Central Paper  
Cisco  
Portsmouth Paper

**Moved:** Commissioner Stritch to have Mr. Sturtevant evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Assisted Living Accounts Receivable Software:

Hightec  
Munis

**Moved:** Commissioner Stritch to have Mr. Sturtevant evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Workers Compensation  
Primex  
Travelers  
Northern General Services

**Moved:** Commissioner Stritch to have Ms. Lang and Ms. Young evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey informed the Board that the Registry is very busy. Ms. Stacey also stated that so far she is pleased that the move has gone well except for a few minor glitches.

**Moved:** Commissioner Pratt to approve the bid waiver to Connor & Connor for software support and updates in an amount not to exceed \$20,000 per the recommendation of Ms. Stacey.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the bid waiver to Turbotek Computer Company for hardware and software maintenance in an amount not to exceed \$20,000 per the recommendation of Ms. Stacey.

**Second:** Commissioner Stritch.

**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 Pratt.

**Vote:** 3 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
July 8, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates and Eileen Roblee.

Discussion: Legal Issues.

Those present for NHRSA 91A:3 II (a & e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch Martha Roy, and Eileen Roblee.

Discussion: Personnel Issue/Legal Issue

Those present for NHRSA 91A:3 II (a & e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch Martha Roy, Nancy Lang 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 (a & e), Commissioner Barrows moved to go out of Non-Public Session.

**Seconded:** Commissioner Barrows.

**Vote:** 2 Yea. Motion passed unanimously in the affirmative..

**Moved:** Commissioner Pratt to continue to pursue the suit on the failed lagoons.

**Seconded:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve \$20/week hazardous duty pay and 1.5 pay rate for the 4 holidays of New Year's Day, Independence Day, Thanksgiving and Christmas for the non-union Corporals and Sergeants in the Department of Corrections per the recommendation of Supt. Charron.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve an exception to the Earned Time Policy for a Nursing Home employee.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to approve the hiring of a Nursing Home employee above a step 5.

**Second:** Commission Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to recess.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting recessed at 2:40 p.m.

**Moved:** Commissioner Barrows to reconvene.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting reconvened at 2:55 p.m.

**Moved:** Commissioner Pratt to forgo the opportunity for fiscal year 2004, however, it will be the intent of the Board to pursue qualifying as an Entitled Urban County for fiscal years 2005, 2006, 2007 and apply for reimbursement for planning administration costs if approved.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to have the Rockingham County Board of Commissioners investigate the feasibility of the enhancement of the Assisted Living Facility.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Second:** Commissioner Pratt.

**Vote:** 3 Yea. Motion passed unanimously in the affirmative.

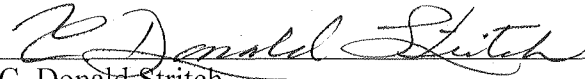
Meeting adjourned at 3:05 p.m.

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
July 31, 2003**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer; Julie Hoyt, Finance Office; Capt. Joe Akerley; Lt. Mark Peirce and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:10 a.m.

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on July 17, 2003.

***Seconded:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on July 22, 2003.

***Seconded:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Office – Lt. Mark Peirce***

Lt. Peirce reported on the accident involving a 1998 Sheriff's vehicle. Lt. Peirce stated the significance of this vehicle and the necessity of repairing. The 1998 Ford Crown Vic. has been deemed a total loss according to the insurance company Primex. At this time, Lt. Peirce submitted his recommendation to

repairing the vehicle at the estimated cost of \$6,254.27 per Spacetown auto Body, Inc., of Derry.

**Moved:** Commissioner Barrows to authorize the Sheriff's department to go forward with the repair of the 1998 Ford Crown Vic. contingent upon the submittal of a Bid Waiver and written recommendation from the Sheriff's Department to repair and after the repairs the 1998 Ford Crown Vic. must meet with the specification of the insurance company and pass inspection.

**Second:** Commissioner Stritch.

**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 Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
July 31, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner C. Donald Stritch, Martha Roy, Theresa Young and Eileen Roblee.

Discussion: Legal Issues.

Those present for NHRSA 91A:3 II (a & e) were Commissioner Barrows, Commissioner Pratt, Commissioner C. Donald Stritch, Martha Roy and Eileen Roblee.

Discussion: Legal Issue. Military Leave Issue. Employee Benefit Issue.

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

**Seconded:** Commissioner Barrows.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve a counter settlement offer regarding a Health Insurance case with a former employee in the amount of \$1,000.

**Second:** Commissioner Barrows.

**Vote:** 2 yea, 1 no. Motion passed.

Ms. Roy stated for the record that Gary Wulf has sent the second letter with his recommendation for payment to an employee requesting vacation time on his military leave.

*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

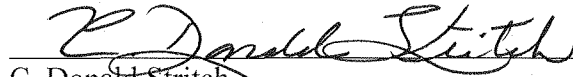
Meeting adjourned at 11:59 a.m.

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee,  
Executive Assistant to the Rockingham County Commissioners

Received by,



\_\_\_\_\_  
C. Donald Stritch  
Rockingham County Commissioner, Clerk





**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
August 5, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Capt. Joe Akerley, Sheriff's Office; Diane Gill, Director of Human Services; Julie Hoyt, Finance; Cathý Stacey, Register of Deeds; Eileen Roblee, Executive Assistant and Larissa Mulkern, Portsmouth Herald.

Commissioner Barrows called the meeting to order at 1:05 p.m.

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on July 31, 2003

***Seconded:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Gloves:  
Central Paper Products  
Bob Barker Co.  
Gulf South Medical

***Moved:*** Commissioner Stritch to authorize Mr. Sturtevant to review the bids and return with a recommendation.

***Seconded:*** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch approve the Attendance Incentive Plan recommended by the CMT.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch approve the Tuition Reimbursement Program recommended by the CMT.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Report from the Corrections Department – Gene Charron***

Supt. Charron gave the census for the jail. Supt. Charron disseminated the recently signed SB130 pertaining to the RSAs relative to Corrections. Supt. Charron requested a non-public session.

***Report from the Finance Department – Julie Hoyt***

Ms. Hoyt stated that she had nothing new to report.

***Report from the Human Services Department – Diane Gill***

Ms. Gill disseminated the monthly report for May. Ms. Gill reported that she has not heard from Health and Human Services on the new Federal match and the State and County match. Ms. Gill stated that she is not sure how they are going to handle that. Ms. Gill also reported that she received news from DHHS that there will be approximately a \$9 million dollar revenue loss from the Federal Funding source of IV-A emergency assistance. According to Ms. Gill it will affect Rockingham County's cost for juvenile placement and services to delinquents.

***Report from the Engineering & Maintenance Department – Jude Gates***

Ms. Gates requested a non-public session. Ms. Gates also reported to the Board that she is in communication with Jim Monahan with the NHACo regarding HB503 and the letter recently received from the Town of Atkinson.

*Moved:* Commissioner Stritch to declare as surplus the equipment from the Engineering and Maintenance Department as surplus, 1979 Chevrolet, 1986 GMC, 1985 Toyota Land Cruiser, and a 1993 Ford Aerostar Van per the recommendation of Ms. Gates.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home stating that all beds are full. Mr. Sturtevant also stated that there are fifty names on the waiting list.

Commissioner Stritch opened the bids for Eggs  
Shaheen Bros.  
Seigal Egg

Commissioner Stritch opened the bids for Linen  
Imperial Textile  
Star Silk and Woolen  
Textile Sales  
Victor Rome  
Linen Enterprises Inc.  
Phoenix Textile Corp.

*Moved:* Commissioner Stritch to authorize Mr. Sturtevant to review the bids for eggs and linen and return with a recommendation.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to award the bid for 6oz juice to Shaheen Bros. per the recommendation of Mr. Sturtevant.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Office – Capt. Joe Akerley***

Capt. Akerley presented the bid waiver and recommendation to repair the 1998 Ford Crown Victoria.

*Moved:* Commissioner Pratt to approve the bid waiver in the amount of \$6,254.27 to Spacetown Auto Body Inc. for the repair of the 1998 Ford Crown Victoria.

*Seconded:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey stated that the office has now moved back into their original space at the Court House. Ms. Stacey stated that there were a few glitches, but the space

is now designed better for the employees. Ms. Stacey reported that the document count for July is up 40%. Ms. Stacey also reported that she would like to revisit Specialty Underwriters and what is covered. She is having a few issues with items being covered. Commissioner Barrows requested that Ms. Stacey write a memo regarding the issues and take it up with Dick Carr of USI. Ms. Stacey informed the Board that she is on the nominating committee for NHACo annual awards and she welcomes any and all nominations for Rockingham County. The deadline is August 22.

Commissioner Stritch opened the bids for Imaging/Retrieval Equipment:  
Turbotek  
Connor & Connor

**Moved:** Commissioner Stritch to have Ms. Stacey shop the bids and return with a recommendation.

**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 Pratt.

**Vote:** 2 Yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
August 5, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates and Eileen Roblee.

Discussion: 2 Legal Issues.

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Supt. Charron and Eileen Roblee.

Discussion: Grievance Issue.

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Supt. Charron and Eileen Roblee

Discussion: Personnel Issue.

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy and Eileen Roblee

Discussion: Legal 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 Barrows.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to reconsider the motion made on July 31, 2003 on the settlement figure regarding an insurance case for a former employee.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to accept the recommendation of legal counsel for the settlement figure of \$1,500 on the health insurance case for a former employee.

**Seconded:** Commissioner Barrows.

**Vote:** 2 yea 1 no. Motion passed in the affirmative.

**Moved:** Commissioner Stritch to adjourn.

**Seconded:** Commissioner Barrows.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:30 p.m.

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
August 19, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Kathy Nikitas, Finance Office; Frank Stoughton, IT/Telecommunications Manager; Lt. Mark Peirce, Sheriff's Office, and Eileen Roblee, Executive Assistant. Also Present from the Town of Brentwood Selectmen: Doug Cowie, Wayne St. Hiliare and Bill Fennelly and Ms. Olive Tash.

Commissioner Barrows called the meeting to order at 1:10 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on August 5, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Gene Charron***

Supt. Charron gave the census for the Jail. Supt. Charron reported that 14 female inmates were at the State Prison. Supt. Charron requested that the Commissioners authorize an Administrative Transfer.

***Moved:*** Commissioner Barrows to authorize a blanket Administrative Transfer Form for Supt. Charron to make administrative transfers at his discretion.

***Second:*** Commissioner Stritch.

**Vote:** 2 yea. Motion passed in the affirmative.

Supt. Charron stated that he has been offered from Father's Family Church of Exeter, chairs for his Chapel. Father's Family Church would add 30 chairs to their order and donate them to the Department of Corrections' Chapel. At this time, Supt. Charron reported that the current pews are antiques past the point of repair. Commissioner Barrows requested that Supt. Charron look into the value of these pews.

***Report from the Finance Department – Kathy Nikitas***

Ms. Nikitas withdrew the request for the non-pubic session.

Commissioner Stritch opened the bids for Actuarial Review.

The Segal Company  
AMI Risk Consultants  
ReAct Consulting International, Inc  
Crehan & Associates  
Touchtone Consulting Group  
Mercer  
Milliman USA  
Deloitte & Touche  
Tillinghast-Towers Perrin  
Disability Reinsurance Management Services Inc  
Actuarial Advisors

**Moved:** Commissioner Stritch to authorize Ms. Young to review the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reported that she has disseminated the Personnel Policies and Procedures draft copy to all Division Directors and elected officials. Ms. Roy also reported that there will be an O/DD meeting on Friday, August 22 to review the draft.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that the training room is completed, all the paint and construction portion of the project is finished. There are a few small items that remain, however, there is training scheduled.

