



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS WORK SESSION

Commissioners Conference Room
Brentwood, New Hampshire

January 3, 2006 – 11:00 a.m.

Present: Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Strafford County Administrator

I. Call to Order

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

II. Work Session – Long Term Care Services

Ray Bower presented a revenue analysis for 2006 and highlighted the changing rates. Susan Denopoulos and Ray Bower explained the expense lines in the Long Term Care Services budget. The Commissioners reviewed various budget lines. Ray Bower and Susan Denopoulos expressed their deep appreciation for all the assistance and time that Theresa gave for the Long Term Care Services budget.

III. Adjournment

Commissioner Pratt closed the work session at 12:11 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 MEETING
Commissioners Conference Room
Brentwood, New Hampshire
January 3, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
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
Roy Morrisette, Human Resources Assistant Director
Ray Bower, Strafford County Administrator
Lynn Garland, UNH Cooperative Extension
Jim Reams, County Attorney

I. Call to Order

Commissioner Barrows called the meeting to order at 1:05 p.m.

II. Reports:

RFP Awards

• **Copiers, Commissioners Office and Finance Office**

Moved: Commissioner Stritch to award the proposal for two copiers to Konica Minolta Business Solutions at a rate of \$765.00 per month for a 24 month operating lease and authorize the increase of \$3,000 to the Finance Office Service Contract Budget Line Item. Further authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

• **2006 Service Maintenance Agreement**

Moved: Commissioner Stritch to award the proposal to Specialty Underwriters for \$76,601 for the 2006 service maintenance agreement as recommended by our insurance consultant and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Chaplain Contract Extension**

Moved: Commissioner Stritch to extend the Chaplain Contract expiring December 31, 2005 to March 31, 2006 with all original terms to remain the same as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

• **Change Order: Long Fellow Benefit Consultants, \$3,000**

Moved: Commissioner Stritch to authorize a change order to Long Fellow Benefit Consultants in the amount of \$3,000 as recommended by the Finance 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 & c). Seconded by Commissioner Barrows, motion passed all in favor.

- **Non Public Session**

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

- **Non Public Session**

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

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (a) 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.

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 Waivers, Long Term Care Services**

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

- **Inclement Weather Policy Grievance, Engineering and Maintenance Services**

Moved: Commissioner Stritch to support and uphold the decision of the Director of Facilities, Planning, and Information Technology regarding a grievance received to the Inclement Weather Policy of the Personnel Policy and Procedures. Commissioner Pratt seconded the motion, voted all in favor.

- **Request to use Compensated Absences Fund, County Attorney**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for 2005 payroll related expenses for a former county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Pratt moved to adjourn at 2:45 p.m. Commissioner Stritch 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, 2nd Floor Conference Room
Brentwood, New Hampshire

January 9, 2006 – 10:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Dan Linehan, High Sheriff
Joe Akerley, Chief Deputy Sheriff
Christine Croto, Sheriff's Office Supervisor
James, Lieutenant Deputy Sheriff
Theresa Young, Finance Director
Roy Morrisette, Human Resources Assistant Director
Susan Denopoulos, Long Term Care Services Assistant Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:05 a.m.

II. New Business

• **Banking Resolution, Workers Compensation Administration Account**

Moved: Commissioner Stritch 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:

TD Banknorth

Account: RC Workers Compensation Administration Account

Signers: Edward Buck, Treasurer; Theresa Young, Finance Officer; Stefanie Larose, CCMSI State Director; and Alan Alexander, CCMSI Regional Vice President

Statements: 119 North Road, Brentwood, NH 03833

Commissioner Pratt seconded the motion, voted all in favor.

• **Budget Review**

a. Sheriff's Office

Sheriff Linehan referred the subject of dispatch staffing to Jim for a brief narrative. He explained the concerns with staffing and the number of calls to the dispatch center. Joe Akerley presented the regrade request for an additional Sergeant position and explained the need for seven new vehicles in 2006. The Commissioners discussed the vehicle request and no decision was made. Sheriff Linehan highlighted various increases to the budget.

b. Salary and Benefits

Theresa Young highlighted the outstanding salary and benefit items. The Commissioners agreed to discuss this further and schedule another work session for January 11, 2006.

III. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Seconded by Commissioner Stritch, motion passed all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Roy Morrisette, 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 Stritch, motion passed all in favor.

IV. Adjournment

Commissioner Pratt moved to adjourn at 12:40 p.m. Commissioner Stritch 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, 2nd Floor Conference Room
Brentwood, New Hampshire

January 11, 2006 – 10:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair (via telephone)
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Theresa Young, Finance Director
Katherine Nikitas, Accounting Associate
Susan Denopoulos, Long Term Care Services Assistant Director

I. Call to Order

Commissioner Barrows called the meeting to order at 2:08 p.m.

II. Budget Work Sessions

• **Regrades**

Martha Roy presented a binder of proposed 2006 regrade positions. The Commissioners reviewed the requests and based on the consultant's recommendations agreed to the following regrades: Nursing Care Coordinator, Assistant Director of Food Service, Corrections Lieutenant, one Corrections Corporal to full time Sergeant position, Nursing Home Receptionist II/ Manager, Engineering and Maintenance Services Plumber, and one Sheriff's Dept. Deputy position to a Sergeant's position. Further agreed that all regrade positions will be effective on the anniversary date, step 10 positions will be moved to the next highest step on the new grade, and movement will not exceed a 6% increase for all regrades.

The Commissioners also agreed to downgrade one Nursing Home MNA position Grade 6 to Account Clerk/Medicare D Grade 13.

• **Open List Items**

Theresa Young presented questions to the Board of Commissioners regarding various items. The Commissioners agreed to fund the perfect attendance bonus program pending policy language approval to be completed by the Human Resources Department.

III. Adjournment

Commissioner Barrows closed the meeting at 3:40 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 MEETING

Commissioners Conference Room

Brentwood, New Hampshire

January 17, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Cindy Castrigno, County Attorney's Office
Claudia Boozer-Blasco, UNH Cooperative Extension
Martha Roy and Norm Patenaude, Human Resources
Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities, Planning, and Information Technology
Ray Bower, Strafford County Administrator
Susan Denopoulos, Long Term Care Services Assistant Director
Theresa Young, Finance Director
Frank Stoughton, IT Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 1:04 p.m.

II. Reports:

RFP Openings

• **Paper Products, Long Term Care Services and Corrections**

Commissioner Stritch opened proposal received from Central Paper, Sysco, Interboro Packaging, and Portsmouth Paper Company.

Moved: Commissioner Stritch to authorize the Corrections Superintendent and 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.

• **Ware Washing Chemicals, Long Term Care Services**

Commissioner Stritch opened proposals received from Shaheen Brothers, Summit Supply, and Ecolab.

Moved: Commissioner Stritch to authorize the Long Term Care Services Assistant Director 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 – December 20, 2005, December 28, 2005, January 3, 2006, January 9, 2006, and January 11, 2006**

Moved: Commissioner Stritch to approve the minutes of the December 20, 2005, December 28, 2005, January 3, 2006, January 9, 2006 and January 11, 2006 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Bid Waiver: Exeter Subaru, \$11,000.00**

Moved: Commissioner Stritch to authorize the purchase of a van in the amount of \$11,000 from Exeter Subaru pending mechanics approval. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

- **Bid Waiver: PIF Technologies, \$6,040.00**

Moved: Commissioner Stritch to approve a bid waiver to PIF Technologies in the amount of \$6,040.00 to upgrade the Docstar Program as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Change Order: T. Buck Construction, \$428.00**

Moved: Commissioner Stritch to approve a change order to T. Buck Construction in the amount of \$428.00 for additional North Road Lift Station construction expenses as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Change Order: T. Buck Construction, not to exceed \$15,000.00**

Moved: Commissioner Stritch to approve a change order to T. Buck Construction for an amount not to exceed \$15,000 for installation of an alarm system at the North Road Lift Station as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Write-off Approvals**

Moved: Commissioner Stritch to approve a write off receivable for the County Attorney in the amount of \$555.42 from 2003 and 2004 and a write off receivable for Assisted Living in the amount of \$0.25 from 2004 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Restatement of Prior Year Fund Balance**

Moved: Commissioner Stritch to approve the following restatements of fiscal year 2004 fund balance: \$11,174.54 to the general fund, \$580.94 to the Nursing Home Special Account, \$70.00 to the Jail Commissary Fund, and \$813.42, \$43,162.85, and \$748.00 to the health, workers compensation, and unemployment internal service funds as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Approval of Job Descriptions: Commissioners Office and UNH Cooperative Extension**

Moved: Commissioner Stritch to approve the job descriptions of presented for the Commissioner Office and UNH Cooperative Extension as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Yoga**

Moved: Commissioner Stritch to approve the yoga proposal pending approval from Primex. Commissioner Pratt seconded the motion, voted all in favor.

Registry of Deeds – Cathy Stacey, Registrar

- **Bid Waiver: Connor and Connor, \$48,000.00**

Moved: Commissioner Stritch to approve a bid waiver to Connor and Connor Inc. in the amount of \$48,000.00 for maintenance of the indexing and imaging website as recommended by the Registrar. Commissioner Pratt 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-e & g). Seconded by Commissioner Stritch, motion passed all in favor.

- **Non Public Session**

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

- **Non Public Session**

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

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

- **Approval of 2006 Commissioners Proposed Budget**

Moved: Commissioner Stritch to approve regrade positions of Executive Assistant to Register of Deeds and Quality Assurance/Infection Control Nurse. All regrade positions will be effective on the anniversary date, step 10 positions will be moved to the next highest step on the new grade, and movement will not exceed a 6% increase for all regrades. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Pratt to approve the 2006 Commissioners Proposed Budget with appropriations of \$66,847,594, resources of \$67,559,518, estimated encumbrances and reserves of \$711,924 and a tax increase of 0.5%. Commissioner Stritch seconded the motion, voted all in favor.

- **Non Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (c). Seconded by Commissioner Stritch, motion passed all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, and Chris Maxwell. Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

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

Moved: Commissioner Stritch to approve a residency waiver to the nursing home and a waiver to the assisted living facility as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Tuition Reimbursement**

Moved: Commissioner Stritch to approve a total of \$818.00 to be paid to a UNH Cooperative Extension employee in accordance with the Tuition Reimbursement Policy. Commissioner Pratt seconded the motion, voted all in favor.

- **Sweep Transfers**

Theresa Young presented various proposals for use of sweep funds. The Commissioners agreed to use 3.3 million dollars for a sweep and with final approval at a meeting on Friday.

IV. Adjournment

Commissioner Stritch moved to adjourn at 2:53 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

January 20, 2006 – 11:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair (via telephone)
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Jude Gates, Director of Facilities, Planning, and Information Technology

I. Call to Order

Commissioner Barrows called the meeting to order at 11:04 a.m.

II. New Business

- Sweep Transfer Approval

Theresa Young provided an overview of the fund balance and explained the projects that were included in the proposed sweep transfer. The Commissioners confirmed a transfer from fund balance of \$3,300,000.00.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:03 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

January 31, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities, Planning, and IT
Diane Gill, Human Services Director
Theresa Young, Finance Director
Frank Stoughton, IT Manager
Martha Roy and Norm Patenaude, Human Resources
Ray Bower, Strafford County Administrator
Matt Tarr, UNH Cooperative Extension
Joe Akerley, Chief Deputy Sheriff

I. Call to Order

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

II. Reports:

RFP Openings

• **Grocery Items, Long Term Care Services**

Commissioner Stritch opened proposals received from Hallsmith Sysco, PFG Springfield, US Food Service, and Shaheen Brothers for grocery items.

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

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

Commissioner Stritch opened a proposal received from Siegel Egg Company for egg products.

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

RFP Awards

• **Paper Products, Long Term Care Services and Corrections**

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

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

• **Ware Washing Chemicals, Long Term Care Services**

The Commissioners agreed to table this item until the next meeting pending further information.

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes – January 17, 2006 and January 20, 2006**

Moved: Commissioner Stritch to approve the minutes of the January 17, 2006 and January 20, 2006 Board of Commissioners meetings as submitted. Commissioner Barrows seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Change Order: Exeter Subaru, \$196.00**

Moved: Commissioner Stritch to approve a change order to Exeter Subaru for an additional \$196.00 as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

County Attorney – Jim Reams

- **2006 VAWA Grant Award Acceptance**

Moved: Commissioner Stritch to approve the submission of the Violence Against Women Act Grant Program dated October 14, 2005 and further accept the approved grant for \$43,000 from the Department of Justice as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Restatement of Prior Year Retained Earnings**

Moved: Commissioner Stritch to approve the restatement of fiscal year 2004 health and dental retained earnings for \$65,767.73 and \$12,250.00 as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Approval of Job Descriptions: Sheriff's Office and Long Term Care Services Administration**

Moved: Commissioner Stritch to approve the Sheriff's Office and Long Term Care Services Administration job descriptions as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Jantek Time Clock System**

Commissioner Barrows asked that the Human Resources Director have full access to the Jantek Time and Attendance System by the next meeting.

Human Services – Diane Gill, Director

- **Incentive Funds Approval**

Moved: Commissioner Stritch to approve 6% Incentive Funds totaling \$443,600.00 to Rockingham County Juvenile Diversion, Rockingham County Adult Diversion, Community Diversion Program, The Upper Room, Child Advocacy Center, Community Child Care Center, Hampton Child and Family, Child and Family Services, Families First Health and Support Center, Sexual Assault Support Services, Seacoast Youth Services, Newmarket Recreation Program, Seacoast Family YMCA, Family Mediation and Juvenile Services, Big Brothers Big Sisters, New Generation, Inc., and Town of Epping Recreation Department. Commissioner Barrows seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Yoga**

Moved: Commissioner Barrows to approve the yoga class pending legal review recommendations and authorize the chair to sign all necessary documents. Commissioner Stritch 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, Jude Gates, and Chris Maxwell.

- **Non Public Session**

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

- **Non Public Session**

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

- **Non Public Session**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Commissioner Stritch, Ray Bower, 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.

- **Compensated Absences Fund, Long Term Care Services**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for an assisted living employee as recommended by the Finance Director. Commissioner Barrows 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 Assistant Director of Long Term Care Services. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception to Personnel Policies and Procedures, Human Resources**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure 6-3 for a nursing home employee as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

IV. New Business

Ray Bower provided a few updates regarding various issues including the dishwasher proposal. Frank Stoughton and Ray Bower presented information regarding the clinical and financial software. Ray Bower noted how impressed he was with Frank Stoughton's knowledge and assistance.

V. Adjournment

Commissioner Stritch moved to adjourn at 3:03 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
Commissioners Conference Room
Brentwood, New Hampshire

February 14, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Susan Denopoulos, Long Term Care Services Assistant Director
Martha Roy, Human Resources Director
Jude Gates, Director of Facilities, Planning, and IT
Ray Bower, Stafford County Administrator
Mark Pierce, Sheriff's Office
Theresa Young, Finance Director
Lynn Garland, UNH Cooperative Extension
Frank Stoughton, IT Manager
Don Ramsey, Food Service Director

I. Call to Order

Commissioner Barrows called the meeting to order at 1:05 p.m.

II. Reports:

RFP Openings

• **Technical Support, Information Technology & Telecommunications**

Commissioner Stritch opened proposals received from NEServices and Turbotek for technical support.

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.

• **Telephone System Upgrade, Information Technology & Telecommunications**

Commissioner Stritch opened proposals received from Xeta Technologies, Net Versant New England, and Carousel Industries for a telephone system upgrade.

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.

• **Dishwashing and Laundry Chemicals, Corrections**

Commissioner Stritch opened proposals received from Summit Supply and Ecolab for dishwashing and laundry chemicals.

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.

- **Inmate Institutional Supplies, Corrections**

Commissioner Stritch opened proposals received from Robinson Textiles, Express Company, Acme Supply, Leslee Scott Inc., Liberty Store, Walter Stephens Jr. Inc., Pacific Link, Charm Tex Inc., Grubman and Company, Textile Sales Inc., and HBD Inc. for inmate institutional supplies.

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

- **Grocery Items/Prime Vendor, Long Term Care Services**

Moved: Commissioner Stritch to award the grocery items proposal to PFG Springfield for one year not to exceed \$1,300,000.00 as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Ware Washing Chemicals, Long Term Care Services**

Moved: Commissioner Stritch to award the ware washing chemicals proposal to Ecolab for one year not to exceed \$7,900.00 as recommended by the Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

Mr. Tom Kunysz from Summit Supply expressed his disappointment that he was not awarded the proposal. He felt that he should be considered as a local vendor providing the service for a number of years. The Board directed the Food Service Director to review his decision with Mr. Kunysz and Ray Bower offered to speak with Mr. Kunysz.

- **Cutaway Bus, Long Term Care Services**

Moved: Commissioner Stritch to award the cutaway bus proposal to Northern Bus Sales for \$101,149 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 – January 31, 2006**

Moved: Commissioner Stritch to approve the minutes of the January 31, 2006 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor with Commissioner Pratt abstained from the vote because she was absent at that meeting.

Corrections – Al Wright, Superintendent

- **Bid Waiver Approval: APRISS, \$18,411.14**

Moved: Commissioner Stritch to approve a bid waiver to APRISS in the amount of \$18,411.14 for a one year period as recommended by the Corrections Superintendent and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Electronic Monitoring Agreement Approval**

Moved: Commissioner Stritch to approve the agreement with Sentinel Offender Services from March 1, 2006 to February 28, 2007 as recommended by the Corrections Superintendent and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

Theresa Young announced that the budget packet will be distributed this week and department heads will receive an electronic version.

Commissioner Barrows asked if Martha Roy had access to the Jantek payroll system. Theresa Young indicated that Human Resources had full access to the system since last year and suggested training should be conducted.

