



# **BOARD OF ROCKINGHAM COUNTY** **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**January 4, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Kate Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Jude Gates, Assistant Director, Engineering/Maintenance  
Diane Gill, Human Services Director  
James Reams, County Attorney  
Christine Croto, Sheriff's Office  
Theresa Young, Finance Director  
Rollie Barnaby, UNH Cooperative Extension  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent  
Bill Sturtevant, Nursing Home Administrator  
Roy Morrisette, Human Resources Assistant Director

## **I. Call to Order - Commissioners Meeting**

Commissioner Barrows called the meeting to order at 1:03 p.m.

## **II. Reports:**

### **County Attorney – Jim Reams**

- **Grant Acceptance – Violence Against Women Grant Program (2005)**

Moved: Commissioner Stritch to accept the 2005 Violence Against Women Grant Program from the New Hampshire Department of Justice in the amount of \$43,000, as recommended by the County Attorney.

Second: Commissioner Pratt. Motion passed all in favor.

### **Human Resources – Martha Roy, Director**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare the equipment listed in Martha Roy's memorandum dated 12/28/2004 surplus and offer these items to employees before disposing of the items.

Second: Commissioner Pratt. Motion passed all in favor.

- **Regrade Procedure**

Moved: Commissioner Stritch to move employee to next highest step on old grade/old plan or add percentage increase shown between step 9 and 10 to step 10 rate of pay (this is for the employee that is at the step 10 rate of pay already). Then move employee to next highest step on new grade (old plan). Finally, move employee to the same grade and step on the new 2005 pay plan.

Second: Commissioner Pratt. Motion passed all in favor.

## Engineering and Maintenance -- Jude Gates

- **Fernald Renovations – Construction Administration Fee**

Moved: Commissioner Stritch to approve the Construction Administration fee of \$95,000 to Warrenstreet Architects and authorize the Chair to sign all necessary documents, as recommended by the Assistant Director of Engineering and Maintenance.

Second: Commissioner Pratt. Motion passed all in favor.

## Nursing Home -- William Sturtevant, Administrator

- **Amendment to RFP/Bidding Procedure**

Moved: Commissioner Pratt that effective 2/1/05, the County will not accept fax bids or RFP's. The County will only accept sealed bids and departments are to notify vendors accordingly.

Second: Commissioner Stritch. Motion passed all in favor.

- **Egg RFP Opening**

Commissioner Stritch opened bids for eggs from Shaheen Brothers Inc. and Siegel Egg Co.

Moved: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the bids, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Paper Products RFP Opening**

Commissioner Stritch opened bids for paper products from Interboro Packaging, Portsmouth Paper, Arrow Paper, and Central Paper.

Moved: Commissioner Stritch to authorize the Nursing Home Administrator to review, evaluate the bids, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor.

- **Write-off Request**

Moved: Commissioner Pratt to approve the indirect write-off in the amount of \$3125.20 as recommended by the Finance Director.

Second: Commissioner Stritch. Motion passed all in favor.

## Register of Deeds – Cathy Stacey

- **Write-off Request**

Moved: Commissioner Pratt to approve the write-off request as submitted and recommended by the Register of Deeds.

Second: Commissioner Stritch. 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, Roy Morrisette, and Chris Maxwell.

- **Discussion - Legal**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Roy Morrisette, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Roy Morrisette, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Christine Croto, Roy Morrisette, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Roy Morrisette, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Theresa Young, Roy Morrisette, 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 – Waiver of Personnel Policy**

Moved: Commissioner Stritch to make an exception to Chapter 5, Section 5-3 of the personnel policy for a nursing home employee.

Second: Commissioner Pratt. Motion passed all in favor.

- **Nursing Home – Lien on Property**

Moved: Commissioner Stritch to place a lien on a property as recommended by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Sheriff's Department – Waiver of Personnel Policy**

Moved: Commissioner Stritch to approve the request for an exception to personnel policies for two employees of the sheriff's department.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Stritch to approve an exception to the health insurance enrollment procedure for an employee of the sheriff's department.

Second: Commissioner Pratt. Motion passed all in favor.

- **Earned Time Use Exception**

Moved: Commissioner Stritch to approve the request to use a portion of a spouses earned time towards health insurance premiums.

Second: Commissioner Pratt. Motion passed all in favor.

#### IV. Adjournment

Commissioner Pratt moved to adjourn at 2:47 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, Clerk  
Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**

Commissioners Conference Room  
Brentwood, New Hampshire

**January 4, 2005 – 10:30 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Consultant Donald H. Tyler, HR Partners

**I. Call to Order**

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

**II. Discussion with Salary Survey Consultant**

The Commissioners began the meeting discussing the salary structure of the County. The salary survey, salary schedule, benefits, regrades, step increases, and annual increases were discussed.

**III. Adjournment**

Commissioner Barrows moved to adjourn at 12:08 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

**January 6, 2005**

Present: Commissioner Katharin K. Pratt, Vice-Chair  
Theresa Young, Finance Director  
Sandy Buck, Treasurer

## **I. Call to Order**

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

## **II. Banking Proposal Presentations**

- Bank of New Hampshire

Scott Bacon, Celeste Donovan, Kristie Browne, Bob Magan, Beth Bartlett, and Michelle Turner from Bank of New Hampshire gave a presentation on banking services. (0-55min)

- Citizens Bank

Christine Therrien, Jeannette Davila, Lynn Rousseau, and Glenn Rowley from Citizens Bank gave a presentation on banking services. (55min-1:28hr)

- Sovereign Bank


Kevin Sullivan, Anthony Picano, and Daniel Henderson from Sovereign Bank gave a presentation on banking services. (1:28hr-2:42hr)

## **III. Adjournment**

Commissioner Pratt adjourned the meeting at 4:25 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: \_\_\_\_\_

  
Katharin K. Pratt, Vice-Chair  
Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY** **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**January 11, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Jude Gates, Engineering and Maintenance Assistant Director

### **I. Call to Order**

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

### **II. Reports:**

#### **Commissioners Office – Maureen Barrows, Chair**

- **Bid Waiver Request – Specialty Underwriters**

Moved: Commissioner Stritch to approve the bid waiver to Specialty Underwriters LLC for a maintenance service contract in the amount of \$75,539.00, per the recommendation of Insurance Consultant Dick Carr, and authorize the chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- **Deputy Register of Deeds Appointment**

Moved: Commissioner Stritch to approve the reappointment of Becky Jo Burns as Deputy Register of Deeds, as recommended by Cathy Stacey.

Second: Commissioner Pratt. Motion passed all in favor.

- **Storm Day Approval – January 6, 2005**

Moved: Commissioner Stritch to declare January 6, 2005 a storm day, from 1:00 p.m. to 1:00 a.m. on January 7, 2005, therefore any nursing home employee delayed reporting to work, up to thirty minutes after their scheduled shift, will not be docked that time from their pay.

Second: Commissioner Pratt. Motion passed all in favor.

- **Courthouse Lease Renewal**

The Commissioners discussed the renewal of the courthouse office space lease.

#### **Engineering and Maintenance – Jude Gates, Assistant Director**

- **Legal Counsel Assignment**

Moved: Commissioner Stritch to assign legal counsel of Donahue & Tucker to review the Fernald Renovations contract.

Second: Commissioner Pratt. Motion passed all in favor.

## Finance Office – Theresa Young, Director

- Write-off Approval

Moved: Commissioner Stritch to approve the write-off of \$1,050.00 to the Nursing Home and \$980.96 to the Register of Deeds, as recommended by the Finance Director.

Second: Commissioner Pratt. Motion passed all in favor.

### III. Adjournment

Commissioner Stritch moved to adjourn at 12:15 p.m. Seconded by Commissioner Pratt, motion passed all in favor.

Minutes taken by Commissioner Pratt 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

**January 11, 2005 – 12:30 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Thomas Flygare, County Negotiator  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Anthony Sherman, Correctional Officer  
Arthur Buckholz, Union President, Chapter 58  
Brian Mitchell, SEA Representative

**I. Call to Order**

Commissioner Barrows called the meeting to order at 12:40 p.m.

**II. Union Grievance Hearing**

Mr. Sherman requested that his grievance be heard in public session. The Commissioners heard testimony from Mr. Sherman, Mr. Buckholz. Superintendent Wright presented the case on behalf of the Corrections Department. Representing management was Attorney Thomas Flygare.

The Commissioners agreed to take this grievance under advisement and issue a decision within fifteen business days.

**III. Adjournment**

Commissioner Stritch moved to adjourn, seconded by Commissioner Pratt. Motion passed all in favor.

Minutes taken by Martha Roy, Director of Human Resources 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

January 12, 2005

Present: Commissioner Katharin K. Pratt, Vice-Chair  
Theresa Young, Finance Director  
Sandy Buck, Treasurer

**I. Call to Order**

Commissioner Pratt called the meeting to order at 3:00 p.m.

**II. Banking Proposal Presentations**

- Bank of America


Kristen Hanley, Debra Dunn, Stephen Kelley, and Francis Dinnenn from Bank of America gave a presentation on banking services.

**III. Adjournment**

Commissioner Pratt adjourned the meeting at 3:52 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: \_\_\_\_\_

  
Katharin K. Pratt, Vice-Chair  
Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY** **COMMISSIONERS MEETING**

Mitchell II Conference Room  
Brentwood, New Hampshire

**January 13 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Jude Gates, Engineering and Maintenance Assistant Director

### **I. Call to Order**

The meeting was called to order at 9:30 a.m.

### **II. Budget Review**

Theresa Young gave the final budget review explaining the last outstanding issues.

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 Pratt and Stritch, 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.

Bill Sturtevant was present to provide information on the nursing home revenues and rate increases.

The Commissioners agreed on the final changes and the proposed budget will be distributed on Friday.

### **III. Contract Amendment**

Moved: Commissioner Stritch to approve the contract amendment between McFarland-Johnson Inc., WarrenStreet Architects, and Rockingham County for an additional \$9,500 due to the change in scope of the Assisted Living Phase II Project at the Rockingham County Nursing Home.

Second: Commissioner Pratt. Motion passed all in favor.

#### **IV. Adjournment**

The meeting adjourned at 12:10 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

**January 18, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director  
Jude Gates, Engineering and Maintenance Assistant Director  
Bill Sturtevant, Nursing Home Administrator  
Al Wright, Corrections Superintendent  
Diane Gill, Human Services Director  
Jim Reams, County Attorney  
Joe Ackerley, Sheriff's Office  
Cathy Stacey, Register of Deeds

## **I. Call to Order**

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

## **II. Reports:**

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Meeting Minutes**
  - December 7, 10, 15, 21, and 28, 2004
  - January 4, 6, 12, and 13, 2005

Moved: Commissioner Stritch to approve the minutes of the December 7, 10, 15, 21, and 28, 2004 Board of Commissioners meetings as submitted.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Stritch to approve the minutes of the January 4, 6, 12, and 13, 2005 Board of Commissioners meetings as submitted.

Second: Commissioner Pratt. Motion passed all in favor.

- **RFP Opening – Technical Support Services, IT Department**

Commissioner Stritch opened proposals from Multimedia Systems Inc. and NEServices for technical support, as requested by the IT Manager.

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

Second: Commissioner Pratt. Motion passed all in favor.

- **RFP Opening - Air Conditioning Equipment, Sheriff's Office**

Commissioner Stritch opened a bid from J and D Power Equipment for air conditioning equipment in the mobile command unit, as requested by the High Sheriff.

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

Second: Commissioner Stritch. Motion passed all in favor.

### **Corrections Department – Al Wright, Superintendent**

- **Paper Products RFP Award**

Moved: Commissioner Stritch to award the paper products to the vendors listed in the Superintendent of Corrections memorandum dated 1/12/2005.

Second: Commissioner Pratt. Motion passed all in favor.

### **Engineering and Maintenance -- Jude Gates, Assistant Director**

- **Fernald Renovations – Construction Contract Approval**

Moved: Commissioner Stritch to approve the change order to WarrenStreet Architects for \$9,500.00 for additional costs of the Phase II Assisted Living Project, as recommended by the Assistant Director of Engineering and Maintenance, and further authorize the chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- **Public Service of New Hampshire Contract Amendment Approval**

Moved: Commissioner Stritch to approve the amended contract between Rockingham County and Public Service of New Hampshire, as recommended by the Assistant Director of Engineering and Maintenance, and further authorize the chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

### **Human Resources – Martha Roy, Director**

- **Human Resource Partners LLC Contract**

Moved: Commissioner Stritch to grant a contract amendment to HR Partners for expanded services as outlined in the HR Partners letter dated 1/7/05 with the project to be completed by July 31, 2005, and further authorize the chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- **Storm Day Approval**

Moved: Commissioner Stritch to declare January 8, 2005 a storm day from 12:00 p.m. through 12:00 a.m. January 9, 2005, therefore any nursing home employee reporting up to a half hour late of their scheduled shift will not be docked time, as recommended by the Assistant Director of Human Resources.

Second: Commissioner Pratt. Motion passed all in favor.

## **Human Services -- Diane Gill, Director**

- **Incentive Funds Approval**

Moved: Commissioner Stritch to award the 6% incentive funds to the programs listed totaling \$332,744.75.

Second: Commissioner Pratt. Motion passed all in favor.

## **Nursing Home -- William Sturtevant, Administrator**

- **Egg RFP Award**

Moved: Commissioner Stritch to award the egg RFP to Siegel Egg Company at \$0.76 per pound as recommended by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Paper Products RFP Award**

Moved: Commissioner Stritch to award the paper products to the vendors listed, as recommended by the Nursing Home Administrator.

Second: Commissioner Pratt. Motion passed all in favor.

- **Long Term Care Services Rates**

Moved: Commissioner Stritch to amend the Rockingham County Nursing Home and Assisted Living Rates, as recommended by the Nursing Home Administrator, as follows:

- Medicaid daily rate for the nursing home effective 2/1/2005, \$130.05
- Private payment daily rate for the nursing home effective 3/1/2005, \$230.00
- Assisted living facility rates be increased 10% across the board, effective 3/1/2005

Second: Commissioner Pratt. Motion passed all in favor.

## **Register of Deeds – Cathy Stacey**

- **Bid Waiver – Connor & Connor**

Moved: Commission Stritch to approve a bid waiver to Connor and Connor in the amount of \$36,000 for continued website support as recommended by the Register of Deeds.

Second: Commissioner Pratt. Motion passed all in favor.

## **Sheriff's Department – High Sheriff Dan Linehan**

- **Change Order – NEServices**

Moved: Commissioner Stritch to approve the change order to NEServices for an additional \$5,572.45 for technical services 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 - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, 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, Stritch, and Chris Maxwell.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Jim Reams, 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 Personnel**

Moved: Commissioner Stritch to approve the request from the Nursing Home Administrator that all earned time, holiday time, and other payroll expenses is charged to the Compensated Absences Fund for a Nursing Home employee.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee.

Second: Commissioner Pratt. Motion passed all in favor.

- **Corrections Department Union Grievance**

Moved: Commissioner Pratt to approve the grievance decision with the additional language of "alleged" in page 4, paragraph 3 of the letter.

Second: Commissioner Stritch. Motion passed all in favor.

- **County Attorney Personnel**

Moved: Commissioner Stritch to approve the request from the County Attorney that all earned time and sick time usage be charged to the Compensated Absences Fund for a County Attorney employee in 2005 until the short term disability payments begin, further that the earned time in the last payroll of 2004 also be paid out of the same fund.


Second: Commissioner Pratt. Motion passed all in favor.



#### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 3:17 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, Clerk  
Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell II Conference Room, Brentwood, New Hampshire

**January 26, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Judie Milner, Accounting Manager  
Martha Roy, Human Resources Director

**I. Call to Order**

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

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

The Commissioners discussed an analysis completed by Chris Maxwell. Commissioner Barrows requested information regarding service rates if repairs were made without a service contract.

**Finance Office – Theresa Young, Director**

• **Balance and Accrual**

Moved: Commissioner Pratt to approve the recommendation of the Finance Office regarding the restatement of prior year fund balance and retained earnings as per the department's memorandum dated January 21, 2005.

Second: Commissioner Stritch. Motion passed all in favor.

Judie Milner requested permission to accrue the 2004 property taxes payable to the Town of Brentwood that have not been paid and the Commissioners agreed.

• **Write-off Approval**

Moved: Commissioner Pratt to approve the write-off to the general fund of \$1,499.12 for fiscal year 2004, as recommended by the Finance Office.

Second: Commissioner Stritch. Motion passed all in favor.

**Human Resources – Martha Roy, Director**

Moved: Commissioner Stritch to approve Companion Life as the 2005 reinsurance carrier for Rockingham County and further authorize the chair to sign all related documents on behalf of the Board of Commissioners contingent on the recommendation of the Finance and Human Resource Directors.

Second: Commissioner Pratt. Motion passed all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 1:17 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, Clerk



# **BOARD OF ROCKINGHAM COUNTY** **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**February 1, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Judie Milner, Accounting Manager  
Norm Patenaude, Human Resources Department  
Frank Stoughton, IT Manager  
Joe Ackerley, Sheriff's Office  
Bill Sturtevant, Nursing Home Administrator  
Diane Gill, Human Services Director  
Jude Gates, Engineering and Maintenance Assistant Director  
Al Wright, Corrections Superintendent  
Cathy Stacey, Register of Deeds

## **I. Reports:**

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – January 11, 18, and 26, 2005**

Moved: Commissioner Stritch to accept and approve the minutes of the January 11, 18, and 26, 2005 Board of Commissioners meetings as submitted.

Second: Commissioner Pratt. Motion passed all in favor.

- **Property Taxes**

Commissioner Barrows gave a brief narrative about the meeting with the Brentwood Selectmen, the correspondence received, and indicated that any discussions regarding "PILT" would proceed after the 2003 and 2004 property are paid.

Moved: Commissioner Barrows to pay the Town of Brentwood \$8,247.15 to satisfy the 2003 property tax bill and pay a similar amount in property taxes for 2004 contingent on corrected tax bills and records for both years from the Town of Brentwood.

Second: Commissioner Pratt. Motion passed all in favor.

- **Legal Services RFP Opening**

Commissioner Stritch opened proposals from the following for legal services:

- Donahue, Tucker & Ciandella
- PretiFlaherty
- Sheehan, Phinney, Bass, and Green

Moved: Commissioner Stritch to authorize the Chair to review, evaluate the proposals, and return with a recommendation.