**Moved:** Commissioner Stritch to award the RFP for Leased PCs to Turbo Tek and the finance through Banknorth.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates reported that the courtyard for Assisted Living looks great. All items are transferable. Ms. Gates also reported that Honeywell is progressing, sprinklers are completed.

Commissioner Stritch opened the bids for HVAC Cleaning:  
Cochrane Ventilation, Inc.  
Envirotech Clean Air, Inc.  
Northeast Ventilation Services, Inc.

**Moved:** Commissioner Stritch to authorize Ms. Gates to review the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home and the Assisted Living Facility.

**Moved:** Commissioner Stritch to award the bid for eggs to Shaheen Bros. for \$0.25 from market for brown eggs and \$0.765/pound for liquid eggs per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for linen to the low bidders Star Linen and Silk Woolen as shopped on the attached spreadsheet per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.



**Moved:** Commissioner Stritch to award the bid for gloves to the low bidders of Gulf South and Central Paper as shopped on the attached spreadsheet per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the bid waivers for Dr. Paul Gustavson in an amount not to exceed \$56,600, Dr. L. Mark Reiner in an amount not to exceed \$36,300, and to Exeter Family Medicine for the services of Dr. Karl Singer in an amount not to exceed \$51,725 per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the change order to AC Furniture in the amount of \$233.94 per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested a non-public session.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey was not present, however, Ms. Stacey did request that the bid for Imaging and Retrieving be read and approved.

**Moved:** Commissioner Stritch to award the bid for Imaging and Retrieving in the Register of Deeds office to Turbotek Computer for ten (10) retrieval stations in the amount of \$9,667.10 per the recommendation of Ms. Stacey.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Department – Lt. Mark Peirce***

Lt. Peirce had nothing new to report.

Discussion with Brentwood Selectmen Bill Fennelly, Doug Cowie, Wayne St. Hiliare and Olive Tash. A dialogue was opened as to what the County may agree to pay the town of Brentwood. Bill Fennelly from the Town of Brentwood

suggested a payment in lieu of taxes. The Selectmen and the Commissioners will each appoint a member to work together to draft a recommendation by September 1. The Selectmen agreed to send a report on services provided to the County Commissioners.

*Moved:* Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
August 19, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, William Sturtevant, Martha Ro, Roy Morrisette and Eileen Roblee.

Discussion: Personnel issues

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

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

A recommendation was made to continue to discuss a personnel issue at the next Work Session scheduled From Augus. 26<sup>th</sup>.

*Moved:* Commissioner Stritch to approve a position downgrade in the Nursing Home per the recommendation of Mr. Sturtevant and Ms. Roy.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to approve the request to the exception to the Personnel Policies and Procedures \_\_\_\_\_ in the Nursing Home per the recommendation of Mr. Sturtevant and Ms. Roy.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to deny the request to the exception to the Personnel Policies and Procedures \_\_\_\_\_ in the Nursing Home upon the recommendation of Mr. Sturtevant and Ms. Roy.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:35 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES  
COMMISSIONER BARROWS' OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
August 26, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Martha Roy, Dir. Of Human Resources; Diane Gill, Director of Human Services and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:15 PM

**Discussion:** Ms. Roy reminded the Board that a decision is needed in 15 business days on the grievance hearings. Ms. Roy requested a line item transfer to the new employee line in the amount of \$2,600. Ms. Roy also requested a non-public.

**Discussion:** Ms. Gill updated the Board on the Health and Human Services 4-A Emergency Assistance Funding.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONER BARROWS' OFFICE  
August 26, 2003**

Those present for NHRSA 91A:3 II (c & e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy and Eileen Roblee.

**Discussion:** Legal Issue.

**Discussion:** Personnel Issues

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

**Seconded:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve an exception to the Personnel Policies and Procedures, Chapter 7, Sec. 17 for a Nursing Home employee.

**Vote:** 2 yea, 1 nay. Motion passed in the affirmative.

**Moved:** Commissioner Pratt to meet with the County Attorney to review his requests for exceptions to the Personnel Policies and Procedures.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Discussion took place regarding the Performance Reviews for division directors. Commissioner Barrows requested that Mr. Morrisette attend the next BOC meeting or Work Session to review the forms and all other performance reviews due within the next 60 days. Commissioner Barrows also requested that Mr. Morrisette bring a blank old form for review. Commissioner Pratt reported that she will try to get a copy of forms used to evaluate executive staff in other municipalities.

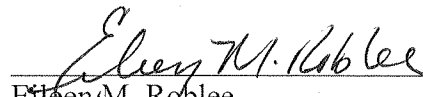
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:05 PM

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_  
C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
August 27, 2003

Present: Commissioner Maureen Barrows, Chairman; Commissioner Katharin K. Pratt, Vice Chairman; Commissioner C. Donald Stritch, Clerk and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:25 PM

*Report from the Commissioners Office – Maureen Barrows, Chair*

*Moved:* Commissioner Stritch to authorize that the new Airport Contract for Security Services be forwarded to the Sheriff and the Airport Director for their perusal and signatures.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:00 PM

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant

Received by,

  
\_\_\_\_\_  
C. Donald Stritch, Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
August 28, 2003**

**Present:** Commissioner Maureen Barrows, Chairman; Commissioner C. Donald Stritch, Clerk and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:16 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Discussion:*** The new Airport Contract is being reviewed at this time by the Airport's Director, Kevin Dillon, and its legal counsel.

***Moved:*** Commissioner Stritch, in accordance with RSA 24:14 hereby requests a supplemental appropriation in the amount of \$ 247,419 to provide for the new Airport Security Agreement effective October 5, 2003 and \$546,000 to accommodate for HB 663, the bed tax as voted recently by the State Legislature; for a total supplemental appropriation of \$793.419.

We further request that revenues for a like amount, generated from sources other than taxes be approved resulting in a \$0 tax effect for 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Moved:*** Commissioner Stritch to authorize the Chairman to sign the request for Supplemental Appropriations to the Delegation.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

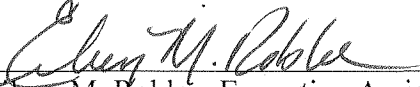
***Moved:*** Commissioner Barrows to adjourn.

***Seconded:*** Commissioner Stritch.

*Vote:* 2 yea. Motion passed in the affirmative.

Meeting adjourned at 1:47 PM

Respectfully submitted,



\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant

Received by,



\_\_\_\_\_  
C. Donald Stritch, Rockingham County Commissioner, Clerk





**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
September 2, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Frank Stoughton, IT/Telecommunications Manager; Diane Bitomske, Engineering and Maintenance; Cathy Stacey, Register of Deeds and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:06 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on August 19, 2003

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Commissioners' Work Session held on August 27, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Commissioners' Work Session held on August 28, 2003.

***Seconded:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census for the jail. A discussion on the inmate situation took place.

***Report from the Finance Department – Theresa Young***

Ms. Young reported that the DRA tax apportionments were received and that she will forward the numbers to the Treasurer to complete the October tax bills. Ms. Young also reported that the GASB 34 financials due to her by 7/03 have been delayed, however Ms. Milner will provide them no later than 9/8/03.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy distributed a copy of her “HIPAA to-do list” to the Board for compliance.

Commissioner Stritch opened the RFP for the Pay and Classification Study:  
Human Resource Partners  
Management Advisory Group, Inc.  
MGT of America

***Motion:*** Commissioner Stritch to have Ms. Roy review the bids and return with a recommendation.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill distributed the Monthly Report for June.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Commissioner Stritch opened the bids for Surge Protection: Scarponi Electric

Mr. Stoughton recommended to the Board that this should be re-bid.

***Motion:*** Commissioner Stritch to reject the bid received and to authorize the rebid for the RFP Surge Protection per the recommendation of Mr. Stoughton.

***Second:*** Commissioner Barrows.

***Vote:*** 2 yea. Motion passed in the affirmative.

***Report from the Engineering and Maintenance Department – Diane Bitomske***

Commissioner Stritch opened the bids for Elevator Inspection:  
Stanley Elevator Co.  
Pine State Elevator Co.

**Motion:** Commissioner Stritch to have Ms. Gates review the bids for Elevator Inspection and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Stritch opened the bid from Otis Elevator.

**Motion:** Commissioner Stritch to accept the bid from Otis Elevator pending certification of mailing date.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Stritch opened the bids for Grease Trap Service  
Action – King Enterprises  
Stewart’s Septic Tank Service

**Motion:** Commissioner Stritch to have Ms. Gates review the bids for Grease Trap Service and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Stritch opened the bids for Atrium Smoke Detector System:  
Paul Hackworth, Sr.

**Motion:** Commissioner Stritch to have Ms. Gates review the bids for Atrium Smoke Detector System and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Stritch opened the bids for Fire Sprinkler Systems Testing and Inspection: REM-C Fire Protection Systems

**Motion:** Commissioner Stritch to have Ms. Gates review the bids for Fire Sprinkle Systems Testing and Inspection and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

Commissioner Stritch opened the bids for Fire Alarm Systems Testing and Inspection: Paul Hackworth, Sr.; BEF Enterprises

**Motion:** Commissioner Stritch to have Ms. Gates review the bids for Fire Alarm Systems Testing and Inspection and return with a recommendation.

**Second:** Commissioner Barrows.

**Vote:** 2 yea. Motion passed in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home, Assisted Living and Adult Day Care. Mr. Sturtevant requested a non-public.

Mr. Stoughton mentioned that Turboteck will not honor their original bid. Turboteck came back with a price that is \$2,595 higher than what they were awarded. The Commissioners requested that Mr. Stoughton work with Turbotek to resolve the issue and report back.

***Report from the Register of Deeds – Cathy Stacey***

Ms. Stacey distributed the close out numbers for the Registry. Ms. Stacey requested a non-public session.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, c, & e).

**Seconded:** Commissioner Stritch.

**Vote:** 2 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
September 2, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Stritch, Cathy Stacey and Eileen Roblee.

Discussion: Legal Issue.

Those present for NHRSA 91A:3 II (a &c) were Commissioner Barrows, Commissioner Stritch, Martha Roy, William Sturtevant and Eileen Roblee.

Discussion: Personnel Issue.

Discussion: 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, Commissioner Barrows moved to go out of Non-Public Session.

*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

*Motion:* Commissioner Stritch to indemnify the Register of Deeds, Cathy Stacey, of all liability brought in the suit by Piscataqua Savings Bank.

*Second:* Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

*Motion:* Commissioner Stritch to refer the suit by Piscataqua Savings Bank against the Register of Deeds to the Rockingham County Attorney.

*Second:* Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

*Motion:* Commissioner Barrows to approve a residency waiver for the Nursing Home.

*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed in the affirmative.

*Motion:* Commissioner Stritch to approve the exception to the Personnel Policies and Procedures, Section 5-3 for an employee in the Nursing Home.

*Second:* Commissioner Barrows.

*Vote:* 2 yea. Motion passed in the affirmative.

*Moved:* Commissioner Barrows to adjourn.