Human Resources – Martha Roy, Director

• **Downgrade Position Approval: LNA III to Account Clerk/Medicare D**

Moved: Commissioner Stritch to approve a downgrade of a LNA III Full Time Grade 6 position to an Account Clerk/Medicare D Full Time Grade 13 position as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Nursing Care Coordinator Exempt Pay Policy Approval**

Moved: Commissioner Stritch to approve the Nursing Care Coordinator Exempt Pay Policy effective March 19, 2006 as recommended by the Human Resources Director and Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

• **Distribution of Flex Spending Forms to Wausau**

Commissioner Pratt requested a personnel non public session with the Human Resources Director and Finance Director.

Long Term Care Services – Susan Denopoulos, Assistant Director

Commissioner Barrows announced that a demonstration from Point Click Software is scheduled for tomorrow. Commissioner Pratt expressed concern with the bidding process since this was already awarded to a different vendor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c, d, e). Commissioner Pratt seconded the motion, voted all in favor.

• **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 (d) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, and Chris Maxwell.

• **Non Public Session**

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

• **Non Public Session**

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

• **Non Public Session**

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

- **Exception to Personnel Policy and Procedures, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6, Section 6-3 for two Long Term Care Services employees as recommended by the Human Resources Director and Assistant Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve residency waivers for three applicants to the nursing home as recommended by the Assistant Director of Long Term Care Services. . Commissioner Pratt seconded the motion, voted all in favor.

- **Lien Release, Long Term Care Services**

Moved: Commissioner Stritch to accept the sale price offer of \$150,000 for a property liened in Durham as recommended by the Long Term Care Services Assistant Director and Attorney Probish. Commissioner Pratt seconded the motion, voted all in favor.

- **Health Insurance Request**

Moved: Commissioner Stritch that the Board of Commissioners are unable to comply with the request to subsidize health insurance premiums for a former employee. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 3:40 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

February 28, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Diane Gill, Human Services Director
Sandy Buck, Treasurer
Cindy Castrigno, County Attorney's Office
Susan Denopoulos, Long Term Care Services Assistant Director
Martha Roy, Human Resources Director
Jude Gates, Director of Facilities, Planning, and IT
Ray Bower, Stafford County Administrator
Joe Akerley, Chief Deputy Sheriff
Theresa Young, Finance Director
Lynn Garland, UNH Cooperative Extension
Frank Stoughton, IT Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 1:04 p.m.

II. Reports:

RFP Openings

• **Uniforms, Corrections**

Commissioner Stritch opened proposals received from Ben's Uniforms, Superior Uniform Group, and Neptune Inc.

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.

• **Inmate Personal Care Items, Corrections**

Commissioner Stritch opened proposals received from Walter Stephens Inc., Bob Barker Company, and Americare Products.

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.

• **County Attorney: Microsoft Office Professional 2003 Software**

Commissioner Stritch opened proposals received from CDW, PC Connection, Turbotek, and Neservices.

Moved: 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.

RFP Awards

- **Dishwashing and Laundry Chemicals, Corrections**

Moved: Commissioner Stritch to award the dishwashing and laundry chemicals proposal to Summit Supply for a two year period not to exceed \$16,854.00 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award the inmate institutional supplies proposal to Robinson Textile, Leslie Scott, Pacific Link, Charm-TEX, and Textile Sales as outlined and recommended in the Superintendent's memorandum dated February 28, 2006. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

- **Point Click Software**

Commissioner Pratt suggested that the proposal go back to the review committee and requested again that she be involved in these meetings.

- **Southern New Hampshire Services Proposal**

Commissioner Pratt requested that a meeting be established with Southern New Hampshire Services once the proposal has been reviewed by legal counsel.

- **Approval of Minutes – February 14, 2006**

Moved: Commissioner Stritch to approve the minutes of the February 14, 2006 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Approval of Digital Solutions Inc. Agreement for Inmate Telephone System**

The Commissioners requested the agreement be forwarded to legal counsel for review.

Finance – Theresa Young, Director

Theresa Young announced that the audit field work is near completion and that departments need to get all outstanding items completed.

Human Resources – Martha Roy, Director

Martha Roy announced a computer training survey will be sent to employees with a training schedule to follow.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Write Off Approval**

Moved: Commissioner Stritch to approve a write off in the amount of \$1,399.65 for equipment in the nursing home as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Bid Waiver: Motorola, \$9,007.32**

Moved: Commissioner Stritch to approve a bid waiver to Motorola for one year in the amount of \$9,007.32 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award: Highway Safety Project, Join the NH Clique, \$1,470.00**

Moved: Commissioner Stritch to accept and approve a grant from the New Hampshire Highway Safety Agency for the Join the New Hampshire Clique Seat Belt Enforcement Program in the

amount of \$1,470.00 as recommended by the High Sheriff and 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 (c). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, 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.

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

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

- **Prescription Drug Program**

Martha Roy introduced John Galvin of Long Fellow Consultants and explained concerns with the prescription drug program. Commissioner Pratt questioned the proposal of adding a third vendor for prescription benefits. Commissioner Barrows explained that this would be a great option for some of the employees with concerns. Theresa Young explained the recommendation of the consultant for adding Vermont Mail Order Pharmacy as an additional vendor. Commissioner Pratt asked if the three providers find the program sharing acceptable. John Galvin said there is no issue with the vendors. Commissioner Pratt asked how this will change the overall costs. John Galvin was unable to provide a definitive answer.

Moved: Commissioner Stritch to direct Innoviant/Walgreen's to dispense any medication on the attached Wausau Pill Split List with a \$0.00 co-payment regardless of preferred as long as it is prescribed for 45 tablets for 90 days. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to add Vermont Mail Order Pharmacy to the Rockingham County Health Insurance Plan as a prescription medication mail order vendor option effective April 1, 2006 for an amount not to exceed \$720,000.00 contingent on contract review and authorize the chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

IV. 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 – Commissioners Office

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

March 2, 2006 – 11:00 a.m.

Present: Commissioner Maureen Barrows, Chair (via telephone)
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young and Judie Milner, Finance Office

I. Call to Order

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

II. New Business

• **Write Off Approvals**

Moved: Commissioner Stritch to approve the following direct write offs for the Sheriff's Office as recommended by the Finance Office:

- Civil Revenues totaling \$402.60 from 2004 and 2005;
- Bounce check fees totaling \$75.00;
- Outside Detail Receivable totaling \$336.00 from 2004.

Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the following write offs for the nursing home from 2005 as recommended by the Finance Office:

- Resident Board and Care totaling \$50.00 (direct);
- Adult Medical Day Care totaling \$183.00 to the allowance account (indirect);
- Resident Board and Care totaling \$18,916.23 (direct).

Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a Community Development Block Grant write off from 2002 totaling \$1,465.28 if necessary as recommended by the Finance Office.

Commissioner Pratt seconded the motion, voted all in favor.

• **Restatement of 2004 Fund Balance and Retained Earnings**

Moved: Commissioner Stritch to restate the 2004 general fund balance and workers compensation retained earnings for \$205,665.16 and \$8,930.42 as recommended by the Finance Office. Commissioner Pratt seconded the motion, voted all in favor.

• **Status of 2004 Management Letter Comments**

Theresa Young presented a draft letter to Robbin Grill providing a status update to the 2004 Management Letter comments. The Board of Commissioners approved the letter with one modification to the year end training paragraph.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:45 a.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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

March 10, 2006 – 11:30 a.m.

Present: Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Dan Linehan, High Sheriff
Joe Akerley, Chief Deputy Sheriff
Theresa Young, Finance Director
Susan Denopoulos, Long Term Care Services Assistant Director

I. Call to Order

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

II. New Business

• **Airport RFP Discussion**

Sheriff Linehan requested permission to consult legal counsel regarding the Manchester Airport Security Agreement. Commissioner Stritch stated that the Sheriff should continue working with Daniel Norris of McLane, Graf, Raulerson, and Middleton PA. Commissioner Pratt advised that the County contracts with Sheehan, Phinney, Bass, and Green PA and Donahue, Tucker, and Cinadella PLLC and did not agree to hire another law firm. Sheriff Linehan agreed to copy the Board of Commissioners on the draft airport security agreement.

The Sheriff informed the Board of Commissioners that it was his understanding there would be a vote by the Sheriff's Office personnel tonight regarding organizing a collective bargaining unit.

• **Health Care Application Renewal License**

Moved: Commissioner Stritch to authorize the Vice-Chair to sign the renewal application for a Health Care License to the State of New Hampshire for the Adult Medical Day Care Program. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:02 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY

COMMISSIONERS MEETING

Commissioners Conference Room

Brentwood, New Hampshire

March 16, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Diane Gill, Human Services Director
Sandy Buck, Treasurer
James Reams, County Attorney
Susan Denopoulos, Long Term Care Services Assistant Director
Martha Roy, Human Resources Director
Jude Gates, Director of Facilities, Planning, and IT
Ray Bower, Stafford County Administrator
Dan Linehan, High Sheriff
Theresa Young, Finance Director
Lynn Garland, UNH Cooperative Extension

I. Call to Order

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

II. Reports:

RFP Awards

• **Microsoft Office Professional 2003, County Attorney**

Moved: Commissioner Stritch to award the software proposal to NEServices for \$12,897.00 as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

• **Telephone System Upgrade, IT/Telecommunications**

Moved: Commissioner Stritch to award the telephone system upgrade proposal to Carousel Industries for an amount not to exceed \$280,000.00 and authorize the Chair to sign all necessary documents as recommended by the IT/Telecommunications Manager. Commissioner Pratt seconded the motion, voted all in favor.

• **Personal Care Items, Corrections**

Moved: Commissioner Stritch to award the personal care items proposal to Americare Products and Bob Barker Company for an amount not to exceed \$49,000 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Uniforms, Corrections**

Moved: Commissioner Stritch to award the uniforms proposal to Superior Uniforms as outlined and recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

• **Point Click Software**

Commissioner Pratt requested that the review committee meet on the Point Click software proposal before the next meeting and report back.

- **Legal Issue, Sheriff's Office**

Commissioner Barrows requested a summary of the last meeting. Commissioner Stritch explained that the High Sheriff requested legal counsel of Daniel Norris of McLane, Graf, Raulerson, and Middleton PA. Commissioner Pratt explained that the County contracts with Sheehan, Phinney, Bass, and Green PA and Donahue, Tucker, and Cinadella PLLC and did not agree to hire another law firm. Sheriff Linehan noted they would bill at \$200 per hour and he felt this firm would provide the best representation. Commissioner Barrows explained that there is no exception to the state law regarding bidding procedures and this expense cannot exceed \$5,000.

Moved: Commissioner Stritch to approve the use of Daniel Norris of McLane, Graf, Raulerson, and Middleton PA for the Sheriff to use in connection with the Manchester Airport Security Agreement. Commissioner Barrows seconded the motion. Motion passed with Commissioner Pratt opposed.

- **Approval of Minutes: February 28, 2006, March 2, 2006, & March 10, 2006**

Moved: Commissioner Stritch to approve the minutes of February 28, March 2, and March 10, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Bid Waiver: Chaplain, Kent Threlfall, \$39,000 (21 months)**

Moved: Commissioner Stritch to approve a bid waiver to Kent Threlfall for Chaplain services not to exceed \$39,000 for a 21 month contract as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Chaplain Memorandum of Understanding**

Moved: Commissioner Stritch to approve the Chaplain Memorandum of Understanding from April 1, 2006 to December 31, 2007 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

Jim Reams reported that his office was given the Army National Guard Team Award for their support during the four times that Attorney Tim Bailey was called to active duty. He accepted the award at a ceremony yesterday and will be issuing a press release.

Delegation

- **Ricoh Service Contract, \$899.88**

Moved: Commissioner Stritch to approve a service contract to Ricoh for \$899.88 from March 9, 2006 to March 8, 2007 and authorize the Chair to sign all necessary documents as recommended by the Delegation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

Engineering and Maintenance – Jude Gates, Director

Jude Gates requested approval of the annual 4th of July fireworks celebration in the back of the nursing home by the Town of Brentwood. The Commissioners agreed to the event.

Finance – Theresa Young, Director

Theresa Young reported that an extension to the medicaid cost report filing may be needed.

- **WDB Solutions Contract, \$4,900.00**

Moved: Commissioner Stritch to approve a service contract to WDB Solutions for \$4,900.00 from May 1, 2006 to April 30, 2007 and authorize the Chair to sign all necessary documents as

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

- **William F. Sturtevant Fund**

Theresa Young requested that the Board of Commissioners send cards of appreciation to people that donated to the William F. Sturtevant Memorial Fund. The Commissioners agreed and requested a draft for review.

Human Resources – Martha Roy, Director

Martha Roy reported a successful healthy lunch lecture series. Commissioner Barrows requested that Martha Roy and Theresa Young report back at the next meeting regarding the insurance file sharing for reporting changes to the insurance carriers.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Bid Waiver: Direct Supply Healthcare, \$7,462.00**

Moved: Commissioner Stritch to approve a bid waiver to Direct Supply Healthcare for \$7,462.00 and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

Treasurer – Sandy Buck

- **2006 Investment Objectives**

Moved: Commissioner Stritch to adopt the Rockingham County Investment Objectives and Policies for 2006 as recommended by the Treasurer. 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). Commissioner Pratt seconded the motion, voted all in favor.

- **Non Public Session re: legal matter**

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

- **Non Public Session re: personnel**

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

- **Non Public Session re: personnel**

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

- **Non Public Session re: legal matter**

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

- **Non Public Session re: residency waiver**

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

- **Non Public Session re: legal matter**

Those present for NHRSA 91A:3II (e) 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.

- **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 Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception to Personnel Policy, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure 6-3 for an assisted living employee as recommended by the Long Term Care Services Assistant 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 in accordance with Chapter 8, Section 10-C of the Personnel Policies and Procedures for a dietary employee as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, Corrections**

Moved: Commissioner Stritch to approve a leave without pay in accordance with Chapter 8, Section 10-C of the Personnel Policies and Procedures for a corrections employee 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 for consultation with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Matthew LaPointe (via telephone), Jude Gates, and Chris Maxwell. 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 2:58 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
March 22, 2006 – 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
Dan Linehan, High Sheriff
Joe Akerley, Chief Deputy Sheriff
Theresa Young, Finance Director
Jude Gates, Director of Facilities, Planning, and IT
Tom Flygare, Legal Counsel
Matthew LaPointe, Legal Counsel

I. Call to Order

Commissioner Barrows called the meeting to order at 10:11 a.m.

II. Commissioners Non-Meeting

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

Those present for the consultation with legal counsel non meeting were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Flygare, Dan Linehan, Joe Akerley, Theresa Young, Martha Roy, and Chris Maxwell.

Those present for the consultation with legal counsel non meeting were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Matthew LaPointe (via telephone), Jude Gates, and Chris Maxwell.

Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

III. New Business

• **Transferring patients from Assisted Living to the Nursing Home**

The Commissioners discussed the current policy regarding assisted living residents transferring to the nursing home.

• **Dedication: William Sturtevant Way**

Moved: Commissioner Stritch to dedicate and name the driveway leading to the nursing home parking lot and back onto North Road as William Sturtevant Way. Commissioner Pratt seconded the motion, voted all in favor.

• **Registered Nurses**

The Commissioners discussed a proposal to increase the Registered Nurse Hiring Bonus to \$3,000.00.

IV. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session regarding personnel under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners 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.

• Reimbursement of Bank Fees

Moved: Commissioner Stritch to reimburse an employee \$87.00 for bank fees due to a direct deposit error. Commissioner Pratt seconded the motion. Motion passed with Commissioner Pratt opposed.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:20. 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

March 28, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities, Planning, and IT
Al Wright, Corrections Superintendent
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Strafford County Administrator
Diane Gill, Human Services Director
Jim Reams County Attorney
Dan Linehan, High Sheriff
Joe Akerley, Chief Deputy Sheriff
Frank Stoughton, IT/Telecommunications Manager
Lynn Garland, UNH Cooperative Extension

I. Call to Order

Commissioner Barrows called the meeting to order at 1:04 p.m.

II. Reports:

RFP Openings

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

Commissioner Stritch opened paper products proposals received from Hallsmith Sysco Food Services, Portsmouth Paper Company, Central Paper Company, and Interboro Packaging.

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

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

Commissioner Stritch opened body wash products proposals received from Gulf South Medical Supply and Trans Med Inc.

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

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

Commissioner Stritch opened milk products proposals received from Garelick Farms, Oakhurst Dairy, and HP Hood.

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

RFP Awards

- **Copier, Long Term Care Services**

Moved: Commissioner Stritch to award the copier proposal to Konica Minolta Business Solutions for a thirty-six month operating lease at \$188.00 per month with a service contract as outlined and recommended by the Long Term Care Services Assistant Director. Further, authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Technical Support, IT/Telecommunications**

Moved: Commissioner Stritch to award the technical support proposal to NE Services for an amount not to exceed \$120,600.00 for a two year period as recommended by the IT/Telecommunications Manager and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: March 16, 2006 and March 22, 2006**

Moved: Commissioner Stritch to approve the minutes of the March 16, 2006 and March 22, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Southern New Hampshire Services Memorandum of Understanding**

Moved: Commissioner Stritch to enter into a Memorandum of Understanding with Southern New Hampshire Services regarding subsidized elderly housing on county property. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Nurse Hiring Bonus**

Moved: Commissioner Stritch to approve a \$3,000 hiring bonus for part time and full time nurses and LNA's effective March 28, 2006 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

- **Declaratory Judgment**

Moved: Commissioner Stritch to include Rockingham County as a Petitioner in the Declaratory Judgment action against the New Hampshire Department of Health and Human Services. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Telephone Maintenance Contract Extension**

Moved: Commissioner Stritch to extend the telephone maintenance contract with Carousel Industries until June 30, 2006 with all terms and conditions to remain the same as recommended by the IT/Telecommunications Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare Konica Minolta Copier DI520 surplus and to dispose of accordingly as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Speech Therapy Services to Dr. Lewis**

Moved: Commissioner Stritch to award a bid waiver to Dr. Fred Lewis for speech therapy services for an amount not to exceed \$19,000 annually as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked when these services went out for proposal last and stated these services should regularly be sent out to vendors for proposals.