Second: Commissioner Pratt. Motion passed all in favor. Commissioner Pratt requested to review the proposals received.

**Finance – Theresa Young, Director**

- **Criminal Record Check Payments for 2005**

Moved: Commissioner Stritch for the calendar year 2005, the Finance Office is authorized to process payments for criminal record checks via manual check and waive the requirement for the Commissioners signatures on each associated warrant.

Second: Commissioner Pratt. Motion passed all in favor.

**Human Resources – Martha Roy, Director**

- **Job Description Review and Approval – Nursing Department**

Moved: Commissioner Stritch to approve the nursing department job descriptions as recommended by the Human Resources Director including the change to exempt status of the part time Nursing Supervisor position and further change the title of Administrative Assistant I and II to Administrative Assistant and the titles of Administrative Assistant III to Administrative Assistant – Senior.

Second: Commissioner Pratt. Motion passed all in favor.

- **Storm Day Approval**

Moved: Commissioner Barrows to declare January 26, 2005 a storm day beginning at 7:00 a.m. through January 27, 2005, 8:00 a.m. for Long Term Care, Engineering and Maintenance Department, and non-union Corrections Department essential personnel who reported to work no later than one-half hour of their scheduled shift will not be docked time or lose pay.

Second: Commissioner Pratt. Motion passed all in favor.

- **Personnel Policies and Procedures Amendments**

Moved: Commissioner Stritch to approve the amendments to Personnel Policies and Procedures Chapter 8-2, section D & H and Chapter 8-4, as recommended by the Human Resources Director.

Second: Commissioner Pratt. Motion passed all in favor.

**IT/Telecommunications – Frank Stoughton, Manager**

- **Technical Support RFP Award**

Moved: Commissioner Stritch to award the technical support proposal to NEServices for \$39,200, as recommended by the IT Manager, Frank Stoughton, and authorize the Chair to sign all necessary documents. Further, all county departments/divisions may take advantage of the special pricing offered by NEServices.

Second: Commissioner Pratt. Motion passed all in favor.

**Nursing Home – William Sturtevant, Administrator**

Moved: Commissioner Stritch to permit the Nursing Home Administrator to use the services of Susan Palmer-Terry to complete the necessary CON Board documents relative to Fernald Building renovations, capping the service amount to \$4,000.

Second: Commissioner Pratt. Motion passed all in favor.

- **Surplus Request**

Moved: Commissioner Stritch to declare 20 beds and 25 bed side tables in the Blaisdell building surplus, as recommended by the Nursing Home Administrator and dispose of accordingly.

Second: Commissioner Pratt. Motion passed all in favor.

**Sheriff's Office – Dan Linehan, High Sheriff**

• **Air Conditioning Equipment RFP Award**

Moved: Commissioner Stritch to award the mobile command unit air conditioning equipment to J&D Power Equipment for \$7,859, as recommended by the High Sheriff.

Second: Commissioner Pratt. Motion passed all in favor.

**II. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

• **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Cathy Stacey, Norm Patenaude, and Chris Maxwell.

• **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Norm Patenaude, and Chris Maxwell.

• **Discussion - Personnel**

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

• **Register of Deeds Personnel**

Moved: Commissioner Stritch to approve a temporary exception request to Personnel Policies and Procedures Chapter 6, Section 10, effective January 20, 2005, with no change to the annual evaluation date for a register of deeds employee, as recommended by the Registrar.

Second: Commissioner Pratt. Motion passed all in favor.

• **Nursing Home Personnel**

Moved: Commissioner Stritch to approve an exception per the request of the Nursing Home Administrator to hire an employee above step 5 per the Personnel Policies and Procedures Chapter 5, Section 5-3.

Second: Commissioner Pratt. Motion passed all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 2:40 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, Clerk  
Rockingham County Commissioner



# **BOARD OF ROCKINGHAM COUNTY** **COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**February 8, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director

## **I. Reports:**

### **Human Resources - Martha Roy, Director**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

- **Discussion - Personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, and Attorney Reidy via telephone.

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**

Moved: Commissioner Barrows to extend the opportunity for a nursing home employee to use sick pool days from February 1, 2005 to February 19, 2005.

Second: Commissioner Stritch. Motion passed all in favor.

- **Legal Counsel Authorization**

The Commissioners approved the request of the Human Resources Director to consult legal counsel for a personnel matter.

### **Finance - Theresa Young, Director**

- **Compensated Absences Fund**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a cooperative extension employee, as recommended by the Finance Director.

Second: Commissioner Pratt. Motion passed all in favor.

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a nursing home employee, as recommended by the Finance Director.

Second: Commissioner Pratt. Motion passed all in favor.

- **Restatement of Prior Year Fund Balance**

Moved: Commissioner Stritch to approve the restatement of prior year (2003) fund balance adjustment of \$26,555.68, as recommended by the Finance Director.

Second: Commissioner Pratt. Motion passed all in favor.

- **Primex Documentation**

Moved: Commissioner Stritch to authorize Commissioner Pratt to sign all related documents relative to Primex Insurance.

Second: Commissioner Barrows. Motion passed all in favor.


- **Nursing Home Supervisors**

Theresa Young explained that the Commissioners voted to change the status of Nursing Home Supervisors, however the Finance Department was not advised of the change. The Finance Department requested that the payroll for the supervisors remain the same for this pay period and the Commissioners agreed to the request.

## **II. Adjournment**

Commissioner Stritch moved to adjourn at 12:15 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, Clerk  
Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**February 15, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Judie Milner, Accounting Manager  
Martha Roy, Human Resources Director  
Frank Stoughton, IT Manager  
Christine Croto, Sheriff's Office  
Bill Sturtevant, Nursing Home Administrator  
Diane Gill, Human Services Director  
Jude Gates, Engineering and Maintenance Assistant Director  
Al Wright, Corrections Superintendent  
Sandy Buck, Treasurer

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:03 p.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of Minutes – February 1 and 8, 2005**

Moved: Commissioner Stritch to approve the minutes of the February 1 and 8, 2005 Commissioners meetings as submitted.

Second: Commissioner Pratt. Motion passed all in favor.

• **Legal Services RFP Award**

Moved: Commissioner Stritch to award the legal services RFP for civil matters to Sheehan, Phinney, Bass, and Green along with Donahue, Tucker, and Ciandella, further authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

• **Banking Services RFP Award**

Moved: Commissioner Stritch to award the banking services RFP to Bank of New Hampshire for banking services and Citizen's Bank for management of internal service funds as recommended by the Treasurer and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

**Corrections – Al Wright, Superintendent**

• **Martin's Uniforms Bid Waiver for \$11,900**

The Commissioners rejected the bid waiver and asked that this process be completed by RFP.



**Nursing Home – William Sturtevant, Administrator**

- **Transfer of Fernald I Beds**

Bill Sturtevant proposed the transfer of beds from Fernald I to another facility. The Commissioners requested more information including any applicable statutes.

**Sheriff's Office – Dan Linehan, High Sheriff**

- **Join the NH Clique Seat Belt Campaign Grant Acceptance**

Moved: Commissioner Stritch to approve and accept the \$2,940.00 New Hampshire Highway Safety Project Grant entitled "Join the New Hampshire Clique Seat Belt Campaign" as recommended by the High Sheriff and authorize the Chair to sign all necessary documents.

Second: Commissioner Pratt. Motion passed all in favor.

- **Motorola service contract Bid Waiver for \$9,223.32**

Moved: Commissioner Stritch to authorize a bid waiver for parts and a service contract from January 1, 2005 to December 31, 2005 with Motorola for \$9,223.32 as recommended by the High Sheriff.

Second: Commissioner Pratt. Motion passed all in favor.

**III. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, 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, 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.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 2:10 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, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 2, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Martha Roy, Human Resources Director  
Frank Stoughton, IT Manager  
Christine Croto, Sheriff's Office  
Bill Sturtevant, Long Term Care Services Director  
Diane Gill, Human Services Director  
Jude Gates, Engineering and Maintenance Assistant Director  
Al Wright, Corrections Superintendent  
Cindy Castrigno, County Attorney's Office

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:06 p.m.

**II. Reports:**

**RFP Opening**

• **Computer Technical Services – County Attorney**

Commissioner Stritch opened proposals received from Invercense Corp. and Portsmouth Computer Group.

Motion: Commissioner Stritch to authorize the County Attorney to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Telecommunication Services – Frank Stoughton, IT**

Commissioner Stritch opened proposals received from Bayring Communications and Lightship Telecommunications.

Motion: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of Minutes – February 15, 2005**

Motion: Commissioner Stritch to approve the minutes of the February 15, 2005 Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

• **Brentwood Taxes**

The Commissioners reviewed legal correspondence.

• **Commissioner Appointments**

Motion: Commissioner Stritch to reappoint Maureen Barrows as Chair of the Rockingham County Board of Commissioners. Commissioner Pratt seconded the motion, voted all in favor.

Motion: Commissioner Stritch to reappoint Katharin K. Pratt as Vice-Chair of the Rockingham County Board of Commissioners. Commissioner Barrows seconded the motion, voted all in favor.

Motion: Commissioner Pratt to reappoint C. Donald Stritch as Clerk of the Rockingham County Board of Commissioners. Commissioner Barrows seconded the motion, voted all in favor.

- **Colonial Poplin Nursing Home Licensed Bed Request**

Commissioner Barrows reviewed a letter received from the Colonial Poplin Nursing Home requesting the sale of licensed nursing home beds. Bill Sturtevant explained that the sale of the licenses would generate revenue of \$3,000 per license however, reapplying for those licenses would not be guaranteed for re-approval. He also noted that the County is not responsible for paying back any fees, per state law. The Commissioners agreed to wait on a decision until the nursing home is ready to take beds offline.

### **Finance – Theresa Young, Director**

- **Bank of New Hampshire Resolution**

Motion: Commissioner Stritch to accept and approve the Bank of New Hampshire banking services resolution as recommended by the Finance Director with the complete resolution included in the minutes. Commissioner Pratt seconded the motion, voted all in favor. (see page 4-6)

- **Citizens Bank Resolution**

Motion: Commissioner Stritch to accept and approve the Citizens Bank investment services resolution as recommended by the Finance Director with the complete resolution included in the minutes. Commissioner Pratt seconded the motion, voted all in favor. (see page 4-6)

- **Write-off Approval**

Motion: Commissioner Stritch to approve the Sheriff's Office write off in the amount of \$480.10, as recommended by the Sheriff and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Management Letter follow up**

Motion: Commissioner Pratt to approve the 2003 management letter comments as presented by the Finance Director. Commissioner Stritch seconded the motion, voted all in favor.

- **Prior Year Fund Balance Restatement**

Motion: Commissioner Stritch to approve the restatement of prior year (2003) fund balance adjustment of \$25,000, as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Sheriff's Office – Dan Linehan, High Sheriff**

- **Security Equipment Contract Acceptance**

Motion: Commissioner Stritch to approve a building system agreement between Honeywell Incorporated and Rockingham County for \$38,850, as recommended by the High Sheriff and Engineering and Maintenance Assistant Director, and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Honeywell RFP Change Order**

Motion: Commissioner Stritch to approve the change order request to Honeywell Incorporated for an additional \$38,850 to include the Sheriff's Office in the County security project, as

recommended by the High Sheriff and Engineering and Maintenance Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

- **Personnel Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Martha Roy, and Chris Maxwell.

- **Legal Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Theresa Young, and Chris Maxwell.

- **Legal Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Al Wright, 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 – Legal Counsel Authorization**

Motion: Commissioner Stritch to authorize the Superintendent of Corrections to communicate with PrimeCare and its legal counsel for a legal case filed. Commissioner Pratt seconded the motion, voted all in favor.

- **Nursing Home – Sick Pool Usage**

Motion: Commissioner Stritch to authorize sick pool usage of 12 hours per week for a nursing home employee from February 20, 2005 to March 23, 2005. Commissioner Barrows seconded the motion, voted all in favor.

- **Nursing Home – Leave of Absence**

Motion: Commissioner Stritch to approve a leave of absence without pay for a nursing home employee through April 30, 2005, to include payment of the County portion of health and dental premium payments for coverage through 4-30-2005 contingent on the following:

1. Medical doctor's written opinion that the employee is unable to work from 4-5-2005 through 4-30-2005; and
2. The employee agrees to pay for their share of premium payments for April coverage; finally
3. The foregoing motion in no way assumes future approvals for leave or the county share of premium payments, as recommended by the Long Term Care Services and Human Resources Directors.

Commissioner Pratt seconded the motion, voted all in favor.

### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 3:05 p.m. Commissioner Pratt seconded the motion, voted all in favor. Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant, Commissioners

Received by: \_\_\_\_\_  
C. Donald Stritch, Clerk - Rockingham County Commissioner

**Banking and Investment Resolutions**

Whereas, pursuant to RSA 23:1, Rockingham County (the County) is a body corporate for suing and being sued, purchasing, holding and conveying real and personal estate for county purposes, making all necessary contracts and doing other necessary acts relating to the property and concerns of the county; and

Whereas, pursuant to RSA 24, et al., the County Commissioners, along with the County Convention, bear fiscal responsibility for the County; and

Whereas, pursuant to RSA 29:1, the County Treasurer is the officer of the County authorized by statute to have custody of all money belonging to the County; and

Whereas, pursuant to RSA 29:1, RSA 29:2, and RSA 29:3, the County Treasurer is required to deposit the money belonging to the County in certain banks and accounts; and with the approval of the Commissioners invest excess funds and adopt an investment policy; and

Whereas, pursuant to RSA 29:1 and 29:10, the County Treasurer is obligated to disburse such sums of money as properly directed by the County Commissioners; and countersign notes issued by the county and signed by at least two Commissioners; and

Whereas, pursuant to RSA 28:8-f, which applies to all county departments, and to the offices of County Sheriff, County Attorney, County Treasurer and Register of Deeds, any purchase of services made by Rockingham County in an amount exceeding \$5000 shall be by competitive bidding. Purchases of services to be provided at different times where the cost of a single order or delivery may be less than \$5000 but the total purchase exceeds that amount shall be construed as coming within the provisions hereof requiring competitive bidding; and

Whereas, the County did issue a request for banking service proposal dated October 2004 and updated January 2005 that included banking services for all departments and offices of the County and the County Commissioners did award the contract for banking services based on the requests for proposals submitted to Citizens for all internal services accounts and Bank of New Hampshire for all other accounts on February 15, 2005 commencing March 1, 2005 through December 31, 2007. These contracts are between the County of Rockingham and the banks and may be terminated early, and is subject to extension by action of the County Commissioners, to ensure consistent and proper handling of County funds through accounts opened under all banking contracts, we, the County Commissioners, establish the following standards of authority and responsibility:

- 1) All bank accounts opened and operated by officers, officials and staff of the County for and on behalf of the County are to be opened in the name of and using the employer identification number of Rockingham County (RC). In addition, all accounts opened and operated under the name and tax identification number of the County are opened and operated under authority of the County Commissioners.
- 2) The accounts authorized to be opened and operated under all County banking contracts, the authorized signers and the mailing address for the account statements for each account are as follows:

Bank of New Hampshire

- Accounts: RC General Fund, Bed Tax Assessment, Long Term Health Care, Assisted Living, Payroll, Accounts Payable, Capital Fund.
  - Signers: Edward Buck, Treasurer, Theresa Young, Finance Officer, 119 North Road, Brentwood, NH 03833
- Account: RC Nursing Home Residents.
  - Signers: Susan Denopoulos, Assistant Nursing Home Administrator, Nancy Lang, Director of Assisted Living, Phyllis Rogers, Nursing Home Director of Fiscal Services, Mary Jane Toth, Nursing Home Asst. Director of Fiscal Services, 117 North Road, Brentwood, NH 03833.
  - Duplicate Statement to: Edward Buck, Treasurer, 119 North Road, Brentwood, NH 03833
- Accounts: RC Dept of Corrections Commissary, Inmate, Chapel.
  - Signers: Albert Wright, Superintendent, Louise Turner, Office Administrator, Corrections, Stephen Church, Lieutenant, Edward Buck, Treasurer, 99 North Road, Brentwood, NH 03833.
  - Duplicate Statements to: Edward Buck, Treasurer, 119 North Road, Brentwood, NH 03833
- Account: RC Sheriff's Office Drug Task Force.
  - Signers: Joseph Akerley, Capt./Chief Dep., James Linehan, Sheriff, 101 North Road, Brentwood, NH 03833.
- Account: RC Deeds Equipment Savings.
  - Mail to: Cathy Stacey, PO Box 896, Kingston, NH 03848
- Account: RC Registry of Deeds Checking.
  - Signers: Cathy Ann Stacey, Register of Deeds, Becky Burns, Executive Asst, Edward Buck, Treasurer, PO Box 896, Kingston, NH 03848.
  - Duplicate Statements to: Edward Buck, Treasurer, 119 North Road, Brentwood, NH 03833.
- Account: RC Line of Credit.
  - Signer: Edward Buck, Treasurer, 119 North Road, Brentwood, NH 03833.

Citizens Bank

- Account: Internal Services (includes health, dental worker compensation, unemployment and compensated absences funds)
  - Signers: Edward Buck, Treasurer, Theresa Young, Finance Officer, 119 North Road, Brentwood, NH 03833.

3) Requests such as copies of any and all accounts statements as well as assignment of authorized signers for each individual account shall be authorized by the majority of the Board and provided in writing to the bank.

4) County of Rockingham officers, officials or staff shall have no authority separate from the County Commissioners to open new accounts or amend existing accounts in the name of Rockingham County. The Treasurer's authority to invest funds pursuant to RSA 29:1 shall not be restricted by this provision.

5) The County of Rockingham may use electronic on-line banking services to access bank account information, to initiate electronic transfers and electronic payments, and to use other electronic services available from Bank of New Hampshire or Fleet Bank. The Board of County Commissioners shall be responsible for determining which officers, officials and staff may have electronic access to accounts, what accounts those persons may have access to, and what services those persons may use. The following are so authorized to use electronic on-line banking services:

Name/Title	Accounts Authorized	Electronic Services Authorized
Edward Buck, Treasurer	All	All
Theresa Young, Finance Officer	All	All
Judie Milner, Accounting Manager	All	account detail
Kathy Nikitas, Accounting Analyst	All	stop payments
Julien Houle, Accounting Analyst	All	account detail
Theresa Haney, Accounting Officer	All	account detail
Robin Gates, Payroll Office	All	account detail

6) The Board of County Commissioners shall be responsible for resolving differences between offices of the County of Rockingham and the banks.