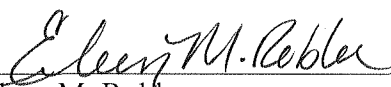
*Seconded:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:10 PM

Respectfully submitted,

Received by,

  
\_\_\_\_\_  
Eileen M. Roblee  
Executive Assistant

  
\_\_\_\_\_  
C. Donald Stritch  
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES  
COMMISSIONER BARROWS' OFFICE  
BRENTWOOD, NEW HAMPSHIRE  
September 9, 2003

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer;  
Kathy Nikitas, Finance Department; Capt. Joe Akerley, Sheriff's  
Department, Christine Croto, Sheriff's Department; James Reams, County  
Attorney; Nancy Adams, UNHCE; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:07 PM

*Report from the Commissioners Office – Maureen Barrows, Chair*

A discussion took place regarding the request from Nancy Adams, UNHCE, to hold a function in June 2004 for the Botanical Gardens. The Commissioners had requested input from Ms. Gates and Mr. Sturtevant regarding any concerns that they may have. These concerns were presented to Ms. Adams.

A discussion took place regarding the Supplemental Appropriations that were requested from the Commissioners. Capt. Akerley was concerned that the amount would be short. Ms. Croto mentioned that her calculation came up with a shortage of \$82,000 above and beyond the amount being asked for Wednesday night. Capt. Akerley also reported that there are many unknown factors that may affect the payroll, from TSA to increased security levels. Commissioner Barrows stated that this scenario could, and has, happen at anytime and we could address the issue when it occurs. Ms. Young stated that there were the correct number of payrolls in the system, however, there was a \$35,000 credit that was not accounted for in the supplemental calculation. Ms. Young stated that Delegation can vote a higher number other than what the Commissioners have requested and the motions have all ready been proposed with the higher amount. Ms. Young also stated that the Executive Committee is aware of the \$35,000 issue. Commissioner Barrows assured Capt. Akerley that if there is a shortage at the end of the year the Board will transfer enough funds.

Ms. Roy asked the Board to vote on the Grievance Hearings.

**Motion:** Commissioner Stritch to affirm the grievance on the buy-out.

**Second:** Commissioner Barrows.

*Vote:* 2 yea, Commissioner Pratt abstained from voting stating that she had not been present when the grievance was heard. Motion passed.

*Motion:* Commissioner Stritch to deny the grievance on the COLA.

*Second:* Commissioner Barrows.

*Vote:* 2 yea, Commissioner Pratt abstained from voting stating that she had not been present when the grievance was heard. Motion passed.

*Moved:* Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

*Seconded:* Commissioner Pratt.

*Discussion:* Commissioner Pratt questioned the propriety of the non-public session for this matter. The County Attorney assured the Board a personnel discussion would be included.

*Vote:* 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS BARROWS' OFFICE  
September 9, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Martha Roy, Theresa Young, Kathy Nikitas and Eileen Roblee.

A discussion took place regarding the County Attorney I and County Attorney II pay classification. The Commissioners addressed their concern that if the County Attorney's request is granted, it is conceivable that a County Attorney I could be making more money than a County Attorney II thereby placing the County Attorney in the same dilemma that led to his request for these exceptions to the County Personnel Policies. Attorney Reams agreed that this scenario is possible, however, Attorney Reams suggested that he then would just not promote an Attorney I past a step 5 even if they are due an increase after a favorable evaluation. The Board expressed its concern that this would be a violation of an employee's right to a step increase if otherwise merited under the County's personnel system. In an effort to rectify the current situation, the Commissioners discussed making three exceptions to the Personnel Policies and Procedures for specific individuals this year instead of making an actual policy change.

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.

*Second:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Motion:* Commissioner Stritch to approve the exception to the Personnel Policies and Procedures, Chapter 5-4 for two employees at the County Attorney's office, to move to step 6 on their anniversary date pending a satisfactory evaluation per the recommendation of the County Attorney.

*Second:* Commissioner Barrows.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Motion:* Commissioner Barrows to approve the exception to the Personnel Policies and Procedures, Chapter 5-4 and 5-7 for one employee at the County Attorney's office to move to step 6 on his promotion date pending a satisfactory evaluation per the recommendation of the County Attorney.

*Second:* Commissioner Barrows.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Commissioner Pratt asked Attorney Reams for an update on the outstanding issues from the June, 2003 meeting. Attorney Reams stated that the VISA issue is almost resolved and will get back to the Commissioners. Attorney Reams reported that there would be no Windham contract, for District Court prosecution, in part because he could not find an attorney to work part-time. Attorney Reams also reported that he is still working on allocation of the District Court expenses and feels that the payroll matrix provided by Robin Gates may be a solution. Ms. Young inquired as to the Salem Court contract in light of the news article recently in the papers and questioned the status of this contract in light of revenues that the County has been receiving from Salem since February of this year. Attorney Reams stated that the Salem Court contract is still up in the air based on the recent budget cuts in Salem.

The County Attorney asked the Commissioners if they would like to have a flag that was flown over a mission in Afghanistan. The Commissioners requested four flags and thanked the County Attorney.

Commissioner Pratt discussed the Ernest P. Barka Trust Fund appointees. There has to be one Commissioner, one Delegation member and the Treasurer on the Board to approve expenditures from the fund. Commissioner Pratt volunteered.

Commissioner Barrows volunteered to work with the Town of Brentwood on the issue of an acceptable payment in lieu of taxes from the County to the Town.

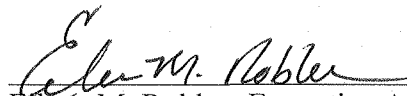
*Motion:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

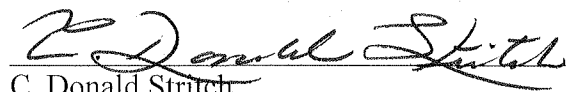
Meeting adjourned at 2:25 PM

Respectfully submitted,



Eileen M. Roblee, Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk





**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
September 16, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Frank Stoughton, IT/Telecommunications Manager; and Eileen Roblee, Executive Assistant. Also present was Larissa Mulkern from the Portsmouth Herald.

Commissioner Barrows called the meeting to order at 1:08PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

Commissioner Stritch opened the bids for the Time and Attendance RFP:

Kronos, Inc.  
Stromberg, LLC  
Northeast Timetrak System  
Logistics Solution  
Galaxy Technologies  
Officeland LTR Systems  
Industrial time and Systems, Inc.

***Moved:*** Commissioner Stritch to have Ms. Young evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Work Session held on August 26, 2003.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on September 2, 2003.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to forward the service agreement between Rockingham County Self Insured Workers' Compensation Fund and Northern General Services of New Hampshire, LLC to the County Attorney's office for review and authorize the Clerk to sign on all documents pertaining to the agreement.

**Second:** Commissioner Barrows.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roblee updated the Board on Ms. Robbin Grill and the audit of the flow of financial information. Ms. Roblee stated that at this time all of the Division Directors and Elected Officials, except for the County Attorney's Office, are completed. Ms. Roblee also updated the Board on letters received from the Department of Transportation and Department of Safety.

***Report from the Department of Corrections – Supt. Gene Charron***

Supt. Charron gave the census for the jail. Supt. Charron reported that there are fifteen women now at the State Facility at no charge to Rockingham and only five at the Hillsboro County Jail. This will save Rockingham County money on the per diem rate.

Commissioner Barrows reported that she attended the Standing Committee meeting on Monday, September 15. The Committee is interested in assisting the County in trying to find ways to alleviate the crowding issue at the jail. Commissioner Barrows stated that the Committee is in agreement over not building an addition to the existing jail but possibly utilizing the monitoring program.

Commissioner Pratt updated the Board on the Finance Commission meeting she, Mr. Sturtevant and Ms. Gill attended. The issues were the new Bed Tax as it amends the New Hampshire State Medicaid Plan.

**Moved:** Commissioner Pratt to award the bid for gloves at the jail to Central Paper per the recommendation of Supt. Charron.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Finance Department – Theresa Young***

Ms. Young explained the purpose of the Actuarial bid award. Ms. Young stated that it is now required by the State of New Hampshire to be completed every year.

**Moved:** Commissioner Pratt to award the bid for Actuarial Services to AMI Risk Consultants for an amount not to exceed \$11,600 (\$5,800 for health and \$5,800 for worker's compensation) per the recommendation of Ms. Young.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy expounded on the purpose of the Pay and Classification RFP.

**Moved:** Commissioner Stritch to award the RFP for the evaluation of the County Pay Plan and review of reclassification and new position requests for 2004 to HR Partners and contingent upon completion by discussed deadlines per the recommendation of Ms. Roy.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill updated the Board on the Skilled Nursing Supplemental Charges and the status of the negotiations with New Hampshire Health and Human Services regarding YDC rate increases.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton followed up on the discussion held at the last Commissioners Meeting regarding Turbotek. Mr. Stoughton reported that Turbotek will now honor their original quote given. Mr. Stoughton also reported that the phone bill situation is close to being completely resolved. Mr. Stoughton said that he is excited about and has great expectations for the new phone provider BayRing.

***Report from the Engineering & Maintenance Department – Jude Gates***

Ms. Gates reported that representatives from Primex toured the facilities last Thursday to review our buildings for liability and workers compensation issues. Ms. Gates stated that they were very impressed that the facilities were clean, safe and well maintained. The representatives also stated that Rockingham County exceeded all expectations in every manner.

**Moved:** Commissioner Stritch to award the bid for HVAC System Cleaning to Envirotech Clean Air, Inc. for the Jail in an amount not to exceed \$8,000 and to Northeast Ventilation Services, Inc. for the work at the RCNH in an amount not to exceed \$11,250 per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Grease Trap Service to Stewart's Grease Trappers in an amount not to exceed \$540 per month per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Elevator Preventive Maintenance and Inspections to Stanley Elevator Company, Inc. in the amounts as quoted per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Fire Sprinkler Systems Testing & Inspection to REM-C Fire Protection in the amounts as quoted per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Fire Alarm System Testing & Inspection to Hackworth Fire & Security in the amounts as quoted per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Atrium Smoke Detector System to Hackworth Fire & Security in an amount not to exceed \$5,795 per the recommendation of Ms. Gates.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Fernald Elevator Repairs:

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

**Moved:** Commissioner Stritch to have Ms. Gates evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home and the Assisted Living Facility. Mr. Sturtevant reminded the Board of the Carroll County Commissioners and representatives visit scheduled for Wednesday, September 17, at 10:00 am in the Commissioners Conference Room. Mr. Sturtevant updated the Board on the status of the contract for pharmacy services and noted that the physicians will hence forth be doing their own billing.

Mr. Sturtevant requested a non public session.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
September 16, 2003**

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

Discussion: Legal issues.

Those present for NHRSA 91A:3 II (a, b & c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, William Sturtevant and Eileen Roblee.

Discussion: Personnel Issues.

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

**Second:** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to approve the down-grade of a position in the Nursing Home.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to amend the Long Term Care Services Department's Rules and Regulations to reflect payment of \$50 per on-call shift to carry a pager and payment at \$30/hour if employee works a shift.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

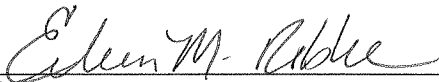
*Moved:* Commissioner Barrows to adjourn.

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:40 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES  
MITCELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
September 23, 2003

Present: Commissioner Maureen Barrows, Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Martha Roy, Dir. of Human Resources and Eileen Roble, Executive Assistant  
to the Commissioners

Commissioner Barrows called the meeting to order at 1:05 PM

*Report from the Commissioners Office – Maureen Barrows, Chair*

**Moved:** Commissioner Barrows to accept the Manchester Airport Security Agreement and recommends its adoption to the Rockingham County Delegation.

