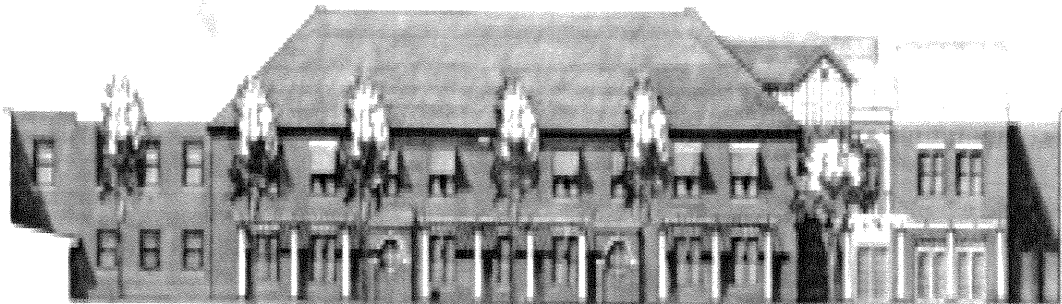


ROCKINGHAM COUNTY



Ernest P. Barka, Assisted Living Facility, February 15, 2003

Maureen Barrows, Chair
Katharin K. Pratt, Vice Chair
C. Donald Stritch, Clerk

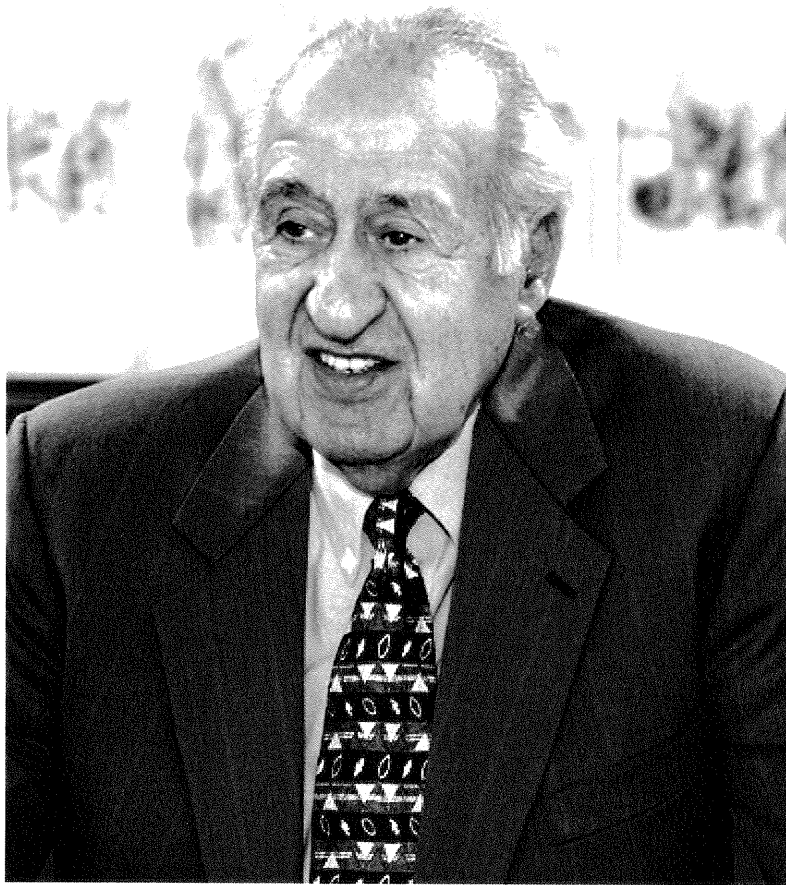


Annual Report for the year ending
December 31, 2003

In Loving Memory of

Ernest P. Barka

Public Servant for over 30 Years



Commissioner Barka served a lifetime of community service from School Boards to State Representative to County Commissioner. His civic passion was unequalled.

In 2002, the Board of County Commissioners honored Commissioner Barka's continuing life of public service by naming the assisted living facility in his honor. On February 15, 2003 the Assisted Living Facility was

**ROCKINGHAM COUNTY
2003 ELECTED OFFICERS**

Commissioners

Maureen Barrows, Chair
mbarrows@co.rockingham.nh.us
Katharin P. Pratt, Vice-Chair
kpratt@co.rockingham.nh.us
C. Donald Stritch, Clerk
cdstritch@co.rockingham.nh.us
119 North Road
Brentwood, NH 03833
Phone: 603-679-9350
Fax: 603-679-9354
www.co.rockingham.nh.us

County Attorney

James M. Reams
jreams@rcao.net
P.O. Box 1209, Kingston NH 03848
(mailing address)
10 Route 125, Brentwood, NH 03833
(physical address)
Phone: 603-642-4249
Fax: 603-642-8942

High Sheriff

J. Daniel Linehan
dlinehan@rockso.org
101 North Road
Brentwood, NH 03833
Phone: 603-679-9476
Fax: 603-679-9477

Register of Deeds

Cathy Ann Stacey
P.O. Box 896, Kingston, NH 03848
(mailing address)
10 Route 125, Brentwood, NH 03833
(physical address)
www.nhdeeds.com
Phone: 603-642-5526
Fax: 603-642-5930

Treasurer

Edward "Sandy" Buck
119 North Road
Brentwood, NH 03833
Phone: 603-679-5335

**ROCKINGHAM COUNTY
2003 APPOINTED OFFICERS**

Department of Corrections

Gene P. Cahrron, Superintendent
gcharron@co.rockingham.nh.us
99 North Road, Brentwood, NH 03833
Phone: 603-679-2244
Fax: 603-679-9465

Engineering & Maintenance

Jude Gates, Assistant Director
jgates@co.rockingham.nh.us
116 North Road, Brentwood, NH 03833
Phone: 603-679-9150
Fax: 603-679-9380

Finance Office

Theresa Young, Finance Officer
tyoung@co.rockingham.nh.us
119 North Road, Brentwood, NH 03833
Phone: 603-679-9340 Fax: 603-679-9346

Human Resources

Martha Roy, Director
mroy@co.rockingham.nh.us
111 North Road, Brentwood, NH 03833
Phone: 603-679-9420 Fax: 603-679-9357

Human Services

Diane Gill, Director
dgill@co.rockingham.nh.us
111 North Road, Brentwood, NH 03833
Phone: 603-679-9393 Fax: 603-679-9395

IT/Telecommunications

Frank Stoughton, Manager
fstoughton@co.rockingham.nh.us
117 North Road, Brentwood, NH 03833
Phone: 603-679-9400 Fax: 603-679-9307

Long Term Care Services

William Sturtevant, Director
wsturtevant@co.rockingham.nh.us
117 North Road, Brentwood, NH 03833
Phone: 603-679-9300 Fax: 603-679-9307
Nancy Lang, Director of Assisted Living
nlang@co.rockingham.nh.us
Phone: 603-679-9463 Fax: 603-679-9459

Representatives to the General Court

DISTRICT I

Mary M. Allen
MaryAnn N. Blanchard
Russell D. Bridle
Kimberley S. Casey
Bruce L. Dearborn
John W. Flanders*
Sheila T. Francoeur*
Jeffrey D. Gilbert
Thomas J. Gillick
Daniel M. Hughes
Rogers J. Johnson*
Jane P. Kelley
Jane S. Langley
Norman L. Major*
Richard A. McCann
Paul McEachern
Benjamin E. Moore
Richard W. Morris
Terie Norelli
Michael O'Neil
Laura C. Pantelakos
Jaqueline A. Pitts
Walter D. Ruffner
Stella Scamman
Elizabeth C. Shultis
James R. Splaine
Thomas A. Varrell*
E. Albert Weare
David A. Welch*
Kenneth L. Weyler*

DISTRICT II

Ronald J. Belanger*
Franklin C. Bishop
Kevin L. Camm
Vivian R. Clark*
Betsy A. Coes*
Richard T. Cooney
Corey E. Corbin
Janeen A. Dalrymple
Robert K. Dodge
James J. Duffly
Natalie S. Flanagan*
Mary Lou Flayhan
Karl I. Gilbert
James E. Holland
Russell F. Ingram
Daniel C. Itse
John J. Manning
Marylou Nowe
Richard A. Noyes
Anne K. Priestley
Ed M. Putnam
Matthew J. Quandt
Carl G. Robertson
Kurt J. Roessner*
Donald C. Smith*
J. Arthur Tufts
Matthew J. Vallone
Norman E. Weldy
George D. Winchell

DISTRICT III

Elbert I. Bicknell
Harriet E. Cady
Sharon M. Carson
Anthony R. DiFruscia
Christopher L. Doyle
Dudley D. Dumaine
Robert M. Fesh
John P. Gleason*
Kenneth H. Gould
Mary E. Griffin*
Albert W. Hamel*
James F. Headd
Karen K. Hutchinson
Robert E. Introne
Robert A. Johnson
George N. Katsakiores*
Phyllis M. Katsakiores
Rudolph J. Kobel*
John S. Langone
Robert J. Letourneau*
Betsy McKinney
Charles E. McMahon
Sherman A. Packard
James B. Rausch*
Paul C. Smith
Joseph E. Stone
Kevin K. Waterhouse
Robert W. Wiley
William R. Zolla

Rockingham County Delegation Officers:

Rep. George N. Katsakiores, Chair
Rep. Sheila T. Francoeur, Vice-Chair
Rep. David A. Welch, Clerk

Rockingham County Executive Committee Officers:

Rep. Vivian R. Clark, Chair
Rep. Mary E. Griffin, Vice-Chair
Rep. David A. Welch, Clerk

**Designates Rockingham County Executive Committee Members*

As of December 31, 2003

MINUTES
ROCKINGHAM COUNTY DELEGATION
PUBLIC HEARING
COMMISSIONERS PROPOSED 2003 BUDGET
Wednesday, January 29, 2003
7:00 P.M.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood, NH

Rep. George Katsakiores, Chairman, called the meeting to order at 7:12 p.m.

Rep. Kenneth L. Weyler delivered the Invocation.

Rep. John Flanders led the Pledge of Allegiance.

Chairman Katsakiores opened the meeting stating the purpose was to conduct a public hearing on the Commissioners proposed 2003 budget. He also stated the ground rules regarding the procedures for the public to speak. He then introduced the Executive Committee members and Officers.

Chairman Katsakiores called upon Commissioner Pratt who provided an extensive overview of the Commissioners Proposed 2003 budget. Commissioner Pratt announced that she was pleased to report a 1.8 percent tax increase on the overall budget, noting a total of 1.6 million dollars relative to grants. She then reviewed the percentage increases in the budget by department as proposed. Commissioner Pratt thanked the departments for their cooperation during the ongoing budget process.

She announced the date of the upcoming dedication of the Assisted Living Facility and that occupancy is expected in March.

Rep. Sheila Francoeur, Vice-Chair of the Delegation, read the Commissioners 2003 budget proposals as follows:

Rockingham County Delegation	\$89,816
Treasurer and Deputy	115,988
County Attorney	2,080,617
Medical Examiner	75,350
Sheriff's Department	3,459,539
Manchester Airport Duty	931,185
Registry of Deeds	1,254,587
Commissioners	152,525
General Government	4,127,223
Projects	500,000
Grants	1,631,179
Finance	555,932

Maintenance/Land Management	2,622,302
Human Services	16,074,309
Jail	6,763,587
UNH Cooperative Extension	468,315
Human Resources	304,641
Non-County Specials	210,792
Long Term Care Services	18,209,866
Telecommunications	304,029

Total Appropriations/Expenditures \$59,928,780

Chairman Katsakiores called for questions.

Debbie Peru-Hermans, Director of Meals on Wheels, briefly commented on the Meals on Wheels Program. She noted that she had annual reports available to anyone interested. She thanked the County Officials for their continued support.

Commissioner Barrows commented on the Meals on Wheels Program, and encouraged the Delegation's support for their request for an increase in funding.

Chairman Katsakiores called upon Rep. Gleason, Chairman of the Non-County Specials Subcommittee, to explain the action taken by the subcommittee relative to the Meals on Wheels request for an increase in funding. Rep. Gleason explained that the subcommittee has recommended an increase of approximately \$562, due to an increase in the number of meals delivered each year.

Mr. Bohenko, City Manager of Portsmouth, thanked Commissioner Pratt for the informative overview stating that it has answered many of his questions. He stated that he hopes that in the future the municipalities and county can keep expenditures to a minimum. He asked that the Commissioners keep the City of Portsmouth apprised of any increases in expenditures so that they can keep their budget under control.

Rep. Clark noted total revenues to be \$58,415,781.

Mr. Tom Duffy, Resident from Nottingham, referred to the salaries and associated payroll expenses in the budget and asked for an explanation. Commissioner Pratt and Theresa Young, Finance Officer, explained. He also asked for an explanation on compensated absences. Commissioner Pratt explained the earned time program, which employees participate in, relative to compensated absences. She noted that it was in the past an un-funded liability, and funding of the program has now been implemented.

Mr. Harold Whitehouse, Portsmouth City Council Member, asked if a department could request additional funding after the budget has been passed. Rep. Clark explained the budget process.

Rep. Pitts asked if the County is entitled to homeland security monies from the state. Sheriff Linehan referred to Captain Joseph Akerley who explained, noting that items are included in the Sheriff's budget that will be purchased that will be fully reimbursed to the county.

Rep. Pitts wanted to know how Dispatch services interface with the County. She questioned whether there is a duplication of services. Sheriff Linehan explained how the state dispatch services interface with the County's dispatch services, noting that there is not duplication of services. He noted that the County dispatches to 23 police departments and 13 fire departments.

Chairman Katsakiores asked each member of the Executive Committee to introduce themselves by indicating what subcommittee they chair and to provide a brief overview. Each member present introduced himself or herself and provided an overview as requested by the Chair.

Chairman Katsakiores the spoke about funding at the state level and the federal government. He noted that the New Hampshire Association of Counties recently provided a preliminary report of all the counties and will be meeting with the governor shortly.

Rep. Dodge commented referring to a recommendation he made several years ago that the county convert to a fiscal year budget, which would be more efficient. He explained that with a fiscal year budget the, county would know what the state budget is before the county adopts their budget.

Rep. Rausch, Chairman of the Standing Committee, commented that the committee had reviewed converting to a fiscal year budget from a calendar year budget. Information received from the Finance Officer was reviewed and it was not considered to be beneficial. The Executive Committee also reviewed the outcome of the study.

Rep. Welch commented that he believes the long-term outcome would be beneficial. Rep. Belanger commented opposing to change to a fiscal year budget.

There being no further business, the meeting adjourned at 8:40 p.m. Chairman Katsakiores announced that there would be an Executive Committee Meeting to follow.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Delegation

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*George N. Katsakiores, Chairman
Sheila T. Francoeur, Vice Chairman
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Vivian R. Clark, Chairman
Mary E. Griffink, Vice Chairman
David A. Welch, Clerk*

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

MINUTES
ROCKINGHAM COUNTY DELEGATION
PUBLIC HEARING
Wednesday, February 19, 2003
5:30 p.m.
Hilton Auditorium
Rockingham County Nursing Home
Brentwood, NH

The Chairman of the Rockingham County Convention held a Public Hearing on Wednesday, February 19, 2003 at 5:30 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to conduct a public hearing on a general obligation bond for approximately \$3,000,000, for improvements to the Rockingham County Complex in Brentwood, NH.

Rep. George Katsakiores, Chairman, called the meeting to order at 5:47 p.m.

Chairman Katsakiores stated the purpose of the meeting was to conduct a public hearing on a general obligation bond not to exceed \$3,000,000, originally issued in March 1992, for improvements to the Rockingham County Complex in Brentwood, NH.

Chairman Katsakiores called upon Mr. Tim Dempsey, Deputy Treasurer, to explain. Mr. Dempsey gave a brief overview to those present.

There being no further business, the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Convention

ROCKINGHAM COUNTY CONVENTION



DELEGATION

George N. Katsakiores, Chairman
Sheila T. Francoeur, Vice Chairman
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Vivian R. Clark, Chairman
Mary E. Griffink, Vice Chairman
David A. Welch, Clerk

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MINUTES

ROCKINGHAM COUNT DELEGATION MEETING

Wednesday, February 19, 2003

6:00 p.m.

Hilton Auditorium

Rockingham County Nursing Home

Brentwood, NH

The members of the Rockingham County Delegation met on Wednesday, February 19, 2003 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to vote the 2003 County budget, and to authorize the Refunding of a General Obligation Bond for improvements to the Rockingham County Complex.

Rep. George Katsakiores, Chairman, called the meeting to order at 6:40 p.m.

Rep. Kenneth L. Weyler delivered the Invocation.

Rep. John Flanders led the Pledge of Allegiance.

Rep. David Welch, Clerk, conducted the roll.

Those in attendance were: Rep. George Katsakiores, Chairman; Representatives Allen, Belanger, Bicknell, Blanchard, Cady, Clark, Dodge, Flanagan, Flanders, Francoeur, K. Gilbert, Gillick, Gleason, Gould, Griffin, Hamel, Hughes, Itse, Rogers Johnson, Kobel, Letourneau, Major, Flayhan, Noyes, O'Neil, Pantelakos, Pitts, Rausch, Roessner, D. Smith, Splaine, Stone, Stritch, Tufts, Varrell, Weare, Welch, Weldy, Weyler, and Winchell.

Clerk Welch reported a total of 41 members present at the time of the roll call. Clerk Welch reported that quorum was not present.

Attempts were made to contact Delegation Members by phone and a quorum was not achieved.

Chairman Katsakiores announced that the meeting would be recessed until tomorrow, Thursday, February 20, 2003, following House Session, Representatives Hall, Concord, NH. The purpose of the meeting was to vote on pertinent issues.

The meeting was adjourned at 8:27 p.m.

On Thursday, February 20, 2003, at 3:45 p.m., in Representative's Hall, State House, Concord, Chairman Katsakiores called the Rockingham County Convention to order.

The purpose of the meeting was to conduct a vote on the following items: 1) Cost items associated with the Jail Union Contract, 2.) The refunding of a General Obligation Bond not to exceed \$3,000,000 for Improvements to the Rockingham County Complex, and 3) Amend Resolution 2003-2 to authorize Rockingham County to Pay 2003 Expenses.

Those in attendance were: Rep. George Katsakiores, Chairman; Representatives Allen, Belanger, Bicknell, Bishop, Cady, Camm, Carson, Casey, Clark, Cooney, Corbin, Davidson, DiFruscia, Dodge, Doyle, Duffy, Dumaine, Fesh, Flanagan, Flanders, Francoeur, Gilbert, Gillick, Gleason, Gould, Griffin, Hamel, Headd, Ingram, Introne, Itse, Johnson Robert, Johnson Rogers, G. Katsakiores, P. Katsakiores, Kobel, Langley, Letourneau, Manning, McEachern, Flayhan, O'Neil, Packard, Pantelakos, Pitts, Robertson, Roessner, Ruffner, Scamman, D. Smith, P. Smith, Splaine, Stritch, Tufts, Varrell, Waterhouse, Weare, Welch, Weldy, Weyler, Wiley, and Zolla.

Also Present: Commissioner Pratt, Theresa Young, Finance Officer; Superintendent Gene Charron, Jail; Cheryl Hurley, Delegation Coordinator.

Rep. Flanders made a motion to approve the Collective Bargaining Agreement (CBA) and associated cost items between SEA Local 1984 and Rockingham County for a term of July 1, 2003 to June 30, 2006 with across the board wage increases as follows:

- 2.5% effective first pay period in July 2003 that includes all July pay days
- 2.5% effective first pay period in July 2004 that includes all July pay days
- 2.58% effective first pay period in July 2005 that includes all July pay days

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

<u>Contract Year</u>	<u>Estimated Amount</u>
7/1/03 – 6/30/04	\$170,206
7/1/04 – 6/30/05	\$194,729
7/1/05 – 6/30/06	\$147,659

In addition, I move that funding for the cost of the contract for 2003 for approximately \$35,000 remains in the Jail appropriations as recommended by the Executive Committee.

Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Rep. Belanger made a motion to amend Resolution 2003-2, Authorization for Rockingham County to Pay 2003 Expenses (RSA 24:15) originally voted at the Delegation Organization Meeting on December 11, 2003:

Due to timing differences, the County runs without a signed operating budget during the months of January and February. On December 10, 2002, we vote to authorize the County to spend up to \$10.5 million for 2003 expenses during the months of January and February in anticipation of the subsequent approval of the 2003 budget.

Since RSA 24:15 states that "no County Commissioners or elected or appointed official shall pay, or agree to pay, or incur any liability for the payment of, any sum of money for which the County Convention has made no appropriation, and since the County budget will not be approved before March, I move that we, the County Convention, authorize the County to spend up to \$6.8 million for 2003 expenses during the month of March in anticipation of the subsequent budget approval of the 2003 budget.

Further, that like the \$10.5 million, the \$6.8 million be allocated proportionately to line items based on 2002 approved net appropriation for fund like operating and personnel expenses in existence as of 12/31/02.

Rep. Flanders seconded the motion. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Rep. Flanders made the following motion to recommend refunding of a General Obligation Bond:

In accordance with RSA 33:3-d and 33:10, I move that the Rockingham County Convention recommend a refunding of a General Obligation bond not to exceed \$3,000,000 originally issued in March 1992 for improvements to the Rockingham County Complex in Brentwood, NH.

Rep. Belanger seconded the motion. Chairman Katsakiores instructed the Clerk to conduct a roll call vote. A roll call vote was taken. Clerk Welch reported the results of the roll as follows: 61 yes, 0 no.

Chairman Katsakiores made a brief announcement that a Delegation Meeting would be scheduled in March to vote the county budget. He polled the members present regarding the rescheduling date. It was the consensus of those present that they would like to meet on a Wednesday night. Chairman Katsakiores announced that the meeting would be scheduled for Wednesday, March 19, 2003 at 6:00 p.m., and that the Clerk of the Convention would notify members by mail.

There being no further business, the meeting adjourned at 4:03 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Convention

cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*George N. Katsakiores, Chairman
Sheila T. Francoeur, Vice Chairman
David A. Welch, Clerk*

EXECUTIVE COMMITTEE

*Vivian R. Clark, Chairman
Mary E. Griffin, Vice Chairman
David A. Welch, Clerk*

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

MINUTES ROCKINGHAM COUNTY DELEGATION ANNUAL MEETING Wednesday, March 19, 2003 6:00 p.m. Hilton Auditorium Rockingham County Nursing Home Brentwood, NH

Rep. George Katsakiores, Chairman, called the meeting to order at 6:15 p.m.

Rep. Kenneth L. Weyler delivered the Invocation.

Rep. John Flanders led the Pledge of Allegiance.

Chairman Katsakiores recognized Rep. Weyler who called for a moment of silence in remembrance of Former County Commissioner, Ernest P. Barka.

Rep. David A. Welch, Clerk, conducted the roll call. Clerk Welch reported a total of 62 members present at the time the roll was called. Chairman Katsakiores declared that a quorum was present.

Those in attendance were: Rep. George Katsakiores, Chairman; Rep. Sheila Francoeur, Vice-Chair; Representatives Allen, Belanger, Bicknell, Bishop, Blanchard, Cady, Camm, Carson, Casey, Clark, Coes, Cooney, Corbin, Davidson, Dearborn, Dodge, Dumaine, Fesh, Flanders, Flayhan, J, Gilbert, K. Gilbert, Gillick, Gleason, Gould, Griffin, Hamel, Headd, Hughes, Ingram, Introne, R. Johnson, P. Katsakiores, Kelley, Kobel, Letourneau, Major, Manning, McCann, McEachern, McMahon, Norelli, Noyes, O'Neil, Pantelakos, Pitts, Priestley Putnam, Rausch, Robertson, Roessner, Ruffner, Scamman, Shultis, D. Smith, Splaine, Stone, Stritch, Tufts, Vallone, Varrell, Waterhouse, Welch, Weldy, Winchell, and Zolla.

Excused: Representatives DiFruscia, Flanagan, P. Smith, and Weare.

Also Present: Commissioner Katharin Pratt, Commissioner Maureen Barrows; Theresa Young, Finance Officer; Kathy Nikitas, Finance Office; Cheryl A. Hurley, Delegation Coordinator.

RESOLUTIONS

Chairman Katsakiores noted the first order of business was to approve proposed resolutions. He questioned if there was any objections to reading them aloud, as all members were provided copies. There were no objections.

Chairman Katsakiores called on Rep. Al Hamel, Chairman of the Salary Subcommittee, who presented Resolution 1-2003 as follows:

RESOLUTION 1 - 2003

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for 2003 being 683, and that there will be no new positions created nor will there be any re-grading of positions or increase of number of positions, other than those budgeted, without approval of the Executive Committee.

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

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

Rep. Hamel made a motion to approve Resolution 1-2003. Rep. Flanders seconded the motion. The motion was approved by a voice vote.

Rep. Hamel presented Resolution 2-2003 as follows:

RESOLUTION 2 – 2003

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommend no more than \$677,162 for the new 10-step salary plan, which is incorporated into the 2003 budget.

In addition, that the mileage reimbursement rate continue to mirror the Federal rate for 2003.

Rep. Hamel made a motion to approve Resolution 2-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Hamel presented Resolution 3-2003 as follows:

RESOLUTION 3 – 2003

All of the policies of the County personnel system shall apply to the Rockingham Delegation employee(s) with the understanding that all references for necessary actions, approvals or exceptions in reference to Delegation employee(s) reside with the Officers of the Delegation in lieu of the Commissioners.

Authorization requires the majority of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

It is further agreed that all references for any “O/DD” actions, approvals or exceptions resides with the Chairmen of the Delegation and the Executive Committee in lieu of the “O/DD”.

Finally, any policies deemed appropriate and not specified or covered under the personnel system may be adopted by the Officers of the Delegation.

Rep. Hamel made a motion to approve Resolution 3-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Hamel presented Resolution 4-2003 as follows:

RESOLUTION 4 - 2003

I move that \$24,528 be appropriated for salary payments for the Delegation Coordinator.

Rep. Hamel made a motion to approve Resolution 4-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Hamel presented Resolution 5-2003 as follows:

RESOLUTION 5 - 2003

Be it resolved that the Rockingham County Convention approve the following benefits as described below *for those employees listed in the position listing, other than the union eligible. The Delegation Coordinator will receive benefits in accordance with personnel policies adopted for this position.*

COUNTY CONTRIBUTION %

Full-Tim Employees

HEALTH BENEFITS: (Self-Insured)

<u>Membership</u>	<u>PPO</u>
Single	80%
2 Person	80%
Family	80%

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

DENTAL BENEFITS:

Full-Time - 100% of all memberships

Part-Time - Pro-rated basis

WORKER'S COMP and UNEMPLOYMENT:

Worker's Compensation is funded at 65% of the assigned risk rate per the recommendation of the Executive Committee. Unemployment funding recommended at \$22.00 per position in 2003.

SHORT-TERM DISABILITY

Short-Term Disability, a benefit adopted in 2000, is an accident and illness benefit, and is funded for a 26-week duration. Part-time employees contribute on a pro-rated basis.

LONGEVITY

The Longevity benefit is as follows:

<u>YEARS</u>	<u>PAYMENTS</u>
5	\$150
10	\$300
15	\$450
20	\$750

DEPENDENT CARE

The Dependent Care flexible spending account is a benefit adopted in 2000 that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account.

MEDICAL SPENDING ACCOUNT

The Medical Spending Account is a \$1,000 employee funded benefit that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account.

Rep. Hamel made a motion to approve Resolution 5-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

BUDGET BY DEPARTMENT:

Delegation

Rep. Vivian Clark made a motion to approve \$79,212 for the Delegation Office budget. Rep. Letourneau seconded the motion. Chairman Katsakiores called for questions. Rep. Norelli requested that subcommittee members provide a brief summary for the various department budgets. Rep. Welch, in Rep. Flanagan's absence, briefed the members on the Delegation Office budget. Rep. Pitts questioned if all appropriations were expended. Ms. Young, Finance Officer, responded no and explained. There were no further questions. The motion was approved by a voice vote.

Treasurer

Rep. Vivian Clark made a motion to approve \$115,988 for the Treasurer's Office budget. Rep. Belanger seconded the motion. Chairman Katsakiores called for questions. Rep. Dodge questioned the increase in the legal bond/bank fees. Mr. Buck, Treasurer, explained that the increase is due to the refinancing of bonds, legal fees, and refunding of a bond. Rep. Cady further questioned noting the amount being too much. Mr. Buck further explained. There were no further questions. The motion was approved by a voice vote.

County Attorney

Rep. Clark made a motion to approve \$1,964,751 for the County Attorney's budget. Rep. Belanger seconded the motion. Rep. Katsakiores called for questions. Rep. Dodge questioned. Rep. Letourneau, Subcommittee Chairman, provided a brief overview. The motion was approved by a voice vote.

Plaistow District Court (PDC)

Rep. Vivian Clark made a motion to approve \$194,360 for the Plaistow District Court budget. Rep. Belanger seconded the motion. Rep. Letourneau, Subcommittee Chairman, gave an overview. Rep. Katsakiores called for questions. Rep. Dodge referred to the towns involved not subsidizing the county's function. Rep. Welch commented noting that the individual towns are under contract with the County Attorney's Office, and that appropriations have to be made to offset the revenues. Representatives Clark and Francoeur further explained. Rep. Letourneau noted that the subcommittee voted that all monies used for the PDC must be fully reimbursed to the county. Rep. Belanger commented in favor. There were no further questions. The motion was approved by a voice vote.

Medical Examiner

Rep. Vivian Clark made a motion to approve \$75,350 for the Medical Examiner's budget. Rep. Belanger seconded the motion. Rep. Letourneau, Subcommittee Chairman, provided an overview. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Department

Rep. Vivian Clark made a motion to approve \$3,482,539 for the Sheriff's Department budget. Rep. Flanders seconded the motion. Rep. Varrell, Subcommittee Chairman, provided a brief overview. Chairman Katsakiores called for questions. Rep. Dodge asked how many towns the county provides dispatch services for. Sheriff Linehan responded 23 police, and 13 fire departments. Rep. Dodge further questioned why all towns in the county pay for dispatch services when they do not all utilize it. Sheriff Linehan explained noting that if that were the case the costs would be much higher. Rep. Weyler commented in favor of dispatch and the services they provide. Rep. Bishop noted that the town of Raymond has their own dispatch and still has to pay for the county dispatch services, and questioned why these services couldn't be contracted like the County Attorney's Office. Sheriff Linehan explained. Rep. Belanger commented. Rep. Letourneau commented that mutual aid fire is also dispatched through Dispatch to all of Rockingham County, in which case all the towns benefit. There were no further questions. The motion was approved by a voice vote.

Manchester Airport Duty

Rep. Vivian Clark made a motion to approve \$931,185 for the Manchester Airport Duty budget. Rep. Flanders seconded the motion. Rep. Varrell, Subcommittee Chairman, gave a brief overview. Rep. Varrell asked that Sheriff Linehan update the members on the status of the airport contract. Sheriff Linehan explained that the contract is in process, noting that Rockingham County was the only one to bid on the contract. He further explained that the contract expires the end of June 2003, and that money is budgeted in the budget until the end of June. The contract terms will be for 5 years. Rep. Dodge questioned why the Sheriff has the authority to sign the contract and not the Commissioners. Commissioner Barrows responded referring to the matter being a declaratory judgment, and that a court date has been set for June. Rep. Belanger commented. Rep. Weldy made a motion to move the question. The motion to approve the budget was approved by a voice vote. Rep. Dodge voted no.

Registry of Deeds

Rep. Vivian Clark made a motion to approve \$1,254,587 for the Registry of Deeds budget. Rep. Belanger seconded the motion. Rep. Coes, Subcommittee Chair, provided a brief overview, noting that the Deeds Office brought in over 6 million dollars in revenues. Rep. Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Commissioners

Rep. Vivian Clark made a motion to approve \$152,525 for the Commissioners Office budget. Rep. Flanders seconded the motion. Rep. Belanger, Subcommittee Chairman, provided a brief overview. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

General Government

Rep. Vivian Clark made a motion to approve \$4,127,223 for the General Government budget. Rep. Flanders seconded the motion. Rep. Weyler provided an overview. Rep. Dodge questioned transfers in 2002. Rep. Weyler explained referring to tax anticipation notes, which reflects a savings. Chairman Katsakiores called for further questions. There were none. The motion was approved by a voice vote.

Projects

Rep. Vivian Clark made a motion to approve \$500,000 for Projects. Rep. Flanders seconded the motion. Rep. Griffin, Chair of the Long Range Planning Committee, provided a brief overview. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Grants

Rep. Vivian Clark made a motion to approve \$1,631,179 for the Grants budget. Commissioner Pratt explained. Rep. Belanger seconded the motion. Chairman Katsakiores called for questions. Rep. Stone questioned. Ms. Young, Finance Officer, explained. There were no further questions. The motion was approved by a voice vote.

Finance

Rep. Vivian Clark made a motion to approve \$555,932 for the Finance Office budget. Rep. Belanger seconded the motion. Rep. Weyler provided a brief overview. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Maintenance

Rep. Vivian Clark made a motion to approve \$2,622,302 for the Maintenance Department budget. Rep. Belanger seconded the motion. Rep. Kobel, Subcommittee Chairman provided a brief overview. Rep. Itse, subcommittee member, also provided an overview. Rep. Itse deferred to Ms. Gates, Assistant Director, who briefly explained. Chairman Katsakiores called for further questions. There were none. The motion was approved by a voice vote.

Human Services

Rep. Vivian Clark made a motion to approve \$16,074,309 for the Human Services budget. Rep. Flanders seconded the motion. Rep. Smith, Subcommittee Chairman, provided a brief overview. Ms. Gill, Director, also provided a brief overview on the budget. Rep. Bicknell commented on the fine job done by the director. Rep. Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Jail

Rep. Vivian Clark made a motion to approve \$6,825,014 for the Jail budget. Rep. Belanger seconded the motion. Rep. Flanders, Subcommittee Chairman, provided a brief overview. Rep. Flanders noted that there is a request to add \$300,000 to the Jail budget. Superintendent Charron explained the reason for the request, referring to a pre-trial inmate incarcerated for a serious crime without bail who is undergoing medical treatment for serious health issues. Rep. Cady questioned reimbursement from the federal government. Superintendent Charron commented. Rep. McCann questioned why the amount was not put in to the budget initially. Superintendent Charron further explained referring to lack of control of population and issues involving inmates being incarcerated. Commissioner Barrows also explained.

Rep. Clark, noting that if the motion is adopted, the new bottom line for the Jail budget is \$7,125,014. Rep. Katsakiores called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension

Rep. Vivian Clark made a motion to approve \$468,315 for the UNH Cooperative Extension budget. Rep. Belanger seconded the motion. Rep. Roessner, Subcommittee Chairman, provided a brief overview. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Human Resources

Rep. Vivian Clark made a motion to approve \$304,641 for the Human Resources budget. Rep. Belanger seconded the motion. Rep. Belanger, Subcommittee Chairman, gave a brief overview. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials

Rep. Vivian Clark made a motion to approve \$218,792 for the Non-County Specials budget. Rep. Flanders seconded the motion. Rep. Gleason, Subcommittee Chairman, gave a brief overview. Rep. Katsakiores called for questions. Rep. Cady, referring to the Constitution, stated that it is unlawful to give monies to charities. Rep. Pantelakos made a motion to move the questions. The motion was approved by a voice vote. The motion to approve the Non- County Specials budget was approved by a voice vote. Rep. Cady voted no.

Long Term Care Services

Rep. Vivian Clark made a motion to approve \$18,209,866 for the Long Term Care Services budget. Rep. Belanger seconded the motion. Rep. Johnson, Subcommittee Chairman, provided a brief overview noting a 12 percent increase in the overall budget. Rep. Katsakiores called for questions. There were none. The motion was approved by a voice vote.

IT

Rep. Vivian Clark made a motion to approve \$304,029 for the IT budget. Rep. Belanger seconded the motion. Rep. Major, Subcommittee Chairman, provided a brief overview, noting a 10 percent increase due to \$30,000 being budgeted for software to implement HIPPA requirements. Chairman Katsakiores called for questions. There were none. The motion was approved by a voice vote.

Rep. Vivian Clark reviewed Resolution 6-2002 as follows:

RESOLUTION 6 – 2003

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

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

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

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

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

Therefore be it Resolved: That pursuant to RSA 24:14, I, the County Convention hereby authorizes a line item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$1,000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the over-expenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall over-spend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line item transfer without the Executive Committee's approval.

Rep. Vivian Clark made a motion to approve Resolution 6-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Vivian Clark reviewed Resolution 7-2003 as follows:

RESOLUTION 7 – 2003

The Finance Office has the authority to make periodic transfers from appropriate budget lines to insure that the health and buyout benefit lines properly reflect the status of the accounts during the year.

Rep. Vivian Clark made a motion to approve Resolution 7-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Vivian Clark reviewed Resolution 8-2003 as follows:

RESOLUTION 8 – 2003

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

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

Rep. Vivian Clark made a motion to approve Resolution 8-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Vivian Clark reviewed Resolution 9-2003 as follows:

RESOLUTION 9 -2003

Be it resolved that no performance audit shall be conducted nor expenditure of such authorized without the prior approval of the Executive Committee.

Rep. Vivian Clark made a motion to approve Resolution 9-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Vivian Clark reviewed Resolution 10-2003 as follows:

RESOLUTION 10-2003

That the Rockingham County Convention, in accordance with RSA 24:13, authorize \$60,392,099 in appropriations and \$839,190 in reserves and encumbrances for the use of the County during 2003. That \$34,925,107 be raised in new county taxes, that \$23,966,992 is accepted as an estimate of revenues from other sources and that \$2,339,190 be accepted as fund balance for a total of \$61,231,289 in resources.

Rep. Vivian Clark made a motion to approve Resolution 10-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

Rep. Vivian Clark reviewed resolution 11-2003 as follows:

RESOLUTION 11-2003

Be it resolved that the departmental budget requests be included with the Commissioners recommended budget proposals.

Rep. Vivian Clark made a motion to approve Resolution 11-2003. Rep. Belanger seconded the motion. The motion was approved by a voice vote.

There being no further business, the meeting adjourned at 8:24 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Delegation

cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

George N. Katsakiores, Chairman
Sheila T. Francoeur, Vice Chairman
David A. Welch, Clerk

EXECUTIVE COMMITTEE

Vivian R. Clark, Chairman
Mary E. Griffin, Vice Chairman
David A. Welch, Clerk

118 North Road, Brentwood, New Hampshire 03833

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MINUTES

ROCKINGHAM COUNTY CONVENTION

PUBLIC HEARING

Wednesday, September 10, 2003

6:00 p.m.

Hilton Auditorium

Rockingham Nursing Home

Brentwood NH 03833

The members of the Rockingham County Convention met on Wednesday, September 10, 2003, at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to hold a Public Hearing on a request from the Rockingham County Commissioners for a supplemental appropriation for the Manchester Airport Security Agreement in the amount of \$293,342, and a supplemental appropriation in the amount of \$546,000, (HB-663), a bed tax recently voted by the State Legislature, for a total of \$839,342.

Rep. George Katsakiores, Chairman, called the Public Hearing to order at 6:18 p.m. Chairman Katsakiores stated the purpose of the hearing as noted above.

Chairman Katsakiores called upon Commissioner Barrows for a brief presentation. Commissioner Barrows referred to Mr. Sturtevant, Nursing Home Administrator, for a brief explanation of HB-663. Mr. Sturtevant explained that due to the passage of HB-663, there will be a 6% assessment in revenues of patients in the nursing home, with the exception of Medicare. Chairman Katsakiores called for questions. Rep. Weyler requested further clarification. Mr. Sturtevant explained.

Public Comment was as follows:

Rep. Pitts questioned clarification on rates. She asked if private patients would be billed 6% more, and that Medicaid patients would not be billed this fee. Mr. Sturtevant indicated that as a whole no, but further explained that this would not be the case in Rockingham County.

Rep. Dodge, Member of the Finance Committee in Concord, noted that the Finance Committee is unsure whether the federal government may in fact accept HB-663. If it does not get approved, a session of the legislature could be held again.