7) The Board of County Commissioners shall have the authority to terminate the contract with the Banks early or negotiate changes to the terms of the contract.

8) Bank Accounts may be amended, opened or closed by majority vote of the Board of Commissioners.



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 9, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director

**I. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

• **Personnel Non Public Session**

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

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.

• **Personnel Policies and Procedures Exception**

Moved: Commissioner Stritch to grant an exception to Personnel Policies and Procedures Chapter 6-4 for a County employee, effective March 7, 2005. Commissioner Pratt seconded the motion, voted all in favor.

**II. Adjournment**

Commissioner Stritch moved to adjourn at 2:30 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by: Martha Roy, Human Resources Director

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner

MR:bcm(03/17/2005)





**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 15, 2005 – 1:00 p.m.**

Present: Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Roy Morrisette & Norm Patenaude, Human Resources Department  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent  
Jude Gates, Engineering and Maintenance Assistant Director  
Bill Sturtevant, Long Term Care Services Director  
Rollie Barnaby, UNH Cooperative Extension  
Cathy Stacey, Registrar of Deeds  
Joe Ackerley, Sheriff's Office

**I. Call to Order**

Commissioner Pratt called the meeting to order at 1:06 p.m.

**II. Reports:**

**RFP Openings**

• **Inmate Personal Care Items, Corrections**

Commissioner Stritch opened the following proposals for inmate personal care items: ATD American Company, Walter F. Stephens Jr. Inc., Americare Products Inc., Bob Barker, and Justice Packaging Corp.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Mental Health Services, Long Term Care Services**

Commissioner Stritch opened a proposal from SBS Consulting for mental health services in the nursing home.

Moved: Commissioner Stritch to authorize the Long Term Care Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Body Wash, Long Term Care Services**

Commissioner Stritch opened the following proposals for body wash in the nursing home: McKesson Medical Surgical, TransMed USA Inc., and Gulf South Medical Supply.

Moved: Commissioner Stritch to authorize the Long Term Care Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Uniforms, Sheriff**

Commissioner Stritch opened proposals from Galls Inc. and Neptune Inc. for uniforms in the Sheriff's office.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – March 1, 2005**

Moved: Commissioner Stritch to approve the Board of Commissioners meeting minutes of March 1, 2005 as submitted. Commissioner Pratt seconded the motion, voted all in favor.

- **Tuition Reimbursement Program Appointment**

Moved: Commissioner Stritch to appoint Katharin Pratt to serve on the County's Tuition Reimbursement Program. Commissioner Pratt seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Executive Committee Nominations**

Moved: Commissioner Stritch to recommend the following nominees to the New Hampshire Association of Counties Executive Committee for 2005-2006: Maureen Barrows, Katharin Pratt, C. Donald Stritch, Diane Gill, Nancy Lang, Roy Morrisette, James Reams, Martha Roy, Cathy Stacey, William Sturtevant, Al Wright, and Theresa Young. Commissioner Pratt seconded the motion, voted all in favor.

- **Weather Emergency Discussion**

Moved: Commissioner Pratt to appoint the Human Resources Director as the authorized representative to declare a snow emergency. Commissioner Stritch seconded the motion, voted all in favor.

### **Corrections – Al Wright, Superintendent**

- **Evacuation Agreement – New Hampshire Department of Corrections**

Moved: Commissioner Stritch to reaffirm the evacuation agreement with the New Hampshire Department of Corrections in the event of an emergency at the Seabrook Nuclear Power Plant, as recommended the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

### **Engineering and Maintenance – Jude Gates, Assistant Director**

- **Personnel Policies and Procedures Exception Request**

Moved: Commissioner Stritch to approve a request for an exception to Personnel Policies and Procedures Section 6-14 for an Engineering and Maintenance employee, as recommended by Jude Gates. Commissioner Pratt seconded the motion, voted all in favor.

### **Finance – Theresa Young, Director**

- **Fund Balance Adjustment**

Moved: Commissioner Stritch to approve the restatement of prior year (2003) fund balance adjustments of \$6,077.63, \$4,102.32, and \$6,090.57, as outlined in memorandums dated 3/9 and 3/10, 2005, per the recommendation of the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Write-off Approval**

Moved: Commissioner Stritch to approve the Sheriff's Office write-off in the amount of \$1,468.80 and \$197.81, as recommended by the Sheriff and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Human Resources – Martha Roy, Director**

- **Job Description Approvals**

Moved: Commissioner Stritch to approve the Registry of Deeds job descriptions as submitted with no changes in exempt status employees, as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the Department of Corrections job descriptions as submitted with no changes in exempt status employees, as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**University of New Hampshire Cooperative Extension – Rollie Barnaby**

- Moose Grant Acceptance

Moved: Commissioner Stritch to accept a grant up to \$5,000 for a Moose Grant submitted by UNH Cooperative Extension. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

- **Personnel Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Pratt and Stritch, Bill Sturtevant, Roy Morrisette, and Chris Maxwell.

- **Legal Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Pratt and Stritch, Jude Gates, and Chris Maxwell.

- **Legal Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Pratt and Stritch, Bill Sturtevant, 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, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver Request, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver request as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 2:42 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 22, 2005**

Present: Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Joe Akerley, Sheriff's Office  
Bill Sturtevant, Long Term Care Services Director  
Martha Roy, Human Resources Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:15 p.m.

**II. New Business**

• **Justice Assistance Grant Program, Sheriff's Office**

Captain Ackerley presented the Justice Assistance Grant Program and explained the course of action.

Moved: Commissioner Stritch to appoint Captain Ackerley as point of contact for application and extension request of the Justice Assistance Grant Program. Commissioner Barrows seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

• **Personnel Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, and Stritch, Martha Roy, and Bill Sturtevant.

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.

• **Employee Termination, Long Term Care Services**

Motion: Commissioner Stritch to terminate a nursing home employee effective April 3, 2005 in accordance with New Hampshire RSA 28:10-a. Commissioner Barrows seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 1:45 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Public session minutes taken by: Chris Maxwell, Commissioners Office

Non Public session minutes taken by: Martha Roy, Human Resources Director

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**March 29, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Martha Roy & Norm Patenaude, Human Resources Department  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent  
Jude Gates, Engineering and Maintenance Assistant Director  
Bill Sturtevant, Long Term Care Services Director  
Sandy Buck, Treasurer  
Diane Gill, Human Services Director  
Mark Pierce, Sheriff's Office

**I. Call to Order**

Commissioner Pratt called the meeting to order at 1:14 p.m.

**II. Reports:**

**RFP Openings**

• **Inmate Institutional Supplies, Corrections**

Commissioner Stritch opened the following proposals submitted for the Department of Corrections inmate institutional supplies:

- ER Carpenter (proposal rejected – past deadline)
- Charm-Tex Inc.
- Walter F. Stephens Jr. Inc.
- Textile Sales Inc.
- Bob Barker Co.
- The Liberty Store
- Robinson Textiles Inc.
- Linen Enterprises Inc.
- American Dawn Inc.
- Pacific Link
- ATD American Co.
- Hospital Specialty Co.
- Goaltex Corp.
- Hospitality Supply

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Network Backup, IT/Telecommunications**

Commissioner Stritch opened proposals received from NEServices.NET and Turbotek for a network backup system.

Moved: Commissioner Stritch to authorize the IT/Telecommunications Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **North Road Pumping Station Upgrade, Engineering and Maintenance**

Commissioner Stritch opened the following proposals submitted for the North Road Pumping Station upgrade:

- Rome Construction (proposal rejected – past deadline)
- Greene and Russell Inc.
- T. Buck Construction Inc.
- Kinsmen Corp.
- Penta Corp.
- Infrastructure Construction Corp.
- Waterline Industries Corp.

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

- **Pressure Steamer, Long Term Care Services**

Commissioner Stritch opened the following proposals submitted for a pressure steamer:

- Interstate Restaurant Equipment Corp
- US Food Service
- Northeast Food Service Equipment and Supply
- Kittredge Equipment Co Inc

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### RFP Awards

- **Telecommunications, IT/Telecommunications**

Moved: Commissioner Stritch to award the telecommunications services proposal to low bidder Bay Ring Communications for a three year contract, not to exceed \$52,000 per year, as recommended by the IT/Telecommunications Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Personal Care Items, Corrections**

Moved: Commissioner Stritch to award the inmate personal care items proposal to Amercare Products, Bob Barker, Walter Stephens, and ATD Companies as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Mental Health Services, Long Term Care Services**

Moved: Commissioner Stritch to reject the proposal received for mental health services as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to extend the current contract with Specialized Health Management Incorporated to June 30, 2005, as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Technical Support, County Attorney**

Moved: Commissioner Stritch to reject the proposals received for technical support as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Body Wash, Long Term Care Services**

Moved: Commissioner Stritch to award the body wash proposal to Gulf South Medical Supply as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Sheriff**

Moved: Commissioner Stritch to award the uniforms proposal to Neptune Supply Incorporated in the amount of \$36,900.00 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – March 9, 15 & 22, 2005**

Moved: Commissioner Stritch to approve the minutes of the March 9, 15, and 22, 2005 Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates, Assistant Director**

- **Change Order – HCI Craftsmen, \$3,365**

Moved: Commissioner Stritch to approve a change order request to HCI Craftsmen for an additional \$3,365 as recommended by the Engineering and Maintenance Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

- **Investment Objectives and Policies**

Moved: Commissioner Stritch to accept and approve the Rockingham County Investment Objectives and Policies as recommended by the Treasurer and the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2005 Nutrition Billing**

Moved: Commissioner Stritch to bill nutrition at 38% of the workers compensation rates for 2005 as recommended by the Finance Director and the Workers Compensation Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Investment Resolution**

Moved: Commissioner Stritch to accept and approve the following resolution recommended by the Treasurer and authorize the Chair to sign all necessary documents:

Resolution be it resolved that Theresa Young, Finance Director, and Edward Buck III, Treasurer, is hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of Rockingham County.

Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

• **Job Description Approval**

Moved: Commissioner Stritch to approve the Human Resources Job Descriptions with no changes to exempt status as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**IT/Telecommunications – Frank Stoughton, Manager**

• **Change Order – NEServices.Net**

Moved: Commissioner Stritch to approve the change order request to NEServices amending the contract to a maximum of \$68,400.00 as recommended by the IT/Telecommunications Manager and authorize the chair to sign the amended contract. Commissioner Pratt seconded the motion, voted all in favor.

The Board requested a report on the allocation of NEServices among county departments anticipated for 2005.

**Long Term Care Services – William Sturtevant, Director**

• **Lien Release**

Moved: Commissioner Stritch to release a lien on real property placed by Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **2004 Medicaid Cost Report**

Moved: Commissioner Stritch to approve the 2004 Medicaid Cost Report prepared by Robbin R. Grill as recommended by the Long Term Care Services Director and authorize the chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners requested a work session on March 4, 2005 with Mr. Sturtevant to discuss nursing home admissions.

**Sheriff's Office – Dan Linehan, High Sheriff**

• **Manchester Airport Security Agreement Amendment**

Moved: Commissioner Stritch to accept the amended Manchester Airport Security Agreement language as presented. Commissioner Pratt seconded the motion, voted all in favor.

• **Surplus Request – Computer Monitors**

Moved: Commissioner Stritch to approve the surplus monitor request with items to be disposed of accordingly, as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

• **Non Public Session**

Those present for NH RSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Nancy Lang, and Chris Maxwell.



- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Nancy Lang, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Diane Gill, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Jude Gates, and Chris Maxwell.

- **Non Public Session**

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

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 Waiver Request – Long Term Care Services**

Moved: Commissioner Stritch to approve the residency waiver request as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Matter – Corrections**

Moved: Commissioner Stritch to authorize Primex and Rockingham County to pursue a settlement on a legal matter. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 3:42 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**April 4, 2005**

Present: Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Bill Sturtevant, Long Term Care Services Director

**I. Call to Order**

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

**II. New Business**

- Nursing Home Admissions

The Commissioners discussed nursing home admissions with the Long Term Care Services Director. Various ideas were reviewed and Mr. Sturtevant advised he would keep the Commissioners informed of the admission status.

- Legal Matter

Moved: Commissioner Stritch to authorize a settlement as recommended by Attorney Stephen J. Schultness in a letter dated March 16, 2005. Commissioner Pratt seconded the motion, voted all in favor.

**III. Old Business**

- Engineering and Maintenance Job Descriptions

The Commissioners reviewed the proposed job descriptions submitted by the Human Resources Department. It was agreed that this matter would be taken up at the next meeting when the Human Resources Director would be present to answer questions.

**IV. Adjournment**

Moved: Commissioner Stritch to adjourn at 11:31 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**April 12, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows  
Commissioner C. Donald Stritch, Clerk  
Katherine Nikitas, Finance Office  
Roy Morissette, Human Resources Office  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent  
Jude Gates, Engineering and Maintenance Assistant Director  
Bill Sturtevant, Long Term Care Services Director  
Karen Blass, UNH Cooperative Extension

**I. Call to order**

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

**II. Reports**

**RFP Openings**

- **Department of Corrections:**
  - **Uniforms**

Commissioner Stritch opened proposals received from Ben's Uniforms, Neptune Inc., and Superior Uniform Group for uniforms in the Department of Corrections.

Moved: Commissioner Stritch to authorize the Superintendent of Corrections to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Hot Food Server Carts**

Commissioner Stritch opened proposals received from Alternative Server Cart Corporation and Boston Showcare Company for hot food server carts in the Department of Corrections.

Moved: Commissioner Stritch to authorize the Superintendent of Corrections to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Long Term Care Services**
  - **Paper Products**

Commissioner Stritch opened proposals received from Central Paper Company, Portsmouth Paper Company, and Interboro Packaging Corporation for paper products in the nursing home.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Reach in Freezer**

Commissioner Stritch opened proposals received from US Food Service, Perkins, Northeast Equipment, and Kittridge Equipment Company for a reach in freezer in the nursing home.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Milk Products**

Commissioner Stritch opened proposals received from HP Hood, Garelick Farms, and Oakhurst Dairy for milk products in the nursing home.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Coffee Products**

Commissioner Stritch opened proposals received from Sysco Food Service and Donahue Brothers for coffee products in the nursing home.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

### RFP Awards

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award the inmate institutional supplies proposals to Robinson Textile, ATD-American, Bob Barker, Charm-Tex, Liberty Store, and Star Linen Companies as recommended by the Superintendent of Corrections. Commissioner Barrows seconded the motion, voted all in favor.

- **Network Backup, IT/Telecommunications**

Moved: Commissioner Stritch to award the network backup proposal to the low bidder, NEServices, for \$6,319.50, as recommended by the IT/Telecommunications Manager. Commissioner Barrows seconded the motion, voted all in favor.

- **North Road Pumping Station Upgrade, Engineering and Maintenance**

Moved: Commissioner Stritch to award the North Road Pumping Station upgrade proposal to T. Buck Construction for \$167,832, as recommended by the Engineering and Maintenance Assistant Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Pressure Steamer, Long Term Care Services**

Moved: Commissioner Stritch to award the pressure steamer proposal to Northeast Foodservice for \$24,662, as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

### Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes – March 29, 2005 and April 4, 2005**

Moved: Commissioner Stritch to approve the minutes of the March 29, 2005 and April 4, 2005 Commissioners meetings as submitted. Commissioner Barrows seconded the motion, voted all in favor.

- **Brentwood Taxes**

Commissioner Stritch provided an update explaining that the 2003 and 2004 taxes are near completion and should be paid in the next couple of days.

- **Presentation from Julie Stone, Service Link**

Julie Stone of Service Link presented the benefits of Service Link and distributed pamphlets.

### Engineering and Maintenance – Jude Gates

- **NHDES Application Authorization Approval**

Moved: Commissioner Stritch to authorize the Engineering and Maintenance Assistant Director to act on behalf of the Board of Commissioners in negotiating for and accepting any and all state

aid in connection with sewage treatment and disposal facilities owned and operated by Rockingham County. Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

• **Energy Management Lease Payment 2005**

Moved: Commissioner Stritch to fund the \$302,125.82 energy management lease payment due June 15, 2005, by drawing the appropriations from the maintenance budget totaling \$149,093.49 and drawing \$153,032.33 from the general government tax anticipation note expense line as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

• **Write-offs**

Moved: Commissioner Stritch to approve an accounts receivable write-off from the Registry of Deeds for \$112.00 as recommended by the Registrar of Deeds and the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve an indirect write-off for \$127.79 in the nursing home as recommended by the Long Term Care Services Director and the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a direct write-off for \$9,266.21 in the nursing home as recommended by the Long Term Care Services Director and the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a physician billing write-off for \$11,558.52 in the nursing home as recommended by the Long Term Care Services Director and the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

• **Social Security Medicare Referendum**

Moved: Commissioner Stritch to conduct a local referendum through the State of New Hampshire on Social Security Medicare only coverage for Rockingham County employees hired before April 1, 1986 and covered by the New Hampshire Retirement System, as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

• **Job Description Approval – Engineering and Maintenance**

Moved: Commissioner Stritch to approve the Engineering and Maintenance Department job descriptions with no changes in exempt status as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

• **Taxable Mileage**

The Commissioners agreed that the Corrections Superintendent may use a county vehicle and is non-taxable based on the comments of legal counsel.

**Human Services – Diane Gill, Director**

• **State Reimbursement Payment Correspondence**

Commissioner Stritch noted that the County received the letter and reviewing the matter.

• **6% Incentive Fund Approval**

Motion: Commissioner Stritch to award the 6% incentive funds totaling \$155,645.72 to:

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  
Hampton Parks and Recreation, \$16,000.00  
Portsmouth Housing Authority, \$17,205.72  
Hampton/Seabrook Project, \$5,000.00  
Girls, Inc., \$14,615.00

Commissioner Barrows seconded the motion, voted all in favor.

**IT/Telecommunications – Frank Stoughton, Manager**

• **Surplus Request**

Motion: Commissioner Stritch to approve the surplus request of obsolete computer equipment and disposal by offering the items to the Rockingham County employees and the remainder to local county schools at no charge. Commissioner Barrows seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows and Stritch, Bill Sturtevant, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows and Stritch, Roy Morrisette, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows and Stritch, Jude Gates, Frank Stoughton, 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.

