



COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
January 6, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Frank Stoughton, IT/Telecommunications Mgr.; Lt. Mark Peirce, Sheriff's Office; Gene Charron, Superintendent; Theresa Young, Finance Officer; Rollie Barnaby, UNHCE, and Eileen Roblee, Executive Assistant.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail. Supt. Charron reported that the population is down and that the holidays went smoothly.

Report from the Finance Office – Theresa Young

Ms. Young stated that the payroll projections will be ready for all departments to review. Ms. Young requested a 30 day extension on the bid award for the lease consolidation RFP.

Report from IT/Telecommunications – Frank Stoughton

Mr. Stoughton reported that he is working on the server replacement for Finance and that he is making progress on the surge protection project which is at 30% complete.

Report from Engineering and Maintenance – Jude Gates

Ms. Gates reported that the Fernald elevator is in the process of being replaced and will be down for approximately a month. Ms. Gates also reported that the reception area is almost complete.

Report from Long Term Care Services – William Sturtevant

Mr. Sturtevant gave the census report for the Nursing Home, Assisted Living and the Adult Day Care. Mr. Sturtevant reported that they are participating in a job fair that is being held at Exeter Health Care on Thursday.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to approve the change order to Kinney Roofing Co. Inc., in the amount of \$596 for a total award of \$26,736.

A discussion took place regarding the 2004 budget.

Second: Commissioner Barrows.

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

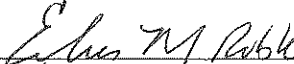
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:05 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
January 6, 2004

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

Also present: Robbin Grill, Brent Washburn, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 10:46 AM

Report from the Commissioners Office – Maureen Barrows, Chair

A discussion took place regarding the draft Review of Financial Functions submitted by Robbin Grill.

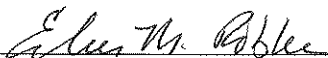
Moved: Commissioner Barrows to adjourn.

Seconded: Commissioner Pratt.

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

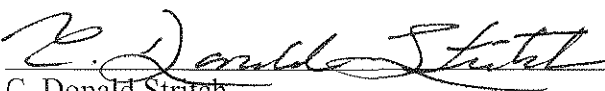
Meeting adjourned at 12:05 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
January 13, 2004**

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

Also present: William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Frank Stoughton, IT/Telecommunications Mgr.; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:20 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Mr. Stoughton and Ms. Roblee presented the updated website design for Rockingham County.

Ms. Young presented two write offs.

Moved: Commissioner Pratt to approve a write off in the amount of \$5 for the Registry of Deeds.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve a General Fund Accounts Receivable write off in the Nursing Home in the amount of \$19,604.44 for indirect write off and \$30,627.80 for direct write.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to authorize the Chair to sign the engagement letter for Robbin Grill, CPA, PC for audit services.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the amendment to Section 6-4 of the Personnel Policies as recommended by Mr. Sturtevant as follows:

STEP INCREASES: Step increases within a pay range are not automatic, but require the certification of the supervisor that an employee is performing at a minimum to outstanding level of competence. This shall be defined as a score on the evaluation of 75% or more. The eligibility date shall be the anniversary date each year. In addition, to be eligible, the employee must have actually worked at least 50% of their normally scheduled hours in the anniversary year. For example: Full Time Employee 2080 hours 50%=1040 hours, part time employee 32 hours per week 1664 hours, annually 50%=832 hours; 24 hours week 1248 hours, annually 50% = 624 hours. **Any time spent in a leave-without-pay status shall not count in computing eligibility for step increases except as provided below. The following factors shall not affect employee eligibility for step increases:**

- a. Pay adjustment resulting from a wage survey
- b. Lateral transfer within a class
- c. Workers' Compensation Leave
- d. Military leave caused by a local or national emergency
- e. A period of paid leave
- f. Reclassification to a class of the same or lower pay scale
- g. Family Medical Leave Act

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
January 13, 2003**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch and Supt. Charron.

Discussion: Personnel

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

Seconded: Commissioner Stritch.

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

Ms. Young discussed open 2004 budget issues with the Commissioners. The Commissioners agreed to accrue \$35,000 for taxes.

Moved: Commissioner Barrows to adjourn.

Seconded: Commissioner Pratt.

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

Meeting adjourned at 2:35 PM


Respectfully submitted,



Eileen M. Roblee

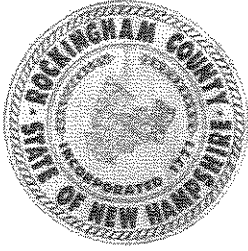
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
January 20, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Lt. Szelega, Sheriff's Office; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant. Also present Dan Grey, Seacoast Business Alliance and Marie Cappello, REDC.

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

Report from the Commissioners Office – Maureen Barrows, Chair

Mr. Sturtevant presented the bid for dish detergent.

Moved: Commissioner Pratt to award the bid for dish detergent to Summit Supply for a fixed two year price per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Commissioner Stritch opened the bids for paper:

Hallsmith – Sysco
Central Paper Products
Interboro Packaging Corp.
Portsmouth Paper

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Technical Support:

Multi-Media
TTLC
NEServices
Comprehensive Micro Services

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for telephone switch maintenance:

ALTURA
Carousel Industries
Avaya

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

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on January 6, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Work Session held on January 6, 2004.

Second: Commissioner Pratt.

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

Ms. Cappello and Mr. Gray requested that the Commissioners hold a public hearing for a \$1 million block grant loan to Foss Manufacturing. Ms. Cappello stated that they are very excited about this proposal bringing fifty manufacturing jobs to the seacoast area. The Commissioners agreed to hold the meeting on February 17th.

Moved: Commissioner Stritch to authorize Commissioner Pratt to sign all necessary documents for the USI New England Property Liability Contract.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to authorize the Chair to sign all necessary documents for the night bailiff agreement with the Department of Administrative Services.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail. Supt. Charron discussed GPS in ankle bracelets to track the locations of defendants.

Report from the Finance Office – Theresa Young

Ms. Young stated that the budget for the County went out last week and the Commissioners' proposed increase is %2.20. Subcommittee meetings will be scheduled starting next week to review the budget. Ms. Young stated that the Public hearing is on the 28 at 7:00 and the Annual Meeting is on Feb. 18 at 5:00 PM. Ms. Young informed the Board that Derry, Epping, and Sandown submitted their taxes late and one is requesting that the Delegation write off the interest due for late payment of taxes. Ms. Young presented a write off for the Nursing Home.

Moved: Commissioner Pratt to approve a write off \$3,035.65 in the Nursing Home.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the Restatement of Prior Year Fund Balance to the General Fund in the amount of \$80,943.64.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the Restatement of Prior Year Retained Earnings in the amount of \$297,509.86.

Second: Commissioner Stritch.

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

Commissioner Barrows briefly discussed the report submitted by Robbin Grill for the flow of financial information. Commissioner Barrows asked that each O/DD submit their questions and comments to the Commissioners for review.

Report from the Human Resources Department – Martha Roy

Ms. Roy stated that the Benefit Strategy cards are coming. Ms. Roy requested three non-public sessions.

Report from the Human Services Department – Diane Gill

Ms. Gill asked the Commissioners if they have any questions on the letters sent from John Stephen via the HS Department.

Report from the IT/Telecommunications Department – Frank Stoughton

Mr. Stoughton reported that the power protection project is moving along well. Mr. Stoughton reminded the Board that he and Eileen Roblee will be attending the Front Page computer class on Thursday.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates thanked the Commissioners for the retirement letter to John Harnden. Ms. Gates reported that the pipes froze at the trailer but they were corrected in time. Ms. Gates also reported that the pipes at the storage barn froze and that there were some equipment damage sustained. Ms. Gates informed the Board that she did receive balancing reports distributed at the last IAQ meeting for the remediation of the Court House but that there was no analysis of the data.

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Adult Day Care, the Nursing Home and the Assisted Living facility.

Moved: Commissioner Pratt to award the bid for eggs to Shaheen Bros as quoted per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
January 20, 2004**

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

Discussion: 2 Personnel Issues

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

Discussion: Legal Issue.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve 6 buyout payments retroactive to Jan 1, 2004, conditional upon receiving military documentation where applicable.

Second: Commissioner Stritch.

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


Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:20 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
February 3, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Judie Milner, Finance Office; Skip Christenbury, Sheriff's Office, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:03 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on January 20, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Work Session held on January 13, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to amend the Board Of Commissioners Meeting minutes held on November 25, 2004.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bid for Gentle Rain, body wash:
Gulf South Medical Supply

Commissioner Stritch rejected the late bid from McKesson for Body Wash per the recommendation of Mr. Sturtevant.

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bid and return with a recommendation.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Moved: Commissioner Stritch to approve the contract for Swank Motion Pictures for inmate movies and authorize the Chair to sign all necessary documents per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for paper and plastic to Central Paper Company, Interboro Packaging Company and Portsmouth Paper Company as shopped per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Supt. Charron gave the census for the jail. Supt. Charron requested a non-public session.

Report from the Finance Office – Judie Milner

Ms. Milner informed the Commissioners that the Auditor will be in on February 16 and that the budget is scheduled for approval on February 18. Ms. Milner presented write-offs for the Commissioners to approve. Ms. Milner distributed to the Commissioners the Year End Checklist for outstanding issues.

Moved: Commissioner Stritch to approve the physician billing revenue write off totaling \$10,015.24 for the year 2003 per the recommendation of Ms. Milner.

Second: Commissioner Pratt.

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

Report from the Human Resources Department – Martha Roy.

Ms. Roy stated that she is finalizing the position regrade memo for the Board. Ms. Roy also stated that the Personnel Policies booklet will be in soon and distributed to all departments. Ms. Roy

informed the Board that the Human Resources Department is working on two Supervisor Academies for February and March.

Report from the Human Services Department – Diane Gill

Ms. Gill reported that she has electronically submitted the November monthly report.

Moved: Commissioner Pratt to award the following per the 6% Incentive Fund Review Committee's recommendation:

<u>PROGRAM</u>	<u>REQUEST</u>	<u>AWARD</u>
All awards are subject to conditions stated in individual letters of award.		
Rockingham County Juvenile Diversion	\$23,000.00	\$23,000.00
Rockingham County Adult Diversion	\$7,500.00	\$7,500.00
Rockingham County Mediation	\$47,553.00	\$47,553.00
Community Diversion Program	\$ 71,777.00	\$16,569.25
The Upper Room	\$ 63,000.00	\$15,000.00
Girls, Inc.	\$14,615.00	\$3,653.75
Child Advocacy Center	\$70,000.00	\$70,000.00
Hampton Child and Family	\$7,800.00	\$7,800.00
Child and Family Services	\$16,000.00	\$4,000.00
Families First Health and Support Center	\$28,636.00	\$28,636.00
Sexual Assault Support Services	\$5,000.00	\$5,000.00
Seacoast Diversion Program	\$52,000.00	\$13,000.00
Community Child Care Center	\$9,000.00	\$9,000.00
Newmarket Recreation Program	\$20,000.00	\$20,000.00
Seacoast Family YMCA	\$6,000.00	\$6,000.00
Family Mediation and Juvenile Services	\$27,000.00	\$6,750.00
Total Award:		\$283,462.00

Second: Commissioner Stritch.

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

Ms. Gill reported that the Memo of Understanding with DYS is scheduled for approval by the Assoc. of Counties as well as the memo for skilled care charges for atypical clients.

Report from the IT/Telecommunications Department

Moved: Commissioner Stritch to award the technical support RFP to the low bidder, NEServices.NET not to exceed \$23,520 per the recommendation of Mr. Stoughton.

Second: Commissioner Pratt.

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

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported to the Board the results of her meeting with Mr. Goodwin. A discussion followed regarding the Courthouse remediation project and unresolved issues. Ms. Gates informed the Board that the cement pad for the turbine will be poured this week.

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, Assisted Living Facility and the Adult Day Care. Mr. Sturtevant requested a non-public session.

Moved: Commissioner Stritch to award the bid for paper in the Long Term Care Department to Central Paper, Portsmouth Paper and Hallsmith-Sysco as shopped per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Report from the Sheriff's Department – Skip Christenbury

Moved: Commissioner Pratt to approve the bid waiver to Motorola in the amount of \$9,223.32 per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
February 3, 2004**

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

Discussion: Legal Issue.

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

Discussion: Personnel Issue and Residency Waiver.

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

Second: Commissioner Stritch.

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

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

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve an exception to Section 5-3 of the Personnel Policies for the Nursing Home.

Second: Commissioner Stritch.

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

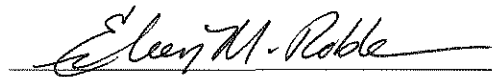
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

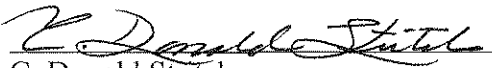
Meeting adjourned at 2:00 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
COMMISSIONER BARROWS' OFFICE
BRENTWOOD, NEW HAMPSHIRE
February 5, 2004

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

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

Commissioner Barrows called the meeting to order at 12:45 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Pratt to approve the regrades of LPN1 from Grade 7 to Grade 8 and LPN2 from Grade 8 to Grade 9.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the regrade of Sr. Account Officer in the Finance Department from Grade 15 to Grade 16.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the new position request of Pre-trial Specialist/Video Arraignment Coordinator, Grade 8, in the Department of Corrections for the Jail Classification Release & Monitoring Program.

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve the new position request of a Deputy, in the Sheriff's Department for the Jail Classification Release & Monitoring Program.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to approve the regrade of the Legal Assistant III to Paralegal, Grade 14 to Grade 15 in the County Attorney's Office.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioner Barrows' Office
February 5, 2004**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt and Commissioner Stritch.

Discussion: Personnel.

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

Second: Commissioner Stritch.

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

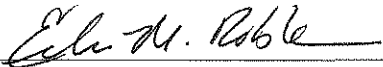
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:50 PM

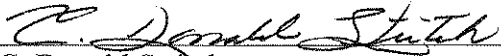
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS' CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
February 10, 2004**

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

Also Present for the discussion on prescription drugs were: Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer, and Eileen Roblee, Executive Assistant. Non- County present were Ms. Barbara Aldrich of Barbara Aldrich, GIS; Frank Bunoincontro, President of Vermont Mail Order Pharmacy , and Greg Marceau, USI New England

Commissioner Pratt called the meeting to order at 1:05 PM

Discussion: Cost of prescription drugs and possible saving solutions for the County and its employees. Mr. Bunoincontro presented an overview of the prescription drug companies and their costs as well as the market for prescription brand vs generic vs over the counter drugs. Options discussed were Canadian drugs and their use, changing the Plan, an update on the Alliance.

Also Present for the discussion of the County's Long Range Finance Plan were: Rep. Charlie McMahon; William Sturtevant, Long Term Care Director; Theresa Young, Finance Officer, and Eileen Roblee, Executive Assistant.

Discussion: Ms. Young explained the County's financial planning. Commissioner Pratt discussed revenue uncertainties which have direct impact on County tax rate specifically and the County's ability to plan generally.

Ms. Young presented to the Commissioners three towns that submitted late tax payments. One town has paid the late fee and the other two towns requested that the late penalty be abated. The Commissioners instructed Ms. Young to direct the towns' selectmen to file a petition to the Chairman of the County Convention if they want to request that their interest charges be forgiven.

Moved: Commissioner Pratt to adjourn.

Seconded: Commissioner Stritch.

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

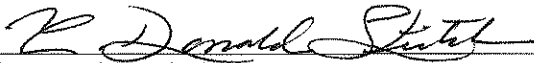
Meeting adjourned at 3:31 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
February 17, 2004

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

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

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

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on February 3, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the Work Session minutes held on February 5, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the Work Session minutes held on February 10, 2004.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Gene Charron

Supt. Charron gave the census for the jail. Supt. Charron informed the Board that the proposed pre-trial release program was on the news.

Report from the Finance Office – Theresa Young

Ms. Young reminded the Board of the Executive Committee and Delegation Meeting scheduled for Wednesday, February 18. Ms. Young stated that the bond issue, Public Hearing and vote was scheduled first to ensure that they wouldn't lose a quorum. Ms. Young stated that there are still outstanding issues regarding the grants with the Sheriff's office. Ms. Young inquired if the Commissioners would like to meet with the Auditors on Friday.

A work session will be scheduled for Friday, February 20, at 1:00 PM.

Report from the Human Resources Department – Martha Roy

Ms. Roy informed the Board that there are Supervisory Academies scheduled. Ms. Roy thanked everyone who responded with ideas of administrative assistant training.

Report from the Human Services Department – Diane Gill

Ms. Gill informed the Board that the September State bill is in. Ms. Gill also stated that she will be away next week.

Report from the IT/Telecommunications Department – Frank Stoughton

Mr. Stoughton presented the RFP award for Telephone Maintenance.

Moved: Commissioner Pratt to award the RFP for Telephone Maintenance to Carousel for a 2 year contract at \$1,450/month per the recommendation of Mr. Stoughton. Commissioner Pratt to authorize legal review of the contract by Att. Tucker and authorizes the chair to sign all necessary documents.

Second: Commissioner Stritch.

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

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported that all is well in her department and nothing further to report at this time.

Long Term Care Services – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, Assisted Living and Adult Day Care.

Moved: Commissioner Pratt to award the bid for body wash (gentle rain) to Gulf South at \$31.01/case per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Mr. Sturtevant informed the Board that five firms attended the site visit for the Phase II of Assisted Living. Mr. Sturtevant requested a non-public.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
February 17, 2003**

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

Discussion: Personnel.

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

Discussion: Residency Waiver.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to approve an exception to the Personnel Policies and Procedures, Chapter 6 Section 4 per the recommendation of Mr. Sturtevant and Ms. Roy.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to approve a residency waiver request per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to deny a residency waiver request per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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


Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:01 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS' CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
February 17, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant. Robbin Grill CPA, PC and Brent Washburn.

Commissioner Barrows called the meeting to order at 11:45 AM

A discussion of the report from Robbin Grill, "Review of Financial Functions" as it pertained to each department.

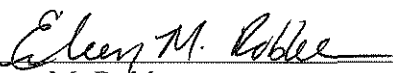
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
February 20, 2004

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

Also present: Robbin Grill, CPA. Brent Washburn

Commissioner Barrows called the meeting to order at 1:20 PM

Discussion: The Auditors updated the Board on the status of the 2003 Audit.

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:00 PM

Respectfully submitted,

Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,

C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
February 24, 2004**

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

Also present: Judie Milner, Finance Office and Joanne Schultz, Human Resources.

Commissioner Barrows called the meeting to order at 1:40 PM

Commissioner Stritch reported that the Developmental Director of Derry contacted him. Commissioner Stritch informed the Board that the Town of Derry has the opportunity of purchasing a property for \$7 mil. and would be taking it off their tax base. This could present a problem for the County's tax expectation from their area. The Town believes that the property, with some improvement, would be worth in the future upwards of \$37 mil. The Town would like to apply to HUD for financing and would like a letter of understanding or approval from the Board. Commissioner Pratt said she would research this as the Town of Hampton is working on establishing a TIF Zone.

Commissioner Barrows reported that Southern New Hampshire services are going to apply for funding for elderly housing and would like to consider County property as an option. Commissioner Barrows said she will arrange a time at a future Commissioners Meeting for review of the matter. Commissioner Pratt informed the Board that this would be a good time to consider expanding the County's sewage system.

Ms. Milner reported that the Finance Office and Treasurer's Office were looking for ways to make more interest on the County's money. Deputy Treasurer, Tim Dempsey, and Ms. Milner informed the Board that they could invest the 2004 health, dental, worker's comp, unemployment, and compensated absences drawdown money into this new account at Fleet for 90 days and earn 1.7% interest which is double the County's current interest rate. There are no fees associated with this transaction and we can access the money at any time if necessary.

Comm. Barrows asked if the County currently had a relationship with Fleet Bank and Ms. Milner answered that all of the County's internal service funds were currently at Fleet.

Comm. Pratt asked if Fleet was the bank with which we were having insurance issues. Ms. Milner replied "no, that was bank of NH & those issues have been resolved."

Moved: Commissioner Stritch to authorize the Treasurer and Finance Officer to set up a new bank account at Fleet Bank with an interest rate of 1.7% to be funded with 2004 internal services annual drawdown from the budget. In addition, Commissioner Stritch moved to authorize the same signers on the account as with all other internal services accounts currently held at Fleet Bank and to authorize the Vice-Chair or the Clerk to sign all necessary paper work per the recommendation of Ms. Milner and Mr. Dempsey.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:00 PM

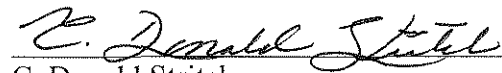
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
March 2, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Dir. of Assisted Living; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Frank Stoughton, IT/Telecommunications Manager; Cathy Stacey, Register of Deeds; Capt. Joe Akerley and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:00 PM

Report from the Commissioners Office – Katharin K. Pratt, Vice -Chair

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on February 17, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the minutes for the Work Session held on February 17, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the minutes for the Work Session held on February 24, 2004.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for speech Thereapy:
UNH School of Health and Human Services

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bid and return with a recommendation.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Commissioner Stritch opened the bids for reverse osmosis:
Aquafax Inc.
Absolute Water System

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

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Report from the Department Of Corrections – Supt. Charron

Supt. Charron gave the census for the jail.

Report from the Finance Office – Theresa Young

Ms. Young informed the Commissioners that the auditors will return next week to complete the audit. Ms. Young requested that the Commissioners review the procedure for grant funding for the County. Ms. Young reported that Munis is ready to be reviewed by the division directors to see the correct 2004 funds in their lines and that the 2003 encumbrances look good.

Moved: Commissioner Stritch to authorize the Vice-Chair or the Clerk to sign the LTR Systems contract for the time and attendance system per the recommendation of Ms. Young.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Moved: Commissioner Stritch to reject the bids for lease consolidation per the recommendation of Ms. Young.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Report from the Human Resources Department – Martha Roy

A discussion took place regarding the HIPPA appointment of Privacy Officer and the Complaint Office.

Moved: Commissioner Stritch to appoint Mr. William Sturtevant as the Rockingham County's HIPPA Privacy Officer.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Ms Roy disseminated the final printed Personnel Policies and Procedures Manuals. Ms. Roy requested a non-public.

Report from the Human Services Department – Diane Gill

Ms. Gill reported that she has submitted the Monthly report for December 2003 with year-end figures. Ms. Gill informed the Commissioners that she would like to attend the Legislative vote on the Tobacco Settlement to be held this Thursday.

Report from the IT/Telecommunications Department – Frank Stoughton

Mr. Stoughton reminded the Board that NEServices.net was awarded the bid for technical support, however, there needs to be a signature authorization for the contract.

Moved: Commissioner Stritch to authorize the Vice-Chair to sign all necessary documents for the NEServices.net contract for technical support.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported that the duct cleaning in Driscoll has begun and will continue for a few weeks. Ms. Gates also stated that she and Supt. Charron met with a security specialist regarding security measures at the jail. The RFP for security at the jail will be going out to bid soon.