Rep. Cady commented referring to a rumor that the County will not receive the money. Mr. Sturtevant explained that the waiver is tied up, at this time and we are awaiting an answer on whether this will be implemented.

With regards to the Manchester Airport, Rep. Dodge had three questions posed by his constituents. 1) Why are there 3 to 5 cruisers parked at the airport? Why don't the deputy sheriff's help with the departure of traffic? What benefits the county taxpayer for the security airport contract?

Chairman Katsakiores referred to the Commissioners. Commissioner Barrows address the questions in part, and referred to Sheriff Linehan who provided an explanation. He noted that it is the job of the deputies to control the traffic, and if there are problems they should be addressed to him. He explained the benefit to the taxpayers of the County for the Sheriff's Department to provide security at the airport. He noted that the airport is located in two towns within the County, and the Sheriff's Department is the only entity that has the authority to provide the security. He also explained the number of cruisers at the airport that are assigned to deputies on duty.

Rep. Cady questioned how many deputies the Sheriff's Department would lose if the airport security contract were not renegotiated. Sheriff Linehan responded 16 deputies, and explained that they are contract employees and they understand the circumstances that could arise. He also noted that the security personnel staffing numbers fluctuate during different times of the day.

Rep. Bicknell asked for an explanation on exactly where the deputies have to patrol, and do they have the authority to safety, searches, etc. Sheriff Linehan noted that the deputies have the authority in the entire airport. He explained that TSA is a regulatory agency, and that the deputies have the law enforcement authority.

Chairman Katsakiores referred to Rep. Varrell, Subcommittee Chairman. Rep. Varrell noted that he has spoken with Sheriff Linehan, and the contract should be signed any day now. He noted that the Commissioners and Sheriff Linehan have signed the contract, and the contract is awaiting Mr. Dillon's signature.

A brief discussion ensued. It was noted that there is a 10 percent administrative fee on salaries and personnel.

There were no further questions.

Chairman Katsakiores referred to an announcement that there will be a Convention Meeting scheduled for Wednesday, October 1, 2003 at 6:00 p.m., to vote the request for a supplemental appropriation.

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Convention
cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

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MINUTES

ROCKINGHAM COUNTY DELEGATION MEETING

Wednesday, October 1, 2003

6:00 p.m.

Hilton Auditorium

Rockingham County Nursing Home

Brentwood, NH

The members of the Rockingham County Convention met on Wednesday, October 1, 2003 at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Nursing Home in Brentwood, NH. The purpose of the meeting was to vote a supplemental appropriation, requested by the Board of Commissioners.

Chairman Katsakiores called the meeting to order at 6:19 p.m.

Chairman Katsakiores called upon Rep. John Flanders who led the Pledge of Allegiance.

Chairman Katsakiores called upon Rep. Kenneth L. Weyler who delivered the Invocation.

Chairman Katsakiores called upon Rep. David A. Welch, Clerk, who conducted the roll call. Clerk Welch declared that a quorum was present.

Those in attendance were: Rep. George Katsakiores, Chairman; Representatives Belanger, Blanchard, Cady, Carson, Clark, Davidson, DiFruscia, Dodge, Dumaine, Fesh, Flanders, Flayhan, Francoeur, J. Gilbert, Gleason, Gould, Griffin, Hamel, Headd, Hughes, Ingram, Introne, Rogers Johnson, P. Katsakiores, Kobel, Langley, Major, McCann, Moore, Morris, O'Neil, Pantelakos, Pitts, Priestley, Putnam, Quandt, Rausch, Shultis, D. Smith, Splaine, Tufts, Varrell, Weare, Welch, Weldy, Weyler, Wiley, Winchell, and Zolla.

Excused: Representatives Bishop, Cooney, Gilbert, and Gillick.

Also Present: Commissioners Barrows and Stritch; Theresa Young, Finance Officer; Kathy Nikitas, Finance Office; William Sturtevant, Nursing Home Administrator; Sheriff Daniel Linehan, High Sheriff; Cheryl A. Hurley, Delegation Coordinator.

Chairman Katsakiores stated the purpose of the meeting as follows:

- 1) A supplemental appropriation in the amount of \$546,000 to accommodate for House Bill 663, a bed tax recently voted by the State Legislature; and
- 2) A supplemental appropriation in the amount of \$839,342 to fund the new Manchester Airport Security Contract, for a total supplemental appropriation amount of \$839,342.

Chairman Katsakiores called upon Rep. Rogers Johnson, Chairman of the Nursing Home Subcommittee, who explained HB-663, a nursing home bed tax recently voted by the state legislature. Rep. Johnson read the following motion:

I move to recommend that a line item be created in the Nursing Home administration department titled "Medicaid Enhance Quality Assessment" for \$546,000 and that estimated revenues be increased by a like amount.

Rep. Belanger seconded the motion.

Chairman Katsakiores called upon the Commissioners for comment. Commissioner Barrows referred to Mr. Sturtevant, Nursing Home Administrator. Mr. Sturtevant explained the purpose of HB-663 is to enhance revenues in nursing homes from the federal government. He noted that the payment is outside of the nursing home daily rate. Rep. Katsakiores asked that status in Congress. Rep. Johnson explained that a waiver request has been made that the Department of Health & Human Services must respond to. However, a response has not been received as of yet. Chairman Katsakiores questioned unanticipated revenues if the waiver is not granted. It was noted that the revenues will go into the 2004 budget. Rep. Belanger made a motion to move the question. Rep. Flanders seconded the motion. The motion to move the question was approved by a voice vote.

Chairman Katsakiores called for the vote on the motion to approve the supplemental appropriation to accommodate HB-663. The vote was taken and the motion was approved by a voice vote.

Chairman Katsakiores called upon Rep. Varrell, Chairman of the Sheriff's Subcommittee, who read the following motion:

I move to recommend that the following Sheriff and Airport appropriations be increased as follows to provide for the new Airport contract that will become effective 10/5/03 and that estimated revenues be increased by a like amount. It is further moved that the motion be contingent on the airport contract be finalized in accordance with the budget footnote:

LINE ITEM	PROJECT NUMBER	ADDL APPNS NEEDED (D)-(E)
15103000	51155 SALARIES	(197,849)
AIRPORT	51400 BUYOUT	(2,480)
	52100 SOCIAL SECURITY	(3,957)
	52101 HEALTH	(19,369)
	52102 DENTAL	(2,660)
	52103 RETIREMENT	(18,918)
	52104 WORKER COMP	(4,565)
	52105 UNEMPLOYMENT	(44)
	SERVICE	
	53600 CONTRACT	(1,000)
	54302 CONTINGENCY	(10,000)
15104000	51150 SALARIES	(30,000)
OUTSIDE	52103 RETIREMENT	(1,500)
DETAIL	52104 WORKER COMP	(1,000)
		(293,342)

Rep. Belanger seconded the motion. Chairman Katsakiores called upon Commissioner Barrows who referred to Sheriff Linehan who briefly explained.

Chairman Katsakiores recognized Rep. Dodge who referred to letter he wrote to the Attorney General asking by what authority the County Delegation, Commissioners, or Sheriff have to enter into a contract for a fee and how it becomes part of the county budget. Rep. Dodge made several comments in opposition to the County entering into the contract. He read the history of the airport, referring to chapter law, which he explained and stated was in effect, lack of an audit trail and clear indemnification. He referred to instances in his prior experience as selectman involving a workers compensation case resulting in a lawsuit, and the town being liable.

Commissioner Barrows explained that it is a two-year contract, with a possible extension for one year. Commissioner Barrows commented that the Commissioners are confident that they have done the best they can to protect Rockingham County. Rep. Hamel asked if the Commissioners recognized the potential liability and whether there is protection. Rep. Barrows referred to the deductible and the protection.

Ms. Young explained workers compensation, and that the County is self-insured for workers compensation cases. She noted that the County is required to be in the 90 percentile, which they are. The Sheriff's Department is well covered, and there is also private insurance, which assures that Rockingham County is fully covered.

Rep. Difruscia commented that if there is indemnification, there is no risk to workers compensation to the County. Commissioner Barrows believes that there is no risk, according to the expertise of the advisers. It was noted that PRIMEX represents the county.

Rep. Dodge questioned whether the City of Manchester has taken out an insurance policy. Ms. Young responded that they are required to and have given us evidence of insurance. Theresa explained that the insurance requirements are met. Sheriff Linehan referred to the instances where Rep. Dodge has raised concerns.

Rep. Flanders made a motion to move the question. Rep. Belanger seconded the motion.

Rep. Dodge made a motion for a roll call vote. Rep. Hamel seconded the motion. A vote was taken to conduct a roll call. The motion was defeated. A voice vote was taken on the motion to approve the supplemental appropriation as requested. The motion was approved by a voice vote. Rep. Dodge and Rep. Hamel voted no.

The next item on the agenda came under Other Business.

Rep. Belanger, member of the County Attorney Subcommittee, read the following motion:

The Board of Commissioners requests that the County Convention approve the establishment of three new operating lines in the County budget. The lines are needed in order to properly record expenses, which have been incurred by the County Attorney's Office for the District Court prosecution that it provides to some Rockingham County communities. The Board directs this request to your attention as we have not yet received a formal request from the county Attorney for this action despite numerous attempts and discussions.

We propose moving \$1.00 of appropriation from each of three lines in the County Attorney budget into the newly-established District Court lines as listed below:

From line 13100000-53300 CA-Dues \$1.00 to line 13102000-53300 District Court Dues \$1.00

From line 13100000-53400 CA- Office Supplies/Expenses \$1.00 to line 13102000-53400 District Court Office Supplies/Expenses \$1.00.

From line 13100000-53903 CA-Travel \$1.00 to line 13102000-53903 District Court-Travel \$1.00.

At this point in the year, the Board is aware of the following operating expenses incurred: \$2000 for Dues; and \$396 for Office Supplies/Expenses. The total incurred for travel associated with District Court prosecutions is unknown and is an open issue yet to be resolved with the County Attorney.

Rep. Flanders seconded the motion.

Rep. Cady has a question relative to revenues. Commissioner Barrows explained.

Rep. Pitts also questioned revenues and administrative fees incurred. Kathy Nikitas, Finance Office, explained. Ms. Young further explained.

Rep. Dodge read another letter, which he wrote to Attorney General Heed regarding the County Attorney's Office entering into contracts to provide district court prosecution services.

Rep. Belanger responded. Rep. Cady referred to lack of action on the County Attorney's behalf. She referred to the overcrowding at the Jail and the County Attorney not doing his job.

Chairman Katsakiores referred to research on this issue, which he requested at the legislative level that was provided to him. He noted that it is stated in broad language that the County Attorney and the Commissioners have the authority to enter into contracts. It does not specifically, however, address prosecutorial services to the communities at their request. Rep. Cady restated her concern in that the County should not be taking away business from the private sector. Rep. Pitts made a motion to table the issue. It was noted that there was a motion on the floor that was moved and seconded.

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

Rep. Dodge questioned whether a quorum was still present. Rep. Weyler did a headcount and noted a quorum was still present. A request was made for a roll call to confirm that a quorum was present. Clerk Welch conducted a roll call at 7:30 p.m. and confirmed that a quorum was present with 47 members present.

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

Rep. Vivian Clark, Chair of the Executive Committee, made the following motion:

Based on the recommendations above, the Delegation recommends in accordance with RSA 24:14-a, \$893,342 additional appropriations for the use of the County during 2003 and \$839,342 of additional revenues resulting in a \$0 difference in 2003 taxes.

Rep. Belanger seconded the motion. Chairman Katsakiores questioned if there is any effect on the County tax rate. Ms. Young confirmed no. The motion was approved by a voice vote.

There being no further business, Rep. Francoeur made a motion to adjourn. Rep. Flanders seconded the motion. The meeting adjourned at 7:37 p.m.

Respectfully submitted,

Cheryl A. Hurley
Delegation Coordinator

Rep. David A. Welch, Clerk
Rockingham County Convention

cah

As Report from the Rockingham County Commissioners

The first quarter of 2003 was bittersweet for the County. The County held the ribbon cutting ceremony and open house on February 15, 2003 to the new Ernest P. Barka Assisted Living Facility. Commissioner Barka, who's public service is unrivaled, cut the ribbon to the new facility named in his honor. On March 10, 2003, four weeks after the ceremony, our beloved Commissioner passed away. At the close of 2003, Commissioner Barka's foresight in the needs of the residents of Rockingham County was quickly realized when the facility was at capacity and had a waiting list of 34 individuals. The great success of this community makes it possible to consider a Phase II for Assisted Living in 2004. On May 28, 2003 Representative C. Donald Stritch was voted by a majority of the Rockingham County Delegation to fill the County Commissioner seat in District III until the next biannual election. Commissioner Stritch came to the County with 11 years experience in the Legislature, and most recently serving as Chair of the House Election Law Committee.

As County Commissioners, it is our obligation and commitment to strive for fiscal controls and responsibility. Once again, Moody's rating service awarded Rockingham County the highest short-term rating available. As the County completed the year, its governmental funds reported a combined fund balance of \$13,760,883. A note worthy component affecting this balance is the ongoing multi-million dollar energy management project where the lease payable is due in future years from generated savings. Once the project is completed in 2004 the value of the project will be reflected in new assets.

In October 2003, supplemental appropriations totaling \$839,342 was approved to accommodate the results of a security contract negotiation and the possibility of a new assessment tax that would be entirely offset by reimbursements. The budget continues to be impacted by funding uncertainties resulting from Senate Bill 409 and the recent application for amendments to New Hampshire's Federal Medicaid Plan. And lastly, although the Superior Court has ruled in the lawsuit brought by the High Sheriff of Rockingham County, the Sheriff has filed for an appeal.

As Commissioners, we are proud to be part of community projects that foster new jobs and economic development. Through a grant process, the County assisted three projects that opened in 2003: the Kiddie Academy child day care center in Windham; Port City Air opened a new hanger at Pease International Jetport for aircraft servicing; and the grand re-opening of the Wentworth Hotel. In total, over one hundred jobs were created in Rockingham County as a result of these efforts.

We look forward to preparing and planning for 2004.

Rockingham County Commissioners,

Maureen Barrows, Chair

Katharin K. Pratt, Vice Char

C. Donald Stritch, Clerk

The 2003 Annual Report of the Rockingham County Treasurer's Office

Rockingham County ended 2003 in good financial shape. This was indicated by the fact that during 2003 the County:

- met all financial obligations on a timely basis
- obtained borrowing at record low interest rates
- maintained an excellent Moody rating
- renegotiated outstanding bond issues for saving

The highlight of the spring was the sale of a \$7.54 million General Obligation Bonds with a very low interest rate. In addition, the County continued to maintain the Aa3 rating of County obligations by Moody's Investors Services, Inc.

The General Obligation Bond of \$4.7 million was issued in April at a true interest cost of 2.51%. This was purchased by Paine Webber and is due on 4/15/2010. There were six bidders on this issue.

The refunding General Obligation Bond of \$2.8 million was also issued in April at a true interest cost of 1.25%. This was purchased by First Southwest and is due in 12/31/2004. There were also six bidders on this issue. With the shortened term and the reduced interest rate, the County will realize a refunding saving of \$79,910.34 over two years.

Rockingham County issued a \$18.5 million tax anticipation note (TAN) on June 20th with a very favorable interest rate. First Albany purchased the \$18.5 million TAN at a net interest rate of 0.9033%. This rate pertains to short-term borrowing over a six-month term. The money was used for the County operating expenses. The last TAN borrowing by the County was in April 2002 at an interest rate of 2.2194%. Seven different financial organizations placed bids on the TAN with net interest rates ranging from 0.9033% to a high of 0.9845%. The principle and interest on this issue were paid on December 31, 2003.

This action coincided with Moody's Investors Service rating of the MIG-1, the best note rating possible. Moody also affirmed the County's Aa3 rating for general obligation debt and continued the outlook of "positive" for long-term debt. There are no triple A ratings in New Hampshire.

It was estimated by the Deputy Treasurer Tim Dempsey that the MIG-1 rating has saved the County an additional \$50,000. The MIG-1 rating applies to short-term loans only.

Due to our continued strong credit rating, the County was able to borrow both bond and tax anticipation notes at favorable rates. This low interest rate will save the County in interest payments in the long run and will make future County borrowing more attractive to investors throughout the country.

Reasons given by Moody's for the high rating included: the continued strong financial position of the County's operations, favorable cash flow projections; a growing tax base; and the County's low debt burden.

Deputy Treasurer Tim Dempsey and Theresa Young of the Finance Office deserve credit for putting these complicated financial matters together. The entire finance staff worked hard to achieve great fiscal health for the County.

During the year, the Treasurer's Office collected \$34,925,107 in taxes from the thirty-seven cities and towns of Rockingham County. We currently are not involved with any legal proceedings regarding taxes.

Respectfully submitted by,

Edward R. Buck III
Rockingham County Treasurer

The 2003 Annual Report of the Rockingham County Sheriff's Office

Arrest Warrant Statistics

<u>Active Warrants – Superior Court & Family Division</u>	12-31-2003	
Active Warrants in NCIC		437
Active Superior Court Civil Warrants non-NCIC (Equity, Family Division, Cost Containment)		110
Active Warrants – Persons Serving Time In Other States		91
Active Warrants – Persons Beyond Extradition Limits		<u>121</u>
TOTAL ACTIVE ARREST WARRANTS		638

<u>Arrests – Superior Court Warrants</u>	12-31-2003	
Criminal Warrant Arrests		331
Civil Warrant Arrests		<u>100</u>
	TOTAL ARRESTS	431
Recalls	158	

Arrest Warrant Statistics

<u>Active Warrants District Court</u>	12-31-2003	
Active Warrants		34
Active Warrants Issued to Other Counties		63
Warrant Recalls After Notice		380
Warrant Recalls After Person Learned A Deputy Was Actively Seeking Their Arrest		497
GRAND TOTAL ACTIVE WARRANTS ALL COURTS		735

Arrest Warrant Statistics

<u>Arrests – District Court Warrants</u>	12-31-2003	
Arrests		27
Non Est		91
GRAND TOTAL ARRESTS ALL WARRANTS		458
Total Warrants Managed – All Courts		2,319

Transports

District Court Transports	3,556
Involuntary Emergency Admissions	390
Juvenile Transports	331
All Other Transports	<u>3,784</u>
Total 2003	8,061
Total 2002	7,823

In 2003 deputies initiated 57 criminal reports, stopped 667 motorists for moving violations, assisted 175 drivers on the roadways, and covered 67 motor vehicle accidents. In addition, Patrol Division deputies served 11,962 civil process documents.

2003 Fugitive Extraditions By State

Total

148

Connecticut	3	Colorado	1	North Dakota	1
Florida	10	Georgia	2	Illinois	1
Louisiana	1	Maine	23	Massachusetts	78
Michigan	1	New Jersey	5	New York	6
No Carolina	1	Pennsylvania	7	Rhode Island	2
Texas	2	South Carolina	1	Virginia	1
Vermont	1	Wisconsin	1		

Deputy Sheriffs brought fugitives back from the above states in all but six instances where the United States Marshal Service assisted.

Dispatch Center

<u>2000</u> Calls For Service	80,510	<u>2002</u> Calls For Service	92,575
<u>2001</u> Calls For Service	90,090	<u>2003</u> Calls For Service	88,697

The Rockingham County Sheriff's Office Dispatch Center is the largest Public Safety Dispatch Center in New Hampshire, providing 24-hour service for 23 Police Departments and 14 Fire Departments. In addition, the Center is the primary communications point for the Seabrook Nuclear Power Plant's Radiological Emergency Response Plan, the Pease International Tradeport's Emergency Response Plan and the Manchester Airport's Emergency Response Plan.

Airport Division Statistics

Alarms	9,151	Vehicle Related	1,477
Escorts	158	Suspicious Container	308
Criminal	449	Parking Tickets	1,305
Aircraft Related	24	Administrative Calls	5,646
Medical Related	201	Calls For Service	6,979

Activity Has Increased 8.3% Over 2002
Passengers Serviced 3.4 Million

2003 Annual Report of the Office of the Register of Deeds

This Annual Report is dedicated to my staff. Their diligence, teamwork and positive attitudes make the endless stream of paper a challenge. I cannot express how fortunate I and the County are to have these hardworking individuals on the County team.