• **Reclassification – Long Term Care Services**

Motion: Commissioner Stritch to approve the reclassification of a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

• **Leave without Pay**

Motion: Commissioner Stritch to approve the leave without pay for a County Attorney employee as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

• **Coffee Products RFP**

Moved: Commissioner Stritch to reject the one proposal received for coffee products in the nursing home as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

#### IV. Adjournment

Commissioner Stritch moved to adjourn at 2:25 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**April 26, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt  
Commissioner C. Donald Stritch, Clerk  
Julie Hoyt, Finance Office  
Martha Roy, Human Resources Director  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent  
Bill Sturtevant, Long Term Care Services Director  
Jim Reams, County Attorney  
Diane Gill, Human Services Director  
Mark Peirce, Sheriff's Office

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:03 p.m.

**II. Reports:**

**RFP Openings**

• **Long Term Care Services – Mental Health Services**

Commissioner Stritch opened proposals for mental health services from Specialized Health Management and Seacoast Mental Health Center.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Human Resources – Employee Assistance Program**

Commissioner Stritch opened proposals for an employee assistance program from Health Resources Corporation and Resource Management Consultants.

Moved: Commissioner Stritch to authorize the Human Resources Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **IT/Telecommunications – Personal Computers**

Commissioner Stritch opened proposals for personal computers from Cocci Computer Services, PC Connection, NEServices, and TurboTek.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Roof and Gutter Repairs - Engineering and Maintenance**

Commissioner Stritch opened proposals for roof and gutter repairs from JP Brown, Progressive Roofing, and AW Therrien Company.



Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Concrete Repairs - Engineering and Maintenance**

No proposals were received for concrete repairs.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and IT to re-advertise concrete repair proposals. Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Awards**

- **Uniforms - Department of Corrections**

Moved: Commissioner Stritch to award the uniforms proposal for the Correction Department to Superior Uniform Group as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Hot Food Server Carts – Department of Corrections**

Moved: Commissioner Stritch to award the five hot food server carts proposal for the Corrections Department to Alternative Sales for \$26,950, as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Paper Products - Department of Corrections**

Moved: Commissioner Stritch to award the paper products proposal to low bidders Portsmouth Paper, Central Paper, and Interboro Packaging Companies, as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Paper Products - Long Term Care Services**

Moved: Commissioner Stritch to award the paper products proposal to low bidders Portsmouth Paper, Central Paper, and Interboro Packaging Companies, as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Reach in Freezer - Long Term Care Services**

Moved: Commissioner Stritch to award the reach in freezer proposal in the nursing home to US Food Service for \$2,562, as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Milk Products - Long Term Care Services**

Moved: Commissioner Stritch to award the milk products proposal in the nursing home to Garelick Farms for \$14,144.08 per month as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – April 12, 2005**

Moved: Commissioner Stritch to approve the minutes of the April 12, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

#### **Human Resources – Martha Roy, Director**

- **Job Description Motion Amendment**

Moved: Commissioner Stritch to amend the Engineering and Maintenance job descriptions motion voted on at the April 12, 2005 Board of Commissioners meeting, striking “with no changes to exempt status” and replace with “and change the status of the IT/Telecommunication

Manager from non-exempt to exempt,” as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Services – Diane Gill, Director**

• **Surplus Office Equipment**

Moved: Commissioner Stritch to declare various computer and office equipment from the Parent-Child Mediation Program office surplus as recommended by the Human Services Director and first offer to various departments, secondly to employees at no charge, and finally dispose of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

**IT/Telecommunications – Frank Stoughton, Manager**

Moved: Commissioner Stritch to authorize the Chair to sign all necessary documents finalizing a telecommunications contract with Bayring Communications contingent on review of the contract. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff’s Office – Dan Linehan, High Sheriff**

• **Firearms Range**

Moved: Commissioner Stritch to authorize the Sheriff’s Office to construct a firearm range on County property at the Fire Academy location as proposed by Lt. Mark Peirce contingent on written approval from Interstate Emergency Unit, which leases the property involved. Commissioner Pratt seconded the motion, voted all in favor.

**III. Board of Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

• **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:2I (c) were Commissioners Barrows, Pratt, and Stritch, Jim Reams, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Jim Reams, Martha Roy, Julie Hoyt, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Al Wright, and Chris Maxwell.

• **Non Public Session**

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 Waiver – Long Term Care Services**

Moved: Commissioner Stritch to authorize a residency waiver as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request – Long Term Care Services**

Moved: Commissioner Stritch to authorize an exception request to Personnel Policies and Procedures 8-2, Section H-2, for a former nursing home employee as recommended by the Human Resources and Long Term Care Services Directors. Commissioner Pratt seconded the motion, passed 2 in favor, 1 opposed.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 3:29 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**May 10, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Frank Stoughton, IT Manager  
Al Wright, Corrections Superintendent  
Bill Sturtevant, Long Term Care Services Director  
Jim Reams, County Attorney  
Norm Patenaude, Human Resources Department  
Karen Blass, UNH Cooperative Extension  
Theresa Young, Finance Director  
Jude Gates, Director of Facilities, Planning, and IT  
Sandy Buck, Treasurer

**I. Call to Order**

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

**RFP Openings**

• **Juice Products, Long Term Care Services**

Commissioner Stritch opened a proposal received from Garelick Farms.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Coffee Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Hallsmith-Sysco Food Services and Donahue Brothers.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Replacement Fire Doors, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from RG Tombs Door Company.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **HVAC System Cleaning, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Cochrane Ventilation Inc., Northeast Ventilation Services Inc., and Enviro Tech.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:2I (c) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:2I (e) were Commissioners Barrows, Pratt, and Stritch, Jim Reams, and Chris Maxwell.

- **Non Public Session**

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

There being no further business to come before the Board of 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 Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel Policies and Procedures Exception, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policies and Procedures Chapter 5, Section 5-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 2:43 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**May 24, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Bill Sturtevant, Long Term Care Services Director  
Judie Milner, Finance Office  
Jude Gates, Director of Facilities, Planning, and IT  
Joe Akerley and Mark Peirce, Sheriff's Office

#### **I. Call to Order**

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

#### **II. Reports:**

##### **RFP Openings**

- **Sterilizer System, Long Term Care Services**

Commissioner Stritch opened a proposal received from Steris Corporation for a sterilizer system.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Clinical and Financial Software, Long Term Care Services**

Commissioner Stritch opened proposals received from Accu-Med Services and Hi-Tech Software for clinical and financial software.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Truck with Plow, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Hillsboro Ford and John Grappone Ford for a truck with a plow.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Computer Equipment, Sheriff**

Commissioner Stritch opened proposals received from NEServices and Cocci Computer Services for computer equipment.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Medical Care, Department of Corrections**

Commissioner Stritch opened proposals received from Prime Care Medical and Correctional Medical Care for medical care.

Moved: Commissioner Stritch to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

- **Roof and Gutter Repairs, Engineering and Maintenance**

Moved: Commissioner Stritch to award the roof and gutter repair proposal to AW Therrien Company for \$63,650.00 as recommended by the Director of Facilities, Planning, and IT. Commissioner Pratt seconded the motion, voted all in favor.

- **HVAC System Cleaning, Engineering and Maintenance**

Moved: Commissioner Stritch to award the HVAC system cleaning proposal to Enviro-Tech for \$7,600.00 and Northeast Ventilation Services for \$16,141.50 as recommended by the Director of Facilities, Planning, and IT. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Fire Doors, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement fire doors proposal to RG Tombs Door Company for \$2,932.00 as recommended by the Director of Facilities, Planning, and IT. Commissioner Pratt seconded the motion, voted all in favor.

- **Coffee Products, Long Term Care Services**

Moved: Commissioner Stritch to award the coffee products proposal to Donahue Brothers for \$16,984.46 annually as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Personal Computers, IT/Telecommunications**

Moved: Commissioner Stritch to award the personal computers proposal to Turbotek for \$10,339.95 and NEServices for \$46,000.00 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Employee Assistance Program, Human Resources**

Moved: Commissioner Stritch to award the Employee Assistance Program to Resource Management Consultants for a contract from June 1, 2005 to December 31, 2005 at a fee of \$9,500.00 and authorize the Chair to sign all necessary documents. Further, Resource Management Consultants provide the County an option to extend the contract for 2006 at a fee of \$16,500.00 contingent on approval of contract language and authorize the Chair to sign all necessary documents at that time. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Academy Case Management Program Approval**

Commissioner Barrows invited Judge Nadeau to provide details on the Academy Case Management Program. Judge Nadeau presented information on the program and based on experience she highly recommends the program. Further, she recommends that the County operate the program versus a private company as it would be under County control, which results in greater quality. Commissioner Barrows highlighted the grant application prepared for signature today.

Superintendent Wright questioned his role with the program and expressed concern that not all expenses are covered by the grant funds. Judge Nadeau explained that management is under the Board of Commissioners and that Superintendent Wright be on the Board of Directors for input.

Commissioner Pratt inquired about the difference in funding from grant funds and county expense. Superintendent Wright provided an example of Merrimack County incurring additional expenses in staffing. Commissioner Pratt expressed concern regarding supervision of the academy personnel and strenuously objected to the suggestion that the program site be located within the nursing home. Commissioner Pratt stated for the record that she would not support the program at this time because there are too many important unanswered questions.

Moved: Commissioner Stritch that Rockingham County enter into a contract with the State of New Hampshire, acting through the states Department of Corrections, for the provision of Academy Case Management Services, and further authorize the Chair to sign all necessary documents. Commissioner Barrows seconded the motion. Motion passed with Commissioner Pratt voting opposed.

- **New Hampshire Association of Counties Votes**

Moved: Commissioner Stritch to authorize the New Hampshire Association of Counties to act as Rockingham County's agent in declaratory judgment matters as voted by the New Hampshire Association of Counties Commissioners Council on May 17, 2005. Commissioner Pratt seconded. Motion passed with Commissioner Stritch voting opposed.

Moved: Commissioner Stritch to acknowledge receipt of a letter from Commissioner Stephen dated March 31, 2005. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes – May 10, 2005**

Moved: Commissioner Stritch to approve the minutes of the May 10, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

### **Engineering & Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

- **Exception request**

Moved: Commissioner Stritch to approve a request for an exception to Personnel Policies and Procedures Section 6-14 for an Engineering and Maintenance employee as recommended by Jude Gates. Commissioner Pratt seconded the motion, voted all in favor.

### **Finance – Theresa Young, Director**

- **Restatement of 2003 Fund Balance**

Moved: Commissioner Stritch to approve the restatement of 2003 fund balance in the Capital Fund for the proceeds of the energy management lease as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Sheriff's Office – Dan Linehan, High Sheriff**

- **Justice Assistance Grant (JAG) Application Submission**

Commissioner Barrows introduced Captain Akerley and he explained the proposed grant. After the introduction Commissioner Barrows requested public input. There were no speakers.

Moved: Commissioner Stritch to approve the submission of the 2005 Justice Assistance Grant Program application for \$173,504.00 and authorize the Chair to sign all necessary documents including electronic documents. Commissioner Pratt seconded the motion, voted all in favor.



Moved: Commissioner Stritch to approve the Memorandum of Understanding agreements with Hampton, Salem, Raymond, Derry, Londonderry, Seabrook, and Portsmouth for the 2005 Justice Assistance Grant Program. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Board of Commissioners Non-Public Sessions**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a-g). Seconded by Commissioner Stritch, motion passed all in favor.

- **Non Public Session**

Those present for NHRSA 91A:2I (c) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Diane Gill, and Chris Maxwell.

- **Non Public Session**

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 Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

### **IV. Board of Commissioners Non-Meeting**

Commissioner Pratt moved to enter into non-meeting under New Hampshire RSA 91A:2 I (c). Seconded by Commissioner Stritch, motion passed all in favor.

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Al Wright, Nancy Lang, Tammy Denver, James Katz, and Elizabeth Bailey.

There being no further business to come before the Board of Commissioners in non-meeting, Commissioner Stritch moved to exit the non-meeting. Seconded by Commissioner Pratt, motion passed all in favor.

- **Residency Waivers, Long Term Care Services**

Moved: Commissioner Stritch to approve two residency waiver requests for the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Liquid Asset Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a liquid asset waiver request for the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Sick Pool Usage, Long Term Care Services**

Moved: Commissioner Stritch to approve the use of sick pool for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave without Pay, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

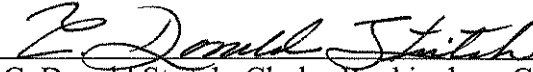
- **Leave without Pay, Long Term Care Services**

Moved: Commissioner Stritch to approve an extension of a nursing home employees leave of absence without pay request with stipulations outlined by the Human Resources Department, further that approval is finite and limited to the period ending May 31, 2005. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 4:19 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**May 31, 2005 – 10:00 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:00 a.m.

**II. New Business**

• **Summary Plan Description**

Martha Roy and Theresa Young requested that the transfer of coverage section of the Summary Plan Description be clarified and re-established.

Moved: Commissioner Stritch to re-establish the following language previously in the Summary Plan Description:

Transfer of Coverage: Should an employee decline to enroll himself and/or his eligible dependents when other coverage exists, and subsequently lose the other coverage, the employee may enroll himself and/or his dependents in this Plan, provided enrollment occurs within thirty days (30) of the date of loss of coverage. Provided the benefit enrollment form is submitted within thirty days (30) of the loss of the other coverage, the effective date of coverage will be the date following the date of loss of the other coverage. The Plan's waiting period will not be applied. However, the employee and/or his dependents will be subject to the Plan's pre-existing condition limitation.

Commissioner Pratt seconded the motion, voted all in favor.

• **Discussion: Rockingham Community Action**

**III. Adjournment**

Commissioner Stritch moved to adjourn at 10:49 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:

C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**June 7, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Bill Sturtevant, Long Term Care Services Director  
Theresa Young, Finance Director  
Jude Gates, Director of Facilities, Planning, and IT  
Frank Stoughton, IT Manager  
Sandy Buck, Treasurer  
Karen Blass, UNH Cooperative Extension  
Diane Gill, Human Services Director  
Robert Jordan and Jim Selega, Sheriff's Office

At 12:30 p.m., a non meeting with Counsel was held per RSA 91-A:2 I (c).

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Pharmacy - Long Term Care Services**

Commissioner Stritch opened a proposal received from Uni-Care Health Services for pharmacy services.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Juice Products - Long Term Care Services**

Commissioner Stritch opened proposals received from Garelick Farms and Shaheen Brothers for juice products.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Shower Trolley - Long Term Care Services**

Commissioner Stritch opened a proposal received from ARJO Sales for a shower trolley.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

• **Sheriff, Computer Equipment**

Moved: Commissioner Stritch to award the computer equipment RFP to Cocci for \$7,871 and NE Services for \$2,035 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Academy Case Management Program Discussion**

Moved: Commissioner Stritch to apply for \$186,011 for the Academy Case Management grant program through the New Hampshire Department of Corrections. Commissioner Barrows seconded the motion, voted all in favor.

- **Auditor Exit Interview Discussion**

Commissioner Pratt expressed interest in meeting with Robbin Grill. Commissioner Stritch objected to meeting with the auditor because he has no questions. Commissioner Barrows offered to participate in the meeting with Commissioner Pratt if available.

- **Approval of Minutes – May 24, 2005 and May 31, 2005**

Moved: Commissioner Stritch to approve the minutes of the May 24, 2005 and May 31, 2005 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

**Corrections – Al Wright, Superintendent**

- **Indoor Smoking Act**

Moved: Commissioner Stritch that effective July 1, 2005, the Rockingham County Department of Corrections Facility shall be designated as a non-smoking and tobacco free facility including the building, entry door areas, and exercise yards. Further, the Superintendent of Corrections is directed to post appropriate signage, written notices, and policies according to New Hampshire RSA 155:66, 155:68, and 155:70. Commissioner Pratt seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

Jude Gates requested permission for the United States Geologic Service to conduct water testing as part of a regional study at no cost to the County and the Commissioners approved.

**Finance – Theresa Young, Director**

- **Bond Award**

Commissioner Barrows certified as Chair the following: that notice of the time and place of the meeting of the Board held June 7, 2005 was posted in two appropriate public places in the County at least 24 hours, exclusive of Sundays and legal holidays, before said meeting, that all members of the Board were duly notified and a quorum was present at the meeting which was open to the public, that the minutes of the meeting have been promptly recorded and have been made open to public inspection, all in accordance with RSA 91-A:2 and that the following votes were unanimously passed, all of which appears in the official records of the Board:

Moved: Commissioner Stritch that the sale of the \$3,887,000 Public Improvement Bonds of the County dated June 15, 2005 (the “Bonds”) to Fidelity Capital Markets at the price of \$4,000,689.51 and accrued interest is hereby confirmed. The bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<b>Year</b>	<b>Amount</b>	<b>Interest Rate</b>
2006	\$562,000	3.25%
2007	555,000	3.25
2008	555,000	3.25
2009	555,000	3.25
2010	555,000	3.25
2011	555,000	4.00
2012	550,000	5.00

Further that the expected useful life of the improvements being financed by the Bonds is hereby determined to be in excess of ten (10) years. Further that the consent dated June 7, 2005 to the financial advisor bidding for the Bonds is hereby confirmed. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Position Title Change from Deputy to Assistant Superintendent of Corrections**

Moved: Commissioner Stritch to approve the title change in the Department of Corrections from Deputy Superintendent to Assistant Superintendent as recommended by the Corrections Superintendent and Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff's Office – Dan Linehan, High Sheriff**

- **Change Order – J&D Power Equipment Inc. for \$1,098.87**

Moved: Commissioner Stritch to approve the change order for J&D Power Equipment for an additional \$1,098.87 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Board of Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (e). Seconded by Commissioner Stritch, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Settlement- Legal Matter**

Motion: Commissioner Stritch to authorize a settlement up to \$75,000 for a legal matter. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 2:30 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**June 21, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy and Norm Patenaude, Human Resources  
Louise Turner, Corrections Department  
Susan Denopoulos, Long Term Care Services  
Theresa Young and Judie Milner, Finance Office  
Jude Gates, Director of Facilities, Planning, and IT  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director  
James Reams, County Attorney

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Engineering and Maintenance – Nurse Call System**

Commissioner Stritch opened proposals received from Norris Inc. and Signet Electronic Systems for a nurse call system.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

• **IT/Telecommunications – HIPAA Risk Assessment RFP**

Commissioner Stritch opened proposals received from Phoenix Health Systems, Lewis Creek Systems, HIPAA Academy, Crowe Chizek LLC, MTM Technologies, and Moozatech.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

• **Long Term Care Services - Shower Trolley**

Moved: Commissioner Stritch to award the shower trolley proposal to ARJO Incorporated for \$9,588.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Long Term Care Services - Sterilizer**

Moved: Commissioner Stritch to award the sterilizer proposal to Steris Corporation for \$27,608.15 and authorize the trade-in of the Eagle Sterilizer for \$2,300.00 credit as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Term Care Services - Mental Health Services**

Moved: Commissioner Stritch to award the mental health services proposal to SBS Consulting Incorporated effective July 1, 2005 to May 2, 2007 adding the following condition to the proposed agreement: The County reserves the right to cancel the contract with 30 days notice if SBS Consulting fails to meet and provide quality consistent services to Rockingham County. Further, authorize the chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Term Care Services - Pharmacy Services**

Moved: Commissioner Stritch to award the pharmacy services proposal to Uni-Care Health Services effective August 1, 2005 to December 31, 2007 with pricing to remain fixed through the life of the contract as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Term Care Services - Juice Products**

Moved: Commissioner Stritch to award the juice products proposal to Garelick Farms for \$9.62 per case, \$1.07 per unit, as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Engineering and Maintenance Services – Truck with Plow**

Moved: Commissioner Stritch to award the truck with plow proposal to John Grappone Ford for \$45,346 with equipment to be added to the Huntington master lease program and authorize the chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Urban County Status Discussion**

Commissioner Pratt requested a meeting with Greg Carson from HUD to learn more about urban county status.