**Second:** Commissioner Stritch.

**Vote:** 2 yea.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3II (a, b, c, d, e & f).

**Seconded:** Commissioner Stritch.

**Vote:** 2 yea. Motion passed in the affirmative.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
September 16, 2003

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Stritch, Theresa Young and Eileen Roblee.

Discussion: Legal issues.

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Stritch, Martha Roy, and Eileen Roblee.

Discussion: Legal 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 (e), Commissioner Barrows moved to go out of Non-Public Session.

**Second:** Commissioner Stritch.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

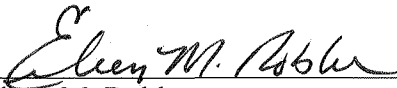
**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Stritch.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

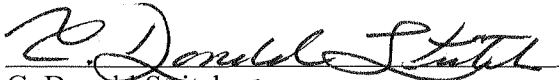
Meeting adjourned at 1:20 PM

Respectfully submitted,



Eileen M. Roblee  
Executive Assistant

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk





COMMISSIONERS MEETING  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
September 26, 2003

Present: Commissioner Maureen Barrows, Chairman  
Commissioner C. Donald Stritch, Clerk  
Also present: William Sturtevant

Commissioner Barrows called the meeting to order at 10:00 AM

*Report from the Rockingham County Nursing Home*

Discussion: a Personnel matter.

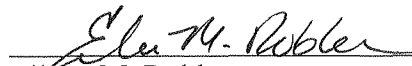
*Moved:* Commissioner Barrows to adjourn.

*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 10:30 PM

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee  
Executive Assistant

Received by,

  
\_\_\_\_\_  
C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
September 30, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Judie Milner, Finance Office; Lt. James Szeliga, Sheriff's Office; Robert Jordan, Sheriff's Office; Frank Stoughton, IT/Telecommunications Manager; Eileen Roblee, Executive Assistant; Peg Warner, Union Leader and Larissa Mulkern, Portsmouth Herald.

Commissioner Barrows called the meeting to order at 1:06 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to approve the meeting minutes for the Board Of Commissioners Meeting held on September 16, 2003.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Pratt to approve the Work Session minutes for the Board Of Commissioners held on September 9, 2003.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Barrows to approve the Work Session minutes for the Board Of Commissioners Meeting held on September 23, 2003.

***Second:*** Commissioner Stritch.

***Vote:*** 2 yea. Commissioner Pratt abstained. Motion passed in the affirmative.

Commissioner Barrows requested a non-public session.

**Report from the Human Services Department – Diane Gill**

Ms. Gill presented the 6% incentive fund to the Commissioners

**Moved:** Commissioner Pratt to award the following:

Seacoast Big Brothers Big Sisters	\$20,000.00	(\$10,000.00 reserved)
Easter Seals	\$24,500.00	
New Outlook Teen Center	\$32,000.00	
City Year NH	\$40,000.00	
HCIC/Ecumenical Transportation	\$5,000.00	
The SAD Café	\$20,000.00	
New Generation, Inc.	\$10,716.00	
Familystrength	\$14,000.00	(\$7,000.00 reserved)
Salem Visitation Center	\$20,000.00	
Raymond Parks and Recreation	\$8,955.00	
Salem Boys and Girls Club	\$7,000.00	
Seacoast Diversion Program held		no release of reserved \$13,000.00 until meeting held
Hampton Child and Family Program		release of reserved \$2,200.00
COPE		No further funding

TOTAL NEW AWARDS: \$202,171.00

All awards are subject to conditions set in individual Letters of Award, Per the recommendation of the 6% Committee.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for paper:

Hallsmith-Sysco Food Service  
Central Paper Products  
Interboro Packaging

**Moved:** Commissioner Stritch to reject the late bid from Portsmouth Paper per the bid requirements.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to have Mr. Sturtevant review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Gene Charron***

Supt. Charron gave the census for the Jail. Supt. Charron informed the Board that the amount expended for women inmates from Rockingham being housed at the Hillsboro Jail went from approx. \$30,000 to approx. \$12,000. Supt. Charron requested a non-public.

***Report from the Finance Office – Judie Milner***

Ms. Milner updated the Board on the RFP for the Time and Attendance Software. Ms. Milner informed the Board that there would be a demonstration within the next few weeks by the top bidders and that they are looking at 2004 for implementation.

Ms. Milner recommended to the Board that they forward a request to the Delegation to establish three expenditure lines for the District Court non-salary expenses: Travel, Office Supplies and Dues and transfer \$1 from the County Attorney lines to these lines.

**Moved:** Commissioner Pratt to recommend to the Delegation that they establish three new line items, Travel, Office Supplies and Dues in the County Attorney District Court budget and appropriate \$1 in each.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy presented the revised Personnel Policies and Procedures as approved by the County Management Team and recommended to the Board that they be adopted for 2003.

**Moved:** Commissioner Pratt to amend the Personnel Policies and Procedures Manual as recommended by the County Management Team.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roy requested that the Insurance Consultant Addendum be reviewed by an attorney. The Board approved Ms. Roy's request. Ms. Roy informed the Board that the Pay and Classification Study contract has the identical language as the one that was reviewed last year by an attorney and requested that it be approved as is and not be forwarded to an attorney for review. The Board approved Ms. Roy's request.

***Report from the Human Services Department -- Diane Gill***

Ms. Gill disseminated the Department of Human Services monthly report for July.

***Report from the IT/Telecommunications Department -- Frank Stoughton***

Mr. Stoughton presented the PC Lease that was awarded in August.

**Moved:** Commissioner Stritch to authorize the Chairman to sign all documents for the PC Lease through Banknorth per the recommendation of Mr. Stoughton.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Mr. Stoughton and Ms. Milner presented to the Board a contract from Merrimack Business Systems for their review. Ms. Milner stated that this company conducts audits of past telecommunications' invoices and recovers overpayments or credits owed to the County. The cost to the County would then be one half of what monies are recovered.

***Report from the Engineering and Maintenance Department -- Jude Gates***

Ms. Gates reported on the plumbing situation at the Nursing Home. Ms. Gates stated that it is approximately ten years old and that the level of failure is a concern. Ms. Gates reported that she brought in a plumbing engineer to review the system. Ms. Gates informed the Board that the door replacement project in Fernald is scheduled to start this week on the second floor and that Honeywell is replacing eight roof top units in Fernald.

***Report from the Nursing Home -- William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home. Commissioner Pratt inquired to the Bid Waiver presented by Mr. Sturtevant for White Birch Communications. Mr. Sturtevant informed the Board that he had placed this out to bid last year and received at least two bids, possibly three bids, and White Birch Communications won the bid. Mr. Sturtevant requested a non-public.

***Report from the Sheriff's Department -- Lt. James Szeliga***

Commissioner Stritch opened the bids for Sheriff's Computers:  
Cocci Computer Services, Inc.  
CDW Government, Inc.

Commissioner Stritch opened the bids for Sheriff's Computer Network:  
Cocci Computer Services, Inc.  
CDW Government, Inc.  
NEServices.Net

Commissioner Stritch opened the bids for Sheriff's Firearms:  
Riley's Sport Shop, Inc.  
Maryland Police Supply, Inc.

**Moved:** Commissioner Stritch to have the Sheriff review and evaluate the bids for Computers, Computer Network and Firearms for the Sheriff's Department and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the bid waiver to New Hampshire Department of Safety for the National Crime Information Center (NCIC) Dispatch Services in the amount of \$7,200 per the recommendation of the Sheriff.

**Second:** Commissioner Stritch.

**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 (a, b, c, d, e & f).

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
September 30, 2003**

Those present for NHRSA 91A:3 II (a, e, & c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, William Sturtevant and Eileen Roblee.

Discussion: Residency Waiver.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, William Sturtevant, Martha Roy, and Eileen Roblee.

Discussion: Personnel Issue.

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Supt. Charron, Martha Roy and Eileen Roblee.

Discussion: Legal Issue.

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

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the residency waiver per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the exception to the Personnel Policies and Procedures Section 5-3 for a new employee in the Nursing Home per the recommendation of Mr. Sturtevant and Ms. Roy.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve three RN I (full time) positions in the Nursing Department be downgraded to three LPN I (full time) positions per the recommendation of Mr. Sturtevant and Ms. Roy.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the job title change from Social Worker I position in the Ernest P. Barka Assisted Living Facility to Administrative Assistant III position per the recommendation of Mr. Sturtevant and Ms. Roy.

**Second:** Commissioner Stritch.

**Moved:** Commissioner Barrows to enter back into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch.

Discussion: Personnel.

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.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to appoint Jude Gates and William Sturtevant to the Step 4 Across the Board Grievance Panel.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.


**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 3:15 PM

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee, Executive Assistant

Received by,

  
\_\_\_\_\_  
C. Donald Stritch, Clerk  
Rockingham County Commissioner





COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
October 7, 200

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Commissioner Barrows called the meeting to order at 1:10 PM

*Moved:* Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

*Seconded:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed in the affirmative.

MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Mitchell III Conference Room  
October 7, 2003

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy and Judie Milner.

Discussion: Personnel.

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 Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Ms. Roblee updated the Board on several outstanding issues. The Board requested that Ms. Roblee send a second email to HUD that appointed her as the contact person. Ms. Roblee asked the Board to authorize Commissioner Pratt to sign off on the lease from Ford Motor Credit for the Department of Corrections.

**Moved:** Commissioner Barrows to authorize Commissioner Pratt to sign all documents pertaining to the lease of the vehicle from Ford Motor Credit Company for the Department of Corrections.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed in the affirmative.

Ms. Roy presented a draft copy of a proposed employee evaluation review form to the Commissioners.

Commissioner Barrows recommended that the Board not appoint an attorney to an inmate suite at this time. Commissioner Barrows requested that the Board receive additional information from Supt. Charron prior to assigning legal counsel. Commissioner Barrows informed the other Commissioners of the letters she had received from Area HomeCare & Family Services, Inc. regarding non-county specials funding. Commissioner Barrows informed the Board that the Rockingham Visiting Nurse Association was terminating its state contract and that Area HomeCare & Family Services are now responding to the needs of 59 elderly there would have lost their service(s) and are looking for additional funding. Commissioner Barrows also briefed the Board on the letter from the Town of Brentwood requesting that the Board use the Town's property cards to identify each of the County's building structures usage. Commissioner Pratt reminded the Board that the cards provided had not been updated in light of the recent Brentwood evaluation and changes in the county's inventory of buildings. Commissioner Pratt asked that the town provide updated cards for the County to work from. Commissioner Pratt also reminded the Board that the Selectmen had also promised at their August 19, 2003 meeting to provide a census of service calls to the County complex for the past twelve months. Commissioner Barrows also informed the Board that the Seacoast Family YMCA sent a thank you note for their funding through the 6% program.


**Moved:** Commissioner Barrows to adjourn.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:50 PM

Respectfully submitted,



Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
October 14, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Frank Stoughton, IT/Telecommunications Manager; Christine Croto, Sheriff's Department; Cathy Stacey, Register of Deeds; Jim Reams, County Attorney; and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Pratt to appoint Tim Dempsey as Deputy Treasurer as of June 1, 2003 through May 31, 2004 per the recommendation of the Treasurer.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Pratt to extend DHK Financial, Tim Dempsey, contract for financial services through November 30, 2003 per the recommendation of the Treasurer.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on September 30, 2003.

***Seconded:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve the Work Session minutes for the Board Of Commissioners held on October 7, 2003.