I am proud to report that this office, by careful planning and by conscientious management realized a profit of \$5,856,959.00, the details of which are reflected in my statistics below. The sincere efforts of my staff, not only affected this pleasant financial result, but also made it possible to sustain the high level of service to the public.

The Registry of Deeds underwent two physical office moves in 2003 during the summer which are our busiest months. This office was open to the public throughout these moves with minimal disruption to the public. As a result, the New Hampshire Association of Counties honored the Registry of Deeds staff with a joint award for County Employees of the Year. This award was shared with the Rockingham County Attorney's staff

In addition, the Registry of Deeds staff also received statewide recognition from the New Hampshire Association of Counties for their tireless efforts and hard work during the longest stretch of real estate activity in the history of this office. It is through the continued dedication and hard work of these employees that Rockingham County taxpayers continue to reap the benefits.

In anticipation of the physical move of the Registry of Deeds into a temporary and inadequate space, this office went on-line with grantor/grantee indexes dating back to 1980. New images are added on a daily basis towards our goal of having index and image back to 1960 available to the public.

The copy department continues to be an extremely busy area. Over \$596,946.50 in income was generated by this department in 2003. Of this amount approximately \$95,554.00 was earned through the internet service. This reflects an increase of \$12,754.00 in revenue from this department above 2002 documented figures.

In closing, I wish to extend my thanks to the Rockingham County Board of Commissioners and Finance Department for their continued support and assistance to this office during a very eventful 2003. Thank you.

2003 STATISTICS

Number of Recordings	151,567 documents
Pages Filmed	1,246,660 pages
Number of Copies Made	519,050 pages
FAX copies Sent	28,465 pages
2003 Copy Dept. Receipts	\$ 596,946.50
2003 Total Receipts	\$6,854,111.89
2003 Expenditures	\$1,247,152.00
Surcharge Account used to Reduce Tax	\$ 250,000.00

Respectfully submitted,

Cathy Ann Stacey
Register of Deeds

2003 Annual Report for the Department of Corrections

The inmate population for this past year continues to show growth. The average daily population for the year was 305. The average daily count for 2002 was 295. The average daily population was much higher but declined as we entered the fourth quarter.

Admissions for 2003 = 3,779 – 2,856 Males and 515 females.

Admissions for 2002 = 3,907 – 3,378 Males and 529 females.

Even though 2003 shows less admissions than the year before, the inmate population remains incarcerated for a longer period of time awaiting disposition of their pre-trial status. The female population has remained steady but their days of incarceration and amount of bail set has increased. With the ability to use Hillsborough County on a per diem basis, and the availability of the Women's State Prison at no cost, we have been able to find housing. Projection on Strafford County completing their new facility is unknown at this time. When completed, hopefully, this will be another facility to house the female population. This is an area that we will have to watch very closely.

Inmate Hours

The Nursing Home and Maintenance Department received a total **33,700** -inmate man-hours. Seven towns received a total of **10,812** inmate man-hours. Total inmate man-hours **44,512** hours. This does not include the inmate man-hours involved within the facility and facility grounds.

V.I.N.E Victim Notification System

Initiated in August 1998, this program allows a victim of a crime to register and ultimately be able to see if the perpetrator is still incarcerated or has been released. When the perpetrator has been released the victim is called and notified. There are currently **188** victims registered with **67** new registrations for 2003. The system received **1,883** incoming calls and **1,158** outgoing calls were made to the victims. We continue to receive many calls thanking the Department for this program. This program will continue to grow. Deserving of recognition is my Administrative Assistant Charlene Roche who oversees this program.

Work Release Program

There were **89** inmates who participated in this program. Success rate 85.5%

Human Services & Inmate Programs

Our GED program had **90** inmates signed up. **17** inmates successfully obtained their GED certificates with the assistance of tutors who give their time to help inmates in certain areas and levels of their education.

Sex Offender Accountability Program

There were **15** inmates who were served. This is a contracted service. Most were given referrals for continued services in community based treatment centers upon release. We are the only County facility that has a program of this nature.

Retirement

Correctional Officer Thomas Mauzy retired this year after 20 years of dedicated service. We wish Tom and his wife our sincerest best. A job "Well Done"! It should be noted that Officer Mauzy is the first Correctional Officer to have obtained 20 years service.

Electronic Monitoring

We have had 34 in the program. 14 have completed, 3 have failed and 17 still in the program.

In Passing

We unexpectedly lost an individual who meant a great deal to all of us who knew him. Commissioner Ernie Barka was a dedicated individual. He cared about the people, his town, county and country. He was a character too! He will be missed

Conclusion

I would like at this time to express my sincerest gratitude to the Rockingham County Board of Commissioners, Representative John Flanders Chairman of our Jail Sub-committee his committee members and members of the Delegation for their guidance and support during this past year.

My Administrative team, Deputy Superintendent Al Wright, Business Office Manager Louise Turner, Admin. Asst. Charlene Roche, Captain John Blomeke and Lieutenant's Rusty Poliquin and Steve Church.

A thank you to all Department Directors, elected officials and their staff for their assistance and cooperation throughout the year.

Last but not least, my appreciation and recognition to all Department of Corrections staff. Professionals, who are dedicated and committed to the ideals and goals of this department. Employees, who perform on all levels, an important public service. A group of individuals who care about their profession. A special acknowledgement to the parents, husbands, wives and children who support our employees.

Respectfully submitted,

Superintendent Gene P. Charron

2003 Annual Report from the Department of Human Services

The Department of Human Services was responsible for an appropriated budget of \$16,074,309 for the funding of services to residents of nursing homes, juveniles and their families, the disabled, and the elderly.

The Intermediate Nursing Care (INC) line of the budget represents the most costly portion of this department's budget. INC pays for nursing home care for Medicaid-eligible residents of private nursing homes, as well as the Rockingham County Nursing Home, with costs split – fifty percent federal share, 25 percent county share and 25 percent state share. There were an average of 810 recipients, at an average total monthly cost of \$642,000.

Some elderly persons prefer to remain at home, or in a setting less acute than a nursing facility. Medicaid-eligible elderly and chronically ill adults may receive services in their own homes, or in mid-level care facilities. The two categories of expenditures for these types of services are Home and Community Based Care and Provider Payments (HCBC). The costs for these services are funded 50% federal share, 25% state and 25% county shares. Services are available only to those persons who would be eligible for Medicaid nursing facility services. The average monthly caseload for HCBC clients was 293 persons, at an average cost of \$85,000 per month. The Provider Payment caseload averaged 1,106 persons, at an average cost of \$152,300 per month.

This department is also responsible for the payment of expenses for Old Age Assistance. This program provides cash grants to income-eligible elderly persons. The county pays fifty percent of the total cost. Rockingham County paid for as many as 200 clients per month, at a total average cost of \$14,125.

The Aid to the Permanently and Totally Disabled is a program that provides cash grants to income-eligible persons who have severe physical or mental disabilities. The county share is fifty percent of the costs. This program served an average caseload of 883 persons, at a total average monthly cost of \$91,510.

The Department of Human Services is responsible for approving payments for court-ordered services for juveniles and their families; including Children in Need of Services, delinquents, and children who have been found to have been abused or neglected. Rockingham County funds twenty-five percent of these costs, and the State of New Hampshire, Division for Children, Youth and Families, funds seventy-five percent. Rockingham County paid expenses for an average of 430 children on a monthly basis. Average monthly costs totaled \$150,300 for out of home placement and in-home services. Reimbursement for juvenile's expenses was collected from parents in the amount of \$344,651.99 by this department, acting on behalf of the state.

In order to reduce the number of court-involved juveniles, and out of home placements that may result from court involvement, counties receive prevention funds from the State of NH, Division for Children, Youth and Families, called the 6% Incentive Funds. Rockingham County granted \$633,000 to community programs that provide services to prevent children and families from becoming involved in the juvenile justice system, or to provide judges with alternatives to costly placements or services once a juvenile petition has been filed.

An example of a prevention program is Rockingham County's Parent-Child Mediation Program. Dedicated community volunteers completed their seventeenth year providing mediation services to families who are experiencing difficulties with their adolescents. The program received referrals from the courts as a diversion alternative, from schools, from the Division for Children, Youth and Families, and from police departments. Parent-child mediation is provided free of charge to families residing in Rockingham County.

I would like to express my appreciation to the Board of Commissioners for their guidance and assistance to this department. I would also like to recognize the excellent staff of the department, including the Parent-Child Mediation Program Coordinator, for their service on behalf of the families of Rockingham County.

Respectfully submitted:

Diane D. Gill

2003 Annual Report from the Department of Engineering & Maintenance Services

2003 was another very busy, productive, and gratifying year for our department. Each challenge was met with enthusiasm and innovation. The purposeful dedication shown by the mechanics to the residents and staff, and the sense of ownership shown in the care of the buildings, grounds, and equipment is a daily source of pride. Scrutiny by regulatory officials of our operations at the boiler, water, and wastewater plants, of our maintenance of the life-safety elements of the buildings and systems, of our management of the land and other resources, invariably results in accolades for the hard work and dedication given by every member of our team!

Some of the larger projects undertaken and overseen by our department in 2003 include the following:

- ❖ Early in 2003 we saw the completion of the renovations to the Underhill Building and occupancy of the Barka Assisted Living facility. Many hours and much care went into our participation in this important project. Bob Gilbert, the Maintenance Foreman, was particularly instrumental by keeping a watchful eye on the operations, providing support whenever possible. Awnings were installed on the building for comfort and energy efficiency. During the summer months, our Grounds crew installed a patio and swings and other exterior improvements for the use and pleasure of our residents.
- ❖ Specifications and a contract award were made for a green roof to be installed on a roof at the Rockingham County Nursing Home (RCNH). Benefits include Stormwater implications as well as energy efficiency and esthetic improvements.
- ❖ The trash compactor at the RCNH was relocated to a new concrete pad constructed and wired by our department.
- ❖ The Energy Management System, authorized in 2002, was launched in 2003. In collaboration with members of the E&MS department, Honeywell commenced the 3.8 million dollar project scheduled to be paid for out of savings derived from the infrastructure improvements. Nearly every light fixture at the Complex has been replaced. Multiple water saving initiatives were put in place demonstrated by an average daily consumption of 5,000 gallons less water. Building envelope sealing and insulation took place, greatly impacting energy consumption in all seasons. The installation of controls upgrades was initiated, enabling us to enhance the comfort of our residents, staff and visitors at the same time that we ensure maximum efficiency. It has been a very exciting project for all of us, and we eagerly anticipate completion toward the middle of 2004.
- ❖ The demolition and renovation of the RCNH Reception Desk and surrounding areas commenced in 2003. The new space is much larger, more efficient, and much more attractive than the older space, which the operations had outgrown. Bob Murphy and Paul Ardagna are to be applauded for their obvious pride in construction and commitment to excellence.
- ❖ The project to replace the nurses' call systems in RCNH Fernald and Blaisdell buildings was completed in 2003 and has been very well received.
- ❖ Fundamental upgrades to the Fire Alarm system were made in the Fernald Building of the RCNH.
- ❖ Flooring replacements were completed in parts of Driscoll building, nursing offices, and finance areas in the RCNH as well as selected administration areas in the Jail building.
- ❖ Windows in the RCNH Linen Room and the Engineering & Maintenance Services building were replaced.
- ❖ A new smoking area was completed for the residents of the RCNH.
- ❖ An upgrade to the security and camera systems at the RCNH was begun in 2003.
- ❖ All of the resident room doors in the Fernald Building were replaced, a safety improvement.
- ❖ The fire alarm system in the RCNH atrium was upgraded and replaced.
- ❖ An older section of water main in the area of the Administration building was replaced.
- ❖ An engineer was engaged to design the upgrade and repair of the Wastewater Lift Station located on the south side of North Road. Procurement was done in accordance with NHDES requirements to maintain eligibility for future grant reimbursement.
- ❖ Renovations and improvements were made to the Department of Corrections Booking and Video Arraignment areas.
- ❖ A large section of sprinkler piping was replaced in the Jail D Block.
- ❖ The boilers at the RCNH and the Jail were rebuilt in-house at a continued savings to the County, contributing both longevity and operational efficiency of the equipment.

These items serve to highlight some of the areas where the Engineering & Maintenance Services department contributed throughout 2003. A daily emphasis on preventive maintenance and the vigilance of the mechanics is evident throughout the Complex. As has been mentioned many times, when we do our job we are invisible: residents, staff, visitors and others are comfortable and safe, work and live in well lit and efficiently run buildings, viewing well maintained and healthy grounds. The skills and abilities of our craftsmen, and their commitment to the County at every level are gratifying and inspirational.

I am sincerely grateful to the Board of Rockingham County Commissioners for their continued support and guidance. Similarly, the other Division Directors have my appreciation for their support and comradeship, which contribute so much to my daily enjoyment of the County.

Respectfully Submitted,

Jude Gates, Assistant Director
Engineering & Maintenance Services

2003 Annual Report from the County Attorney's Office

INTRODUCTION

Rockingham County Attorney James Reams is pleased to submit the 2003 Annual Report for the Rockingham County Attorneys Office. The office continuously strives to improve the quality and efficiency of processing cases and seeking justice within the confines of a delicate balance of resources. The County Attorney wishes to thank the delegation for their continued support of the mission of this office and looks forward to continuing the work to provide justice to the citizens of this County.

MISSION STATEMENT

“The mission of the Rockingham County Attorney's Office is to improve the quality of life for the citizens of Rockingham County by seeking justice professionally, effectively and efficiently.”

The County Attorney is a constitutional officer whose duties and responsibilities have been defined by the common law and various statutes. The County Attorney is the chief law enforcement official in Rockingham County. In the absence of the Attorney General, the County Attorney performs all the duties of the Attorney General's office for the County. He has the responsibility for and exercises general supervisory control over the enforcement and prosecution of the criminal laws of the State.

The County continues to grow at a rate that is well above the rate at which the rest of the State is growing. The threats to our rapidly expanding communities are likewise increasing. The laws regarding criminal procedure, search and seizure and permissible investigative techniques is increasingly complex. The County Attorney has an important responsibility to provide general oversight, guidance and training to the County law enforcement agencies. The responsibility is not only to ensure that the community is protected from criminals and that cases are successfully prosecuted, but also to ensure that all of our citizens' rights are scrupulously protected.

Since 1999, when County Attorney Reams first took office, the number of cases handled by the County Attorneys office has dramatically increased. A strict comparison of the actual number of True Bills returned by the Grand Jury reveals a leap from 1254 in 1998 to 2326 in the year 2003. Simply comparing these numbers cannot accurately reflect the increased workload handled by this office. Some might suggest that the numbers could be skewed by "overcharging" certain types of cases. This is not done in Rockingham County. The County Attorney exercises great restraint and consideration when making charging decisions. The County

Attorney prefers to track the workload by comparing the number of "case files" opened. A file may have numerous charges, but will involve one investigation and one defendant.

COURT CLOSING

The virtual closing of the Superior Court in 2003 had a disastrous effect on the Rockingham County Attorney's Office. In a very short period of time average caseloads increased by over 40% for every prosecutor in the Office. This occurred because while cases continued to flow into the County Attorney's Office, cases were no longer being closed out.

CRIME STATISTICS FOR MATTERS FILED IN SUPERIOR COURT

There is no totally accurate way to measure how "busy" a prosecution office is. However, there are a number of statistics that I measure to give indicators of the volume of work:

- Indictments have increased from 1244 in 1998 to 2326 in 2003;
- The number of individuals indicted rose from 631 in 1999 to 797 in 2003;
- 1116 cases were scheduled for trial in 2003 even though the Court was "closed" for almost half of the year;
- Duty calls from police departments after hours increased from 211 in 2001 to 281 in 2003, which means 3 out of 4 nights calls came in;
- Victim/Advocates had 11,797 contacts with the victims and witnesses during 2003;
- Our two part-time investigators handled 474 cases, which is an increase over 351 cases in 2000;
- 444 closed files were reopened in 2003. These cases are not counted as "active" cases. Reopened cases generally require prosecutors to respond to post conviction motions for a variety of requests and to appear at related hearings. The Court has adopted a liberal policy with regard to accepting and scheduling hearings for these types of pleadings. The matters have become increasingly time consuming for the staff. Petitions for Writ of Habeas Corpus require our prosecutors to attend hearings at the prison in Concord and at the Coos County Court for matters involving prisoners held in the Berlin facility.

PROSECUTORS

The County Attorney and his Deputy oversee a staff of 31 in the Superior Court office, including 13 Assistant County Attorneys. The Assistant County Attorneys are divided into teams covering three geographic regions of the county. The team covering the Western part of the county has seen the most significant increase in cases. The delegation approved an additional felony attorney for 2003 to meet the increased caseload in this area and that position was filled.

The County Attorney continues to be proactive in providing assistance during the earliest stages of a case. Prosecutors are available to answer questions from law enforcement regarding investigations and charging decisions 24 hours a day. All prosecutors are periodically scheduled to be "on-call" at night and on weekends. Prosecutors are "exempt" employees who do not receive overtime or other consideration for this added duty. The prosecutors recognize that this is an important function that results in better investigations, better prosecutions, and protection of the rights of the citizens of the county. In 2003, prosecutors handled over 281 after hours and weekend calls for assistance. In other words, three out of every four nights, prosecutors assisted agencies by fielding their questions and responding to their after-hour needs.

In addition to these duties, and as noted above, the prosecutors carry an average of 139 felony cases at all times. By way of contrast, please note that the Public Defenders have a contract with the State that provides for a maximum caseload of 55 cases, including misdemeanors and other duties. Our heavy workload places significant stress on the entire staff.

DISTRICT COURT

While the County Attorney is responsible for criminal prosecution in his County, police departments have traditionally prosecuted their own cases at the District Court level in New Hampshire. The County Attorney's Office provides assistance to departments when requested and occasionally for short periods when departments have been without personnel. The County Attorney has assumed complete responsibility for District Court prosecution under circumstances where the individual department or municipality reimburses the county for the associated cost of providing that service. This is done because the County Attorney does not provide district court prosecutors for all of the towns in Rockingham County.

The County Attorney supervises one full time and one part time prosecutor assigned to the Portsmouth Police Department under a fully funded contract. An Assistant County Attorney has been assigned to the Salem police department under a fully funded contract. The Plaistow District Court prosecutor position was filled in 2003 with 5 towns having entered the contract. The County Attorney's Office has been given the authority to hire an administrative employee to assist in the prosecutorial duties of the Plaistow District Court and this position will be filled in 2004. The County Attorney has provided prosecution for certain towns in the Auburn District Court area including Nottingham and Candia. The County Attorney previously prosecuted cases for Epping and Northwood. Those towns have opted to hire attorneys on a part time basis to act as their prosecutors.

VICITIM WITNESS ADVOCATES

The County Attorney's Office has three full-time Victim/Witness Advocates. The advocates work primarily on victim cases. They provide information and assistance to people affected by crimes with compassion and professionalism. Advocates guide victims through the criminal justice process and work to ensure that the victim's rights are protected in accordance with RSA 21-m:8. Each of the victim/witness advocates averaged over 205 telephone conferences and more than 42 office conferences with victims of crime each month.

One of the 3 advocates continues to be grant funded through the Violence Against Women Act. This grant limits the types of cases that this advocate may work on. The County has been fortunate that the federal funds still pay the majority of this employee's salary. We have also had the benefit of a Victim/Witness Advocate placed in this office through the Americorps program. The total cost to the County to add this additional advocate was \$ 4,500 for 2003. The citizens have had the benefit of an Americorps advocate for the past 2 years. Unfortunately, Americorps funding is in jeopardy and an advocate may not be available to this office next year. It is important to maintain the level of services demanded by the Victims Bill of Rights. With the increasing caseload, it will be necessary to add an additional full time advocate in the near future.