- **Internal Website Forms Approval**

The Commissioners agreed that effective August 1, 2005 all previous Bid Waiver, Change Order, Accounts Payable, and Request for Public Information forms be discontinued using only the new forms provided on the internal website.

- **Approval of Minutes – June 7, 2005**

Moved: Commissioner Stritch to approve the minutes of the June 7, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates**

- **Change Order – WarrenStreet Architects, \$6,050.00**

Moved: Commissioner Stritch to approve a change order for WarrenStreet Architects in the amount of \$6,050.00 for Phase II Assisted Living Project. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

- **Revised Return Check Policy**

Moved: Commissioner Stritch to approve the revised return check policy amending the following:

1. Increasing the service fee from \$2 to \$25 per returned item;
2. Accrue both the returned check and service fee as receivable;
3. Credit the individual department's miscellaneous revenue line for the \$25 service fee;



as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2004 Encumbrance to Record**

Moved: Commissioner Stritch to amend the accrual recorded at year end 2004 of \$7,360.36 as an encumbrance for 2004 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Approval of Job Descriptions**

Moved: Commissioner Stritch to approve the Long Term Care Services job descriptions as submitted and recommended by the Human Resources Director and the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**IT/Telecommunications – Frank Stoughton, Manager**

- **PC Award to Master Lease**

Moved: Commissioner Stritch to add the personal computer proposal awarded on May 24, 2005 in the amount of \$56,339.95 to the Huntington master lease program and authorize the chair to sign all necessary documents as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

### **III. New Business**

- **2004 Management Letter from Robbin Grill**

Theresa Young explained the 2004 Management Letter received from Robbin Grill and highlighted the key issues. The Commissioners requested that the departments listed in the letter review the concerns and report back solutions at the next meeting.

Moved: Commissioner Pratt to accept the 2004 Management Letter from Robbin Grill and Commissioners responses amending the following:

1. Cash – after timely basis, create a new paragraph beginning with “in addition.”
2. Checks – adding “from the Nursing Home residents’ fund” at the end of the first sentence under recommendation.
3. Grants – adding “basis” after timely in the first sentence.

Commissioner Barrows seconded the motion, voted all in favor.

### **IV. 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.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, James Reams, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, James Reams, and Chris Maxwell.

- **Non Public Session**

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 Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Exception to Section 6-3, County Attorney's Office**

Moved: Commissioner Stritch to grant an exception to Personnel Policy and Procedures Section 6-3 authorizing up to Step 7 for a County Attorney employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Courthouse Lease Extension**

Moved: Commissioner Stritch to authorize the chair to sign any hold over agreements recommended by Attorney Reams and Boldt regarding the courthouse lease. Commissioner Pratt seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 2:33 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**July 5, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Susan Denopoulos, Long Term Care Services  
Theresa Young, Finance Director  
Jude Gates, Director of Facilities, Planning, and IT  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director  
Joe Akerley, Chief Deputy Sheriff  
Sandy Buck, Treasurer  
Karen Blass, UNH Cooperative Extension

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Human Resources – Copier**

Commissioner Stritch opened proposals received from Seacoast Business Systems, United Business Machines, Konica Minolta Business Solutions, Xerox, and IKON Office Solutions.

Moved: Commissioner Stritch to authorize the Human Resources Director to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Sheriff – Firearms Equipment**

Commissioner Stritch opened proposals received from GT Distributors and Riley's Sport Shop.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

• **Engineering and Maintenance – Nurse Call System**

Moved: Commissioner Stritch to award the nurse call system to Signet Electronic Systems for \$71,940 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Corrections – Medical Care**

Moved: Commissioner Stritch to award the medical care proposal to PrimeCare Inc. for a five year period at a service base rate of Option III, \$925,634.98 with a cap of \$80,000 with a locked per diem increase of \$2.87 annually and 3% base rate increase annually as recommended by the

Corrections Superintendent and further authorize the Chair to sign all necessary documents. Commissioner Barrows seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

• **Family Day Proclamation**

Moved: Commissioner Barrows to proclaim September 26, 2005 as Family Day, a day to eat dinner with your children. Commissioner Stritch seconded the motion, voted all in favor.

• **Approval of Minutes – June 21, 2005**

Moved: Commissioner Stritch to approve the minutes of the June 21, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted 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.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Al Wright, and Chris Maxwell.

• **Non Public Session**

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

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

• **Department of Health and Human Services Skilled Care Payments**

Moved: Commissioner Pratt to include a notice in all skilled care payments stating:

“Please note that a portion of the re-bill is for monies which we do not owe pursuant to RSA 167:18-b. Accordingly, we have not included any payment for that portion of the re-bill.”

Commissioner Stritch seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 2:03 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**July 12, 2005 – 12:30 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Sandy Buck, Treasurer  
William Sturtevant, Long Term Care Services Director

**I. Call to Order**

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

**II. New Business**

• **Proposed Write-off Policy, Long Term Care Services**

The Commissioners discussed with Bill Sturtevant the resident board rates. Additionally, a draft policy regarding write-offs of resident board was discussed and will be brought forward for approval at a future date. Commissioner Pratt requested the Long Term Care Services Director to research payment policies at private nursing facilities and report back.

• **Nursing Home Direct Write-off**

Moved: Commissioner Stritch to approve direct write-offs for resident board and care for 2004 and 2005 in the amount of \$2,901.53 and physician billing for 2005 in the amount of \$203.58 as recommended by the Long Term Care Services Director and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Tax Anticipation Note Award**

Moved: Commissioner Barrows that in order to provide funds which will be needed during the current fiscal year to meet demands upon the county treasury, the County Treasurer is ordered to borrow \$16,900,000 under RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$16,900,000 4.00 percent Tax Anticipation Note of the County dated July 21, 2005, and payable December 30, 2005, to Banc of America Securities LLC at par and accrued interest plus a premium of \$106,821 is hereby approved. Further, that the consent dated July 12, 2005 to the financial advisor bidding for the note is hereby confirmed. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 1:11 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: \_\_\_\_\_

C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**July 19, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy and Norm Patenaude, Human Resources  
Al Wright and John Blomeke, Corrections  
Bill Sturtevant, Long Term Care Services Director  
Theresa Young, Finance Director  
Jude Gates, Director of Facilities, Planning, and IT  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director  
Joe Akerley, Chief Deputy Sheriff

**I. Call to Order**

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

**II. Reports:**

**• Insurance Consultant RFP Opening**

Moved: Commissioner Stritch to authorize the Benefit Administrators Theresa Young and Martha Roy to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

**• Long Term Care Services RFP Openings**

**a. Juice Products**

Moved: Commissioner Stritch to authorize the Long Term Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**b. Ice Cream Products**

Moved: Commissioner Stritch to authorize the Long Term Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**c. Janitorial Products**

Moved: Commissioner Stritch to authorize the Long Term Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**d. Laundry Chemical Products**

Moved: Commissioner Stritch to authorize the Long Term Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**e. Oxygen and Respiratory Care Services**

Moved: Commissioner Stritch to authorize the Long Term Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

#### **f. Paper Products**

Moved: Commissioner Stritch to authorize the Long Term Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **HIPAA Risk Assessment/Privacy Audit RFP Award**

Moved: Commissioner Stritch to award the HIPAA Risk Assessment proposal to Lewis Creek Systems in the amount of \$11,770. Further, award the HIPAA Privacy Audit to Lewis Creek Systems in the amount of \$3,600 as recommended by the IT/Telecommunications Manager. Commissioner Pratt seconded the motion, voted all in favor.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – July 5 and 12, 2005**

Moved: Commissioner Stritch to approve the minutes of the July 5 and 12, 2005 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

#### **Finance – Theresa Young, Director**

- **Banking and Investment Resolutions Amended**

Moved: Commissioner Stritch that pursuant to the Board of Commissioners vote taken on March, 2, 2005 the following amendments shall apply to the original Banking and Investment Resolutions:

- As of 7/29/2005 the Long Term Care CD Account, Jail Commissary, and Jail Chapel checking accounts shall be closed into the General Fund checking account.
- As of 8/1/2005 Theresa Young is added as an authorized agent to process transfers for the Jail Inmate account.
- As of 8/1/2005 Theresa Young is added as an authorized agent to process transfers into the Deeds checking account.
- As of 7/19/2005 the following Citizens Banking Resolution for Cash Management Services providing ACH and additional wire services is adopted as presented

Further, the Chair is authorized to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

#### **Human Resources – Martha Roy, Director**

- **Approval of Job Descriptions**

Moved: Commissioner Stritch to approve the Environmental Services, Assisted Living, and Food Services job descriptions as recommended by the Long Term Care Services Director and Human Resources Director. Commissioner Pratt seconded the motion, voted 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.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Martha Roy, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, Martha Roy, Nancy Lang, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Bill Sturtevant, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to grant an exception to Personnel Policy and Procedures Section 6-3 for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 2:17 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner





## BOARD OF ROCKINGHAM COUNTY

### COMMISSIONERS MEETING

Commissioners Conference Room

Brentwood, New Hampshire

August 2, 2005 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Bill Sturtevant, Long Term Care Services Director  
Judie Milner and Kathy Nikitas, Finance Office  
Jude Gates, Director of Facilities, Planning, and IT  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director  
Joe Akerley, Chief Deputy Sheriff  
Thomas Reid, Deputy County Attorney  
Karen Blass, UNH Cooperative Extension

#### **I. Call to Order**

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

#### **II. Reports:**

##### **RFP Openings**

- **Administration of Workers Compensation Self Insured Fund**

Commissioner Stritch opened a proposal received from CCMSI for the workers compensation self insured fund.

Moved: Commissioner Stritch to authorize the Workers Compensation Coordinator to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Occupational Health Program**

Commissioner Stritch opened proposals received from Occupational Health Services of Portsmouth Regional Hospital and Occupational Health and Rehabilitation Inc.

Moved: Commissioner Stritch to authorize the Workers Compensation Coordinator and Human Resources Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

- **Space Carpet Extractor, Long Term Care Services**

Commissioner Stritch opened a proposal received from Clean-O-Rama for a space carpet extractor.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

##### **RFP Awards**

- **Firearms, Sheriff**

Moved: Commissioner Stritch to award the firearms proposal to Riley's Sport Shop for \$19,880.45 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Janitorial Products, Corrections**

Moved: Commissioner Stritch to award the janitorial products proposal to Swish Company, Central Paper Company, and Clean-O-Rama as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

- **Paper Products, Corrections**

Moved: Commissioner Stritch to award the paper products proposal to Portsmouth Paper Company, Central Paper Company, and Interboro Packaging as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

- **Ice Cream Products, Long Term Care Services**

Moved: Commissioner Stritch to award the ice cream products proposal to Garelick Farms as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Oxygen and Respiratory Care Services, Long Term Care Services**

Moved: Commissioner Stritch to reject the proposals for oxygen and respiratory care services and re-bid as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Laundry Chemical Products, Long Term Care Services**

Moved: Commissioner Stritch to award the laundry chemical products proposal to Manchester Wholesale as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Paper Products, Long Term Care Services**

Moved: Commissioner Stritch to award the paper products proposal to Central Paper Company and Portsmouth Paper Company as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – July 19, 2005**

Moved: Commissioner Stritch to approve the minutes of the July 19, 2005 Board of Commissioners meeting. Commissioner Barrows seconded the motion, voted all in favor.

### **County Attorney**

- **Bid Waiver – Telephone System Repair, County Attorney/Deeds**

Moved: Commissioner Stritch to authorize a bid waiver to Gracecom Telecommunications in the amount of \$11,100 as recommended by the County Attorney and Register of Deeds. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Pratt approved and signed the Bid Waiver in advance due to the emergency need for replacement of the telephone system.

### **Engineering and Maintenance**

- **North Road Lift Station Upgrade Change Order**

Moved: Commissioner Stritch to authorize a change order for the North Road Lift Station Upgrade to Hoyle, Tanner, and Associates in the amount of \$38,800 as recommended by the Director of Facilities, Planning, & IT. Commissioner Barrows seconded the motion, voted 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.

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioner Barrows, Commissioner Stritch, Bill Sturtevant, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Barrows to approve a residency waiver for the nursing home. Commissioner Stritch seconded the motion, voted all in favor.

- **Physician Contracts, Long Term Care Services**

Moved: Commissioner Stritch to authorize an extension to the physician Memorandum of Understanding Agreements through September 30, 2005 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 2:18 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**August 10, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 3:30 p.m.

**II. New Business**

• **Academy Case Management Program Grant**

Moved: Commissioner Pratt to submit an application to the State of New Hampshire, Department of Corrections, for the Rockingham County Academy Case Management Program Grant. Commissioner Stritch seconded the motion, voted all in favor.

• **Single Audit – Appendix to Internal Controls**

Theresa Young presented the Single Audit Report prepared by Robbin Grill and reviewed the Commissioners management response. The Commissioners approved the proposed response.

• **New Hampshire Department of Education, Carl D. Perkins Vocational and Technical Education Grant, \$7,117.80**

Moved: Commissioner Pratt to authorize the submission of a grant application to the New Hampshire Department of Education in the amount of \$7,117.80 for the Carl D. Perkins Vocational and Technical Education Grant with funds to be used at the Department of Corrections. Commissioner Stritch seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 4:08 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk - Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**August 16, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Roy Morrisette, Assistant Human Resources Director  
John Blomeke, Assistant Corrections Superintendent  
Theresa Young, Finance Director  
Diane Gill, Human Services Director  
William Sturtevant, Long Term Care Services Director  
Jude Gates, Director of Facilities, Planning, and Information Technology  
Joe Akerley, Chief Deputy Sheriff

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

**1. Postage Machine and Meter Lease, Finance Office**

Commissioner Stritch opened proposals received from NEIP Inc., New England Shipping Solutions, and Neopost.

Moved: Commissioner Stritch to authorize the Finance Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**2. Network Server, IT/Telecommunications**

Commissioner Stritch opened proposals received from Turbotek, Cocci Computer Services, Insight, NEServices, JTL Technical Services, and TechDepot.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**3. Chimney Repairs, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Structural Group Incorporated and Boston Chimney and Tower Company.

Moved: Commissioner Stritch to authorize the Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**4. Long Term Care Services**

**a. Health Shakes**

Commissioner Stritch opened proposals received from Shaheen Brothers and Hallsmith Sysco Food Services.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**b. Oxygen**

Commissioner Stritch opened a proposal from Merriam Graves.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**c. Juice Products**

Commissioner Stritch opened proposals received from Garelick Farms, Hallsmith Sysco Food Services, and US Foodservice.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Barrows seconded the motion, voted all in favor.

**RFP Awards**

**1. Copier, Human Resources**

Moved: Commissioner Stritch to award the copier proposal to Konica Minolta Business Solutions for a 24 month lease at \$468 per month to be added to the Huntington Master Lease Program and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

**2. Health Insurance Benefit Consultant**

Moved: Commissioner Stritch to award the health insurance benefit consultant proposal to Longfellow Benefits at a cost of \$25,000 per year for a two year term and authorize the chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Barrows seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

**• Approval of Minutes – August 2 and 10, 2005**

Moved: Commissioner Stritch to approve the minutes of the August 2<sup>nd</sup> and 10<sup>th</sup> 2005 Board of Commissioners meetings as submitted. Commissioner Barrows seconded the motion, voted all in favor.

**Corrections – Al Wright, Superintendent**

**• Bid Waiver: Hillsboro Ford, \$26,283**

Moved: Commissioner Stritch to authorize a bid waiver to Hillsboro Ford in the amount of \$26,283.00 for a vehicle with radio communications. Further, approve the use of Ford Motor Credit Company for financing and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**• Grant Application Approval: New Hampshire Department of Justice, Residential Substance Treatment Grant, \$12,057.12**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Department of Justice for a Residential Substance Treatment Grant in the amount of \$12,057.12

and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, and IT**

• **Request to use Compensated Absences Fund**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a former Engineering and Maintenance Employee's retirement as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – William Sturtevant, Director**

• **Renewal of Outside Nursing Agencies**

Moved: Commissioner Stritch to extend contracts with Hampstead Nursing Services, Americare Health Services, and Professional Reliable Nursing for outside nursing agencies through September 30, 2005 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Renewal of Nursing Home License**

Moved: Commissioner Stritch to authorize the Chair to sign all necessary documents related to renewal of the nursing home license. Commissioner Pratt seconded the motion, voted all in favor.