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Barrows requested additional information on the Memorandum of Understanding with the Salem Visitation Center.

**Moved:** Commissioner Pratt to approve the agreement between Rockingham County and HR Partners and authorize the Chair to sign all documents.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Gene Charron***

Supt. Charron gave the census at the jail. Supt. Charron reported that at this time there are only four female inmates at Hillsboro.

**Moved:** Commissioner Pratt to award the bid for paper at the Jail to Central Paper Company and Interboro Packaging Company per the recommendation of Supt. Charron.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Chux:

McKesson  
Central Paper Products  
Gulf South Medical

**Moved:** Commissioner Stritch to have Bill Sturtevant evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office – Theresa Young***

Ms. Young stated that she has a draft budget packet prepared for the Commissioners review. Ms. Young also stated that there are some additional transfer requests received that will be walked into the Executive Meeting on Friday, October 17<sup>th</sup>. Ms. Young requested a non-public meeting.

Commissioner Barrows asked Ms. Young about the transfer into various payroll lines. Ms. Young explained.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy presented two addenda to be signed by the Commissioners. Ms. Roy stated that both are with USI New England, however one addendum is for HIPAA compliancy.

***Moved:*** Commissioner Pratt approve the USI New England Addendum extending the contract through September 4, 2005 and the Privacy Addendum with USI New England and authorizes the Chair to sign all documents.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill reported that John Stevens was confirmed as the new Health and Human Services Commissioner.

***Report from the Registry of Deeds – Cathy Stacey***

Ms. Stacy disseminated the year-to-date numbers for receipts and documents. Ms. Stacey reported that revenues are still up, document count is up by 40%. Ms. Stacey informed the Commissioners of her meeting with DRA. Ms. Stacey also reported that the NHAC conference is sold out with record number attendees. Ms. Stacey reported to the Board a conversation she had with the Treasurer concerning escheat funds.

Ms. Stacey requested a non-public.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that the newly renovated computer training room is now once again available and that classes have resumed.

***Report from the Engineering and Maintenance Department – Jude Gates***

Commissioner Stritch opened the bids for Acorn Penalware Showers:

F. W. Webb  
Standard Plumbing and Heating

***Motion:*** Commissioner Stritch to have Jude Gates evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Ms. Gates reported that the Nursing Home has been rewired to 25%. Ms. Gates informed the Board that the fire panel is in the process of being relocated in the

reception area of the Nursing Home and that the hot water tank at the jail will be back on line by the end of the week. Ms. Gates also reported that the Duct cleaning is ongoing.

***Report from the Nursing Home – Bill Sturtevant***

Mr. Sturtevant gave the census for the nursing home and assisted living facility. Mr. Sturtevant reported that the quiet room has been relocated. Mr. Sturtevant reported that there will be an increase to the transfer request in the pharmacy line.

***Moved:*** Commissioner Stritch to award the bid for paper products in the Nursing Home to Central Paper, Hallsmith Sysco, and Interboro Packaging per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Pratt to approve the bid waiver to White Birch Communications in the amount not to exceed \$10,350 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for cereal:

Shaheen Bros. Inc.  
US Foods Service  
Hallsmith Sysco

***Moved:*** Commissioner Stritch to have Mr. Sturtevant evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Pharmacy:

Neighbor Care  
Uni-Care

***Moved:*** Commissioner Stritch to have Mr. Sturtevant evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Office – Christine Croto***

**Moved:** Commissioner Stritch to award the bid for five computers in the Sheriff's Office to CDW-G in an amount not to exceed \$4,825.95 per the recommendation of the Sheriff.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for network server in the Sheriff's Office to Cocci in an amount not to exceed \$11,557 per the recommendation of the Sheriff.

**Report from the County Attorney's Office – James Reams**

Attorney Reams updated the Board on an outstanding Courthouse issue. Attorney Reams reported that the doors to his office still need some work regarding wiring and locking. Attorney Reams also updated the Board on the Salem District Court and Windham. The County Attorney's office could not hire an attorney part-time for the Windham contract and Windham ultimately paid a higher salary and hired their own attorney. Attorney Reams stated that the Salem District Court is still up in the air. Attorney Reams informed the Board that the Kingston Police department donated cubicles to his department.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

**Seconded:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
October 14, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Theresa Young and Eileen Roblee.

Discussion: Personnel

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Gene Charron, Attorney Waterhouse (via conf. call) and Eileen Roblee.

Discussion: Legal Issue

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Attorney Jim Reidy (via conf. call) and Eileen Roblee.

Discussion: Personnel

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), Commissioner Barrows moved to go out of Non-Public Session.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve an exception to the Personnel Policies and Procedures Section 8-2J for an employee in the Registry of Deeds Office per the recommendation of Cathy Stacey.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to authorize a settle offer of a former Corrections employee.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve up to a one week paid leave of absence for an employee in the Finance Office.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to rescind the September 30, 2003 approval of an amendment to the Personnel Policies and Procedures Manual Chapter 15 Section 3.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve an amendment to the Worker's Compensation Fund Usage Policy concerning the purchase of equipment.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Barrows to adjourn.

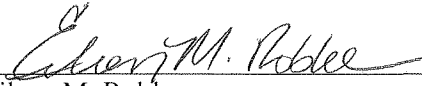
**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 3:25 PM



Respectfully submitted,



Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
October 24, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Martha Roy, Dir. Of Human Resources; Roy Morrisette, Asst. Dir. of Human Resources; Theresa Young, Finance Officer; Julie Hoyt, Finance Office; Judie Milner, Finance Office; Kathy Nikitas, Finance Office; and Christine Croto, Sheriff's Office. Present from GISC were Barbara Aldrich and Douglas Morse and Neil Lovett from USI New England.

Commissioner Barrows called the meeting to order at 11:10 AM

**Discussion:** Completion of Plan Document and lack of some reports, especially but not limited to lag reports. Mr. Aldrich introduced a new Account Executive for Rockingham County that is an ERISA Expert. Also discussed were delaying Open Enrollment to Nov. 15 thru Dec. 15, 2003 for plan year 2004.

**Discussion:** clarification concerning payment to Airport deputies regarding shift differentials and payments for holidays.

**Moved:** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
MITCHELL III CONFERENCE ROOM  
October 24, 2003**

Those present for NHRSA 91A:3 II (a & e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy and Theresa Young.

Discussion: Personnel.

Discussion: 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.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to authorize the settlement of a lawsuit from a former employee contingent on customary signed releases including but not limited to confidentiality provisions.

**Moved:** Commissioner Barrows to adjourn.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:37 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
October 28, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Frank Stoughton, IT/Telecommunications Manager; Theresa Young, Finance Officer; Judie Milner, Finance Office and Eileen Roblee, Executive Assistant. Also present was Peg Warner of the Union Leader.

Commissioner Barrows called the meeting to order at 1:10 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on October 14, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for bread:

LePage Bakeries, Inc.  
George Weston Bakeries, Inc.

***Moved:*** Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roblee informed the O/DD that there will be a Board of Commissioners Meeting on Nov. 4 in lieu of the regularly scheduled meeting on Nov. 11 due to the holiday. Ms. Roblee inquired as to the status of the budget packet and was informed by the Commissioners it was approved to send out. Ms. Roblee forwarded the property cards to Commissioner Barrows and was instructed to schedule a meeting with Selectman Fennelly of Brentwood.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census for the jail. Supt Charron informed the Board that he is pleased with the communication that has transpired with Superior Court Judges regarding sentencing. Supt. Charron informed the Board that he is attending a conference on Friday in White River Junction Vermont on a substance abuse program that seems to be working in Vermont. A discussion took place regarding the Merrimack Program for Pre-Trial inmates and costs.

Commissioner Barrows informed Supt. Charron that she has opened a dialogue between Exeter Hospital and the County regarding the possibility of an out-patient substance abuse program.

Commissioner Stritch opened the bids for commercial washers for the jail:

Daniels Equipment Co.  
American Equipment Sales  
MacGray  
Yankee Equipment Systems

***Moved:*** Commissioner Stritch authorized Supt. Charron to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office – Theresa Young***

Ms. Young informed the Board the there will be an Executive Committee meeting on Dec. 5 to approve transfers, spending in Jan. and Feb. of 2004 and provide borrowing authority for the Tax Anticipation Note. Ms. Young stated that the budget packets will go out immediately to the departments. Ms. Young requested that the bid for lease consolidation be rejected and re-bid. Ms. Young stated that she will contact in writing all the vendors that responded to the bid and asking if they would like their bid to stand with the option to re-bid.

Ms. Young requested a non-public session.

**Moved:** Commissioner Pratt to reject the sealed bids for lease consolidation and re-bid the RFP.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for property and casualty risk management:  
USI New England  
Tobey and Merrill, Inc.

**Moved:** Commissioner Stritch to authorize Ms. Young to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Human Resources – Martha Roy***

Ms. Roy informed the Board that Neil Lovett will be attending the meeting next Tuesday, Nov. 4<sup>th</sup> to review the health and dental proposals for 2004. Ms. Roy also stated that Don Tyler from HR Partners will be attending that meeting to review the pay plan adjustment.

***Report from the Department of Human Services – Diane Gill***

Ms. Gill stated that she has no new information to report.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Commissioner Stritch opened the bids for surge protection:  
Scarponi Electric  
Martens & Abbott, Inc.

**Moved:** Commissioner Stritch to authorize Mr. Stoughton to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve a bid waiver to Merrimack Business Solutions in an amount not to exceed \$15,000 for twelve months following implementation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from Engineering and Maintenance Services – Jude Gates***

**Moved:** Commissioner Stritch to award the bid for Acorn penalware showers to Standard Plumbing & Heating Supply LLC in an amount not to exceed \$10,140.00.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for Fernald Building elevator repairs to Pine State Elevator Company in an amount not to exceed \$46,200.00.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the bid for sewer lift station/force main to HTA Consulting Engineers in an amount not to exceed \$30,000.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the agreement with Public Service of New Hampshire and authorize the Chair to sign any necessary documents.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census. Mr. Sturtevant informed the Board that there is a pumpkin carving contest in the atrium later that evening. Mr. Sturtevant requested a non-public session.

**Moved:** Commissioner Pratt to award the bids for Chux to Central Paper as shopped.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to award the bids for Cereal for the Nursing Home to Hallsmith Sysco Foods, for the Department of Corrections US Foods as shopped.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to declare certain equipment as surplus and to authorize to donate to local agencies and/or IMEC, as listed.

*Second:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for chips:  
No bids were received.

Commissioner Stritch opened the bids for soft drinks:  
Pepsi Bottling Group  
Seacoast Coca Cola

Commissioner Stritch opened the bids for juice:  
Hallsmith Sysco Health Care  
Gareleck Farms  
Donahue Brothers Inc.  
US Foods Service

Commissioner Stritch opened the bids for cubicle curtains:  
Phoenix Textile Corp.  
Adden Furniture  
Victor Rome Contract Furnishings  
Direct Line Furnishings

*Moved:* Commissioner Pratt to authorize Mr. Sturtevant to review and evaluate all bids and return with recommendations.

*Second:* Commissioner Stritch.

*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 (a, b, c, d, e & g).

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
October 28, 2003**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mr. Sturtevant and Eileen Roblee.

Discussion: Legal matter.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young 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 (a & e), Commissioner Barrows moved to go out of Non-Public Session.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

A discussion took place regarding Health Insurance.