Moved: Commissioner Stritch to withdraw the first motion and send these services out for requests for proposal. Commissioner Pratt seconded the motion, voted all in favor.

- **Speech Therapy Services Contract Extension**

Moved: Commissioner Pratt to extend the current contract with Dr. Lewis for speech therapy services until May 31, 2006. Commissioner Stritch seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Grant Approval: USDOJ Operation Street Sweeper, \$7,926.14**

Moved: Commissioner Stritch to accept the submission of a grant application dated January 12, 2006 to the United States Department of Justice for an Operation Streetsweeper Grant. Further, to approve a grant award from the United States Department of Justice for Operation Streetsweeper in the amount of \$7,926.14 for scopes in the Mobile Incident Field Office as recommended by the High Sheriff and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Optical Systems Technology Inc., \$7,926.14**

Moved: Commissioner Stritch to award a bid waiver to Optical Systems Technology Inc. in the amount of \$7,926.14 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

The High Sheriff notified the Board of Commissioners that Motorola selected the Sheriff's Office for beta testing of communication devices and after the test is complete the equipment becomes county property.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session regarding a residency waiver request under New Hampshire RSA 91A:3 II (c). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, 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. Commissioners Non-Meeting

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

Those present for the consultation with legal counsel non meeting were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Flygare, Dan Linehan, Joe Akerley, Martha Roy, and Chris Maxwell.

Those present for the consultation with legal counsel non meeting were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Flygare, Al Wright, Martha Roy, and Chris Maxwell.

Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

V. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session regarding personnel matters under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner 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 Barrows, motion passed all in favor.

- **Health Insurance Appeal Requests**

Moved: Commissioner Stritch to grant the health insurance appeals of two nursing home employees and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Residency Waiver**

Moved: Commissioner Stritch to approve a residency waiver 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.

VI. Adjournment

Commissioner Stritch moved to adjourn at 3:15 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

April 4, 2006 – 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
Ray Bower, Strafford County Administrator

I. Call to Order

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

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Charles Crush, 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.

III. New Business

• Declaratory Judgment

Moved: Commissioner Pratt to approve the terms of engagement as outlined by Attorney Dunn of Devine Millimet and Branch and authorize the Chair to sign all necessary documents. Commissioner Barrows seconded the motion, voted all in favor.

• Surplus Request, Long Term Care Services

Moved: Commissioner Stritch to declare surplus two Minolta EP6000 copiers (serial number 3115213 and 3115296) in the nursing home surplus and to dispose of accordingly as recommended by the Long Term Care Services Assistant Director.

IV. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Dick Clark, 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.

V. Adjournment

Commissioner Stritch moved to adjourn at 1:05 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY

COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

April 11, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities, Planning, and IT
Martha Roy, Human Resources Director
Theresa Young, Finance Director
Al Wright, Corrections Superintendent
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Strafford County Administrator
Mark Pierce, Sheriff's Office
Frank Stoughton, IT/Telecommunications Manager

I. Call to Order

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

II. Reports:

RFP Openings

• **Disposable Lids, Long Term Care Services**

Commissioner Stritch opened proposals received from Aladdin Temp Rite and Central Paper Products Company.

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

• **Janitorial Products, Department of Corrections**

Commissioner Stritch opened proposals received from Arnold Clement Company, Central Paper Products Company, and Clean-o-Rama.

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.

• **Alarm System, Sheriff's Dispatch, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Accolade Electric, Interstate Electrical Services, and Gerald 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.

• **Laundry Containment Walls, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from David Allen, Tomasz Masonry, and Diagneault and Sons.

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

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

Moved: Commissioner Stritch to award the milk products proposal to Garelick Farms from April 1, 2006 to April 30, 2007 for an amount not to exceed \$14,000 monthly as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the paper plastics proposal to Portsmouth Paper Company and Central Paper Company from April 1, 2006 to June 30, 2006 as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Paper Plastic Products, Department of Corrections**

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

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: March 28, 2006 and April 4, 2006**

Moved: Commissioner Stritch to approve the minutes of the March 28, 2006 and April 4, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **SCRIPPS Program Discussion**

Mark Pierce introduced Deputy Jim Lussier, SCRIPPS Program Coordinator, and presented information about the program.

- **Bid Waiver: Dade Behring, \$13,225.08**

Moved: Commissioner Stritch to approve a bid waiver to Dade Behring for \$13,225.08 annually from April 1, 2006 to April 1, 2013 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Dade Behring Agreement Approval**

Moved: Commissioner Stritch to approve an agreement with Dade Behring from April 1, 2006 to April 1, 2013 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Swank Motion Pictures Agreement Approval**

Moved: Commissioner Stritch to approve the agreement with Swank Motion Pictures from March 10, 2006 to May 3, 2007 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Change Order: Lewis Creek Systems, \$179.94**

Moved: Commissioner Stritch to approve a change order to Lewis Creek Systems for \$179.94 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Quarterly Write-off Discussion**

Ray Bower reported that he spoke with Theresa Young and was educated on the proper write-off procedure.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c, d, e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, Martha Roy, and Chris Maxwell.

- **Non Public Session re: residency waiver**

Those present for NHRSA 91A:3II (c) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, Martha Roy, and Chris Maxwell.

- **Non Public Session re: claim**

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

- **Non Public Session re: lease**

Those present for NHRSA 91A:3II (d) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, 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.

- **Primex Assessment Tool**

Gary Stenhouse and Nick Minolas from Primex presented the Board of Commissioners with an assessment tool for analyzing personalities of candidates for the Long Term Care Services Director position.

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

Moved: Commissioner Stritch to approve a residency waiver to an applicant at the assisted living facility and nursing home. 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 in accordance with Personnel Policy and Procedure Chapter 8, Section 10-C from April 1, 2006 to April 30, 2006 for a Long Term Care Services employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception to Personnel Policy, Long Term Care Services**

Moved: Commissioner Stritch to approve a request to hire above step five in accordance with Personnel Policy and Procedure Chapter 6, Section 6-3 for an assisted living employee as recommended by the Assisted Living Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 3:04 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

April 20, 2006 – 12:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Ray Bower, Strafford County Administrator
Nick Manolis and Gary Stenhouse, Primex

I. Call to Order

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

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session regarding applicants for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Nick Manolis, Gary Stenhouse, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:05 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

April 25, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities, Planning, and IT
Martha Roy, Human Resources Director
James Reams, County Attorney
Diane Gill, Human Services Director
Katherine Nikitas, Finance Office
Al Wright, Corrections Superintendent
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Strafford County Administrator
Jim Szeliga, Sheriff's Office

I. Call to Order

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

II. Reports:

RFP Openings

• **Gasoline System, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from American Tank Management Inc., MB Maintenance Inc., Stark Boiler Service Inc, and Smith-LaMountain Service 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.

• **Roof Replacement and Repairs, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Skyline Roofing Inc., AW Therrian Company, and Jones Roofing 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.

• **Replacement Flooring, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Kingdom Contract Flooring and Cadieux 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.

- **Automatic Doors, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Besam Entrance Solutions and Northeast Door Corporation.

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.

- **Firearms, Sheriff**

Commissioner Stritch opened a proposal received from Riley Sports Shop.

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

- **Computer Equipment, Sheriff**

Commissioner Stritch opened proposals received from Cocci Computer Services, PC Mall, and NeServices.

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.

- **Speech Therapy Services, Long Term Care Services**

Commissioner Stritch opened a proposal received from Dr. Frederick Lewis.

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

- **Printers and Computers, IT/Telecommunications**

Commissioner Stritch opened proposals received from JTL Technical Services, Jenesis Computer Services, PC Mall, NeServices, Turbotek, Cocci Computer Services, CDW Government, PC Connection, and Advanced Military Technology.

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

- **Disposable Lids, Long Term Care Services**

Moved: Commissioner Stritch to award the proposal to Central Paper products from June 1, 2006 to June 1, 2008 for an amount not to exceed \$7,800.00 annually as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Products, Department of Corrections**

Moved: Commissioner Stritch to award the proposal to Clean-O-Rama, Central Paper Company, and Swish as outlined and recommended in the Superintendent's memorandum dated April 17, 2006. Commissioner Pratt seconded the motion, voted all in favor.

- **Laundry Containment Walls, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to David M. Allen, Mason Contractor for \$8,034.10 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm Dispatch Monitoring, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to G. A. Laflamme Inc. for \$24,580.00 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: April 11, 2006 and April 20, 2006**

Moved: Commissioner Stritch to approve the minutes of the April 11, 2006 and April 20, 2006 Board of Commissioners meeting as submitted. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Attendance Bonus Policy**

Moved: Commissioner Stritch to approve the Quarterly Attendance Bonus Policy effective January 1, 2006 as recommended by the Human Resources Director and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

- **House Bill 638**

Diane Gill presented the most recent amendment to House Bill 638 and highlighted the changes.

- **Incentive Fund Approval**

Moved: Commissioner Stritch to approve 6% incentive funds totaling \$150,000 to:

- Raymond Recreation for \$10,000
- Camp Lincoln YMCA for \$15,000
- Nottingham Recreation for \$15,000
- Daniel Webster Council for \$5,000
- UNH Cooperative Extension 4H for \$10,500
- Seacoast Family YMCA for \$6,000
- Hampton Parks and Recreation for \$12,000
- Portsmouth Housing Authority for \$18,000
- Hampton-Seabrook Project for \$5,000
- Rockingham County DJJS and DCYF for \$30,000
- Salem Boys and Girls Club for \$7,500
- Epping Recreation Department for \$12,000
- North Hampton Recreation for \$4,000

Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Change Order: Bayring Communications, \$20,300.00**

Moved: Commissioner Stritch to approve a change order to Bayring Communications for \$20,300.00 over a three year period increasing the total award to \$176,300.00 as recommended by the IT Manager and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Change Order: Direct Supply Equipment, \$15.02**

Moved: Commissioner Stritch to approve a change order to Direct Supply Equipment for \$15.02 increasing the total award to \$7,477.02 as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

Registry of Deeds – Cathy Stacey, Registrar

- **Bid Waiver: Donnegan Systems, \$5,096.00**

Moved: Commissioner Stritch to approve a bid waiver to Donnegan Systems for \$5,096.00 from May 9, 2006 to May 8, 2007 as recommended by the Registrar. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Bid Waiver: Motorola, \$21,511.20**

Moved: Commissioner Stritch to approve a bid waiver to Motorola for \$21,511.20 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: IMC, \$20,500.00**

Moved: Commissioner Stritch to approve a bid waiver to Information Management Company for \$20,500.00 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). Commissioner Pratt seconded the motion, voted all in favor.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel working undercover were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, James Szeliga, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an employee reimbursement request were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss department personnel issues were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Diane Gill, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss Long Term Care Services Director applicants were Commissioners Barrows, Commissioner Pratt, Commissioner 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 Barrows, motion passed all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 2:52 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

May 2, 2006 – 11:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Ray Bower, Strafford County Administrator

I. Call to Order

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

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor.

Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Jean Davis, and Chris Maxwell.

Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Philip Jean, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:25 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

May 8, 2006 – 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
Ray Bower, Strafford County Administrator

I. Call to Order

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

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Jonathan McCosh, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:55 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY

COMMISSIONERS MEETING

Commissioners Conference Room

Brentwood, New Hampshire

May 9, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities, Planning, and IT
Martha Roy, Human Resources Director
Judie Milner, Accounting Manager
Louise Turner, Corrections Business Manager
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Strafford County Administrator
James Szeliga, Sheriff's Office
Lynn Garland, UNH Cooperative Extension
Frank Stoughton, IT/Telecommunications Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 1:01 p.m.

II. Reports:

RFP Openings

• **Hobart Equipment, Long Term Care Services**

Commissioner Stritch opened proposals received from Kittredge Equipment Company, Northeast Food Service, Perkins, and Direct Supply.

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

• **Kitchen Hood Ansul System, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from REM-C Fire Protection Systems and Interstate Fire Protection.

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.

• **Well and Pump Equipment, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Barrie Miller's Well and Pump Service and Layne Christensen Company.

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.

• **Corrections Camera System, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Concentric Security Resources and Catamount Electric and Alarm.

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.

- **Police Cruiser Equipment, Sheriff**

Commissioner Stritch opened proposals received from Ossipee Mountain Electronics, Adamson Industries Corporation, and 2-Way Communication Service.

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

RFP Awards

- **Gasoline System, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to Smith and LaMountain Service Corporation for \$21,598 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Roof Replacement and Repairs, Engineering and Maintenance Services**

Moved: Commissioner Stritch to reject all proposals received and resend the invitation for proposals as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Flooring, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to Kingdom Contract Flooring for \$22,880 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Automatic Doors, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to Northeast Door Corporation for \$4,858 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Firearms, Sheriff**

Moved: Commissioner Stritch to award the proposal to Riley's Sport Shop for \$11,614 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Computer Equipment, Sheriff**

Moved: Commissioner Stritch to award the proposal to NEServices for \$13,200 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Speech Therapy Services, Long Term Care Services**

Moved: Commissioner Stritch to award the proposal to Dr. Frederick Lewis from June 1, 2006 to May 31, 2008 at an hourly rate of \$60.00 as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Pay and Classification Consultation Services**

Moved: Commissioner Stritch to award the proposal to HR Partners pending contract approval from April 30, 2006 to April 30, 2007 at an hourly rate of \$100 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Commissioner Pratt requested this be discussed further.

Commissioner Pratt inquired about the recommendation with HR Partners. Martha Roy explained that the lowest bidder withdrew the offer and expressed timing concerns. Commissioner Pratt noted that there is plenty of time to re-bid the services and again highlighted concerns with the current services. Commissioner Barrows said this should have been sent out

earlier and that time is a concern. Commissioner Stritch noted that a few extra weeks would not be a problem.

Moved: Commissioner Stritch to reject all proposals received and resend the invitation for proposals. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: April 25, 2006 and May 2, 2006**

Moved: Commissioner Stritch to approve the minutes of the April 25, 2006 and May 2, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in the County Attorney's memorandum dated May 1, 2006 surplus and offer the equipment to county employees and the local school system with the remainder to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Federal Equitable Sharing Agreement**

Moved: Commissioner Stritch to approve the Federal Equitable Sharing Agreement valid through September 30, 2008 and the Federal Annual Certification Report for fiscal year ending 2005 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

University of New Hampshire Cooperative Extension – Lynn Garland

• **Surplus Equipment Request**

Moved: Commissioner Stritch to declare two Gateway E4200 computers and one Epson FX86E printer surplus and to dispose of accordingly as recommended by Lynn Garland. 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 (b & c). Commissioner Pratt seconded the motion, voted all in favor.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss compensation for a nursing home candidate were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, and Chris Maxwell.

• **Non Public Session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the nursing home were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, 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, Long Term Care Services**

Moved: Commissioner Stritch to grant an exception to Personnel Policy and Procedure Chapter 6-3 for a candidate for employment to the nursing home as recommended by the Long Term Care Services Assistant 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 Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Old Business

- **Southern New Hampshire Services Elderly Housing Proposal**

Philip Grandmaison of Southern New Hampshire Services explained the application process for grant funding and presented a draft letter for the Board of Commissioners to sign confirming Rockingham County's intentions. The Commissioners agreed that this letter should be sent for legal review. Commissioner Pratt explained that the Executive Committee requested a presentation on the proposal at its July meeting and highlighted the approval process. The Commissioners asked that this matter be discussed again next Tuesday for final consideration.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:38 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

May 16, 2006 – 9:30 a.m.

Present: Commissioner Maureen Barrows, Chair (via telephone)
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Ray Bower, Strafford County Administrator
Nick Manolis and Gary Stenhouse, Primex

I. Call to Order

Commissioner Barrows called the meeting to order at 9:30 a.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, b, d & e). Commissioner Pratt seconded the motion, voted all in favor.

• **Non Public Session re: personnel**

Those present for New Hampshire RSA 91A:3 II (b) regarding applicants for Long Term Care Services Director position were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Nick Manolis, Gary Stenhouse, and Chris Maxwell.

• **Non Public Session re: personnel**

Those present for New Hampshire RSA 91A:3 II (a) regarding an employee disciplinary matter were Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, and Chris Maxwell.

• **Non Public Session re: legal**

Those present for New Hampshire RSA 91A:3 II (e) regarding legal opinion on employee benefits were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Judie Milner, and Chris Maxwell.

• **Non Public Session re: lease**

Those present for New Hampshire RSA 91A:3 II (d) regarding the elderly housing property lease were Commissioners 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:18 a.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
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

May 23, 2006 – 12:30 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Jude Gates, Director of Facilities, Planning, and Information Technology
Frank Stoughton, IT Manager
Al Wright, Corrections Superintendent
Diane Gill, Human Services Director
Judie Milner, Accounting Manager
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Strafford County Administrator
Skip Christenbury, Sheriff's Office
Sandy Buck, Treasurer
Lynn Garland, UNH Cooperative Extension

I. Call to Order

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

II. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, b, c, and d). Commissioner Pratt seconded the motion, voted all in favor.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss applicants for Long Term Care Services Director position were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

• **Non Public Session re: lease**

Those present for New Hampshire RSA 91A:3 II (d) regarding the elderly housing property lease were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Mark Pierce, Judie Milner, and Chris Maxwell.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an employee disciplinary issue were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Al Wright, and Chris Maxwell.

• **Non Public Session re: residency waivers**

Those present for NHRSA 91A:3II (c) to discuss residency waivers to the nursing home and assisted living were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss employee pay were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Susan Denopoulos, Ray Bower, Judie Milner, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a finance office employee were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Judie Milner, 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.