• **Grant Application Approval: Lucent Day of Caring Program, \$1,000**

Moved: Commissioner Stritch to approve the submission of a grant to Lucent Technologies for the 2005 Global Day of Caring Program in the amount of \$1,000 and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff's Office – Dan Linehan, High Sheriff**

• **Supplemental Grant Approval: 2004 Homeland Grant, \$11,794**

Moved: Commissioner Stritch to approve the submission of a supplemental grant to the New Hampshire Department of Safety for the 2004 Homeland Grant in the amount of \$11,794 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Bid Waiver: Thermal Image Viewer, \$11,794**

Moved: Commissioner Stritch to authorize a bid waiver to Fire Tech and Safety of New England in the amount of \$11,794 for a thermal image viewer as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted 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). Seconded by Commissioner Pratt, motion passed all in favor.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Roy Morrisette, Bill Sturtevant, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Roy Morrisette, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

#### **IV. New Business**

- **Rockingham Community Action**

The following members of the Rockingham Community Action were present: Art Morrow, Ted Papoutsy, Herb Bishoff, Diane Gibbetts, and Scott Phillips.

Others present: Andy Smith, United Way of the Greater Seacoast, Lloyd Peterson, Associate Commissioner, Department of Health and Human Services, and Regina Lamprey, Program Specialist, Department of Health and Human Services.

Art Morrow, Chair of the Rockingham Community Action introduced the board members and provided a history of issues and concerns raised by various organizations and provided answers to the Board of Commissioners.

- **Exception to Employee Health Insurance Benefit Coverage**

Moved: Commissioner Stritch to deny a request from an employee for an exception to health insurance benefit coverage per the recommendation of the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 3:36 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**August 30, 2005 – 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  
Theresa Young, Finance Director  
Don Tyler, HR Partners Consultant

**I. Call to Order**

Commissioner Barrows called the meeting to order at 12:15 p.m.


• **Discussion: 2005 Compensation and Fringe Benefits Study**

The Board of Commissioners discussed a report prepared by Don Tyler of HR Partners regarding a study of compensation and fringe benefits. Commissioner Barrows requested that Martha Roy review the turnover rate and report back at the next meeting.

**II. Adjournment**

Commissioner Stritch moved to adjourn at 12:58 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**August 30, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy and Norm Patenaude, Human Resources  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Diane Gill, Human Services Director  
Frank Stoughton, IT Manager  
Susan Denopoulos, Long Term Care Services  
Jude Gates, Director of Facilities, Planning, and Information Technology  
Sandy Buck, Treasurer

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:15 p.m.

**II. Reports:**

**RFP Openings**

• **Audit Services**

Commissioner Stritch opened proposals received from Robbin Grill CPA and Ron Beaulieu CPA.

Moved: Commissioner Stritch to authorize the Finance Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Replacement Flooring, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Kingdom Contract Flooring, Cadieux Flooring, and CRP Contract Flooring.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

• **Nutritional Supplements, Long Term Care Services**

Commissioner Stritch opened proposals received from Ross Products and Novartis Company.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Linen Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Transmed USA, Textile Sales, Victor Rome Sales, Star Silk and Woolen, and Phoenix Textile.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Glove Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Sirois, Transmed USA, and Central Paper Products.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Awards**

- **Postage Machine and Meter Lease, Finance Office**

Moved: Commissioner Stritch to award the postage machine and meter lease proposal to NEIP Mailing Services for a three year lease at \$490.50 per month as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Network Server, IT/Telecommunications**

Moved: Commissioner Stritch to award the network server proposal to JTL Technical Services for \$7,227.55 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Chimney Repairs, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the chimney repairs proposal to Structural Group for \$30,850 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Health Shakes, Long Term Care Services**

Moved: Commissioner Stritch to award the health shakes proposal to Sysco Food Services for an average cost of \$1,559.37 per month as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Juice Products, Long Term Care Services**

Moved: Commissioner Stritch to award the juice products proposal to Sysco Food Services for a monthly average cost of \$1,163.70 for corrections and \$1,302.14 for the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – August 16, 2005**

Moved: Commissioner Stritch to approve the minutes of the August 16, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

#### **Corrections – Al Wright, Superintendent**

- **Stafford County Contract Extension**

Moved: Commissioner Stritch to extend the agreement with Stafford County for housing female prisoners until September 1, 2006 at a daily rate of \$55.00 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

#### **Finance – Theresa Young, Director**

- **Workers Compensation Administration Contract Extension**

Moved: Commissioner Stritch to extend the current contract with CCMSI for the Workers Compensation Third Party Administration until September 30, 2005 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Occupational Health Services**

Moved: Commissioner Pratt to extend the current contract with Occupational Health and Rehabilitation Services until November 1, 2005 for Rockingham County occupational health services with all provisions in the current contract to remain the same. Commissioner Stritch seconded the motion, voted all in favor.

### **Human Resources – Martha Roy, Director**

- **Amendment to prior Job Description Approvals**

Moved: Commissioner Stritch to amend a vote taken by the Board of Commissioners on February 1, 2005 to state that the following nursing positions are exempt status: Full time and part time Nursing Supervisors, In-Service Coordinator, Nursing Care Coordinator, and Quality Improvement/Infection Control Resource Nurse as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend a vote taken by the Board of Commissioners on March 15, 2005 to state that the following corrections positions are exempt status: Education Coordinator and Substance Abuse Counselor. Further, that the Mental Health Coordinator position change from exempt to non-exempt status as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Long Term Care Services – William Sturtevant, Director**

- **Grant Application: New Hampshire Charitable Foundation**

Moved: Commissioner Stritch to apply for a grant from the New Hampshire Charitable Foundation in the amount of \$5,000 for a bladder scanner as recommended by the Long Term Care Services Director. Further, authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted 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). Seconded by Commissioner Pratt, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

### **IV. Commissioners Non-Meeting**

Commissioner Stritch moved to enter into non-meeting under New Hampshire RSA 91A:2 I (c). Seconded by Commissioner Pratt, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, Theresa Young, Martha Roy, Al Wright, and Louise Turner.

There being no further business to come before the Board of Commissioners in non-meeting, Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

- **Residency Waiver Requests, Long Term Care Services**

Moved: Commissioner Barrows to approve the two residency waivers submitted for the nursing home as recommended by the Long Term Care Services Director. Commissioner Stritch seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 3:02 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**

**COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**September 13, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Joe Akerley and Christine Croto, Sheriff's Office  
Frank Stoughton, IT Manager  
William Sturtevant, Long Term Care Services Director  
Karen Blass, UNH Cooperative Extension  
Jim Reams, County Attorney  
Jude Gates, Director of Facilities, Planning, and Information Technology

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:05 p.m.

**II. Reports:**

**RFP Openings**

• **Engineering and Maintenance Services**

**1. Fire Alarm System Upgrade, Phase II**

Commissioner Stritch opened proposals for Phase II of the Fire Alarm System Upgrade from: Consolidated Electric, Accolade Electric, and Gerard A. LaFlamme Inc.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

**2. Grease Trap Service**

Commissioner Stritch opened a proposal received from Stewart's Septic Tank Service for grease trap service.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**3. Elevator Maintenance Inspections**

Commissioner Stritch opened proposals received from Stanley Elevator Company and Pine State Elevator Company for elevator maintenance and inspections.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

**4. Fire Alarm System Testing and Inspection**

Commissioner Stritch opened a proposal received from Hackworth Fire and Security for fire alarm system testing and inspection.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

#### **5. Fire Sprinkler System Testing and Inspection**

Commissioner Stritch opened proposals received from Superior Fire Protection and REM-C Fire Protection Systems for fire sprinkler system testing and inspection.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

#### **6. Fuel Contract**

Commissioner Stritch opened proposals received from Palmer Gas Company, Hanscom Truck Stop, Buxton Oil Company, Sprague Energy, H and H Oil and Gas Company, and Eastern Gas Company for fuel contracts.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Award**

- **Replacement Flooring, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the replacement flooring proposal to Kingdom Contract Flooring for \$16,101 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – August 30, 2005**

Moved: Commissioner Stritch to approve the minutes of the August 30, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

#### **Corrections – Al Wright, Superintendent**

- **Hillsborough County Female Prisoner Agreement**

County Attorney Reams reviewed the previous contract and the proposal revised contract and concurred that only minor insignificant changes were made.

Moved: Commissioner Stritch to approve the Hillsborough County Female Prisoner Housing Agreement for a one year term from October 1, 2005 to October 1, 2006 and authorize the chair to sign all necessary documents as recommended by the Corrections Superintendent.

Commissioner Pratt seconded the motion, voted all in favor.

#### **Engineering and Maintenance – Jude Gates**

- **Change Order, Warren Street Architects, \$630**

Moved: Commissioner Stritch to authorize a change order to Warren Street Architects for \$630.00 for Phase II of the Assisted Living Project as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

#### **Long Term Care Services – William Sturtevant, Director**

- **Assisted Living Health Care License**

Moved: Commissioner Stritch to approve an application submission to the State of New Hampshire for the Assisted Living Facility license and authorize the chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Acceptance, \$1,000 from Lucent Cares Foundation**

Moved: Commissioner Stritch to accept a grant from the Lucent Cares Foundation for \$1,000 and authorize the chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Registry of Deeds – Cathy Stacey, Registrar**

- **Cancellation of Bid Waiver, \$11,000 for telephone equipment**

Moved: Commissioner Stritch to cancel a bid waiver approved at the August 2, 2005 Board of Commissioners meeting to Gracecom Telecommunications in the amount of \$11,100. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff's Office – Dan Linehan, High Sheriff**

- **2005 Fleet Vehicles Bid Waiver**

Moved: Commissioner Stritch to authorize a bid waiver to Ford Motor Credit Company for a three year term totaling \$86,726.49 for four fleet vehicles and authorize the chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Acceptance, \$173,504 from Department of Justice**

Moved: Commissioner Stritch to accept a Justice Assistance Grant from the Department of Justice in the amount of \$173,504 and authorize the chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted 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). Seconded by Commissioner Pratt, motion passed all in favor.

- **Non Public Session**

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

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

### **IV. Commissioners Non-Meeting**

Commissioner Stritch moved to enter into non-meeting under New Hampshire RSA 91A:2 I (c). Seconded by Commissioner Pratt, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, Theresa Young, Martha Roy, Al Wright, and Louise Turner.



There being no further business to come before the Board of Commissioners in non-meeting, Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

- **Military Leave Payment, Corrections**

Moved: Commissioner Stritch to approve pay up to thirty days if current policies do not provide for it to a corrections officer that was called to active military duty to assist with the Hurricane Katrina disaster as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Downgrade and Reclassification, County Attorney**

Moved: Commissioner Stritch to approve a downgrade and reclassification request in accordance with Personnel Policies and Procedures Section 2-40 and Section 5-3 to change a full-time Paralegal position to a full-time Legal Assistant II as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver request for an applicant to the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### V. **New Business**

- **Discussion: Sweep Transfer for 3<sup>rd</sup> Quarter Executive Committee Meeting**

The Commissioners agreed to sweep transfer to be submitted for third quarter budget review to the Executive Committee.

#### VI. **Adjournment**

Commissioner Stritch moved to adjourn at 3:32 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**September 21, 2005 – 11:00 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Jude Gates, Director of Facilities, Planning, and Information Technology

**I. Call to Order**

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

**II. Commissioners Non-Meeting**

Commissioner Stritch moved to enter into non-meeting under New Hampshire RSA 91A:2 I (c). Seconded by Commissioner Pratt, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Richard C. Gagliuso via telephone, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-meeting, Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

**III. New Business**

• **Legal Action**

Moved: Commissioner Stritch to cease legal action on a suit versus Dewberry-Goodkind Inc., Anderson-Nichols & Company Inc., HL Turner Group Inc., and Charwell Construction Inc. as recommended by Attorney Gagliuso. Commissioner Pratt seconded the motion, voted all in favor.

• **Courtyard Landscaping Contract, Milestone Engineering and Construction**

Moved: Commissioner Stritch to approve a contract to Milestone Engineering and Construction in the amount of \$223,354 for Rockingham County Nursing Home courtyard landscaping/hardscaping and authorize the chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:10 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**September 27, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Diane Gill, Human Services Director  
Frank Stoughton, IT Manager  
Nancy Lang, Assisted Living Director  
Karen Blass, UNH Cooperative Extension  
Karen Pollack, County Attorney's Office  
Sandy Buck, Treasurer  
Jude Gates, Director of Facilities, Planning, and Information Technology

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:05 p.m.

**II. Reports:**

**RFP Opening: Access Control System Upgrade, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Johnson and Jordan Mechanical Contractors and Gerald A. LaFlamme Inc.

Motion: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

• **Audit Services for Years Ending 2005, 2006, and 2007**

Commissioner Stritch requested interviews with the two auditors before voting on a proposal. The Board of Commissioners agreed to meet with the auditors at the next meeting.

• **Financial and Clinical Software, Long Term Care Services**

Motion: Commissioner Stritch to award the financial and clinical software proposal to Accu-Med Services for an amount not to exceed \$50,000 and authorize the chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Engineering and Maintenance Services**

**1. Fire Alarm System Upgrade, Phase II**

Motion: Commissioner Stritch to award the fire alarm system second phase upgrade to Accolade Electric for \$134,478.50 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

## **2. Grease Trap Service**

Motion: Commissioner Stritch to award the grease trap service proposal to Stewarts Septic Tank Service for \$6,600 annually and authorize the chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

## **3. Elevator Maintenance and Inspections**

Motion: Commissioner Stritch to award the elevator maintenance and inspections proposal to Stanley Elevator Company for \$832 per month plus service calls as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

## **4. Fire Alarm System Testing and Inspection**

Motion: Commissioner Stritch to award the fire alarm system testing and inspection proposal to Hackworth Fire and Security for \$4,284 annually plus service calls as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

## **5. Fire Sprinkler System Testing and Inspection**

Motion: Commissioner Stritch to award the fire sprinkler system testing and inspection proposal to Superior Fire Protection at an hourly service rate of \$85 and a one year contract for \$4,575 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

## **6. Fuel Contract**

Motion: Commissioner Stritch to award fuel contracts to Palmer Gas, Sprague Energy, and Hanscom's Truck Stop and authorize the chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – September 13, 2005**

Motion: Commissioner Stritch to accept and approve the minutes of the September 13, 2005 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

- **Amend Bid Waiver: Ford Motor Credit Company, 4 Fleet Vehicles**

Motion: Commissioner Stritch to amend a bid waiver submitted by the Sheriff's Office for four fleet vehicles at the September 13, 2005 meeting amending the lease total from \$86,726.49 to \$86,731.06 with two payments of \$28,910.31 and a final payment of \$28,910.44. Commissioner Pratt seconded the motion, voted all in favor.

### **Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, and IT**

- **Bid Waiver, JWC Environmental, \$7,490**

Motion: Commissioner Stritch to authorize a bid waiver to JWC Environmental in the amount of \$7,490 for the Wastewater Treatment Facility as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

## **Long Term Care Services – William Sturtevant, Director**

- **Reject Oxygen Proposals**

Motion: Commissioner Stritch to reject all oxygen proposals received and submit invitations again for oxygen proposals as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Physician Contract Extension**

Motion: Commissioner Stritch to extend the Memorandum of Understanding agreements for physician and consultants for Doctors Singer, Reiner, Gustavson, Nagy, Fiske, and Lamprey Health Care until November 1, 2005 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Workers Compensation Administration Contract**

Moved: Commissioner Stritch to extend the current contract with CCMSI for the Workers Compensation Third Party Administration until October 31, 2005 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted 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, c, e). Seconded by Commissioner Pratt, motion passed all in favor.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Nancy Lang, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Pratt, and Stritch, Martha Roy, Nancy Lang, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Pratt, and Stritch, Nancy Lang, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **RFP Award: Occupational Health Services**

Moved: Commissioner Stritch to award the occupational health services proposal to Occupational Health and Rehabilitation Services and authorize the chair to sign all necessary documents as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Lien Release, Long Term Care Services**

Moved: Commissioner Stritch to authorize a lien release placed on property as outstanding balances on services rendered as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception to Personnel Policy, Long Term Care Services**

Moved: Commissioner Stritch to grant an exception to Personnel Policy and Procedure Section 11-5B and 8-H for an employee of the nursing home. Commissioner Pratt seconded the motion, voted all in favor.

- **Discussion of Elderly Housing Proposed Project**

Phil Grandmaison of Southern New Hampshire Services and David M. White, architect for the firm presented a forty unit elderly housing proposal on County property. Mr. Grandmaison explained costs, grant availability, proposed location, HUD standards, and requested input from the Board of Commissioners.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 3:13 p.m. Commissioner Barrows seconded the motion, voted all in favor. Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**  
Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**September 29, 2005 – 9:00 a.m.**

Present: Commissioner Katharin K. Pratt, Vice Chair  
Martha Roy, Human Resources Director  
Theresa Young and Judie Milner, Finance Office  
Pat Haradan and John Galvin, Longfellow Benefits

**I. Call to Order**

Commissioner Pratt called the work session to order at 9:00 a.m.

• **Discussion: Health Insurance Benefits**

Longfellow Consultants presented a binder of information regarding claims review and strategic planning considerations. The group discussed numerous scenarios and reviewed historical data. It was agreed that another meeting will be scheduled for October 6, 2005.

**II. Adjournment**

The work session closed at 12:58 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**  
Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**October 6, 2005 – 9:00 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Martha Roy, Human Resources Director  
Theresa Young and Judie Milner, Finance Office  
Pat Haradan and John Galvin, Longfellow Benefits

**I. Call to Order**

Commissioner Barrows called the work session to order at 9:00 a.m.

• **Discussion: Health Insurance Benefits**

Longfellow Consultants continued discussions on strategic planning considerations. The group reviewed information on data from GISC. The Finance Office provided a few draft numbers of rates for 2006.

**II. Adjournment**

The work session closed at 11:30 a.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: C. Donald Stitch  
C. Donald Stitch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**October 11, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Dan Linehan, High Sheriff  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Diane Gill, Human Services Director  
Susan Denopoulos, Long Term Care Services  
Jude Gates, Director of Facilities, Planning, and Information Technology  
Sandy Buck, Treasurer

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Application Server, IT/Telecommunications**

Commissioner Stritch opened proposals received from Tech Depot, CDW-G, Turbotek, NEServices, Cocci Computer Services, and JTL Technical Services.

Moved: Commissioner Stritch to authorize the IT Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Long Term Care Services**

**1. Space Carpet Extractor**

Commissioner Stritch opened proposals received from Clean-o-Rama and RoVic Inc.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**2. Underpads Products**

Commissioner Stritch opened proposals received from McKesson Medical, Portsmouth Paper, Central Paper, and Transmed USA.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

• **Workers Compensation Third Party Administration**

Moved: Commissioner Stritch to award the workers compensation third party administration proposal to CCSI until August 30, 2007 for an annual administrative fee of \$25,675 and other fees as outlined and authorize the chair to sign all necessary documents as recommended by the

Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Term Care Services**

- 1. **Linen Products**

Moved: Commissioner Stritch to award the linen products proposal to Harbor Linen and Star Silk Woolens as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- 2. **Glove Products**

Moved: Commissioner Stritch to award the glove products proposal to Transmed USA as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- 3. **Nutritional Supplements**

Moved: Commissioner Stritch to award the nutritional supplements proposal to Ross Abbott Products as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Access Control, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the access control proposal to Gerald A. LaFlamme Inc. for \$34,945 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – September 21 and 27, 2005**

Moved: Commissioner Stritch to approve the minutes of the September 21 and 27, 2005 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Effective Date of Nursing Supervisor Exempt Pay**

Moved: Commissioner Stritch to establish an effective date of November 13, 2005 for the Nursing Supervisor Exempt Pay Policy as recommended by the Long Term Care Services Director and Human Resources Director. Commissioner Pratt seconded the motion, voted 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, c, d). Seconded by Commissioner Pratt, motion passed all in favor.

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Al Wright, Diane Gill, Theresa Young, Dan Linehan, Sandy Buck, Jude Gates, Susan Denopoulos, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Dan Linehan, Martha Roy, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (d) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Personnel Policy and Procedure Exception, Sheriff's Office**

Moved: Commissioner Pratt to approve an exception to Personnel Policy and Procedure Chapter 6-3 for a Sheriff's Office employee. Commissioner Stritch seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver request to the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund, Finance Office**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a Finance employee's leave time as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund, Human Resources**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a Human Resources employee's leave time as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Auditor Interviews**

The Board of Commissioners conducted interviews with Robbin Grill and Brent Washburn of Robbin R. Grill CPA firm and Ron Beaulieu of Ron Beaulieu CPA firm. The proposals submitted from both firms were discussed and the auditors answered questioned from the Board of Commissioners.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 3:35 p.m. Commissioner Barrows seconded the motion, voted all in favor. Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**

Commissioners Conference Room  
Brentwood, New Hampshire

**October 19, 2005 – 11:00 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy and Roy Morrisette, Human Resources  
Theresa Young and Judie Milner, Finance Office  
Pat Haradan and John Galvin, Longfellow Benefits

**I. Call to Order**

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

• **Discussion: Health Insurance Benefits**

Longfellow Consultants presented information on voluntary benefits, disruption data, benefits fair information, and overall benefits for 2006. Martha Roy and Theresa Young explained the plan for the benefits fair. The Commissioners agreed that the employees must be educated on the benefits for a successful enrollment.

**II. New Business**

• **Use of Compensated Absences Fund, Long Term Care Services**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a nursing home employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

The work session closed at 12:58 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant - County Commissioners

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**October 25, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Joe Akerley and Christine Croto, Sheriff's Office  
Frank Stoughton, IT Manager  
Susan Denopoulos, Long Term Care Services Assistant Director  
Karen Blass, UNH Cooperative Extension  
Diane Gill, Human Services Director  
Jim Reams, County Attorney  
Jude Gates, Director of Facilities, Planning, and Information Technology  
Lynn Garland, UNH Cooperative Extension

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Master Lease Program**

Commissioner Stritch opened proposals received from Banc of America, Baystone Financial, Carlyle Financial, Koch Financial, and TD Banknorth. A proposal received from Citi Capital was rejected because it was sent via email.

Moved: Commissioner Stritch to authorize the Finance Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Police Cruiser Equipment, Sheriff's Office**

Commissioner Stritch opened proposals received from 2-Way Communications Service, Ossipee Mountain Electronics, and Adamson Industries.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Long Term Care Services**

**1. Oxygen and Respiratory Care Services**

Commissioner Stritch opened a proposal received from Merriam Graves.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

## **2. Paper Products**

Commissioner Stritch opened proposals received from Portsmouth Paper, Central Paper, and Interboro Packaging. A proposal received from Eastern Bag and Paper was rejected because it was sent via facsimile.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

## **3. Medical Director and Physician Services**

Commissioner Stritch opened proposals received from Willis of Massachusetts, Mark Reiner MD, Epping Family Health, Lamprey Health Care, and Core Health Services.

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **RFP Awards**

- **Application Server, IT/Telecommunications**

Moved: Commissioner Stritch to award the application server proposal to NEServices for \$7,675 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Carpet Extractor, Long Term Care Services**

Moved: Commissioner Stritch to award the carpet extractor to Clean-O-Rama for \$7,849 as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Botanical Gardens Discussion**

Commissioner Pratt requested this item be delayed in order for further review of the documents.

Moved: Commissioner Stritch to table a discussion on the proposed Botanical Gardens lease until next meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Audit Services RFP Award**

Moved: Commissioner Stritch to award the audit services proposal for years ending December 31, 2005, December 31, 2006, and December 31, 2007 to Robbin Grill CPA as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Corrections – Al Wright, Superintendent**

- **Academy Case Management Program**

Commissioner Barrows introduced the academy program and explained that the program will begin before end of year. She announced the program will be supervised by the Human Services Director and office space will be housed in the Carlisle building.

### **Human Services – Diane Gill, Director**

- **Approval of Incentive Funds**

Commissioner Stritch to award incentive funds to Easter Seals for \$24,500, Raymond Recreation for \$12,830, City Year NH for \$40,000, New Outlook Teen Center for \$34,000, and Richie McFarland Children's Center for \$12,500. Commissioner Pratt seconded the motion, voted all in favor.

### **Long Term Care Services – Susan Denopoulos, Assistant Director**

Commissioner Pratt requested a discussion on census numbers at the next meeting.

### **Sheriff's Office – Dan Linehan, High Sheriff**

- **Federal Equitable Sharing Agreement Approval**

Moved: Commissioner Stritch to authorize the chair to sign the Federal Equitable Sharing Agreement as required by the United States Department of Treasury for Department of Justice grants as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted 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 & c). Seconded by Commissioner Pratt, motion passed all in favor.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, James Reams, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Al Wright, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a waiver of residency for an applicant to the nursing home as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Liquid Assets Policy Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a waiver to the liquid asset policy for an applicant to the nursing home as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Re-grades, County Attorney's Office**

Moved: Commissioner Stritch to approve the re-grades of the Assistant County Attorney II positions, Assistant County Attorney III positions, and Deputy County Attorney as approved in the 2005 budget as recommended by the County Attorney and Human Resources Director. Commissioner Pratt seconded the motion. Motion passes 2-1.

- **Payout, Corrections**

Moved: Commissioner Stritch to approve final and full payment for the pay period ending 10/30/2005 including earned time and holiday pay due for a Corrections Officer as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

#### IV. Commissioners Non-Meeting

Commissioner Stritch moved to enter into non-meeting under New Hampshire RSA 91A:2 I (c). Seconded by Commissioner Pratt, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, Theresa Young, Martha Roy, Al Wright, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-meeting, Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

#### V. Adjournment

Commissioner Stritch moved to adjourn at 3:25 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**

Commissioners Conference Room  
Brentwood, New Hampshire

**October 25, 2005 – 11:30 a.m.**

Present: Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt  
Commissioner C. Donald Stritch  
Martha Roy and Roy Morrisette, Human Resources  
Theresa Young and Judie Milner, Finance Office  
Pat Haradan, Longfellow Consultants (via telephone)

**I. Call to Order**

Commissioner Barrows called the work session to order at 11:35 a.m.

• **Discussion: Health Insurance Benefits**

The Finance Office presented draft scenarios of the 2006 summary plan costs. Pat Haradan answered questions regarding the network benefits and benefits that will offered to the employees.

**II. Adjournment**

Commissioner Barrows closed the work session at 12:40 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:

*C. Donald Stritch*

\_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**  
Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**November 1, 2005 – 10:00 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice-Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy and Roy Morrisette, Human Resources  
Theresa Young and Judie Milner, Finance Office  
Pat Haradan, Longfellow Consultant

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:00 a.m.

**II. Work Session Discussion: Health Insurance Benefits**

Pat Haradan discussed the network and differences between in and out of the network for services. Judie Milner distributed summary sheets with various scenarios. The Commissioners reviewed the scenarios presented and agreed that a high and low plan would offer the employees an alternative.

**III. Commissioners Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Roy Morrisette, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to accept the retirement of Nancy Lang effective December 31, 2005 and authorize reduced hours in 2006 as recommended by the Human Resources Department. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Barrows closed the meeting at 11:15 a.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire

**November 8, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Roy Morrisette, Human Resources Assistant Director  
Joe Akerley and Christine Croto, Sheriff's Office  
Frank Stoughton, IT Manager  
Susan Denopoulos, Long Term Care Services Assistant Director  
Jim Reams, County Attorney  
Jude Gates, Director of Facilities, Planning, and Information Technology  
Matt Tarr, UNH Cooperative Extension

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:05 p.m.

The Board of Commissioners discussed and agreed to fly our flags at half mast in memory of Mr. Sturtevant.

**II. Reports:**

**RFP Openings**

• **Replacement Doors, Engineering and Maintenance**

Commissioner Stritch opened proposals received from RG Tombs Door Company and HCI Craftsmen.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

• **Long Term Care Services**

**1. Furnishings**

Commissioner Stritch opened the following proposals: MC Health Care Products, Directline Furnishings, Healthcare Furniture and Equipment, and Office Environments.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**2. Potato Chip Products**

Commissioner Stritch opened proposals received from Hallsmith Sysco Food Service and US Food Service.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **3. Juice Products**

Commissioner Stritch opened proposals received from Donahue Brothers, US Foodservice, and Garelick Farms.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **4. Soda Products**

Commissioner Stritch opened a proposal received from Seacoast Coca-Cola.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

### **5. Bread Products**

Commissioner Stritch opened proposals received from Country Kitchen, Fontini Bakery, and Weston Bakeries.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

## **RFP Awards**

- **Police Cruiser Equipment, Sheriff's Office**

Moved: Commissioner Stritch to award the police cruiser equipment proposal to Adamson Industries for \$8,918.00 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Paper Products, Corrections**

Moved: Commissioner Stritch to award the paper products proposal for Corrections to Portsmouth Paper, Central Paper, and Interboro Packaging as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Term Care Services**

- 1. Oxygen Services**

Moved: Commissioner Stritch to award the oxygen services proposal to Merriam Graves as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- 2. Paper Products**

Moved: Commissioner Stritch to award the paper products proposal to Central Paper and Portsmouth Paper as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

### **3. Underpad Products**

Moved: Commissioner Stritch to award the underpad proposal to McKesson Medical for \$18.18 per case as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

#### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – October 11, 19, and 25, 2005**

Moved: Commissioner Stritch to approve the minutes of the October 11, 2005, October 19, 2005, and October 25, 2005 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

- **Botanical Gardens Discussion**

Commissioner Pratt explained that a few issues are outstanding including the term of the lease and clauses to cease the agreement. Commissioner Pratt is working with a representative of UNH Cooperative Extension and a master plan is in progress.

- **Academy Program Update**

Commissioner Barrows explained that the space for the program is complete and that the program should be operating by year end.

- **Meeting Deadlines**

Commissioner Pratt explained that departments need to be prepared and meet deadlines for all meetings as last minute items are unacceptable.

#### **Finance – Theresa Young, Director**

- **William F. Sturtevant Memorial Fund**

Moved: Commissioner Stritch to authorize the Finance Director to establish a bank account to receive donations in memory of William F. Sturtevant. Commissioner Pratt seconded the motion, voted all in favor.

#### **Human Resources – Martha Roy, Director**

- **Nursing Supervisor Exempt Pay**

Commissioner Pratt expressed concern with subdividing shifts as it converts the salary position to an hourly position.

Moved: Commissioner Stritch to approve the nursing supervisor exempt pay policy as outlined. Commissioner Pratt seconded the motion. Motion passes 2-1.

- **2006 Benefits Approval**

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 henceforth. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Wausau Benefits to serve as Administrator of the Health Insurance Plan, 125 Pre-Tax Plan, Health Care Reimbursement Plan, and Dependent Care Plan for the 2006 calendar year and authorize the Chair to sign all related agreements as recommended by the Finance and Human Resources Directors. Further, approve the High and

Low Health Insurance Plans using option G11 as developed by the Finance Department. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Northeast Delta Dental to serve as the Administrator and network for the dental insurance plan for the 2006 calendar year and authorize the Chair to sign all related agreements as recommended by the Finance and Human Resources Directors. Further, approve the Dental Insurance Plans using option 1A as developed by the Finance Department. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the Short Term Disability Administrator for the 2006 calendar year and authorize the Chair to sign all related agreements as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to require attendance of all benefit eligible employees at one of the Rockingham County Open Enrollment Educational Sessions to be held during the months of November and December as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Liberty Mutual Insurance Company as the provider for auto and home voluntary products for the 2006 calendar year eligible for payroll deduction as recommended by the Finance and Human Resources Directors and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Meals on Wheels Health Insurance Discussion**

The Board of Commissioners agreed to loan our health insurance consultant to help the Rockingham Nutrition Meals on Wheels Program find their own health insurance.

#### **Long Term Care Services – Susan Denopoulos, Assistant Director**

- **Outside Nursing Services Contract Extension**

Moved: Commissioner Stritch to extend the contracts with Hampstead Nursing Services, Americare Health Services, and Professional Reliable Nursing for outside nursing agencies from September 30, 2005 to December 31, 2005 as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver Request: Alzheimer's Ease Music Therapy, \$8,320**

Moved: Commissioner Stritch to authorize a Bid Waiver to Alzheimer's Ease for music therapy in the nursing home for up to \$8,320.00 at an hourly rate of \$10.00 from May 1, 2005 to May 1, 2006 as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt requested that this item be sent out for proposals next time and create a mailing list of vendors.

- **Census Discussion**

Susan Denopoulos explained the status of the census at the Adult Medical Day Care Center and a marketing campaign to increase the census. She offered to report back again on the marketing plan.

- **Liquid Asset Limit for Admissions**

Moved: Commissioner Stritch to remove the liquid asset limit portion of admissions guidelines as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted 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 & c). Seconded by Commissioner Pratt, motion passed all in favor.

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Susan Denopoulos, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

### **IV. New Business**

- **Discussion with Hillsborough County**

Ellen-Ann Robinson, Hillsborough County Human Services Director and Rhona Charbonneau, Hillsborough County Commissioner attended the meeting to discuss proposed legislation and the impacts to counties. Ms. Robinson presented information regarding the expansion of services and costs for long term care. The effects of House Bill 638 and HCBC were discussed including the county impacts and new rules for counties to follow. Ms. Robinson offered to draft a joint letter with Rockingham County to express concerns and impacts of this proposal legislation.

- **Exemption Request, Sheriff's Office**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6, Section 10 for a Sheriff's Office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund**

Moved: Commissioner Stritch to authorize sick pool and all payroll related expenses to the Compensated Absences Fund for a Sheriff's Office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave without Pay, Long Term Care Services**

Moved: Commissioner Stritch to approve a leave without pay for a nursing home employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver for an applicant to the nursing home as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception to Policy, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure 6-3 for a nursing home employee as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 3:33 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:



\_\_\_\_\_  
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**November 22, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Frank Stoughton, IT Manager  
Susan Denopoulos, Long Term Care Services Assistant Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:14 p.m.

**II. Reports:**

**RFP Openings**

• **Cutaway Buses and Vans, Long Term Care Services**

Commissioner Stritch opened proposals received from Buses and Bodies Inc. and Northern Bus Sales Inc.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Cereal Products, Long Term Care Services**

Commissioner Stritch opened a proposal received from US Food Service.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

• **2006 Benefit Update**

Theresa Young spoke about the 2006 benefits and suggested the use of earned time to be used on the Basic Plan only to help pay the deductibles.

Moved: Commissioner Stritch to amend the benefit program allowing employees to use earned time, while retaining a minimum of 10 days, towards co-insurance and deductibles for the Basic Plan Health Insurance Plan as recommended by the Finance Director and Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

• **House Bill 638**

Moved: Commissioner Stritch to oppose the funding shift of House Bill 638. Commissioner Pratt seconded the motion, voted all in favor.

**IT/Telecommunications – Frank Stoughton, Manager**

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare surplus the equipment listed in Frank Stoughton's memorandum dated November 21, 2005 and offer the equipment to Rockingham County

employees, local school systems, and the remainder to be recycled and disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 2:15 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by Commissioner Stritch and typed B. Christopher Maxwell, Executive Assistant

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Commissioners Conference Room  
Brentwood, New Hampshire

**November 29, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Frank Stoughton, IT Manager  
Susan Denopoulos, Long Term Care Services Assistant Director  
Nancy Lang, Assisted Living Director  
Jim Reams, County Attorney  
Cathy Stacey, Registrar of Deeds  
Diane Gill, Human Services Director  
Sandy Buck, Treasurer  
Lynn Garland, UNH Cooperative Extension  
Ray Bower, Strafford County Administrator

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:08 p.m.

**II. Reports:**

**RFP Opening - Dishwasher, Long Term Care Services**

Northeast Food Service & Supply and Perkins Paper Inc.

Moved: Commissioner Stritch to authorize the Assistant Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

• **Replacement Doors, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement doors at the jail to HCI Craftsmen for \$49,825.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Long Term Care Services**

**1. Physician Services**

Moved: Commissioner Stritch to award the Medical Director and Physician Services proposals to Dr. Singer, Dr. James, Dr. Gustavson, and Dr. Reiner from November 1, 2005 to October 31, 2008 as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

## **2. Furnishings**

Moved: Commissioner Stritch to award the furnishings proposal to Direct Line and TJ Alexander as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

## **3. Potato Chip Products**

Moved: Commissioner Stritch to award the potato chip products proposal to US Food Service as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

## **4. Juice Products**

Moved: Commissioner Stritch to award the juice products proposal to Donahue Brothers as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

## **5. Soda Products**

Moved: Commissioner Stritch to award the soda products proposal to Seacoast Coca-Cola as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

## **6. Bread Products**

Moved: Commissioner Stritch to award the bread products proposal to George Weston Bakeries as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

## **7. Cereal Products**

Moved: Commissioner Stritch to award the cereal products proposal to US Food Service as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

### **Commissioners Office – Maureen Barrows, Chair**

- **Approval of Minutes – November 1, 8, 22, 2005**

Moved: Commissioner Stritch to approve the minutes of the November 1, 2005, November 8, 2005, and November 22, 2005 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

- **Rockingham County Hosting 2006 NHAC Annual Meeting**

Cathy Stacey announced that Rockingham County has the honor to host the 2006 NHAC Annual Meeting. She requested that a committee be formulated to discuss event planning.

### **III. New Business**

Ray Bower said that he was honored to help Rockingham County as Mr. Sturtevant helped him throughout the years. He said that the quality of care is exceptional and should be proud of the quality indicators.

### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a & c). Seconded by Commissioner Pratt, motion passed all in favor.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, Nancy Lang, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, Nancy Lang, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Personnel Policy and Procedure Exception, County Attorney**

Moved: Commissioner Stritch to authorize an exception to Personnel Policy and Procedure 2-44 for a County Attorney employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Lien Release, Long Term Care Services**

Moved: Commissioner Stritch to authorize the attorney to negotiate the sale price of property liened in Durham at the appraised value of \$200,000 with \$10,000 for negotiations and release the lien as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver of admissions as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave without Pay, Long Term Care Services**

Motion: Commissioner Stritch to approve a leave without pay request for a nursing home employee as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Assisted Living Rates Discussion**

Nancy Lang explained the history of rate setting and the new formula based on current costs. Theresa Young provided a cost analysis highlighting the costs, revenues, and provided rates based on these figures.

Moved: Commissioner Pratt to accept the assisted living rates as presented by the Director of Assisted Living. Commissioner Stritch seconded the motion, voted all in favor.

- **Restatement of Prior Year Fund Balance**

Moved: Commissioner Stritch to approve the restatement of year 2003 and 2004 fund balance in the amount of \$150,292.68 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**V. 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.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

**VI. Adjournment**

Commissioner Stritch moved to adjourn at 3:45 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS WORK SESSION**

Commissioners Conference Room  
Brentwood, New Hampshire

**December 5, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt  
Commissioner C. Donald Stritch  
High Sheriff Dan Linehan  
Theresa Young, Finance Director  
Christine Croto, Sheriff's Office

**I. Call to Order**

Commissioner Barrows called the meeting to order at 8:45 a.m.

**II. Work Session Discussion**

**a. Airport Discussion with High Sheriff Linehan**

Sheriff Linehan explained Kevin Dillon's contract concerns along with concerns of the Sheriff's Office regarding the airport security contract. Theresa Young explained that her office needs proper payroll documentation in order to provide financial projections. Commissioner Barrows requested Christine Croto to come and participate in discussions. Theresa Young explained to Christine Croto the information needed and coding necessary to streamline operations and Sheriff Linehan agreed.

**b. Airport Discussion with Kevin Dillon, Manchester Airport Director**

Kevin Dillon expressed his concerns with the financial impacts of the current contract. He provided background of the procurement of bidding for the City of Manchester. He explained concerns in overtime and the administrative fee. He requested the removal of the administrative fee on the overtime costs and the general amount of overtime used. He proposed a rate that would be all inclusive and estimated \$36 to \$38 per hour. He requested better reporting to classify expenses when billed.

Commissioner Barrows questioned the increases over the years on the administrative fees and overtime. Christine Croto answered that the administrative fee from overtime is approximately \$40,000.

Commissioner Pratt asked Kevin Dillon if the deputy pay was acceptable. Kevin Dillon responded that he had no issue with the deputy pay scale. Sheriff Linehan noted that all positions have not been filled for the airport. Kevin Dillon said that having proper information would assist in the determination of coverage to alleviate overtime issues.

Kevin Dillon noted that the City of Manchester needs to protect the costs as overtime is not regulated. He said that there is no incentive on the county to keep overtime at a minimum and that a proposed rate per diem would provide that incentive.

Commissioner Barrows questioned if the airport was still interested in having in-house security. Kevin Dillon said he has no intention of creating internal security.

**III. Adjournment**

Commissioner Barrows closed the work session at 10:40 a.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**December 6, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Al Wright, Corrections Superintendent  
Theresa Young, Finance Director  
Frank Stoughton, IT Manager  
Susan Denopoulos, Long Term Care Services Assistant Director  
Nancy Lang, Assisted Living Director  
Jim Reams, County Attorney  
Diane Gill, Human Services Director  
Lynn Garland, UNH Cooperative Extension  
Ray Bower, Strafford County Administrator

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:05 p.m.

**II. Reports:**

**RFP Award – Master Lease Program, Finance Office**

Moved: Commissioner Stritch to award the master lease program proposal to Bank of America as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of Minutes – November 29, 2005**

Moved: Commissioner Stritch to approve the minutes of the November 29, 2005 Board of Commissioners meeting as submitted. Commissioner Barrows seconded the motion, voted all in favor.

**Long Term Care Services – Susan Denopoulos, Assistant Director**

• **Assisted Living Rates**

Moved: Commissioner Stritch to amend the effective date of the assisted living rates to February 1, 2006. Commissioner Barrows seconded the motion, voted 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 & c). Seconded by Commissioner Barrows, motion passed all in favor.

• **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Stritch, Jim Reams, Martha Roy, Theresa Young, and Chris Maxwell.

• **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Commissioner Stritch, Susan Denopoulos, Ray Bower, Martha Roy, Theresa Young, and Chris Maxwell.



- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Stritch, Susan Denopoulos, Ray Bower, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Personnel Policy and Procedure Exception, County Attorney**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-3 for a County Attorney employee as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Stritch to approve a residency waiver for an applicant to the nursing home as recommended by the Assistant Director of Long Term Care Services. Commissioner Barrows seconded the motion, voted all in favor.

- **Personnel Policy and Procedure Exception, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-3 for a nursing home employee as recommended by the Assistant Director of Long Term Care Services. Commissioner Barrows seconded the motion, voted all in favor.

#### IV. **New Business**

Ray Bower noted he made progress from last week on the bed filling proposal and account services. He will provide a detailed report once all Commissioners are present.

- **Budget Discussions - Salary**


Theresa Young and Martha Roy presented the Board of Commissioners three draft pay plans based on different scenarios. The Commissioners reviewed the documents and no decisions were made.

#### V. **Adjournment**

Commissioner Stritch moved to adjourn at 3:10 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:



C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**December 8, 2005 – 10:00 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt  
Commissioner C. Donald Stritch  
Jim Reams, County Attorney  
Al Wright and Louise Turner, Corrections  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:06 a.m.

**II. Old Business**

• **Bid Waiver – County Attorney: \$5,600 to NEServices**

Moved: Commissioner Stritch to authorize a bid waiver to NEServices in the amount of \$5,600 for the County Attorney's Office. Commissioner Pratt seconded the motion, voted all in favor.

**III. New Business**

• **RFP Award: Dishwasher, Long Term Care Services**

Moved: Commissioner Stritch to award the dishwasher proposal to Perkins Paper Company in the amount of \$82,774.00 as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Budget Work Sessions**

• **Human Services**

Diane Gill presented the Human Services Department budget proposal and highlighted the increases in two categorical programs. Commissioner Stritch inquired about department increases and Diane Gill explained that increases were due to the Academy Case Management Program.

• **Corrections**

Al Wright presented the Corrections budget proposal and highlighted increases in female prisoners, human services, meals, and transportation. Commissioner Pratt inquired about the increase in inmate human services and Louise Turner explained the proposed grant.

• **Human Resources**

Martha Roy presented the Human Resources budget proposal and highlighted changes in staffing. The Commissioners discussed the staffing and temporary pool staff. Commissioner Pratt asked for the 2006 plan of the department. Commissioner Barrows asked that the job description project be finished by December 31, 2006.

- **Pay Plan**

Theresa Young highlighted the pay plan discussion at the last meeting. The Commissioners reviewed the current pay plan and made suggestions for the future.

**V. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Seconded by Commissioner Barrows, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

**VI. Adjournment**

Commissioner Barrows closed the work session at 12:15 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:   
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**December 14, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Maureen Barrows  
Commissioner Katharin K. Pratt  
Commissioner C. Donald Stritch  
Cathy Stacey, Registrar of Deeds  
Theresa Young, Finance Director  
Sandy Buck, Treasurer  
Lynn Garland and Liz Conrad, UNH Cooperative Extension

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:10 p.m.

**II. New Business**

• **Wassau Bank Authorization**

Moved: Commissioner Stritch move that the following bank account be opened and operated by officers, officials and staff of the County for and on behalf of the County, and in the name of and using the employer identification number of Rockingham County (RC). In addition, that this account is opened and operated under authority of the County Commissioners. The authorized signers and the mailing address for the account statements are as follows:

Bank of New Hampshire

- Account: RC Benefit Administration Account
  - Signers: Edward Buck, Treasurer, Theresa Young, Finance Officer, Bruce Czech, CFO, Wausau Benefits, and Paul Hartman, Director of Treasury Operations,

Statements: 119 North Road, Brentwood, NH 03833

Commissioner Pratt seconded the motion, voted all in favor.

**III. Budget Work Sessions**

• **Registry of Deeds**

Cathy Stacey presented the proposed budget with an overall budget decrease and highlighted the law regarding surcharges. She explained that the telephone system shared with the County Attorney's office will need to be replaced next year and this will be an IT budget item.

• **Treasurer**

Sandy Buck presented the proposed budget and explained the overall budget did not increase from last year. The Commissioners discussed various budget lines and made amendments.

- **UNH Cooperative Extension**

Lynn Garland presented the proposed budget and explained the increases to budget lines. The part time assistant educator position was discussed along with computer equipment for next year. Commissioner Pratt inquired about a needs assessment to justify staffing and programs. Liz Conrad explained the Council reviewed this matter but did not want to wait over a year to move forward. The Commissioners agreed that a 9% increase is not acceptable and agreed to level funding. Commissioner Barrows suggested that UNH Master's Degree interns could complete the needs assessment.

- **Non-County Specials**

The Commissioners agreed to fund the budget increase to Meals on Wheels and to level fund the Rockingham Conservation District.

- **Finance**

Theresa Young presented the proposed budget and highlighted an overall decrease of the operating budget.

The Commissioners were provided an update on the airport payroll.

#### **IV. Commissioners Non-Meeting**

Commissioner Stritch moved to enter into non-meeting under New Hampshire RSA 91A:2 I (c). Seconded by Commissioner Pratt, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Al Wright, Louise Turner, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-meeting, Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 4:05 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**  
Commissioners Conference Room  
Brentwood, New Hampshire  
**December 20, 2005 – 1:00 p.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Dick Allen, Academy Program Manager  
Diane Gill, Human Services Director  
Al Wright, Corrections Superintendent  
Jude Gates, Director of Facilities, Planning, and IT  
Susan Denopoulos, Long Term Care Services Assistant Director  
Theresa Young, Finance Director  
Frank Stoughton, IT Manager  
Nancy Lang, Assisted Living Director  
Sandy Buck, Treasurer  
Martha Roy, Human Resources Director  
Ray Bower, Strafford County Administrator  
Lynn Garland and Nancy Adams, UNH Cooperative Extension

**I. Call to Order**

Commissioner Barrows called the meeting to order at 1:02 p.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of Minutes – December 5, 6, 8, and 14, 2005**

Moved: Commissioner Pratt to approve the minutes of the December 5, 6, 8, and 14, 2005 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

• **Courthouse lease**

Moved: Commissioner Pratt to approve a lease with the New Hampshire Department of Administrative Services for office space at the courthouse from July 1, 2005 to June 30, 2008 with monthly rent payments of \$14,450.37 in year one, \$14,662.93 in year two, and \$14,908.76 in year three with no retroactive payments during the interim agreement. Commissioner Barrows seconded the motion, voted all in favor.

**County Attorney – Jim Reams**

• **Federal Equitable Sharing Agreement, Department of Treasury**

Moved: Commissioner Pratt to authorize the chair to sign the Federal Equitable Sharing Agreement as required by the United States Department of Treasury for Department of Justice grants as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

**Engineering and Maintenance – Jude Gates, Director of Facilities, Planning, & IT**

• **Change Order to Warren Street Architects, \$440.00**

Moved: Commissioner Pratt to approve a change order to Warren Street Architects in the amount of \$440.00 for additional design work on Phase II of the Assisted Living Project as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Elderly Housing Draft Proposal from Southern New Hampshire Services**

Jude Gates provided an update on a conversation with Phil Grandmaison regarding the elderly housing proposal. Commissioner Pratt indicated that documentation must to be in place such as plans, sketches, and budget information to present to the Delegation. Commissioner Barrows requested to hold a work session next week to discuss this matter further.

**Long Term Care Services – Susan Denopoulos, Assistant Director**

- **Assisted Living Positions**

Moved: Commissioner Pratt to approve necessary position downgrades and transfers in accordance with Chapters 5-3 and 11-4 of the Personnel Policies and Procedures as recommended by the Assisted Living Director and Human Resources Director as follows:

1. Downgrade 2 Full Time RN 1 positions in Nursing Department to 1 Full Time (FT) LPN position and 1 Part Time (PT) LPN position in Assisted Living
2. Downgrade 1 FT RN 1 position in Nursing Dept. to 1 FT MNA position in Assisted Living
3. Downgrade/Transfer 2 PT LPN 1 positions in Nursing to 1 PT MNA position and 1 PT LPN 1 position in Assisted Living
4. Transfer 2 FT LNA 1 positions in Nursing to 2 FT LNA 1 positions in Assisted Living
5. Transfer 3 PT LNA 1 positions in Nursing to 3 PT LNA 1 positions in Assisted Living
6. Transfer 1 PT Ward Aide in Nursing Dept. to 1 PT Ward Aide in Assisted Living
7. Downgrade 1 PT LNA1 in Nursing to 1 PT WA in Assisted Living
8. Transfer 1 PT LNA 1 in Nursing to 1 PT Recreation Aide in Assisted Living

Commissioner Barrows seconded the motion, voted all in favor.

**University of New Hampshire Cooperative Extension – Lynn Garland**

- **Botanical Gardens Discussion**

Nancy Adams highlighted the changes to the botanical gardens program for the future. She explained that the goal is to have a facility with programs all year long and a property lease would allow the master plan to move forward. Commissioner Pratt highlighted changes such as a ten-acre parcel, a new driveway, and parking outside of the parcel. Nancy Adams said other sites are being considered. Commissioner Barrows said the program is great under the current scope however the new proposal is hard to provide long term commitment not knowing the future impact to the county property. Commissioner Pratt concurred with commitment concerns.

**III. Commissioners Non-Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a & c). Seconded by Commissioner Barrows, motion passed all in favor.

- **Non Public Session**

Those present for NHRSA 91A:3II (e) were Commissioners Barrows, Commissioner Pratt, Al Wright, Theresa Young, and Chris Maxwell.

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Commissioner Pratt, Susan Denopoulos, Ray Bower, and Chris Maxwell.

- **Non Public Session**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Susan Denopoulos, Ray Bower, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Residency Waiver, Long Term Care Services**

Moved: Commissioner Pratt to approve a residency waiver for an applicant to the nursing home as recommended by the Assistant Director of Long Term Care Services. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 3:00 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner





**BOARD OF ROCKINGHAM COUNTY**  
**COMMISSIONERS MEETING**

Mitchell Building, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**December 28, 2005 – 9:30 a.m.**

Present: Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young and Kathy Nikitas, Finance Office  
Jude Gates, Director of Facilities, Planning, and IT  
Frank Stoughton, IT Manager  
Jim Reams, County Attorney  
Diane Gill, Human Services Director  
Joe Akerley, Chief Deputy Sheriff

**I. Call to Order**

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

**II. New Business**

• **Southern New Hampshire Services Elderly Housing Proposal**

Commissioner Stritch asked if the location must be behind the nursing home. Commissioner Barrows highlighted where the area would be located. Jude Gates explained that Commissioner Pratt asked that Phil Grandmaison from Southern New Hampshire Services provide additional information. Commissioner Barrows agreed that once the information is received it will be reviewed.

• **Resource Management EAP Contract**

Moved: Commissioner Stritch to approve the extension of the Employee Assistance Program Contract with Resource Management Consultants from January 1, 2006 through December 31, 2006 at the rate of \$2.23 per employee per month. This further extends all of the terms and conditions set forth in the current contract with said organization and authorize the Chair to sign all necessary documents. Commissioner Barrows seconded the motion, voted all in favor.

• **Acceptance of Funds: \$3,477.74 -UNH Cooperative Extension**

Moved: Commissioner Stritch to accept \$3,477.74 from the Rockingham County Agriculture Growers Group to the UNH Cooperative Extension for agriculture marketing. Commissioner Barrows seconded the motion, voted all in favor.

**III. Budget Work Sessions**

• **County Attorney**

Jim Reams presented his proposed 2006 budget. Theresa Young requested the revenues and Jim confirmed that they would be provided as soon as possible. Jim explained that the JAWA Grant should be approved again for 2006.

• **Engineering and Maintenance Services, Projects 2006, and Information Technology**

Jude Gates presented the draft budget for engineering and maintenance services and highlighted a 30% increase due to increases in utilities. Frank Stoughton presented the information technology portion of the budget and explained the telephone system upgrade project.

- **Sheriff**

Joe Akerley explained that a wave of illness hit the administrative offices and he was not provided with any details for the meeting. Commissioner Barrows explained that the Board of Commissioners requested no increases and a \$55,000 increase is unacceptable. Commissioner Barrows concurred with Theresa Young that support is needed to justify the budget lines. Joe Akerley said he would make sure the necessary paperwork is filed to move forward on the budget.

#### **IV. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Seconded by Commissioner Barrows, motion passed all in favor. Those present were Commissioners Barrows, Commissioner Stritch, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Long Term Care Services**

Moved: Commissioner Stritch to pay Ray Bower \$5,000 for the previous five pay periods and continue payment of \$1,000 per pay period until further notice. Commissioner Barrows seconded the motion, voted all in favor.

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 11:50 a.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: *C. Donald Stritch*  
C. Donald Stritch, Clerk, Rockingham County Commissioner