**Moved:** Commissioner Barrows to postpone open enrollment of all benefits for County employees to November 15 thru December 15, 2003 for the January – December 2004 calendar year with the understanding that increases, if any, for January premiums customarily taken in the month of December will not be collected from the employees.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

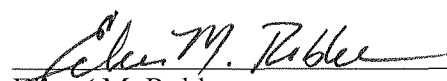
**Moved:** Commissioner Barrows to adjourn.

**Second:** Commissioner Pratt.

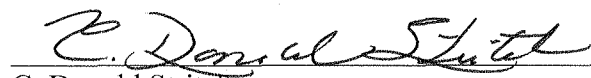
**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 3:07 PM

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_  
C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
November 4, 2003**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Dir. of Assisted Living; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Judie Milner, Finance Office; Frank Stoughton, IT/Telecommunication Mgr.; Lt. Mark Peirce, Sheriff's Office; Lt. James Szelega, Sheriff's Office and Eileen Roblee, Executive Assistant. Also Present was Don Tyler of HR Partners and Neil Lovett of USI New England.

Commissioner Barrows called the meeting to order at 1:08 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on October 24, 2004.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on October 28, 2004.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roblee informed the Board that both the Register of Deeds and the County Attorney sent letters regarding the final phase of the remediation project at the Courthouse. Commissioner Pratt asked if the post-remediation air quality testing was performed by the State and if it was satisfactory. Ms. Roblee informed the Board that Neil Lovett will be joining the meeting later to discuss health insurance.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census for the jail. Supt. Charron reported on the conference that he attended in Vermont and how the substance abuse program works.

Commissioner Stritch opened the bids for copiers:

IKON Office Solutions, Inc.  
Conway Office Products  
MacDurgin Business Systems, Inc.  
Xerox – New England Document Solutions, Inc.  
Konica Minolta Business Solutions  
Northern Business Machines, Inc.  
OFFTECH  
Seacoast Business Systems  
Imagistics  
United Business Machines

***Moved:*** Commissioner Stritch to authorize Supt. Charron and Cathy Stacey to review and evaluate the bids and return with their recommendations.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office – Theresa Young***

Ms. Young reported that the budget packets went out last week and that each department can now enter their own budget into MUNIS. Ms. Young requested a non-public.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reminded the O/DD that open enrollment is postponed until November 15 through December 15. Ms. Roy also stated that the customary December increases for 2004 health insurance would not be collected from the employees. Ms. Roy requested a non-public.

***Report from the Department of Human Services – Diane Gill***

Ms. Gill disseminated the monthly report for August, 2003.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that everything is running well with nothing new to report.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates informed the Board that the smoke detection system is being replaced in the atrium at the moment and that Honeywell is moving along completing the wiring. Ms. Gates reported that she is working on proposals and estimates for next year's work. Ms. Gates also reported that she received the #6 oil reimbursement check from the State. Ms. Gates informed the Board that the main entrance to the Nursing Home has been closed so that they may asphalt the ramp. Ms. Gates reported that she and Commissioner Barrows toured the facilities with Selectman Fennelly from Brentwood in an effort to discuss a payment in lieu of taxes.

Commissioner Barrows requested that Ms. Gates have the camper that is currently located at the Ladd Farm be removed and that Ms. Gates request it to be designated as surplus equipment at the next Commissioners Meeting.

***Report from the Nursing Home – Nancy Lang***

Ms. Lang gave the census for the Nursing Home. Ms. Lang requested a non-public session.

***Moved:*** Commissioner Stritch to award the bid for bread to George Weston Bakeries (Freihofer Sales Company, Inc.) as shopped; soft drinks to Seacoast Coca-Cola as shopped; Juices to Donahue Bros. as shopped; and cubicle curtains to Victor Rome, Inc. in an amount not to exceed \$5705.000 per the recommendations of Mr. Sturtevant.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Department – Lt. Mark Peirce***

Lt. Peirce informed the Board that he had nothing new to report.

***Moved:*** Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
November 4, 2003**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Nancy Lang and Eileen Roblee.

Discussion: Residency Waiver

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Nancy Lang, Martha Roy and Eileen Roblee.

Discussion: Personnel Issue.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Supt. Charron and Eileen Roblee.

Discussion: Personnel Issue.

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Judie Milner, Theresa Young 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 (a & c), Commissioner Barrows moved to go out of Non-Public Session.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve a residency waiver in the Nursing Home.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve two exceptions to the Personnel Policies and Procedures, Chapter 5 Section 3 for new employees at the Nursing Home.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Don Tyler, representing HR Partners, presented his findings and recommendations with regards to the salary structure review for 2004. The Commissioners took the report under advisement.

Neil Lovett of USI New England presented to the Board of Commissioners options for health insurance carriers. A discussion took place as to which carrier the County should go with. Both Ms. Young & Ms. Milner recommended that the County retain CBA because they were the least costly proposal, have given a new alternative for reinsurance that has built in savings and have proven they are able to provide the reporting that GISC has been unable to provide even after many meetings. Ms. Roy stated that she was concerned over employees being confused going to a new health insurance company and the new enrollment forms that they should complete.

**Moved:** Commissioner Barrows to approve GISC, our current health insurance carrier, for 2004.

**Second:** Commissioner Stritch.

**Vote:** 2 yea. 1 nay – Commissioner Pratt. Motion passed in the affirmative.

Commissioner Pratt requested information on Canadian drug prescriptions from Neil Lovett. A further discussion took place on pay and benefits.

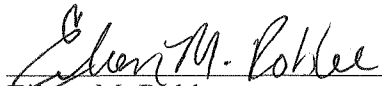
**Moved:** Commissioner Barrows to adjourn.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:50 PM


Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
November 12, 2003

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer; Christine Croto, Sheriff's Office; Judie Milner, Finance Office; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:05 AM

***Report from the Commissioners Office – Maureen Barrows, Chair***

Commissioner Stritch opened the bids for Furnishings for the Nursing Home:  
Direct Line Furnishings  
Duracase LLC

***Moved:*** Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened bids for Firearms for the Sheriff's Department:  
Riley's Sports Shop

***Moved:*** Commissioner Stritch to authorize the Sheriff to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

A Discussion took place regarding different scenarios for Health and Dental Insurance premiums.

**Moved:** Commissioner Pratt to approve Scenario A1 for Health Insurance.

**Second:** Commissioner Stritch.

**Vote:** 2 yea. 1 nay – Commissioner Barrows. Motion passed in the affirmative.

**Moved:** Commissioner Barrows to accept the following recommendations in Column “B” as the Commissioners’ proposal for 2004 for Longevity , Dependent Care and Health Care Reimbursement Account.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to accept the following recommendations in Column “B” as the Commissioners’ proposal for 2004 for Health Insurance, Scenario A1.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. 1 – nay – Commissioner Barrows. Motion passed in the affirmative.

**Moved:** Commissioner Pratt to accept the following recommendations in Column “B” as the Commissioners’ proposal for 2004 for Dental Insurance, Scenario A1.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

A discussion took place as to a proposed amendment to the Personnel Policies.

**Moved:** Commissioner Barrows to grant an exception to the Summary Plan Description to allow for a Nursing Home employee receive retiree health insurance benefits and rates.

**Second:** Commissioner Stritch.

**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 (a, b, c, d, e & f).

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.



MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
November 12, 2003

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young and Eileen Roblee.

Discussion: Personnel

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.

*Second:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

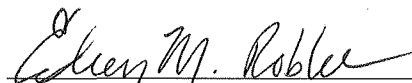
*Moved:* Commissioner Barrows to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:50 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
November 18, 2003

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant,  
Nursing Home Administrator; Kathy Nikitas, Finance Office and Eileen  
Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

Mr. Sturtevant discussed the future of Fernald I. A discussion followed as to the initial steps towards phase II of the Assisted Living Facility. Commissioner Pratt suggested a meeting with Mr. Sturtevant, Ms. Gates and Ms. Lang for a debriefing on Phase I of Assisted Living and Planning for Phase II.

Ms. Roblee reported to the Board on the web site development meeting with Mr. Stoughton and Ms. Wherett. Ms. Wherett supplied information and costs for updating the web site. A discussion took place on the possibility of central purchasing. Commissioner Pratt recommended that it be brought forward for discussion at the next Division Directors' meeting.

**Moved:** Commissioner Stritch to approve the settlement for a former employee and authorizes the chair to sign all necessary documents.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

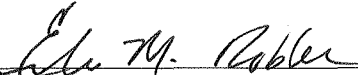
**Moved:** Commissioner Barrows to adjourn.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:15 PM

Respectfully submitted,

  
\_\_\_\_\_

Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_

C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
November 25, 2003**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Julie Hoyt, Finance Office; Christine Croto, Sheriff's Office; Eileen Roblee, Executive Assistant and Peg Warner of the Union Leader.

Commissioner Barrows called the meeting to order at 1:05 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on November 4, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on November 12, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to accept the proposal from Leslie Wherett for updating the County Web Site.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Pratt to authorize the Clerk to sign all necessary documents pertaining to Leslie Wherett's proposal.

***Second:*** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roblee informed the Board that there is a copy of the Single Audit Reports year ended 12/31/02 and a copy of the OccuHealth post remediation report in the office if they wish to review it. Commissioner Pratt asked that Ms. Gates and Mr. Clayton evaluate the OccuHealth report.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census for the jail.

**Moved:** Commissioner Stritch to award the bid for commercial washers for the jail to Yankee Equipment Systems, Inc. for 2 washers in the amount of \$15,542 per the recommendation of Supt. Charron.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office – Julie Hoyt***

Commissioner Stritch opened the bid for Building Allocations:  
Hoyle, Tanner & Associates. Inc.

**Moved:** Commissioner Stritch to authorize the Finance Officer to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Lease Consolidation:  
Bank America Leasing  
Fleet Boston  
Carlyle Financial Services  
Banknorth  
Citicapital

**Moved:** Commissioner Stritch to authorize the Finance Officer to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy reminded the Board that Open Enrollment has started and will close on December 15. Ms. Roy requested that the HR Budget review prior to the 23<sup>rd</sup> of December. Ms. Roy informed the Board that the across the panel grievance review will be on Dec. 2 at 10:00 am. Ms. Roy reported to the Board an issue regarding our health plan and injectibles.

**Moved:** Commissioner Stritch to approve an amendment to the Summary Plan Description to allow for injectibles as previously defined in the CBA Summary Plan Description per the recommendation of Ms. Roy.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Human Services Department – Diane Gill***

Ms. Gill disseminated the monthly report for September. Ms. Gill informed the Board that they are working on the monthly report for October. Commissioner Pratt requested that in the future Ms. Gill send the reports electronically.

***Report from the IT/Telecommunications Department – Frank Stoughton***

**Moved:** Commissioner Pratt to designate the attached list of equipment as surplus in the IT/Telecommunications Department per the recommendation of Mr. Stoughton.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Pratt requested that Mr. Stoughton first advertise the equipment to County employees for purchase as well as supply the County with a report as to how the equipment has been disposed.

**Moved:** Commissioner Stritch to award the bid for surge protection to Scarponi Electric in the amount of \$12,950 per the recommendation of Mr. Stoughton.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Pratt asked that all departments disposing of surplus equipment report to the Board on the final disposal.

***Report from the Engineering and Maintenance Department – Jude Gates***

**Moved:** Commissioner Pratt to designate the attached list as surplus equipment in the Engineering and Maintenance Department.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Rockingham County Complex Security:  
Martens & Abbott Inc.  
Johnson & Jordan Mechanical Contractors

**Moved:** Commissioner Stritch to authorize Ms. Gates to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Ms. Gates updated the Board on the remediation project for the Courthouse. Ms. Gates stated that she has not seen a balancing report and that there are a few other final reports that she has not seen.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for Long Term Care.