INVESTIGATORS

The investigators reviewed approximately 474 cases during 2003. They review all cases involving victims. Additionally, they reviewed and validated 358 cases pending in the National Crime Information Center (NCIC), which is used by law enforcement to locate defendants evading justice. Other duties of the investigators include but are not limited to assisting law enforcement agencies in follow-up investigations, locating missing witnesses and conducting some interviews. In addition, the investigators handled 12 complaints against individual Police Departments and also fielded 24 walk-in contacts during 2003.

MEDICAL EXAMINERS

In 2003, the Medical Examiner performed 52 autopsies, for which the County was billed \$500 per autopsy in accordance with state statute. The County Attorney ordered autopsies in 24 of those cases and was consequently responsible for all related expenses in those cases. In every case of a medicolegal death, the Medical Examiner, or an Assistant Deputy Medical Examiner is required to respond and conduct an

examination. Assistant Deputy Medical Examiners conducted 210 scene investigations this year. We rely on local funeral homes to provide removal and transportation services. It is anticipated that these expenses may continue to rise slightly.

CHILD ADVOCACY CENTER OF ROCKINGHAM COUNTY

Our Child Advocacy Center is the first established in New Hampshire. The Child Advocacy Center now provides child friendly forums for multidisciplinary interviews at sites in both Portsmouth and Derry. The Child Advocacy Center was Rockingham County's response to the legislature's mandate that agencies investigating child abuse work cooperatively to minimize the impact on the child. A second Child Advocacy Center site located in Derry was opened in 2003.

The Child Advocacy Center is a non-profit entity that is staffed and funded through grants and fundraising efforts. The County Attorney is on the board of directors and has representatives on the advisory board of the Child Advocacy Center. The model has been so successful that a legislative committee has recommended that our model be implemented statewide. The Governor and Attorney General have supported this model and have made matching funds available to enable the other counties to establish Child Advocacy Centers of their own.

Prosecutors attended 141 interviews at the Child Advocacy Center in 2003. The process is time consuming for the attorneys, but is critical to successful resolutions to these types of cases. As the Court docket becomes more demanding, it will be difficult to keep pace with covering these interviews. In many of the jurisdictions across the country, prosecutors are rotated through full time assignments at their Child Advocacy Centers. Proper coverage for the Child Advocacy Center will be essential for continued success.

THE FACILITIES AT THE COUNTY COURTHOUSE

This year, the Department of Administrative Services finally took steps to address the many problems with the Courthouse. We are pleased that remediation was conducted. The problems identified included: poorly located air intakes which result in exhaust from vehicles, the generator and the propane fired boiler entering our space; placement of the trash dumpster adjacent to the air intake; faulty/defective vapor barrier between the cement and the carpet; mold; air dampers that were permanently closed; inadequate circulation for the number of persons in the space; failure to properly change air filters and maintain system. The County Attorney's Office was relocated to accommodate work at the Registry of Deeds.

Through the valiant efforts of the staff of the County Attorney's Office, our office was relocated to three separate areas of the courthouse, including: two courtrooms on the second floor; an area of the Clerk's Office that was separated by a temporary wall; and an area of the Probate Office. It was a difficult time for our office being separated from each other, on two different floors of the courthouse but our staff made the best of it. Not only did our staff have to be relocated, but all of our phone lines, computer ports, and office equipment were physically moved as well.

Once the remediation project was completed, the staff once again pitched in to move our office back to the original location, which received some improvements during our vacancy. Our office received a fresh coat of paint, new carpeting, the addition of a new conference room and library, and finally, an extremely long overdue secure entrance to the office. The County Attorney's Office has been short on space since first moving in. We have been forced to store the majority of files offsite. Administrative Services has recently agreed to allow the use of the file storage room behind our office on the same level. This additional space will help to alleviate some of the overcrowding. All of these renovations were done at no cost to the county.

FUTURE CHALLENGES AND OPPORTUNITIES

The availability of the internet has provided a new forum for certain criminals and predators. The laws to provide appropriate protections are slowly catching up to meet the threats. Investigating and prosecuting these technology-assisted crimes present new challenges for law enforcement and prosecution. The types of cases that have reached into our communities include a new way to violate a protective order with relative anonymity, cyber stalking, child pornography, solicitation, and identity theft.

The County Attorney is actively working to secure federal funding to provide training for prosecutors and police in this important area.

Information management will be critical for future law enforcement successes. Keeping pace with developments in computer power, software and access will be an essential expense.

In closing, I want to commend the entire staff of the Rockingham County Attorney's Office. They are dedicated and compassionate professionals who are committed to the mission of this office. They have and will continue to do what it takes to get the job done. The citizens of this county can be assured that the staff of this office serves them well.

2003 Annual report from the Long Term Care Services Department

The past year continued to bring significant changes, challenges and issues to Rockingham County Nursing Home.

As we have noted over the past four Annual Reports, the lack of qualified nursing personnel has had an adverse effect on the operations and availability of services for residents of the county who may have wished for admission to RCNH.

We have continued to keep 42 beds off line on a semi-permanent basis; other beds in the facility have remained empty, as well, throughout the year as we attempted to recruit personnel in the nursing department. This year our average daily census was 217 compared to 212 in 2002, 223 in 2001 and 253 in year 2000.

Recruitment has been addressed through many methods over the year as in the past. Among the methods used for recruitment have been regular media advertising, job fairs both at the Home and other venues, increased starting wages, hiring and recruitment bonuses. We will continue to look for ways to see out side the box in 2004 to find personnel.

It does not appear likely that we will be able to reopen the vacant 42 bed unit as a nursing unit due to the inability to recruit staff. We will however, consider converting the unit to Assisted Living. A feasibility study will be conducted in spring 2004, to determine the best use of this under utilized unit.

On February 18, 2003, the County dedicated the Ernest P. Barka Assisted Living Facility located in the Underhill Wing. The facility welcomed its first resident on April 15, 2003. The facility is at capacity and on December 31, 2003, a waiting list of 36 had been established. Please see the detailed report filed by Nancy Lang, Director of Assisted Living for further information

In April 2003, we established a goal to work toward reducing to zero the use of outside agency personnel. Although, we have not been successful in the goal we have reduced the use significantly throughout the year. It remains our goal to further reduce the use in 2004. The new pay plan and differentials paid to the nursing department have provided an increased incentive in recruitment of qualified staff.

In May the Bureau of Health Facilities arrived for its Annual Survey of Long Term Care Facilities, as required by the Federal Government. The results were excellent with zero deficiencies.

In May we were approached by the Belknap County Commissioners, regarding the possibility of housing some of their residents while repairs to their facility including the replacement of the roof took place during the summer months. Following long and detailed negotiations with the New Hampshire Department of Health & Human Services, and the Centers for Medicare and Medicaid, residents from Belknap arrived on July 1, 2003, and settled in to our vacant unit on Fernald One, participating in the many activities we offer at Rockingham County. Many compliments were received from residents, staff and families throughout the stay. We wished them all a Happy Holiday and wishes for the new year as they returned to Belknap on December 18, 2003.

As in past years we have continued our working relationship with the NH Community Vocational College System. In September we hosted two freshman nursing student classes averaging 8 students per class. The students were here on Wednesdays during the fall semester. We will look forward to seeing new students in the fall of 2004.

Late in the fall of 2003 we were contacted by the Seacoast School of Technology as a possible clinical site for high school students who are in the Licensed Nursing Assistant program. Their previous site is no longer available. We look forward to working with them in late winter 2004, and have their graduates join our staff as Licensed Nursing Assistants.

The "Employee of the Month" program continued throughout the year. Peers, residents, families, visitors, volunteers, or any other individual who has an interest in Rockingham County Nursing Home may nominate employees. Each month the selected employee receives a Savings Bond, reserved parking, a plaque and picture posted in the main lobby, a cake, and balloons. Recognized in 2003 were:

January -	Mary Lou Lennon – Nursing Department	July -	
February -	James Gargus – Food Services	August -	
March -	Cheri Clements – Social Services	September -	Mary Jane Evans – P T
April -	Chi Chi Brown – Nursing Department	October -	Ruth Moreau – Assisted Living
May -	Kim Heim – Nursing Department	November -	Barbara Hartwell – Nursing Depart.
June -	Mary Savage – OT Recreation	December -	Marilyn Schreiber – Nursing Dept.

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

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

Thank you to Jude Gate, Director of Maintenance and Engineering; Gene Charron, Corrections Superintendent; Theresa Young Director of Finance; and Martha Roy, Director of Human Resources; for the assistance and support provided to the nursing home throughout the year.

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

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

Respectfully submitted,

William F. Sturtevant
Administrator

2003 Nursing Home Census

CENSUS January 1, 2003: 212
 December 31, 2002: 225

TOTAL ADMISSIONS:	94	TOTAL DISCHARGES:	122
Home:	30		
Hospital:	22	Hospital Admission/Return:	49
Nursing Home:	30	Deaths:	65
Psych. Hospital	2	Other Discharge:	8
Group Home: 3			
Rehab Hospital:	3		
Assisted Living	4		

TOTAL RESIDENT DAY:	79,280	DAILY AVERAGE:	
AVERAGE DAILY CENSUS	217	FERNALD WING	38
HIGHEST CENSUS	226	BLAISDELL WING	105
LOWEST CENSUS	207	DRISCOLL WING	74

AVERAGE AGE OF RESIDENTS DECEMBER 31, 2002: 82

AVERAGE AGE AT DEATH:	86
AVERAGE AGE AT ADMISSION:	82
AVERAGE LENGTH OF STAY:	2 YRS – 4 MOS – 15 DAYS

2003 Annual Report from the Medical Examiner's Office

The staff at the nursing home continue to do an excellent job dealing with an increasingly complex group of patients. One of the striking changes that we have seen is marked increase in pharmacy costs; this is due to a couple of reasons:

- 1) The older antipsychotic drugs have been replaced by the new atypical antipsychotic drugs. These drugs probably have fewer side effects, but they are dramatically more expensive. This class of drugs is now the highest cost pharmacy item.
- 2) There are some very new immunological drugs, which are extraordinarily expensive. We have one patient who is on this drug, and this is the second or third highest cost drug in the nursing home.
- 3) There is a new drug for Alzheimer's, which has just been released. While we haven't started using this, it is quite possible that we will be using this drug in addition to the older class of drugs. This will have a significant impact on pharmacy costs.

Holly Solie, RN/ARNP has continued to play a vital role in the care of our patients', and now knows them all very well because she has been here for a significant period of time. Her continued care has been very helpful in maintaining the high quality of function of our patients' at the nursing home.

Medical staff have completed another year and continue to work well together providing coverage five days a week onsite, as well as 24 hour coverage by phone. We are fortunate to have a very experienced staff, some of whom have been here for more than twenty years.

Overall, we continue to face the challenges of increased patient complexity and decreased resources. I continue to be proud of the quality of care provided at Rockingham County Nursing Home.

Karl Singer, M.D.
Medical Director

2003 Annual Report from the Assisted Living Facility

On February 15, 2003, The Ernest P. Barka Assisted Living Community held its open house and dedication ceremony. The day's events were enjoyed by several state and local dignitaries, staff and many visitors. The dedication service and ribbon cutting was concluded with remarks from Commissioner Ernest P. Barka who spoke with pride and honor of this new facility. Many prospective residents and their families enjoyed the tours and some selected their future rooms.

As the renovation project was in its final stage, the furniture was being delivered, applications for admissions were being processed and without warning our beloved Commissioner Barka was taken from us on March 10, 2003. Everything seemed to stand still for several very sad and solemn days. Then with Ernie in our hearts and the determination to make him proud the project moved to completion.

On April 15, 2003 the first resident came through the door, a gentleman who had been in the nursing home and had regained enough independence to reside in assisted living. He was met by our energetic and enthusiastic staff. The admissions continued with at least one or two new faces each week. Each and everyone came with different needs, wants and very apprehensive about this new change in their lives.

Early on we had two residents reached the point of needing heavier care and we were able to transfer them to the nursing home. We were able to fill those empty rooms immediately working from a waiting list that was established by the end of July, at which time we were filled to capacity. At the end of the year, we continue to have twenty-five (25) residents all of which are enjoying their independence and the ability to come and go as they see fit. We have two gentlemen that have vehicles and are out and about daily! We have two husbands and wives that live together enjoying their privacy but also have the security of knowing someone is always available when they need assistance. Many of the residents still go out with family to gatherings, vacations and special events, and are always happy to come home, as we were told by families.

July 4th we held a reception for residents and their families after the fire works, every family was represented. Thanks to the Maintenance Department the area in front of the Underhill Building was supplied with chairs, swings and a glider, all of which were used daily and enjoyed by all. The summer came and went and it was time to bring in the gold fish to a beautiful large tank that had been donated to us. The residents along with staff began planning and cooking for a bake sale to be held in the Nursing Home Lobby. What a great success raising over \$300.00 which they used to shop, wrap and present gifts to the Nursing Home Residents for Christmas.

The assisted living is a very active community! Some of the residents have been learning to e-mail families and having a great time. Others enjoy trips to the library, out for lunch and shopping trips. Any evening you can visit and find folks playing scrabble, card games and often just sitting together “arguing politics”.

The average age of our resident is 85 years. Most of them have come to us from their own apartments, homes, other assisted living facilities and some were living with families. They have all worked very hard, raised their families and they love to share stories about their lives.

The Rockingham County Commissioners and the Rockingham County Delegation should be applauded for establishing this affordable community to assist residents in preserving their independence and dignity.

Thanks to Jude Gates, Director of Maintenance, William Sturtevant, Director of Long Term Care Services, and the staff of the Rockingham County Nursing Home for all the support they have given the Assisted Living in 2003.

I cannot conclude this report without thanking the outstanding staff of the Assisted Living, for they are the foundation of the excellent care, and reputation that the Ernest P. Barka Assisted Living Community holds within the County.

On December 31, 2003, we had twenty-five residents with all rooms occupied and a waiting list of 34 people.

I would like to thank the Rockingham County Commissioners for giving me the opportunity to broaden the diversity of health care within Rockingham County and for their guidance and support through the year.

Respectfully submitted,

Nancy L. Lang
Director

2003-Annual Report of the Rockingham County Department of Human Resources

We have reviewed and coordinated the distribution for review of new position descriptions with the respective departments as the final phase of the Pay and Classification Study draws to a close. Recommendations for changes to position titles will be presented in 2004.

During the past year the Human Resources Department conducted many training programs at the request of employees such as advanced, intermediate and beginner Word, Excel, and other software. The second year of Administrative Professional Training days took place in April. This involves training clerical/secretarial staff of the County on the latest issues of importance. A Healthy Lunch lecture series was continued in 2003 offering employees a calorie conscious lunch with a health topic lecture. The sixth annual Health and Benefits Fair was held in the month of June for all employees. This event provides employees with a chance to meet with the County benefit providers and learn ways to lead healthier lifestyles as well as the particulars of the various benefit plans. Twice in 2003 the HR Department and Joint Loss Safety Committee supported a Smart Steps exercise program developed by the UNH Cooperative Extension. Over eighty County employees participated in this walking program aimed at increasing healthy lifestyles while decreasing health plan costs.

In 2003, the County continued with Group Insurance Service Center as the self-insured health insurance plan third party administrator and Delta Dental as our self-insured dental plan administrator and network. As always, the Human Resources Department strives to create the best benefit plan for the County employees while continuing to be fiscally responsible. Although the Preferred Provider Organization health insurance plan remained the same there was a slight increase in rates.

2003 began the work to comply with the Health Insurance Portability and Accountability Act. Privacy (HIPAA) language is being inserted in all applicable Benefit Summary Plan Descriptions and Business Associate Agreements are being developed with all involved vendors. This will continue to be a large Department project for the first half of 2004.

The Human Resources Department continues to complete over 200 entrance and exit interviews with County employees annually. The department introduces new employees to the current County benefits as well as Personnel Policies and Procedures and also aids the retiring or transitioning employee with benefit decisions. All employee personnel files for each County department are maintained in the Human Resources Department. Support is provided for department personnel issues and facilitation is supplied to the Employee Advisory Committee, Joint Loss Management Program (Safety) Committee and County Management Team.

Respectfully submitted,

Martha S. Roy, Human Resources Director

2003 Annual Report of the UNH Cooperative Extension

UNH Cooperative Extension, Rockingham County had a busy 2003. It was the first time in several years that we were at full staff. Our Advisory Council was also at full strength and very much involved in needs assessment and program development and evaluation. The Advisory Council is made up of 15 Rockingham County citizens including a youth member, County Commissioner Kate Pratt, and NH State Representative Jane Kelly. The Chair of the Council for 2003-2004 is Liz Conrad from Epping.

As your local link to the University of New Hampshire, Cooperative Extension provides practical education to people of all ages. Our name is derived from the partnership structure that combines federal, state and county funding. This "cooperative" effort ensures that all people have local access to their state university and the knowledge and resources available to address their needs and problems. Our principal partner is the University of New Hampshire. As a state land-grant university it is charged by Congress to conduct resident instruction, research, and outreach to people beyond the classroom.

As a University outreach program, there is a network of professional Extension staff in all 10 New Hampshire counties. Rockingham County residents benefit from our many educational programs that provide research-based information to meet the societal, environmental and economic needs of local citizens. Among those local and state efforts are monitoring water quality in our lakes and rivers, collaborative efforts to sustain the marine fishery, aquaculture, reducing the use of pesticides, parenting programs, 4-H clubs, land use management, food safety, forest stewardship, family finances, meeting the needs of low-income families, and strengthening our communities.

Strengthening New Hampshire Communities is a major statewide initiative that has impacted Rockingham County. A primary focus of this initiative is the Community Profile. This process enables communities to take stock of where they are today and to develop an action plan for the future. It provides a method for citizens to affirm community strengths, to meet challenges creatively through collaboration, and to manage change. Follow-up support is available from Extension staff.

Visit our office in the Rockingham County Complex at 113 North Road in Brentwood. Our office hours are 8:30 a.m. - 4:30 p.m., Monday-Friday. You can also reach us by phone at (603) 679-5616/1-800-248-6672(NH only) or FAX at 679-8070. The statewide UNH Cooperative Extension Info Line (1-877-398-4769) was established in 2000. People can call this toll-free number for questions on: gardens, lawns, and landscapes; fruits and vegetables; household food safety and preservation; pest problems; integrated pest management; backyard wildlife; tree planting and care; houseplants; home water systems; and backyard livestock (pigs, sheep, poultry, rabbits). This line is staffed between 9:00 a.m. - 2:00 p.m., Monday-Friday. The Recorded Messages: Timely Tips can also be reached through this number. To become more familiar with UNH Cooperative Extension please visit our web site: (<http://ceinfo.unh.edu/Counties/Rockingham/rockhome.htm>). We encourage you to contact any member of the staff if you have questions or needs we can address.

The Rockingham County Educators and staff want to thank the Board of Commissioners for their continued support. The county, state, federal, and private partnership that has been in existence for 89 years is one that continues to serve the needs of the citizens of the state and county.

Mission Statement: The University of New Hampshire Cooperative Extension provides New Hampshire citizens with research-based education and information, enhancing their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy. Your Rockingham County office brings this commitment to you by providing outreach on the local level, within your community.

Staff Directory

(603) 679-5616 or 1-800-248-6672 (NH only)

UNH Cooperative Extension

E-mail addresses

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Gail Ramsey, Educator Assistant

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Jeanne Hussey, Educator Assistant

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Rollie Barnaby, Extension Educator
Kay Matthews, Educator Assistant

rollie.barnaby@unh.edu
kay.matthews@unh.edu

County Office Administrator
Rollie Barnaby

1	2	3	4	5	6
	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous Fiscal Year	Expenditures Previous Fiscal Year	Appropriations Voted For Ensuing Year	2003 Supplemental Appn
	GENERAL GOVERNMENT	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ 839,342 XXXXXXXXXX
4110	County Convention Costs	86,766	47,896	79,212	79,212
4120	Judicial				
4122	Jury Costs				
4123	County Attorney's Office	1,993,925	1,821,909	2,160,930	2,160,930
4124	Victim Witness Advocacy Program	incl in 4124	incl in 4124	incl in 4124	incl in 4124
4130	Executive	1,988,923	1,878,725	1,909,281	1,909,281
4150	Financial Administration	589,209	504,655	623,254	623,254
4151	Treasurer	51,988	55,855	115,988	115,988
4153	Other Legal Costs	90,002	96,359	110,002	110,002
4155	Personnel Administration	271,623	271,337	304,641	304,641
4191	Planning and Zoning for Uninc.Places				
4192	Medical Examiner	64,500	74,841	75,350	75,350
4193	Register of Deeds	1,289,461	1,208,748	1,309,979	1,309,979
4194	Maintenance of Government Bldg.	2,623,512	2,336,685	2,645,525	2,645,525
	Non-County and IT	507,798	458,345	522,821	522,821
PUBLIC SAFETY		XXXXXXXXXX	XXXXXXXXXX		
4211	Sheriff's Department	3,297,252	3,157,486	3,490,794	3,490,794
4212	Custody of Prisoners				
4214	Sheriff's Support Services	incl in 4211	incl in 4211	incl in 4211	incl in 4211
4219	Other-Manchester Airport Security	1,334,964	1,269,326	931,930	1,225,272
CORRECTIONS		XXXXXXXXXX	XXXXXXXXXX		
4230	Corrections	6,262,650	6,130,500	7,148,747	7,148,747
4235	Adult Probation and Parole				
4300	COUNTY FARM EXPENSE				
COUNTY NURSING HOME		XXXXXXXXXX			
4411	Administration	16,246,193	16,079,626	17,616,768	18,162,768
4412	Operating Expense	incl in 4411	incl in 4411	incl in 4411	incl in 4411
4439	Other Health/ Assisted Living			599,273	599,273
HUMAN SERVICES		XXXXXXXXXX			
4442	Direct Assistance	12,847,285	11,407,980	12,665,799	12,665,799
4443	Board and Care of Children	2,239,741	1,917,869	2,335,600	2,335,600
4446	Diversion Program	1,129,335	512,287	1,351,150	1,351,150
	Special Outside Services				
	Admin&AG Adult Diversion Grant	327,056	307,122	356,382	356,382

1	2	3	4	5	6
	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous Fiscal Year	Expenditures Previous Fiscal Year	Appropriations Voted For Ensuing Year	2003 Supplemental Appn
	COOPERATIVE EXTENSION	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	\$ 839,342 XXXXXXXXXX
4611	Administration	452,375	440,987	468,839	468,839
4619	Other Conservation				
4650	ECONOMIC DEVELOPMENT				
	DEBT SERVICE	XXXXXXXXXX	XXXXXXXXXX		
4711	Principal Long-Term Bonds/Notes	1,785,000	1,785,000	1,865,000	1,865,000
4721	Interest Long-Term Bonds/Notes	313,965	313,965	233,965	233,965
	Other BAN interest	165,000	165,000	165,000	165,000
	INTERGOVERNMENTAL TRANSFER	XXXXXXXXXX	XXXXXXXXXX		
4800	Intergovernmental Transfers				
	CAPITAL OUTLAY	XXXXXXXXXX	XXXXXXXXXX		
	Specify	520,000	1,131,100	450,000	450,000
	Non Routine Mntc and Other	124,765	91,106	63,880	63,880
	INTERFUND OPERATING TRANSFER	XXXXXXXXXX			
	GRANT CONTINGENCY	1,460,673	1,252,303	1,631,179	1,631,179
	Specify				
	TOTAL APPROPRIATIONS	58,063,961	54,717,012	61,231,289	62,070,631

1

2

3

4

5

SOURCES OF REVENUES

Estimated Revenue
Previous
Fiscal Year

Actual Revenue
Previous
Fiscal Year

Estimated Revenue
Ensuing
Fiscal Year

cct.#

with supplemental

ASSESSMENTS/TAXES

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

3110	Property Taxes Levied for Unincorporated Places			
3120	Land Use Change Taxes for Unincorporated Places			
3180	Resident Taxes for Unincorporated Places			
3185	Yield Taxes for Unincorporated Places			
3186	Payments in Lieu of Taxes for Unincorporated Places			
3189	Other Taxes			
3191	Penalties on Delinquent Municipal Assessments			

XXXXXXXXXX

	Licenses, Permits, and Fees			
3319	REVENUE FROM THE FEDERAL GOVERNMENT	1,704,796	1,491,794	1,597,935

REVENUE FROM THE STATE OF NH

XXXXXXXXXX

3351	Shared Revenue for Unincorporated Places			
3352	Incentive Funds	698,549	698,923	713,177
3354	Water Pollution Grants			
3355	Housing and Community Development			
3356	State & Fed. Forest Land Reim. in Unincorporated Places			
3359	Other --Grants and Flex Funds+ Seabrook	1,068,913	1,175,526	1,577,679
3379	INTERGOVERNMENTAL REVENUES			

REVENUES FROM CHARGES FOR SERVICES

XXXXXXXXXX

3401	Sheriff's Department	2,460,626	2,255,171	2,300,342
3402	Register of Deeds	3,200,000	6,063,716	4,050,000
3403	County Corrections	152,800	169,914	152,800
3404	County Nursing Homes and Assisted Living	12,355,149	11,125,274	13,871,335
3405	County Farm	16,000	14,783	16,000
3407	Maintenance Department			
340	Other Misc	222,198	133,633	208,546

REVENUE FROM MISCELLANEOUS SOURCES

XXXXXXXXXX

3502	Interest on Investments	285,000	359,056	250,000
3503	Rents of Property	5,520	5,520	5,520
3508	Contributions and Donations			
350	Other Misc incl escheat and recapture from Nhome s	200	5,401	
350	Other (Specify)		20,175	
350	Other (Specify)			

OTHER FINANCIAL SOURCES

XXXXXXXXXX

3912	Transfer from Special Revenue Funds			
3913	Transfer from Capital Projects Funds			

4

22,169,751

23,518,886

24,743,334

FY _____

1	2	3	4	5
	SOURCES OF REVENUES	Estimated Revenue Previous Fiscal Year	Actual Revenue Previous Fiscal Year	Estimated Revenue Ensuing Fiscal Year
cct.#				

OTHER FINANCIAL SOURCES cont. XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX

3914	Transfer from Proprietary Funds	8,000	3,629	8,000
3915	Transfer from Capital Reserve Funds			
3916	Transfer from Trust and Agency Funds	5,000	4,000	5,000
3934	Proceeds from Long-Term Notes/Bonds			
	FUND BALANCE TO REDUCE TAX RATE	1,914,858	1,914,858	2,339,190
	TOTAL REVENUES	22,182,751	23,526,516	24,756,334
	AMOUNT TO BE RAISED BY COUNTY TAX	33,966,352	33,966,352	34,975,107

62,070,631



INDEPENDENT AUDITOR'S REPORT

Board of County Commissioners
County of Rockingham, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Rockingham, New Hampshire as of and for the year ended December 31, 2003 as listed in the table of contents. These general purpose financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly in all material respects, the financial position of the County of Rockingham, New Hampshire at December 31, 2003 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management Discussion and Analysis and the Budgetary Comparison Schedule on pages 3 through 7 and 29 through 31 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the combined financial statements and in our opinion, are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued our report dated March 16, 2004 on our consideration of Rockingham County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Robbin S. Grill, CPA, PC

Concord, New Hampshire
March 16, 2004

Rockingham County Commissioners

119 North Road
Brentwood, NH 03833



Telephone: (603) 679-9350
Fax: (603) 679-9354

Maureen Barrows, Chairman

Katharin K. Pratt, Vice Chairman

C. Donald Stritch, Clerk

Management Discussion and Analysis for 2003

This year Rockingham County (the County) implemented the provisions of Government Accounting Standards Board Statement 34, "Basic Financial Statements—and Management's Discussion & Analysis—for State and Local Governments", known as GASB 34. GASB 34 represents a profound and far-reaching change in accounting and reporting for municipalities. It represents an effort to make governmental reporting clearer and more understandable to readers. GASB 34 requires the County to make substantial changes to its financial statement format. In addition, the County must provide this discussion and analysis of its financial activities for the fiscal year. Other changes will be described in the financial statements themselves.

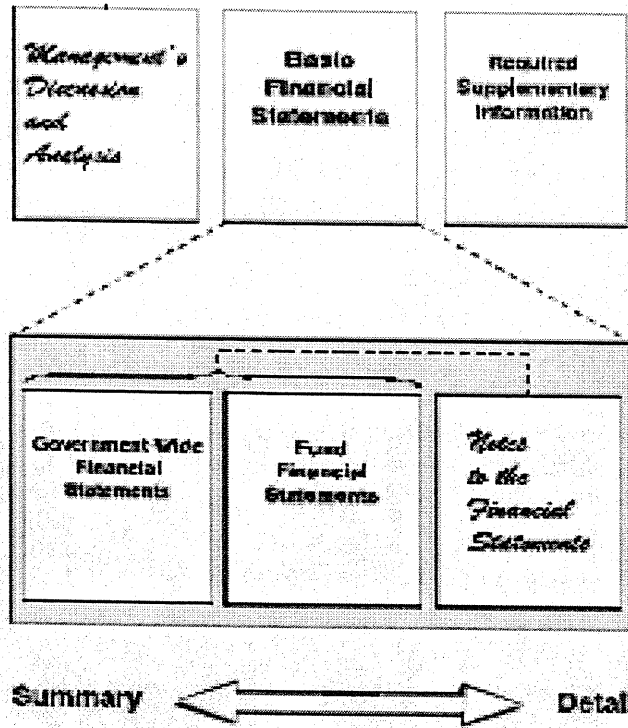
Management of Rockingham County, New Hampshire offer readers of the County's financial statements this narrative overview and analysis of the financial activities for the year ended December 31, 2003. Please read it in conjunction with the County's financial statements, which follow this document.

Overview of the Financial Statements

This annual report consists of three parts—*management's discussion and analysis (MD&A)*, the *basic financial statements*, and *required supplementary information*. The basic financial statements include two kinds of statements that present different views of the County:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the County's *overall* financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the County's operations in *more detail* than the government-wide statements.
- The *governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.
- *Proprietary fund* statements offer *short- and long-term* financial information about the activities the County operates *like businesses*, such as the health fund.
- *Fiduciary fund* statement provide information about the financial relationships in which the County acts solely as a *trustee or agent* for the benefit of others, to whom the resources in question belong. The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

The following figure shows how the required parts of this annual report are arranged and related to one another.



Financial Highlights

- The County's total *net assets* at December 31, 2003 for governmental activities were \$42,888,990.
- As of the close of the year, the *undesignated general fund balance* was \$12,758,225 an increase of \$4,247,557 in comparison to the previous year.
- Total *long-term debt* at year end was \$6,878,372, an increase of \$2,806,850 as compared to the previous year. The key factor was the issuance of a \$4,685,000 Public Improvement Bond.

Government-wide Financial Analysis

The County implemented GASB 34 this year. As a result, we did not present net asset measurements in prior years since they were not required by generally accepted accounting principles. Therefore, the following analysis is limited to the current year's operations.

The following analysis focuses on net assets (**table 1**) and changes in net assets (**table 2**). Net assets were \$42,888,990 of which \$20,071,434 is unrestricted. Unrestricted net assets can be used to finance day-to-day operations of the County and reduce the effect of property taxes.

table-1

Rockingham County Net Assets at December 31, 2003

	<u>Activities 2003</u>
Current and other assets	35,181,012
Capital Assets	<u>32,399,264</u>
Total Assets	<u>67,580,276</u>
Long-term liabilities	14,022,048
Other Liabilities	<u>10,669,238</u>
Total liabilities	<u>24,691,286</u>

Net Assets:	
Invested in capital assets net of related debt	20,290,516
Restricted	2,527,040
Unrestricted	<u>20,071,434</u>
Total net assets	<u>42,888,990</u>

table-2 Rockingham County Changes in Net Assets at December 31, 2003

	<u>Activities 2003</u>
Revenues:	
Program Revenues	
Charges for Services	25,381,017
Operating grants and contributions	121,368
General Revenues	
Taxes	34,925,107
Other	<u>839,473</u>
Total Revenues	<u>61,266,965</u>
Expenses	
Administration	6,997,922
Law Enforcement	12,325,009
Human Care and Services	32,366,913
Other	3,074,143
Debt	<u>310,244</u>
Total Expenses	<u>55,074,231</u>
Increase in net assets	6,192,734
Net Assets at 1/1/03	<u>36,696,256</u>
Net Assets at 12/31/03	<u>42,888,990</u>

The majority of the increase in net assets at 12/31/03 can be attributed largely to the \$2.6 million in unspent appropriations for Human Services.

County Government Funds

As the County completed the year, its governmental funds reported a combined fund balance of \$13,760,883. Included in this total is the effect of a negative fund balance in the Capital Fund of \$1,291,188. The negative fund balance is the result of an ongoing multi-million dollar energy management project where the lease payable is due in future years from generated savings. Once the project is completed in 2004 the value of the project will be reflected in new assets.

Additionally, in October 2003, the County obtained a supplemental budget totaling \$839,342 to accommodate the results of a security contract negotiation and the possibility of a new assessment tax that would be entirely offset by reimbursements.

Capital Asset and Debt Administration

assets

At the end of 2003, the County had reported \$27.8 million invested in a broad range of assets net of depreciation not including those in process totaling approximately \$4.5 million. This reflects a net increase of approximately \$680,000 over net assets last year. Assets include land, buildings, equipment. The County only accounts for infrastructure located on the County complex as it has no responsibility for public roads.

This year's major addition was inclusion of the new Assisted Living facility paid for with proceeds of general obligation bonds issued in 2003.

The County's 2004 budget process provided for a new public improvement bond totaling \$4 million and \$500,000 in new or ongoing approved capital projects. The bond will provide for the second phase of the Assisted Living facility and renovations to the County's correctional facility. Work on those projects is expected to begin late summer 2004.

debt

At year-end, the County had \$6,878,372 in bonds and notes outstanding versus \$4,071,522 the year before. New debt resulted mainly from issuing general obligation bonds. The County's long-term bond rating was confirmed at a Aa3 rating with a positive outlook while the short-term borrowing received the highest possible MIG-1 rating.

Other obligations include accrued compensated absences. More detailed information is presented in the notes to the financial statements.

Economic Factors and Next Year's Budget and Rates

The County officials consider many factors when creating the 2004 budget and resulting taxes. Although the County has added no major new program or initiative to the 2004 budget, one significant factor creating an unknown impact is the cost of providing human services.

The budget continues to be impacted by funding uncertainties resulting from SB 409 and the recent application for amendments to New Hampshire's Federal Medicaid Plan. In addition, part of the promise of SB 409 was to develop a true continuum of care throughout the state. Unfortunately, the development of mid-level care has not been developed as quickly as would have been meaningful. Thus there remain few choices for long-term care clients. Those clients must still choose among staying at home, paying privately for assisted living where it is available or costly nursing home placement at public expense.

Overall, approved appropriations for 2004 total \$67 million, an increase of \$6 million over the final 2003 budget. However 2004 property taxes of \$35.9 million only increased

by \$1 million from 2003 . The County is using \$5.1 million of fund balance to reduce taxes as compared to \$1.5 million in 2003.

If the budgeted expenses and revenues are realized, the County's budgetary General Fund balance is expected to increase little to none and still maintain the desired level of fund balance.

Contacting the County's Financial Management

This financial report is intended to provide report users with a general overview of the County's finances at 12/31/03. Questions about this report can be directed to the Finance Office at 119 North Road, Brentwood, New Hampshire, 03833. The report can also be viewed on our website at: www.rockingham.co.nh.us.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Statement of Net Assets
December 31, 2003

	Primary Government Governmental Activities
Assets	
Cash and Equivalents	\$ 20,869,175
Restricted Cash	954,831
Investments	9,328,399
Deposits	132,779
Accounts Receivable, net	428,927
Due from Other Governments	2,758,529
Prepaid Items	62,318
Inventory	646,054
Capital Assets, net	32,399,264
Total Assets	67,580,276
Liabilities	
Accounts Payable	1,278,734
Accrued Interest Payable	30,839
Accrued Liabilities	1,554,650
Due to Other Governments	7,697,004
Deferred Revenue	108,012
Long-term Liabilities:	
Due Within One Year	5,243,213
Due in More Than One Year	8,778,835
Total Liabilities	24,691,286
Net Assets	
Invested in capital assets, net of related debt	20,290,516
Restricted for:	
Capital Projects	1,217,434
Debt Service	302,299
Other Purposes	1,007,307
Unrestricted	20,071,434
Total Net Assets	\$ 42,888,990

See Accompanying Independent Auditor's Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Statement of Activities
For the Year Ended December 31, 2003

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental activities:					
General Government	\$ 1,628,047	\$ -	\$ -	\$ -	\$ (1,628,047)
Commissioners	139,626	-	-	-	(139,626)
Treasurer	107,191	-	-	-	(107,191)
County Attorney	2,120,272	227,847	43,000	-	(1,849,425)
Medical Examiner	67,606	-	-	-	(67,606)
Deeds	1,275,303	7,135,995	-	-	5,860,692
Sheriff/Dispatch/Radio	3,460,626	868,083	66,250	-	(2,526,293)
Airport Security	1,288,779	1,397,937	-	-	109,158
Delegation	52,042	-	-	-	(52,042)
Finance	596,982	-	-	-	(596,982)
Maintenance	2,860,602	24,129	-	-	(2,836,473)
Human Services	988,119	451,647	12,118	-	(524,354)
Public Assistance	13,120,712	702,761	-	-	(12,417,951)
Human Resources	314,310	64	-	-	(314,246)
Corrections	7,576,604	965,618	-	-	(6,610,986)
Nursing Home	17,669,227	13,319,647	-	-	(4,349,580)
Assisted Living	588,855	268,271	-	-	(320,584)
Information Technology	236,440	9,479	-	-	(226,961)
UNH Cooperative Extension	460,103	9,540	-	-	(450,563)
Noncounty Specials	212,542	-	-	-	(212,542)
Interest on Long Term Debt	310,244	-	-	-	(310,244)
Total governmental activities	55,074,231	25,381,017	121,368	-	(29,571,845)
Total Primary Government	55,074,231	25,381,017	121,368	-	(29,571,845)
General Revenues:					
Taxes					34,925,107
Grants Not Restricted to Specific Programs					377,716
Interest Earnings					405,155
Miscellaneous					56,601
Total General Revenues					35,764,579
					Change in Net Assets
					6,192,734
					Net Assets - Beginning
					36,696,256
					Net Assets - Ending
					\$ 42,888,990

See Accompanying Independent Auditor's Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

Balance Sheet

Governmental Funds

December 31, 2003

	General	Capital Projects	Other Governmental Funds	Total Governmental Funds
Assets				
Cash and Equivalents	\$ 19,316,881	\$ 1,537,567	\$ 561	\$ 20,855,009
Restricted Cash	587,239	-	367,592	954,831
Investments	-	-	1,273,035	1,273,035
Accounts Receivable, net	403,812	-	-	403,812
Due from Other Funds	17,291	1,207,604	302,298	1,527,192
Due from Other Governments	2,758,529	-	-	2,758,529
Prepaid Expenses	61,718	-	-	61,718
Inventory	646,054	-	-	646,054
Total Assets	\$ 23,791,523	\$ 2,745,171	\$ 1,943,485	\$ 28,480,179
Liabilities				
Accounts Payable	\$ 459,295	\$ 23,417	\$ -	\$ 482,712
Accrued Liabilities	1,554,650	-	-	1,554,650
Due to Other Funds	328,339	-	1,221,118	1,549,456
Due to Other Governments	6,807,047	-	-	6,807,047
Deferred Revenue	312,490	-	-	312,490
Leases Payable	-	4,012,942	-	4,012,942
Total Liabilities	9,461,820	4,036,359	1,221,118	14,719,297
Fund Balances				
Reserved for:				
Noncurrent Assets	707,772	-	-	707,772
Encumbrances	234,878	-	-	234,878
Debt Service	-	-	302,299	302,299
Other Purposes	-	-	420,068	420,068
Unreserved, reported in:				
General Fund				
Designated for Continuing Appropriations	628,827	-	-	628,827
Undesignated	12,758,225	-	-	12,758,225
Capital Projects	-	(1,291,188)	-	(1,291,188)
Total Fund Balances	14,329,703	(1,291,188)	722,368	13,760,883
Total Liabilities and Fund Balances	\$ 23,791,523	\$ 2,745,171	\$ 1,943,485	

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds, net of accumulated depreciation.	32,399,264
Internal service funds are used by management to account for self insured employee benefits, such as health. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Assets.	6,221,598
Certain long term liabilities are not due and payable from current financial resources and, therefore, are not reported in the funds:	
Accrued interest payable	(30,839)
Due to other governments	(889,957)
Capital lease obligations payable	(268,372)
General obligation bonds payable	(6,610,000)
Accrued compensated absences	(1,963,775)
Deferred revenue	270,186
	<u>(9,492,757)</u>
Net assets of governmental activities	<u>\$ 42,888,989</u>

See Accompanying Independent Auditors' Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 Statements of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 For the Year Ended December 31, 2003

	General	Capital Projects	Other Governmental Funds	Total Governmental Funds
Revenues				
Taxes	\$ 34,925,107	\$ -	\$ -	\$ 34,925,107
Charges for Services				
County Attorney	270,847	-	-	270,847
Deeds	6,832,861	-	303,134	7,135,995
Sheriff/Dispatch/Radio	899,887	-	-	899,887
Airport Security	1,397,937	-	-	1,397,937
Maintenance	2,072	-	-	2,072
County Land Management	22,057	-	-	22,057
Human Services	1,166,526	-	-	1,166,526
Human Resources	64	-	-	64
Corrections	682,951	-	282,667	965,618
Nursing Home	13,031,409	-	18,052	13,049,461
Assisted Living	266,901	-	1,370	268,271
Information Technology	9,479	-	-	9,479
Interest	208,714	13,100	14,443	236,257
Grants	421,702	-	-	421,702
Other	56,601	-	-	56,601
Total Revenues	60,195,114	13,100	619,666	60,827,880
Expenditures				
Current				
General Government	1,245,372	-	-	1,245,372
Commissioners	140,333	-	-	140,333
Treasurer	107,178	-	-	107,178
County Attorney	2,119,794	-	-	2,119,794
Medical Examiner	67,606	-	-	67,606
Deeds	1,213,028	-	-	1,213,028
Sheriff/Dispatch/Radio	3,357,081	-	-	3,357,081
Airport Security	1,286,407	-	-	1,286,407
Delegation Office	54,706	-	-	54,706
Finance Office	598,329	-	-	598,329
Maintenance	2,595,555	-	-	2,595,555
Human Services	985,624	-	-	985,624
Public Assistance	12,840,755	-	-	12,840,755
Human Resources	311,906	-	-	311,906
Corrections	7,074,499	-	252,615	7,327,115
Nursing Home	17,417,653	-	13,458	17,431,111
Assisted Living	458,793	-	-	458,793
Information Technology	273,786	-	-	273,786
Extension Service	466,938	-	-	466,938
Non County Specials	212,542	-	-	212,542
Debt Service - Principal	1,885,000	-	-	1,885,000
Debt Service - Interest	207,388	-	-	207,388
Grants	410,579	-	-	410,579
Capital Outlay	36,900	3,715,424	-	3,752,324
Total Expenditures	55,367,753	3,715,424	266,074	59,349,251
Excess (Deficiency) of Revenues Over Expenditures	4,827,361	(3,702,324)	353,592	1,478,629
Other Financing Sources (Uses)				
Proceeds of Refunding Bonds	2,785,000	-	-	2,785,000
Proceeds of Bonds Issued	-	4,685,000	-	4,685,000
Retirement of Long Term Debt	(2,780,000)	-	-	(2,780,000)
Premium on Long Term Debt Issued	47,601	15,849	-	63,450
Accrued Interest on Long Term Debt Issued	1,554	2,753	-	4,307
Proceeds of Capital Lease	172,061	-	-	172,061
Transfers In	262,071	553,069	291,909	1,107,049
Transfers Out	(844,978)	-	(262,071)	(1,107,049)
Total Other Financing Sources (Uses)	(356,690)	5,256,671	29,838	4,929,818
Net Change in Fund Balance	4,470,671	1,554,347	383,430	6,408,448
Fund Balances, beginning as restated	9,966,860	(2,845,535)	338,938	7,460,263
Changes in Reserves (Inventory)	(107,828)	-	-	(107,828)
Fund Balances, ending	\$ 14,329,703	\$ (1,291,188)	\$ 722,368	\$ 13,760,883

See Accompanying Independent Auditors' Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2003

Net change in fund balances - total governmental funds	\$	6,408,448
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:		
Capital asset purchases capitalized		3,863,658
Loss on disposal of capital assets		(1,910)
Depreciation expense		(1,748,604)
		2,113,144
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:		
Deferred revenue		270,186
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long term liabilities in the Statement of Net Assets. Repayment of debt principle is an expenditure in the governmental funds, but the repayment reduces long term liabilities in the Statement of Net Assets:		
Bond proceeds received		(7,470,000)
Retirement of Bonds		2,780,000
Accrued Interest on Bonds		(4,307)
Capital lease proceeds received		(172,061)
Capital lease obligation principle payments		170,211
General obligation bond principle payments		1,885,000
		(2,811,157)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:		
Due to other governments		(279,957)
Accrued interest payable		(17,668)
Accrued compensated absences		(29,030)
		(326,656)
Internal Services Funds are used by management to account for self-insured employee benefits, such as health. The net revenue (expense) of the internal service funds is reported with governmental activities.		
		646,597
Inventory is recorded as an expenditure when purchased in the funds but is recorded as an expense when used in governmental activities.		
		(107,828)
Change in net assets of governmental activities	\$	6,192,734

See Accompanying Independent Auditor's Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Statement of Net Assets
Proprietary Funds
December 31, 2003

		<u>Governmental Activities- Internal Service Funds</u>
Assets		
Current Assets		
Investments	\$	8,055,364
Accounts Receivable, net		25,115
Due from Other Funds		48,494
Deposits		132,779
Prepaid Expenses		600
Total Current Assets		<u>8,262,351</u>
Noncurrent Assets		
Other receivables		0
Total Noncurrent Assets		<u>0</u>
Total Assets		<u>8,262,351</u>
Liabilities		
Current Liabilities		
Accounts Payable		796,022
Due to Other Funds		12,064
Deferred Revenue		65,708
Compensated Absences Payable		17,737
Total Current Liabilities		<u>891,531</u>
Noncurrent Liabilities		
Compensated Absences Payable		1,149,222
Total Noncurrent Liabilities		<u>1,149,222</u>
Total Liabilities		<u>2,040,753</u>
Net Assets		
Unrestricted		6,221,598
Total Net Assets	<u>\$</u>	<u>6,221,598</u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements

Statement G

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Statement of Revenues, Expenses, and Changes in Fund Net Assets
Proprietary Funds
For the Year Ended December 31, 2003

	<u>Governmental Activities- Internal Service Funds</u>
Operating Revenues	
Charges for Services	\$ 6,131,636
Total Operating Revenues	<u>6,131,636</u>
Operating Expenses	
Claims and Premiums	5,254,595
Compensated Absences	329,350
Total Operating Expenses	<u>5,583,945</u>
Operating Income (Loss)	547,691
Non-Operating Revenues (Expenses)	
Investment Income	105,448
Miscellaneous	(6,542)
Total Non-Operating Revenues (Expenses)	<u>98,906</u>
Net Income (Loss)	646,597
Change in Net Assets	<u>646,597</u>
Total Net Assets - Beginning	5,575,001
Total Net Assets - Ending	<u><u>\$ 6,221,598</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2003

	Governmental Activities- Internal Service Funds
	Funds
Cash Flows from Operating Activities	
Receipts from Users	\$ 6,131,636
Payments to Providers	(5,254,595)
Payments to Employees	(329,350)
Other Receipts (Payments)	300,231
Net Cash Provided by (Used in) Operating Activities	847,922
Net Cash Provided by (Used in) Noncapital Financing Activities	0
Cash Flows from Investing Activities	
Purchase of Investments	(29,883,891)
Sale of Investments	28,930,520
Interest	105,448
Net Cash Provided by (Used in) Investing Activities	(847,923)
Net Increase (Decrease) in Cash and Cash Equivalents	(0)
Balances - Beginning of Year	0
Balances - End of Year	\$ (0)
 Reconciliation of operating income (loss) to net cash provided by operating activities:	
Operating Income (Loss)	\$ 547,691
Adjustments to Reconcile Operating Income to Net Cash Provided	
Non-operating revenue	(6,542)
Change in Assets and Liabilities:	
Deposits	19,943
Receivables, net	16,103
Deferred Revenue	46,977
Prepaid Expenses	7,045
Due from Other Funds	(43,668)
Accounts Payable	23,406
Due to Other Funds	1,514
Accrued Liabilities	(84,237)
Accrued Compensated Absences	319,690
Net Cash Provided By (Used in) Operating Activities	\$ 847,922

See Accompanying Independent Auditor's Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
Statement of Fiduciary Net Assets
Fiduciary Funds
December 31, 2003

	Agency Funds			Totals
	Inmates	Nursing Home Residents	Assisted Living Security Deposits	
Assets				
Cash and Equivalents	\$ 58,999	\$ 356,891	\$ 21,639	\$ 437,529
Total Assets	<u>58,999</u>	<u>356,891</u>	<u>21,639</u>	<u>437,529</u>
Liabilities				
Accounts Payable	14,826		753	15,580
Due to Other Funds	10,095	1,563	2,508	14,166
Due to Specific Individuals	34,077	355,328	18,378	407,783
Total Liabilities	<u>\$ 58,999</u>	<u>\$ 356,891</u>	<u>\$ 21,639</u>	<u>\$ 437,529</u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the County of Rockingham, New Hampshire (the County) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The governmental accounting standards board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the GASB's generally accepted accounting principles applicable to the County, and the County's conformity with such principles, are described below. These disclosures are an integral part of the County's financial statements.

(A) Reporting Entity

The County of Rockingham, New Hampshire is a body corporate governed by a Commissioner form of government and provides County services as authorized by state statutes. As required by GAAP, specifically *Statement #14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity"*, these financial statements are required to present the County of Rockingham, New Hampshire and its "component units" (if any). A *primary government* is defined by the GASB as any state government or general purpose local government. Additionally, a primary government may also consist of a special-purpose government (such as a school district) that meets all of the following criteria: (a) it has a *separately elected governing body*, (b) it is *legally separate*, and (c) it is *fiscally independent* of other governments.

A *component unit* is defined by the GASB as a legally separate organization for which the elected officials of the primary government are "financially accountable". The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. A primary government may also be financially accountable if an organization is "fiscally dependent" on the primary government. *Fiscal independency* is defined by the GASB as the ability to complete certain essential fiscal events without substantive approval by a primary government, (a) determine its budget without another government's having the authority to approve and modify that budget, (b) levy taxes or set rates or charges without approval by another government, and (c) issue bonded debt without approval by another government. For the current year there were no potential component units identified upon which the application of these criteria were applied.

(B) Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. The effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a great degree on external fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include (1) charges to those who purchase, use, or directly benefit from goods or services or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as general revenues.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Financial Statements

Separate financial statements are provided for governmental, proprietary and fiduciary funds even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and proprietary funds are reported as separate columns in the fund financial statements.

(C) Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements as well as the proprietary and fiduciary funds are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. As a rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current reporting period and available to pay current liabilities. Expenditures are recorded when a liability is incurred. However, debt service, claims and judgment expenditures are recorded only when payment is due.

The County may report deferred revenue on its combined balance sheet when a potential revenue does not meet both the measurable and available criteria for recognition in the current period or when resources are received by the government before it has a legal claim to them (such as grant monies). In subsequent periods, when both revenue recognition criteria are met, or when the County has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

The County reports the following major governmental funds:

The general fund is used to account for the resources traditionally associated with government operations, which are not required legally to be accounted for in some other fund. The general fund is the overall operating entity of the County.

The capital projects fund is used to account for the acquisition or construction of fixed assets.

Non-major governmental funds provide for ***special revenue, debt service and permanent fund activity***

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties or to other departments or agencies primarily within the County. The self-insured risk management programs are operated by the County and are accounted for as proprietary funds in accordance with GASB Statement #10, "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues".

Fiduciary funds are generally used to account for assets that the government holds on behalf of others. The County currently has the following individual agency funds: (1) ***Inmate Funds*** – To account for various funds held by the County for individuals incarcerated at the County Corrections Facility and (2) ***Trust Funds*** – To account for funds designated for subsequent years expenditures of the Long Term Care facilities as appropriated.

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(D) Cash and Investments

The County Treasurer is authorized by state statutes to invest excess funds, with the approval of the Commissioners, in the following:

- Obligations of the United States Government,
- Savings bank deposits of banks incorporated under the laws of the State of New Hampshire,
- Certificates of deposits of banks incorporated under the laws of the State of New Hampshire or in national banks located within the States of New Hampshire or Massachusetts, or,
- “participation units” of the *New Hampshire Public Deposit Investment Pool* established under RSA 383:22.

The receiver of such public funds to be deposited or to be invested in securities shall “prior to acceptance of such funds” provide a collateralization option (represented by exclusively segregated securities defined by the Bank Commissioner as qualifying under RSA 386:57) for such funds in an amount at least equal to the amount to be deposited or invested in securities.

The County was in compliance with these applicable deposit and investment state laws and regulations for the year.

Cash and equivalent accounts include amounts in demand and savings account deposits as well as short-term investments (such as certificate of deposits) with a maturity date within three months of the date acquired by the County.

Investments, if any, are stated at fair value, in accordance with GASB Statement #31, “*Accounting and Financial Reporting for Certain Investments and for External Investment Pools*”. The fair value of investments is determined annually and is based on current market prices. Fair value fluctuates with interest rates and increasing rates could cause fair value to decline below original cost. County Management believes that liquidity in the portfolio is more than adequate to meet cash flow requirements and to preclude the County from having to sell investments below original cost for that purpose.

Proprietary Fund investment income is comprised of the following for the year:

Interest and Dividends	\$ 147,803
Net Increase (Decrease) in the Fair Value of Investments	<u>4,789</u>
Total Investment Income	<u>\$ 152,592</u>

The net increase in fair value of investments during the year was \$4,789. This amount takes into account all changes in fair value (including purchase and sales) that occurred during the year.

(E) Interfund Receivables/Payables and Transfers

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which the transactions are executed. Any residual balances outstanding between the funds are reported in the government-wide financial statements as internal balances. However, the government-wide statement of activities eliminates transfers reported within the segregated governmental and business-type activities columns. Only transfers between the two columns appear in this statement.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(F) Inventories

Inventories of the General Fund are accounted for utilizing the purchase method. Under this method, inventories are recorded as expenditures when purchased. When inventory amounts are material (significant) at year end they are to be reported as assets of the respective fund and are to be equally offset by a fund balance reserve.

(G) Capital Assets

Capital assets include property and equipment are reported in the applicable governmental activities column in the government-wide financial statements. The County defines a capital asset as an asset that has an initial cost of \$5,000 and an estimated useful life of 3 years.

All Long Term Care fixed assets are valued at cost. As of November 2001, the other County assets were valued at estimated cost and subsequent additions are recorded at actual cost. Donated assets are recorded at the estimated fair market value at the date of donation. Depreciation is calculated using the straight line method. Estimated useful lives for buildings and improvements are 10 to 30 years and for movable equipment are 3 to 15 years.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not included in the cost of the asset. Also, interest costs that are deemed to be immaterial and not directly allocable to a specific asset are expensed when incurred.

Additionally, the infrastructure assets owned and maintained by the County include only utility tunnels, drainage systems, water and sewer systems and dams and are included in the cost of the building and improvements the infrastructure is most identified with. Condition assessments are performed regularly and the results are used to budget annually the amount necessary to maintain and preserve the infrastructure.

Finally, the County has a variety of capital asset projects in process at December 31, 2003 totaling \$4,539,926. The projects in process are included in the reporting of \$32,399,264 net Capital Assets in the related statements. Once a project is completed it is reported in the asset category (see note 4). The largest Work in Progress project is the Energy Management project whose value totals approximately \$5 million dollars that is expected to be completed in 2004.

(H) Compensated Absences

County employees are sometimes entitled to certain compensated absences based, in part, on their length of employment. In accordance with GASB Statement #16, "Accounting for Compensated Absences", compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and a fund liability of the fund that will pay it. The County established has established a Proprietary Fund that has provided funding for known separations and long term absences. Since its creation the fund has increased its amount of funding available to provide for the growing liability. The fund accounts for all funded liabilities and expenditures. Any expense not funded in advance or ineligible for fund use based on County policy is accounted for through the General Fund. Any liability for which no funding is currently available is reported in the Compensated Absence Fund.

The calculation of compensated absences can include vacation, sick time, earned time and holiday pay that is attributable to past service in which it is probable that the County will compensate the employee through paid time off or cash payment. The calculation also includes the incremental cost of any item associated with compensation payments such as the employer share of social security, Medicare and retirement.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(I) Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities or proprietary fund type statement of net assets.

(J) Fund Equity

For governmental funds the unreserved fund balances represent the amount that may be available for budgeting future operations; the reserved fund balances represent the amounts that have been legally identified for specific purposes and are not appropriated for expenditure; and the designated fund balances represent tentative plans for future use of financial resources. The County has set and met a financial management goal of attaining an undesignated Fund Balance of at least 12% of budgeted appropriations.

(K) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates.

NOTE 2—STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

(A) Budget

Governmental revenues and expenditures are controlled by a formal integrated budgetary system which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations which govern the County's operations. The County budget is formally acted upon at the County Convention. During the year, appropriations may be transferred between line items, but total expenditures may not exceed the total approved budget (with the exception of emergency items, which require approval by the New Hampshire Department of Revenue Administration under RSA 32). At year-end, all unencumbered annual appropriations lapse. Other appropriations, which have a longer than annual authority may carry over at year end if the governing body intends to continue or complete the special purpose for which the funds were established. State legislation also requires balanced budgets. For the County year ended December 31, 2003, \$1,500,000 of the beginning general fund unreserved fund balance was used to reduce taxes.

(B) Encumbrances

Encumbrance accounting is utilized in the governmental funds to account for commitments relating to unperformed contracts for goods and services. Encumbrances outstanding at year-end are reported as reservations of fund balance and do not constitute expenditures or liabilities of the governmental fund, but are carried forward to supplement appropriations of the succeeding year. Encumbrances outstanding at year-end in the General Fund are detailed by function as follows:

County Attorney	\$ 1,818
Deeds	37,224
Sheriff	2,255
Maintenance	21,922
Gen Govm't/Grants/Projects	33,409
Finance	67,322
Jail	23,733
UNH Cooperative Ext	524
Nursing Home	6,175
	<u>\$ 194,382</u>

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 2—STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (CONTINUED)

(C) Budgetary Basis

The General Fund final appropriation appearing on the “Budget and Actual” page of the fund financial statements represents the final amended budget after an October 2003 supplemental appropriation and includes encumbrances and reserves at December 31, 2002. The breakdown is as follows:

2003 Original Appropriations	\$ 60,392,099
December 2002 encumbrances	186,267
December 2002 Continuing Appropriations	652,923
October 2003 Supplemental Appropriation	<u>839,343</u>
Final Budgeted Amounts	<u>\$ 62,070,632</u>

(D) Deficit Fund Equity

The Capital Projects governmental fund reflects a deficit at December 31, 2003. The deficit will be eliminated through future governmental revenues and contributions

(E) Risk Management

The County is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The County is a member of a public entity risk pool for all general liability risks, property liability risks and for the protection of assets. The County has established risk management fund types in accordance with GASB Statement #10, “Accounting and Financial Reporting for Risk Financing and Related Insurance Issues”, to account for and finance its uninsured risks of loss for health, dental, unemployment and workers compensation. Settled claims, if any, have not exceeded the County’s coverage in any of the past five years.

(F) Claims, Judgments and Contingent Liabilities

Grants – Amounts received are subject to later year’s review and adjustment by grantor agencies, principally the federal and state governments. At such time, any disallowed claims, including amounts already collected, may constitute a liability of the County and the applicable funds. At December 31, 2003 the County believes that disallowed expenditures, if any, based on subsequent review will not have a material effect on any individual funds or the overall financial position of the County.

NOTE 3—CASH AND INVESTMENTS

Deposits and Investments

Deposits

At year end, the carrying amounts and bank balances with financial institutions of the County’s cash deposits are categorized by credit risk as follows:

Category 1 – Deposits that are insured by the Federal Deposit Insurance Corporation (FDIC) or collateralized by securities held by the County (or its agent) in the County’s name.

Category 2 – Deposits that are uninsured and collateralized by securities that are held by the pledging institution’s trust department (or agent) in the County’s name.

Category 3 – Deposits that are uninsured and uncollateralized or collateralized by securities that are held by the pledging institution’s trust department (or agent) but not in the County’s name.

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 3—CASH AND INVESTMENTS (CONTINUED)

	Category			Bank	
	1	2	3	Carrying Amount	Book Balance
Checking Accounts	\$21,610,962		\$ -	\$21,610,962	\$21,408,405
Savings Accounts	21,639		-	21,639	21,639
CD's	<u>826,558</u>		-	<u>826,558</u>	<u>827,344</u>
	<u>\$22,459,159</u>		\$ -	<u>\$22,459,159</u>	<u>\$22,257,388</u>

Investments

Category 1 – Investments that are insured or registered, or securities held by the County (or its agent) in the County's name.

Category 2 – Investments that are uninsured and unregistered, with U.S. government securities that are held by the counterpart's trust department (or agent) in the County's name.

Category 3 – Investments that are uninsured and unregistered, with securities that are held by the counterpart, or by its trust department (or agent) but not in the County's name.

	Category			Carrying	Book
	1	2	3	Amount	Balance
Investments	\$-	\$9,315,625	\$-	\$9,315,625	\$9,328,399

NOTE 4 CAPITAL ASSETS

The following is a summary of changes in capital assets for governmental activities at the year ended December 31, 2003:

	Balance at 1/1/03 as Restated	Additions	Reductions	Balance at 12/31/03
Land	\$ 578,857			\$ 578,857
Building and improvements	39,036,927	2,291,407		41,328,334
Moveable equipment	<u>10,304,366</u>	<u>139,207</u>	<u>(24,160)</u>	<u>10,419,413</u>
Subtotal	49,920,150	2,430,614	(24,160)	52,326,604
Less: Accumulated Depreciation	<u>(22,740,912)</u>	<u>(1,748,604)</u>	<u>22,250</u>	<u>(24,467,266)</u>
Total	<u>27,179,238</u>	<u>682,010</u>	<u>(1,910)</u>	<u>27,859,338</u>

The Above Balances at 1/1/03 were restated. A vehicle purchased in 2002 totaling \$27,113 was not reflected along with its depreciation of \$9,038. Additionally, valuation performed for the County in November 2002 did not properly reflect the accumulated depreciation and was understated by \$107,891

NOTE 5—PENSION PLAN

Pension Description

The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 5—PENSION PLAN (CONTINUED)

service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

Funding Policy

Covered public safety and general employees are required to contribute 9.3% or 5.0% of their covered salary, respectively, and the County is required to contribute at an actuarially determined rate. The County's contribution rates were 5.33% and 4.14% of covered payroll for police officers and general employees, respectively, through June 30, 2003 and 7.87% and 5.90% through December 31, 2003. The County contributes 65% of the employer cost for police employed by the County and the State contributes the remaining 35% of the employer cost. The County contributes 100% of the employer cost for general employees of the County.

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending December 31, 2003, 2002, and 2001 were \$1,026,971, \$752,705, and \$703,923 respectively, equal to the required contributions for each year.

NOTE 6—POST-RETIREMENT HEALTH CARE BENEFITS

The County provides post-retirement health care benefits to all eligible employees as provided in statute. The NHRS subsidizes the monthly premium for eligible retirees. If the subsidy does not fully cover the cost, the retiree is responsible for the balance. At December 31, 2003 there were 100 retirees with a single, two-person or family health plan participating. Sixty-six were over the age of 65.

NOTE 7 INTERFUND RECEIVABLES/PAYABLES AND TRANSFERS

Individual interfund balances at year end are as follows:

Fund	Due From	Due To
General	\$32,714	\$343,762
Special Revenue:		
Expendable Trusts		10,655
ALF Donations	1,370	
Commissary	9,571	3,411
Deeds Equipment Acct		
Capital	1,207,604	
Internal Services:		
Health	48,603	1,616
Dental	728	
Worker's Comp	779	
Compensated Abs	373	12,437
Fiduciary:		
Inmate	552	10,647
Residents		1,563
Assisted Living		2,508
Debt Service Fund	291,909	1,207,604
Totals	1,594,203	1,594,203

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS

NOTE 8—LONG-TERM DEBT

Changes in Long-Term Debt

The following is a summary of debt transactions for the year:

	<u>Payable</u> <u>January 1</u>	<u>Additions</u>	<u>Reductions</u>	<u>Payable</u> <u>December</u> <u>31</u>
General Obligation Debt:				
General Fund	3,805,000	\$ 7,470,000	(4,665,000)	\$6,610,000
Capital Lease Obligations	<u>266,522</u>	<u>172,061</u>	<u>(170,211)</u>	<u>268,372</u>
	<u>4,071,522</u>	<u>\$7,642,061</u>	<u>(\$4,835,211)</u>	<u>\$6,878,372</u>

General Obligation Debt

The County can issue general obligation debt instruments to provide funds for the acquisition and construction of major capital equipment, infrastructure and other facilities. General obligation debt instruments are direct government obligations and consequently are a pledge of the full faith and credit of the County. General obligation debt instruments currently outstanding and reported in the general long-term debt account group are as follows:

<u>Long-Term Debt</u>	<u>Interest</u>	<u>Balance</u>
2003 - \$2,785,000 Refunding Public Improvement Bond, maturing in 2004	2.00% - 3.00%	\$1,425,000
2003 - \$4,685,000 Improvement Bond maturing in 2010	2.00% to 4.00%	4,685,000
1994 - \$6,600,000 Mitchell Project Bond, maturing in 2004	4.45% - 4.90%	<u>500,000</u>
Total General Obligation Long-Term Debt		<u>\$6,610,000</u>

The \$2,780,000 balance of a 1992 \$13.2 million Public Improvement Bond was refunded on April 15, 2003 resulting in a decrease in interest rate from 5.2%-6.00% to 2.00%-3.00% which resulted in a reduced cash flow of \$79,910.

Annual debt service requirements to maturity for general obligation debt, including interest are as follows:

Debt Service

<u>Year Ended December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2004	2,600,000	164,300	2,764,300
2005	670,000	90,162	760,162
2006	670,000	76,763	746,763
2007	670,000	62,525	732,525
2008	670,000	46,613	716,613
2009	665,000	29,094	694,094
2010	<u>665,000</u>	<u>9,975</u>	<u>674,975</u>
Totals	<u>\$6,610,000</u>	<u>\$479,432</u>	<u>\$7,089,432</u>

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 8—LONG-TERM DEBT (CONTINUED)

Capital Lease Obligations:

Capital lease obligations represent lease agreements entered into for the financing of equipment acquisitions. These contracts are subject to cancellation should funds not be appropriated to meet payment obligations. Amounts are annually budgeted in the applicable function. Following are the capital leases balances at year end:

Equipment, due in monthly installments of \$2,874 including interest, through April, 2005 at 6.52%	35,937
Equipment, due in annual installments of \$14,790 including interest, through June, 2004 at 5.90%	13,966
Equipment, due in monthly installments of \$118 through May, 2004 at 0%	590
Equipment, due in annual installments of \$8,259 including interest, through September, 2004 at 6.55%	7,752
Equipment, due in monthly installments of \$523 including interest, through March, 2005 at 6.52%	7,515
Equipment, due in monthly installments of \$238 including interest, through June, 2005 at 8.796%	4,017
Equipment, due in monthly installments of \$701 including interest, through April, 2005 at 6.84%	10,693
Equipment, due in monthly installments of \$532 including interest, through April, 2005 at 31%	7,872
Equipment, due in monthly installments of \$227 including interest, through June, 2007 at 28%	7,969
Equipment, due in annual installments of \$7,414 including interest, through April, 2005 at 6.25%	13,546
Equipment, due in annual installments of \$6,010 including interest, through August, 2005 at 7.90%	10,690
Equipment, due in annual installments of \$29,205 including interest, through October, 2005 at 5.05%	54,265
Equipment, due in monthly installments of \$2,830 including interest, through April, 2006 at 3.65%	75,838
Equipment, due in monthly installments of \$566 including interest, through September, 2006 at 3.66%	17,722
Equipment, due in variable annual installments the first of which is \$291,909 including interest, through June, 2018 at 4.73%	<u>4,012,942</u>
	<u>\$4,281,314</u>

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

NOTE 8—LONG-TERM DEBT (CONTINUED)

Annual debt service requirements to maturity for capital leases, including interest are as follows

<u>Year Ended December 31</u>	<u>Principle</u>	<u>Interest</u>	<u>Total</u>
2004	439,177	12,430	451,607
2005	223,881	183,860	407,741
2006	157,938	173,896	331,834
2007	158,242	166,764	325,006
2008	175,812	159,160	334,972
2009-2018	<u>3,126,264</u>	<u>704,370</u>	<u>3,830,634</u>
	<u>4,281,314</u>	<u>1,400,480</u>	<u>5,681,794</u>

NOTE 9—OPERATING LEASES

The County leases office space and equipment annually. Future minimum rental payments are as follows:

Year	Office Space	Equipment Rental	Total
2004	160,056	26,803	183,859
2005	73,853	11,062	87,915
2006	850	488	1,338
2007		425	425

NOTE 10—DESIGNATED FUND BALANCE

General Fund

Appropriations for certain projects and specific items not fully expended at year end are carried forward as continuing appropriations to the next year in which they supplement the appropriations of that year. \$628,827 in continuing appropriations for human services is reported at December 31, 2003:

Capital Projects

Any Capital Projects fund balance would be designated for specific capital project expenditures in future years by the Capital Projects fund. A deficit in fund equity is currently reflected as a result of the energy management project. Current portions of the liability due are funded through intra-governmental transfers of funds saved through efficient energy management.

NOTE 11—CONTINGENCY

There are some outstanding lawsuits pending against the County. The County follows the practice of recording liabilities resulting from claims and legal actions only when they become fixed or determinable in amount. It is County management's opinion that the County is not liable in these suits and the County intends to contest the cases.

In November 2003, the Superior court affirmed the County Commissioners fiscal authority over the Sheriff's department. The Sheriff is appealing a portion of the decision to the New Hampshire Supreme Court. The appeal filed by the Rockingham County Sheriff against the County Commissioners, may have serious implications with regards to internal financial controls that may have a material affect on future Rockingham County Financial Statements. The County intends to contest the case.

NOTE 12—PRIOR PERIOD ADJUSTMENTS

The following Fund Balances and Retained Earnings have been restated at January 1, 2003. Additional expense for both the General Fund and the Capital Fund were reported late. And, detailed review of the accrued liability in the internal services funds enabled a decrease in the amount of outstanding liabilities at 12/31/02. The adjustments are as follows:

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS**

	General Fund Fund Balance	Capital Fund Fund Balance	Internal Service Total Net Assets
As Previously Reported	\$10,047,803	\$(2,796,561)	\$5,277,491
Adjustments in Accruals and Reserves	<u>(80,943)</u>	<u>(48,974)</u>	<u>297,510</u>
Restated Amount	<u>9,966,860</u>	<u>(2,845,535)</u>	<u>\$5,575,001</u>

NOTE 13—IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

The following GASB pronouncements were required to be and have been implemented for the year ending December 31, 2003:

Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Government.*

Statement 37, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Government; Omnibus*

Statement 38, *Certain Financial Statement Note Disclosures.*

The most significant changes required by the new reporting standards include the Management's Discussion and Analysis and presentation of the basic financial statements.

ROCKINGHAM COUNTY COMMISSIONERS

119 North Road
Brentwood, NH 03833



TELEPHONE: (603) 679-9350

FAX: (603) 679-9354

Maureen Barrows, Chairman

Katharin K. Pratt, Vice Chairman

C. Donald Stritch, Clerk

March 16, 2004

Robbin R. Grill, CPA
The Concord Center
10 Ferry Street, Suite 311
Concord, NH 03301

Dear Ms. Grill,

We would like to share the current status of the 2002 management comments. They are as follows:

- **Jail Cash Accounts**

We are pleased to report that you will find the Jail cash accounts balance for 2003. We have not completed the evaluation of the check-writing process to determine whether the process currently in place at the Jail will be consolidated into the County's main check writing process in the Finance office.

- **Nursing Home Restricted Cash Accounts**

A petty cash fund of \$500 has been established and an estimated amount of expenditures were proposed to be appropriated in the 2004 budget.

- **Accounts Receivable Nursing Home Credit Balances**

We are working to resolve the quarterly reporting the Nursing Home is recommended to provide to the Finance Office. We expect resolution in 2004. Additionally, new private pay residents will be paid in advance beginning in 2004.

- **Allowance on Nursing Home Receivable**

The recommended monitoring of the allowance account was not implemented in 2003. Nursing Home staff felt this was too time consuming. The Finance office suggested that a field be added to the software the Nursing Home uses to identify allowances recognized. We have not authorized the work for the software revision in order to give us time to evaluate whether there should be a change in software to a program already in place in the Assisted Living Unit.

- **Fixed Assets**

You will find that all fixed assets are recorded in MUNIS at 12/31/03. However, even after departments were reminded about adding and deleting assets the policy

was not regularly followed making for more work in the Finance Office to ensure that assets were accurately reflected.

- **Grant Contingency Expense**

Project codes were implemented prior to the recommendation and utilized all of 2003. Additionally, we expect to move forward in 2004 in implementing a tracking document that the departments must complete for any grant they are responsible for. Grant reporting remained a problem in 2003.

- **Payroll Issues**

In late 2003 the County was vindicated in the Sheriff's lawsuit against the Commissioners whereby it is further supported in a court decision that payroll records should be turned over. They have not been to date.

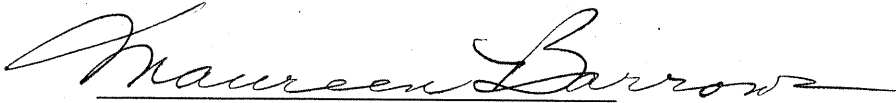
- **Departmental Reporting**

Formal and informal educational sessions are provided by the Finance department. We are hopeful that the operational review communicated to the departments stresses the need for them to use MUNIS and report the finances timely and accurately.

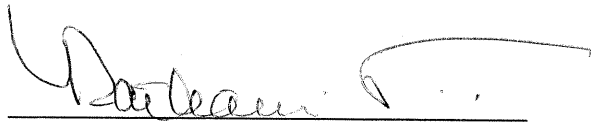
- **Internal Control**

The internal control was not completed again for 2003 by the Sheriff's department.

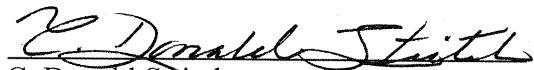
Sincerely,



Maureen Barrows
Chair, Board of Commissioners



Katharin K. Pratt
Vice-Chair, Board of Commissioners



C. Donald Stritch
Clerk, Board of Commissioners



To the Board of Commissioners:

In planning and performing our audit of the financial statements of **Rockingham County** for the year ended December 31, 2003, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control. However, during our audit, we became aware of certain matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated March 16, 2004, on the financial statements of Rockingham County.

We have reviewed the current status of the 2002 Management Letter comments as documented in a letter dated March 16, 2004 from the Rockingham County Commissioners. We agree with the areas identified by the Commissioners that require further work in 2004.

We also noted that a number of the informal internal control comments made by us during the 2002 audit were implemented by the Finance Department.

We will review the status of the following comments during our next audit engagement. We have already discussed these comments and suggestions with the Finance office personnel, and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

Policies:

The County Commissioners' Finance staff invest considerable time in establishing policies and procedures to be followed by all departments within the County. We noted that departments comply selectively with these financial policies and procedures, making it difficult to have uniformity throughout the County.

Recommendation: We recommend that the Commissioners insist all departments follow established policies and procedures.

Commissioners' Response: We recognize the importance of policies and procedures and will continue to educate the departments.

Grant Policies:

The general provisions of the Grant Policy are not being implemented. Grants, in general, have differing requirements. Federal grants, in particular, have specific requirements that are established by law and regulation. Neither the general provisions of Rockingham County's "Grant Policy" nor the "Grant Reconciliation Policy" are being followed in all cases.

Recommendation: It is not feasible for several employees of Rockingham County to all be knowledgeable of all of the federal requirements for specific grants. It is recommended that all grant activity and related documents be channeled through one person and that person should be responsible for compliance with laws and regulations.

Commissioners' Response: In addition to the two policies mentioned above, the County provides budget instructions and has a grant application and acceptance policy for all departments. As mentioned in the previous issue, not all departments understand the importance of following policies and procedures but we will continue our education efforts.

Also, we will consider the idea of one staff person being responsible for all grant compliance.

Budgetary Policies and Procedures:

The departments' budgets are extremely important for the effective functioning of Rockingham County's financial affairs. The responsibility of administering the budget within the annual budget parameters and County requirements must rest with the departments. We noted that several of the departments rely on the Finance staff to monitor their budgets.

Recommendation: That the departments be held responsible for tracking their expenses and initiate timely requests for line item transfers.

Commissioners' Response: We concur.

Cash:

The Nursing Home is holding cash/checks that exceed the County policy of \$10,000. Our concern is with the amount of cash/checks being kept in the vault until all endorsements have been obtained and the business office deems that a complete deposit can be made. Because of this, the cash is not being recorded in the County's accounting system timely.

We are concerned about the long range applicability of the software used by the Nursing Home business office without major modifications, especially with changes in billing requirements for Medicare and Medicaid. Delays in billing result in delays in cash flow.

Recommendation: That the Nursing Home adheres to the County's deposit policy and that a new software package be considered for the Nursing Home which would be able to keep pace with the changes in Medicare and Medicaid billing requirements.

Commissioners' Response: We concur.

Accounts Receivable Accruals:

Material revenue accruals are booked at various times regularly. However, at least one department submits accruals only at year end. In at least one department, prior year revenue received in the current year is booked against accounts receivable and current year receipts are booked as revenue as they are received.

Recommendation: That monthly accruals of revenue be made for all departments receiving a material amount of revenue and that the same system of accruing revenue be used throughout the County.

Commissioners' Response: We concur.

Documentation:

Frequently, the Finance Department is provided with copies of original source documents instead of the originals. In some cases, no support other than a summary of information such as timecards or deposit information is provided. Departments should maintain copies and the originals should go to the Finance Department. The Commissioners recognize the importance of original support documents in all payment processes to avoid duplicate payment and ensure all payments are genuine.

Recommendation: That the County departments should submit original documentation for support of all financial transactions.

Commissioners' Response: We concur.

Personnel Files:

As stated under the "Personnel Files" section of the "Review of Financial Functions" dated October 16, 2003 personnel files are maintained in several areas within the County.

Recommendation: That a complete review of the information contained within personnel files at the various locations be undertaken. At a minimum, the files maintained by Human Resources should be the "master files" containing all information relative to an employee.

Commissioners' Response: We concur.

Departmental Communications:

It was noted that at times requested information, financial data, or documentation has not been reported to the requesting department on a timely basis or in some instances at all. As examples, compensatory time to be accrued at year end was not reported by departments nor were some internal control questionnaires completed.

Recommendation: That all requests for information, financial data or documentation continue to include a specific due date. We recommend that the Commissioners insist all departments respond timely for effective reporting and accounting.

Commissioners' Response: We concur.

This report is intended solely for the information and use of the Commissioners, management and others within Rockingham County and is not intended to be and should not be used by anyone other than these specified parties. We would like to take this opportunity to extend our appreciation to the Commissioners, Finance Office, Theresa Young, Judie Milner, and other staff for their assistance and courtesies extended to us during the audit.

A handwritten signature in cursive script that reads "Robin R. Grill, CPA, PC". The signature is written in black ink and is positioned above the typed name and date.

Concord, New Hampshire
March 16, 2004