Report from the Long Term Care Department – Nancy Lang

Ms. Lang gave the census for the nursing home, assisted living and the adult day care. Commissioner Pratt requested a breakdown of the waiting list for the number of applications that are complete and incomplete.

Moved: Commissioner Stritch to declare one (1) Noble SS2701 Floor Scrubber as surplus equipment in the amount of \$400 to be used as a trade-in for a CMZX 28ST Floor Scrubber.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Commissioner Pratt spoke about the importance of requesting equipment as surplus equipment. A discussion took place with Capt. Akerley regarding surplus cruisers in the Sheriff's department.

Moved: Commissioner Stritch to approve a change order to A.C.Furniture in the amount of \$363.13 for a total award of \$7,145.13 in the nursing home per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Report from the Register of Deeds – Cathy Stacey

Ms. Stacey reported that she is looking forward to the Deeds department going online with the time and attendance software.

Report from the Sheriff's Department – Capt. Joseph Akerley

Capt. Akerley requested a non-public session.

Moved: Commissioner Pratt to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Stritch.

Vote: 2 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
March 2, 2004**

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

Discussion: Residency Waiver

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

Discussion: Legal Issue

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve a residency waiver for the Nursing Home.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Moved: Commissioner Stritch to authorize the use of Sheehan Phinney Bass + Green as counsel for a legal matter at the Sheriff's office and to authorize Ms. Roy as the contact person for the issue.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

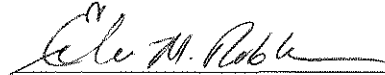
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

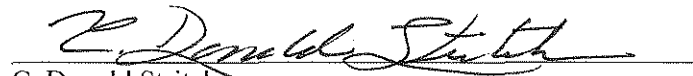
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
March 10, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Theresa Young, Finance Officer, and Eileen Roblee, Executive Assistant.

Commissioner Pratt called the meeting to order at 9:15 AM

Ms. Young and Ms. Gates reported on the time clock interface implementation schedule. Ms. Young informed the Board that the Finance Department will begin training on April 1, 2004. Ms. Young also informed the Board of the reporting structure of the system.

Moved: Commissioner Pratt to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Stritch.

Vote: 2 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Mitchell III Conference Room
March 10, 2004**

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

Discussion: Personnel Issue.

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

Second: Commissioner Stritch.

Vote: 2 yea. Motion passed in the affirmative.

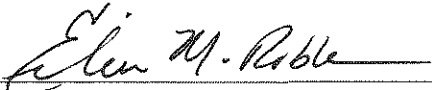
Moved: Commissioner Pratt to adjourn.

Second: Commissioner Stritch.

Vote: 2 yea. Motion passed in the affirmative.

Meeting adjourned at 10:35 AM

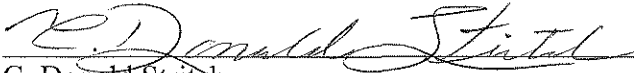
Respectfully submitted,



Eileen M. Roblee

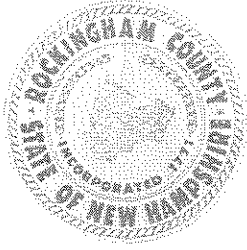
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
March 16, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Gene Charron, Superintendent; Frank Stoughton, IT/Telecommunication Manager; Roy Morrisette, Asst. Director of Human Resources; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:09 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to approve the minutes for the Board Of Commissioners Work Session held on February 20, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Board of Commissioners Meeting held on March 2, 2004.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for inmate personal care items:

ATD American
M & R Co. Inc.
Supreme
Barber Razor Blade Co.
Americare Products Inc.
Walter F. Stephens JR. Inc.
Bob Barker Co.

Moved: Commissioner Stritch to authorize Supt. Charron to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for dishwashing and laundry chemicals:

Central Paper Product Co.

Ecolab

Summit Supply Corp.

Moved: Commissioner Stritch to authorize Supt. Charron to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for the feasibility study and preliminary design work for Fernald Building:

Sumner Davis Architect

Warren Street Architects

Gleason Architects

Moved: Commissioner Stritch to authorize Mr. Sturtevant and Ms. Gates to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Strith opened the bid for Preventative Maintenance Care:

Dowling

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bid and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to approve the Letter of Intent with the Rockingham County Botanical Gardens Trust and authorize the Chair to sign all necessary documents.

Second: Commissioner Stritch.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail.

Report from the Finance Office – Theresa Young

Ms. Young presented equipment for consideration as surplus.

Moved: Commissioner Pratt to approve that one PC monitor, Gold Star serial number 17003E001882 in the Finance Office be declared surplus.

Second: Commissioner Stritch.

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

Ms. Young announced that today was the last day the auditor will be at the County for field work. Ms. Young informed the Board that Ms. Jackson was also here today for any questions the Commissioners may have pertaining to the Time and Attendance Software. Ms. Young stated that the first quarterly meeting is scheduled for April 16th. Ms. Young reported that she attended, along with Jim Monahan, the Municipal and County Government Committee meeting regarding reporting and property tax allocation. Ms. Young also reported that she, Tim Dempsey and Martha Roy are working with USI New England on the 529 College Plan for Rockingham County employees.

Ms. Young requested that the Commissioners review the grant rules, policies and procedures not only for the state but the County's own policies, with the division directors and elected officials.

Report from the Human Resources Department – Roy Morrisette

Mr. Morrisette presented a business associate agreement between Benefit Strategies and Rockingham County that is HIPAA compliant. Mr. Morrisette informed the Board that the contract has been reviewed by legal counsel at Donahue, Tucker and Ciandella.

Moved: Commissioner Pratt to approve the business associate agreement between Benefit Strategies and Rockingham County per the recommendation of Mr. Morrisette and authorizes the Chair to sign all necessary documents.

Second: Commissioner Stritch.

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

Mr. Morrisette requested that the Board approve two leave without pay requests.

Moved: Commissioner Pratt to approve two leave without pay requests per the recommendation of Mr. Morrisette

Second: Commissioner Stritch.

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

Mr. Morrisette presented two requests. Commissioner Pratt asked that Mr. Morrisette research what the past practice has been prior to the Board voting.

Report from the IT/Telecommunication Department – Frank Stoughton

Mr. Stoughton presented two bid waivers for the Commissioners approval.

Moved: Commissioner Pratt to approve a bid waiver to UNH Cooperative Extension Service for the continuation of a shared internet connection for 2004 in the amount of \$7,506 per the recommendation of Mr. Stoughton.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve a bid waiver to Avaya for telephone system maintenance charges for 2004 in the amount of \$8,655.72 per the recommendation of Mr. Stoughton.

Second: Commissioner Stritch.

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

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported that all is well. Ms Gates informed the Board that Honeywell has completed the Driscoll building and that it is now completely on the new system. Ms. Gates presented an RFP award and requested a non-public.

Moved: Commissioner Pratt to award the bid for reverse osmosis system to Aquafax, Inc. in the amount of \$8,256 per the recommendation of Ms. Gates.

Second: Commissioner Stritch.

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

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, the Assisted Living facility and the Adult Day Care. Mr. Sturtevant informed the Board that last year an RFP went out for laundry chemicals that was product specific, UNX, and awarded for a two year contract. The company that the bid was awarded to can no longer purchase UNX. Mr. Sturtevant reported that if UNX cannot find another supplier at the same price that the bid was awarded for, he may have to go out to bid again.

Moved: Commissioner Pratt to award the bid for speech therapy to Frederick Lewis at \$60/hour from April 1, 2004 to March 31, 3006 per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve the bid waiver to Alzheimer's Ease—Music Therapy for 6 hours a week at \$40/hour for a total estimate of \$12,480 per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
March 16, 2004**

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

Discussion: Personnel.

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

Discussion: Legal Issue.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the per diem pay rates for 2004 as recommended by Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to fund one retiree and one semi-retiree's payout in compensated absences per the recommendation of Mr. Sturtevant.

Second: Commissioner Stitch.

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

Moved: Commissioner Barrows to authorize the contracted attorney to move forward with three additional parties to be named in the lagoon lawsuit.

Second: Commissioner Stritch.

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

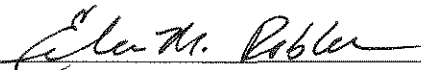
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:23 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
March 23, 2004

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

Also present: Eileen Roblee, Executive Assistant and Paul Grandmaison, Special Projects
Coordinator, Southern New Hampshire Services

Commissioner Barrows called the meeting to order at 1:15 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Mr. Grandmaison informed the Commissioners that Southern New Hampshire Services is a 5013c not for profit organization that creates affordable housing for the elderly. Mr. Grandmaison reported that this housing is subsidized through the HUD 202 program.

The Commissioners asked if Mr. Grandmaison could supply them with additional information about his agency and examples of other housing they developed.

Mr. Sturtevant entered the meeting at 2:10 PM and recommended that the Commissioners interview two architects, Warrenstreet and Sumner Davis, for the feasibility study.

Ms. Roblee requested a non-public.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
March 23, 2004

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

Discussion: 3 Personnel issues.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve one buy-out option for a Nursing Home employee effective upon receipt of letter from Social Security Administration.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve one buy-out option for a Maintenance and Engineering employee retro to January 1, 2004.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve an exception to the Personnel Policies and Procedures, Chapter 7 Section 28, for an employee in the County Attorney's Office per the recommendation of the Director of Human Resources.

Second: Commissioner Stritch.

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

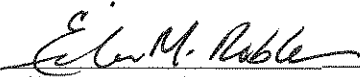
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:30 PM

Respectfully submitted,



Eileen M. Roblee

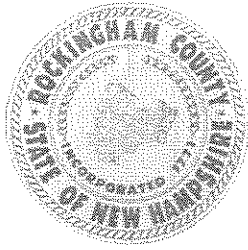
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
March 30, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Director of Long Term Care; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Theresa Young, Finance Officer; Rollie Barnaby, UNH Cooperative Extension, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:15 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Commissioner Stritch opened the bids for replacement flooring for the Engineering and Maintenance Department:

- Pro-United Inc.
- Cadieux Flooring
- Kingdom Contract Flooring

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for a digital copier for the Engineering and Maintenance Department:

- Konica Minolta Business solutions
- Seacoast Business Machines
- Northern Business Machines
- Marshall Technical Services
- Ikon Office Solutions
- Conway Office Products
- NECS

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for supply only air conditioning units for the Engineering and Maintenance Department:

Jonhstone Supply
United Refrigeration Inc.

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for paper for the Long Term Care Department:

Portsmouth Paper
Hallsmith-Sysco Food Service
Central Paper Products
Interboro Packaging

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for dietary equipment for the Long Term Care Department:

Holyoke Equipment
Northeast Food Service Equipment
Central Paper Products
Hallsmith-Sysco Food Service

Moved: Commissioner Stritch to reject the late bid submitted by Perkins per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for milk for the Long Term Care Department.

Oakhurst
Hood
Crowley Foods
Garelick Farms

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Work Session held on March 10, 2004.

Second: Commissioner Pratt.

Vote: 2 yea, Commissioner Barrows abstained. Motion passed in the affirmative.

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on March 16 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Work Session held on March 23, 2004.

Second: Commissioner Pratt.

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

Ms. Roblee updated the Board on the progress of the new web site. Ms. Roblee reminded the Board that over a month ago Ms. Tash informed the County that the Selectman previously appointed to negotiate the payment in lieu of taxes from the County to the Town of Brentwood had become ill and that there was a discussion as to which selectman would replace him and that the Town would contact the County. Ms. Roblee informed the Board that she called Ms. Tash, Administrative Assistant for the Town of Brentwood, for an update. At this point, Selectman Robert Gillbert has been appointed and will contact the County after he has reviewed all documents.

Report from the Department of Corrections – Gene Charron

Supt. Charron gave the census for the jail.

Moved: Commissioner Stritch to approve the bid award for Laundry Chemicals to Summit Supply Corporation as shopped per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the bid award for inmate personal care items to Amercare product and Bob Barker Co., as shopped per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Report from the Finance Department – Theresa Young

Ms. Young reminded the Board that the first quarterly meeting is scheduled for April 16th. Ms. Young informed the Board that there are two employees that are testing the time clock for the new time and attendance software. Commissioner Barrows asked Ms. Young for an update on the Verizon bill issues. Ms. Young stated that the accounts are current at this time, however, she expects that the misapplication of payments will occur again. Ms. Young also stated that it would not help if the County sent ten separate checks or one check, it is an internal problem with Verizon. Commissioner Barrows requested that Ms. Young submit a list of the employees at Verizon that Ms. Young or any other Finance Staff spoke with regarding the bill situation.

Report from the Human Resources Department – Martha Roy

Ms. Roy informed the Board that Primex and Harvard Pilgram Health have partnered and that she will be watching that very closely. Ms. Roy updated the Board on the HIPAA privacy practice notices that will be going out to all employees and requested that one Commissioner be appointed to review the documents. Commissioner Pratt volunteered to review all paperwork, however, they will still need to go before the full Board for vote.

Report from the Human Services Department – Diane Gill

Ms. Gill reminded the Board about the email she sent regarding “friends of County Government.” Ms. Gill wanted to thank Representative Wyler for his support on the Tobacco Settlement Bill. Ms. Gill gave an update for on the Division Directors’ meetings. Ms. Gill informed the Board that they discussed: the 529 college savings plan, an issue with the EAP and managers using them for assistance with employees and HB651.

Report from the IT/Telecommunications Department – Frank Stoughton

Mr. Stoughton reported that he is working with Human Resources to develop the PC/Software training sessions. Mr. Stoughton informed the Board that the prior

printer maintenance agreement has terminated and that he will have to go out to bid.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates informed the Board that she has been called for jury duty and may be out. Ms. Gates also informed the Board that Peter Goodwin has sent a preliminary plan to correct the air issues that remain at the Court House. Ms. Gates reported that the showers have been installed at the jail and that the new chiller at the jail will go online next week.

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, Assisted Living Facility and the Adult Medical Day Care. Mr. Sturtevant explained that the County can save money if the maintenance on the refrigeration units is done in-house. Mr. Sturtevant also informed the Board that he will be hiring Susan Palmer Terry to work on the Certificate of Need Review. Mr. Sturtevant reported that he had delivered the Medicaid Cost Report of the Office of Health and Human Services.

Moved: Commissioner Stritch to reject the bid for PM Care on refrigeration and approve the proposal recommended by Mr. Sturtevant and Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve a bid waiver for Physicians Services in the amount of \$31,600 and the contracts for retainers for Karl L. Singer, M.D. for physician services, Karl L. Singer, M.D., for Medical Director services, Paul Gustavson, M.D. for physician services and L. Mark Reiner, M.D., for physician services and authorizes the Chairman to Sign per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Report from the UNH Cooperative Extension – Rollie Barnaby

Mr. Barnaby reminded the Board about the UNH President's visit on May 24th. Mr. Barnaby requested that the invitation to the Delegation members be sent from the President and the County Commissioners.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
March 30, 2004**

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

Discussion: Personnel.

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

Discussion: Personnel.

Those present for NHRSA 91A:3 II (g) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates and Eileen Roblee.

Discussion: Security Issue.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve the buy-out for an employee in the Sheriff's Department retro to January 1, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the use of legal counsel to review HIPAA documents for the Human Resources Department.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the contract for the feasibility study to Warren Street Architects pending contract review by legal counsel and authorizes the chair to sign per the recommendation Mr. Sturtevant, Ms. Gates and Ms. Lang.

Second: Commissioner Pratt.

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

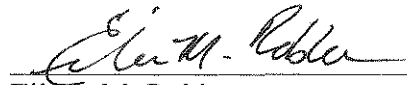
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
ASSISTED LIVING 2ND FLOOR LIBRARY
BRENTWOOD, NEW HAMPSHIRE
April 6, 2004**

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

Also present: William Sturtevant, Director of Long Term Care; Nancy Lane, Director of Assisted Living; Kevin Callahan, President Exeter Health Resources, Fran Gaffney, Administrator Exeter Health Care; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 12:05 PM

A Discussion took place regarding the future use of the closed Fernald wing in the Nursing Home.

Ms. Roblee disseminated to the Board several handouts for the CDBG Public Hearings to be held April 13, 2004 at 12:30 in the Commissioners Conference Room.

Mr. Sturtevant gave an update on the Assistant Administrator's position.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Assisted Living 2nd Floor Library
April 6, 2004**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, William Sturtevant, Theresa Young, Julie Hoyt and Eileen Roblee.

Discussion: Personnel.

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

Discussion: 2 legal Issues.

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

Discussion: Personnel.

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

Second: Commissioner Stritch.

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

Ms. Gill entered the meeting and presented Juvenile Accountability Incentive Block Grant application on behalf of the Kingston Police Department.

Moved: Commissioner Pratt to authorize the Chair to sign the Juvenile Accountability Incentive Block Grant award for Federal Fiscal year 2001 per the recommendation of Ms. Gill.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to write-off \$1248.80 in the Nursing Home.

Second: Commissioner Stritch.

Vote: 2 yea. 1 nay. Motion passed.

Moved: Commissioner Pratt to refer the request for legal counsel for the Sheriff to the County Attorney's office.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve a request according to Chapter 8 Sec. 10 of the Personnel Policies and Procedures.

Second: Commissioner Stritch.

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


Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
April 13, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Director of Long Term Care; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant; Marie Cappello, Executive Director, Rockingham Economic Development Corp.; Dan Gray, Exec. Director of the Seacoast Business Alliance, and Donna Lane, grant writer.

12:30 PM Commissioner Barrows opens the public hearing for the Foss Manufacturing CDBG Economic Development Grant Application

Informational packets were available on the Commissioners conference table.

Ms. Lane reported that the Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Rockingham County is eligible for \$500,000 a year, or up to \$1,000,000 for a two-year grant, for public facility/housing rehabilitation, and economic development projects, as well as emergency funds. Feasibility Study funds are available for up to \$12,000 per year.

Purpose of Community Development Block Grant funding request:

A proposed application to the Community Development Finance Authority for \$1,000,000 in Community Development Block Grant (CDBG) funds. The county will retain \$25,000 for administrative costs and will subgrant \$975,000 of the funds to Rockingham Economic Development Corp. (REDC) and/or Seacoast Business Alliance Corp.(SBAC). REDC and/or SBAC will retain \$25,000 for servicing costs and will loan the remaining \$950,000 to Foss Manufacturing Company. Foss, a nonwoven, synthetic material manufacturer located in Hampton, New Hampshire is expanding its operations. The CDBG loan will be used for permanent working capital. Foss will create an additional 50 jobs, of which at least 60% will be filled by persons of low or moderate income.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage regional economic development efforts to increase quality industrial and commercial

development. Encourage the expansion and retention of employment opportunities for the County's residents. These are short term goals.

Funding request: \$1,000,000

The Public was asked for comments or questions.

Commissioner Barrows Closes the Public Hearing

Commissioner Barrows Opens the Public Hearing on the Housing and Community Development Plan

Discussion: The Housing and Community Development Plan. No changes proposed. This project conforms with the County's goal of encouraging job opportunity expansion.

The Public was asked for comments or questions.

Commissioner Barrows Closes the Public Hearing

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

Although this project does not involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

The Public was asked for comments or questions.

Commissioner Barrows Closes the Public Hearing

Commissioner Barrows Opens the Public Hearing on the Progress of REDC's Capacity Building Grant

Ms. Cappello informed the Board that the REDC Capacity Building Grant has met or exceeded all its goals. The grant required that 2 new jobs be created under this grant. REDC retained 27 jobs at a Newmarket based company, through its lending, and has already forwarded that information to the CDFR. The other requirement under the grant was to send a staff person to the Economic Development Certification training program. Our finance person, Ms. Laurel Bistany, has completed two-thirds of the ten class course successfully, and will receive her certificate in June.

The Public was asked for comments or questions.

Commissioner Barrows Closes the Public Hearing

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to adopt the Residential Antidisplacement and Relocation Assistance Plan.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to approve the submittal of the application and authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract.

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on March 30, 3004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the minutes for the Board Of Commissioners Work Session held on April 6, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to appoint Mr. William Sturtevant, Director of Long Term Care as HIPAA Complaint/Contact Person.

Second: Commissioner Stritch

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

Ms. Roblee informed the Board that Northern General Services, the County's third party administrators for Worker's Compensation, has merged with another company and therefore has a new name.

Moved: Commissioner Pratt to approve the contract language change from Northern General to Cannon Cochran Management Services and authorizes the Chair to sign all necessary documents.

Second: Commissioner Stritch.

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

Commissioner Stritch opened the bids for Mug and Bowl Lids for the Nursing Home:

Aladdin

Sysco

Central Paper Products

Moved: Commissioner Stritch to authorize the Director of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Coffee for the Nursing Home:

- Sysco Health Care
- Autocrat
- Sara Lee
- Donahue Brothers
- New England Coffee Company

Moved: Commissioner Stritch to authorize the Director of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for ¾ Ton Pick up truck for Engineering and Maintenance:

- John Grappone Ford
- Hillsboro Ford

Moved: Commissioner Stritch to authorize the Assistant Director of Engineering and Maintenance to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

No bids where submitted for Concrete Repairs.

Commissioner Stritch opened the bids for Inmate Institutional Supplies for the Department of Corrections:

- HBD, Inc.
- Bob Barker
- Goal Tex Corporation
- ATD American Co.
- Walter F. Stephens Jr., Inc.
- DBA Express and Supply Co.
- Robinson Textiles Inc.
- Charm-Tex Inc.
- Acme Supply Co.
- Textile Sales
- Pacific Link

Moved: Commissioner Stritch to authorize the Superintendent to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids Call Accounting system Upgrade for the IT/Telecommunications Department:

Altura Communications Solution
Carousel Industries
TreNet Systems

Moved: Commissioner Stritch to authorize the IT/Telecommunications manager to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Digital Communications for the Sheriff's Department:

Dictaphone Corp.
2 Way Communications Services
Dictronics Inc.

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for five (5) computers for the Sheriff's Department:

Gov Connection
Merrimack Business Equipment
Cocci Computer Services

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail. Supt. Charron requested that one of the Sheriff's cruisers that are going out to be surplus be supplied to the Dept. of Corrections. The Commissioners agreed.

Moved: Commissioner Stritch to award the bid for paper and plastic in the Department of Corrections to Central Paper Co., Interboro Packaging Co., and Portsmouth Paper Co. as shopped per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Report from the Finance Office – Theresa Young

Ms. Young reminded the Board about the first quarterly meeting scheduled for Friday, April 16. Ms. Young reported that the first two summary pages will now be on the new website and will be directing people to the web site for that information. Ms. Young informed the Board that there will be two employees that may be out for the month of May due to Jury Duty. Ms. Young also stated that Ms. Jayne Jackson will update the Board on the progress of the Time and Attendance software. It was reported that the install will be pushed back only a few weeks and an informational session will be held on the 22nd.

Report from the Human Resources Department – Martha Roy

Moved: Commissioner Pratt to approve the Summary Notice of Privacy Practices and the Privacy Use and Disclosure Policies and Procedures per the recommendation of Ms. Roy.

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve the additional language “Effective January 1, 2004 on anniversary date for the Nursing Home employees” to the Per Diem Pay Rates for 2004 Memo from Mr. Sturtevant of March 11, 2004 per the recommendation of Ms. Roy.

Second: Commissioner Pratt.

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

Commissioner Barrows asked Ms. Roy about the retirement benefits including ING and the additional money that employees can add to the New Hampshire Retirement System. Ms. Roy stated that there still is a bill that is not settled as of yet that will discontinue the practice of employees adding funds to their retirement accounts and that the Human Resource Department will send out a reminder flyer about other retirement savings programs.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates requested that the County hold a “yard sale” for all the surplus equipment that has been piling up in the barn. Ms. Gates will comprise a list of all items and those whose value is over \$300.

Moved: Commissioner Pratt to award the bid for replacement flooring to Pro-United, Inc in the amount of \$30,911 per the recommendation of Ms. Gates.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to award the bid for a digital copier to Konica/Minolta in the amount of \$4,896 over a three year contract and additional copies over 36,000 annually would represent an additional expense of \$.0085/copy per the recommendation of Ms. Gates.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to award the bid for supply only air conditional units to Johnstone Supply in the amount of \$6,078.23 per the recommendation of Ms. Gates.

Second: Commissioner Stritch.

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

Report from Long Term Care – William Sturtevant

Mr. Sturtevant gave the census for Long Term Care Services in the Nursing Home, Assisted Living and the Adult Day Care. Mr. Sturtevant informed the Board prior to their award for milk, that Crowley Food has merged since the bid and is now Crowley—Hood. Mr. Sturtevant recommended that the award be contingent on the quoted price as remaining firm or he will want to re-bid.

Moved: Commissioner Pratt to award the bid for milk to Crowley—Hood per the quoted price shopped per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to award the bid for Paper to Central paper, Portsmouth Paper and Interboro as shopped per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Report from the Sheriff's Department – Capt. Akerley

Capt. Akerley reported that the Sheriff is back from vacation. Capt. Akerley informed the Board that the Airport Deputies are sponsoring Explorer Scouts at Manchester Airport and will be holding demonstrations and informational tours. Capt. Akerley reported that there are six deputies that have shown interest for the pre-trial program position and that the Sheriff is looking to fill it internally. Capt. Akerley stated that he intends to request that 5 cruisers be declared surplus and one cruiser to be transferred to the Department of Corrections.

Moved: Commissioner Pratt to appoint Attorney John Ryan for the Brentwood property tax matter.

Second: Commissioner Stritch.

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

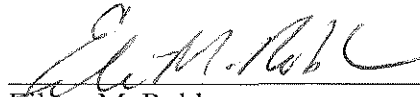
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:10 PM

Respectfully submitted,



Eileen M. Roblee

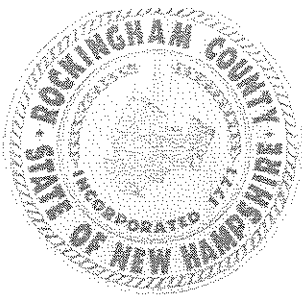
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
HILTON AUDITORIUM
BRENTWOOD, NEW HAMPSHIRE
April 16, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance

Commissioner Barrows called the meeting to order at 9:00 AM

Ms. Gates presented the bid award for the ¾ Ton Pick-up Truck with Plow. Both bidders met the specifications entirely, and Grappone, over the three years, is \$4,075.56 less than the other bidder. However, Ms. Gates stated, Grappone can only hold the price until today, Friday, the 16th. The price on Monday goes up by \$7,000.

Moved: Commissioner Stritch to award the bid for the ¾ ton pick-up truck with plow to Grappone in the amount of \$6,917.08 annually for three years per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to adjourn.

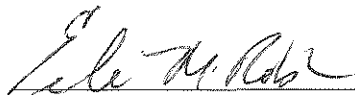
Second: Commissioner Pratt.

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

Meeting adjourned at 9:05 AM

Respectfully submitted,

Received by,


Eileen M. Roblee
Executive Assistant


C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
April 20, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Theresa Young, Martha Roy, Dir. of Human Resources; Tim Dempsey, Deputy Treasurer; Finance Officer; Jayne Jackson, and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:00 PM

Ms. Gates and Ms. Young requested that the Board approve a Change Order to Honeywell, Inc. for a cost not to exceed \$17,250 for integrated photo ID hardware.

Moved: Commissioner Stritch to approve a change order to Honeywell Inc., in the amount of \$17,250 for integrated photo ID hardware and authorize the chair to sign all necessary documents per the recommendation of Ms. Gates and Ms. Young.

Second: Commissioner Pratt.

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

Ms. Young and Ms. Gates presented a bid waiver to BCC Communications.

Moved: Commissioner Stritch to approve a bid waiver to BCC Communications, in the amount not to exceed \$17,000 to provide implementation of a Wde Area Network/security and Access and authorize the chair to sign all necessary documents per the recommendation of Ms. Gates and Ms. Young.

Second: Commissioner Pratt.

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

Ms. Roblee gave an update as to the Town of Brentwood. Mr. Dempsey and Ms. Roy presented a 529 plan to the Board for employees to save for college tuitions. Mr. Dempsey and Ms. Roy stated that this plan is the best according to their research, there are no fees, no middle man and a minimal monthly requirement.

Moved: Commissioner Barrows to authorize the finance department to allow for a third direct deposit for a Federal 529 plan per the recommendation of Ms. Roy and Mr. Dempsey.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Mitchell III Conference Room
April 20, 2004**

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

Discussion: Legal matter.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve an settlement with a former employee of the Sheriff's Department.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to adjourn.

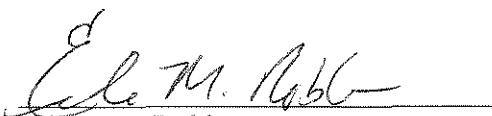
Seconded: Commissioner Pratt.

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

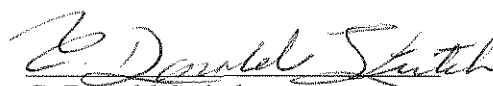
Meeting adjourned at 2:10 PM

Respectfully submitted,

Received by,



Eileen M. Roblee
Executive Assistant



C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
April 27, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Dir. Long Term Care; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent, Jail; Diane Gill, Director of Human Services; Frank Stoughton, Mgr, IT/Telecommunications; Parks Christenbury, Electric Technician Sheriff's Department, and Joanne Shultz, Admin. Asst. Human Resources

Commissioner Barrows called the meeting to order at 1:08 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to approve the minutes for the Board Of Commissioners Meeting held on April 13, 2004

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the minutes for the Commissioners Work Session held on April 16, 2004

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the minutes for the Commissioners Work Session held on April 20, 2004

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Automatic Doors:
Northeast Door Corp.

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Window Awnings:
Just Right Awnings & Signs
Flexi-Door Corp., The Awing Center

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Turbo Meter/Backflow Install:
Hansen-Fox Co., Inc.
Waterline Services LLC
RTH Mechanical Contractors

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Retrofit/Replacement Doors:
Northeast Door Corp
R.G. Toombs Door Co., Inc.

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

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Roof Repairs:
Therrien Roofing & Sheet Metal Contractors

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

Second: Commissioner Pratt.

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

There were no bids submitted for Concrete Stairs. Ms. Gates reported that this was the second time the RFP had been sent out.

Commissioner Stritch opened the bids for Washer:
Yankee Equipment Services

Moved: Commissioner Stritch to authorize Mr. Sturtevant to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to approve the recommendation by the 6% Incentive Fund Review Committee for the following awards and that all Awards are subject to conditions in individual letters of award:

New Heights/ Seacoast Mental Health	\$ 30,000.00
Raymond Recreation	\$ 12,000.00
Camp Lincoln/YMCA	\$ 15,000.00
Nottingham Recreation (three programs)	\$ 22,000.00
Daniel Webster Council	\$ 7,500.00
UNH Coop Extension/4-H	\$10,325.00
Seacoast Family YMCA	\$ 6,000.00
Sad Café	\$ 5,640.00
Hampton Parks and Recreation	\$16,000.00
Portsmouth Housing Authority	\$22,042.00
Girls, Inc. (for remaining three quarters)	\$10,961.00
Community Diversion Program	\$49,707.75
Seacoast Diversion Program	\$13,000.00 /additional \$26,000.00 reserved
Child and Family Services	\$12,000.00
Family Mediation and Juvenile Services	\$20,250.00
The Upper Room	<u>\$48,000.00</u>
TOTAL AMOUNT	\$326,425.75

Report from the Department of Corrections – Supt. Gene Charron

Supt. Charron gave the census for the jail.

Moved: Commissioner Stritch to award the bid for inmate institutional supplies to Robinson Textile Co., ATD-American Co., Textile Sales Inc., Bob Barker Co., Charm-Tex, and Pacific Link, as shopped per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Report from the Department of Human Resources – Martha Roy

Ms. Roy reported that she, Diane Gill and Theresa Young attended the legislative hearing regarding SB 338 “Additional Contributions” and they will be grandfathered up until June 30 2004.

Report from the Department of Human Services – Diane Gill

Ms. Gill reported that House finance a one year extension of the counties’ obligation for INC/Medicaid payments not tied to bed tax is being considered. Rogers Johnson would like to see a four year extension.

Report from the IT/Telecommunications Department – Frank Stoughton

Mr. Stoughton reported that he has sent out an RFP for 13 new computers.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported that the reverse osmosis system is in operation today in the Carlyle Building. Ms. Gates said that she has finished her Jury Duty. Ms. Gates requested that the Board sign a contract with Konica Minolta for the copier. Ms. Gates informed the Board that the bid was awarded to Konica Minolta, however, she needs a Commissioner Authorized to accept and sign the contract.

Moved: Commissioner Stritch to approve the contract with Konica Minolta and authorize the Chair to sign any necessary documents per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve a bid waiver with Ross Engineering in the amount of \$7,217.25 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, Assisted Living and the Adult Day Care. Mr. Sturtevant reported that the May 10-14 is Nursing Home Week with numerous planned activities including the staff buffet on Wed. May 12. Commissioner Barrows stated that the 11 PM to 7 AM shift is the most difficult shift to find staff and that increasing that shift’s differential might need to be considered.

Moved: Commissioner Stritch to the bid for Coffee to Donahue Bros. as the low bidder in the amount of \$14,323.46 per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to the bid for Food Carts to Central Paper as the low bidder in the amount of \$10,438 per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to the bid for Lids for mugs and bowls to Alladin as the low bidder in the amount of \$6,665 per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to declare one Kent 20" battery burnisher Model # KF202B as surplus and be used as a trade in for the amount of \$400 per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to declare 15 manual beds as surplus and authorize their donation to IMED per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to declare one Arjo tub as surplus per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Report from the Sheriff's Department – Parks Christenbury

Moved: Commissioner Stritch to authorize one cruiser, #EQ25, in the Sheriff's Department to be declared surplus and move it to the Department of Corrections and to ask the Sheriff for his recommendation for the disposal of the other four cruisers.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to award the bid for digital tape recording system to Dictronics in the amount of \$21,675 per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to award the bid for computers to GovConnection in the amount of \$5,867.26 per the recommendation of the Sheriff contingent on the receipt of a detailed bid analysis from the Sheriff.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt a bid waiver to Motorola in the total amount of \$12,784 per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
April 27, 2004**

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

Discussion: Personnel

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

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:35 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
May 4, 2004

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

Also present: Jude Gates, Asst. Director, Engineering Maintenance; Theresa Young,
Finance Officer; Eileen Roblee, Executive Assistant and Peter Goodwin of
the Bureau of Court Facilities.

Commissioner Barrows called the meeting to order at 1:15 PM

Mr. Goodwin gave an overview of the plans to accommodate the air quality and quantity issues that remain at the Court House. Mr. Goodwin stated that an RFP has gone out to bid and plan to conduct the work in two phases. Mr. Goodwin also stated that there is money budgeted for both projects. Any revisions to the FY04-05 budget should be decided as of July 1 and if it remains unchanged, there will be sufficient funds to complete phase II. Ms. Stacey asked if there were any other monies available should the budget be reduced. Mr. Goodwin reported that they will find the money to complete the project.

Moved: Commissioner Pratt to reconsider the vote taken on April 27, 2004 awarding the bid for mug and bowl lids per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to affirm that Rockingham County supports the one (1) year extension for the counties payment obligation for the Intermediate Nursing Care Medicaid Program.

Second: Commissioner Stritch.

Vote: 2 yea, Commissioner Pratt – Nay. Motion passed unanimously in the affirmative.

Moved: Commissioner Pratt to move supervision of the IT/Telecommunications department to the Engineering and Maintenance Department as of this date, May 3, 2004.

Second: Commissioner Stritch.

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

Ms. Young discussed the opportunity to borrow bonds and Tax Anticipation Notes and their applicability to projects and/or equipment for 2004. A discussion took place regarding space issues and limitations. Ms Young and Ms. Gates will provide additional information at the next meeting.

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:25 PM

Respectfully submitted,

Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,


C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
May 11, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Martha Roy, Dir. Of Human Resources; Nancy Lang, Dir. of Asst. Living; Frank Stoughton, IT/Telecommunications; Rollie Barnaby, UNHCE; Gene Charron, Superintendent; Cindy Castrigno, County Attorney's office; Dan Linehan, Sheriff; Christine Croto, Sheriff's Office; Kathy Nikitas, Finance Office; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to accept all the bids for technical support for the County Attorney's office.

Second: Commissioner Pratt.

Vote: 3 yeah. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for technical support for the County Attorney's Office:
Multimedia Systems
NEServices
Ramone Network, Inc.

Moved: Commissioner Stritch to authorize the County Attorney to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for orange juice for the Nursing Home:

Garelick Farms
Crowley Foods

Moved: Commissioner Stritch to authorize the Dir. of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

Vote: 3 yeah. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Janitorial Supplies for the Nursing Home:
Swish Maintenance United
Clean-O-Rama
Central Paper Products

Moved: Commissioner Stritch to authorize the Dir. of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

Vote: 3 yeah. Motion passed unanimously in the affirmative.

Commissioner Stritch opened the bids for Chimney Inspection for the Engineering & Maintenance Dept:
Structural Preservation Systems
Boston Chimney and Tower

Moved: Commissioner Stritch to authorize the Asst. Dir. of Eng. & Mant. to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

Vote: 3 yeah. Motion passed unanimously in the affirmative.

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on April 27, 2004.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Work Session held on May 11, 2004.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail. Supt. Charron reminded the Board that he will be traveling to Washington D.C. for the Law Enforcement Memorial.

Report from the Human Resources Department – Martha Roy

Moved: Commissioner Stritch to approve the Summary Plan Description for age 65 and greater and the Summary Plan Description for under age 65 per the recommendation of Ms. Roy.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the Weekender Plan Revision per the recommendation of Ms. Roy.

Second: Commissioner Pratt.

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

Ms. Roy distributed the analysis of the '529' plans completed by Mr. Dempsey.

Report from the IT/Telecommunications Dept. – Frank Stoughton

Moved: Commissioner Stritch to award the call accounting system upgrade to Carousel Industries in the amount of \$11,375 and authorize the chair to sign all necessary documents per the recommendation of Mr. Stoughton.

Second: Commissioner Pratt.

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

Report from the Long Term Care Department – Nancy Lang

Ms. Lang gave the census for the Nursing Home, Assisted Living and the Adult Day Care. Ms. Lang reminded the Board that it is Nursing Home week and that the Buffet will be on the 19th.

Report from the Engineering and Maintenance Dept. – Jude Gates

Ms. Gates informed the Board that they finished installing a 140 degree hot water line for PT. Ms. Gates reported that the State Fire Marshall's visit went well with only a few minor findings and they have been addressed. Ms. Gates also reported that she is planning on having the County's yard sale on June 18 and 19 and that the company that will be responsible for the July 4 fireworks will be doing a small practice of fireworks on the 27th of this month.

Moved: Commissioner Stritch to award the bid for Automatic Doors to Northeast Door Corporation for the amount of \$13,700 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for window awnings to Just Right Awnings and Signs in the amount of \$6500 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for Turbo Meter/Backflow Install to Waterline Industries in the amount of \$14,925 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid retrofit/replacement doors to R.G. Tombs Door Co., for a total amount of \$22,116 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Report from the Sheriff's Department – Sheriff Linehan

Ms. Croto explained that the bid waiver for Motorola included the Pre-trial Release Program portion as well as other Sheriff items. Commissioner Barrows asked that they split the two waivers so that the Pre-Trial Release Program is accounted for separately. Ms. Croto reported that Sheriff Linehan attended the quarterly meeting with Manchester Airport Director, Kevin Dillon. Mr. Dillon asked for clarification of the billing.

Moved: Commissioner Stritch to approve of the bid waiver for Motorola for the Pre-Trial Release Program in the amount of \$6,154 per the recommendation Sheriff Linehan.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
May 11, 2004**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Sheriff Linehan, Christine Croto and Eileen Roblee.

Discussion: Personnel

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

Discussion: Personnel

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

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to waive the qualifying event clause for an employee in the County Attorney's Office to add a child to the employee's health plan.

Second: Commissioner Stritch.

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

Discussion: A discussion took place regarding the plans for ventilation at the Court House and a good faith payment to the State of New Hampshire.

Moved: Commissioner Stritch to authorize a partial payment to the State of New Hampshire as a good faith payment \$76,003.14, balance to be paid upon satisfactory completion and testing of the new ventilation system in the County's leased area(s).

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt authorize the surplus 1997 Econoline Van, VIN #1FBHE31L6VHB34023 be declared surplus from the Sheriff's Office and transferred to the Engineering and Maintenance Department per the recommendation of Ms. Gates.

Second: Commissioner Stritch.

Commissioner Pratt briefed the Board as to the Skilled Nurses Fund, HIPAA, and bed tax.

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

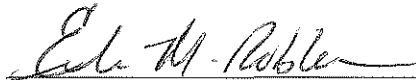
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:40 PM

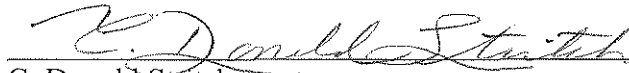
Respectfully submitted,



Eileen M. Roblee

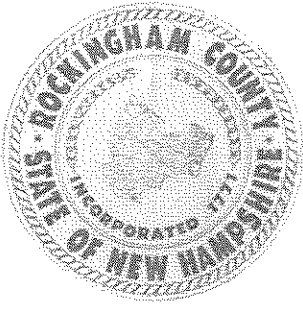
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
May 18, 2004**

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

Also present: Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent;
Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:12 PM

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Mitchell III Conference Room
May 18, 2004**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Supt. Gene Charron and Eileen Roblee.

Discussion: Personnel Issue

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

Discussion: Personnel Issue

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

Second: Commissioner Stritch.

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

Present: Lt. Mark Peirce, Jude Gates and Eileen Roblee

Discussion: Land survey and usage of old Ladd Farm and/or fire school for a possible firing range for the Sheriff's Department.

Lt. Peirce discussed the firearms process and uniform process. The Board requested that the Sheriff's Department continue to go out to bid for those items.

Moved: Commissioner Stritch to approve two bid waivers to Ford Motor Credit Co. for 4 (four) cruisers in the Sheriff's Department in the amount of \$27,896.44 and 1 (one) additional cruiser for the Pre-Trial Release Program in the amount of \$7,075.72 in three annual payments for a total of \$34,972.16 for the first two years and \$34,972.19 for the third per the recommendation of the Sheriff.

Second: Commissioner Pratt.

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

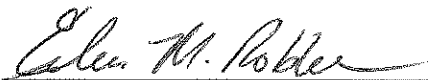
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

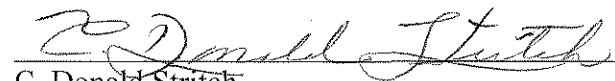
Meeting adjourned at 2:00 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
May 25, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Dir. of Assisted Living; Thomas Clayton, *Occupational Health + Rehabilitation*; Dr. James Katz, *Occupational Health + Rehabilitation*; William Sturtevant, Dir. of Long Term Care; Parks Christenbury, Electric Technician Sheriff's Department; Martha Roy, Dir. Of Human Resources; Al Wright, Dep. Superintendent; Frank Stoughton, IT/Telecommunications Manager; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:00 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Commissioner Stritch opened the bids for lids:

Aladden Temp-Rite
Portsmouth Paper
Central Paper Products

Move: Commissioner Stritch to authorize the Dir. of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Fuel:

Eastern
Borderline Fuels
Irving
Sprague Energy
H & H Oil and Gas Company, Inc.
Palmer Gas Co.

Move: Commissioner Stritch to authorize the Asst. Dir. of Engineering and Maintenance to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
May 25, 2004**

Those present for NHRSA 91A:3 II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, William Sturtevant, Nancy Lang, Martha Roy, Thomas Clayton, *Occupational Health + Rehabilitation*; Dr. James Katz, *Occupational Health + Rehabilitation* and Eileen Roblee.

Discussion: Personnel Issue.

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

Second: Commissioner Stritch.

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

Commissioner Barrows requested that the Division Directors submit to the Commissioners' Office June 1, a calendar of when they plan on being out of their respective offices. This is to include requests for earned time, conferences and meetings that will take place off of County property.

Commissioner Stritch opened the bids for paving and site work:
Quirk Construction Corp.
Rome Construction

Move: Commissioner Stritch to authorize the Asst. Dir. of Eng. & Maint. to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Kubota Lawn Tractor:
MB Tractor & Equipment
Townline Equipment Sales, Inc.

Move: Commissioner Stritch to authorize the Asst. Dir. of Eng. & Maint. to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Financial Advisory Services:

- First Southwest
- Fleet
- Citizens
- Banknorth

Move: Commissioner Stritch to authorize the Finance Officer to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for Mobile Radios:

- Kenney Communications
- Ossipee Mountain Electronics
- Dispatch Communications

Move: Commissioner Stritch to authorize Supt. Charron to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for leased PCs:

- Multimedia
- Dell
- Cocci Computers
- CDW-G Inc.
- Turbotek
- GovConnection

Move: Commissioner Stritch to authorize the Mgr. of IT/Telecommunications to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Deputy Supt. Al Wright

Deputy Supt. Wright gave the census for the jail. Deputy Supt. Wright reported that the court cases are being seen in a more timely manner and that the number of days of pre-trial incarceration has decreased on average. Deputy Supt. Wright also reported that the Department of Corrections has assigned an individual to the Pre-Trial Release Program.

Moved: Commissioner Stritch to award the bid for janitorial supplies for the Department of Corrections to Swish Company, Central Paper Company, and Clean-O-Rama as shopped per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to authorize Belknap County prisoners to be housed temporarily in the Rockingham County Jail during Motor Bike Week.

Second: Commissioner Stritch.

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

Report from the Finance Office – Theresa Young

Ms. Young presented a change order for approval. Ms. Young stated that Accounts Payable will be finished by Wednesday due to the system's failure.

Moved: Commissioner Stritch to approve the Change Order to BCC Communications in the amount of \$3,800 for a total award amount of \$20,800 per the recommendation of Ms. Young and Ms. Gates.

Second: Commissioner Pratt.

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

Report from the Human Resources Department – Martha Roy

Ms. Roy reported that the new 529 plan has been approved by the Commissioners. Ms. Roy also reported that SB 338 has extended the deadline for employees to enter the optional additional retirement payments to _____, 2004.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported that all is going well and that the Department has been extremely busy. Ms. Gates presented a few bids to be awarded.

Moved: Commissioner Stritch to award the bid for roof repairs to Therrien Roofing for up to \$24,000 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid chimney inspections/repair to Boston Chimney and Tower in the amount of \$10,946 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the change order to WarrenStreet Architects in the amount of \$19,700 for a total award amount of \$57,220.

Second: Commissioner Pratt.

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

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, Adult Day Care and the Assisted Living Facility. Mr. Sturtevant reported that the Nursing Home received another gift, an engraved granite bench, for housing Belknap County residents during their nursing home construction. Mr. Sturtevant requested a non-public session.

Moved: Commissioner Pratt to award the bid for janitorial supplies to Swish Company, Central Paper Company, and Clean-O-Rama as shopped per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to award the bid for Orange Juice to Crowley Foods as shopped per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Report from the Sheriff's Department -- Parks Christenbury

Mr. Christenbury presented two bid waivers for approval.

Moved: Commissioner Pratt to approve the bid waiver to the NH Department of Safety for two terminals in the amount of \$7,200 per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the bid waiver to Motorola for an additional amount up to \$2,500 for a total amount of \$21,438 per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
May 25, 2004**

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

Discussion: 2 residency waivers.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve 2 residency waivers per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

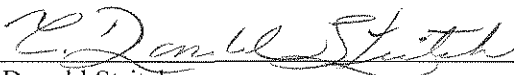
Meeting adjourned at 3:00 PM

Respectfully submitted,

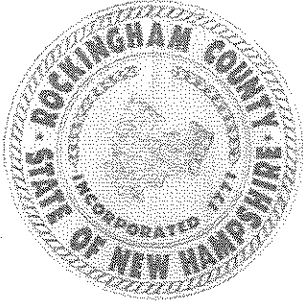


Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
May 27, 2004

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

Also present: Theresa Young, Finance Officer; Terry Haney, Finance Office, and Cindy
Castrigno, County Attorney's Office.

Commissioner Barrows called the meeting to order at 12:40 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to award the bid for financial advisory services to the following entities for for 2004 and 2005 in the best interest of the County: First Southwest, Citizens Bank, and Banknorth and authorize Palmer and Dodge as bond counsel.

Second: Commissioner Pratt.

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

Discussion: Town of Brentwood tax bill.

Discussion: County Attorney's credit card bills.

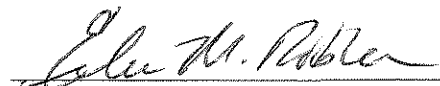
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:15 PM

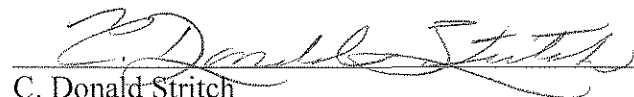
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
June 1, 2004**

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

Also present: Martha Roy, Dir. Of Human Resources; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant; Barbara Aldrich, GISC and Greg Marceau, USI New England

Commissioner Barrows called the meeting to order at 1:05 PM

Discussion: Ms. Aldrich presented to the Board the first quarter report from GISC.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Mitchell III Conference Room
June 1, 2004**

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Supt. Gene Charron.

Discussion: Legal Matter.

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

Second: Commissioner Stritch.

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

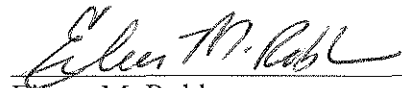
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

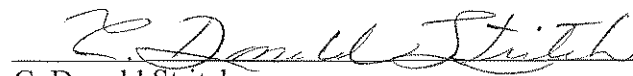
Meeting adjourned at 1:50 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



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**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
June 8, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Dir. Long Term Care; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Frank Stoughton, IT/Telecommunications Manager; Kathy Nikitas, Finance Office; Edward "Sandy" Buck, Treasurer; Rollie Barnaby, UNH Cooperative Extension; Matt Tarr, Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Commissioner Stritch opened the bids for Lease Consolidation:

- Baystone Financial Group
- Leasing Partners Capital
- Huntington Capital Group
- Coach Capital
- LeaseSource, Financial Service
- Banknorth
- Citi Capital
- Carlyle Financial Services, Inc.

Moved: Commissioner Stritch to authorize the Finance Officer to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for the Jail Security Upgrade:

- Pelmac Industries
- Honeywell

Icotech Inc.

Moved: Commissioner Stritch to authorize the Asst Dir. of Maintenance and Engineering to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch approved the minutes for the Board of Commissioners Meeting on May 11, 2004, the Work Session on May 18, 2004, the Board of Commissioners Meeting on May 25, 2004 and the Work Sessions on May 27 and June 1, 2004.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail. Supt. Charron reported that he working with Strafford County on a per diem rate for female prisoners once their new facility opens. Supt. Charron informed the Commissioners that after the bids for radios for the jail were opened, he spoke with the Sheriff's Office regarding the State's RFP for radios. Supt. Charron was informed that he is eligible to use the State's bid which is lower than the lowest bid that came in for the jail. Supt. Charron requested that the Commissioners reject the bids for radios for the jail and that they authorize him to use the State's bid. Supt. Charron requested a non public.

The Commissioners requested that Supt. Charron prepare his award and will make a motion at that time.

Report from the Finance Office – Kathy Nikitas

Ms. Nikitas presented a change order to the Commissioners

Moved: Commissioner Stritch to approve the change order to Saztec for scanning documents onto disks for an additional amount of \$10,000 for a total award of \$25,500 per the recommendation of the Finance Officer.

Second: Commissioner Pratt.

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

Moved: Commissioner Pratt to authorize First Southwest for Financial Advisory Services in the current TAN process not to exceed \$7,500 with an additional cost of printing not to exceed \$750 per the recommendation of the Finance Officer.

Second: Commissioner Stritch.

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

Report from the IT/Telecommunications department – Frank Stoughton

Mr. Stoughton reported that the project went well last week considering its enormity. There were only a few glitches that had to be worked out.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gated reported that there was a water main break last week that the department had to dig up and repair. Ms. Gates also reported that the spray irrigation system is running well and that the turbine is scheduled for a test start up this Thursday. Ms. Gates informed the Board that Honeywell is reviewing the County's steam load at this time to see if it can run 12 mos/year. Ms. Gates stated that the fuel bid had a weak response and will not be awarding it at this time.

Moved: Commissioner Stritch to award the bid for the Kubota lawn tractor to MB Tractor & Equipment in the amount of \$10, 976 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for paving and site work to Rome Construction in the amount not to exceed \$168,400 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve a change order to Pro-United for carpeting for an additional amount of \$5,372 for a total award of \$36,283 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, the Assisted Living Facility, and the Adult Medical Day Care. Mr. Sturtevant reported that there was a major refrigeration leak in the Nursing Home's meat freezer. Mr. Sturtevant stated that Dowling Refrigeration came in and recommended that the Nursing Home replace the piping for an estimated cost of \$2,869. Mr. Sturtevant informed the Board that he will be requesting a transfer due to the repairs. Mr. Sturtevant distributed the final feasibility report from Warrenstreet Architects for the second phase of the Assisted Living Facility in Fernald I and improvements to Fernald II. Mr. Sturtevant stated that the architects recommend that the County go to a construction management project for phase II.

Moved: Commissioner Stritch to authorize Mr. Sturtevant and Ms. Gates to move forward on the second phase of assisted living and Fernald II improvements and put out an RFP for a fall construction project.

Second: Commissioner Pratt.

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

Report from the Human Resources Department – Martha Roy

Ms. Roy stated that the 529 savings plan is moving forward and that the bill for additional retirement contributions is on the Governor's desk at this time. Ms. Roy requested a non public session.

Report from the Treasurer – Sandy Buck

Treasurer Buck presented a letter to the Board for their review and consideration.

Moved: Commissioner Pratt to approve the appointment of Tim Dempsey according to RSA 29:15 as Deputy Treasurer until June, 2005 per the recommendation of the Treasurer.

Second: Commissioner Stritch.

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

Report from UNH Cooperative Extension – Rollie Barnaby

Mr. Barnaby thanked the Board for the wonderful visit that the UNH President had at the County. Matt Tarr informed the Commissioners of the "Working Your Woodlot Day" that Rockingham and Strafford County are hosting at Strafford County and invited the Commissioners to attend.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
June 8, 2004**

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

Discussion: Personnel Issue.

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

Discussion: Personnel Issue

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to approve a leave without pay request for an employee in the Nursing Home.

Second: Commissioner Pratt.

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

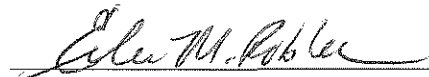
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

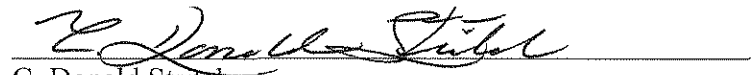
Meeting adjourned at 2:07 PM

Respectfully submitted,

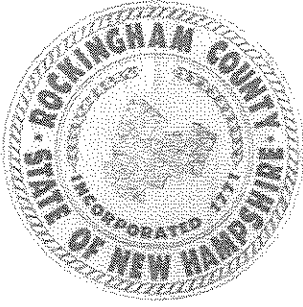


Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



OK
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COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
June 15, 2004

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

Also present: Edward "Sandy" Buck, Treasurer; Tim Dempsey, Asst. Treasurer; and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Discussion: Conference room renovations.

Moved: Commissioner Pratt to approve to assign legal counsel for a personnel issue in the Department of Corrections to Sheehan Phinney Bass + Green.

Second: Commissioner Stritch.

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

Discussion: Commissioner Barrows presented a letter from the legal counsel regarding the Town of Brentwood. The Commissioners recommended that the letter be forwarded to the Town of Brentwood.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Mitchell III Conference Room
June 15, 2004**

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Treasurer Buck, Deputy Treasurer Dempsey and Eileen Roblee.

Discussion: Personnel.

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

Discussion: Legal Issue

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

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 2:10 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
June 22, 2004**

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

Also Present: Theresa Young, Finance Officer; Judie Milner, Finance Office;
Eileen Roblee, Exec. Asst.; Christine Croto, Sheriff's Office;
Robbin Grill, County Auditor and Brent Washburn, County Auditor.

Commissioner Barrows called the meeting to order at 12:40 PM

Ms. Grill presented and reviewed the financial statements ending December 31, 2003 and reported on the new GASB 34 reporting procedures.

Discussion: Draft Management Letter

Present for remaining meeting: William Sturtevant, Dir. Long Term Care; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services;

Report from the Commissioners Office – Maureen Barrows, Chair

Commissioner Stritch opened the bids for uniforms:
Neptune Inc.

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bid and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for firearms:
Riley's Sport Shop

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bid and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for clean agent fire suppression system:

Interstate Fire Protection
Fire Equipment
LRC Companies

Moved: Commissioner Stritch to authorize the Asst. Dir. of Engineering and Maintenance to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the minutes of the May 8, 2004 Board of Commissioners' Meeting and the May 15, 2004 Work Session.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve an additional position II certification number request to the New Hampshire Retirement System.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the Jail. Supt. Charron reported that the Belknap prisoners were returned to Belknap at the conclusion of motorcycle week in Laconia.

Moved: Commissioner Stritch to approve a bid waiver for 2-way radio communications to be included in the State's bid in an amount not to exceed \$11,467.00 per the recommendation of Supt. Charron.

Second: Commissioner Pratt.

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

Supt. Charron requested a non-public session.

Report from the Finance Office – Theresa Young

Ms. Young stated that the financial statements have been mailed out to those who have requested them. Ms. Young stated that there will be training on the different financials on July 23rd and July 24th. Ms. Young informed the Board that she was contacted by Patti-Jean Rawding-Anderson of Easter Seals requesting that that County continue its support.

Moved: Commissioner Stritch to continue to support Easter Seals Federal Grant and authorizes the Chair to sign per the recommendation of the Finance Officer.

Second: Commissioner Pratt.

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

Ms. Young reported that the lease consolidation will be awarded in two weeks.

Report from the Human Resources Department – Martha Roy

Ms. Roy stated that she had nothing new to report.

Report from the Human Services Department – Diane Gill

Ms. Gill stated that she has forwarded the monthly report for April. Ms. Gill distributed information relative to skilled nursing charges billed to the counties by New Hampshire Health and Human Services.

Report from the IT/Telecommunication Department – Frank Stoughton

Moved: Commissioner Stritch to approve a bid waiver to NEServices.net in an additional amount not to exceed \$18,000 for a total award of \$41,520 per the recommendation of Mr. Stoughton.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve a bid waiver to Kenneth G. Blood & Sons for site work not to exceed \$15,400 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

In Ms. Gates absence, a memo was presented to the Board regarding the fuel bid as reported at the 6/8/04 Board meeting.

Moved: Commissioner Stritch to reject all bids received on the RFP for fuel and authorizes the extension of the current fuel Contracts to Hanscom's Truck Stop, Palmer Gas Co., Inc., and CH Sprague through to September 30, 2004 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Report from the Department of Long Term Care – William Sturtevant

Mr. Sturtevant gave the census for the Nursing Home, the Assisted Living Facility and the Adult Medical Day Care. Mr. Sturtevant reminded the Board that on July 8th Rockingham County is hosting the Medicaid Modernization Forum in the Hilton Auditorium from 7-9 PM.

Report from the Sheriff's Office – Christine Croto

Ms. Croto informed the Board of the department's volunteer efforts to assist a deputy that was called to active duty and is stationed in Iraq. The volunteers worked together to replace a thirty-five year old roof on the deputy's house.

Report from the Treasurer – Edward "Sandy" Buck

Treasurer Buck requested the extension of the DHK Contract.

Moved: Commissioner Pratt to approve a bid waiver to DHK Financial Advisors for the Months April and May, 2004 only in the amount of \$1,666.66 per month per the recommendation of the Treasurer.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
June 22, 2004**

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

Discussion: Personnel

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

Second: Commissioner Stritch.

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

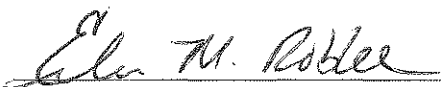
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

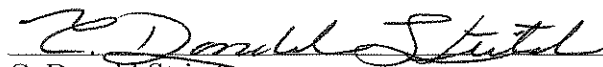
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
June 25, 2004**

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

Also present: William Sturtevant, Nursing Home Administrator and Susan Denopoulos

Commissioner Barrows called the meeting to order at 10:05 AM

Discussion: The Dir. of Administrative Services for the Rockingham County Nursing Home Position.

Commissioner Barrows to recess at 10:35

Commissioner Barrows to reconvene at 10:35

Those present for the continued discussion of the Dir. of Administrative Services for the Rockingham County
Nursing Home Position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch and William
Sturtevant.

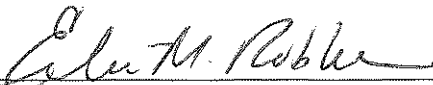
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

Respectfully submitted,



Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
June 29, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; William Sturtevant, Nursing Home Administrator; Nancy Lang, Dir. of Assisted Living; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 12:10 PM

Discussion: Mr. Sturtevant discussed the ProShare agreement between the NH Department of Health and Human Services and Rockingham County concerning the funds to be received from the ProShare transaction. Mr. Sturtevant informed the Board that these funds will be held in escrow until the County is officially notified by the Department of Health and Human Services that there is no longer a liability for possible return of these funds to the Federal Government.

Moved: Commissioner Pratt to authorize the chairman to sign the document notifying John Stephen, Commissioner Department of Health and Human Services, that Rockingham County agrees to hold in escrow \$655,551.00 from the ProShare transaction that took place today, June 29, 2004 per the recommendation of Mr. Sturtevant.

Second: Commissioner Barrows.

Vote: 2 yea. Motion passed in the affirmative.

Discussion: Funding of the Assisted Living Phase II project and the security project for the Jail.

Commissioner Pratt discussed a memo from the Board to personnel regarding the USI New England website and Rockingham County information being placed onto the site. It was the consensus of the Board that all material going onto websites representing the County be approved by the Board of Commissioners in advance.

Ms. Roblee presented a draft version of the 2003 Annual Report.

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

Vote: 2 yea. Motion passed in the affirmative.

Meeting adjourned at 12:41 PM

Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



Katharin K. Pratt

Rockingham County Commissioner, Vice Chair



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
July 1, 2004**

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

Also present: Theresa Young, Finance Officer; Judie Milner, Finance Office; and Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 11:10 AM

Moved: Commissioner Pratt to accept the bids for Tax Anticipation Notes of \$19 million from the County's financial advisor First Southwest.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to award the Tax Anticipation Note borrowing of \$19 million to Parker/ Hunter at an interest cost of 2.25% and 1.379% gross and net respectively per the recommendation of First Southwest.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to Authorize the Chair, Maureen Barrows, to sign all Tax Anticipation Note related documents.

Second: Commissioner Stritch.

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

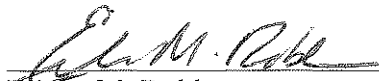
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 11:15 AM

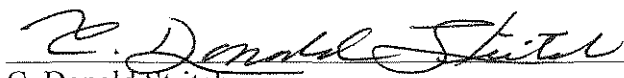
Respectfully submitted,



Eileen M. Roblee

Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
July 6, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Dir. Assisted Living; Martha Roy, Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Capt. Joseph Akerley, Sheriff's Office; Frank Stoughton, Manager IT/Telecommunications; Jim Reams, County Attorney; Edward "Sandy" Buck, Treasurer; Theresa Young, Finance Officer; Judie Milner, Finance Office; and Eileen Roblee, Executive Assistant.

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

Report from the Commissioners Office – Maureen Barrows, Chair

Commissioner Stritch opened the bids for the fiscal advisory services:
DHK Financial

Commissioner Stritch opened the bids for HVAC System Cleaning :
Northeast Ventilation

Moved: Commissioner Stritch to authorize the Asst. Dir. of Eng. & Maintenance to review and evaluate the bid and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for the community development block grant for Foss Manufacturing administration:

Donna Lane
Work Force Design

Moved: Commissioner Stritch to authorize the Dir. of Human Resources and the Finance Officer to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for washers:

Lauderite
Yankee Equipment Systems
Tri-State Laundry Equipment
PAC Industries, Inc.

Moved: Commissioner Stritch to authorize the Dir. of Long Term Care Services to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened the bids for juice, health shake, and ice cream :

Bernard Food Industries
Shaheen Bros.
Crowley Foods LLC
Hallsmith-Sysco Food Service
US Foods
Garelick Farms
Donahue Brothers

Moved: Commissioner Stritch to authorize the Dir. of Long Term Care to review and evaluate the bids and return with recommendations.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on June 22, 2004, the Work Sessions held on June 25, June 29, and July 1 2004.

Second: Commissioner Pratt.

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

Commissioner Barrows read the Proclamation for *Family Day*.

Moved: Commissioner Stritch to accept and approve the Proclamation for Family Day.

Second: Commissioner Pratt

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

Moved: Commissioner Stritch to authorize in accordance with the agreement signed with the NH-HHS, the County will record \$600,000 as a liability to the State until notified that we are allowed to spend it and hold the cash in the Long Term Care account in reserve per the recommendation of the Finance Officer.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Gene Charron

Supt. Charron gave the census for the jail. Supt. Charron requested a non-public.

Report from the County Attorney's Office – Jim Reams

County Attorney Reams requested a non-public session.

Report from the Finance Office – Theresa Young

Ms. Milner outlined the bid award for the lease consolidation RFP.

Moved: Moved: Commissioner Pratt to award the bid for lease consolidation and master lease to Huntington Capital Corp for a fixed rate of 3.55% for a three year term for lease consolidation and set up master lease option at an interest rate not to exceed 8% per the recommendation of the Finance Officer.

Second: Commissioner Stritch.

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

Ms. Young explained how the leasing will work with other departments and the master lease. Ms. Young reminded the Board that the quarterly budget meeting will be held on July 23rd.

Report from the Engineering & Maintenance Department %IRRDIGates

Ms. Gates reported that the reconstruction of the steps at the jail is scheduled to begin in approximately one month. Ms. Gates also reported that the landscaping in front of the Nursing Home and Assisted Living Facility will start tomorrow, July 7 and will continue for a couple of months.

Moved: Commissioner Stritch to award the bid for jail security to Honeywell in the best interest of the County in the amount of \$667,845 per the recommendation of the Asst. Dir. of Engineering & Maintenance.

Second: Commissioner Pratt for discussion.

A discussion took place regarding Capital Projects Funding.

Moved: Commissioner Stritch to award the bid for jail security to Honeywell in the best interest of the County in the amount of \$667,845 per the recommendation of the Asst. Dir. of Engineering & Maintenance.

Second: Commissioner Pratt.

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

Report from the Long Term Care Department – Nancy Lang

Ms. Lang gave the census for the Nursing Home, the Assisted Living Facility and the Adult Medical Day Care.

Report from the Sheriff's Office – Capt. Joe Akerley

Capt. Akerley presented the two bids for award.

Moved: Commissioner Stritch to award the bid for uniforms to Neptune Supply for uniforms in the Sheriff's Office in an amount not to exceed \$9,156 from the 2004 County uniform line and \$27,980 for the Airport Division for a total award of \$37,136 per the recommendation of the Sheriff.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for firearms to Riley's Sport Shop for firearms in the Sheriff's Office in an amount not to exceed \$8,748 from the 2004 County firearms line, \$2,500 for the Pre Trial Release Pilot Program and \$5,512 for the Airport Division for a total award of \$16,760 per the recommendation of the Sheriff.

Second: Commissioner Pratt.

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

Report from the Treasurer's Office – Edward "Sandy" Buck

Moved: Commissioner Pratt to approve a bid waiver for DHK Financial Services for the month of June in the amount of \$1,666.66 for a total bid waiver amount of \$9,999.96 per recommendation of the Treasurer.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to authorize the Commissioners, the Finance Officer and the Treasurer to review and evaluate the bid for Fiscal Services and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
July 6, 2004**

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

Discussion: Personnel Issue.

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

Discussion: Personnel Issue.

Those present for NHRSA 91A:3 II (e) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Capt. Akerley, Jim Reams and Eileen Roblee.

Discussion: Legal Issue.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

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

Discussion: Personnel Issue.

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

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the exception to Section 5-3 of the Personnel Policies and Procedures for a County Attorney's per the recommendation of the County Attorney.

Second: Commissioner Stritch.

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

Moved: Commissioner Pratt to approve the exception to Section 2-40 of the Personnel Policies and Procedures for a downgrade of one position in the Assisted Living Facility per the recommendation of the Dir. of Long Term Care.

Second: Commissioner Stritch.

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

Moved: Commissioner Stritch to recommend Attorney Steve Shultess to Primex as legal counsel in the Jay A. MacKenzie v Daniel Linehan et al.

Second: Commissioner Pratt.

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

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

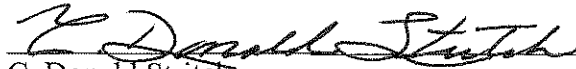
Vote: 3 yea. Motion passed unanimously in the affirmative.

Meeting adjourned at 2:20 PM

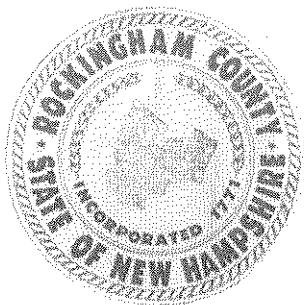
Respectfully submitted,

Eileen M. Roblee
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



COMMISSIONERS WORK SESSION MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
July 8, 2004

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

Also present: Theresa Young, Finance Officer; Judie Milner, Finance Office;

Commissioner Barrows called the meeting to order at 1:00 PM

Report from the Commissioners Office – Maureen Barrows, Chair

Discussion: Capital Projects funding. Ms. Young presented funding alternatives to the Commissioners

Moved: Commissioner Stritch to approve the use of \$210,000 cash funding for the initial payment for the Honeywell jail security project per the recommendation of the Finance Officer.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to read the following lease/resolution for the minutes and authorize Tom Reid at the County Attorney's office to review:

* Rockingham County, NH

EXHIBIT D

FORM OF AUTHORIZING RESOLUTION

A RESOLUTION OF THE GOVERNING BODY OF * AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT AND SEPARATE LEASE SCHEDULES WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

WHEREAS, * (the "Lessee"), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of NH, is authorized by the laws of the State of NH to purchase, acquire and lease personal property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the Lessee desires to purchase, acquire and lease certain equipment constituting personal property necessary for the Lessee to perform essential governmental functions; and

WHEREAS, in order to acquire such equipment, the Lessee proposes to enter into that certain Master Equipment Lease-Purchase Agreement (the "Agreement") and separate Lease Schedules from time to time as provided in the Agreement with Huntington National Bank (the "Lessor"), the form of which has been presented to the governing body of the Lessee at this meeting; and

WHEREAS, the governing body of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter into the Agreement and the separate Lease Schedules as provided in the Agreement for the purchase, acquisition and leasing of the equipment to be therein described on the terms and conditions therein provided;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the governing body of * as follows:

Section 1. Approval of Documents. The form, terms and provisions of the Agreement and the separate Lease Schedules as provided in the Agreement are hereby approved in substantially the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the ** of the Lessee or other members of the governing body of the Lessee executing the same, the execution of such documents being conclusive evidence of such approval; and the ** of the Lessee is hereby

** Chairman of the Board of Commissioners

authorized and directed to execute, and the *** of the Lessee is hereby authorized and directed to attest and countersign, the Agreement and each Lease Schedule and any related Exhibits attached thereto and to deliver the Agreement and each Lease Schedule (including such Exhibits) to the respective parties thereto, and the *** of the Lessee is hereby authorized to affix the seal of the Lessee to such documents.

Section 2. Other Actions Authorized. The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Agreement and each Lease Schedule to carry out, give effect to and consummate the transactions contemplated thereby (including the execution and delivery of Certificates of Acceptance and any tax certificate and agreement, each with respect to separate Lease Schedules, as contemplated in the Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreement and each Lease Schedule.

Section 3. No General Liability. Nothing contained in this Resolution, the Agreement, any Lease Schedule nor any other instrument shall be construed with respect to the Lessee as incurring a pecuniary liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreement, any Lease Schedule or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Lessee or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under each Lease are special limited obligations of the Lessee as provided in such Lease.

Section 4. Appointment of Authorized Lessee Representatives. The opous,
Eileen Roblee and Judith Milner of the Lessee are each hereby designated to act as authorized representatives of the Lessee for purposes of the Agreement and each Lease Schedule until such time as the governing body of the Lessee shall designate any other or different authorized representative for purposes of the Agreement and each Lease Schedule.

Section 5. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer. All bylaws, orders and resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution or ordinance or part thereof.

Section 7. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

ADOPTED AND APPROVED by the governing body of the Lessee this 8th day of July.

[LESSEE],
as lessee

[SEAL]

By [Signature]
Name: Maureen Barrows
Title: Rockingham
County Commissioner

ATTEST:

By NANCY L. LANG
Name: Nancy L. Lang
Title: Notary

NANCY L. LANG, Notary Public
My Commission Expires May 21, 2008

APPROVED as to form:

Attorney

Second: Commissioner Pratt.

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

Discussion: Question regarding regrade for a Nursing Home employee.

Moved: Commissioner Barrows to authorize William Sturtevant, Theresa Young and Martha Roy to expedite resolution of the pay issue by next pay period unless an exception to the Personnel Policies and Procedures is required from the Board of Commissioners.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to authorize the indemnification of Sheriff Dan Linehan in his capacity as High Sheriff and individually in the MacKenzie v. Linehan individually, Linehan Sheriff and Rockingham County per the request of Sheriff Linehan in accordance with RSA Chapter 29-A:2.

Second: Commissioner Pratt.

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

Second: Commissioner Pratt.

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

Discussion: Review of the RFP for Fiscal Advisory Services. The Board affirmed that it would like Ms. Young to review and make her recommendation per the vote taken on July 6, 2004.

Discussion: Scheduling a meeting with the Finance Officer, Treasurer and Deputy Treasurer, Tim Dempsey pursuant to the June 15, 2004 Work Session.

Discussion: Medicaid Forum.

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 200 PM

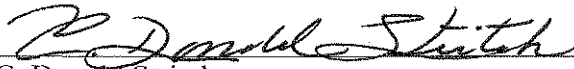
Respectfully submitted,



Eileen M. Roblee

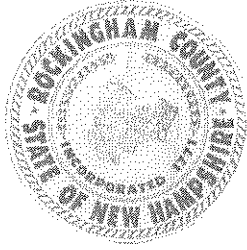
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



**COMMISSIONERS MEETING MINUTES
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
July 20, 2004**

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

Also present: Jude Gates, Asst. Director, Engineering/ Maintenance; Nancy Lang, Dir. of Assisted Living; Roy Morrisette, Asst. Dir. Of Human Resources; Gene Charron, Superintendent; Diane Gill, Director of Human Services; Kathy Nikitas, Finance Office; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:05 PM

Commissioner Stritch opened bids for Paper:

Interboro Packaging
Central Paper
Eastern Bag and Paper
Portsmouth Paper
Sysco

Moved: Commissioner Stritch to authorize the Director of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to accept the late bid from Stericycle due to the administrative error of the Nursing Home.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for Medical Waste Disposal:

National Waste Management
Stericycle

Moved: Commissioner Stritch to authorize the Director of Long Term Care to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for All Terrain Vehicles:

C & G Cycles
Dasilva Motor Sports
Bickfords Sport Center

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for ID Printer with Software:

CDW Government Inc.
Winco Identification

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for Cargo Trailers:

Dasilva Motor Sports
Utility Trailers of New England, Inc.

Moved: Commissioner Stritch to authorize the Sheriff to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Commissioner Stritch opened bids for Replacement Valves and Piping:

TRH Mechanical Contractors
Waterline Industries
Hansen-Fox Co., Inc.

Moved: Commissioner Stritch to authorize the Asst. Dir. of Engineering and Maintenance to review and evaluate the bids and return with a recommendation.

Second: Commissioner Pratt.

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

Report from the Commissioners Office – Maureen Barrows, Chair

Moved: Commissioner Stritch to approve the meeting minutes for the Board Of Commissioners Meeting held on July 6, 2004.

Second: Commissioner Pratt.

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

Commissioner Barrows announced the resignation of the Superintendent of the House of Corrections, Gene Charron and the resignation of the Executive Assistant to the Board of Commissioners, Eileen Roblee.

Moved: Commissioner Pratt to accept, with regret, the resignations of Superintendent Gene Charron, effective December 31, 2004 and Eileen Roblee, effective July 30, 2004

Second: Commissioner Stritch.

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

Report from the County Attorney's Office –

No one from the County Attorney's office attended the meeting to present the bid award for computer tech. Services. The Commissioners requested that addition information be provided so that the bid may be awarded at the next Board of Commissioners meeting, specifically the bid analysis, award amount and duration.

Report from the Finance Office – Kathy Nikitas

Ms. Nikitas stated that there was nothing new to report.

Report from the Human Resources Department – Roy Morrisette

Moved: Commissioner Stritch to approve the Group II Retirement Certification Form for an additional position per the recommendation of Ms. Roy.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to approve the request to designate a painting by "N.S.", valued less than \$100 as surplus per the recommendation of the Dir. of Human Resources.

Second: Commissioner Pratt.

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

Discussion: DCBG Administration Foss Manufacturing Grant. Commissioner Barrow asked that it be ready for award at the next Board of Commissioners Meeting.

Report from the Department of Corrections – Supt. Charron.

Supt. Charron gave the census for the Jail. Supt. informed the Commissioners that he has negotiated a price at the new Strafford Jail for female inmates.

Discussion: Pre-Trial Release Program

Report from the Human Services Department – Diane Gill

Ms. Gill reported that her office is tracking the cap of \$60,000,000 on the Long Term Care billed amounts and that with the receipt of the June bill the cap will have been exceeded.

Report from the IT/Telecommunications Department – Frank Stoughton

Mr. Stoughton reported that with the bid award for leased PCs, he plans on using the master lease program that has the lowest interest rate.

Moved: Commissioner Stritch to award the bid for leased PCs to Multimedia Systems for a total amount of \$21,642.72 for three years.

Second: Commissioner Pratt.

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

Report from the Engineering and Maintenance Department – Jude Gates

Moved: Commissioner Stritch to award the bid for HVAC systems cleaning to Northeast Ventilation Services, Inc. in the amount of \$23,250 per the recommendation of Ms. Gates.

Second: Commissioner Pratt.

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

Ms. Gates updated the Board on the Court Yard excavation work as well as the Honeywell Project that is nearing completion. Ms Gates informed the Board that the turbine will be for winter use only.

Moved: Commissioner Pratt to authorize Ms. Gates to forward the contract for the Jail Security Project to Charlie Tucker of Tucker and Ciandella of Exeter.

Second: Commissioner Stritch.

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

Report from the Long Term Care Department – Nancy Lang

Ms. Lang gave the census for the Nursing Home, Assisted Living facility and the Adult Day Care.

Moved: Commissioner Stritch to award the bid for ice cream to Garelick Farms as shopped per the recommendation of the Dir. of Long Term Care.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for Health Shakes to Sysco as shopped per the recommendation of the Dir. of Long Term Care.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for 4 oz. frozen juice to Sysco as shopped per the recommendation of the Dir. of Long Term Care.

Second: Commissioner Pratt.

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

Moved: Commissioner Stritch to award the bid for 6 oz. frozen juice to Sysco as shopped per the recommendation of the Dir. of Long Term Care.

Second: Commissioner Pratt.

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

Ms. Lang updated the Board as to the status of the State's survey. The Nursing Home did very well with only one deficiency.

Report from the Sheriff's Office – Capt. Joe Akerley

Capt. Akerley elaborated on a worker's compensation issue regarding the Seabrook Nuclear Power plant's emergency evacuation plan scheduled for a test this fall

Old Business:

Moved: Commissioner Stritch to award the bid for a 55lb #30022VGT washer to Tristate Laundry for 2 washers in the amount of \$15,525 not including shipping and handling per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Commissioner Pratt requested a non-public session.

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS CONFERENCE ROOM
July 20, 2004**

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

Discussion: Town of Brentwood

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

Second: Commissioner Stritch.

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

Discussion: Commissioner Pratt reminded the Board that per RSA 91:A, any discussion and/or decision making on the part of two Commissioners must take place during a posted meeting.

Moved: Commissioner Barrows to adjourn.

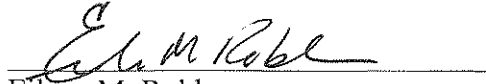
Second: Commissioner Pratt.

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

Meeting adjourned at 2:40 PM

Respectfully submitted,

Received by,



Eileen M. Roblee
Executive Assistant



C. Donald Stritch
Rockingham County Commissioner, Clerk



**COMMISSIONERS WORK SESSION MINUTES
MITCHELL III CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
July 23, 2004**

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

Also present: Edward Buck, Treasurer; Tim Dempsey, Deputy Treasurer; Theresa Young, Finance Officer; Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 12:45 PM

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & g).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Mitchell III Conference Room
July 23, 2004**

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

Discussion: Personnel Issue.

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

Second: Commissioner Stritch.

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

Discussion: The County's financial duties. Communications between the Finance Officer, Treasurer and Deputy Treasurer. Mr. Dempsey's proposal to provide fiscal advisory services. The Board requested that Mr. Dempsey revisit the County's RFP and resubmit his proposal in light of today's discussion.

Moved: Commissioner Pratt to approve a bid waiver for the month of July to DHK Financial Advisory Services in the amount of \$1,666.66 per the recommendation of the Treasurer.

Second: Commissioner Stritch.

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

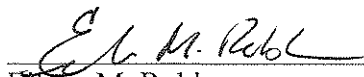
Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 1:00 PM

Respectfully submitted,



Eileen M. Roblee

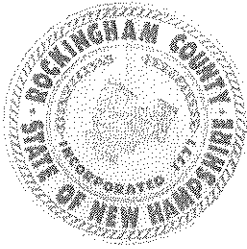
Executive Assistant to the Rockingham County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

August 3, 2004

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

Also present: Jude Gates, Asst. Director, Engineering/Maintenance
William Sturtevant, Dir. Long Term Care & Susan Denopoulos, Asst.
Frank Stoughton, IT Manager
Martha Roy, Director of Human Resources
Jim Reams, County Attorney
Capt. Joe Akerley, Sheriff's Office
Gene Charron, Superintendent
Diane Gill, Director of Human Services
Sandy Buck, Treasurer & Tim Dempsey, Deputy Treasurer
Theresa Young, Director of Finance
Eileen Roblee, Executive Assistant.

Commissioner Barrows called the meeting to order at 1:07 PM

Report from the Sheriff's Office – Capt. Joseph Akerley

Bid Award – Cargo Trailer

Moved: Commissioner Pratt to award the bid for a cargo trailer to The Trailer Place in the Sheriff's Office in the amount of \$6,350, per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Bid Award – ID printer

Moved: Commissioner Stritch to award the bid for an ID Printer to Winco Identification Corporation in the Sheriff's Office in the amount of \$8,140.40, per the recommendation of the Sheriff.

Second: Commissioner Pratt.

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

Bid Award – All Terrain Vehicle

Moved: Commissioner Pratt to award the bid for All Terrain Vehicles to Bickford's Sport Center for Cargo Trailers in the Sheriff's Office in the amount of \$12,683.00, per the recommendation of the Sheriff.

Second: Commissioner Stritch.

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

Bid Award - Softcode

Moved: Commissioner Stritch to approve a bid waiver to SOFTCODE for a civil process software upgrade and support in the Sheriff's Office in the amount of \$8,400, per the recommendation of the Sheriff.

Second: Commissioner Pratt.

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

Commissioners Office – Maureen Barrows, Chair

Bid Opening – Generator, Sheriff

Commissioner Stritch opened the bid for the generator: J&D Power Equipment

Moved: Commissioner Stritch to authorize the Sheriff to review, evaluate the bid, and return with a recommendation.

Second: Commissioner Pratt.

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

Bid Opening – Oxygen, Long Term Care

Commissioner Stritch opened the bids for Oxygen: Life Plus & Mariam Graves Medical Supplies

Moved: Commissioner Stritch to authorize the Director of Long Term Care to review and evaluate the bid, and return with a recommendation.

Second: Commissioner Pratt.

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

Bid Award – Fiscal Advisory Services

Moved: Commissioner Barrows to award the contract for fiscal advisory services to DHK Financial for a period of August 1, 2004 thru December 31, 2004, contingent upon a satisfactorily revised response of duties.

Second: Commissioner Stritch.

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

Primary – September 14, 2004 Election Returns

Discussion: The primary will be held on Sept. 14, 2004. The Board of Commissioners will not meet on that day. The following week, Sept. 21, 2004 will be the Board of Commissioners Meeting.

Moved: Commissioner Pratt to authorize election returns for both the primary and general elections.

Second: Commissioner Stritch.

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

Board of Commissioners Meeting Audio Tapes

Moved: Commissioner Pratt to authorize the Board of Commissioners Meeting audio tapes be destroyed after a one year period.

Second: Commissioner Stritch.

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

Approval of Minutes – July 8th & 23rd Work Session and July 20th Meeting

Moved: Commissioner Stritch of approve the minutes of the July 8, 2004 Work Session, the July 20, 2004 Board of Commissioners Meeting, and the July 23, 2004 Work Session.

Second: Commissioner Pratt.

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

Report from the Department of Corrections – Supt. Charron

Supt. Charron gave the census for the jail. Supt. Charron requested a non-public session.

Report from the County Attorney's Office – Jim Reams

County Attorney Reams requested a non-public session.

Bid Award – Computer Tech

Moved: Commissioner Stritch to award the bid for technical support to NEServices.net for an amount up to \$14,000, per the recommendation of the County Attorney.

Second: Commissioner Pratt.

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

Report from the Finance Office – Theresa Young

Ms. Young informed the Board that there will be an informational session on August 26th regarding the GASB34 Financial Statements. The Finance Office will be scheduling internal control meetings with each department during the week of Sept. 13th.

Change Order – BCC Networks

Moved: Commissioner Stritch to approve the Change Order to BCC Network Integration, Inc. for a total amount of \$32,800 per the recommendation of Ms. Young and Ms. Gates.

Second: Commissioner Pratt.

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

Report from the Human Resources Department – Martha Roy

CDBG Foss Manufacturing

Moved: Commissioner Stritch to award the bid for CDBG Foss Administration to Donna Lane subject to a contract developed by the County and approved by the Board of Commissioners.

Second: Pratt.

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

Short Term Disability Plan

Moved: Commissioner Pratt to accept the changes to the Short Term Disability Plan per the recommendation of the Director of Human Resources.

Second: Commissioner Stritch.

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

Group II Position Certification Forms

Moved: Commissioner Pratt to authorize 3 new Group II Position Certification forms per the recommendation of the Director of Human Resources.

Second: Commissioner Stritch.

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

Report from the IT/Telecommunication Department – Frank Stoughton

Mr. Stoughton reported that the bid awarded for leased PCs will become part of the master lease program at a significantly lower interest rate.

Report from the Engineering and Maintenance Department – Jude Gates

Ms. Gates reported that all the projects are moving along very well. Ms. Gates also reported that the Fire Marshall inspection went well at the jail with only a few minor findings.

Report from the Long Term Care Department – William Sturtevant

Mr. Sturtevant introduced Ms. Susan Denopoulos as the new Assistant Administrator for the Nursing Home. Mr. Sturtevant gave the census for the Nursing Home, Assisted Living Facility and the Adult Medical Day Care. Mr. Sturtevant reported that the official letter from the State came and found one deficiency in the Nursing Home.

Bid Award - Paper

Moved: Commissioner Stritch to award the bid for paper products in the Nursing Home to Central Paper, Easter Bag and Paper, Portsmouth Paper, and Sysco-Hallsmith, per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Bid Award – Medical Waste Disposal

Moved: Commissioner Stritch to award the bid for medical waste disposal to National Waste Management for a three year contract, per the recommendation of Mr. Sturtevant.

Second: Commissioner Pratt.

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

Lucent Cares Grant

Moved: Commissioner Barrows to accept the application for a grant through Lucent Technologies and authorizes the Chair to sign, per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to enter into Non-Public Session by roll call vote under RSA Chapter 91A: 3 II (a, b, c, d, e & f).

Second: Commissioner Pratt.

Vote: 3 yea. Motion passed in the affirmative.

**NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room**

August 3, 2004

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

Discussion: 4 Residency Waivers

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Supt. Charron, and Eileen Roblee.

Discussion: Personnel Issues

Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Supt. Charron, County Attorney Jim Reams, Martha Roy, and Eileen Roblee.

Discussion: Personnel Issues

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

Second: Commissioner Stritch.

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

Residency Waiver Requests

Moved: Commissioner Pratt to approve three residency waiver requests and deny one residency waiver request per the recommendation of Mr. Sturtevant.

Second: Commissioner Stritch.

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

Part-time Legal Assistance – Plaistow District Court

Moved: Commissioner Pratt to approve an additional part-time legal assistant position in the Plaistow District Court contingent upon temporary staff funds available in the County Attorney's budget, if not, to authorize the open position in the Department of Corrections to be temporarily moved to the County Attorney's office and to recommend the additional administrative position to the Executive Committee in October.

Second: Commissioner Stritch.

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

Moved: Commissioner Barrows to adjourn.

Second: Commissioner Pratt.

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

Meeting adjourned at 3:30 PM

Respectfully submitted,

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

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



Katharin K. Pratt
Rockingham County Commissioner, Vice Chair

ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS MEETING MINUTES
ROCKINGHAM COUNTY NURSING HOME BUILDING
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NH
August 13, 2004

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

Also present: Nancy Lang, Director, Ernest P. Barka Assisted Living facility;
Susan Denopolis, Assistant Director, Rockingham County Nursing Home.

Commissioner Pratt called the meeting to order at 10:00 AM

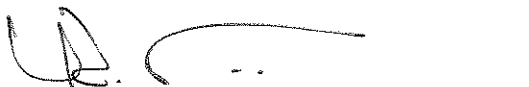
Interviews were conducted with two candidates for the position of Executive Assistant to the Board of Commissioners.

The meeting was adjourned at 10:42 AM

Respectfully submitted,


C. Donald Stritch, Clerk

Received by ,


Katharin K. Pratt, Vice Chairman



BOARD OF ROCKINGHAM COUNTY COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

August 17, 2004

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

Also present: Judie Milner, Accounting Manager
Martha Roy, Director of Human Resources
Jude Gates, Asst. Director, Engineering/Maintenance
James Szeliga, Lt., Sheriff's Office
William Sturtevant, Director, Long Term Care
Joann Brandt, Human Resources Assistant

Commissioner Barrows called the meeting to order at 9:00 a.m.

Report from the Commissioners Office – Maureen Barrows, Chair

Approval of Minutes – August 3, 2004

Moved: Commissioner Stritch to accept and approve the minutes of the August 3, 2004 County Commissioners meeting.

Second: Commissioner Pratt

Motion passed, voted all in favor.

Bid Opening – Fire Sprinkler System, Engineering & Maintenance

Commissioner Stritch opened the following bids for the fire sprinkler system: Rem-C Fire Protection System and John L. Carter Sprinkler Co. Inc.

Moved: Commissioner Stritch to authorize the Assistant Director of Engineering and Maintenance to review, evaluate the bids, and return with a recommendation.

Second: Commissioner Pratt.

Motion passed, voted all in favor.

Bid Opening – Linens, Long Term Care

Commissioner Stritch opening the following bids for linens: Phoenix, Star Silk & Woolen Co., Star Linen, Victor Rome Sales, and Trans Med USA.

Moved: Commissioner Stritch to authorize the Director of Assisted Living to review, evaluate the bids, and return with a recommendation.

Second: Commissioner Pratt.

Motion passed, voted all in favor.

Bid Opening - Gloves

Moved: Commissioner Stritch to authorize the Director of Assisted Living to review, evaluate the bids, and return with a recommendation.

Second: Commissioner Pratt.

Motion passed, voted all in favor.

Report from the Finance Office – Theresa Young

Jail Security Project Financing

Judie Milner, Accounting Manager, recommended the establishment of an escrow with Huntington Capital Corp. for half of the expected Jail Security Project cost of \$350,000.

Moved: Commissioner Pratt to accept and authorize the Finance Office to establish an escrow account with Huntington Capital Corp. for \$350,000, which is half of the expected Jail Security Project, as recommended.

Second: Commissioner Stritch.

Motion passed, voted all in favor.

Physician Billing Write Offs

Moved: Commissioner Stritch to authorize the write offs for physician billing in the amount of \$355.80 as presented.

Second: Commissioner Pratt.

Motion passed, voted all in favor.

Report from Long Term Care – William Sturtevant

Bid Award – Oxygen

Moved: Commissioner Pratt to award the bid for oxygen to Merriam Graves, as recommended.

Second: Commissioner Stritch.

Motion passed, voted all in favor.

Report from the Sheriff's Department – Dan Linehan, Sheriff

Bid Award – Generator

Moved: Commissioner Pratt to award the bid as recommended for a generator for the Sheriff's Department to J & D Power Equipment Inc. in the amount of \$8,970 to be funded by the Homeland Security funding.

Second: Commissioner Stritch.

Motion passed, voted all in favor.

Other Business

New Hampshire Association of Counties – Medicaid Modernization

Moved: Commissioner Stritch to accept the recommendation from the New Hampshire Association of Counties letter to Comm. Stevens dated August 9, 2004 regarding Medicaid Modernization.

Second: Commissioner Pratt.

Motion passed, voted all in favor.

Meeting adjourned at 2:30 PM

Respectfully submitted,

Joann Shultz, Human Resources Assistant

Received by,

C. Donald Stritch
Rockingham County Commissioner, Clerk

Katharin K. Pratt
Rockingham County Commissioner, Vice Chair

ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS MEETING MINUTES
ROCKINGHAM COUNTY NURSING HOME BUILDING
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NH August 18, 2004

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

Also present: Nancy Lang, Director, Ernest P. Barka Assisted Living facility;
Susan Denopolis, Assistant Director, Rockingham County Nursing Home.

Commissioner Barrows called the meeting to order at 3:05 PM.

An interview was conducted with a candidate for the position of Executive Assistant to the Board of Commissioners.

The Commissioners discussed the morning's meeting with officials from the Town of Brentwood and the two boards' respective attorneys regarding possible payments by the County to the Town.

Moved by Commissioner Pratt to make an offer to one of the candidates for the position of Executive Assistant to the Board of Commissioners.

Second: Commissioner Stritch


Vote: 3 yea. Motion passed in the affirmative.

The meeting was adjourned at 4:25 PM.

Respectfully submitted,


C. Donald Stritch, Clerk

Received by


Katharin K. Pratt, Vice Chairman

ROCKINGHAM COUNTY COMMISSIONERS
WORK SESSION
BRENTWOOD TOWN OFFICES
BRENTWOOD, NH
August 18, 2004 – 1:00 PM

Commissioners Barrows and Stritch met with officials for the Town of Brentwood and the two boards' respective attorneys to discuss the status of possible payments by the County to the Town of Brentwood.

The meeting was adjourned at 1:35 PM.

Respectfully submitted,


C. Donald Stritch, Clerk

Received by,


Katharin K. Pratt, Vice Chairman

ROCKINGHAM COUNTY COMMISSIONERS
COMMISSIONERS MEETING MINUTES
ROCKINGHAM COUNTY NURSING HOME BUILDING
MITCHELL II CONFERENCE ROOM
BRENTWOOD, NH
August 23, 2004

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

Commissioner Barrows called the meeting to order at 9:50 AM.

Commissioner Barrows updated the Board on her conversation with the candidate for Executive Assistant to the Board of Commissioners.

Moved: Commissioner Stritch to offer the position to a particular candidate at Grade XV, Step 6, contingent upon the candidate satisfying all pre-employment requirements.

Second: Commissioner Pratt

Vote: 3 yea. Motion passed in the affirmative.

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

Second: Commissioner Pratt

Vote: 3 yea. Motion passes in the affirmative.

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
MITCHELL II CONFERENCE ROOM
August 23, 2004

Present: NHRSA 91A:3 II(a) were Commissioners Barrows,
Pratt and Stritch; Martha Roy, Human Resource Director.

Discussion: Personnel issues.

There being no further business to come before the Board of Rockingham County Commissioners in Non-Public Session, Commissioner Barrows moved to go out of Non-Public Session.

Moved: Commissioner Pratt to authorize Ms. Roy to consult with Sheehan, Phinney, Bass & Greene regarding a personnel matter.

Second: Commissioner Stritch

Vote: 3 yea. Motion passed in the affirmative.

Moved: Commissioner Pratt to recess the meeting to 3:00.

Second: Commissioner Stritch

Vote: 2 yea. Motion passed in the affirmative.

The meeting was reconvened at 3:25 PM in Commissioner Barrow's office.

Present: Commissioner Barrows
Commissioner Stritch

Also present: Martha Roy, Human Resource Director; Nancy Lang, Director, Ernest P. Barka Assisted Living facility.

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

Second: Commissioner Stritch

Vote: 2 yea. Motion passed in the affirmative

Those present for NHRSA 91A:3 II(a) were Commissioners Barrows, Pratt and Stritch; Martha Roy, Human Resource Director; William Sturtevant, Director, Long Term Care Services; Nancy Lang, Director, Ernest P. Barka Assisted Living facility.

Discussion: Personnel matters.

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

Second: Commissioner Stritch

Vote: 3 yea in the affirmative.

Moved: Commissioner Barrows to authorize a leave of absence for a Nursing Home employee.

Second: Commissioner Stritch

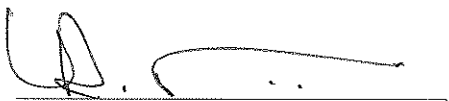
Vote: 3 yea. Motion passed in the affirmative.

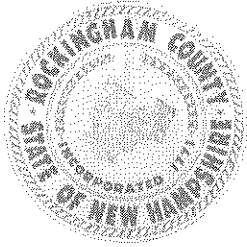
Meeting adjourned at 5:35 PM.

Respectfully submitted,


C. Donald Stritch, Clerk

Received by,


Katharin K. Pratt, Vice Chairman



**BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING**

**Commissioners Conference Room
Brentwood, New Hampshire**

August 31, 2004

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

Also present: Judie Milner, Accounting Manager
Roy Morrissette, Asst. Human Resources Director
Jude Gates, Asst. Director, Engineering/Maintenance
Nancy Lang, Director of Assisted Living
Susan Denopoulos, Assistant Administrator
Gene Charron, Superintendent of Corrections
Diane Gill, Human Services Director
Sandy Buck, Treasurer
Judie Milner, Accounting Manager
Joann Brandt, Human Resources Assistant
Jamie Cote, Sprague Energy
Austin Tracy, North East Recycling

II. CALL TO ORDER

Commissioner Barrows called the meeting to order at 1:05 p.m.

III. REPORTS

Commissioners Office – Maureen Barrows, Chair

Fuel Oil Bids

Commissioner Stritch opened the bids for fuel oil:

Hanscom	Buxton
Eastern	Sprague
Irving	

(Palmer Gas Company Inc. bid rejected, received after August 27th deadline)

Waste Removal Bids

Commissioner Stritch opened the bids for Waste Removal:

North East Recycling	Bestway Disposal
Atlantic Waste Systems North	Waste Management

Moved: Commissioner Stritch authorized the Assistant Director of Engineering and Maintenance to review and evaluate the bids and return with recommendations.

Second: Commissioner Pratt.

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

Approval of Minutes - August 13, 18, & 23, 2004 / August 18, 2004 Work Session

Moved: Commissioner Stritch to accept minutes as noted.

Second: Commissioner Pratt

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

Corrections Department – Gene Charron, Superintendent

Strafford County Contract

Superintendent Charron recommended that the contract between Rockingham County and Strafford County for the housing of prisoners be accepted.

Moved: Commissioner Stritch to approve Supt. Charron's recommendation and to authorize Commissioner Barrows to sign all necessary documents.

Second: Commissioner Pratt

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

County Attorney Jim Reams

Finance has the Huntington Capital Corp. lease to be signed by the Commissioners.

Maintenance - Jude Gates, Assistant Director

Letter regarding "Rockingham County v. Dewberry-Goodkind, Inc. and Rockingham County v. Anderson-Nichols & Company, Inc. and H. L. Turner Group, Inc." was given to the Commissioners for information.

IT/Telecommunications Department – Frank Stoughton, Manager

The new Executive Assistant to the Board of Commissioners is all set in the system.

Nursing Home -- William Sturtevant, Administrator

Bid Waiver Request

Bid Waiver for Therapeutic Supplements and Tube Feeding Products

Moved: Commissioner Pratt to approve a bid in the amount of \$4,068.97 to Abbott Labs/Ross Products for tube feeding products per the recommendation of Nancy Lang.

Second: Commissioner Stritch

Vote: 2 Yea. Motion passed in the affirmative.

Bid Award – Gloves

Nancy Lang recommended the Bid Award on the gloves be split between Central Paper Products Co. and Gulf South.

Moved: Commissioner Pratt to award the bid for gloves to the two recommended.

Second: Commissioner Stritch

Vote: 2 Yea. Motion passed in the affirmative.

Bid Award - Linens

Bid Award on linens was recommended to be split between (3) Star Silk and Woolen, Trans Med U.S.A., Inc., and Star Linen.

Moved: Commissioner Stritch to award the bid for linens to the three recommended.

Second: Commissioner Pratt

Vote: 2 Yea. Motion passed in the affirmative.

Fernald Renovations - Qualification Packages

Qualification packages for Construction Management Services for Fernald Renovations were opened by Commissioner Stritch:

Bonnette Page and Stone	Horne
Brookside Builders	North Branch Construction Inc.
Milestone Engineering & Construction Inc.	Whitcher Builders

Moved: Commissioner Stritch authorized the Assistant Director of Engineering and Maintenance to study, review, and make a recommendation on these proposals.

Second: Commissioner Pratt

Vote: 2 Yea. Motion passed in the affirmative.

IV. New Business

Rockingham County Republican Committee Meeting

Commissioner Pratt requested that the Rockingham County Republic Committee be authorized to hold its fall picnic on County property October 10, 2004.

Moved: Commissioner Stritch to approve this request.

Second: Commissioner Pratt

Vote: 2 Yea. Motion passed in the affirmative.

VI. Commissioners Non-Public Session

Moved: Commissioner Stritch to enter into a non-public session by roll call vote under RSA Chapter 91A:3 II (a, b, c, d, e & g).

Second: Commissioner Pratt

Vote: 2 Yea. Motion passed in the affirmative.

**NON-PUBLIC SESSION
Board of Rockingham County Commissioners
Commissioners Conference Room
August 31, 2004**

Those present for NHRSA 91A:3II (e) were Commissioner Pratt, Commissioner Stritch, Jude Gates, and Joann Brandt.

Discussion - Legal

Those present for NHRSA 91A:3II (a): Nancy Lang, Joann Brandt, Commissioners Pratt and Stritch

Discussion - Personnel

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

Second: Commissioner Pratt

Vote: Yea. Motion passed in the affirmative.

Meeting adjourned at 2:15 p.m.

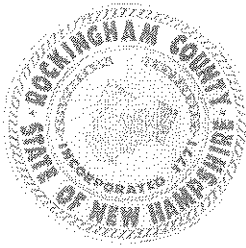
Respectfully submitted,

Joann Brandt, Human Resources Assistant

Received by,

C. Donald Stritch
Rockingham County Commissioner, Clerk

Katharin K. Pratt
Rockingham County Commissioner, Vice Chair



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

September 21, 2004

Present: Commissioner Maureen Barrows, Chairman
Commissioner Katharin K. Pratt, Vice Chairman
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director, Engineering/Maintenance
Frank Stoughton, IT Manager
Martha Roy, Director of Human Resources
Capt. Joe Akerley & Christine Croto, Sheriff's Office
Gene Charron, Superintendent of Corrections
Theresa Young, Director of Finance

I. Call to Order - Commissioners Meeting – 1:00 p.m.

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- Approval of Minutes – August 17th, & 31st, 2004

Moved: Commissioner Pratt to accept and approve the minutes of the August 17, 2004 and August 31, 2004 Commissioners Meetings.

Second: Commissioner Stritch. Motion passed, all in favor.

- Surplus Request – Commissioners Office

Moved: Commissioner Stritch to declare the Savin and Selex copier as surplus based on the recommendation of Chris Maxwell and dispose of accordingly.

Second: Commissioner Pratt. Motion passed, all in favor.

Commissioner Barrows asked that a memorandum be distributed to see if a non-profit or employee would be interested in the copier.

Finance Office – Theresa Young, Director

- Bid Waiver – Finance File Server

Ms. Young reported that the file server needs to be replaced and it cannot wait. Funding would come from the equipment line item, as a capital lease and the first payment is due next year.

Moved: Commissioner Stritch to authorize a Bid Waiver to the Finance Department for a file server to BCC Network Integration in the amount of \$9,273.96

Second: Commissioner Pratt. Motion passed, all in favor.

Human Resources – Martha Roy, Director

- Benefits Strategies Agreement Amendment

Moved: Commissioner Pratt to adopt the following resolution as recommended by Martha Roy:

Whereas, Rockingham County desires to offer its employees a flexible benefit program providing for payment of employee's insurance premiums, and the reimbursement of medical expenses and dependent day care expenses, the Plans entitled the Rockingham County Flexible Benefit Plan, the Rockingham County Health Care Reimbursement Plan and the Rockingham County Dependent Care Reimbursement Plan have been prepared and submitted to this Board with a recommendation of adoption;

Now, therefore, be it resolved that this Board amends its current Plans entitled the Rockingham County Flexible Benefit Plan, the Rockingham County Health Care Reimbursement Plan, and the Rockingham County Dependent Care Reimbursement Plan which were originally effective as of April 1, 1990, replacing, and adopting in whole the enclosed Plans bearing an effective date of January 1, 2004, and directs the management to implement the amended and restated Plans in accordance with its terms.

Second: Commissioner Stritch. Motion passed, all in favor.

Moved: Commissioner Stritch to adopt the Flexible Benefit Plan as recommended by Martha Roy and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- GISC COBRA Agreement

Moved: Commissioner Stritch to adopt the GISC COBRA Agreement as recommended by Martha Roy and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- HCVM Business Associate Agreement

Moved: Commissioner Stritch to adopt the HCVM Business Associate Agreement as recommended by Martha Roy and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- RESTAT Business Associate Agreement

Moved: Commissioner Stritch to adopt the RESTAT Business Associate Agreement as recommended by Martha Roy and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- Phia Business Associate Agreement

Moved: Commissioner Stritch to adopt the Phia Business Associate Agreement as recommended by Martha Roy and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- Vermont Business Associate Agreement

Moved: Commissioner Stritch to adopt the Vermont Business Associate Agreement as recommended by Martha Roy and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- HIPAA Privacy Officer/Contact Person Appointment

Moved: Commissioner Stritch to appoint Susan Denopoulos to the position of HIPAA Privacy Officer and contact person for the Rockingham County Long Term Care Services Department, Rockingham County Health Plan, Dental Plan, and Section 125 Health Care Reimbursement Account Plan, as recommended by Martha Roy, and further authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed, all in favor.

- Approval of County Employees website from USI

Moved: Commissioner Stritch to approve the following documents to be available to Rockingham County employees on the "MY USI" website with password access only:

- Health Insurance Plan SPD - summary sheet and rate sheet
- Dental Plan SPD – summary sheet and rate sheet
- Life Insurance Plans from Boston Mutual and Great West – summary documents
- Short and Long Term Disability Plan SPD – summary sheets
- Health Care and Dependent Care Reimbursement Accounts – summary sheets
- 457 Plan from ING and Nationwide – informational brochures
- Tuition Reimbursement Program Policy and Application Form
- Nursing Home Educational Assistance Program Policy
- Rockingham County Personnel Policies and Procedures Manual;

Further, to authorize the Chair to sign all necessary documents as recommended by Martha Roy.

Second: Commissioner Pratt. Motion passed, all in favor.

Engineering and Maintenance -- Jude Gates, Assistant Director

Courthouse: Ms. Gates reported that one ventilation unit was replaced and should provide better airflow. There is an ongoing issue with temperature controls in the building and the vendor will look into the issue.

Jail Security: Ms. Gates reported that there is a preliminary draft on the jail security project. She is establishing a protocol for a contact person when there is a trouble shooting issue to eliminate calling vendors. She noted that she follows this procedure for other projects.

DES Water Research: Ms. Gates explained that the DES is conducting a research project on hard water and is an effort to eliminate or minimize hard water. In order to complete the research, the DES is requesting 8,000 gallons of water. Ms. Gates asked for the Commissioners approval. The request was granted with no objections.

- Elevator Preventive Maintenance RFP

Commissioner Stritch opened the following RFP's submitted for elevator preventative maintenance, as requested by the Engineering and Maintenance Department: Otis Elevator Co., Stanley Elevator Co., and Pine State Elevator Co.

Moved: Commissioner Stritch authorized the Assistant Director of Engineering and Maintenance to review, evaluate the bids, and return with recommendations.

Second: Commissioner Pratt. Motion passed, all in favor.

- Grease Trap Service RFP

Commissioner Stritch opened the following RFP's submitted for grease trap service, as requested by the Engineering and Maintenance Department: Stewarts Septic Tank Service and Service Pumping and Drain Co.

Moved: Commissioner Stritch authorized the Assistant Director of Engineering and Maintenance to review, evaluate the bids, and return with recommendations.

Second: Commissioner Pratt. Motion passed, all in favor.

- Fire Sprinkler Testing & Inspection RFP

Commissioner Stritch opened an RFP submitted for fire sprinkler testing and inspection from REM-C Fire Protection Systems Inc.

Moved: Commissioner Stritch authorized the Assistant Director of Engineering and Maintenance to review, evaluate the bids, and return with recommendations including to rebid.

Second: Commissioner Pratt. Motion passed, all in favor.

- Fuel Oil Bid Award

Moved: Commissioner Stritch to accept the recommendation from Jude Gates for fuel oil, as outlined in her memorandum, and authorize the recommended rejection of LP gas proposals received and rebid.

Second: Commissioner Pratt. Motion passed, all in favor.

Nursing Home -- William Sturtevant, Administrator

Susan Denopoulos reported that a vendor was awarded a bid for 55lb washers at a previous meeting, however they have sold out of the product as specified in the purchase order. She explained that the second lowest bidder was Yankee Equipment and their quoted price was \$8,475 per washer, totaling \$16,850. She is requesting approval of Yankee Equipment.

Moved: Commissioner Stritch to award the bid to Yankee Equipment in the amount of \$16,850 for 55lb washers as per the recommendation of the Assistant Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed, all in favor.

- Nutritional Supplements RFP

Commissioner Stritch opened the following RFP's submitted for nutritional supplements, as requested by the Nursing Home: Novartis Medical Nutrition and Abbott Labs Inc.

Moved: Commissioner Stritch authorized the Assistant Nursing Home Administrator to review, evaluate the bids, and return with recommendations.

Second: Commissioner Pratt. Motion passed, all in favor.

- Cereals RFP

Commissioner Stritch opened the following RFP's submitted for cereals, as requested by the Nursing Home: Hallsmith – Sysco Food Service, PFG Springfield, US Food Service, and Shaheen Bros Inc.

Moved: Commissioner Stritch authorized the Assistant Nursing Home Administrator to review, evaluate the bids, and return with recommendations.

Second: Commissioner Pratt. Motion passed, all in favor.

- Underpads RFP

Commissioner Stritch opened the following RFP's submitted for underpads, as requested by the Nursing Home: Trans Med USA Inc., ATD America Co., and Central Paper Products Co.

Moved: Commissioner Stritch authorized the Assistant Nursing Home Administrator to review, evaluate the bids, and return with recommendations.

Second: Commissioner Pratt. Motion passed, all in favor.

- Phase II, Construction Management Service

Commissioner Stritch opened the following RFP's submitted for Phase II, construction management services, as requested by the Engineering and Maintenance Department: Horne Construction, Milestone Engineering and Construction Inc., and Bonnette Page and Stone Corp.

Moved: Commissioner Stritch authorized the Assistant Director of Engineering and Maintenance to review, evaluate the bids, and return with recommendations.

Second: Commissioner Pratt. Motion passed, all in favor.

Sheriff's Department – High Sheriff Dan Linehan

- Operation Street Sweeper Grant

Moved: Commissioner Pratt to accept the Operation Street Sweeper Grant (no match required) as requested by the Sheriff's Department in the amount of \$6,154 (in order to provide the Guilford Railroad Police with communication capabilities); further to authorize the Sheriff's Department use of the contingent grant appropriations in the same amount.

Second: Commissioner Stritch. Motion passed, all in favor.

- Homeland II Federal Grant

Moved: Commissioner Pratt to accept the Homeland II Federal Grant as budgeted and requested by the Sheriff's Department in the amount of \$59,313 to purchase equipment approved in earlier meetings.

Second: Commissioner Stritch. Motion passed, all in favor.

- Emergency Management Performance Grant

Moved: Commissioner Pratt to accept the Emergency Management Performance Grant as budgeted and requested by the Sheriff's Department in the amount of \$16,000 to produce a Seacoast Emergency Manager's Digest.

Second: Commissioner Stritch. Motion passed, all in favor.

- Mobile Incident Field Office

Moved: Commissioner Stritch to accept the Emergency Management Performance Grant (50% match required) as requested by the Sheriff's Department for \$17,931 to assist in the procurement of a generator to support the capability of the Mobile Incident Field Office; further the Sheriff's Department is authorized the use of the contingent grant appropriations for the County's match up to \$9,000.

Second: Commissioner Pratt. Motion passed, all in favor.

- Bid Waiver - Motorola \$6,154

Moved: Commissioner Stritch to approve the bid waiver request from the Sheriff's Department as requested in the amount of \$6,154.00 to Motorola for the "Astro" digital radio system.

Second: Commissioner Pratt. Motion passed, all in favor.

III. New Business

Bed Tax: Susan Denopoulos reported that she and Ms. Young attended a State meeting regarding the bed tax and explained the issues. Theresa Young explained funding issues and the accounting procedures.

IV. Commissioners Non-Public Session

- Discussion - Residency Waiver

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Susan Denopolous, Nancy, Lang, and Chris Maxwell.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Nancy Lang, Martha Roy, and Chris Maxwell.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Gene Charron, and Chris Maxwell.

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

V. Adjournment

Commissioner Barrows moved to adjourn at 3:07 p.m. Seconded by Commissioner Pratt, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

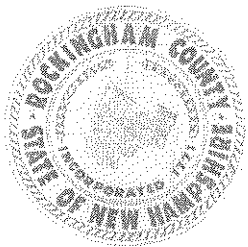
Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



Katharin K. Pratt
Rockingham County Commissioner, Vice Chair



**BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING**

**Commissioners Conference Room
Brentwood, New Hampshire**

September 22, 2004

Present: Commissioners Barrows and Pratt
Theresa Young, Finance Director
Nancy Lang, Director of Assisted Living
Jude Gates, Assistant Director of Engineering/Maintenance
Doug Proctor, Warrenstreet Architects

II. Call to Order - Commissioners Meeting – 9:00 a.m.

Commissioner Barrows called the meeting to order at 9:00 a.m.

III. New Business

- Construction – Assisted Living Phase II

Bonnette Page and Stone Corp. (3 representatives)

Background: Provided a brief history of the company, major projects, and other nursing home construction projects.

Proposal Package: In the proposal, he noted the costs are conservative however, there is room for flexibility. They would be able to visit the site in October to explore the areas of renovations and provide further information to the subcontractors. The completed estimation is six months.

Jude Gates expressed concern with construction while residents are occupying the wing. They explained that the construction staff and management are there and it would be feasible. Nancy Lang noted that the Assistant Administrator has the same concerns.

There are people available anytime for assistance. They offered cellular telephone access to answer any questions anytime.

Milestone Engineering and Construction Inc. (4 representatives)

Background: Provided history of other major projects including other nursing home projects. It was noted that they are working on the same type of project with residents living in the nursing home. They provided some examples that make the project easier for the residents and staff.

Proposal Package: They explained that coordination would be essential to keep all aspects functional.

Mr. Proctor wanted to know if they would be able to control the costs of the project. They responded that they could coordinate the construction costs.

There are people available anytime for assistance. They offered cellular telephone access to answer any questions anytime.

Horne Construction (3 representatives)

Proposal Package: They understand that they will be working in an occupied facility and would be flexible to work around the nursing home operations. A schedule was not established because they wanted to hear input on dates and goals.

Based to the information presented, they estimate the time of completion to be one year. They would be willing to shorten the schedule by working on projects simultaneously. The times could be tightened once they see the facilities.

The company is available at anytime for any problems or issues.

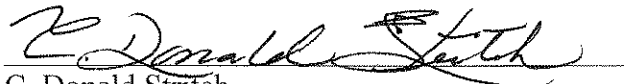
Moved: Commissioner Pratt to award the bid for the Phase II Assisted Living Project to Milestone Engineering and Construction Inc and to appoint Ms. Fates as Project Manager for the County.

Second: Commissioner Barrows. Motion passed, all in favor.

Meeting was adjourned at 11:50 a.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant to the County Commissioners

Received by,



C. Donald Stritch
Rockingham County Commissioner, Clerk



Katharin K. Pratt
Rockingham County Commissioner, Vice Chair



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

October 12, 2004

Present: Commissioner Maureen Barrows, Chairman
Commissioner C. Donald Stritch, Clerk
Sandy Buck, Treasurer & Tim Dempsey, Deputy Treasurer
Jude Gates, Assistant Director, Engineering/Maintenance
Frank Stoughton, IT Manager
Martha Roy, Director of Human Resources
Gene Charron, Superintendent of Corrections
Theresa Young, Director of Finance
Jim Reams, County Attorney
Susan Denopoulos, Nursing Home Assistant Administrator
Nancy Lang, Director of Assisted Living

I. Call to Order - Commissioners Meeting – 1:00 PM

Commissioner Barrows called the meeting to order at 1:11 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes – September 28, 2004**

Moved: Commissioner Stritch to approve and accept the minutes of the September 28, 2004 Commissioners Meeting as submitted.

Second: Commissioner Barrows. Motion passed, all in favor.

County Attorney – Jim Reams

- **Photocopier Bid Award**

Moved: Commissioner Stritch to award the bid for a copier to Conway Office Products as recommended by County Attorney Reams.

Second: Commissioner Barrows. Motion passed, all in favor.

Human Resources – Martha Roy, Director

- **Pay and Classification RFP Opening**

Commissioner Stritch opened the following proposals for a pay and classification study as requested by the Director of Human Resources: Thornton and Associates, Gallant Management Associates, Bennett Yarger, and Human Resource Partners LLC.

Moved: Commissioner Stritch to authorize the Director of Human Resources to review, evaluate the bids, and return with a recommendation.

Second: Commissioner Barrows. Motion passed, all in favor.

Engineering and Maintenance -- Jude Gates, Assistant Director

- **LP Gas Bid Award**

Moved: Commissioner Stritch to award the bid to Eastern Propane for LP Gas at a fixed rate of \$1.32 per gallon as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Barrows. Motion passed, all in favor.

- **Lift Station Upgrade Bid Award**

Moved: Commissioner Stritch to reject the proposal received and authorize a re-bid on the Lift Station Upgrade as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Barrows. Motion passed, all in favor.

Nursing Home -- William Sturtevant, Administrator

- **Lucent Foundation Cares Program:**

Moved: Commissioner Stritch to accept the donation of \$1,000.00 from Lucent Technologies and authorize the Chair to sign all necessary documents.

Second: Commissioner Barrows. Motion passed, all in favor

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Barrows, motion passed all in favor.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows and Stritch, Susan Denopoulos, Nancy Lang, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows and Stritch, Gene Charron, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows and Stritch, Jim Reams, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows and Stritch, Sandy Buck, Tim Dempsey, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Nursing Home – Hiring Request**

Moved: Commissioner Stritch to approve the request from the Nursing Home Administrator to hire above step five as submitted.

Second: Commissioner Barrows. Motion passed, all in favor.

- **Superintendent of Corrections Job Posting**

The Commissioners agreed that the job posting for the position of Superintendent of Corrections would close at 4:00 p.m. on Friday, October 15, 2004.

- **County Attorney – Exemption Request**

Moved: Commissioner Stritch to approve the exemption request as recommended by the County Attorney.

Second: Commissioner Barrows. Motion passed, all in favor.

- **Treasurer – Grant Administrator**

Moved: Commissioner Stritch to authorize the Deputy Treasurer to act as Grant Administrator and coordinate with Chris Maxwell.

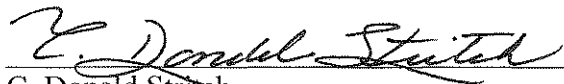
Second: Commissioner Barrows. Motion passed, all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 2:35 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by,



C. Donald Stritch

Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

October 19, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director of Engineering and Maintenance
Bob Gilbert & Bill Fennelly, Brentwood Selectmen

Commissioner Barrows called the meeting to order at 2:00 p.m.

• Meeting with Brentwood Selectmen

Bob Gilbert explained that the Brentwood Assessor determined a total valuation of \$38,716,000 on County property. The taxable amount is \$8,100.00 on the Ladd Farm, barn, buildings, and land because it is a non-governmental use. Commissioner Pratt noted that haying is part of Waste Water Treatment Plant operations.

Commissioner Barrows explained that the purpose of the meeting was to review the report of the assessor and make progress on this matter. She requested a written report from the assessor justifying the valuation. Commissioner Stritch noted that the County cannot pay a bill without written documentation.

Bob Gilbert noted that the Town has the following outstanding issues:

1. Penalties for non-payment of taxes.
2. Current Use fees.

Commissioner Barrows requested a letter in writing from the Assessor or the Selectmen on these issues.

• Summary Plan Descriptions Amendment – Human Resources

Moved: Commissioner Stritch to approve the amendments to the Summary Plan Descriptions as recommended by the Director of Human Resources.

Second: Commissioner Pratt. Motion passed all in favor.

- **Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Seconded by Commissioner Pratt, motion passed all in favor.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Leave Without Pay Authorization – Human Resources**

Moved: Commissioner Pratt to approve the leave with out pay authorization form as submitted retroactively to the date the leave started.

Second: Commissioner Stritch. Motion passed all in favor.

- **Approval of Chapel Renovations – Nursing Home**

Moved: Commissioner Barrows to approve the request for chapel renovations as requested by the Nursing Home Administrator and have the funds be allocated appropriately. Further, that policies be followed in the future and approval is made before a project begins.

Second: Commissioner Pratt. Motion passed all in favor.

- **Adjourn**

Commissioner Barrows moved to adjourn at 2:50 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:



C. Donald Stritch
Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

October 26, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Tim Dempsey, Deputy Treasurer
Jude Gates, Assistant Director, Engineering/Maintenance
Frank Stoughton, IT Manager
Martha Roy, Director of Human Resources
Gene Charron, Superintendent of Corrections
Judie Milner, Accounting Manager
Jim Reams, County Attorney
Diane Gill, Director of Human Services
Susan Denopoulos, Nursing Home Assistant Administrator
Nancy Lang, Director of Assisted Living

I. Call to Order - Commissioners Meeting – 1:00 PM

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- Approval of Minutes – October 12, 2004

Moved: Commissioner Stritch to approve the minutes of the October 12, 2004 Commissioners Meeting as submitted.

Second: Commissioner Pratt. Motion passed, all in favor.

- Banking Services RFP Opening

Commissioner Stritch opened proposals received from: Sovereign Bank, Bank of America, Citizens Bank, and Bank of New Hampshire.

Moved: Commissioner Stritch to authorize the Treasurer and Finance Director to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

Commissioner Pratt requested that the Treasurer provide the Commissioners Office with all revisions to the RFP provided to the bidders.

- Extension of Banking Services Contract

Moved: Commissioner Stritch that the current banking agreement expiring on 11/1/04 be extended through 12/31/04 to allow time for the RFP process to be completed. All terms and conditions of the original 2001 contract shall remain in full force and effect

Second: Commissioner Pratt. Motion passed all in favor.

Corrections Department – Gene Charron, Superintendent

- APPRISS (VINE) Contract Renewal

Commissioner Pratt noted that a Bid Waiver is needed in order to approve this request and to return with one.

County Attorney – Jim Reams

- Huntington Capital Lease – County Attorney

Moved: Commissioner Stritch to add a new copier lease for the County Attorney's Office approved at the 10/12/2004 Commissioners meeting to the Huntington Capital Master Lease and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- Request to use Compensated Absences Fund

Moved: Commissioner Stritch to approve the request of County Attorney Reams to move funds used from the County Attorney budget, Assistant County Attorney line item, for sick pool and earned time expenses to the Compensated Absences Fund.

Second: Commissioner Pratt. Motion passed all in favor.

Finance Office – Theresa Young, Director

- Bed Assessment Checking Account:

Moved: Commissioner Stritch to ensure consistent and proper handling of County funds in compliance with our original vote of 11/27/01, the Bed Assessment Checking account be opened and operated under all County banking contracts. Additionally, the authorized signers and the mailing address for this account be consistent with that already in place for the General Fund.

Second: Commissioner Pratt. Motion passed all in favor

Human Resources – Martha Roy, Director

- Pay and Classification Award

Moved: Commissioner Stritch to award the Pay and Classification Consultant proposal to HR Partners for \$8,900.00, as recommended by the Director of Human Resources.

Second: Commissioner Pratt. Motion passed all in favor.

- Nursing Weekender Policy

Motion: Commissioner Stritch to amend the Weekender Policy effective 10/26/2004, as recommended by the Director of Human Resources.

Second: Commissioner Pratt. Motion passed all in favor.

Nursing Home -- William Sturtevant, Administrator

- Hobart Equipment Bid Waiver

Motion: Commissioner Stritch to authorize a bid waiver for a preventative maintenance annual contract on Hobart equipment to Hobart Corporation for \$8,695.50, contract from 1/1/2005 to 12/31/2005, as recommended by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- Chaplain Bid Waiver

Motion: Commissioner Stritch to authorize a bid waiver for ongoing spiritual care to Wayne Van Gundy, contract from 11/1/2004 to 10/31/2006, terms maximum of 17 hours per week at \$13.72 per hour, as recommended by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

Motion: Commissioner Stritch to amend the original bid waiver motion to include authorization for the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- Paper Products RFP Opening

Commissioner Stritch opened the following proposals received from: Eastern Bag and Paper Co., Hallsmith Sysco Food Services Inc., Portsmouth Paper Co., Interboro Packaging Corp., and Central Paper Products Co.

Motion: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Pratt, motion passed all in favor.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Jim Reams, Martha Roy, and Chris Maxwell.

- Discussion - Legal

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Gene Charron, and Chris Maxwell.

- Discussion – Residency Waiver

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Susan Denopoulos, Nancy Lang, and Chris Maxwell.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- Residency Waivers

Moved: Commissioner Stritch to approve the two residency waivers submitted.

Second: Commissioner Pratt. Motion passed all in favor.

- Step Increase – County Attorney Personnel

Moved: Commissioner Barrows to approve the request for a step increase as recommended in County Attorney Reams memorandum.

Second: Commissioner Pratt. Motion passed all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 2:35 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: 
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

November 9, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director, Engineering/Maintenance
Frank Stoughton, IT Manager
Martha Roy & Roy Morrisette, Human Resources
Gene Charron, Superintendent of Corrections
Nancy Lang, Director of Assisted Living
Rollie Barnaby, UNH Cooperative Extension

I. Call to Order - Commissioners Meeting

Commissioner Barrows called the meeting to order at 1:10 p.m.

II. Reports

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes – October 19 & 26, 2004**

Moved: Commissioner Pratt to approve the minutes of the October 19th and 26th 2004 Board of Commissioners Meetings as submitted.

Second: Commissioner Stritch. Motion passed all in favor.

- **Insurance**

Commissioner Barrows explained that with previous staff the Commissioners Office handled the insurance tasks and inquired what could be taken back from the Finance Office. Theresa Young stated that the Finance Office handles payments and other finance related duties and the Commissioners Office plans the non-public sessions and other administrative work. Commissioner Barrows requested that Chris Maxwell, Theresa Young, and Martha Roy review the process, provide a break down of duties, submit a flow chart, and report back at the next meeting.

Corrections Department – Gene Charron, Superintendent

- **Paper/Plastic RFP Award**

Moved: Commissioner Pratt to award the RFP for paper and plastic awards as recommended by the Superintendent of Corrections.

Second: Commissioner Stritch. Motion passed all in favor.

- **APPRISS Bid Waiver**

Moved: Commissioner Stritch to approve the Bid Waiver for a service contract to APPRISS in the amount of \$17,369.00 as recommended by the Superintendent of Corrections and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

Human Resources – Martha Roy, Director

- **Labor Relations Consultant RFP Opening**

Commissioner Stritch opened the following RFP proposals for a labor relations consultant: Donahue, Tucker, and Ciandella, DLB Labor Relations, Drummond, Woodsum, and MacMahon, Sheehan, Phinney, Bass, and Green, and Flygare, Schwarz, and Closson

Moved: Commissioner Stritch to authorize the Director of Human Resources and Superintendent of Corrections to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Health Insurance Enrollment**

Moved: Commissioner Stritch to amend Rockingham County's employee health insurance premium collection policy with an additional provision stating that January premiums paid in December will remain unchanged and premium increases or decreases will be charged for a 12 month period from January to December.

Second: Commissioner Pratt. Motion passed all in favor.

IT/Telecommunications Department – Frank Stoughton, Manager

- **Surplus Request**

Moved: Commissioner Stritch to declare 37 items of equipment surplus and offer the equipment to employees at no charge with the remaining items disposed of accordingly, as outlined and recommended in Frank Stoughton's memorandum.

Second: Commissioner Pratt. Motion passed all in favor.

- **HIPAA Security Compliance**

Frank Stoughton reported that a Business Associate Agreement must be drafted for HIPAA security compliance. He explained that he has a sample agreement but may need assistance from legal counsel. Commissioner Pratt noted that the New Hampshire Association of Counties is working on a similar project and may be able to request assistance from them. Further, she recommended that USI may have a sample to use at no cost. Commissioner Barrows requested that Frank Stoughton compile the agreement using the avenues mentioned and that the Commissioners would consider this request if legal services are needed.

Engineering and Maintenance -- Jude Gates, Assistant Director

- **Replacement Doors RFP Opening**

Commissioner Stritch opened proposals from HCI and RG Tombs Door Company Inc. for replacement doors.

Moved: Commissioner Stritch to authorize the Assistant Director of Engineering and Maintenance to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Construction of Shed – Fire School**

Jude Gates reported that the proposed shed at the fire school would be used for hazmat equipment and training. She explained the funding, noted that they have the necessary insurance, and at the end of lease, the shed becomes county property.

Moved: Commissioner Stritch to authorize the construction of a shed at the fire school and have the Chair sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- **Fire Alarm System Testing and Inspection RFP Opening**

Commissioner Stritch opened a proposal from Paul L. Hackworth for fire alarm system testing and inspection.

Moved: Commissioner Stritch to authorize the Assistant Director of Engineering and Maintenance to review, evaluate the proposal, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **RFP Replacement Flooring Change Order**

Moved: Commissioner Stritch to approve the Change Order authorizing the payment of an additional \$310.00 to Pro-United from the original award approved 6/8/2004.

Second: Commissioner Pratt. Motion passed all in favor.

Nursing Home -- William Sturtevant, Administrator

- **Paper/Plastic Products RFP Award**

Moved: Commissioner Stritch to award the proposal for paper and plastic products as recommended by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Bread RFP Opening**

Commissioner Stritch opened proposals from Lepage Bakeries Inc. and George Weston Bakery for bread.

Moved: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Juice RFP Opening**

Commissioner Stritch opened the following proposals for juice: Crowley Foods LLC, Donahue Brothers Inc., US Food Service, Shaheen Brothers Inc., and Hallsmith-Sysco Food Services.

Moved: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Potato Chip RFP Opening**

Commissioner Stritch opened the following proposals for potato chips: Sirois Food Products Inc., Hallsmith-Sysco Food Service, Shaheen Brothers, and US Food Service.

Moved: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Soda RFP Opening**

Commissioner Stritch opened a proposal from Seacoast Coca-Cola for soda products.

Moved: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

Sheriff's Department – High Sheriff Dan Linehan

- **Surplus Vehicles Bid Waiver**

Commissioner Barrows reminded departments that they must be present in order to approve bid waivers.

Moved: Commissioner Stritch to declare 9 Sheriff's Department vehicles surplus as outlined and recommended in the Sheriff's memorandum.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Stritch to approve the Bid Waiver authorizing Fleetmaster to purchase 9 surplus Sheriff's Department vehicles for \$3,500.00 as recommended by the Sheriff.

Second: Commissioner Pratt. Motion passed all in favor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Pratt, motion passed all in favor.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Nancy Lang, and Chris Maxwell.

- Discussion - Personnel

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- Discussion - Legal

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Gene Charron, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Nursing Home – Request for Hiring above Step 5**

Moved: Commissioner Stritch to approve the request to hire a nurse above step five as requested by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Nursing Home – Request to use Compensated Absences Fund**

Moved: Commissioner Stritch to approve the request from the Nursing Home Administrator to use the compensated absences fund.

Second: Commissioner Pratt. Motion passed all in favor.

- **Benefits**

Theresa Young provided a narrative on benefits and the financial impacts. Martha Roy explained other benefits and the reasons for the increases.

IV. Adjournment

Commissioner Barrows moved to adjourn at 4:00 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

November 11, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Director of Human Resources

I. Call to Order - Commissioners Meeting

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

- **Benefits Discussion and Approval**

Martha Roy explained the proposed changes to the benefits for 2005 and discussed the recommendations of the County Management Team and the Employee Advisory Committee. The Commissioners discussed the proposals and requested more information from our consultant.

Commissioner Barrows moved to recess the meeting at 11:55 a.m. in order for Martha Roy to discuss a few questions with the consultant. Commissioner Stritch seconded the motion, voted all in favor.

Commissioner Barrows called the meeting back to order at 12:35 p.m.

Moved: Commissioner Barrows to approve Benefit Strategies to serve as Administrator of the 125 Pre-Tax Plan, Health Care Reimbursement Plan, and Dependent Care Plan for the 2005 calendar year.

Second: Commissioner Stritch. Motion passed all in favor.

Moved: Commissioner Barrows to increase the maximum amount employees are allowed to contribute towards their Health Care Reimbursement Account to \$4,000. Further, the employees must sign an affidavit stating that if they do not use the full amount in the account it will be lost at the end of the year.

Second: Commissioner Stritch. Motion passed all in favor.

Moved: Commissioner Barrows to approve Northeast Delta Dental as the Administrator and network for the dental insurance plan for the 2005 calendar year.

Second: Commissioner Stritch. Motion passed all in favor.

Moved: Commissioner Barrows to approve Medical Life Insurance Company for the Short Term Disability Administrator for the 2005 calendar year.

Second: Commissioner Stritch. Motion passed all in favor.

Moved: Commissioner Stritch to approve GISC as the Administrator of the Health Insurance Plan. Further, approve the High and Low Health Insurance Plans using option Z5 for the High Plan and using the 9% option for the Low Plan as developed by the Finance Department. This includes an increase to the prescription drug retail and Vermont Mail Order Prescription program co-payments to \$20 for generic drugs, \$40 for preferred drugs, and \$60 for name brand drugs; additionally adopting a mandatory pill splitting program and mandatory mail order program for maintenance drugs. Also adding a hearing aid \$500 maximum benefit and increasing the co-payment for non-medical emergency visits to the emergency room from \$75 to \$100. Further, that the High and Low Plans will include an incentive option to use earned time towards the 2005 premium increases

Second: Commissioner Barrows. Motion passed all in favor.

- **Nursing Home – Request for Hiring above Step 5**

Moved: Commissioner Barrows to approve the request to hire a nurse above step five as requested by the Nursing Home Administrator.

Second: Commissioner Stritch. Motion passed all in favor.

II. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e). Seconded by Commissioner Barrows, motion passed all in favor.

- **Discussion - Legal**

Those present for NHRSA 91A:3II (e) were Commissioner Barrows, Commissioner Stritch, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Nursing Home Superior Court Agreement**

Moved: Commissioner Barrows to accept the Superior Court agreement as submitted, per the recommendation of the Nursing Home Administrator.

Second: Commissioner Stritch. Motion passed all in favor.

III. Adjournment

Commissioner Barrows moved to adjourn at 1:20 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: 
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

November 16, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Director of Human Resources
R. N. Van Wickler, Superintendent of Corrections, Cheshire County

I. Call to Order

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

The purpose of the meeting was to interview two candidates for the Superintendent of Corrections position. Mr. Van Wickler, Superintendent of Corrections from Cheshire County was invited to assist in the interview process.

II. Adjournment

Commissioner Barrows moved to adjourn at 10:50 a.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

November 23, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director, Engineering/Maintenance
Frank Stoughton, IT Manager
Martha Roy, Human Resources Director
Gene Charron & Al Wright, Corrections
Susan Denopoulos, Assistant Administrator
Diane Gill, Human Services Director
Cathy Stacey, Register of Deeds
James Reams, County Attorney
Sandy Buck, Treasurer
Christine Croto & Mark Pierce, Sheriff's Office

I. Call to Order - Commissioners Meeting

Commissioner Barrows called the meeting to order at 1:08 p.m.

II. Reports

Commissioners Office – Maureen Barrows, Chair

- **Announcement – Superintendent of Corrections**

Moved: Commissioner Pratt announced that Al Wright has been appointed as Superintendent of Corrections. Mr. Wright gave a brief speech and he received warm wishes.

Second: Commissioner Stritch. Motion passed all in favor.

- **Acceptance of Minutes**

Moved: Commissioner Stritch to approve the minutes of November 9, 11, and 16, 2004 Board of Commissioners meetings as submitted.

Second: Commissioner Pratt. Motion passed all in favor.

- **Indemnification of Superintendent of Corrections**

The Commissioners requested additional information including the New Hampshire RSA before a vote on this matter.

Corrections Department – Gene Charron, Superintendent

- **Equipment Surplus Request**

Moved: Commissioner Stritch to declare the inventory list of equipment as surplus and authorize the Superintendent to dispose of accordingly or schedule a yard sale.

Second: Commissioner Pratt. Motion passed all in favor.

Finance Office – Theresa Young, Director

- **Criminal Checks Update**

Theresa Young explained that criminal checks would be received promptly if an individual went to Concord and waited for the paperwork. She noted that Terry Haney established a protocol for the issuance of manual checks to pay for the criminal records. Commissioner Barrows suggested that the sheriffs, Martha Roy, and Diane Gill should be added to the list of county personnel authorized to pickup the reports from the Department of Safety.

Human Resources – Martha Roy, Director

- **Earned Time Discussion**

Martha Roy explained the proposed changes to the earned time policy. Commissioner Pratt expressed concerned regarding the amendments requested a work session to discuss this further.

- **Health Insurance & Earned Time Usage Clarification**

Martha Roy requested clarification on using earned time towards the health insurance premium increases. The Commissioners agreed that earned time may be used for any premium increases in health insurance within the same rate plan. The Commissioners also agreed that earned time usage towards health insurance premium increases must be in whole day increments.

Moved: Commissioner Pratt to amend the benefit program allowing employees to use earned time towards co-payments, co-insurance, and deductibles for the low option health insurance plan.

Second: Commissioner Stritch. Motion passed all in favor.

IT/Telecommunications Department – Frank Stoughton, Manager

- **Change Order Request**

Moved: Commissioner Stritch to accept and approve the Change Order Request to pay an additional \$8,000.00 to NE Services as recommended by Frank Stoughton.

Second: Commissioner Pratt. Motion passed all in favor.

Engineering and Maintenance -- Jude Gates, Assistant Director

- **Fire Alarm System Upgrade RFP Opening**

Commissioner Stritch opened the following proposals for a fire alarm system upgrade: Accolade Electrical Services, Interstate Electrical Service, and Johnson and Jordan Mechanical Contractors.

Moved: Commissioner Stritch to authorize the Assistant Director of Engineering and Maintenance to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Bid Waiver Request**

Moved: Commissioner Stritch to accept and approve the Bid Waiver Request for Honeywell Business Solutions to replace the fire alarm panel at the Waste Water Treatment Plant in the amount of \$16,870.00 as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Pratt. Motion passed all in favor.

- **Request to Surplus Vehicles**

Moved: Commissioner Stritch to declare three (3) Department of Corrections vehicles surplus as recommended by the Assistant Director of Engineering and Maintenance and dispose of the vehicles accordingly.

Second: Commissioner Pratt. Motion passed all in favor.

- **Replacement Doors RFP Award**

Moved: Commissioner Stritch to award the RFP for Replacement Doors to HCI Craftsmen in the amount of \$66,875.00, as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Pratt. Motion passed all in favor.

- **Fire Alarm System Testing and Inspection RFP Award**

Moved: Commissioner Stritch to award the RFP for Fire Alarm System Testing and Inspection to Hackworth Fire and Security in the amount of \$4,080.00, as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Pratt. Motion passed all in favor.

Nursing Home -- William Sturtevant, Administrator

- **Bread RFP Award**

Moved: Commissioner Stritch to award the RFP for bread to Freiofer Bakeries for \$667.64 weekly, as recommended by the Assistant Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Juice RFP Award**

Moved: Commissioner Stritch to award the RFP for juice to Donahue Brothers for \$4,487.50 yearly, as recommended by the Assistant Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Potato Chip RFP Award**

Moved: Commissioner Stritch to award the RFP for potato chips to US Foods for \$794.79 monthly, as recommended by the Assistant Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Soda RFP Award**

Moved: Commissioner Stritch to award the RFP for soda to Seacoast Coca Cola, as recommended by the Assistant Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

Register of Deeds – Cathy Stacey

- **Bid Waiver Request**

Moved: Commissioner Stritch to accept and approve the Bid Waiver Request for Turbotek to upgrade the office server and tape backup for \$10741.01, as recommended by the Register of Deeds.

Second: Commissioner Pratt. Motion passed all in favor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Pratt, motion passed all in favor.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, and Chris Maxwell.

- **Discussion - Legal**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Jude Gates, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Nursing Home – Request for Leave Without Pay**

Moved: Commissioner Barrows to approve the request for a leave without pay as requested by the Nursing Home Administrator.

Second: Commissioner Stritch. Motion passed all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 3:23 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: 
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

December 7, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director, Engineering/Maintenance
Martha Roy, Human Resources Director
Gene Charron & Al Wright, Corrections
Diane Gill, Human Services Director
Cathy Stacey, Register of Deeds
James Reams and Cindy Castrigno, County Attorney's Office
Christine Croto & Mark Pierce, Sheriff's Office
Theresa Young, Finance Director
Rollie Barnaby, UNH Cooperative Extension

I. Call to Order - Commissioners Meeting

Commissioner Barrows called the meeting to order at 1:13 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes – November 23, 2004**

Moved: Commissioner Pratt to approve the minutes of the November 23, 2004 Rockingham County Commissioners meeting as submitted.

Second: Commissioner Stritch. Motion passed all in favor.

- **Courthouse Lease Payment Discussion**

County Attorney Reams and Register of Deeds Stacey agree that the issues at the courthouse are not satisfied. The Commissioners asked that they work with Jude Gates and prepare a list to submit to Peter Goodwin.

County Attorney – Jim Reams

- **Software Bid Waiver Request**

Moved: Commissioner Stritch to award the Bid Waiver to Judicial Software Systems up to \$35,000, payable over a two to three year period, as recommended by the County Attorney.

Second: Commissioner Pratt. Motion passed all in favor.

Human Resources – Martha Roy, Director

- **Holiday Schedule 2005**

Moved: Commissioner Stritch to approve the 2005 Holiday Schedule as recommended by the Human Resources Director. Schedule reads: For departments and positions that participate in providing for 24-hour coverage, 7 days a week, the holiday will be observed on the legal holiday regardless of the County's Holiday Schedule. For all other departments and positions that maintain a regular business schedule, Monday through Friday, Saturday holidays shall be observed on the preceding Friday, and Sunday holidays shall be observed on the following Monday.

Second: Commissioner Pratt. Motion passed all in favor.

- **Labor Relations Consultant RFP Award**

Moved: Commissioner Stritch to award the Labor Relations Consultant proposal to Flygare-Schwarz-Closson, Sheenan-Phinney-Bass-Green, and Donahue-Tucker-Ciandella contingent upon satisfactory contract agreements, as recommended by the Human Resources Director and the Superintendent of Corrections.

Second: Commissioner Pratt. Motion passed all in favor.

- **Health Insurance Clarification – Hearing Aid Benefit**

Moved: Commissioner Stritch to amend the Summary Plan Description for 2005 to allow the repair of a hearing aid in the hearing aid benefit with repair costs to be included in the previously approved maximum benefit of \$500.00.

Second: Commissioner Pratt. Motion passed all in favor.

- **Earned Time Application Period**

Moved: Commissioner Stritch to amend the earned time payout request for health insurance by extending the deadline for application submittal to December 27, 2004, as previously approved at the November 23, 2004 meeting.

Second: Commissioner Pratt. Motion passed all in favor.

- **Indemnification of Superintendent of Corrections**

Moved: Commissioner Stritch, acting pursuant to New Hampshire RSA 29-A:2, shall indemnify and save harmless Gene P. Charron for loss or damage incurring during his tenure as Superintendent of Corrections from personal financial loss or expense, including all reasonable legal fees and costs, arising out of any claim, demand, suit or judgment by reason of negligence or other act resulting in accidental damage to or destruction if Gene P. Charron at the time of the act resulting in injury, damage or destruction was acting in the scope of his employment or office.

Second: Commissioner Pratt. Motion passed all in favor.

Engineering and Maintenance -- Jude Gates, Assistant Director

- **Fire Alarm System Upgrade RFP Award**

Moved: Commissioner Stritch to award the fire alarm system upgrade proposal to Accolade Electrical Services for \$84,717 as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Pratt. Motion passed all in favor.

Sheriff's Department -- High Sheriff Dan Linehan

- **Manchester Airport Law Enforcement Service Contract Extension**

Moved: Commissioner Stritch to approve the extension to the Manchester Airport Law Enforcement Service contract, covering the period of July 1, 2005 to June 30, 2006, as recommended by the Sheriff, contingent on future approval of specific contract language.

Second: Commissioner Pratt. Motion passed all in favor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Pratt, motion passed all in favor.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Gene Charron, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Corrections Department Personnel**

Moved: Commissioner Stritch to pay severance to a Corrections Department employee for three weeks.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Stritch to accept the resignation date of Superintendent of Corrections Gene P. Charron and approve all necessary payouts.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Pratt to approve a rate of pay for a Corrections Department.

Second: Commissioner Stritch. Motion passed all in favor.

- **Nursing Home Personnel**

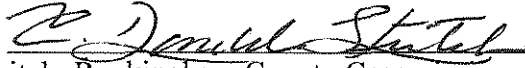
Moved: Commissioner Pratt to allow an exception to Chapter 6-10 of the Personnel Policies for a Nursing Home employee from October 1, 2004 through January 31, 2005.

Second: Commissioner Stritch. Motion passed all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 3:46 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: 
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS WORK SESSION**

Commissioners Conference Room

Brentwood, New Hampshire

December 7, 2004 – 12:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Gene Charron & Al Wright, Department of Corrections
Diane Gill, Human Services Director
Cathy Stacey, Register of Deeds
Mark Pierce & Christine Croto, Sheriff's Office
Jim Reams & Cindy Castringo, County Attorney's Office
Jude Gates, Engineering and Maintenance Assistant Director
Theresa Young, Finance Director

I. Call to Order

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

II. Earned Time Discussion

Martha Roy introduced the proposed amendments to the earned time policy. She explained that this proposal is based on the recommendations from division directors from previous meetings. Theresa Young highlighted the compensated absences fund and the concerns with the balances.

The Commissioners asked the departments to discuss concerns and questions.

III. Adjournment

Commissioner Barrows adjourned the meeting at 1:01 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS WORK SESSION**

Mitchell II Conference Room
Brentwood, New Hampshire

December 10, 2004 – 10:00 a.m.

Present: Commissioner Maureen Barrows
Commissioner Katharin K. Pratt
Commissioner C. Donald Stritch
Theresa Young, Finance Director
Sandy Buck, Treasurer
Diane Gill, Human Services Director
Rollie Barnaby & Staff, UNH Cooperative Extension
Martha Roy, Human Resources Director
Al Wright, Corrections Deputy Superintendent

I. Call to Order

Commissioner Barrows called the meeting to order at 10:13 a.m.

II. Budget Review

- **Treasurer**

Sandy Buck presented the departments proposed budget and noted that the total budget increased by \$100.00 due to telephone communications. Commissioner Pratt suggested that the funds be transferred from another line item. Commissioner Barrows recommended that \$100.00 be reduced from the office supplies account to offset the increase in the telephone communications account.

- **Human Services**

Diane Gill presented the departments proposed budget and noted pending legislation that could affect the budget numbers. She noted that there is a substantial surplus in the 2004 budget.

- **Finance**

Theresa Young presented the departments proposed budget and noted that the operating budget has a substantial decrease in the budget, which is mostly due to the automated time system. She noted the service contract line item increased because of the financial software contractual obligations.

- **UNH Cooperative Extension**

The UNH Cooperative Extension staff presented the departments proposed budget and requested the County to consider funding for an additional agricultural educator.

- **Human Resources**

Martha Roy noted many decreases in budget items however, service contracts have increased due to a new copier lease. Commissioner Pratt questioned the proposed regrade and structure of staff.

- **Delegation**

The Commissioners reviewed the proposed budget.

- **Corrections**

Theresa Young expressed concern with the video court arrangement system and should be reviewed. She further noted that the majority of increases in expenditures are due to medical and meal costs.

III. Adjournment

The meeting was adjourned at 1:00 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS WORK SESSION**

Mitchell II Conference Room
Brentwood, New Hampshire

December 15, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Jim Reams & Cindy Castrigno, County Attorney's Office
Dan Linehan, Christine Croto, Joe Ackerley, & Mark Pierce, Sheriff's Office
Jude Gates, Engineering and Maintenance Assistant Director
Frank Stoughton, IT Manager

I. Call to Order - Commissioners Meeting

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

II. Budget Review

- **County Attorney**

Jim Reams provided a brief overview of the proposed budget and explained the request of an additional position. The Commissioners made a few adjustments to offset the minimal line item increases and additional information will need to be submitted before final review.

- **Sheriff**

The Sheriff's Department presented their budget and noted issues regarding grant funds. The Commissioners and Theresa Young discussed the budget and questions were answered.

- **Engineering, Maintenance, and Information Technology**

Frank Stoughton presented the Information Technology (IT) budget. Theresa Young suggested that training needs should be incorporated in the IT budget versus in the General Government fund.

Jude Gates presented the Engineering and Maintenance budget noting that utilities increased 26%. She noted that last year's projections of utilities increases were less than actual costs.

Jude Gates presented the proposed 2005 projects budget. Theresa Young and the Commissioners discussed cost increases to vehicle inspections. The Commissioners requested that this budget presentation continue next week.

III. Adjournment

Commissioner Pratt adjourned the meeting at 12:30 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

December 21, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director, Engineering/Maintenance
Martha Roy, Human Resources Director
Al Wright, Corrections Superintendent
Diane Gill, Human Services Director
Frank Stoughton, IT Manager
Bill Sturtevant, Nursing Home Administrator
James Reams, County Attorney
Mark Pierce, Joe Ackerly, and Skip Christianberry, Sheriff's Office
Theresa Young, Finance Director

I. Call to Order - Commissioners Meeting

Commissioner Barrows called the meeting to order at 1:13 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes – December 7, 2004**

Moved: Commissioner Stritch to approve the minutes of the December 7, 2004 Rockingham County Commissioners meeting as submitted.

Second: Commissioner Pratt. Motion passed all in favor.

- **Letter from Peter Goodwin – Request for Payment**

The Commissioners reviewed email correspondence from Jude Gates and Cathy Stacey. Jude Gates and Jim Reams spoke to the issue along with Peter Goodwin who was in attendance and explained that all remediation issues were completed.

Moved: Commissioner Pratt to authorize the payment of back rent totaling \$304,012.56 from 2003 and 2004 and further authorize monthly payments per the lease agreement.

Second: Commissioner Stritch. Motion passed all in favor.

Corrections Department – Al Wright, Superintendent

- **Chaplin Contract/Bid Waiver**

Moved: Commissioner Stritch to approve the bid waiver and memorandum of understanding contract between the Department of Corrections and Kent Threlfall for Chaplin services from January 1, 2005 to December 31, 2005, for an amount not to exceed 30 hours per week, at a rate of \$14.13 per hour, as recommended by the Superintendent.

Second: Commissioner Pratt. Motion passed all in favor.

Finance Office – Theresa Young, Director

- **Dental Claim Payments**

Moved: Commissioner Stritch to authorize the Finance Office to process weekly claim payments via wire transfer to the County's dental third party administrator (TPA) for claims paid in 2005 by the TPA on the County's behalf; further the warrant process will be followed with the understanding that the letter submitted for approval is the Commissioners authorization for these payments as opposed to weekly signatures on warrants.

Second: Commissioner Pratt. Motion passed all in favor.

Human Resources – Martha Roy, Director

- **Short Term Disability Term**

Moved: Commissioner Stritch to change the Short Term Disability Insurance plan year to run from January 1 through December 31st annually, effective January 1, 2005, as recommended by the Human Resources Director.

Second: Commissioner Pratt. Motion passed all in favor.

- **Pay and Classification Agreement**

Moved: Commissioner Stritch to approve the agreement between Rockingham County and HR Partners for pay and classification services and further to authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director.

Second: Commissioner Pratt. Motion passed all in favor.

- **Earned Time Use Amendment**

Moved: Commissioner Stritch to amend the earned time use policy for health insurance premiums to allow employees who go through a qualifying event and need to obtain health insurance mid-stream to be able to apply for the earned time payout for health insurance premium payment and the low plan benefits recently offered to employees, as recommend by the Human Resources Director.

Second: Commissioner Pratt. Motion passed all in favor.

- **Approval of Amended Human Services Job Descriptions**

Moved: Commissioner Stritch to approve the amendments to the Human Services Department job descriptions as recommended by the Director of Human Resources.

Second: Commissioner Pratt. Motion passed all in favor.

Sheriff's Department – High Sheriff Dan Linehan

- **Homeland Security 2004 Grant Approval, \$45,400**

Moved: Commissioner Pratt to approve the Homeland Security 2004 Grant from the NH Department of Safety in the amount of \$45,400.00, as recommended by the High Sheriff; approval is contingent upon the Sheriff's Department working with the Assistant Director of Engineering and Maintenance on a collaborative security plan with final approval of the plan by the Board of Commissioners.

Second: Commissioner Stritch. Motion passed all in favor.

- **Bid Waiver for NEServices**

Moved: Commissioner Stritch to approve the bid waiver to NEServices for software and hardware upgrades in the amount of 13,991.80, as recommended by the High Sheriff.

Second: Commissioner Pratt. Motion passed all in favor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Pratt, motion passed all in favor.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Martha Roy, and Chris Maxwell.

- **Discussion - Legal**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Martha Roy, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, and Chris Maxwell.

There being no further business to come before the County Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

Nursing Home Personnel

- **Waiver of Chapter 5, Section 5-3 of the Personnel Policies**

Moved: Commissioner Stritch to approve the request of the Nursing Home Administrator to waive Chapter 5, Section 5-3 of the Personnel Policies for an employee of the Nursing Home.

Second: Commissioner Pratt. Motion passed all in favor.

- **Request to Use the Compensated Absences Fund**

Moved: Commissioner Stritch to approve the request of the Nursing Home Administrator to use the compensated absences fund for an employee of the Nursing Home.

Second: Commissioner Pratt. Motion passed all in favor.

Register of Deeds Personnel

- **Payout of Earned Time Exception**

Moved: Commissioner Barrows to grant an exception to Chapter 8 -2, Section H-2 of the Personnel Policies to authorize a payout of earned time to a Register of Deeds employee.

Second: Commissioner Stritch. Motion passed all in favor.

Insurance

Moved: Commissioner Stritch to authorize Commissioner Pratt to sign on behalf of the County for a legal document from Primex.

Second: Commissioner Barrows. Motion passed all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 3:00 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS WORK SESSION**

Commissioners Conference Room
Brentwood, New Hampshire

December 21, 2004 – 10:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Assistant Director, Engineering/Maintenance
Cathy Stacey, Register of Deeds
Theresa Young, Finance Director
Bill Sturtevant, Nursing Home Administrator
Susan Denopoulos, Assistant Nursing Home Administrator

I. Call to Order

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

II. Budget Review

- **Register of Deeds**

Cathy Stacey gave a brief overview of the Register of Deeds budget and noted the 2005 requested amount is less than last year.

- **Nursing Home**

Bill Sturtevant and Susan Denopoulos presented the Nursing Home budget. Theresa Young and the Commissioners discussed the budget and questions were answered. Additional information will need to be submitted before the final review.

- **Projects 2005 - Engineering and Maintenance**

Jude Gates presented her proposed projects for 2005. Theresa Young and the Commissioners discussed the proposal.

Jude Gates advised the Commissioners of potential increases in the project cost of the Assisted Living Facility Phase II.

III. Adjournment

Commissioner Pratt adjourned the meeting at 12:02 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk



BOARD OF ROCKINGHAM COUNTY **COMMISSIONERS MEETING**

Commissioners Conference Room
Brentwood, New Hampshire

December 28, 2004

Present: Commissioner Maureen Barrows, Chair
Commissioner Kate Pratt, Vice-Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Theresa Young, Finance Director

I. Call to Order - Commissioners Meeting

Commissioner Barrows called the meeting to order at 10:22 a.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Budget Review**

The Commissioners reviewed and discussed open budget items with Theresa Young.

- **Banking Services Extension**

Moved: Commissioner Stritch that the banking agreement expiring on 12/31/04 be extended through 1/31/05 to allow time for the RFP process to be completed. All terms and conditions of the original 2001 contract shall remain in full force and effect.

Second: Commissioner Pratt. Motion passed all in favor.

Finance Office – Theresa Young, Director

- **Write-off Approval**

Moved: Commissioner Pratt to approve the write-offs as submitted and recommended by the Finance Director in two memorandums dated December 16, 2004.

Second: Commissioner Stritch. Motion passed all in favor.

Human Resources – Martha Roy, Director

- **Snow Emergency**

Moved: Commissioner Pratt to declare Monday, December 20, 2004 a storm day, from 7:00 a.m. to 7:00 p.m., therefore any nursing home employee delayed reporting to work, up to thirty minutes after the start of their scheduled shift, will not be docked that time from their pay.

Second: Commissioner Stritch. Motion passed all in favor.

- **Salary Survey from Donald Tyler**

Martha Roy and the Commissioners discussed salary survey completed by the consultant Donald Tyler.

III. Adjournment

Commissioner Pratt moved to adjourn at 1:16 p.m. Seconded by Commissioner Stritch, motion passed all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*
C. Donald Stritch, Rockingham County Commissioner, Clerk