Commissioner Stritch opened the bids for potato chips:

PFG Springfield  
Donahue Bros.  
Hallsmith-Sysco  
US Foods Service

***Moved:*** Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to award the bid for furnishings to AC Furniture in the amount of \$6782.00 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to award the bid for Pharmacy to UniCare (Omni-Care) per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the Bid waiver to Hobart Corporation for preventative maintenance on equipment in the Long Term Care Services/Food Service Department in the amount of \$7994.50 per the recommendation of Mr. Sturtevant.

***Second:*** Commissioner Pratt for discussion purposes.

A discussion took place as to the possibility of using Specialty Underwriters for the maintenance contract and not Hobart's. Mr. Sturtevant informed the Board that for a similar price, Hobart responds better to their own contracts than a third party vendor's contract for maintenance. Mr. Sturtevant prefers to stay with using the Hobart maintenance contract. Ms. Stacey also agrees with the service from Specialty Underwriters being slow however she will be renewing for 2004.

***Second:*** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant reminded the Board that the annual Holiday Buffet is scheduled for Dec. 17<sup>th</sup>.

***Report from the Registry of Deeds – Cathy Stacey***

***Moved:*** Commissioner Stritch to award the bid for copiers to Conway Office Products in the amount of \$2,807.00 for 2 copiers and maintenance contract fee of \$588 for a total of \$6,790.00 per the recommendation of Ms. Stacey.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Sheriff's Office – Christine Croto***

***Moved:*** Commissioner Stritch to award the bid for firearms to Riley's Sport Shop in the amount of \$12,752.78 per the recommendation of Sheriff Linehan.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

A Discussion took place with Don Tyler of HR Partners on the 2004 position regrade and additional personnel requests and his recommendations.

***Moved:*** Commissioner Barrows to adjourn.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:50 PM

Respectfully submitted,



Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch  
Rockingham County Commissioner, Clerk





COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
November 25, 2003

ADDENDUM  
February 3, 2004

**Moved:** Commissioner Stritch to affirm the vote previously taken to downgrade two (2) full-time Corporal positions in the Department of Corrections to two (2) full-time Correctional Officer positions.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Respectfully submitted,

Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,

C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 2, 2003

Present: Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Eileen Roblee, Executive Assistant, Jim Hood, Peg Warner of the Union  
Leader, Larissa Mulkern of the Portsmouth Herald and Craig Osborne of  
Foster's Daily Democrat.

Commissioner Pratt called the meeting to order at 11:11 AM

Commissioners Pratt and Stritch held a press conference to discuss the recent Hillsborough Superior Court decision in the Daniel Linehan, High Sheriff v. the Rockingham County Commissioners lawsuit.


*Moved:* Commissioner Pratt to adjourn.

*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 11:55 AM

Respectfully submitted,

  
\_\_\_\_\_  
Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_  
C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 2, 2003**

Present: Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer, and Eileen Roblee, Executive Assistant.

Commissioner Pratt called the meeting to order at 1:17 PM

A discussion took place regarding evaluation forms.

A discussion took place regarding the scheduling of budget review meetings.

The Commissioners instructed Ms. Young to use the following 2004 pay plan criteria for formulas for budget projections: no step increase be less than 4.75% (which reflects the mid-point of Mr. Tyler's salary adjustment recommendations) and no step increases will be less than the 2003 pay plan increases.

A discussion took place regarding new language for the Military Leave Policy.

**Moved:** Commissioner Stritch to add the following language to Sec. 8-7, sec. D to the Military Leave Policy of the Personnel Policies and Procedures per the recommendation of Ms. Roy and Ms. Young:

- D. It is the County's intent to provide support to any employee called to serve our country during times of active military duty. During Military Leave for active duty the County Commissioners will evaluate each occurrence and determine whether supplemental payments and/or benefits in excess of those provided through federal and state laws and regulations will be provided. In accordance with federal laws and if the opportunity arises, the employee called to active duty must provide written authorization from their commanding officer that allows them to work for the County while on active duty.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Motion passes in the affirmative.

**Moved:** Commissioner Pratt to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
Mitchell III Conference Room  
December 2, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, William 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 (a), Commissioner Pratt moved to go out of Non-Public Session.

*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

A Discussion took place regarding the vacant Assistant Nursing Home Administrator position.

A Discussion took place regarding the policy for holiday pay.

*Moved:* Commissioner Stritch to extend the DHK Financial Services Contract through the month of January, 2004.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to declare December 2, 2003 as a snow day/weather emergency. Employees will be considered on time who arrived within one hour of start of assigned shift, employees who arrived after one hour of start of assigned shift will be paid hours worked and employees who did not report to work will not be paid in accordance with the weather emergency policy per the recommendation of Mr. Sturtevant.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to appoint the Chairman as the contact person for weather emergencies.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative

*Moved:* Commissioner Stritch to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 2yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 3:25 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 8, 2003

Present: Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Theresa Young, Finance Officer.

Commissioner Pratt called the meeting to order at 12:00 PM.

Discussion: 2004 budget review for the Nursing Home and Assisted Living Facility with Mr. Sturtevant.

Discussion: 2004 budget review for the Engineering and Maintenance Department with Ms. Gates.

*Moved:* Commissioner Pratt to adjourn.

*Seconded:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 3:30 PM

Respectfully submitted,

Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,

C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 9, 2003**

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Department; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Judie Milner, Finance Office; Julie Hoyt, Finance Office; Jim Reams, County Attorney, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:09 AM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on September 26, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Work Session held on November 18, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on November 25, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

A discussion took place regarding the 6% funds for the Hampton Diversion Program. Commissioner Pratt reminded the Board of the memo that Ms. Barnes forwarded to them requesting that the funds be released. A majority of the Board recommended a further discussion at the next work session.

A discussion took place regarding the RFP for property and casualty risk management consulting. Commissioner Pratt recommended that the Board award the RFP to USI New England.

**Moved:** Commissioner Pratt to award the RFP for property and casualty risk management to USI New England as proposed, for a three year period in the amount of \$30,000 annually.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Charron***

Supt. Charron gave the census for the jail. Supt. Charron recommended that the County renew the contract with APPRISS (VINE) contract for an additional year stating that this is a sole source vendor. Commissioner Pratt inquired as to the bid process and noted that a bid waiver is needed.

**Moved:** Commissioner Pratt to approve the renewal of the APPRISS (VINE) Contract for a one year period pending a bid waiver be submitted and approved, and authorizes the chair to sign all necessary documents per the recommendation of Supt. Charron.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to award the RFP for a copier for the Department of Corrections to Ikon Office Solutions, Inc. to purchase one copier in the amount of \$10,775 and service and supplies agreement in the amount of \$4800 per the recommendation of Supt. Charron.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the County Attorney's Office – James Reams***

County Attorney Reams requested a non-public session.

***Report from the Finance Office – Judie Milner***

Ms. Milner informed the Board that AP will be available tomorrow for signatures. Ms. Gates asked Ms. Hoyt to present the time and attendance RFP award.

**Moved:** Commissioner Stritch to award the RFP for time an attendance to Officeland LTR Systems in an amount not to exceed \$36,000 per the recommendation of Ms. Young.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.



***Report from the Department of Human Resources – Martha Roy***

**Moved:** Commissioner Pratt to approve the rate of time and one-half for hours worked on the following holidays:

**New Year's Day** — effective 3:00 pm Dec. 31 through 11:00 PM Jan. 1.

**Memorial Day** – effective 11:00 pm the Sunday prior to the observed holiday through 11:00 pm Monday.

**July 4<sup>th</sup>** – effective 11:00 pm July 3 through 11:00 pm July 4.

**Labor Day** – effective 11:00 pm the Sunday prior to the observed holiday through 11:00 pm Monday.

**Thanksgiving Day** -- effective 11:00 pm the Wednesday prior to the observed holiday through 11:00 pm Thursday.

**Christmas Day** – effective 3:00 pm Dec. 24 through 11:00 pm Dec. 25.

This would apply to the following positions:

Nursing Home employees, Sheriff's Dept. Dispatchers (non-Airport), Engineering and Maintenance Dept. Shift Technicians, Corrections Dept. Sergeants and Corporals and any other Rockingham County employee required to work on these holidays by the Official/Division Director.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Ms. Roy presented the contract for Health Insurance.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton reported that today is the final day for 2003 classes in the updated computer room. Mr. Stoughton informed the Board that he is busy working on class scheduling for 2004.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates informed the Board that for the fourth quarter in a row MTBE has not be found in well #3 after testing. Ms. Gates informed the Board that she plans on requesting a testing requirement waiver which in turn would save the County money. Ms. Gates announced that the Nursing Home reception area is under renovation and that it should be up and running before Christmas.

**Moved:** Commissioner Pratt to award the RFP for Rockingham County Complex Security to Martens & Abbott in an amount not to exceed \$53,089 per the recommendation of Ms. Gates.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened bids for the Fernald Building Addition – Green Roof:  
The Imperial Co.

Therrien AW Co., Inc.

**Moved:** Commissioner Stritch to authorize Ms. Gates to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Nursing Home – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home and the Assisted Living Facility.

**Moved:** Commissioner Stritch to award the bid for potato chips to US Food Service as bid per the recommendation of Mr. Sturtevant.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened bids for dish washing soap:

- Summit Supply
- Ecolab
- Industrial Cleaning Products Inc.
- Shaheen Bros. Inc.
- US Foods Service

**Moved:** Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant reported to the Board that Belknap residents are scheduled to leave the Nursing Home on December 18<sup>th</sup>. Mr. Sturtevant reminded the Board that the Holiday Buffett is next Wed., December 17<sup>th</sup>. Mr. Sturtevant informed the Board that he will be out of the office on Thursday, December 11, and Friday, December 12. Commissioner Barrows inquired as to a “thank you” or reward for the employees for the “deficiency free State inspection” the Nursing Home received. Different ideas were discussed.

**Moved:** Commissioner Stritch to authorize a \$25 gift certificate for merchandise for the Nursing Home Staff pending cost analysis.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Registry of Deeds – Cathy Stacey***

Ms. Stacey was not present. Commissioner Stritch opened the bids for roll film duplicator:  
Donegan Systems Inc.

**Moved:** Commissioner Stritch to authorize Ms. Stacey to review and evaluate the bid and return with a recommendation.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant requested that the Nursing Home be able to use the recent bids for copiers that were received recently by the Department of Corrections and the Registry of Deeds. Department of Corrections awarded their bid to Ikon Office Solutions.

**Moved:** Commissioner Stritch to approve a change order for a new copier in the Nursing Home to Ikon Office Solutions, Inc. to purchase one copier in the amount of \$10,775 and service and supplies agreement in the amount of \$4800 for a total award to Ikon Office Solutions of \$31,150 per the recommendation of Mr. Sturtevant.

**Second:** 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 (a, b, c, d, e & f).

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
December 9, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Martha Roy and Eileen Roblee.

Discussion: Personnel

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

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to authorize the Chairman to sign all necessary documents for health insurance contracts.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to downgrade a position in the County Attorney's Office from Grade 18 to Grade 16 effective January 24, 2003.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve an additional step increase to an employee in the County Attorney's office.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

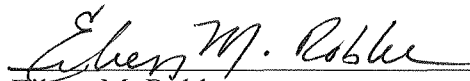
**Moved:** Commissioner Barrows to adjourn.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:21 PM


Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 10, 2003

Present: Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Theresa Young, Finance Officer.