III. New Business

- **Exception to Personnel Policy and Procedure, Sheriff**

Moved: Commissioner Stritch to approve an exception to Personnel Policies and Procedures Chapters 2-44, 8-2, and 8-4, allowing a temporary employee of the Sheriff's Office to receive benefits, holidays and earned time at the current full time rate of accrual. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve three residency waivers for applicants to the nursing home and assisted living facility as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception to Personnel Policy and Procedure, Finance**

Moved: Commissioner Stritch to approve an exception to Personnel Policies and Procedures Chapter 5-3 and 6-4 effective May 15, 2006 on a temporary basis for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion. Motion passed with Commissioner Barrows abstaining from the vote.

IV. Reports:

Commissioners Office – Maureen Barrows, Chair

Commissioner Barrows read a Proclamation issued by Governor Lynch in recognition of Nursing Home Week.

- **Approval of Minutes: May 8, 2006, May 9, 2006, & May 16, 2006**

Moved: Commissioner Stritch to approve the minutes of the May 8, 2006, May 9, 2006, and May 16, 2006 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

- **Follow up on Finance and Human Resources computer file sharing**

Martha Roy noted that the computer drive was mapped and need to finalize the internal process.

- **Wellness Program**

Moved: Commissioner Pratt to approve posting of an exercise instructor position at a rate of \$50.00 per hour for 1 to 2 ten week courses as needed by the County to be appointed by the Board of Commissioners as recommended by the Human Resources Director. Commissioner Stritch seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve payroll deductions for attendance at Synergy, Globalfit, and Planet Fitness gyms. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows left the meeting at 1:30 p.m.

Corrections – Al Wright, Superintendent

Al Wright notified the Board of Commissioners that Belknap County is in need of assistance to house male inmates temporarily for bike week. Commissioner Pratt said that once a request letter is received that the Board could vote on the matter.

Finance – Theresa Young, Director

- **Write-off Approvals**

Moved: Commissioner Stritch to approve a human services receivable write off totaling \$150.00 from fiscal year 2005 as recommended by the Finance Director and Human Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve an IT receivable write off totaling \$15.42 from fiscal year 2005 as recommended by the Finance Director and Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **2005 Medicare Cost Report**

Moved: Commissioner Stritch to authorize the chair sign the 2005 Medicare Cost Report prepared by Robbin Grill CPA. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Director

- **Lucent Connects, Global Days of Caring Grant, \$1,000.00**

Moved: Commissioner Stritch to approve the submission of a grant to the Lucent Technologies Foundation for the Global Day of Caring Volunteer Program in the amount of \$1,000.00 and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

- **Financial Advisory Services, Finance Office**

Commissioner Stritch opened proposals received from First Southwest Company, Citizens Financial Group, and Moors and Cabot Inc.

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.

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

Commissioner Stritch opened proposals received from Weather Shield Inc, Lancaster Enterprises Inc, Imperial Company, and AW Therrian Roofing.

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 Awards

- **Hobart Cutter Mixer, Long Term Care Services**

Moved: Commissioner Stritch to award the Hobart proposal to Perkins Paper Incorporated for \$9,550.00 as recommended by the Long Term Care Services Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Personal Computers and Printers, IT/Telecommunications**

Moved: Commissioner Stritch to award the computer and printer proposal to NEServices for \$28,875.00 through the 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.

- **Police Cruiser Equipment, Sheriff**

Moved: Commissioner Stritch to award the police cruiser equipment proposal to Adamson Industries for \$14,280.66 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Well and Pump Equipment, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the well and pump equipment proposal to Layne Christensen Company for an amount not to exceed \$11,390 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Corrections Camera System, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the camera system upgrade proposal to Catamount Electric and Alarm for \$25,344.68 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:18 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

May 31, 2006 – 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 10:04 a.m.

II. New Business

a. Union Grievance Hearing

The Board of Commissioners received notice that the union grievance hearing needs to be rescheduled at the request of the union.

b. Elderly Housing Proposal

The Board of Commissioners agreed that more work is needed and this will not be submitted at this year.

c. Use of Earned Time

Commissioner Barrows stated that this situation is a rare case and the Governor can declare a state of emergency by state law. The Board of Commissioners concurred that this proposal includes all departments. Theresa Young explained that department heads need to input the employee information into the system. Commissioner Barrows requested that manual checks be issued on Thursday.

Moved: Commissioner Stritch to authorize an exception to Personnel Policy and Procedure Chapter 7-5. The Board has determined that no non-union benefit eligible employee shall be denied pay who was absent from duty because of the disaster from May 14, 2006 to May 18, 2006. Those employees may request of their director to use earned time/holiday balances if available. This decision relates to this disaster only and has no bearing on any future disasters. Commissioner Barrows seconded the motion, voted all in favor.

d. RFP Opening: Pay and Classification Consultant

Commissioner Stritch opened proposals received from Stone Consulting Inc. and Human Resource Partners.

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

a. Non Public Session re: personnel

Those present for NHRSA 91A:3II (a) to discuss an exception request for a finance office employee were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

b. Non Public Session re: personnel

Those present for NHRSA 91A:3II (a) to discuss Long Term Care Services administration were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

c. Non Public Session re: resident

Those present for NHRSA 91A:3II (c) to discuss resident care were Commissioners 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. Adjournment

Commissioner Stritch moved to adjourn at 11:58 a.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
June 8, 2006 – 10:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, Strafford County Administrator
Al Wright, Corrections Superintendent
John Blomeke, Corrections Assistant Superintendent
Martha Roy, Human Resources Director
Brian Mitchell, SEA Representative
Patrick Valencia, Corrections Officer
Arthur Buckholz, Union Steward
Thomas Flygare, Negotiator

I. Call to Order

Commissioner Barrows called the meeting to order at 10:02 a.m.

II. 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 to discuss Long Term Care Services administration were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, 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.

III. New Business

a. Commissioners Non-Meeting

Commissioner Stritch moved to enter into non-meeting for consultation with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

b. Union Grievance Hearing – Department of Corrections

Commissioner Barrows asked the Union Steward if this hearing would be conducted in public session or non-public session. It was agreed that this hearing would be a public session. Steward Buckholz outlined his concerns in the grievance submitted. Officer Valencia affirmed the grievance issue and felt he is being singled out. Superintendent Wright presented his facts and highlighted the history. Officer Valencia and Superintendent Wright presented closing comments. The Board of Commissioners had no questions.

c. Commissioners Non-Meeting

Commissioner Stritch moved to enter into non-meeting for consultation with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

d. Bid Waiver: Certrex, \$9,547.17 – Engineering and Maintenance Services

Moved: Commissioner Stritch to award a bid waiver to Certrex LLC for \$9,547.17 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Pratt moved to adjourn at 11:54 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

June 14, 2006 – 11:00 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, Strafford County Administrator
Susan Denopoulos, Long Term Care Services Assistant Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:15 a.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss Long Term Care Services administration. Commissioner Pratt seconded the motion, voted all in favor.

- Those present for NHRSA 91A:3 II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower and Chris Maxwell.
- Those present for NHRSA 91A:3 II (a) were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:09 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
Brentwood, New Hampshire
June 20, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Diane Gill, Human Services Director
Louise Turner, Corrections Business Manager
Mark Peirce, Lieutenant Sheriff
Lynn Garland, UNH Cooperative Extension
Martha Roy, Human Resources Director
Frank Stoughton, IT Manager
Susan Denopoulos, Long Term Care Services Assistant Director
Ray Bower, Long Term Care Services Interim Director
Kathy Nikitas, Finance Office
Cathy Stacey, Registrar of Deeds

I. Call to Order

Commissioner Barrows called the meeting to order at 1:05 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Announcement of Long Term Care Services Interim Director**

Commissioner Barrows announced that Ray Bower will serve as Long Term Care Services Interim Director until the position is filled.

• **Approval of Minutes: June 6, 2006, June 8, 2006 and June 14, 2006**

Moved: Commissioner Stritch to approve the minutes of the June 6, 8, and 14, 2006 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Strafford County Female Inmates Contract**

Moved: Commissioner Stritch to extend the current contract with Strafford County to house female prisoners from September 1, 2006 to September 1, 2007 at a daily rate of \$55.00 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

RFP Openings

• **Computer Equipment, Registry of Deeds**

Commissioner Stritch opened a proposal received from Connor and Connor.

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

• **Map and Plan Plotter, Registry of Deeds**

Commissioner Stritch opened a proposal received from Connor and Connor.

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

- **Hot Water Tank and Supplies, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Standard of New England, Granite Group, and FW Webb Company.

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

Commissioner Barrows seconded the motion, voted all in favor.

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

Commissioner Stritch opened proposals received from Portsmouth Paper Company, Central Paper Products, and Interboro Packaging Company.

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

RFP Awards

- **Elevator Upgrade and Repairs, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the elevator proposal to Stanley Elevator Company for \$21,500.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the HVAC system cleaning to Northeast Ventilation Services for \$22,500.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Pay and Classification Services**

Moved: Commissioner Stritch to award the pay and classification consultant proposal to HR Partners for one year in the amount of \$4,500 as recommended by the Human Resources and Finance Directors. 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, b, c, and d). Commissioner Barrows seconded the motion, voted all in favor.

- **Non Public Session re: residency waivers**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the assisted living facility were Commissioner Barrows, Commissioner Stritch, Susan Denopoulos, Ray Bower, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Stritch, Mark Peirce, Martha Roy, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a human resources office employee were Commissioner Barrows, Commissioner 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 Barrows, 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 Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure 6-7 for a sheriff's office employee as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve a payout of holiday time due to an emergency situation for a human resources employee from the Compensated Absences Fund as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 1:46 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

Commissioners Conference Room
Brentwood, New Hampshire

June 27, 2006 – 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
James Szeliga, Sheriff's Office

I. Call to Order

Commissioner Barrows called the meeting to order at 10:05 a.m.

II. New Business

• **Sheriff's Office Exception Request**

James Szeliga presented a proposal from the High Sheriff requesting that eligible active Manchester Airport Deputies be paid the 2% bonus and longevity payments in their next paychecks.

Moved: Commissioner Pratt to allow an exception to the 2006 2% bonus. This will grant active airport employees with anniversary dates after July 1, 2006 their one time 2% compensation payout with their final payroll, July 13, 2006. Further, to allow an exception to Personnel Policy and Procedure 6-11 and grant all eligible active airport employees their 2006 longevity payment in their July 13, 2006 payroll. Commissioner Stritch seconded the motion, voted all in favor.

• **2005 Proshare Payment to the State of New Hampshire**

The Commissioners discussed that Hillsborough County has withheld payment of the 2005 retroactive correction Proshare Payment to the State of New Hampshire. Theresa Young explained the amount due and the history of the payments. Commissioner Barrows suggested that this issue be held until the next Executive Committee meeting. The Commissioners agreed to discuss this again at the next meeting.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:40 a.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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

July 5, 2006 – 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
Jude Gates, Director of Facilities, Planning, and Information Technology

I. Call to Order

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

II. New Business

• **RFP Award: Laundry Hot Water Tank, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the laundry hot water tank proposal to FW Webb Company for an amount not to exceed \$26,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Sheriff's Office Exception Request**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 8-2, Section H-1 for five airport deputies hired after January 1, 2005 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:15 a.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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

July 11, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Martha Roy, Human Resources Director
Cathy Stacey, Register of Deeds
Diane Gill, Human Services Director
Mark Perice, Lieutenant Sheriff
Frank Stoughton, IT Manager
Lynn Garland, UNH Cooperative Extension
Ray Bower, Long Term Care Services Interim Director
Susan Denopoulos, Long Term Care Services Assistant Director

I. Call to Order

Commissioner Barrows called the meeting to order at 1:08 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: June 20, 2006, June 27, 2006 and July 5, 2006**

Moved: Commissioner Stritch to approve the minutes of the June 20, June 27, and July 5, 2006 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Change Order: Layne Christensen Company, \$2,875.00**

Moved: Commissioner Stritch to approve a change order to Layne Christensen Company for an additional \$2,875.00 bringing the total project to \$14,265.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

Long Term Care Services – Ray Bower, Interim Director

- **Orange Juice RFP Award Extension**

Moved: Commissioner Stritch to extend the orange juice award from May 31, 2006 to July 31, 2006 as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Adult Medical Day Care Program Private Rate Increase**

Moved: Commissioner Stritch to increase the Adult Medical Day Care Program private rate to \$51.00 per day effective July 1, 2006 as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to instruct the auditor to provide the 2005 financial statements forthwith. Commissioner Barrows seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

Lt. Peirce noted that all operations at the Manchester Airport have ceased and all employees except two have found positions elsewhere.

Commissioner Pratt arrived at 1:38 p.m.

RFP Awards

• **Computer Equipment, Registry of Deeds**

Moved: Commissioner Stritch to award the computer equipment proposal to Connor and Connor for \$5,303.00 along with all data conversion rates as outlined and recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

• **Map and Plan Plotter, Registry of Deeds**

Moved: Commissioner Stritch to award the map and plan plotter proposal to Connor and Connor for \$25,425.00 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the paper products proposal in Long Term Care Services to Portsmouth Paper Company, Central Paper Company, and Interboro Packaging from July 1, 2006 to September 30, 2006 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Paper Products, Corrections**

Moved: Commissioner Stritch to award the paper products proposal to Central Paper Company and Interboro Packaging from July 1, 2006 to September 30, 2006 as recommended by the Corrections Superintendent. 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, b, c, and d). Commissioner Pratt seconded the motion, voted all in favor.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an employee complaint regarding smoking in the workplace were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, and Chris Maxwell.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Martha Roy, and Chris Maxwell.

• **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a adult medical day care staff candidate employee were Commissioner Barrows, Commissioner Pratt. Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, and Chris Maxwell.

• **Non Public Session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, 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 Request, Sheriff's Office**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-10 for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-3 for an applicant to the Adult Medical Day Care office as recommended by the Interim 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 facility as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 2:15 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, County Complex
Brentwood, New Hampshire

July 11, 2006 – 12:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, Long Term Care Services Interim Director
Al Wright, Corrections Superintendent
Martha Roy, Human Resources Director
Thomas Flygare, Labor Relations Consultant

I. Call to Order

Commissioner Barrows called the meeting to order at 12:10 p.m.

II. Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss Long Term Care Services administration. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Stritch, and Ray Bower. 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.

III. Non Meeting

Commissioner Stritch moved to enter into non-meeting for consultation with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Stritch, Thomas Flygare, Al Wright, Martha Roy, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

The Commissioners agreed to Tom Flygare's proposal.

IV. 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 – Commissioners Office

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

July 18, 2006 – 12:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, Long Term Care Services Interim Director
Theresa Young, Finance Director
Al Wright, Corrections Superintendent
Martha Roy, Human Resources Director
Thomas Flygare, Labor Relations Consultant

I. Call to Order

Commissioner Barrows called the meeting to order at 12:01 p.m.

II. Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss Long Term Care Services administration. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, and Theresa Young. 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.

III. Non Meeting

Commissioner Stritch moved to enter into non-meeting for consultation with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, Al Wright, Martha Roy, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Pratt, motion passed all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 1:00 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

July 18, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Frank Stoughton, IT Manager
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities, Planning, and IT
Commissioner C. Donald Stritch, Clerk	Theresa Young, Finance Director
Martha Roy, Human Resources Director	Lynn Garland, UNH Cooperative Extension
Al Wright, Corrections Superintendent	Sandy Buck, Treasurer
Ray Bower, Interim Director	Robbin Grill, Auditor
Susan Denopoulos, Assistant Director	Judie Milner, Accounting Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes, July 11, 2006**

Moved: Commissioner Stritch to approve the minutes of the July 11, 2006 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

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

• **Bid Waiver: Superior Fire Protection, \$13,700**

Moved: Commissioner Stritch to authorize a bid waiver to Superior Fire Protection for \$13,700 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Bid Waiver: Accolade Electric, \$15,600**

Moved: Commissioner Stritch to authorize a bid waiver to Accolade Electric for \$15,600 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

RFP Award: Clinical Financial Software, Long Term Care Services

Moved: Commissioner Stritch to award the clinical financial software proposal to Point Click Software for an amount not to exceed \$49,000 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **Chaplain, Long Term Care Services**

Commissioner Stritch opened proposals received from Rev. Slawnwhite, Rev. Williams, Rev. Moynihan, and Rev. Knowland.

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

• **Hair Salon Equipment, Long Term Care Services**

Commissioner Stritch opened a proposal received from CB Sullivan.

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

- **Orange Juice, Long Term Care Services**

Commissioner Stritch opened a proposal received from HP Hood LLC who was unable to submit a proposal.

Moved: Commissioner Stritch to resend requests for proposals. 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 and c). Commissioner Pratt seconded the motion, voted all in favor.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home staff candidate employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, and Chris Maxwell.

- **Non Public Session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Ray Bower, 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. New Business

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the nursing home as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Auditor Exit Interview**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Robbin Grill, Ray Bower, Theresa Young, Judie Milner, Al Wright, and Jude Gates.

Robbin Grill presented her 2005 Management Comments to the Board of Commissioners. The Commissioners reviewed each item with the auditor and staff.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:39 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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

July 21, 2006 – 9:15 a.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Barrows called the meeting to order at 9:15 a.m.

II. New Business

• **RFP Opening: Orange Juice, Long Term Care Services**

Commissioner Stritch opened proposals received from Garelick Farms and US Food Service for orange juice products.

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

III. Adjournment

Commissioner Stritch moved to adjourn at 9:17 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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 1, 2006 – 12:30 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, Long Term Care Services Interim Director

I. Call to Order

Commissioner Barrows called the meeting to order at 12:31 p.m.

II. Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss Long Term Care Services administration. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, and Ray Bower. 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:00 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 1, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Susan Denopoulos, Assistant Director
Ray Bower, Interim Director
Martha Roy, Human Resources Director

Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Theresa Young, Finance Director
Lynn Garland, UNH Cooperative Extension
Joe Akerley, Captain – Sheriff's Office

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Recycling Discussion**

Commissioner Barrows asked for clarification on the county recycling plan. Ray Bower explained that our vendor, Waste Management, recycles cardboard and paper but does not accept cans or bottles. Commissioner Barrows asked for a report from all departments and then to publish the results in the next Human Resources newsletter.

• **Approval of Minutes, July 18, 2006 and July 21, 2006**

Moved: Commissioner Stritch to approve the minutes of the July 18, 2006 and July 21, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

Jude Gates indicated that the trash compactor at Corrections has failed and cannot be fixed. She provided an alternative for replacement by leasing the equipment and the Commissioners concurred.

Human Resources – Martha Roy, Director

• **Smoking Policies**

Martha Roy provided the Commissioners the current policies on smoking in all county facilities. Ray Bower indicated that Long Term Care is reviewing the current policies and locations for smoking.

• **Fitness Instructors**

Martha Roy and Theresa Young presented information on two applicants for the Fitness Instructor position. Moved: Commissioner Stritch to approve the two applicants as Fitness Instructors effective August 1, 2006 at \$50.00 per class based on proper class sizes. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

• **Change Order: Carousel Industries, \$14,072.50**

Moved: Commissioner Stritch to approve a change order to Carousel Industries for an additional \$14,072.50 with a total award not to exceed \$294,072.50 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Ray Bower, Interim Director

- **Point Click Care Authorization**

Moved: Commissioner Stritch to authorize the Chair to sign all necessary documents relative to the Point Click Care software award at the July 18, 2006 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Bid Waiver: Ford Motor Credit, \$123,964**

Moved: Commissioner Stritch to approve a bid waiver to Ford Motor Credit or Banc of America pending financial review for \$123,964 to purchase six cruisers as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Lease to Ford Motor Credit Company**

Moved: Commissioner Stritch to approve a lease to own with Ford Motor Credit or Banc of America pending financial review for three years totaling \$123,964 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Captain Joe Akerley apologized on behalf of the Sheriff's Office regarding the confusion of longevity payments. The Captain requested that someone meet with him and other staff to explain and understand the longevity issue.

RFP Awards

- **Chaplain, Long Term Care Services**

Moved: Commissioner Stritch to approve the proposal from Reverend Ginny Slawnwhite for chaplain services from September 1, 2006 to September 1, 2008 at an hourly rate of \$13.72 for up to 17 hours per week as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Hair Salon Equipment, Long Term Care Services**

Moved: Commissioner Stritch to approve the proposal from CB Sullivan Company for hair salon equipment for an amount not to exceed \$7,228.50 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Orange Juice, Long Term Care Services**

Moved: Commissioner Stritch to approve the proposal from Garelick Farms for orange juice from August 1, 2006 to March 1, 2007 as recommended by the Interim 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, b, and e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for a nursing home staff candidate employee were Commissioner Barrows, Commissioner Pratt. Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss Long Term Care Services Director applicants were Commissioner Barrows, Commissioner Pratt. Commissioner Stritch, Ray Bower, Martha Roy, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel compensation were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Al Wright, Martha Roy, and Chris Maxwell.

- **Non Public Session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal case pertaining to corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Al Wright, Martha Roy, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception to personnel policies and procedures for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, and Chris Maxwell.

- **Non Public Session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception to personnel policies and procedures for a register of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

- **Non Public Session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal union information were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, 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. New Business

- **Exception Request, Registry of Deeds**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 10-2C for a Register of Deeds employee as recommended by the Registrar. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the nursing home as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 10-2A for a Corrections employee as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:54 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, County Complex
Brentwood, New Hampshire

August 15, 2006 – 12:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Roy Morrisette, HR Assistant Director
Commissioner Katharin K. Pratt, Vice Chair	Kathy Nikitas, Finance Office
Commissioner C. Donald Stritch, Clerk	Pat Haradan, Longfellow Benefits
Sandy Buck, Treasurer	Ray Bower, LTCS Interim Director

I. Call to Order

Commissioner Barrows called the meeting to order at 12:01 p.m.

II. New Business

• **Health Insurance Quarterly Review**

Pat Haradan presented the first and second quarter health insurance review highlighting the operations and next year preparation. He presented information on financial statistics, medical case management program, and pharmacy programs. The Commissioners discussed ideas for next year planning.

• **Tax Anticipation Note Borrowing**

Moved: Commissioner Stritch that in order to provide funds which will be needed during the current fiscal year to meet demands upon the county treasurer, the County Treasurer is ordered to borrow \$15,000,000 under RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$15,000,000 4.00% Tax Anticipation Note of the County dated August 25, 2006, and payable December 29, 2006, to Commerce Capital Markets Inc. at par and accrued interest plus a premium of \$19,800 is hereby approved. Further that the consent to the financial advisor bidding for the note, as executed prior to the bidding for the note, is hereby confirmed. Commissioner Pratt seconded the motion, voted all in favor.

• **Long Term Care Services Administration**

Ray Bower noted the aggressive marketing techniques of the Adult Medical Day Care Center and the results are beginning to show. He explained resident documentation changes to the Assisted Living Facility to provide more information for the files. Commissioner Pratt inquired about the cost for the facility along with staffing costs. He gave an update to heat levels in the laundry room. Commissioner Pratt noted that Concentra offers heat stress programs that may assist in the planning. The Commissioners and Ray Bower discussed the draft Weekender Policy for nursing supervisors.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:05 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 15, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Diane Gill, Human Services Director
Commissioner Katharin K. Pratt, Vice Chair	John Blomeke, Corrections Asst. Superintendent
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Susan Denopoulos, LTCS Assistant Director	Frank Stoughton, IT Manager
Ray Bower, LTCS Interim Director	Theresa Young & Kathy Nikitas, Finance Office
Roy Morrisette, HR Assistant Director	Joe Akerley, Chief Deputy Sheriff

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes, August 1, 2006**

Moved: Commissioner Stritch to approve the minutes of the August 1, 2006 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Approval of APPRISS Service Agreement**

The Commissioners asked for further information and will be discussed at the next meeting.

Human Resources – Martha Roy, Director

• **Mandatory FMLA Training**

Roy Morrisette presented information about mandatory training regarding Family Medical Leave Act held at the county on August 31, 2006 with a guest speaker.

• **Bid Waiver: Resource Management Consultants, Wellness Program**

Moved: Commissioner Stritch to authorize a bid waiver to Resource Management Consultants for an amount not to exceed \$10,000 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Bid Waiver: Concentra Health Services, Wellness Program**

Moved: Commissioner Stritch to authorize a bid waiver to Concentra Health Services for an amount not to exceed \$4,000 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Assistant Director. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Ray Bower, Interim Director

• **Dental Contract Extension**

Moved: Commissioner Stritch to extend the current dental contract that expired July 31, 2006 to November 1, 2006 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

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

Commissioner Stritch opened proposals received from Star Silk and Woolen Company and Phoenix Textile Corporation.

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

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

Commissioner Stritch opened proposals received from Clean-O-Rama, Swish Maintenance Limited, and Central Paper Company.

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

III. New Business

- **Draft Weekender Policy**

The Commissioners asked Ray Bower and Theresa Young to present information regarding the status of the draft policy. Ray Bower explained the need of the policy. Theresa Young highlighted concerns with hourly language when the position is listed as exempt. Commissioner Barrows asked that Ray Bower, Susan Denopoulos, Kathy Upson, Theresa Young, Kathy Nikitas, and Julie Hoyt work on the draft policy to be voted on at the next meeting.

IV. 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.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Theresa Young, Roy Morrisette, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, 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.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:40 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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

August 17, 2006 – 2:00 p.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk (via telephone)
Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 2:10 p.m.

II. New Business

- **Sheriff's Office: Approval of Grant Submission, New Hampshire Department of Justice, Project Safe Neighborhood for \$6,000**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Department of Justice for the Project Safe Neighborhood Program in the amount of \$6,000 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. Adjournment

Commissioner Barrows moved to adjourn at 2:15 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 23, 2006 – 9:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Dan Linehan, High Sheriff
Joe Akerley, Chief Deputy Sheriff
Mark Peirce, Lieutenant
Martha Roy, Human Resources Director
Theresa Young, Finance Director

I. Call to Order

Commissioner Barrows called the meeting to order at 9:30 a.m.

II. Commissioners Non Meeting

Commissioner Stritch moved to enter into non-meeting for consultation with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Flygare, Dan Linehan, Joe Akerley, Martha Roy, Mark Pierce, Theresa Young, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Barrows, motion passed all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:35 a.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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 23, 2006 – 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
Julie Hoyt, Human Resources Generalist
Theresa Young, Finance Director
Katherine Nikitas, Finance Office
Susan Denopoulos, LTC Assistant Director

I. Call to Order

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

II. New Business

• **Nursing Supervisor Weekend Policy, Long Term Care Services**

Moved: Commissioner Stritch to approve the Nursing Supervisor Weekend Pay Policy as submitted. Commissioner Barrows seconded the motion.

Commissioner Pratt disagreed with the need for such a policy.

Motion passed with Commissioner Pratt voting opposed.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the Adult Medical Day Care Center subject to legal review as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:15 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 29, 2006 – 12:30 p.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, LTCS Interim Director

I. Call to Order

Commissioner Barrows called the meeting to order at 12:31 p.m.

II. New Business

• Long Term Care Services Administration

Ray Bower noted that Susan will be hosting a networking meeting, which has proved successful in the past. Ray Bower highlighted the long term care subcommittee information requested and Commissioner Pratt asked that the compiled information be submitted to the Commissioners Office for review and distribution. He welcomed the Commissioners to attend a welcoming reception for the new Chaplain. He noted that Susan is working to streamline the admissions process to ensure full capacity.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:00 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

August 29, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Lynn Garland, UNH Cooperative Extension
Commissioner Katharin K. Pratt, Vice Chair	Susan Denopoulos, LTCS Assistant Director
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Ray Bower, LTCS Interim Director	Joe Akerley, Chief Deputy Sheriff
Jude Gates, Director of Facilities, Planning, and IT	Diane Gill, Human Services Director
Judie Milner & Kathy Nikitas, Finance Office	Martha Roy, Human Resources Director
Al Wright, Corrections Superintendent	

I. Call to Order

Commissioner Barrows called the meeting to order at 1:01 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes, August 15, 2006, August 17, 2006 & August 23, 2006**

Moved: Commissioner Stritch to approve the minutes of the August 15, 2006, August 17, 2006, and August 23, 2006 Board of Commissioners meetings as submitted. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Bid Waiver: APPRISS Contract**

Superintendent Wright noted that there were no changes in the contract and price.

Moved: Commissioner Stritch to authorize a bid waiver to APPRISS Incorporated for \$18,411.11 from January 1, 2007 to January 1, 2008 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Bid Waiver: Interstate Concrete Construction Co., \$13,750**

Moved: Commissioner Stritch to authorize a bid waiver to Interstate Concrete Construction Company for \$13,750.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Change Order: Bayring Communications**

Moved: Commissioner Stritch to authorize a change order to Bayring Communications to add internet service to the existing agreement for \$500.00 per month from September 1, 2006 to April 27, 2008 bringing the total contract not to exceed \$65,100 annually and authorize the Chair to sign all necessary documents as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

RFP Award: Linen Products, Long Term Care Services

Moved: Commissioner Stritch to reject proposals received and resubmit as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the janitorial products proposal to Swish Maintenance and Clean-O-Rama as recommended by the Interim 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). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Judie Milner, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: health insurance complaint**

Those present for NHRSA 91A:3II (c) to discuss a health insurance complaint were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Judie Milner, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: residency waivers**

Those present for NHRSA 91A:3II (c) to discuss residency waivers to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Judie Milner, Kathy Nikitas, 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. New Business

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

Moved: Commissioner Stritch to approve residency waivers for two applicants to the facility as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Ray Bower noted his appreciation to the finance office staff for their teamwork and efforts for completing the financial analysis.

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 for a nursing home employee as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 1:58 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, County Complex
Brentwood, New Hampshire

September 12, 2006 – 1:00 p.m.

Present:

Chris Maxwell, Commissioners Office
Jude Gates, Director of Facilities, Planning, and Information Technology
Ray Bower, Long Term Care Services Interim Director
Susan Denopoulos, Long Term Care Services Assistant Director

I. RFP Openings

• **Long Term Care Services: Glove Products**

Chris Maxwell opened the following proposals for glove products in the facility: Hallsmith Sysco Food Service, Gulf South Medical Supply, Corporate Express, Transmed USA, and Central Paper Products Company.

Chris Maxwell referred the proposals to the Long Term Care Services Interim Director to review, evaluate the proposals and return with a recommendation.

• **Engineering and Maintenance Services**

▪ **Fire Sprinkler System Testing and Inspection**

Chris Maxwell opened the following proposals for fire sprinkler system testing and inspection throughout the complex: Superior Fire Protection Incorporated, Fire Suppression Equipment, and Rem-C Fire Protection Systems Incorporated.

Chris Maxwell referred the proposals to the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation.

▪ **Fire Alarm System Testing and Inspection**

Chris Maxwell opened the following proposals for fire alarm system testing and inspection throughout the complex: Paul Hackworth, Nortech Systems, and Honeywell.

Chris Maxwell referred the proposals to the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation.

▪ **Grease Trap and Lift Station Service**

Chris Maxwell opened a proposal from Stewarts Septic Tank Service for grease trap and lift station service at the complex.

Chris Maxwell referred the proposals to the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation.

▪ **Elevator Preventative Maintenance Inspections**

Chris Maxwell opened the following proposals for elevator preventative maintenance inspections throughout the complex: Pine State Elevator Company, Otis Elevator Company, and Stanley Elevator Company.

Chris Maxwell referred the proposals to the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation.

▪ **Fuel Contracts**

Chris Maxwell opened the following proposals for fuel contracts: Hanscom Truck Stop Incorporated, Buxton Oil Company, Irving Oil Corporation, and Sprague Energy.

Chris Maxwell referred the proposals to the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation.

II. Adjournment

The meeting was adjourned at 1:10 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

September 13, 2006 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Lynn Garland, UNH Cooperative Extension
Commissioner Katharin K. Pratt, Vice Chair	Louise Turner, Corrections Office Manager
Commissioner C. Donald Stritch, Clerk	Theresa Young, Finance Director
Ray Bower, LTC Interim Director	Roy Morrisette, Human Resource Assistant Director
Jude Gates, Director of Facilities, Planning, and IT	Diane Gill, Human Services Director
Frank Stoughton, IT Manager	Martha Roy, Human Resources Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:15 a.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: August 29, 2006**

Moved: Commissioner Stritch to approve the minutes of the August 29, 2006 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

• **Non County Specials Request: Community Caregivers of Greater Derry**

Commissioner Pratt offered assistance to draft a letter to the organization for the next budget.

• **NHACo vs. NH Department of Health and Human Services Legal Update**

Commissioner Pratt highlighted the court ordered mediation this week and awaiting results.

• **Donation to New Hampshire Association of Counties Conference**

Commissioner Pratt requested that Rockingham County donate the use of American Express points for American Express Gift Cards

Moved: Commissioner Stritch to authorize the use of American Express Gift Cards from the American Express points balance for the New Hampshire Association of Counties annual conference. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Vehicle Surplus**

Moved: Commissioner Stritch to declare a 1996 Ford Crown Victoria sedan (VIN ending in 365) surplus and authorize the sale of the vehicle by the Sheriff as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Vehicle Transfer**

Moved: Commissioner Stritch to transfer a 1996 Ford Crown Victoria sedan, color green, (VIN ending in 374) from the Sheriff's Office to the Department of Corrections as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

• **Telephone Maintenance Contract Extension**

Moved: Commissioner Stritch to extend the telephone maintenance contract with Carousel Industries until October 30, 2006 with all terms and conditions to remain the same as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Comcast Workplace Internet Service Agreement**

Moved: Commissioner Stritch to approve the Comcast Workplace Internet Service Agreement for internet service for a one year term at \$170.00 per month and authorize the Chair to sign all necessary documents pending Primex review as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Ray Bower, Interim Director

Commissioner Pratt inquired about the difference of contract versions from the Point Click Care. Ray Bower explained that only one version was signed and sent to the company. He assured the Commissioner that all terms recommended by legal counsel were included in the contract signed except downtime restrictions.

University of New Hampshire Cooperative Extension – Lynn Garland

- **Approval of Memorandum of Understanding:
University of New Hampshire and Rockingham County Convention
and Commissioners**

Moved: Commissioner Stritch to approve the Memorandum of Understanding between the University System of New Hampshire and the Rockingham County Convention and Commissioners as presented and authorize the Chair to sign the agreement. Commissioner Pratt seconded the motion.

Commissioner Pratt noted concern with the lack of voting by the Delegation before the Chairs' signature regarding the Memorandum of Understanding. Commissioner Pratt stated that the language should be reviewed in the future regarding the addition of Rockingham County Convention and other terms.

Motion passed all in favor.

The Commissioners agreed with Lynn Garland's proposal to include all county departments in the December 13th orientation proposal to the Delegation.

III. New Business

- **11:15 a.m. – Long Term Care Services Administration Discussion with Ray Bower**

Ray Bower followed up on heat concerns regarding the laundry facilities including engineering solutions and internal policy amendments. He noted that direct deposit of certain social security checks will be researched to assist in audit compliance. To streamline the data input he noted that nurses are directly typing data into the Point Click system. Ray highlighted changes to new regulatory compliance in dental and the day care program. He asked the Commissioners to consider a nursing home room as a hospice room in memory of William Sturtevant. The Commissioners agreed to the proposal.

IV. 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.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a corrections employee exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Louise Turner, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a deeds and finance employee exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a nursing home employee exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, 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.

- **Exception Request, Finance Office**

Moved: Commissioner Stritch to authorize an exception request to Personnel Policy and Procedures 8-3 B and C for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Registry of Deeds**

Moved: Commissioner Stritch to authorize an exception request to Personnel Policy and Procedures 8-5 for a registry of deeds employee as recommended by the Registrar. 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 Policy and Procedure 6-7 for a nursing home employee as recommended by the Long Term Care Services Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt expressed her concern that members of the Board were completing personnel evaluations outside of Commissioners meetings. Commissioner Stritch expressed his belief that personnel evaluations did not need to be performed at Board meetings. A lively discussion ensued.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:19 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

Mitchell Building, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

September 19, 2006 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities, Planning, and Information Technology
Martha Roy, Human Resources Director
Don Tyler, Consultant, HR Partners

I. Call to Order

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

II. New Business

• **Engineering and Maintenance Services Bid Waiver: Granite Group, \$16,126.00**

Moved: Commissioner Stritch to authorize a bid waiver to Granite Group for \$16,126 to repair the heating system in the nursing home as recommended by the Director of Facilities, Planning, and Information Technology contingent on Commissioner Pratt's approval and signature. Commissioner Barrows seconded the motion, voted all in favor.

III. Work Session – Discussion with Pay and Classification Consultant

Don Tyler, Pay and Classification Consultant, met with the Commissioners to discuss the draft pay plan.

IV. Adjournment

Commissioner Barrows moved to adjourn at 11:45 a.m. Commissioner Stritch seconded the motion, voted all in favor.

Minutes 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, County Complex
Brentwood, New Hampshire

September 26, 2006 – 1:00 p.m.

Present:

Commissioner C. Donald Stritch, Clerk

I. RFP Openings

• **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Commissioner Stritch opened a proposal from Ross Nutrition Company for nutritional supplements and tube feed products in the facility.

Commissioner Stritch referred the proposal to the Long Term Care Services Interim Director to review, evaluate, and return with a recommendation.

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

Commissioner Stritch opened a proposal from Merriam Graces Medical Supplies Company for oxygen and respiratory care services in the facility.

Commissioner Stritch referred the proposal to the Long Term Care Services Interim Director to review, evaluate, and return with a recommendation.

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

Commissioner Stritch opened the following proposals for linen products in the facility: Harbor Linen Company, Star Silk and Woolen Company, and Phoenix Textile Corporation.

Commissioner Stritch referred the proposals to the Long Term Care Services Interim Director to review, evaluate the proposals and return with a recommendation.

• **Copier, Long Term Care Services**

Commissioner Stritch opened the following proposals for a copier in the assisted living facility: Ikon Corporation, United Business Machines, The Copier Connection, Konica Minolta Business Solutions, and Seacoast Business Systems.

Commissioner Stritch referred the proposals to the Long Term Care Services Interim Director to review, evaluate the proposals and return with a recommendation.

II. Adjournment

The meeting was adjourned at 1:10 p.m.

Minutes 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, County Complex
Brentwood, New Hampshire
September 28, 2006 – 11:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Ray Bower, LTCS Interim Director

I. Call to Order

Commissioner Barrows called the meeting to order at 11:33 a.m.

II. New Business

• **Discussion of Long Term Care Services Administration**

Ray Bower updated the Commissioners on the nursing home census and the third quarter budget review. He explained the progress of the legislative information request and highlighted the template that will be used. Ray Bower discussed the rate setting petition and reiterated that it was necessary to appeal in order to get the benefit, if any, of a favorable decision.

• **Commissioners Non Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a and b). Commissioner Barrows seconded the motion, voted all in favor.

Those present under NH RSA 91A:3 II (a) to discuss Long Term Care Services personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, and Chris Maxwell.

Those present under NH RSA 91A:3 II (b) to discuss Long Term Care Services Director applicants were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Ray Bower, Gary Stenhouse, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:01 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

September 28, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Al Wright, Corrections Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Susan Denopoulos, LTCS Assistant Director
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Ray Bower, LTCS Interim Director	Theresa Young, Finance Director
Jude Gates, Director of Facilities, Planning, and IT	Martha Roy, Human Resources Director

I. Call to Order

Commissioner Barrows called the meeting to order at 1:01 p.m.

II. Reports:

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

- **Bid Waiver: Palmer and Sicard, \$7,800 emergency heating repairs**

Moved: Commissioner Stritch to authorize a bid waiver to Palmer and Sicard Incorporated in the amount of \$7,800 for the emergency repair of a heating system in the facility as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **RSVP Program**

Donna Oddie from the RSVP Program highlighted the sponsorship change from the Portsmouth Housing Authority to the Friends Program. She is seeking Rockingham County's continued support with the new program sponsor. Theresa Young indicated that minimal changes were needed for financial purposes.

Theresa Young noted the next Executive Committee meeting would be October 20th.

Theresa Young requested the Commissioners provide her with departmental budget parameters for the 2007 budget. The Commissioners agreed to meet on this matter Wednesday, October 4, 2006 at 11:00 a.m.

RFP Awards

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

Moved: Commissioner Stritch to award the glove products proposal to Transmed USA Incorporated and Central Paper Products Company as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Engineering and Maintenance Services**

1. Fire Sprinkler System Testing and Inspection

Moved: Commissioner Stritch to award the fire sprinkler system testing and inspection proposal to Fire Suppression Equipment for an annual contract amount of \$3,885 and a service rate of \$55.00 hourly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

2. Fire Alarm System Testing and Inspection

Moved: Commissioner Stritch to award the fire alarm system testing and inspection proposal to Nortech Systems for an annual contract amount of \$10,500 and service rates of \$80.00 and \$120.00 hourly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

3. Grease Trap and Lift Station Service

Moved: Commissioner Stritch to award the grease trap and lift station pumping proposal to Stewarts Grease Trappers for \$550.00 per month for grease trap service and \$375.00 per quarter for lift station service and authorize the Chair to sign the contract as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

4. Elevator Preventative Maintenance Inspections

Moved: Commissioner Stritch to award the elevator preventative maintenance service and repairs to Stanley Elevator Company for an annual contract of \$865.00 per month and service rates of \$178.00, \$315.00, and \$358.00 hourly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

5. Fuel Contracts

Moved: Commissioner Stritch to award the fuel contracts for one year to Hanscom's Truck Stop for gasoline at rack cost plus \$0.042 per gallon fixed, and Sprague Energy for #6 fuel oil at \$1.3306 per gallon fixed. For two years, award the fuel contract to Buxton Oil for #2 oil at \$2.299 per gallon fixed, and Buxton Oil for diesel fuel at \$2.439 per gallon fixed as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

III. Old Business

Commissioner Pratt wanted to publicly thank everyone for all their efforts with the NHACo annual conference.

IV. 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.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a facilities complaint by an employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, 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.

V. New Business

• **Regrade Budget Parameter Clarification**

Moved: Commissioner Stritch that due to an error in processing regrade increases, a budget parameter cannot be honored and all regrade increases will be paid out by moving the employee to the next highest step on the previous grade and then to the next highest step on the new grade. Commissioner Pratt seconded the motion. Motion passed with Commissioner Pratt opposed.

• **Bid Waiver: Certrex LLC, \$45,564.19**

Moved: Commissioner Stritch to authorize a bid waiver to Certrex LLC for \$45,564.19 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

VI. Adjournment

Commissioner Stritch moved to adjourn at 2:44 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, County Complex
Brentwood, New Hampshire

October 3, 2006 – 1:00 p.m.

Present:

Chris Maxwell, Commissioners Office
Beth House, Long Term Care Services Administration

I. RFP Opening

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

Chris Maxwell opened proposals from Interboro Packaging Corporation, Central Paper Products Company, Eastern Bag and Paper, and Corporate Express for paper products in the facility.

Chris Maxwell referred the proposals to the Long Term Care Services Interim Director to review, evaluate, and return with a recommendation.

II. Adjournment

The meeting was adjourned at 1:07 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 MEETING

Mitchell Building, 2nd Floor Conference Room, County Complex
Brentwood, New Hampshire

October 4, 2006 – 11:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:33 a.m.

II. Old Business

• **New Hampshire Retirement System Service Credits**

Theresa Young presented to the Commissioners a proposal for employees to use earned time towards the service credit program. The qualifications from the New Hampshire Retirement System were discussed along with the remaining balance an employee must retain.

Moved: Commissioner Stritch that eligible non union employees be allowed to cash in their earned time at 100% in order to purchase creditable service in the New Hampshire Retirement System under New Hampshire RSA 100-A:4 VII. This is an exception to Personnel Policy and Procedure 8-2J and further that employees must retain at least two weeks of earned time and can cash up to five years of creditable service with their earned time if balances permit. Commissioner Pratt seconded the motion, voted all in favor.

• **Southern New Hampshire Services Proposal**

Commissioner Pratt was approached by Donna Lozeau of Southern New Hampshire Services inquiring if the county remains interested in the proposal for elderly housing on county property. Commissioner Pratt noted that during her discussion that it may be possible to encompass assisted living in the elderly housing facility. Commissioner Pratt and Commissioner Barrows requested that a meeting be setup to discuss this further with Southern New Hampshire Services.

• **Commissioners Non Public Session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Barrows seconded the motion, voted all in favor. Those present under NH RSA 91A:3 II (a) to discuss an employee complaint were Commissioner 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 Pratt, motion passed all in favor.

III. Work Session – Discussion of Budget Parameters

Theresa Young presented the Commissioners with budget documents that were distributed last year. The budget cover letter to directors was reviewed and modifications made to address issues from last year. It was noted that backup documentation to justify budget lines was required and that the budget worksheet provided by Finance must be used without exception. The Commissioners concurred with various changes and requested that the operating budget be reduced by 2% from all departments.

IV. New Business

- **Nursing Home License Renewal**

Moved: Commissioner Stritch to approve the application for renewal of the nursing home license and authorize the Chair to sign the application as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows called for a brief recess at 12:20 p.m. The meeting was reconvened at 12:55 p.m. Commissioner Stritch was not present when the meeting reconvened. Those present were Commissioner Barrows, Commissioner Pratt, and Chris Maxwell.

- **Legal Engagement Letter**

Moved: Commissioner Pratt to approve and authorize the Chair to sign a participation agreement in the appeal of the August 1, 2006 New Hampshire Department of Health and Human Services Rates as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

V. Adjournment

Commissioner Barrows moved to adjourn at 1:00 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, County Complex
Brentwood, New Hampshire

October 10, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities, Planning, & IT
Commissioner Katharin K. Pratt, Vice Chair	Al Wright, Superintendent
Commissioner C. Donald Stritch, Clerk	Diane Gill, Human Services Director
Ray Bower, LTCS Interim Director	Joe Akerley, Chief Deputy
Susan Denopoulos, LTCS Assistant Director	Martha Roy, Human Resources Director
Judie Milner, Accounting Manager	Frank Stoughton, IT Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 1:01 p.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: September 12, 13, 19, 26, 28, October 3 and 4**

Moved: Commissioner Stritch to approve the minutes of September 12, 13, 19, 26, 28, October 3 and 4 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Approval of Certificate of Substantial Completion, North Road Lift Station**

Moved: Commissioner Stritch to authorize the Chair to sign a Certificate of Substantial Completion document and all further documents related to the North Road Lift Station project as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Dell Computer Lease Approval**

Moved: Commissioner Stritch to authorize the Clerk to sign a Dell Computer Lease for computers in the finance office as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Warrant Issue, County Attorney's Office**

Judie Milner explained a concern that the County Attorney charged uniforms for non-employee medical examiners and there are no appropriations for uniform allowance. Commissioner Barrows requested that the County Attorney come to the next meeting to discuss this further.

Human Resources – Martha Roy, Director

Martha Roy referred a request from the County Attorney that a pamphlet regarding domestic violence be included in the next paychecks for all employees.

Long Term Care Services – Ray Bower, Interim Director

Ray Bower wanted to thank the Commissioners and Jude Gates for the hard work in purchasing new buses and they are working perfectly and a great addition to the facility. He noted the percentage increase in the Adult Medical Day Care census due to varying service days.

Sheriff's Office – Dan Linehan, High Sheriff

• Surplus Request

Moved: Commissioner Stritch to declare equipment outlined in the Sheriff's memorandum dated October 5, 2006 surplus and offer the equipment to county employees and the local school system with the remainder to be disposed of accordingly with the exception of two computers serial numbers ending in 452 and 451 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• Dental Services, Long Term Care Services

Commissioner Stritch opened proposals received from Golden Tides Dental and Northeast Mobile Dental.

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

• Telephone System Maintenance, IT/Telecommunications

Commissioner Stritch opened a proposal from Carousel Industries.

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

• Professional Fitness Equipment, Corrections

Commissioner Stritch opened a proposal from Professional Fitness Concepts.

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

RFP Awards

• Long Term Care Services

a. Nutritional Supplements and Tube Feeding Products

Moved: Commissioner Stritch to award the nutritional supplements and tube feeding products proposal to Abbott Laboratories Incorporated for a term from October 1, 2006 to October 1, 2007 and authorize the Chair to sign the Letter of Agreement as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

b. Linen Products

Moved: Commissioner Stritch to award the linen products proposals to Harbor Linen, Star Silk Woolen, and Phoenix Textiles for a term from October 1, 2006 to April 1, 2007 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

c. Oxygen and Respiratory Care Services

Moved: Commissioner Stritch to award the oxygen and respiratory care services proposal to Merriam Graves Medical Products for a term from October 1, 2006 to October 1, 2007 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

d. Copier

Moved: Commissioner Stritch to award the copier proposal in the assisted living facility to United Business Machines for a 48 month lease at \$273.00 per month with service contract option B, \$0.006 per copy black, and \$0.04 per copy color for the term of the lease and authorize the Chair to sign all necessary documents as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

e. Paper Products, Long Term Care Services and Corrections

Moved: Commissioner Stritch to award the paper products proposals to Corporate Express, Central Paper, Eastern Bag and Paper, and Interboro Packaging for a term from October 10, 2006 to December 10, 2006 as recommended by the Interim Director and Corrections Superintendent. 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 and e). Commissioner Pratt seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, and Chris Maxwell.

• **Non public session re: legal matter**

Those present for NHRSA 91A:3II (e) to discuss a legal matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, and Chris Maxwell.

• **Non public session re: legal matter**

Those present for NHRSA 91A:3II (e) to discuss a legal matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

At 2:00 p.m. Commissioner Stritch left the meeting.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel were Commissioner Barrows, Commissioner Pratt, 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 Pratt to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the nursing home as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 2:22 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
October 16, 2006 – 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
Ray Bower, LTCS Interim Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:08 a.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Michael Lehrman, and Chris Maxwell.

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Courtney Marshall, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:15 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
Brentwood, New Hampshire
October 24, 2006 – 11:00 a.m.

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:04 a.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Michael Lehrman, 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.

Commissioner Pratt left the meeting to attend a meeting in Concord.

III. New Business

- Long Term Care Services Administration

Ray Bower indicated that department heads have submitted draft budget requests to Susan Denopoulos. He noted that he and Susan Denopoulos will review the requests and have a final budget to the Commissioners by the deadline. He highlighted the Halloween Party festivities on October 31st. He noted that Susan Denopoulos and Nancy Lang are submitting a proposal for a Quality of Life Award for the facility. As a reminder, the Sullivan County Commissioners will be in the complex visiting assisted living on Thursday.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:41 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, County Complex
Brentwood, New Hampshire

October 24, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Jim Szeliga, Lieutenant Sheriff
Ray Bower, LTCS Interim Director

Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
James Reams, County Attorney
Susan Denopoulos, LTCS Asst. Director
Judie Milner, Accounting Manager
Julie Hoyt, HR Generalist

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: October 10 and 16, 2006**

Moved: Commissioner Stritch to approve the minutes of the October 10 and 16, 2006 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Renewal of Hillsborough County Housing Agreement**

Moved: Commissioner Stritch to renew the Female Prisoner Housing Agreement with Hillsborough County for a one year term and authorize the Chair to sign the agreement as recommended by the Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

County Attorney – Jim Reams

- **Warrant Discussion**

County Attorney Reams clarified that purchases in question were reflective jackets for Assistant County Attorneys. Commissioner Barrows asked what budget line would be used. Judie Milner noted that there is not a clothing allowance line in the budget and no budget definition covers this expense. Commissioner Barrows asked about the next step and Judie Milner recommended that he speak with the County Attorney Subcommittee Chair.

Finance – Theresa Young, Director

- **Write Off Request**

Moved: Commissioner Stritch to approve a write off receivable from the Human Services Department totaling \$150.00 as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

- **Incentive Fund Awards**

Moved: Commissioner Stritch to award incentive funds totaling \$152,315 and release reserved funds of \$30,000 from April 2006 to Easter Seals Baby Steps, Raymond Recreation Department, City Year New Hampshire, New Outlook Teen Center, Richie McFarland Children's Center,

Seacoast Family YMCA, Girls Incorporated, New Heights, and Easter Seals New Hampshire Drug Court. Commissioner Barrows seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Bid Waiver: 2-Way Communications, \$19,007.06**

Item will be discussed at the October 30, 2006 Work Session when the full Board is present.

- **Approval of Grant Submission: 2006 Homeland Security Grant Program**

Moved: Commissioner Stritch to approve the submission of a grant to the Department of Safety for a 2006 Homeland Security Law Enforcement Terrorism Prevention Program for \$6,095.00 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion.

Commissioner Barrows asked what other agencies will receive the funds. Lieutenant Szeliga explained that funds are distributed among 45 other New Hampshire law enforcement agencies.

Motion passed all in favor.

- **Memorandum of Understanding: Cross Agency Data Sharing**

Moved: Commissioner Stritch to authorize the Chair to sign a Memorandum of Understanding for Cross Agency Data Sharing in accordance with the 2006 Homeland Security Law Enforcement Terrorism Prevention Program Grant between Rockingham County and 45 other New Hampshire law enforcement agencies as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

Ray Bower wanted to publicly thank the Sheriff's Office for their assistance recently.

RFP Award

- a. **Telephone Switch Maintenance, IT/Telecommunications**

Moved: Commissioner Stritch to award the telephone switch maintenance proposal to Carousel Industries for a three year contract totaling \$70,197.80 and authorize the Chair to sign all necessary documents as recommended by the IT Manager. 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 and c). Commissioner Barrows seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Stritch, Al Wright, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Stritch, Ray Bower, Susan Denopoulos, Julie Hoyt, Martha Roy, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver to the facility were Commissioner Barrows, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Stritch, Julie Hoyt, 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. New Business

- **Exception Request, Corrections**

Moved: Commissioner Stritch to authorize an exception to Personnel Policy and Procedure Chapter 10-2C for a corrections employee as recommended by the Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

- **Adult Medical Day Care Program**

Moved: Commissioner Stritch to transfer benefit eligibility from a nursing home position to the Adult Medical Day Care Program through the end of December 31, 2006. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Nursing Home**

Moved: Commissioner Stritch to authorize an exception to Personnel Policy and Procedure Chapter 6-3 for a nursing home employee as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Nursing Home**

Moved: Commissioner Stritch to authorize an exception to Personnel Policy and Procedure Chapter 6-3 for a nursing home employee as recommended by the Interim Director. Commissioner Barrow seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to authorize a residency waiver to the facility as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

V. Adjournment

Commissioner Barrows moved to adjourn at 2:02 p.m. Commissioner Stritch 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, 2nd Floor Conference Room
Brentwood, New Hampshire

November 1, 2006 – 1:00 p.m.

Present: Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Joe Akerley, Chief Deputy Sheriff

I. Call to Order

Commissioner Barrows called the meeting to order at 1:02 p.m.

II. New Business

Sheriff's Office – Dan Linehan, High Sheriff

• Approval of Grant Submission

Joe Akerley explained the need for a special meeting to approve the grant submission since the deadline is Friday afternoon. He highlighted the oversight in the office between grants and respectfully requested approval on this grant.

Moved: Commissioner Stritch to approve a grant submission to the Department of Safety for the 2006 Homeland Security Law Enforcement Terrorism Prevention Program in the amount of \$70,970 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

III. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session regarding personnel matters under New Hampshire RSA 91A:3 II (a). Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Stritch, and Joe Akerley. 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. Adjournment

Commissioner Stritch moved to adjourn at 1:27 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 WORK SESSION

Commissioners Conference Room
Brentwood, New Hampshire

November 8, 2006 – 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

Roy Morrisette, HR Assistant Director
Theresa Young, Finance Director
Judie Milner, Accounting Manager
Pat Haradan & John Galvin, Longfellow

I. Call to Order

Commissioner Barrows called the work session to order at 10:05 a.m.

II. Work Session

• **Longfellow Benefits Consultant re: health insurance review**

Pat Haradan, Longfellow Benefits Consultant, presented a brief overview of the health insurance renewal for 2007. Judie Milner presented scenarios prepared by the Finance Office. Theresa Young and Pat Haradan provided input on the scenarios and the Commissioners reviewed the scenarios and asked questions.

The Commissioners agreed to vote on these matters during the 11:00 a.m. meeting.

III. Adjournment

Commissioner Pratt moved to adjourn at 10:55 a.m. Commissioner Stritch 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
November 8, 2006 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Ray Bower, LTCS Interim Director
Commissioner Katharin K. Pratt, Vice Chair	Susan Denopoulos, LTCS Asst. Director
Commissioner C. Donald Stritch, Clerk	Phyllis Rogers, Business Office Director
Al Wright, Superintendent	Martha Roy, Human Resources Director
Theresa Young, Finance Director	Joe Akerley, Chief Deputy Sheriff
Jude Gates, Director of Facilities	Verne Rines, Environmental Svc Director
Diane Gill, Human Services Director	Nancy Lang, Assisted Living Director
Lynn Garland, UNH Cooperative Extension	Robin Townsend, Assisted Living
	Kim Gauthier, Admissions Coordinator

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: October 24, 2006 and November 1, 2006**

Moved: Commissioner Stritch to approve the minutes of October 24, 2006 and November 1, 2006. Commissioner Pratt seconded the motion, voted all in favor.

- **SFY 2005 Pro Share Payment Discussion**

The Commissioners agreed to make the necessary payments and fund balance adjustments to be voted at the next meeting.

Human Resources – Martha Roy, Director

- **2007 Insurance Plan**

Commissioner Pratt announced the highlights of rates and benefits for the 2007 insurance plan. Commissioner Barrows noted the work session at 10:00 a.m. was highly productive.

Moved: Commissioner Stritch to approve Fiserv to serve as Administrator of the Health Insurance Plan, 125 Pre-Tax Plan, Health Care Reimbursement Plan, and Dependent Care Plan for the 2007 calendar year and authorize the Chair to sign all related agreements as recommended by the Finance and Human Resources Directors. Further, approve the Premium and Basic Health Insurance Plans using the rates of scenario 3 as developed by the Finance Office. 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 2007 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 with zero Premium rate increase to individuals as developed by the Finance Office. 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 2007 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 continue 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. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to direct Innoviant/Walgreen's to dispense any medication on the attached Fiserv Pill Split List with a \$0.00 co-payment regardless of preferred as long as it is prescribed for 45 tables for 90 days. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to continue with Vermont Mail Order Pharmacy, doing business as New England Mail Order, to the Rockingham County Health Insurance Plan as a prescription medication mail order vendor option for an amount not to exceed \$720,000 contingent on contract review and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Bid Waiver: 2-Way Communications, \$19,007.06**

Moved: Commissioner Stritch to approve a bid waiver to 2 Way Communications for \$19,007.06 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Acceptance of Law Enforcement Terrorism Prevention Program**

Moved: Commissioner Stritch to accept the Department of Safety Law Enforcement Terrorism Prevention Program Agreement and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

- a. Work Stations, Desks, and Chairs, Long Term Care Services**

Commissioner Stritch opened proposals received from Office Depot, Creative Office Pavilion, and Office Environments.

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

- b. Soft Drink Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Coca-Cola Bottling Company and Pepsi-Cola Company.

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

- c. Cubicle Curtains, Long Term Care Services**

Commissioner Stritch opened proposals received from Direct Line Furnishings, Harbor Linen, and Inpro Corporation.

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

RFP Awards

- a. Professional Equipment, Corrections**

Moved: Commissioner Stritch to reject proposals received as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

b. Dental Services, Long Term Care Services

Moved: Commissioner Stritch Motion: to award the dental services proposal to Golden Tides Dental from 11/1/2006 to 11/1/2010 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

NHACo – Rockingham County 2006 Awards and Nominations

Commissioner Barrows praised the hard work that Rockingham County employees performed for the New Hampshire Association of Counties Annual Conference. Commissioner Barrows presented Commissioner Pratt with a nomination for County Commissioner of the Year. Commissioner Pratt presented Martha Roy with a nomination for Human Resources Administrator of the Year. Commissioner Pratt presented Verne Rines with a nomination for Nursing Home Employee of the Year. Commissioner Pratt presented Rusty Poliquin with a nomination for Corrections Employee of the Year. Commissioner Barrows acknowledged award winners Phyllis Rogers for Nursing Home Employee of the Year, Robin Townsend for Assisted Living Employee of the Award, and Roy Morrisette for Human Resources Administrator of the Year.

Ray Bower noted that Rockingham County submitted a Qualify of Life Award and wanted to thank Nancy Lang and Kim Gauthier for their hard work on submission.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a and c). Commissioner Barrows seconded the motion, voted all in favor.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

• Non public session re: residency waiver

Those present for NHRSA 91A:3II (c) to discuss residency waivers to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower. Susan Denopoulos, and Chris Maxwell.

• Non public session re: employee complaint

Those present for NHRSA 91A:3II (c) to discuss an employee complaint were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower. Susan Denopoulos, and Chris Maxwell.

• Non public session re: personnel recommendation

Those present for NHRSA 91A:3II (a) to discuss a personnel recommendation were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Ray Bower, Susan Denopoulos, William Delay, 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. New Business

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

Moved: Commissioner Stritch to authorize a residency waiver to the facility as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to authorize a residency waiver to the facility as recommended by the Interim Director. Commissioner Pratt seconded the motion. Motion passed with Commissioner Barrows abstaining from the vote.

• **Exception Request, Finance Office**

Moved: Commissioner Stritch to authorize an exception to Personnel Policy and Procedure Chapter 8-3A for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Pratt moved to adjourn at 1:05 p.m. Commissioner Stritch 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

November 21, 2006 – 12:30 p.m.

Present:

Commissioner Maureen Barrows, Chair Ray Bower, LTCS Interim Director
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Barrows called the work session to order at 12:35 p.m.

II. Work Session

• **Long Term Care Services Administration**

Ray Bower presented a brief highlight on the 2007 draft budget submission and expressed his interest in explaining this further at a later date. He noted the holiday fair was a success and was well attended. Ray Bower provided ideas on revenue enhancement by using an outside source to evaluate the coding process for reimbursements and asked for the Commissioners approval on this project. The Commissioners concurred to the assessment project.

III. Adjournment

Commissioner Pratt moved to adjourn at 12:59 p.m. Commissioner Stritch 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

November 21, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Louise Turner, Corrections Office Manager
Theresa Young, Finance Director
Jude Gates, Director of Facilities

Diane Gill, Human Services Director
Lynn Garland, UNH Cooperative Extension
Ray Bower, LTCS Interim Director
Susan Denopoulos, LTCS Asst. Director
Martha Roy, Human Resources Director
Mark Peirce, Chief Deputy Sheriff
Frank Stoughton, IT Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: November 8, 2006**

Moved: Commissioner Stritch to approve the minutes of the November 8, 2006 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

• **2007 Budget Submission Update**

Commissioner Barrows requested the Finance Director to provide a listing of department's that did not submit budget requests.

• **Yoga Discussion**

Commissioner Barrows discussed an overview of a complaint from an employee that yoga classes were canceled. She explained that the total count was reduced per the Human Resources Director and feels the numbers are adequate to continue with the program. Commissioner Pratt noted the original plan was for a 10 week trial and that the program was not canceled but simply ended. Theresa Young and Martha Roy noted at the last meeting the yoga would be held off during the holidays and substitute for a walking program. Commissioner Pratt noted that this is a piece of the Wellness Program and this was discussed with the Employee Advisory Committee.

Commissioner Barrows asked to resolve this by continuing the program through the end of the year. Commissioner Stritch concurred with the continuance. Theresa Young noted that it was advertised as a 10 week program and there is a new program, 10 week walking program, within the Wellness Program. Commissioner Pratt noted that the Wellness Committee is working with the Employee Advisory Committee to get a consensus and plan with the employees for 2007.

Commissioner Pratt suggested Commissioners Barrows and Stritch to attend the next meeting with the Wellness Consultant to understand the wellness programs.

Moved: Commissioner Stritch to continue the yoga program for the rest of the year as discussed and to notify employees accordingly. Commissioner Barrows seconded the motion.

Commissioner Pratt inquired if the fitness instructors are available to conduct classes. Commissioner Pratt also noted that there is no representation on the Employee Advisory Committee from the nursing department and requested the Interim Director to work on involvement.

Motion passed 2-1.

Corrections – Al Wright, Superintendent

• **Bid Waiver: Endorphin Corporation, \$19,055**

Moved: Commissioner Stritch to approve a bid waiver to Endorphin Corporation for \$19,055 as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

• **Vehicle Surplus Request**

Moved: Commissioner Stritch to declare four vehicles surplus (1988 Chevrolet S-10, vin 5613; 1993 Ford F250, vin 1042; 1993 Ford F250, vin 1041; and 1997 Ford E450, vin 2029) as outlined in Mrs. Gates memorandum dated 11/9/2006 with vehicles to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

• **Banking Resolution Amendment**

Moved: Commissioner Stritch to amend the Commissioners vote taken on March, 2, 2005 the following amendment shall apply: As of November 21, 2006, Wendy Stetzer, Banking Coordinator, Treasury Operations, Fiserv is authorized on-line view-only access to the Benefit Administration Fund account number 9242184557 in order to confirm recording of deposits and checks written as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Engineering and Maintenance Write-Off**

Moved: Commissioner Stritch to approve a receivable write off totaling \$24.24 from Engineering and Maintenance as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

• **NHRS Purchase of Creditable Service Clarification**

Moved: Commissioner Stritch amend the Board's vote on October 4, 2006 regarding New Hampshire Retirement System purchase of creditable service and inserting the words "holiday and or" before the words "earned time" in the first sentence, thus allowing holiday time to be used for this purpose as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

• **Health Insurance Subsidy for Non-Union Retirees (between 10 and 20 years of service) for 2007 Budget**

Commissioner Pratt asked that this be discussed and decided during budget work sessions. Commissioner Barrows asked that this be included in the December 19, 2006 meeting.

Sheriff's Office – Dan Linehan, High Sheriff

Lt. Mark Peirce wanted to thank the Engineering and Maintenance Services Department for the wonderful firearms range that they created.

RFP Openings

a. **Bread Products: Long Term Care Services**

Commissioner Stritch opened proposals received from George Weston Bakeries and LePage Bakeries.

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

b. Copier, Printer, Scanner: Sheriff

Commissioner Stritch opened proposals received from United Business Machines and Konica Minolta Business Solutions.

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.

c. Computer Hardware, Registry of Deeds

Commissioner Stritch opened proposals received from Turbotek, GovConnection, North Shore Data Services, and Connor & Connor.

Moved: Commissioner Stritch to authorize the Register of Deeds 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

a. Work Stations, Desks, and Chairs

Moved: Commissioner Stritch to award the work stations proposal to Office Depot in the amount of \$26,301.62 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

b. Soft Drink Products

Moved: Commissioner Stritch to award the soft drinks proposal to Seacoast Coca-Cola from December 1, 2006 to November 30, 2007 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

c. Cubicle Curtains

Moved: Commissioner Stritch to award the cubicle curtains proposal to Harbor Sales in the amount of \$4,380.50 as recommended by the Interim 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 and c). Commissioner Barrows seconded the motion, voted all in favor.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Louise Turner, Martha Roy, Theresa Young, and Chris Maxwell.

• Non public session re: personnel recommendation

Those present for NHRSA 91A:3II (a) to discuss a personnel recommendation were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Ray Bower, Susan Denopoulos, William Delay, and Chris Maxwell.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, Theresa Young, and Chris Maxwell.

• Non public session re: residency waiver

Those present for NHRSA 91A:3II (c) to discuss residency waivers to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: LTCS Director Application**

Those present for NHRSA 91A:3II (b) to discuss an application for LTCS Director were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower. Susan Denopoulos, 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.

- **Personnel Recommendation**

Moved: Commissioner Stritch to accept the recommendation of the Nursing Home Assistant Administrator as outlined in her letter of October 23, 2006 regarding a Nursing Home employee effective December 4, 2006. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2, Section J as recommended by the Interim Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

IV. Adjournment

Commissioner Pratt moved to adjourn at 2:25 p.m. Commissioner Stritch 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

Mitchell Building, Nursing Home Administrators Office
Brentwood, New Hampshire

November 30, 2006 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Don Tyler, Consultant

I. Call to Order

Commissioner Barrows called the meeting to order at 10:16 a.m.

II. Work Session

• **Pay and Classification Discussion with Consultant**

Martha Roy requested that the Board first discuss the two proposed pay plans distributed earlier. Don Tyler provided a brief history on the pay plan and explained the need for modification to make the plan competitive with the market. The pay plan and proposal were discussed in detail along with alternative proposals. The 2007 Regrade and Additional Position Requests were discussed along with the consultant's recommendations.

Moved: Commissioner Stritch to adopt the three new pay plans as recommended by Don Tyler. The employee will receive a 3.5 % increase on their anniversary date in 2007 and then be placed on the next highest step on the new plan with the exception of current step 10 employees who will be moved to the next highest step (Step 14) in the new proposed plan on their anniversary date. Further, the three new plans (Technical, Exec/Admin, Nursing) will eliminate step 1 to 14 steps in 2007, eliminate step 1 in 2008 to 13 steps, and eliminate step 1 in year 2009 to 12 steps. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjournment

Commissioner Barrows moved to adjourn at 11:18 a.m. Commissioner Stritch 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 WORK SESSION

Commissioners Conference Room
Brentwood, New Hampshire

December 5, 2006 – 12:30 p.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair Ray Bower, LTCS Interim Director
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Pratt called the work session to order at 12:45 p.m.

II. Work Session

• **Long Term Care Services Administration**

Ray Bower reported that a company would be meeting with administration next week for coding enhancements for revenues. He provided the Commissioners with upcoming events for the holidays.

III. Adjournment

Commissioner Pratt moved to adjourn at 12:59 p.m. Commissioner Stritch 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 5, 2006 – 1:00 p.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Theresa Young, Finance Director
Jude Gates, Director of Facilities
Diane Gill, Human Services Director
Cathy Stacey, Register of Deeds

Cindy Castrigno, County Attorney's Office
Lynn Garland, UNH Cooperative Extension
Ray Bower, LTCS Interim Director
Susan Denopoulos, LTCS Asst. Director
Martha Roy, Human Resources Director
Mark Peirce, Chief Deputy Sheriff
Frank Stoughton, IT Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: November 21 and 30, 2006**

Moved: Commissioner Stritch to approve the minutes of the November 21 and 30, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Sheriff's Office Receivable Write Off**

Moved: Commissioner Stritch to approve a receivable write off in the amount of \$270.25 from the Sheriff's Office as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Aetna Reinsurance Approval**

Moved: Commissioner Stritch to approve Stop Loss Scenario 8 as prepared and recommended by the Finance Office and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Ray Bower, Interim Director

Ray Bower noted his visit on Thanksgiving Day and expressed his appreciation for everyone's efforts. He also noted that Primex toured the kitchen today and recommends a guard in the heavy duty mixers. This guard will be researched and purchased for safety.

Registry of Deeds – Cathy Stacey, Registrar

Cathy Stacey noted that Commissioner Stephen implemented an emergency ruling regarding budget neutrality which is illegal per the recent court ruling. She is meeting with the Governor representing the New Hampshire Association of Counties and Attorney General to discuss this further before seeking a legal injunction. Regarding pandemic planning, she passed on word from Health and Human Services that they are requesting a contact person from each county.

RFP Openings

a. Copier, UNH Cooperative Extension

Commissioner Stritch opened proposals received from Konica Minolta Business Solutions, Cameron Office Products, and Seacoast Business Systems for a copier.

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

b. Fire Alarm System Upgrade 2006, Engineering and Maintenance Services

Commissioner Stritch opened proposals received from Johnson and Jordan and Honeywell.

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.

c. Access Control Upgrade 2006, Engineering and Maintenance Services

Commissioner Stritch opened proposals received from Johnson and Jordan and Honeywell.

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.

d. EAP Services, Human Resources

Commissioner Stritch opened proposals received from Resource Management Consultants, Exeter Hospital, Employee Services Incorporated, Affiliated Healthcare Management, and Aetna for an Employee Assistance Plan.

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.

e. HIPAA Services, IT/Telecommunications

Commissioner Stritch opened proposals received from Lewis Creek Systems and Greenpages for HIPAA Consultant Services.

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.

RFP Awards

a. Bread Products: Long Term Care Services

Moved: Commissioner Stritch to award the bread products proposal to Freihofer Sales Company from December 1, 2006 to November 30, 2007 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

b. Computer Hardware, Registry of Deeds

Moved: Commissioner Stritch to award the computer hardware proposal to North Shore Data Services for \$28,759.00 and imaging system upgrade proposal to Turbotek Computer Corporation for \$23,789.30 as recommended by the Register of Deeds. 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 and c). Commissioner Pratt seconded the motion, voted all in favor.

• Non public session re: legal

Those present for NHRSA 91A:3II (e) to discuss legal matters were Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a county attorney personnel exception request were Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss residency waiver to the facility were Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter were Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal matters were Commissioner Pratt, Commissioner Stritch, 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.

- **Residency Waiver**

Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an extended leave without pay until January 17, 2007 per Personnel Policy Chapter 8, Section 10-C for a nursing home employee as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to deny an exception request for a county attorney employee as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners agreed to hold the Inauguration Ceremony on Wednesday, January 3, 2007 at noon and to move the regularly scheduled Commissioners Meeting from Tuesday, January 2, 2007 to Wednesday, January 3, 2007 at 1:00 p.m.

IV. Adjournment

Commissioner Pratt moved to adjourn at 2:42 p.m. Commissioner Stritch 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

December 11, 2006 – 10:30 a.m.

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

I. Call to Order

Commissioner Barrows called the meeting to order at 10:38 a.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Bruce Moorehead, 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.

III. New Business

The Commissioners reviewed schedules to establish dates for 2007 budget reviews with departments.

Moved: Commissioner Stritch to adopt the Christmas consideration as done in previous years. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:15 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

December 13, 2006 – 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
Gary Stenhouse, Primex

I. Call to Order

Commissioner Barrows called the meeting to order at 12:23 p.m.

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to discuss an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Gary Stenhouse, 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.

III. Adjournment

Commissioner Stritch moved to adjourn at 1:00 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

December 19, 2006 – 12:00 p.m.

Present:

Commissioner Maureen Barrows, Chair

Commissioner Katharin K. Pratt, Vice Chair

Dan Gray, Coastal Economic Development Corporation Director

Donna Lane, CDBG Consultant

Nick Semenza and Jim Grimley, Colors, Compounds, and Consultants Inc.

I. Call to Order

Commissioner Barrows called the meeting to order at 12:03 p.m.

II. Public Hearings

Information Packets were available to the public for review.

• **Community Development Block Grants**

Commissioner Barrows opened the public hearing and Donna Lane read the following for the record:

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

Purpose of Community Development Block Grant funding request:

A proposed application to the Community Development Finance Authority for up to \$300,000 in Community Development Block Grant funds. Of the funds, up to \$285,000 will be subgranted to the Coastal Economic Development Corp (CEDC). CEDC will loan up to \$280,000 of the subgranted funds to Colors, Compounds and Consultants for working capital. Colors, Compounds and Consultants, Inc. will retain at least 25 jobs that are primarily occupied by low and moderate income persons.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage regional economic development efforts to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for the County's residents. These are short term goals.

Funding request: up to \$300,000

Jim Grimley and Nick Semenza presented information on the company and demonstrated their product.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

- **Housing and Community Development Plan**

Commissioner Barrows opened the public hearing and Donna Lane discussed the updated Housing and Community Development Plan. It was noted this project conforms with the County's goal of encouraging the expansion and retention of employment opportunities for the County's residents.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

- **Residential Anti Displacement and Relocation Assistance Plan**

Commissioner Barrows opened the public hearing and Donna Lane explained this project does not involve any displacement or relocation of persons or businesses. It was noted that if the County were to undertake a CDBG project which involved displacement or relocation this plan would be followed. The plan outlines the measures taken to find comparable, suitable housing for persons or businesses displaced or relocated.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

Moved: Commissioner Pratt to adopt the Housing and Community Development Plan. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Pratt to adopt the Residential Anti Displacement and Relocation Assistance Plan. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Pratt to approve the submittal of the application and vote to authorize the Chair to sign and submit the application, and upon approval of the CDBG application, authorize the Chair to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjournment

Commissioner Barrows moved to adjourn at 12:23 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 19, 2006 – 12:30 p.m.

Present:

Commissioner Maureen Barrows, Chair Ray Bower, LTCS Interim Director
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Barrows called the work session to order at 12:45 p.m.

II. Work Session

• **Long Term Care Services Administration**

Ray Bower reported on new regulations and the process for administering the new regulations. He explained that patient families will be invited to informational sessions regarding end of life issues. He highlighted upcoming events for the remainder of December.

III. Adjournment

Commissioner Pratt moved to adjourn at 12:59 p.m. Commissioner Stritch 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 19, 2006 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Ray Bower, LTCS Interim Director
Commissioner Katharin K. Pratt, Vice Chair	Susan Denopoulos, LTCS Asst. Director
Commissioner C. Donald Stritch, Clerk	Martha Roy, Human Resources Director
Al Wright, Corrections Superintendent	Roy Morrisette, Human Resources Asst. Director
Theresa Young, Finance Director	Joe Akerley, Chief Deputy Sheriff
Diane Gill, Human Services Director	Christine Croto, Sheriff's Office
Cindy Castrigno, County Attorney's Office	Sandy Buck, Treasurer
Lynn Garland, UNH Cooperative Extension	

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Letter from Commissioner Stephen for Discussion**

Theresa Young presented information regarding previous pro share payments and summarized the written request from Commissioner Stephen. Theresa Young noted that the request is backed up by a federal finding. The Commissioners agreed to Commissioner Stephen's request.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the December 5, 11, and 13, 2006 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Academy Program Transfer**

Commissioner Barrows announced that the Academy Program supervision would be transferred from Human Services to Corrections to best meet the needs of the program. She noted that the Finance Director would be working on moving the budget lines over in 2007.

Finance – Theresa Young, Director

• **Approval of Agreement for Building Allocation Professional Engineering Services**

Moved: Commissioner Stritch to approve an Agreement for Professional Engineering Services with Hoyle, Tanner, and Associates for a building allocation project and authorize the Chair to sign all necessary documents as recommended by the Finance Director and Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

• **Approval of Behavioral Health Risk Management Agreement**

Moved: Commissioner Stritch to approve the Behavioral Health Risk Management Agreement with Resource Management Consultants and Concentra Health Services for wellness services in

2007 for all Rockingham County non-union employees and authorize the Chair to sign all necessary documents contingent on legal and insurance review as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Health Insurance Subsidy for Retirees (between 10 and 20 years of service) for 2007 Budget**

The Commissioners discussed various aspects of this proposal and the Human Resources Director, Human Resources Assistant Director, and Finance Director provided further information. Commissioner Pratt asked that this be delayed to the next meeting.

Long Term Care Services – Ray Bower, Interim Director

- **2007 Per Diem Pay Rates**

Moved: Commissioner Stritch to approve the Per Diem Pay Rates for 2007 as submitted and recommended by the Long Term Care Services Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Lucent Foundation – Global Day of Caring Donation, \$1,000**

Patti Martin from Lucent Technologies presented Rockingham County with a \$1,000 donation for the annual Global Day of Caring and explained the project. The Commissioners expressed their sincere appreciation for the donation.

Moved: Commissioner Stritch to accept a donation in the amount of \$1,000 from the Lucent Foundation for the annual Global Day of Caring. Commissioner Pratt seconded the motion, voted all in favor.

- **Health Care License Renewal Application, Health and Human Services**

Moved: Commissioner Stritch to approve the renewal application of the Health Care License for the Ernest P. Barka Assisted Living Facility and authorize the Chair to sign the application as recommended by the Assisted Living Director. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare cruisers 26, 29, 38, 39, and 45 surplus and authorize the Sheriff to send out proposals to sell the fleet as recommended the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Treasurer – Sandy Buck

The Treasurer noted that there is one outstanding town in county tax collections. He noted that during his term he appreciated the hard work and professionalism of the Finance Office staff.

RFP Openings

- a. **Surplus Vehicles, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Ray Twombly, Paul Flathers, Midge Piwowarczyk, Dan Musso, Asian Auto Services, James Dills, and Hillside Auto Sales.

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.

b. Paper Products, Long Term Care Services

Commissioner Stritch opened paper products proposals received from Central Paper Products, Eastern Bag and Paper, Corporate Express, and Interboro Packaging Corporation.

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

c. Equipment Maintenance Insurance

Commissioner Stritch opened proposals received from Remi Group and TD Banknorth Insurance Agency.

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.

d. Property and Casualty Risk Management and Insurance Consulting

Commissioner Stritch opened proposals received from TD Banknorth Insurance Agency and USI New England.

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.

RFP Awards

a. Copier, UNH Cooperative Extension

Moved: Commissioner Stritch to award the copier proposal to Cameron Office Products for \$9,695.00 with a 2007 service contract for \$0.0039 per copy and authorize the Chair to sign all necessary documents contingent on contract review as recommended by UNH Cooperative Extension. Commissioner Pratt seconded the motion, voted all in favor.

b. Copier, Sheriff's Office

Moved: Commissioner Stritch to award the copier proposal to Konica Minolta Business Solutions for a monthly lease payment of \$319.00 and an annual service contract of \$0.005 per copy and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

c. Fire Alarm Upgrade, Engineering and Maintenance Services

Moved: Commissioner Stritch to award the fire alarm upgrade proposal to Honeywell International for \$212,760 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

d. Access Control Upgrade, Engineering and Maintenance Services

Moved: Commissioner Stritch to award the access control upgrade to Honeywell International for \$20,380 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

e. HIPAA Policies and Procedures, IT/Telecommunications

Moved: Commissioner Stritch to award the proposal to Lewis Creek Systems for \$32,310 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

f. Employee Assistance Program, Human Resources

Moved: Commissioner Stritch to award the proposal to Resource Management Consultants for a contract period from January 1, 2007 to December 31, 2007 at a fee of \$2.23 per employee per month and authorize the Chair to sign all necessary documents. Further, Resource Management Consultants will provide the County an option to extend the contract for 2008 at a fee of \$2.23 per employee per month contingent on approval of contract language and authorize the Chair to sign all necessary documents at that time as recommended by the 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 and c). Commissioner Pratt seconded the motion, voted all in favor.

• **Non public session re: legal**

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

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Theresa Young, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, and Chris Maxwell.

• **Non public session re: personnel**

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

Commissioner Pratt left the meeting at 3:09 p.m.

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.

• **Pay Adjustments, Sheriff's Office**

Moved: Commissioner Stritch to not collect bonuses paid in error to sheriff's deputies as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-10 for a nursing home employee as recommended by the Interim Director. Commissioner Barrows seconded the motion, voted all in favor.

• **Regrades and New Positions for 2007 Budget**

Moved: Commissioner Stritch to approve the following for the 2007 budget:

- a. regrade for Adult Medical Day Care Director from grade 18 to grade 19
- b. regrade for Assistant Administrator from grade 19 to grade 21
- c. salary range of the Nursing Home Administrator of \$110,000 to \$165,000
- d. regrade for Long Term Care Services Administration Administrative Assistant to Executive Assistant grade 13 to grade 14
- e. regrade for Nursing Office Administrative Assistant to Nursing Office Manager grade 14 to grade 15
- f. new position request for a part time Human Resources Generalist at 24 hours per week at grade 15.

Commissioner Barrows seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 3:27 p.m. Commissioner Stritch 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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

December 20, 2006 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Roy Morrisette, Human Resources Asst. Director
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Lynn Garland, UNH Cooperative Extension
Theresa Young, Finance Director	Liz Conrad, UNH Cooperative Extension
Martha Roy, Human Resources Director	Ray Bower, LTC Interim Director

I. Call to Order

Commissioner Barrows called the meeting to order at 9:06 a.m.

II. Budget Work Sessions

• **Human Resources**

Martha Roy highlighted changes to the department budget. Theresa Young explained the budget worksheet and noted the transfer related to advertising.

• **Human Services**

Diane Gill highlighted changes to the department budget. She noted that the clawback increased \$6 per person per month that affects the provider payment line. Theresa Young noted that the budget lines for Academy will be moved from Human Services to Corrections. The Commissioners agreed that the shift should occur on January 1, 2007.

• **UNH Cooperative Extension**

Lynn Garland commented on the department budget. Theresa Young noted an internal control concern regarding overtime and needs to adjust that line to comply with wage and hour law.

III. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to interview an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Bruce Moorehead, 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. Adjournment

Commissioner Pratt moved to adjourn at 11:38 a.m. Commissioner Stritch 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, 2nd Floor Conference Room
Brentwood, New Hampshire

December 27, 2006 – 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
Ray Bower, LTCS Interim Director

I. Call to Order

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

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session to discuss an applicant for Long Term Care Services Director position under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioners Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, 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.

III. New Business

• **Evaluation Period for New Hires**

Moved: Commissioner Pratt to amend the initial evaluation period for all applicable County employees to a minimum of one year for those letters of hire dated January 1, 2007 or later. Commissioner Stritch seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 2:26 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS WORK SESSION

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

December 28, 2006 – 9:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
High Sheriff Dan Linehan
Captain Joe Akerley
Lieutenant Mark Peirce
Christine Croto, Sheriff's Business Office
County Attorney James Reams
Register of Deeds Cathy Stacey
Al Wright, Corrections Superintendent
Louise Turner, Corrections Business Office

I. Call to Order

Commissioner Stritch called the meeting to order at 9:02 a.m.

II. Budget Work Sessions

a. Sheriff

Commissioner Stritch reviewed increases and decreases in the 2007 budget. High Sheriff Linehan explained the budget increases. Theresa Young reviewed open budget items affecting the budget.

b. County Attorney

County Attorney Reams explained a major increase in the 2007 budget due to unfunded mandates to provide technical services in expense of prosecution. Commissioner Stritch reviewed the budget line item changes.

c. Delegation

Theresa Young highlighted the changes to the budget.

d. Finance

Theresa Young presented the 2007 budget proposal and explained changes to the budget.

e. Treasurer

Theresa Young presented the 2007 budget proposal on behalf of the Treasurer and noted the differences between line items. Theresa Young noted that bank fees could be reduced to meet the 2% reduction request.

f. Commissioners and General Government

The 2007 budget proposal was reviewed and Commissioner Stritch found the 3% reduction acceptable. Theresa Young presented the general government budget and highlighted changes and offered suggestions. Commissioner Pratt arrived at 10:10 a.m.

g. Registry of Deeds

Cathy Stacey presented the 2007 proposed budget and the Commissioners reviewed the budget line items. Theresa Young requested revenue projections for the 2007 budget.

h. Department of Corrections

Al Wright and Louise Turner presented the proposed 2007 budget. The Commissioners reviewed budget line items. Theresa Young highlighted open list items and asked for clarification. Video arraignment was discussed in detail as a way to potentially reduce travel expenses for inmates transportation.

III. Adjournment

Commissioner Pratt moved to adjourn at 11:31 a.m. Commissioner Stritch 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

Mitchell Building, 2nd Floor Conference Room
Brentwood, New Hampshire

December 29, 2006 – 9:00 a.m.

Present:

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

Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Ray Bower, LTCS Interim Director
Susan Denopoulos, LTCS Assistant Director

I. Call to Order

Commissioner Pratt called the meeting to order at 9:02 a.m.

II. Budget Work Sessions

a. Projects

Jude Gates presented the proposed projects for 2007 and explained the major projects. Theresa Young reviewed and noted a few projects that should be in the Engineering and Maintenance budget. The Commissioners discussed projects and spoke about funding.

b. Engineering and Maintenance

Jude Gates presented the proposed engineering and maintenance services budget and noted changes. The Commissioners reviewed the budget and asked questions.

c. Information Technology

Frank Stoughton highlighted the proposed budget and noted communication changes. Commissioner Pratt inquired about internet services at UNH Cooperative Extension. Frank explained that he recommended Comcast Workplace Internet however there were concerns with video conferencing. The Commissioners expressed concern with the increasing communication cost for UNH and Commissioner Pratt noted she would be speaking to Liz Conrad on the matter.

d. Long Term Care Services

Ray Bower highlighted information gathered by Landmark Health Solutions regarding revenue enhancements. The Commissioners and Ray Bower reviewed various budget lines, discussed changes, and additional information needed.

III. New Business

• Southern New Hampshire Services – Elderly Housing Proposal

Present: Commissioner Pratt, Diane Gill, Theresa Young, Donnalee Lozeau, Gale Hennessy, Michael O'Shea, Bill Hart, Phil Grandmaison, and Phil Holmes. Southern New Hampshire Services discussed their proposal to lease property from the county for elderly housing. Also present was Phil Holmes from Housing and Urban Development to discuss the grant process.

IV. Adjournment

The meeting was adjourned at 1:19 p.m.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:



C. Donald Stritch, Clerk, Rockingham County Commissioner