Commissioner Pratt called the meeting to order at 2:00 PM.

Discussion: 2004 budget review for the Department of Corrections with Sutp. Charron and Louise Turner.

Discussion: 2004 budget review for the UNH Cooperative Extension with Rollie Barnaby and Gail Ramsey.

*Moved:* Commissioner Stritch to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 3-15 PM

Respectfully submitted,

Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,

C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 11, 2003**

Present: Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Theresa Young, Finance Officer.

Commissioner Pratt called the meeting to order at 10:00 AM.

Discussion: 2004 budget review for the Department of Human Services with Diane Gill.

Discussion: 2004 budget review for the Treasurer with Edward Buck.

**Moved:** Commissioner Stritch to recess until 1:00 pm

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Motion passed unanimously in the affirmative.

Reconvene at 1:00PM

Present : Commissioners Barrows, Pratt, Stritch

Discussion: 2004 pay plan

Discussion: Certificates of appreciation.

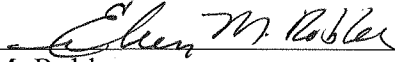
**Moved:** Commissioner Stritch to adjourn.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 1:50 PM

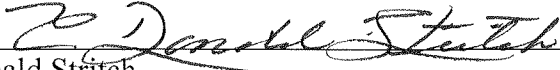
Respectfully submitted,



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Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,



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C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 16, 2003**

**Present:** Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Theresa Young, Finance Officer.

Commissioner Pratt called the meeting to order at 10:04 AM.

**Discussion:** 2004 budget review for the Register of Deeds with Cathy Stacey.

**Discussion:** 2004 budget review for the IT/Telecommunications Department with Frank Stoughton and William Sturtevant.

**Moved:** Commissioner Pratt to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

**Second:** Commissioner Stritch.

**Vote:** 2 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
MITCHELL III CONFERENCE ROOM  
December 16, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Pratt, Commissioner Stritch and William Sturtevant.

**Discussion:** Personnel

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.



*Second:* Commissioner Stritch.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Stritch to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 2 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:15 PM


Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 17, 2003

Present: Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

Also present: Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer ,  
and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:10 AM

A discussion took place regarding the 6% Hampton Diversion Program.

*Moved:* Commissioner Stritch to authorize the Human Services Department to release the funds to the Seacoast Youth Services.

*Second:* Commissioner Barrows for discussion.

*Second:* Commissioner Barrows

*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 (a, b, c, d, e & g).

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed in the affirmative.

**MINUTES**  
**NON-PUBLIC SESSION**  
**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS**  
**Mitchell III Conference Room**  
**December 17, 2003**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young and Eileen Roblee.

Discussion: Health Insurance 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.

*Second:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Barrows to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 12:10 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES  
COMMISSIONERS CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 23, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Mgr; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Lt. Mark Peirce, Sheriff's Office; Capt. Joe Akerley, Sheriff's Office; Theresa Young, Finance Officer; Julie Hoyt, Finance Office; Cathy Stacey, Register of Deeds, and Eileen Roblee, Executive Assistant. Also present was Peg Warner of the Union Leader.

Commissioner Barrows called the meeting to order at 1:10 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the Press Conference minutes for the Board Of Commissioners held on December 2, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 2 yea. Commissioner Barrows abstained. Motion passed in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Work Session held on December 2, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 2 yea. Commissioner Barrows abstained. Motion passed in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Work Session held on December 8, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 2 yea. Commissioner Barrows abstained. Motion passed in the affirmative.

***Moved:*** Commissioner Stritch to approve the meeting minutes for the Board of Commissioners Meeting held on December 9, 2003.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Work Session held on December 10, 2003.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Commissioner Barrows abstained. Motion passed in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Work Session held on December 11, 2003.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Commissioner Barrows abstained. Motion passed in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Work Session held on December 16, 2003.

**Second:** Commissioner Pratt.

**Vote:** 2 yea. Commissioner Barrows abstained. Motion passed in the affirmative.

**Moved:** Commissioner Stritch to approve the meeting minutes for the Work Session held on December 17, 2003.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Pratt to approve the bid waiver for Specialty Underwriters for a maintenance service contract in the amount of \$76,630 per the recommendation of Dick Carr, USI New England, the County's insurance consultant.

**Second:** Commissioner Stritch.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Corrections – Supt. Gene Charron***

Supt. Charron gave the census for the jail. Supt Charron present two bid waivers for the Board's approval.

**Moved:** Commissioner Stritch to approve the bid waiver for Dade Behring/SYVA in the amount of \$9,000 per the recommendation of Supt. Charron.

**Second:** Commissioner Pratt.

**Vote:** 3 yea. Motion passed unanimously in the affirmative.

**Moved:** Commissioner Stritch to approve the bid waiver for Martin's Uniform in an amount not to exceed \$11,900 per the recommendation of Supt. Charron.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Report from the Finance Office – Theresa Young***

Ms. Young asked that Ms. Gates report on the building allocation RFP award.

*Moved:* Commissioner Stritch to award the RFP for building allocation to Hoyle, Tanner & Associates, Inc. in an amount not to exceed \$10,750 per the recommendation of Ms. Gates and Ms. Milner.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

***Report from the Department of Human Services – Diane Gill***

Ms. Gill reported that she has electronically submitted her October Monthly Report for the Commissioners' review.

***Report from the Human Resources Department – Martha Roy***

Ms. Roy recommended a few changes to the Personnel Policies and Procedures Manual for clarification purposes.

*Moved:* Commissioner Barrows to approve the proposed changes to Chapter 6-15 B of the Personnel Policies and Procedures Manual as follows per the recommendation of the Division Directors:  
OT will occur...workweek. **The County's Long Term Care Services and Engineering and Maintenance Departments' work week is Sunday through Saturday. All other County departments have a work week of Monday through Sunday.** Earned time...overtime.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Pratt to approve the proposed changes to Chapter 6-14 of the Personnel Policies and Procedures Manual as follows per the recommendation of the Division Directors:

“Rockingham County employs individuals that work in positions requiring 24 hour coverage, divided into multiple shifts. An employee filling a position on any one of these shifts, who regularly works hours that do not include a shift differential, shall be paid a differential if their hours extend onto another shift. Employees regularly receiving a shift differential shall be paid that same rate for mandatory training, in service programs, and any paid leave.

If an employee that is regularly eligible to receive a shift differential is requested by the O/DD to work hours not covered by a shift differential, they will continue to receive their normal differential for those hours worked.”

*Second:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Ms. Roy discussed Canadian prescription drugs.

***Report from the IT/Telecommunications Department – Frank Stoughton***

Mr. Stoughton presented to the Board, as directed, the surplus equipment disposal plan.

***Moved:*** Commissioner Pratt to approve the surplus equipment disposal plan as presented by Mr. Stoughton.

***Second:*** Commissioner Stritch.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

A discussion took place regarding Business Data Solutions.

***Report from the Engineering and Maintenance Department – Jude Gates***

Ms. Gates informed the Board that the new main reception desk will be in operation as of today. Ms. Gates reported that there is still outstanding work remaining, however for the holidays the protective plastic covering was removed and the desk re-opened.

***Moved:*** Commissioner Stritch to approve the RFP award for Fernald Building green roof to A.W. Therrien Co., Inc. in an amount not to exceed \$81,930 per the recommendation of Ms. Gates.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Report from Long Term Care Services – William Sturtevant***

Mr. Sturtevant gave the census for the Nursing Home, Assisted Living and Adult Day Care. Mr. Sturtevant presented a change order to Ikon Contract for a copier for the Nursing Home. Mr. Sturtevant explained that this quote was taken from the RFP awarded for the Department of Corrections.

***Moved:*** Commissioner Stritch to approve the change order to IKON for a copier in the Nursing Home in the amount of \$10,775 and the service and supplies in the amount of \$4,800 for a total contract award to IKON in the Department of Corrections and Nursing Home of \$31,150.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for eggs:

Shaheen Bros.

Seigal

***Moved:*** Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Mr. Sturtevant reported that the RFP award for dishwasher soap will be postponed. Mr. Sturtevant also reported that the Giving Tree was very successful and thanked everyone for their donations.

***Report from the Register of Deeds – Cathy Stacey***

***Moved:*** Commissioner Stritch to award the RFP for an Extek Diazo Duplicator to Donnegan Systems, Inc., in the amount of \$40,280.00.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for UPS backup supply:

Turbotek  
Dartek.com  
CompUSA  
GovConnection

***Moved:*** Commissioner Stritch to authorize the Register of Deeds, Cathy Stacey, to review and evaluate the bids and return with a recommendation.

***Second:*** Commissioner Pratt.

***Vote*** 3 yea. Motion passed unanimously in the affirmative.

Ms. Stacey thanked the Engineering and Maintenance crew who quickly and professional built a platform for the Registry of Deeds.

***Report from the Sheriff's Office – Capt. Akerley***

Capt. Akerley reported that the Nation is on a High Alert category and that the deputies have been taking extra precautions. The Airport Division has again instituted checkpoints and extra security.

***Moved:*** Commissioner Stritch to approve the bid waiver for NEServices for Software and network assistance for a total amount of \$5,112 per the recommendation of Capt. Akerley.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to approve the bid waiver to Cocci Computers for an additional amount of \$2,185 per the recommendation of Capt. Akerley.

***Second:*** 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 (a, b, c, d, e & f).

***Second:*** Commissioner Pratt.



*Vote:* 3 yea. Motion passed in the affirmative.

**MINUTES  
NON-PUBLIC SESSION  
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS  
COMMISSIONERS CONFERENCE ROOM  
December 23, 2003**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Eileen Roblee and Barbara Aldrich of GISC via conference call.

Discussion: Health Insurance 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.

*Second:* Commissioner Stritch.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

*Moved:* Commissioner Barrows to adjourn.

*Second:* Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:03 PM

Respectfully submitted,

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Eileen M. Roblee  
Executive Assistant to the Rockingham County Commissioners

Received by,

  
\_\_\_\_\_  
C. Donald Stritch  
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES  
MITCHELL III CONFERENCE ROOM  
BRENTWOOD, NEW HAMPSHIRE  
December 30, 2003**

**Present:** Commissioner Maureen Barrows, Chairman  
Commissioner Katharin K. Pratt, Vice Chairman  
Commissioner C. Donald Stritch, Clerk

**Also present:** Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Gene Charron, Superintendent; Frank Stoughton, IT/Telecommunications Mgr, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

***Report from the Commissioners Office – Maureen Barrows, Chair***

***Moved:*** Commissioner Stritch to approve the bid waiver for Business Data Solutions in the amount of \$8,562.50 for HIPAA and Nursing Home application software changes per the recommendation of Mr. Stoughton.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

***Moved:*** Commissioner Stritch to add an addendum to the Board of Commissioners Meeting Minutes held on June 12, 2003.

***Second:*** Commissioner Pratt.

***Vote:*** 3 yea. Motion passed unanimously in the affirmative.

A discussion took place as to the feasibility study for Phase II of the Assisted Living Facility. Commissioner Pratt requested a copy of the outstanding issues with Brookstone Builders from the Assisted Living Facility.

***Moved:*** Commissioner Barrows to adjourn.

***Second:*** Commissioner Pratt.

*Vote:* 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 1:50 PM

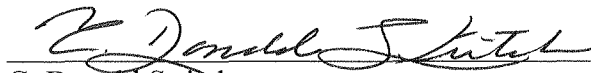
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk