



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**January 2, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Jude Gates, Director of Facilities  
Al Wright, Corrections Superintendent  
Steve Woods, Long Term Care Director  
Diane Gill, Human Services Director

Captain Mark Peirce, Deputy Sheriff  
Cindy Castrigno, County Attorney's Office  
Martha Roy, Human Resources Director  
Lynn Garland, UNH Cooperative Extension  
Judie Milner, Accounting Manager  
Kathy Nikitas, Senior Accounting Analyst

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:16 a.m. It was noted that Commissioner Pratt is attending meetings in Concord with the Delegation and New Hampshire Association of Counties.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T71415-T71419, T71439-T71443, T71449, T71450, T71452, T71453, T71494, T71495, T71503-T71529, general ledger entry 8001, and payroll warrants 121707, 1220ST, 1227ST. Commissioner Barrows seconded the motion, voted all in favor.

• **Approval of Minutes: December 17, 18, and 26, 2007**

Moved: Commissioner Stritch to approve the minutes of the December 17, 18, and 26, 2007 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

• **Draft 2008 Commissioners Meeting Schedule**

Commissioner Barrows noted concerns with the consolidated meeting schedule and noted she would amend her request to change all meetings to Wednesday's. Commissioner Stritch noted his agreement.

• **Copy Charges Discussion**

Commissioner Stritch noted a proposed policy for copy charges. Kathy Nikitas noted that prior year W-2 forms should be charged \$5. Commissioner Barrows noted her concern with the complexity of the policy. Chris Maxwell noted Commissioner Pratt requested a stipulation for duplicates. Commissioner Barrows and Commissioner Stritch agreed to simplify and state copies will be charged if the amount is over \$1.00.

Moved: Commissioner Stritch to approve the Rockingham County Employee Copy Charge Policy presented effective January 2, 2008. Commissioner Barrows seconded the motion, voted all in favor.

• **Conference and Training Requests Discussion**

There was discussion of the total amount of the conferences. Commissioner Stritch suggested a conference total of over \$100.00 per person for the permission requirement. Mark Peirce noted concern with all deputies needing training hours. Steve Woods noted concern with certification

and licensing training requirements. Commissioner Barrows stated that required trainings for certifications, re-certifications, licensing, and re-licensing should not be required permission but could be reported on for the Board of Commissioners information.

Moved: Commissioner Stritch to approve the conference and training requests memorandum from Commissioner Barrows dated January 2, 2008. Commissioner Barrows seconded the motion, voted all in favor.

**County Attorney – James Reams**

- **Approval of Grant Application, VAWA Grant, Department of Justice**

Moved: Commissioner Stritch to approve the submission of a grant application previously submitted on November 19, 2007 to the New Hampshire Department of Justice for the VAWA Grant in the amount of \$30,000 as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Grant Award, VAWA Grant, Department of Justice, \$30,000**

Moved: Commissioner Stritch to approve a grant award of \$30,000 from the New Hampshire Department of Justice for the VAWA Grant and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

- **Authorization to Claim for Abandoned Property**

Kathy Nikitas noted this is no longer needed.

Commissioner Barrows asked about the salary projections. Kathy Nikitas said she would look into this and report back.

**Human Resources – Martha Roy, Director**

Martha Roy inquired about the regrade and additional position requests for 2008 and asked when the Board of Commissioners would like to act on the matter. Commissioner Barrows recommending bringing it forward at tomorrow's budget meeting. Commissioner Barrows asked about the reporting issues between Human Resources and Finance with Payflex that was noted by Payflex email with their recommendation to involve the Board of Commissioners. Martha Roy noted she was planning to meet with Finance after the meeting.

**Long Term Care Services – Steven Woods, Director**

- **Health Care License Renewal – Adult Day Care**

Moved: Commissioner Stritch to approve the renewal application of a health care license in adult day care and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Pharmacy Services RFP Extension**

Moved: Commissioner Stritch to extend the pharmacy services RFP Award with Unicare Pharmacy until March 1, 2008 with a terms and prices to remain the same as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Point Click Software Update**

Steve Woods noted he wrote a letter to Point Click Software regarding the outstanding issues.

- **Adult Medical Day Care Census**

Steve Woods noted he will be bringing forward recommendations at the next meeting regarding fees for the day care program.

#### **RFP Openings**

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

Commissioner Stritch opened proposals received from CCMSI and New Hampshire Motor Transport Association.

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

- **Fire Alarm System Upgrade 2007**

Commissioner Stritch opened proposals received from Catamount Electric and Alarm Company and Gerald A. LaFlamme Incorporated.

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.

#### **RFP Awards**

- **Hand Soap Products (reject), Long Term Care Services**

Moved: Commissioner Stritch to reject and resubmit requests for proposal for hand soap products as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Employee Assistance Plan, Human Resources**

Moved: Commissioner Stritch to award of the Employee Assistance Plan proposal to Resource Management Consultants for a 6 month period, January 1, 2008 to June 30, 2008, at a rate of \$2.23 per employee per month with a renewal option for an 18 month period, July 1, 2008 to December 31, 2009, at a rate of \$2.23 per employee per month and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filing were Commissioner Barrows, Commissioner Stritch, Al Wright, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint were Commissioner Barrows, Commissioner Stritch, Steve Woods, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an earned time exception request for a nursing home employee were Commissioner Barrows, Commissioner Stritch, Steve Woods, 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, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapters 6-11 and 8-2 for a nursing home employee as recommended by the Long Term Care Director. Commissioner Barrows seconded the motion, voted all in favor.


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

Moved: Commissioner Stritch to approve an exception for earned time and holiday time payout for a nursing home employee as recommended by the Long Term Care Director. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:25 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**

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

**January 3, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair

Commissioner Katharin K. Pratt, Vice Chair

Commissioner C. Donald Stritch, Clerk

Kathy Nikitas, Accounting Analyst

Captain Mark Peirce, Deputy Sheriff

James Reams, County Attorney

Steve Woods, Long Term Care Director

Phyllis Rogers, LTC Business Director

Mary Jane Toth, LTC Business Asst. Director

Martha Roy, Human Resources Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:03 a.m.

**II. Budget Work Sessions**

• **2008 Regrade Requests**

Commissioner Barrows asked Martha Roy for the number of regrade position requests were already at top step. County Attorney regrade requests were reviewed. Commissioner Pratt expressed concern with the justification of the regrade versus additional step increases. There was discussion to clarify if there was an open position. The positions of office managers in the same grade were discussed. Martha Roy noted Don Tyler recommended all three be adjusted as they share similar responsibilities. Kathy Nikitas noted that the positions were not the same noting salary versus hourly. Commissioner Pratt asked about the education requirements from Don Tyler and if the employees in the positions meet the education requirements. Commissioner Pratt noted she needs more time to review. Commissioner Barrows felt that the positions are not the same for a blanket regrade for all three.

Steve Woods presented the requests for Long Term Care Services. The MDS Coordinator position was discussed and changes were reviewed. Commissioner Pratt asked how the position has changed. Mary Jane Toth noted the position has grown and is part of revenue enhancements. Steve Woods presented the IT Liaison position and noted that she is providing Point Click Care services and training. Commissioner Pratt noted that employee was hired to do that specifically and as recommended by Ray Bower. The account clerk positions were discussed and noted new initiatives. The new position of the physical therapist was discussed and Martha Roy noted concern of pool or regrade and use an MNA open position. Steve Woods explained the goal of the position and future revenue enhancements. Commissioner Barrows noted that rehabilitation services of the county were not well known and that is changing as care and generations are changing. Commissioner Pratt expressed concern with creating a new level of bureaucracy without the facts in place and referenced the declining revenues in adult day care. Commissioner Barrows noted that adult day care does need to be reviewed and therapy needs to be researched as well. Commissioner Barrows and Commissioner Pratt recommended leaving the position as pool for one year for analysis.

Martha Roy presented her request for a regrade of the Human Resources Generalist. Commissioner Pratt asked about credentials and Marta Roy noted the employee is certified on two fronts.

- **Budget Follow-up**

Steve Woods highlighted items that needed further discussion from the last meeting. There was discussion of an encumbrance and that there is no expense at this point. It was suggesting adding \$4,000 to the software line. Commissioner Pratt suggested tracking the revenue and expenses of the snack bar. Steve Woods presented a revenue spreadsheet depicting 2007 revenues and proposed revenues for 2008. Commissioner Pratt asked Steve Woods to write up the plan for revenue enhancements. The operational budget was reviewed and the differences from the last work session meeting were discussed. Another capital fund item was requested to be added to the capital fund.


Steve Woods noted concerns with activities of the adult day care program. Commissioner Pratt suggested limiting the days of operation. Steve Woods expressed concern with further limiting the program. He explained that the market shows adult day care services are closing and alternatives are in place for the community. Commissioner Pratt wondered if it is an outdated service. Commissioner Stritch noted the expansion of visiting nurses and other alternatives. Steve Woods requested the Commissioners direction for the program. Commissioner Barrows suggested aggressive marketing and pushing information on the services. Commissioner Pratt asked what would happen to the clients using the program. Steve Woods felt services would be in place for most of the clients. Commissioner Barrows asked for a subtle difference in rate increases. Mary Jane Toth noted other community based transportation exists and suggested stopping transportation. Commissioner Pratt suggested case management services by social workers to determine the effects of stopping transportation services in 2009. Commissioner Barrows noted transportation issues in the county and noted meals on wheels thoroughly researched this problem.

The open list memorandum was reviewed and many items are unfinished. Commissioner Barrows asked what departments have not provided information for year end and she will make calls tomorrow. Commissioner Pratt suggested that a cut off be made for a 2007 bill out of 2008 funds. Commissioner Stritch disagreed with this proposal. Commissioner Barrows noted it is time to try this approach.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 12:51 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

**January 9, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Theresa Young, Finance Director
Commissioner Katharin K. Pratt, Vice Chair	Martha Roy, Human Resources Director
Commissioner C. Donald Stritch, Clerk	Steven Woods, Long Term Care Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:12 a.m.

**II. New Business**

• **Approval of accounts payable, general ledger entries and payroll warrants**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T71420, T71421, T71429, T71430, T71430, T71446-T71448, T71496, T71497, T71522, T71534, T71547, T71548, T71552-T71559, T80031-T80039, general ledger entries 7587, 7588, 7589, 7590, 7591, and payroll warrants 1228B, 122807, and 0103ST. Commissioner Pratt seconded the motion, voted all in favor. Moved: Commissioner Stritch to approve total payroll expense of \$1,232,556.64 for the period ending January 6, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **2008 Regrade Requests**

Commissioner Pratt requested the market analysis on the market survey. Martha Roy noted that not all positions were on the market analysis. Commissioner Pratt questioned the physical therapy pool analysis provided by Steven Woods. Theresa Young noted this pool proposal would eliminate a need for the regrade request. The Commissioners concurred to deny the regrade requests of Business Office Supervisor in Sheriff, Office Administrator in County Attorney, and Office Administrator in Corrections. Steve Woods explained the need for the physical therapy pool and highlighted his analysis. Commissioner Pratt noted this would continue to be an expense. Theresa Young noted in the position list a baker position is listed as part time and is working full time explaining that a Payroll Change Notice will need to be completed and notify the Executive Committee at the next meeting.

The Commissioners reviewed the Long Term Care regrade requests. There was discussion of the title change versus a regrade of the MDS Coordinator request. Commissioner Pratt noted with the number of questions that the funding should be added however not approved pending further information. There was discussion of the IT Liaison request regarding job function. Commissioner Pratt noted this position was filled knowing this person would be doing these functions. The two account clerk positions were discussed noting duties and responsibilities. The Commissioners agreed to fund all positions however to discuss this further at a later date.

The Commissioners reviewed the one Human Resources regrade request. Martha Roy explained the request and highlighted the many changes. There was discussion on the differences and the majority approved the request. Commissioner Pratt noted concern with human resources duties versus payroll duties.

The Commissioners reviewed the County Attorney regrade requests. The Commissioners discussed the legal assistant request and denied the proposal. The Assistant County Attorney II

contract regrade request was discussed and Jim Reams verified the added duties. Commissioner Barrows noted this is a revenue reimbursement position. Commissioner Pratt noted inequities are a common complaint in the office and needs to be reviewed.

The Commissioners reviewed the Finance Office regrade requests. The Commissioners agreed to the request for the Assistant Accounting Analyst and Payroll Manager positions. Commissioner Barrows noted her concern of regarding only one Accounting Officer and not the rest of Accounting Officer positions. Commissioner Barrows felt this will open the door to regrade the rest of the Accounting Officers in upcoming years and has grave concern. The majority of the Commissioners agreed to the regrade of one Accounting Officer to Senior Accounting Officer.

- **Long Term Care**

Theresa Young and Steve Woods highlighted outstanding issues. Commissioner Pratt expressed concern that 2007 revenues budgeted were not met and cannot understand this since beds are full. Commissioner Pratt noted that write-offs are not being filed with the Finance Office and this is essential to depict actual revenues.

- **Open Issues Listing**

Theresa Young highlighted her open issues listing discussing questions and the total bottom line of the budget. Footnotes were discussed noting obsolete items and new items. General government outstanding questions were discussed.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 1:48 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

**January 16, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steven Woods, Long Term Care Director  
Nancy Lang, Assisted Living Director  
Al Wright, Corrections Superintendent  
Jude Gates, Director of Facilities

Lynn Garland, UNH Cooperative Ext.  
Martha Roy, Human Resources Director  
Captain Mark Peirce, Deputy Sheriff  
Tom Reid, Deputy County Attorney  
Judie Milner, Accounting Manager  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:08 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T70965, T71431-T71438, T71530, T71536, T71537, T71540, T71541, T71545, T71546, T71563-T71590, T80003, T80005, T80015, T80048-T80060, general ledger entries 7668, 7618, 7619, and payroll warrants 0110st and 11108. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: January 2, 3, and 9, 2008**

Moved: Commissioner Stritch to approve Board of Commissioners meeting minutes of January 2, 3, and 9, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of 2008 Commissioners Budget Proposal**

Moved: Commissioner Stritch in accordance with RSA 24:21-b, proposes \$71,865,060 in appropriations and \$630,337 in reserves and encumbrances for the use of the County during 2008. That \$39,820,254 is proposed to be raised in new county taxes, that \$25,559,806 is proposed as an estimate of revenues from other sources, and that \$7,115,337 is proposed as fund balance for a total of \$72,495,397 in resources. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Requests Information and Approval**

Moved: Commissioner Stritch to approve the requests as submitted. Commissioner Pratt seconded the motion, voted all in favor.

• **Courthouse Lease Renewal Discussion**

Chris Maxwell explained that the State of New Hampshire provided a draft lease for review and discussion. Tom Reid noted concerns regarding parking and rent increases. Commissioner Pratt requested that Tom Reid address the concerns in writing. Commissioner Stritch asked that the attorney from legal counsel work with the group to address concerns. Commissioner Barrows confirmed that a letter be created to address concerns and the Board would review and begin the negotiations process.

- **Approval to partner with New Hampshire Municipal Association to litigate the New Hampshire Retirement System Unfunded Mandate**

Commissioner Barrows requested further information such number of counties involved and the costs. Commissioner Pratt requested a definitive cost proposal. Commissioner Barrows requested this be brought up at the next meeting.

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

- **Tuition Reimbursement Program**

Martha Roy noted that the amended program was reviewed by the Tuition Reimbursement Program Committee and the Employee Advisory Committee.

Moved: Commissioner Stritch to approve the amended Tuition Reimbursement Program effective January 16, 2008 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Frank Stoughton noted that the HIPAA Privacy Policy draft was completed and reviewed by the Long Term Care Director and Human Resources Director. He noted that he will be requesting approval at the next meeting. Commissioner Pratt requested that the policy be reviewed by the Finance Office as they deal with HIPAA. Frank Stoughton indicated that he would request the Finance Director to review the draft policy for comment.

#### **Long Term Care Services – Steven Woods, Director**

- **Adult Medical Day Care Rate Discussion**

Steve Woods presented his proposed rates for the day care program. Commissioner Pratt asked if these modifications were reviewed by the clients to determine if they are able to afford the increase. Steve Woods noted that a survey was sent however results are not in. Commissioner Pratt asked for further clarification on the travel rates. Steve Woods noted that the difference would be written off. Commissioner Pratt requested if this is a legal practice. Steve Woods stated he believes it is legal as this is what other facilities do for further research is required.

Moved: Commissioner Stritch to approve the Adult Medical Day Care Program rates changes to increase the daily rate to \$58.00 per day and charge for absences as outlined in the Long Term Care Director's memorandum dated January 16, 2008 to be effective March 1, 2008. Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Openings**

- **Hand Soap Products, Long Term Care**

Commissioner Stritch opened proposals received from Clean-O-Rama, Corporate Express, Swish Company, Hillyard Cleaning, and Central Paper Products Company.

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

- **Underpad Products, Long Term Care**

Commissioner Stritch opened proposals received from Geriatric Medical, Central Paper Products Company, and Gulf South Medical Supply.

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

- **Paper Products, Long Term Care and Corrections**

Commissioner Stritch opened proposals received from Interboro Packaging, Gulf South Medical Products, IMMI, Central Paper Products Company, Corporate Express, Geriatric Medical, and Eastern Bag and Paper Group.

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

- **ADA Compliant Signage, Engineering and Maintenance**

Commissioner Stritch opened proposals received from New Hampshire Corrections Industries, The Sign Center, and Impact Sign 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.

### **RFP Awards**

- **Waste Removal for County Facilities**

Moved: Commissioner Stritch to award waste removal services to Waste Management from January 1, 2008 to January 1, 2011 as recommended the Long Term Care Director and Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award workers compensation self insured fund administration to CCMSI from February 1, 2008 to February 1, 2010 for an annual fee of \$24,600 with nurse case manager services at \$85 per hour and authorize the Chair to sign all necessary documents as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Upgrade 2007, Engineering and Maintenance**

Moved: Commissioner Stritch to award the fire alarm system upgrade to Catamount Electric and Alarm for \$76,140 as recommended by the Director of Facilities, Planning, and Information Technology. 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**

Those present for NHRSA 91A:3II (e) to provide a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Martha Roy, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, 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 Pratt, motion passed all in favor.

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

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

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

Moved: Commissioner Stritch to approve an exception to the Weekender Policy for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:27 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

**January 23, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:14 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,206,174.26 for the period ending January 20, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Line Item Transfer Requests**

Moved: Commissioner Stritch to approve departmental line item transfer requests for Long Term Care, Finance, Engineering & Maintenance, UNH Cooperative Extension, Corrections, and County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:20 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

**January 24, 2008 – 9:15 a.m.**

Present:

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Don Tyler, Salary Consultant (via telephone)

**I. Call to Order**

Commissioner Pratt called the meeting to order at 9:17 a.m.

**II. 2008 Regrade Request Discussion with Salary Consultant Don Tyler**

Commissioner Pratt thanked Don Tyler for calling to provide the Board of Commissioners with guidance on several regrade requests. Commissioner Pratt inquired about the reasoning for the three business office managers regrade approvals. Commissioner Stritch had concerns about the evolving technologies from the departments. Don Tyler noted that he analyzes based on the information he received. Don Tyler noted that the salary survey is within market however regrade requests are based on more than a market survey. There was discussion of added duties and responsibilities reported by the departments. Commissioner Pratt requested Don Tyler to interview the incumbents and provide another analysis on the three regrade positions. Commissioner Stritch suggested an alternative of deferring this another year for a thorough analysis. Don Tyler thanked the Commissioners for their input and recommends a more thorough analysis to sort out the discrepancies. Commissioner Pratt requested that the whole pay plan and regrade process be reviewed. Don Tyler agreed that reviewing positions in pieces cause discrepancies. Further, Don Tyler noted it may be time for a new pay plan. Commissioner Pratt noted that in addition to the salaries that the benefits be part of his review process.

The Commissioners agreed to present a timeframe to the Salary Subcommittee Chair and request this be followed to ensure proper information and a thorough understanding of the positions.

Moved: Commissioner Stritch to approve departmental line item transfer requests for Long Term Care, County Attorney, and Human Resources. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 10:18 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, Clerk, Rockingham County Commissioner



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**January 30, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Frank Stoughton, IT Manager  
Steven Woods, Long Term Care Director  
Jude Gates, Director of Facilities

Diane Gill, Human Services Director  
Al Wright, Corrections Superintendent  
Joe Akerley, Major Deputy Sheriff  
Tom Reid, Deputy County Attorney  
Lynn Garland, UNH Cooperative Ext.  
Martha Roy, Human Resources Director  
Kathy Nikitas, Accounting Analyst

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:08 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve accounts payable warrants T71591, T80006, T80011-T80013, T80016, T80017, T80021-T80029, T80052, T80061, T80065, T80097, T80102, T80105-T80134, general ledger entries 7675, 7693, 8010, 8011, 8014, 8028, 8029, and payroll warrants 0117ST, 0124A, 0124ST. Commissioner Pratt seconded the motion, voted all in favor. Moved: Commissioner Stritch to approve a line item transfer for the County Attorney for 4th quarter 2007. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: January 14, 16, 23, and 24, 2008**

Moved: Commissioner Stritch to approve the minutes of the January 14, 16, 23, and 24, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Requests Information and Approval**

Commissioner Barrows requested further information on the training request and associated brochures. Kathy Nikitas offered her brochures and offered to make copies. Commissioner Barrows requested copies and wanted to take time to review the information. Commissioner Barrows also expressed concern with voting on conferences without the 2008 budget being passed and noted the Delegation may not approve conference line items. Commissioner Pratt noted the information was complete and brochures could be read during the meeting.

**Finance – Theresa Young, Director**

• **Primex Program: Commercial Crime Program Insurance Approval**

Moved: Commissioner Stritch to approve the application for commercial crime program insurance through Alliant Insurance Services as recommended by Primex and authorize the Chair to sign the application. Commissioner Pratt seconded the motion. Commissioner Barrows inquired about the insurance application. Chris Maxwell noted it was a renewal application for insurance coverage. Commissioner Pratt noted it is an application and is through our carrier Primex. *Motion passed all in favor.*

• **State of New York Third Party Administrator Status Change Approval**

Moved: Commissioner Stritch to approve the Third Party Administrator Status Change form to the State of New York as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

• **Nursing Weekender Policy Approval**

Martha Roy requested this be delayed pending further discussions with the Finance Office.

**Human Services – Diane Gill, Director**

• **Approval of Incentive Funds**

Moved: Commissioner Stritch to approve 6% Incentive Funds totaling \$417,413 to the following programs:

- Rockingham County Juvenile Diversion, \$20,700.00
- Rockingham County Adult Diversion, \$6,750.00
- Community Diversion Program, \$58,500.00
- The Upper Room, \$59,400.00
- Child Advocacy Center, \$63,000.00
- Community Child Care Center, 8,100.00
- Families First Health and Support Center, \$28,943.00
- Sexual Assault Support Services, \$4,500.00
- Seacoast Youth Services, \$35,100.00
- Newmarket Recreation Program, \$18,000.00
- Family Mediation and Juvenile Services, \$24,300.00
- New Generation, Inc., \$19,323.00
- Town of Epping Recreation Department, \$4,500.00
- Hampton Child and Family Program, \$8,800.00
- Sanborn/Timberlane Coalition, \$6,647.00
- Easter Seals of Raymond, \$22,050.00
- Seacoast YMCA, \$6,300.00
- New Heights, \$22,500.00

Commissioner Pratt seconded the motion, voted all in favor.

Diane Gill updated the Board of Commissioners on pending issues and the upcoming New Hampshire Association of Counties Commissioners Council meeting on Friday. She urged the Commissioners to attend and participate. Commissioner Barrows offered to attend the meeting on Friday.

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

• **HIPAA Security Policy Approval**

Frank Stoughton noted he passed along the HIPAA Security Policy to the Finance Director for review. He noted he has not heard if the Finance Director had the opportunity to review the document. Commissioner Pratt asked about the changes to the policy. Frank Stoughton explained that a privacy policy is in place and security was already implemented however this is memorialized in writing. Commissioner Pratt asked if this could be deferred until the next meeting. Commissioner Barrows requested Kathy Nikitas to contact the Finance Director for an answer on approval to the policy. It was determined that the Finance Director did not finish the review and Frank Stoughton requested this be delayed until the next meeting.

**Long Term Care Services – Steven Woods, Director**

Commissioner Pratt asked if these policies are affirmation only and not changes to the policy. Steve Woods noted no rate changes were made.

• **Hiring and Recruitment Bonus Payments Policy Approval**

Moved: Commissioner Stritch to reaffirm the Rockingham County Long Term Care Services Hiring and Recruitment Bonus Payments Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.



- **Nursing Per Diem Pay Rates for 2008 Policy Approval**

Moved: Commissioner Stritch to reaffirm the 2008 Rockingham County Long Term Care Services Nursing Per Diem Pay Rates Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Per Diem Pay Rates for 2008 Policy Approval**

Moved: Commissioner Stritch to reaffirm the 2008 Rockingham County Long Term Care Services Administrative Per Diem Pay Rates Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Adult Medical Day Care Transportation Rate Approval**

Moved: Commissioner Stritch to approve the Adult Medical Day Care Transportation rates effective March 1, 2008 based on a sliding scale schedule as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Fixed Asset Removal Approval**

Moved: Commissioner Stritch to approve fixed assets 970, 971, 972, 1438, 1528, 44, 46, 47, 48, 77, 633, 649, and 702 to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods noted he received a response to his registered letter regarding issues with the Point Click Care Software Company. He hopes that his conversation will provide him with answers and will report back again at the next meeting.

**Sheriff – Dan Linehan, High Sheriff**

- **Bid Waiver: Motorola, \$9,607.20**

Moved: Commissioner Stritch to approve a bid waiver to Motorola as a sole source vendor for equipment servicing for a one year service contract from January 1, 2008 to December 31, 2008 in the amount of \$9,607.20 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Acceptance of Grant Application and Award: New Hampshire Department of Safety, Equipment Valued up to \$186,000**

Major Akerley explained that a grant was awarded to the Sheriff's Office that the department did not apply for however the office recommends approval of the award.

Moved: Commissioner Stritch to approve the grant application and grant award from the New Hampshire Department of Safety for equipment, four (4) base stations, as part of the radio interoperability project with a value of \$186,000. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

- **Hand Soap Products, Long Term Care**

Moved: Commissioner Stritch to award the hand soap proposal to Clean-O-Rama for services from January 1, 2008 to January 1, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Underpad Products, Long Term Care**

Moved: Commissioner Stritch to award the underpad products proposal to Central Paper Products Company from January 1, 2008 to January 1, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Paper Products, Long Term Care and Corrections**

Moved: Commissioner Stritch to award the paper products proposal in corrections to Central Paper Products Company, Corporate Express, Interboro Packaging, and Eastern Bag and Paper Company, and in Long Term Care to Central Paper Products Company, Corporate Express, Eastern Bag and Paper Company, Geriatric Medical Supply, and IMMI International from January 1, 2008 to March 31, 2008 as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Steve Woods noted that the paper products proposal would change from quarterly to annually. Al Wright noted this was done in the past and recommends this as well.

- **ADA Compliant Signage, Engineering and Maintenance**

Moved: Commissioner Stritch to award the ADA compliant signage proposal to the New Hampshire Correctional Industries Sign Shop for an amount not to exceed \$10,000 as recommended by the Director of Facilities, Planning, and Information. 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) to discuss a residency waiver for an applicant to the facility. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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. 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, Attorney Tom Reid, Al Wright, Kathy Nikitas, and Chris Maxwell.

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

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

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

### **V. Adjournment**

Commissioner Stritch moved to adjourn at 12:04 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**

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

**February 6, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:23 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,215,271.84 for the period ending February 3, 2008. Commissioner Pratt seconded the motion, voted all in favor.

There was discussion regarding the conference authorization policy as approved at the January 2, 2008 Board of Commissioners meeting.

**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**

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**February 15, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Tom Reid, Deputy County Attorney  
James Reams, County Attorney  
Frank Stoughton, IT Manager

Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Al Wright, Corrections Superintendent  
Captain Mark Peirce, Deputy Sheriff  
Major Joe Akerley, Deputy Sheriff  
Steve Woods, Long Term Care Director  
Martha Roy, Human Resources Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:06 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80018-T80020, T80067-T80075, T80087, T80088, T80098, T80099, T80123, T80138-T80142, T80148-T80183, payroll warrants 0131ST, 20108, 0207A, 0211ST, 0214ST, and line item transfers for Register of Deeds, Long Term Care Services, and Finance. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: January 30, 2008 and February 6, 2008**

Moved: Commissioner Stritch to approve the minutes of January 30, 2008 & February 6, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Requests**

Commissioner Barrows noted that it was not her intent to have the Board of Commissioners approve conference and trainings rather simply informational. Commissioner Barrows stated she would simply like to review conferences and training for information. The Board of Commissioners agreed that the conference and training information will be submitted to the Commissioners Office and brought forth to a Commissioners meeting.

**Corrections – Al Wright, Superintendent**

• **Eaton Electrical Incorporated Service Agreement Approval**

Moved: Commissioner Stritch to approve a service agreement with Eaton Electrical Incorporated for \$1,546 from March 21, 2008 to March 20, 2009 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Swank Motion Pictures Licensing Agreement Approval**

Moved: Commissioner Stritch to approve a licensing agreement with Swank Motion Pictures for \$753 from March 10, 2008 to March 9, 2009 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

- **Dell Lease Approval**

Moved: Commissioner Stritch to approve an operating lease agreement with Dell for thirty six months at \$89.50 per month, lease total of \$2,888.90, and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Reaffirm 2008 Compensated Absences Fund**

Moved: Commissioner Stritch to reaffirm the Compensated Absences Fund Policy for 2008 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young requested the process for her conference requests from the last meeting. Commissioner Barrows requested that the conference and training request be delayed pending budget passage at the upcoming Delegation meeting. Commissioner Pratt noted that conferences and training request were previously approved. Commissioner Barrows asked again to wait for passage of the budget. Theresa Young noted that registration delays result in cheaper hotel rooms booked. Commissioner Barrows said she doubts that a conference is booked up already but did not want to argue and stated it was fine to reserve the conference and training.

**Human Resources – Martha Roy, Director**

- **Wellness Program Policy Amendment Approval**

Moved: Commissioner Stritch to approve an amendment to the Wellness Program Policy effective March 1, 2008 as recommended by the Wellness Committee. Commissioner Pratt seconded the motion, voted all in favor.

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

- **HIPAA Security Policy Approval**

Moved: Commissioner Stritch to approve the HIPAA Security Policy as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Nursing Weekender Policy Amendment**

Moved: Commissioner Stritch to approve the amended Nursing Weekender Policy effective October 1, 2006 as recommended by the Long Term Care Services Director, Human Resources Director, and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods noted he has been speaking with the Chief Technologist at Point Click Care Software and making progress. Commissioner Pratt asked for a timeline for the course of action. Steve Woods noted he did not have a time frame at this point.

**Sheriff – Dan Linehan, High Sheriff**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare K9 cruiser compartment equipment surplus and to be given to the Seabrook Police Department as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Openings**

- **Chaplain, Corrections**

Commissioner Stritch opened a proposal received from Kent Threlfall.

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

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

Commissioner Stritch opened a proposal received from Uni-Care Health Services Inc.

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

- **Software Training, IT/Telecommunications**

Commissioner Stritch opened a proposal received from Soft Skills Incorporated and New Horizons.

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.

- **Technical Support, IT/Telecommunications**

Commissioner Stritch opened a proposal received from Paradigm IT Group and Alliance Core Technologies.

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.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, b, 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 deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Mark Peirce, Joe Akerley, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for an employment candidate in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Steve Woods, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for three applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (c) to discuss an exception request for a former engineering and maintenance employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Tracy Beane, Theresa Young, Jude Gates, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a complaint from a engineering and maintenance employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Tracy Beane, Theresa Young, 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.

#### **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, County Attorney Jim Reams, Deputy County Attorney Tom Reid, Al Wright, Theresa Young, and Chris Maxwell.

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

- **Personnel exception request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2J for a deputy sheriff for 320 hours of earned time contingent on the approval and signature of the employee and further authorize the use of the compensated absences fund as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Filing, Corrections**

Moved: Commissioner Stritch to authorize sending a letter rejecting demands as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel 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 in the nursing home as recommended by the Long Term Care Services Director, Human Resources Director, and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.


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

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

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 12:14 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

**February 20, 2008 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:19 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,203,543.37 for the period ending February 17, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:20 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

**February 27, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent

Diane Gill, Human Services Director  
Lynn Garland, UNH Cooperative Ext.  
Martha Roy, Human Resources Director  
Captain Mark Peirce, Deputy Sheriff  
Theresa Young, Finance Director  
Kathy Nikitas, Accounting Analyst

**I. Call to Order**

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

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80077-T80083, T80089-T80091, T80100, T80186-T80195, T80207, T80218-T80246, general ledger entries 8038, 8040, 8041, 8042, 8048, and payroll warrants 0221A, 0221ST, 022508. Commissioner Barrows seconded the motion, voted all in favor.

• **Approval of Minutes: February 15 and 20, 2008**

Moved: Commissioner Stritch to approve the minutes of the February 15, 2008 and February 20, 2008 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows briefly reviewed the conference and training information provided by Long Term Care Services and Engineering and Maintenance Services and noted that the State of New Hampshire is beginning to review conference expenses.

**Corrections – Al Wright, Superintendent**

• **Commissary Network Agreement Approval**

Moved: Commissioner Stritch to approve the Commissary Network Agreement from February 15, 2008 to February 15, 2011 for commissary services at no cost to the county unless agreement terminated early and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

• **Sentinel Offender Services Agreement Approval**

Moved: Commissioner Stritch to approve the Sentinel Offender Services Agreement from March 1, 2008 to February 28, 2009 for electronic monitoring services at no cost to the county and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

• **2007 Energy Management Funding Recommendation**

Moved: Commissioner Stritch to approve the energy management funding for 2007 by drawing a \$334,972.29 payment from remaining appropriations from the maintenance budget as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Carousel Industries Maintenance Agreement Approval**

Moved: Commissioner Stritch to approve the Carousel Industries Maintenance Contract from March 1, 2008 to March 1, 2009 in the amount of \$2,498.75 and authorize the Chair to sign all necessary documents as recommended by the IT Manager. Commissioner Barrows seconded the motion, voted all in favor.

### **Long Term Care Services – Steven Woods, Director**

- **Point Click Care Software Update**

Steve Woods noted that Point Click Care Software Company is reviewing the information packets that were used by the Hi-Tech to communicate with the County Munis program.

### **RFP Openings**

- **Police Cruisers, Sheriff**

No proposals were received. Mark Peirce noted he would be bringing a bid waiver to the next Commissioners meeting to utilize the state bid for vehicles.

- **Ceiling Tiles, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Pitcher Associates, Kamco Supply Corporation, Marjam Supply Company, and John Pratt Company.

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

- **Elevator Fire Service Upgrade, Engineering and Maintenance**

Commissioner Stritch opened a proposal from Stanley Elevator Company.

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

- **Window Awnings, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Concord Awning and Canvas Incorporated, Just Right Awnings and Signs, The Awning Center, Pelletier Awning Company.

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

- **Telecommunication Services, IT/Telecommunications**

Commissioner Stritch opened proposals received from Paetec and Bayring Communications.

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

- **Task Force Sexual Offender Services, Corrections**

Commissioner Stritch opened a proposal from David Contagello and Associates.

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

- **Inmate Institutional Supplies, Corrections**

Commissioner Stritch opened proposals received from ATD American Company, Bob Barker Company, Broder Brothers, HBD Incorporated, The Liberty Store, Textile Sales Incorporated, Goaltex Corporation, Robinson Textiles, and Pacific Link.

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

#### **RFP Awards**

- **Chaplain, Corrections**

Moved: Commissioner Stritch to award the chaplain services proposal to Kent Thelfall from March 1, 2008 to February 28, 2010 for an amount not to exceed \$24,305 annually and approve the Memorandum of Understanding as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve the pharmacy services proposal to Uni-Care Pharmacy from March 1, 2008 to February 28, 2010 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Software Training, IT/Telecommunications**

Moved: Commissioner Stritch to award the software training proposal to Softskills for an amount not to exceed \$10,000 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, b, c). Commissioner Barrows 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 corrections employee were Commissioner Barrows, Commissioner Stritch, Martha Roy, Theresa Young, Al Wright, Julie Hoyt, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a complaint from a engineering and maintenance employee were Commissioner Barrows, Commissioner Stritch, Martha Roy, Theresa Young, Jude Gates, Julie Hoyt, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (c) to discuss an exception request for a former engineering and maintenance employee were Commissioner Barrows, Commissioner Stritch, Martha Roy, Theresa Young, Jude Gates, Julie Hoyt, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for an employment candidate in human resources were Commissioner Barrows, Commissioner Stritch, Martha Roy, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for an employment candidate in the nursing home were Commissioner Barrows, Commissioner Stritch, Martha Roy, Theresa Young, Steve Woods, 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 Barrows, motion passed all in favor.

- **Personnel exception request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 16-1B for a corrections employee. Commissioner Barrows seconded the motion, voted all in favor.

- **Personnel exception request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for an employment candidate to a human resources position as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.


- **Personnel exception request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to a Board of Commissioners directive dated July 3, 2007 for an employment candidate to the nursing home as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:10 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**

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

**March 5, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:16 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,186,572.38 for the period ending March 2, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:17 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, County Complex  
Brentwood, New Hampshire

**March 12, 2008 – 9:45 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Diane Gill, Human Services Director
Commissioner Katharin K. Pratt, Vice Chair	Captain Mark Peirce, Deputy Sheriff
Commissioner C. Donald Stritch, Clerk	Alison Kivikoski, HR Generalist
Al Wright, Corrections Superintendent	Lynn Garland, UNH Cooperative Ext.
Corrections Officers Stephen Duffey, Anthony Sherman, Robert Remick, Roger Anderson and Raymond Nadeau	Cindy Castrigno, CA Office Administrator
Martha Roy, Human Resources Director	Darlene Fisher, CA Legal Assistant
Theresa Young, Finance Director	Jude Gates, Director of Facilities
	Frank Stoughton, IT Manager
	Cathy Stacey, Register of Deeds

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:45 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

- **Execution of Collective Bargaining Agreement, New Hampshire Public Workers Association**

Moved: Commissioner Stritch to accept and approve the Collective Bargaining Agreement between Rockingham County and the New Hampshire Public Workers Association from July 1, 2008 to June 30, 2010. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign expense accrual 7001, general ledger entries 8038, 8040-8042, 8048, 8054, 8055, payroll warrants 0228ST, 0306A, 30608revised, 0307ST, and accounts payable warrants T80092, T80093, T80095, T80144, T80196-T80202, T80261, T80262, T80264, T80268-T80296. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: February 27, 2008 and March 5, 2008**

Moved: Commissioner Stritch to approve the minutes of the February 27, 2008 & March 5, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Air Permit Application Renewal**

Moved: Commissioner Stritch to approve the submission of a renewal air permit application to the New Hampshire Department of Environmental Services and authorize the Chair to sign the application 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 Approval**

Theresa Young presented the proposal write off's for approval. Commissioner Pratt asked to review the backup documentation before approving Long Term Care Services write offs.

Moved: Commissioner Stritch to approve 2007 write off requests as recommended and outlined in the Finance Director's memorandum dated March 7, 2008 with Long Term Care write off approval for the next meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **New Hampshire Association of Counties partnership to litigate the New Hampshire Retirement System unfunded mandate**

Theresa Young noted that the New Hampshire Association of Counties inquired about the status of joining the lawsuit against the New Hampshire Retirement System for an unfunded mandate. The Commissioners agreed to bring this forward to the next meeting for discussion.

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

- **Part Time Requests Discussion**

Martha Roy requested guidance on a scenario where full time employees retire into a part time status. Commissioner Pratt expressed concern that full time employees are only needed on a part time basis. Commissioner Pratt suggested this is a broader issue that needs further research and discussion. Commissioner Stritch requested that any requests for part time status need approval by the Board of Commissioners. Commissioner Barrows noted concern that this alters the position listing. Commissioner Barrows asked where the funds come from for a per diem or part time employee to fill in for the absence. The Board of Commissioners agreed to meet with legal counsel to discuss the matter for the next meeting. Al Wright asked if he could be present for the meeting. Cathy Stacey expressed concern with changes if employees earned time changes before retirement. Commissioner Pratt noted this is a different situation. Commissioner Barrows noted she would like to meet with legal counsel with the Board of Commissioners only to be educated on the matter. Commissioner Pratt noted she would like to discuss succession planning.

#### **Long Term Care Services – Steven Woods, Director**

- **Donation Approval**

Steve Woods noted that approval is needed from the Board of Commissioners for donations from vendors. There was discussion about the process. Theresa Young suggested a minimum value for approval. Commissioner Barrows suggested approval from all vendors for this purpose.

Moved: Commissioner Stritch to accept donations from vendors North Center Food and Seacoast Coca-Cola and any other vendors to be used for a raffle to benefit an injured food service employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Theresa Young noted that Munis customer support is working with Point Click Software Company to address the issues.

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

- **Surplus Request**

Moved: Commissioner Stritch to declare equipment as outlined in the Register of Deed's memorandum dated February 22, 2008 surplus and disposal to be coordinated through the IT Manager as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

#### **Sheriff – Dan Linehan, High Sheriff**

- **Bid Waiver: Hillsboro Ford, \$106,820**

Moved: Commissioner Stritch to authorize a bid waiver to Hillsboro Ford for five police cruisers in the amount of \$106,820 with financing to be determined by the Finance Office and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Request**

Moved: Commissioner Stritch to declare equipment as outlined in the inventory listing dated February 27, 2008 surplus and disposal to be coordinated through the IT Manager as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

## **RFP Openings**

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

Commissioner Stritch opened proposals received from Central Paper Products Company, Interboro Packaging Corporation, Corporate Express, Eastern Bag and Paper Group, and Gulf South Medical Supply.

Moved: Commissioner Stritch to authorize the Long Term Care Director and Corrections Superintendent to review, evaluate the proposals, and return with a recommendation.

Commissioner Pratt seconded the motion, voted all in favor.

- **Washer, Long Term Care Services**

Commissioner Stritch opened proposals received from Tri-State Laundry Systems, Yankee Equipment Systems, and Daniels Equipment Company.

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

- **Copier, Corrections**

Commissioner Stritch opened proposals received from Ikon Office Solutions, Northern Business Machines, Océ North America, Toshiba Business Solutions, Seacoast Business Systems, Konica Minolta Business Solutions, and Conway Office 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.

- **Police Jackets, Sheriff**

Commissioner Stritch opened proposals received from Ben's Uniforms, Neptune Incorporated, and Triple Nickel Tactical Supply.

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.

- **Janitorial Products, Corrections**

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

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.

- **Automatic Door, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Glass Pro 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.

- **Dishwashing and Laundry Chemicals, Corrections**

Commissioner Stritch opened proposals received from Central Paper Products Company, Summit Supply, Ecolab, and Shaheen Brothers.

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.



- **Replacement Flooring, Engineering and Maintenance**

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

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

Commissioner Pratt seconded the motion, voted all in favor.

#### **RFP Awards**

- **Ceiling Tiles, Engineering and Maintenance**

Moved: Commissioner Stritch to award the ceiling tiles proposal to Kamco Supply Corporation for \$4,612.80 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Elevator Fire Service Upgrade, Engineering and Maintenance**

Moved: Commissioner Stritch to award the elevator fire service upgrade proposal to Stanley Elevator Company for \$7,250 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Window Awnings, Engineering and Maintenance**

Moved: Commissioner Stritch to award the window awnings proposal to the Awning Center for \$10,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Technical Support Services, IT/Telecommunications**

Moved: Commissioner Stritch to award technical support services to Paradigm IT Group for an amount not to exceed \$67,000 from April 1, 2008 to April 1, 2009 and authorize the Chair to sign the Professional Services Agreement as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Task Force Sexual Offender Services, Corrections**

Moved: Commissioner Stritch to award sexual offender services to David Cantagallo and Associates for services from March 1, 2008 to December 31, 2010 at an hourly rate of \$90 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 award to Robinson Textile Company, Bob Barker Company, ATD, Pacific Link, and Liberty Store from March 1, 2008 to March 1, 2009 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, 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 a legal claim in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Mark Peirce, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Alison Kivikoski, Cindy Castrigno, Darlene Fisher, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a complaint from a engineering and maintenance employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Jude Gates, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a UNH Cooperative Extension employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Lynn Garland, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a long term care employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for an employment candidate in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Steve Woods, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Alison Kivikoski, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a food service employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Alison Kivikoski, Steve Woods, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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, County Attorney**

Moved: Commissioner Stritch to approve an exception request to the wellness program policy for a county attorney employee. 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 an employment candidate in the 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 and permit employees to cash out earned time in accordance with the Earned Time Policy for the purpose of donating funds to a food service employee. Commissioner Pratt seconded the motion, voted all in favor.

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

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

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

Moved: Commissioner Stritch to approve two residency waivers to the facility. Commissioner Pratt seconded the motion, voted all in favor.


- **Payroll Change Notices**

Moved: Commissioner Stritch to approve payroll change notices for two division directors. Commissioner Pratt seconded the motion. Commissioner Pratt abstained from vote, 2 voted in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:28 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

**March 19, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Martha Roy, Human Resources Director
Commissioner Katharin K. Pratt, Vice Chair	Doug Mansfield, Attorney
Commissioner C. Donald Stritch, Clerk	Don Tyler, Consultant

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:06 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, Martha Roy, Attorney Mansfield, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Pratt, motion passed all in favor.

**III. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,197,438.78 for the period ending March 16, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Federal Annual Certification Report**

Moved: Commissioner Stritch to authorize the submission of the Federal Annual Certification Report and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows recessed the meeting at 11:31 a.m. Commissioner Barrows called the meeting back to order at 12:07 p.m.

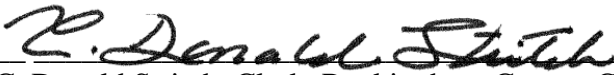
• **Discussion with Salary Consultant**

Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Consultant Don Tyler, and Chris Maxwell. Consultant Don Tyler discussed the regrade interview process and the next steps for reporting back.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:17 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

**March 26, 2008 – 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  
Steve Woods, Long Term Care Director  
Jude Gates, Director of Facilities

Diane Gill, Human Services Director  
Louise Turner, Corrections Business Manager  
Cathy Stacey, Register of Deeds  
Kathy Nikitas, Accounting Analyst  
Lynn Garland, UNH Cooperative Ext.  
Major Joe Akerley, Deputy Sheriff

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:07 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers for Corrections, accounts payable warrants T80094, T80145, T80203-T80205, T80248-T80257, T80288, T80299-T80301, T80310-T80316, T80319, T80320, T80331-T80355, and payroll warrants 0313st, 0320b, and 0302st. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: March 12 and 19, 2008**

Moved: Commissioner Stritch to approve the minutes of the March 12, 2008 and March 19, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed training information submitted by the Department of Corrections.

**Corrections – Al Wright, Superintendent**

• **Equipment Trade In Request**

Moved: Commissioner Stritch to approve the trade in of Advance 175 floor machine towards a purchase at Allard Service and Sales as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

• **New Hampshire Association of Counties partnership to litigate the New Hampshire Retirement System unfunded mandate Discussion**

Commissioner Pratt provided an update on this partnership with the New Hampshire Association of Counties and the Local Government Center on unfunded mandates. Commissioner Barrows suggested delaying a decision pending the outcome of the senate. Commissioner Pratt noted that the timing is unknown as this needs to pass the senate. Commissioner Pratt believes this is an opportunity for Rockingham County to support the local towns and to show Rockingham County's opposition to this unfunded mandate.

Moved: Commissioner Pratt to engage in the Local Government Center's litigation up to \$5,000 towards the New Hampshire Retirement System unfunded mandate. Commissioner Stritch seconded the motion, voted all in favor.

• **Restatement of Prior Year Fund Balance, Retained Earnings, Net Assets**

Moved: Commissioner Stritch to approve restatement of prior year fund balance, retained earnings, and net assets as outlined and recommended in the Finance Director's memorandum dated February 19, 2008. Commissioner Pratt seconded the motion, voted all in favor.

- **2007 Cost Report Authorized Signer**

Moved: Commissioner Stritch to authorize the Chair to sign the 2007 Cost Report when finished by Auditor Robbin Grill. Commissioner Pratt seconded the motion, voted all in favor.

- **Write Off Approval**

Commissioner Pratt felt the support and explanations are not adequate for Long Term Care Services write off requests. Commissioner Barrows recommended discussing this at 9:30 a.m. at the next meeting. Commissioner Pratt noted her disappointment that these items were received late and forces the Commissioners to vote without the opportunity to discuss and review the matter.

Moved: Commissioner Stritch to approve 2007 write off requests as recommended and outlined in the Finance Director's memorandum dated March 7, 2008 for Long Term Care. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Retirement and Labor Updates**

Martha Roy provided updates from the New Hampshire Association of Counties on retirement and labor bills in progress. There was discussion of the bills and concerns noted. Martha Roy offered to draft a letter for the Board of Commissioners to send to the senators opposing the bills.

- **Amended Personnel Policy and Procedures Discussion and Approval**

Commissioner Pratt stated she was concerned with the proposed information provided by legal counsel. Commissioner Pratt suggested a work session to discuss this further before requesting a meeting with legal counsel. The Board of Commissioners agreed to have a work session on April 2, 2008 at 9:00 a.m. to discuss the matter with legal counsel and then a public session at the April 9, 2008 Board of Commissioners meeting.

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

- **Draft Memorandum of Agreement with New Hampshire Association of Counties and the Department of Health and Human Services**

Diane Gill provided an update on the draft Memorandum of Agreement with the State of New Hampshire for the transition of House Bill 2. There was discussion of the issues and the impacts. Commissioner Pratt suggested a work session next week to strategize Rockingham County's position for presentation at the next New Hampshire Association of Counties Commissioners Council meeting. Commissioner Barrows suggested the position should be the best interests of Rockingham County. Commissioner Barrows and Commissioner Pratt agreed to continue the discussion at the end of the meeting.

#### **Long Term Care Services – Steven Woods, Director**

- **Bid Waiver: Steris Corporation, \$7,620.53**

Moved: Commissioner Stritch to approve a bid waiver to Steris Corporation in the amount of \$7,620.53 for a washer and sanitizer machine as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Beacon Hospice Inc. Agreement Approval**

Commissioner Barrows expressed concern with not using a local vendor and need for adding this hospice service. Steve Woods noted adding this agreement adds to residents options for services. Commissioner Barrows asked for more information on the local offices. Commissioner Pratt requested marketing materials for more information.

- **American Express Point Usage Approval**

Moved: Commissioner Stritch to authorize the usage of 1,451,000 American Express Rewards Points to purchase items totaling \$7,107 as outlined and recommended in the Long Term Care Services Director's memorandum dated March 20, 2008. Commissioner Pratt seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods noted that the Point Click Care Software Company provided a liaison and product developer at the company for assistance with the Point Click/Munis interface.

### **RFP Openings**

- **Commercial Refrigerator, Corrections**

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

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

- **Masonry Repair, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Tremco Incorporated, East Coast Masonry, Tomasz Masonry, and Diagneault and Sons Incorporated.

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.

- **Uniforms, Corrections**

Commissioner Stritch opened proposals received from Ben's Uniforms, Quartermaster Uniform Company, and Neptune Incorporated.

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 Incorporated, Robinson Textiles, Amercare Products, and Bob Barker Company.

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**

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

Moved: Commissioner Stritch to award paper products proposals from April 1, 2008 to December 31, 2008 to Central Paper Products Company, Corporate Express, Gulf South Medical Supply, and Eastern Bag and Paper Group in Long Term Care Services and Central Paper Products Company and Interboro Packaging in Corrections as recommended by the Long Term Care Services Director and Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Products, Corrections**

Moved: Commissioner Stritch to award janitorial products proposal to Arnold Clement Company, Central Paper Products Company, Hillyard Company, and Clean-O-Rama for one year as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Dishwashing and Laundry Chemicals, Corrections**

Moved: Commissioner Stritch to award dishwashing and laundry chemical proposal Summit Supply for two years as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Commercial Washer, Long Term Care Services**

Moved: Commissioner Stritch to award the commercial washer proposal to Tri-State Laundry Systems for \$34,570.15 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Old Business**

- **Draft Memorandum of Agreement with New Hampshire Association of Counties and the Department of Health and Human Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Diane Gill, and Kathy Nikitas. The group discussed concerns with the Memorandum of Agreement and agreed the document needs to be updated for further review.

### **IV. 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: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a registry of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel health insurance complaint were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint of a register of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an earned time donation program for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal lien on property for a nursing home debt were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for four applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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, Register of Deeds**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-8 for a registry of deeds employee as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Employee Usage of Earned Time, Long Term Care Services**

Moved: Commissioner Stritch to permit employees to cash out earned time in accordance with the Earned Time Policy for the purpose of donating funds to a nursing home employee from May 8, 2008 to June 8, 2008. 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 8-3B for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve four residency waivers to the facility. Commissioner Pratt seconded the motion, voted all in favor.

- **Lien on Real Property, Long Term Care Services**

Moved: Commissioner Stritch to place a lien on real property pursuant to New Hampshire RSA 166:20 for monies owed to Rockingham County. Commissioner Pratt seconded the motion, voted all in favor.


- **Review of Proposed Policy**

The Board of Commissioners reviewed a draft policy prepared by legal counsel based on a non meeting held on March 19, 2008. The Commissioners discussed changes and suggested that the attorney come for a meeting on April 2, 2008.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 1:35 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 2, 2008 – 9:00 a.m.**

#### ***Present:***

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

Steve Woods, Long Term Care Director  
Mary Jane Toth, Fiscal Assistant Director  
Julie Hoyt, Human Resources Generalist  
Doug Mansfield, Attorney

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

Commissioner Barrows called the meeting to order at 9:06 a.m.

#### **II. New Business**

##### **• Long Term Care Write Off Discussion**

Commissioner Pratt explained the purpose of the meeting is to begin discussing a plan for future financial submissions. Commissioner Pratt believes write off requests must be submitted quarterly to avoid the year end rush and to offer the opportunity for review and discussion. Theresa Young noted that quarterly write off submissions are necessary. Commissioner Pratt requested a current collections policy for the Long Term Care Services Fiscal Office. Steve Woods noted he is in process of drafting a document to secure the collection process. Commissioner Pratt expressed concern in the lack of backup documentation submitted with write off requests. Mary Jane Toth noted that collection efforts are strong but not necessarily reflected in the notes submitted. There was discussion of the legal aspects of collections for private payment residents. Theresa Young questioned if private payment residents could be forced to pay debts. Mary Jane Toth noted regulations prohibit forceful actions. Theresa Young reminded that advance billing would offer a better handle on non-paying residents. There was discussion of private payment residents applying and not eligible for Medicare and how to avoid a write off. Mary Jane Toth suggested beginning advance billing for private payment residents. Commissioner Barrows recommended meeting again in one month to follow up on the matter.

#### **III. 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 consultation with legal counsel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Julie Hoyt, Attorney Mansfield, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Pratt, motion passed all in favor.


##### **• Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,210,707.24 for the period ending March 30, 2008. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:01 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, County Complex  
Brentwood, New Hampshire

**April 9, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Al Wright, Corrections Superintendent
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Claudia Boozer-Blasco, UNH Coop. Extension	Major Joe Akerley, Deputy Sheriff
Judie Milner, Accounting Manager	Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director	Cathy Stacey, Register of Deeds
	Peter Donovan, Payroll Manager

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:04 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80146, T80147, T80217, T80303-T80310, T80321-T80326, T80376-T80379, T80386, T80399-T80420, general ledger entries 8067-8069, and payroll warrants 0324v, 0430st, and 40708. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: March 26, 2008 and April 2, 2008**

Moved: Commissioner Stritch to approve the minutes of the March 26, 2008 and April 2, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed conference and training information provided by departments.

**Finance – Theresa Young, Director**

• **Restatement of Prior Year Fund Balance and Net Asset Recommendation**

Moved: Commissioner Stritch to restate 2006 fund balance for the general fund in the amount of \$61.30 and net asset adjustment of \$92,152.24 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Compensated Absences Fund Usage**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for votes taken on March 12, 2008 and March 26, 2008 for earned time payout donations for the benefit of a dietary and a nursing employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Surplus Request**

Moved: Commissioner Stritch to declare two Genie printers, model 4490XT, surplus and to be disposed of accordingly as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

Martha Roy noted that the Wellness Committee suggested making the campus smoke free. Commissioner Pratt noted this proposal has been discussed over the years and believes it is necessary as the next step for reducing health costs. There was discussion of scenarios and smoking areas. Commissioner Stritch and Commissioner Barrows feel it is not needed. Commissioner Pratt feels it is irresponsible and this issue is a major health concern.

### **Long Term Care Services – Steven Woods, Director**

- **Ernest P. Barka Assisted Living Plaque Presentation**

Nancy Lang presented an award received in recognition of Phase II of the Ernest P. Barka Assisted Living Facility.

- **American Express Point Usage Request**

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to use all remaining American Express Rewards Points on the card issued to Susan Denopoulos and close the account. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Direct Supply Incorporated, \$8,376.14**

Motion: Commissioner Stritch to authorize a bid waiver to Direct Supply Incorporated for \$8,376.14 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Beacon Hospice Inc. Agreement Approval**

Moved: Commissioner Stritch to approve a facility service agreement with Beacon Hospice Incorporated for services to nursing home residents at no cost to the County and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Snack Bar Menu Pricing Increase**

Moved: Commissioner Stritch to approve increases in price to the snack bar menu effective May 1, 2008 as outlined and recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods was pleased to announce that the Point Click Care Software Company is communicating with the Munis county financial system.

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

Cathy Stacey provided an update on LCHIP status and that all New Hampshire Register of Deeds are in opposition of this amendment. Cathy Stacey noted that she submitted her list of concerns with the courthouse lease renewal to the County Attorney. Commissioner Pratt noted that the Board of Commissioners are awaiting comments from the County Attorney, Sheriff, and Register of Deeds.

### **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant: New Hampshire Radiological Emergency Response Plan, FY2007-2008, \$63,535**

Moved: Commissioner Stritch to approve a grant application and grant award from the New Hampshire Department of Safety for the New Hampshire Radiological Emergency Response Plan for state fiscal year 2007-2008 in the amount of \$63,535 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Cen-Com, \$24,294**

Moved: Commissioner Stritch to authorize a bid waiver to Cen-Com in the amount of \$24,294 and further authorize the use of the grant contingency line as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: 2-Way Communications, \$7,000**

Moved: Commissioner Stritch to authorize a bid waiver to 2-Way Communications in the amount of \$7,000 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Information Management Company, \$7,000**

Moved: Commissioner Stritch to authorize a bid waiver to Information Management Company in the amount of \$7,000 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **RFP Openings**

- **Police Cruiser Equipment, Sheriff**

Commissioner Stritch opened proposals received from 2-Way Communications Service Incorporated and Adamson Industries Corporation.

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.

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

Commissioner Stritch opened proposals received from Geriatric Medical and Trans Med USA Incorporated.

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

- **Food Delivery Wagons, Long Term Care Service**

Commissioner Stritch opened proposals received from Perkins, Aladdin Temp-Rite LLC, Northeast Food Service Equipment and Supply, Direct Supply, and Central Paper Products Company.

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

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

Commissioner Stritch opened a proposal received from Donahue Brothers Incorporated.

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

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

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

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

- **Lighting Supplies, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Laconia Electric Supply, Rockingham Electric Supply, and Electric Supply of Milford.

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, Engineering and Maintenance**

Commissioner Stritch opened proposals received from AW Therrien Company, Weather Shield Incorporated, Lancaster Enterprises Incorporated, The Imperial Company, R & H Roofing LLP, and Specialized Roofing Incorporated.

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 Doors, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Lang Door and Hardware Incorporated and Hardware Consultants.

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**

- **Flooring Replacement, Engineering and Maintenance**

Moved: Commissioner Stritch to award the flooring replacement proposal to Cadieux Flooring Incorporated for \$16,810 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**

Moved: Commissioner Stritch to award the automatic door proposal to Northeast Door Corporation for \$13,829 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Masonry Repair, Engineering and Maintenance**

Moved: Commissioner Stritch to award the masonry repairs proposal to Daignault and Sons Incorporated for \$42,400 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Moved: Commissioner Stritch to award the uniform proposal to Quartermaster for items as outlined and recommended in Corrections Superintendent's memorandum dated April 1, 2008. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Personal Care Items, Corrections**

Moved: Commissioner Stritch to award personal care items proposals to Bob Barker Company and Amercare Products Company as outlined and recommended in the Superintendent's memorandum dated April 3, 2008. 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: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a registry of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Judie Milner, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two leave without pay request for nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal lien on property for a nursing home debt were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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**

##### **12:00 p.m. – 1<sup>st</sup> Quarter 2008 Health Insurance Review**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Judie Milner, Kathy Nikitas, Steve Woods, Mark Peirce, Alison Kivikoski, Julie Hoyt, Cathy Stacey, Martha Roy, Pat Haradan, Long Fellow Benefits, Doug White and Linda Monroe, Health Plans Inc.

Pat Haradan presented year end information on Fiserv Benefits and current information for Health Plans Incorporated. Linda Monroe and Doug White presented and reviewed a comparative analysis report. Commissioner Barrows noted she hears mostly praise about the new plan. Commissioner Pratt asked if the employees were solicited for concerns. Martha Roy noted that no solicitations were offered at this point. Commissioner Pratt noted that it is only fair that complaints are tracked as was done with Fiserv and employees are notified and encouraged to respond. Kathy Nikitas noted an administrative issue with reports and not being able to read the files. Linda Monroe said she would look into this to get this resolved. Commissioner Barrows went around the room to inquire about comments.

- **Exception Request, Register of Deeds**

Moved: Commissioner Stritch to approve an exception request to the emergency excess earned time payout for a register of deeds employee and authorize the use of the compensated absences fund for the payout as recommended by the Register of Deeds. 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 5-3 for an employee candidate in the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Lien on Real Property, Long Term Care Services**

Moved: Commissioner Stritch to place a lien on real property pursuant to New Hampshire RSA 166:20 for monies owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


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

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

#### **V. Adjournment**

Commissioner Stritch moved to adjourn at 1:10 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 16, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:13 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,235,835.76 for the period ending April 13, 2008. Commissioner Barrows seconded the motion, voted all in favor.

The Commissioners reviewed an email from Human Resources regarding an I-9 requirement relative to state representatives and was requesting a written legal opinion. Commissioner Barrows felt a written opinion was not needed since Attorney Wieland provided a verbal statement and instructed a letter be drafted for her signature.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:17 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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





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

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

**April 18, 2008 – 9:00 a.m.**

Present:

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

Don Tyler, Consultant

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:08 a.m.

**II. New Business**

• **2008 Regrade Requests**

Consultant Don Tyler provided a memorandum dated April 3, 2008 addressing the regrade requests following his interview with the candidates. Don Tyler explained the thorough review and the report. The Commissioners concurred with the consultant that the overall jobs did not change for the sheriff, corrections, and county attorney positions.

Moved: Commissioner Stritch to approve the regrade request of an Assistant County Attorney I position to an Assistant County Attorney II position for the Plaistow District court and further to accept the report as submitted. Commissioner Barrows, seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 9:18 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

Brentwood, New Hampshire

**April 23, 2008 – 10:00 a.m.**

#### Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Julie Hoyt, HR Generalist  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent

Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director  
Major Joe Akerley, Deputy Sheriff  
Lynn Garland, UNH Cooperative Ext.  
Kathy Nikitas, Accounting Analyst  
James Reams, County Attorney

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

Commissioner Barrows called the meeting to order at 10:03 a.m.

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

##### **RFP Openings**

###### **• Multifunction Copiers (2), Commissioners/Finance**

Commissioner Stritch opened proposals received from Ikon Office Solutions, Northern Business Machines, Conway Office Products, Seacoast Business Systems, Konica Minolta Business Solutions, and United Business Machines.

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

###### **• Multifunction Copier, County Attorney**

Commissioner Stritch opened proposals received from New England Copy Specialists, Century Copy Specialists, Toshiba Business Solutions, Northern Business Machines, Conway Office Products, Seacoast Business Systems, Konica Minolta Business Solutions, and United Business Machines.

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.

###### **• Laptops, Sheriff**

Commissioner Stritch opened a proposal from PC Connection.

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.

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

Commissioner Stritch opened a proposal from Central Paper Products Company.

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

##### **RFP Awards**

###### **• Telecommunication Services, IT/Telecommunications**

Moved: Commissioner Stritch to award the telecommunication services proposal to Baying Communications for three years as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Commercial Refrigerator, Corrections**

Moved: Commissioner Stritch to award the commercial refrigerator proposal to Northeast Food Service Equipment and Supply for \$10,826 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the body wash products proposal to Geriatric Medical Company from May 1, 2008 to April 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the coffee products proposal to Donahue Brothers Incorporated from May 1, 2008 to May 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the milk products proposal to Garelick Farms from May 1, 2008 to April 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Lighting Supplies, Engineering and Maintenance**

Moved: Commissioner Stritch to award the lighting supplies proposal to Rockingham Electric Supply Company Incorporated for \$5,610.23 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Roof Replacement, Engineering and Maintenance**

Moved: Commissioner Stritch to award the roof replacement proposal to R&H Roofing LLP for \$282,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Doors, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement door proposal to Lang Door and Hardware Incorporated for \$11,360 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 warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80327, T80328, T80365-T80368, T80387-T80390, T80397, T80398, T80424-T80460, T80472-T80474, general ledger entries 8080, 8084, 8085, and payroll warrants 410st and 417st. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: April 9, 16, and 18, 2008**

Moved: Commissioner Stritch to approve the minutes of the April 9, 16, and 18, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information from Long Term Care.

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

- **Bid Waiver: Hillsboro Ford, \$21,070**

Moved: Commissioner Stritch to authorize a bid waiver to Hillsboro Ford in the amount of \$21,070 with financing to be determined by the Finance Office and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**County Attorney – James Reams**

- **Bid Waiver: Professional Image Filing Technologies, \$5,002**

Moved: Commissioner Stritch to authorize a bid waiver to Professional Image Filing Technologies in the amount of \$5,002 as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired about the sole source nature of the scanner. Frank Stoughton explained that the company offers free installation on the highly specialized drivers for the computers. Jim Reams noted that sole source is not accurate rather they offer free installation.

Motion passed all in favor.

**Human Resources – Martha Roy, Director**

- **Employee Advisory Committee letter dated 4/17/2008**

Julie Hoyt briefly explained concerns listed by the Employee Advisory Committee. Jim Reams noted he had one a picnic table moved and that should alleviate the concern. Commissioner Barrows noted that speed bumps will slow down traffic.

**Human Services – Diane Gill, Director**

- **Approval of Incentive Funds**

Moved: Commissioner Stritch to approve incentive funds totaling \$184,055 with funds to be released once the 4th quarter DCYF Incentive Fund payment from the state is received to Raymond Recreation \$15,000.00, Camp Lincoln/YMCA \$20,000.00, Nottingham Recreation \$15,000.00, UNH Coop Extension 4-H \$13,780.00, Hampton Parks and Recreation \$15,000.00, Portsmouth Housing Authority \$29,675.00, Salem Boys and Girls Club \$ 7,500.00, Epping Recreation \$11,600.00, North Hampton Recreation \$ 4,000.00, New Outlook Teen Center \$13,000.00, New Heights \$25,000.00, Daniel Webster Council \$ 2,500.00, and Seacoast Family YMCA \$ 7,000.00. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Surplus Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the IT Manager's memorandum dated April 18, 2008 surplus with items to be offered to employees and the remainder to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Bid Waiver: Arjo Inc., \$5,583**

Moved: Commissioner Stritch to authorize a bid waiver to Arjo Incorporated in the amount of \$5,583 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired about the need of a bid waiver. Steve Woods noted it is a sole source provider to retrofit current Arjo tubs.

Motion passed all in favor.

- **Point Click Care Software Update**

Steve Woods noted that the Point Click Care Software is communicating with the county Munis system. Commissioner Pratt requested the estimated time for online communications. Steve Woods noted it will need more tweaking. Kathy Nikitas noted the software is communicating but is not working online.

### **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Application: New Hampshire Radiological Emergency Response Plan, FY2008-2009, \$52,135**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Safety for the New Hampshire Radiological Emergency Response Plan for state fiscal year 2008-2009 in the amount of \$52,135 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Grant Application: New Hampshire Highway Safety Agency, DWI Hunter Patrols Grant, \$2,336.40**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for the DWI Hunter Patrols Grant in the amount of \$2,336.40 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. Old Business**

- **Memorandum of Agreement Discussion**

Diane Gill provided a draft Memorandum of Agreement between the New Hampshire Association of Counties and the New Hampshire Department of Health and Human Services. Commissioner Pratt requested further discussion and the Commissioners agreed to meet next week.

### **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 consultation with legal counsel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney James Reams, Joe Akerley, Mark Peirce, Kathy Nikitas, and Chris Maxwell. Commissioner Stritch moved to go out of non-meeting. Seconded by Commissioner Pratt, motion passed all in favor.

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filings were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Louise Munroe, Julie Hoyt, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Julie Hoyt, Alison Kivikoski, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss five leave without pay requests from employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Julie Hoyt, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Julie Hoyt, Alison Kivikoski, Susan MacLeod, 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.

- **Leave without pay requests, County Attorney and Long Term Care Services**

Moved: Commissioner Stritch to approve five leave without pay requests as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund Usage, 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 Long Term Care Services Director. 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 16-4 for a nursing home employee. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for recommendations from staff. Julie Hoyt and Kathy Nikitas noted the Finance Office and Human Resources Department do not recommend this exception request. Commissioner Barrows felt it was an administrative error. Commissioner Pratt asked how this could be done after open enrollment is closed. Julie Hoyt noted it is part of the exception request. Motion passed 2-1.

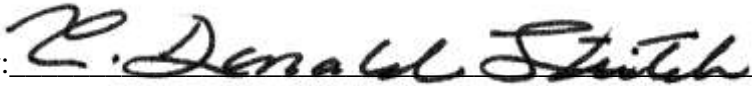
- **Employee Termination, Long Term Care Services**

Moved: Commissioner Stritch to approve the recommendation of the Long Term Care Services Director as outlined in his letter dated April 8, 2008 regarding a nursing home employee effective May 1, 2008. Commissioner Pratt seconded the motion, voted all in favor.

## **VI. Adjournment**

Commissioner Stritch moved to adjourn at 1:18 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  
**April 30, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair                      Diane Gill, Human Services Director  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:14 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,214,416.55 for the period ending April 27, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Memorandum of Agreement between Department of Health and Human Services and the New Hampshire Association of Counties**

The Commissioners discussed the draft Memorandum of Agreement between the New Hampshire Association of Counties and the New Hampshire Department of Health and Human Services. Commissioner Barrows asked for Diane Gill's opinion on the agreement. Diane Gill stated she does not recommend the agreement. Commissioner Pratt and Diane Gill reviewed the agreement noting areas of concern to address at Friday's New Hampshire Association of Counties Commissioners Council meeting. Diane Gill distributed a public assistance cost spreadsheet depicting costs for all counties. Commissioner Stritch stated he does not recommend the agreement.

Commissioner Stritch left the meeting at 11:35 a.m.

The Commissioners agreed to meet on Friday, May 2, 2008 following the New Hampshire Association of Counties meeting to vote on the agreement.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:47 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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



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

Mitchell Building, 1st Floor Conference Room  
Brentwood, New Hampshire

**May 2, 2008 – 2:00 p.m.**

Present:

Commissioner Maureen Barrows, Chair

Diane Gill, Human Services Director

Commissioner Katharin K. Pratt, Vice Chair

**I. Call to Order**

Commissioner Barrows called the meeting to order at 2:14 p.m.

**II. New Business**

- **Memorandum of Agreement between Department of Health and Human Services and the New Hampshire Association of Counties**

Commissioner Pratt and Diane Gill discussed the Commissioners Council meeting held earlier in the day at the New Hampshire Association of Counties office. There was discussion of the concerns regarding the agreement and the strategy for presenting those concerns at Monday's House Bill 2 work session. Commissioner Barrows and Commissioner Pratt discussed disbanding from the association and further information would need to be researched relative to certification programs through the association.

Moved: Commissioner Pratt to not recommend the April 17, 2008 Memorandum of Agreement between the New Hampshire counties and the New Hampshire Department of Health and Human Services as presented. Commissioner Barrows, 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). 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 complaint from a nursing home employee 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.

**IV. Adjournment**

Commissioner Pratt moved to adjourn at 3:12 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

**May 7, 2008 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steven Woods, Long Term Care Director  
Al Wright, Corrections Superintendent  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Martha Roy, Human Resources Director

Kate Magrath, HR Assistant Director  
Julie Hoyt, HR Generalist  
James Reams, County Attorney  
Tom Reid, Deputy County Attorney  
Diane Gill, Human Services Director  
Major Joe Akerley, Deputy Sheriff  
Lynn Garland, UNH Cooperative Ext.  
Theresa Young, Finance Director  
Judie Milner, Accounting Manager

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

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

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

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0424st, 0501st, general ledger warrants 8077, 8093-8096, 8104, accounts payable warrants T80369-T80373, T80391-T80396, T80399, T80461-T80463, T80471, T80477, T80489-T80497, T80508-T80514, T80532, T80533, T80540-T80543, T80546, T80548-T80550. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: April 23, 2008 and April 30, 2008**

Moved: Commissioner Stritch to approve the minutes of the April 23, 2008 and April 30, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Courthouse Lease Renewal**

Commissioner Barrows asked if departments are in agreement with this lease. Joe Akerley noted that the Sheriff's Office no longer has concerns for the area that the deputies use. Jim Reams stated that the lease is acceptable to him and the Register of Deeds. Tom Reid noted he worked with the state to rewrite the lease agreement and it was modified accordingly. Commissioner Pratt expressed concern with past air quality issues and wondered if the lease addresses the concerns. Tom Reid explained that air quality has been acceptable and no new issues were discussed. Commissioner Pratt asked if the county is protected if air quality issues come up in the future. Tom Reid explained that the same language remains and does protect the county.

Moved: Commissioner Stritch to approve a lease with the New Hampshire Department of Administrative Services for office space at the courthouse from July 1, 2008 to June 30, 2011 with monthly rent payments of \$15,360.09 in year one, \$15,826.46 in year two, and \$16,307.88 in year three as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information from Human Services, Human Resources, and Long Term Care Services. Commissioner Pratt inquired why Julie Hoyt is going to a payroll conference. Martha Roy explained this is for Julie to remain certified in payroll and is part of the integral operations. Commissioner Pratt requested a personnel non public session to discuss the matter further.

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

- **Restatement “B” of 2006 Net Assets Amendment**

Moved: Commissioner Stritch to amend restatement “B” of 2006 net assets from the April 9, 2008 meeting to \$2,257.24 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

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

- **I-9 Requirement Discussion**

Martha Roy explained that Human Resources and Finance agree that state representatives need to complete Form I-9. Commissioner Pratt inquired who would be collecting the forms. Commissioner Barrows noted it should be completed by the Delegation Coordinator.

- **Overtime Policy Clarification re: Holidays**

Martha Roy clarified the overtime policy and explained a difference of agreement between Finance and Human Resources. Judie Milner noted that not all departments are following the same process. Theresa Young suggested the policy should be clarified. Martha Roy concurred.

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

Diane Gill highlighted legislative actions and thanked Commissioner Pratt for her voice at the state level for protecting the interests of Rockingham County.

### **Long Term Care Services – Steven Woods, Director**

- **Write-off Discussion Follow Up from 4/2/2008 Meeting**

Steve Woods highlighted the follow up write-off information from the April 2, 2008 Board of Commissioners meeting. Commissioner Pratt requested the updated collections policy. Commissioner Pratt noted that monthly aged receivable reports have not been submitted and requested this be done. Commissioner Pratt reminded that the collection efforts were to be discussed and potentially reviewed by an outside company to enhance billing and collections.

- **Internship Discussion**

Steve Woods questioned the goals of the county regarding internship in Long Term Care. He noted this is a major commitment for the county to provide supervision. He asked the Board of Commissioners for direction and input. Commissioner Barrows noted this was done in the past however a stipend was never paid. Commissioner Pratt noted stipends were paid previously. Commissioner Barrows feels if a director approves then to present to the Board of Commissioners for approval. Joe Akerley noted the Sheriff’s Office has conducted internships for many years. The Commissioners discussed internships and believes an official policy should be created for liability and processing. The departments present weighed in on their usage of interns.

- **Point Click Care Software Update**

Steve Woods noted that individual issues are being handled and working with the Finance Office. Commissioner Pratt requested updates to continue until all issues are resolved.

### **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Award: New Hampshire Highway Safety Agency, DWI Hunter Patrols Grant, \$2,336.40**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for the DWI Hunter Patrols Grant in the amount of \$2,336.40 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bailiff Stipends**

Joe Akerley noted that the State of New Hampshire has enhanced the payment of bailiffs and received this in writing from the Administrative Offices of the Court and is retroactive to March

2008. Theresa Young noted that approval from the Board of Commissioners is needed. Commissioner Barrows requested approval contingent on increased reimbursement from the state.

### **RFP Opening**

- **Community Development Block Grant Administration Services**

Commissioner Stritch opened proposals received from Donna Lane, CDBG Consultant, and Gerald Coogan, Planning and Development Consultant.

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

### **RFP Awards**

- **Copier, Corrections**

Moved: Commissioner Stritch to award the copier award to Seacoast Business Machines for a 60 month lease at \$103.87 per month and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Cruiser Equipment, Sheriff**

Moved: Commissioner Stritch to award the police cruiser equipment proposal to Adamson Industries for \$12,281.59 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Police Jackets, Sheriff**

Moved: Commissioner Stritch to award the police jackets proposal to Ben's Uniform for an amount not to exceed \$5,070 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Laptops, Sheriff**

Moved: Commissioner Stritch to award the toughbook laptop proposal to GovConnection for \$26,134.98 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **(Reject) Disposable Lids, Long Term Care Services**

Moved: Commissioner Stritch to reject disposable lid proposals received and resubmit requests for proposal as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### **III. New Business**

- **RFP Rescind/Award: Lighting Supplies, Engineering and Maintenance**

Moved: Commissioner Stritch to rescind an RFP award on April 23, 2008 to Rockingham Electric Supply Company Incorporated due to an incorrect product in their proposal and award the lighting proposal to Electric Supply of Milford for \$5,610.23 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c, 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 matter for a deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a workers compensation case were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Nancy Lang, Theresa Young, Judie Milner, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two leave without pay requests from employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Julie Hoyt, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kate Magrath, Julie Hoyt, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal document regarding personnel policy amendments were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Judie Milner, Martha Roy, Kate Magrath, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a human resources 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 a legal document were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch,

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

- **Reduced Works Hours Requests**

Moved: Commissioner Stritch that employees requesting reduced work hours must seek consideration of the Board of Commissioners. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel Policy and Procedures Amendments Notice**

Moved: Commissioner Stritch to post notice for the recommended changes to the Personnel Policy and Procedures relative to employee reduced work hours requests with a final vote after required notice period. 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 Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

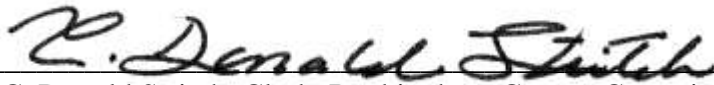
- **Leave Without Pay Requests, Long Term Care Services**

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

**V. Adjournment**

Commissioner Stritch moved to adjourn at 12:04 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

**May 14, 2008 – 10:30 a.m.**

Present:

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

**I. Call to Order**

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

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,218,144.19 for the period ending May 11, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 10:47 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

**May 21, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
James Reams, County Attorney  
Frank Stoughton, IT Manager

Jude Gates, Director of Facilities  
Al Wright, Corrections Superintendent  
Captain Mark Peirce, Deputy Sheriff  
Steve Woods, Long Term Care Director  
Martha Roy, Human Resources Director  
Lynn Garland, UNH Cooperative Ext.

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

Commissioner Barrows called the meeting to order at 10:08 a.m.

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

##### **RFP Award**

- **Community Development Block Grant Administration Services**

Moved: Commissioner Stritch to award administration services of the Crossroads House Community Development Block Grant to Consultant Donna Lane for \$13,000 and authorize the Chair to sign all necessary documents as recommended by the grant coordinator. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entry 8106, payroll warrants 0508st, 050908, 0515st, and accounts payable warrants T80375, T80464-T80469, T80517, T80518, T80521, T80522, T80528-T80539, T80555, T80556, T80564-T80591, and T80602-T80606. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: May 2, 7, 14, 2008**

Moved: Commissioner Stritch to approve the minutes of the May 2, 2008, May 7, 2008, and May 14, 2008 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Grant: Community Development Block Grant, \$500,000 for housing rehabilitation of Crossroads House, Portsmouth**

Moved: Commissioner Stritch to accept a grant award from the Community Development Finance Authority for Crossroads House in the amount of \$500,000 and authorize the Chair to sign all necessary documents as recommended by the grant coordinator. Commissioner Barrows seconded the motion, voted all in favor.

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

Al Wright presented a potential pilot for drug and alcohol rehabilitation using current staff at no cost and offered to present it to the Chair at a future date. He further noted a Proclamation issued by the Governor recognizing correction officers.

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

Theresa Young noted that the payroll conference she attended was excellent and is ready to move forward with requests for proposals for a new time and attendance software.

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

- **I-9 Requirement**

Commissioner Barrows noted she spoke with Representative Major and the forms have not been distributed at this point. Theresa Young noted the requirements and written documentation. Commissioner Barrows required copies of this information.

## **Long Term Care Services – Steven Woods, Director**

- **Pandemic Planning Discussion**

Steve Woods followed up with a pandemic planning with the local region and their plan to use part of this facility for sick folks. Commissioner Pratt noted this is not a new plan that has changed over the years. County Attorney Reams noted a civil liability exposing residents and staff to diseases. Jude Gates noted how this facility was selected. Commissioner Pratt requested the County Attorney to review the current laws and directives in place and report back. There was discussion of concerns, the planning process, and costs associated with these plans.

- **Weekend Nursing Shift Differential Amendment**

Steve Woods noted this plan was established on a temporary basis to meet the demands of hiring and this is no longer needed.

Commissioner Pratt arrived at 10:24 a.m.

Moved: Commissioner Stritch to eliminate Sunday third shift, 11:00 p.m. to 7:00 a.m., from the weekend nursing shift differential applicable to all full time, part time, and per diem staff effective July 6, 2008 as recommended by the Long Term Care Services Director.

Commissioner Barrows seconded the motion, voted all in favor.

## **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Increased Bailiff Reimbursement Rates**

Moved: Commissioner Stritch to approve increased per diem rates to Sheriff's Office bailiffs as outlined in a letter dated April 3, 2008 by Administrative Office of the Courts Director Donald Goodnow contingent on state funding as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned a statement in the letter regarding administrative services. Mark Peirce noted that he believes the statement is for long term planning but not for approval of these increases.

Motion passed all in favor.

## **RFP Openings**

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

Commissioner Stritch opened a proposal received from Joan Whitcomb.

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

- **Disposable Lid Products, Long Term Care Services**

Commissioner Stritch opened a proposal received from Central Paper Products Company.

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

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

Commissioner Stritch opened proposals received from Frederick Lewis and Suzanne Danforth.



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

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

Commissioner Stritch opened proposals received from Gulf South Medical Supply, Central Paper Products Company, and McKennison Medical and Surgical Supply.

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

- **Trucks, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Londonderry Ford, Hillsboro Ford, and John Grappone Ford.

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.

### **III. New Business**

- **Engineering and Maintenance - Bid Waiver: Honeywell, Service Contract**

Moved: Commissioner Stritch to approve a bid waiver to Honeywell Business Solutions for a three year service contract in the amount of \$47,872 in year one, \$49,308.16 in year two, \$50,787.40 in year three, and to authorize to Chair to sign all necessary documents after legal review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Term Care - RFP Rescind and Award**

Moved: Commissioner Stritch to rescind an RFP Award dated November 20, 2007 for bread products from vendor Fantini Baking Company and reissue the award from May 21, 2008 to December 1, 2008 to George Weston Bakeries Incorporated as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Finance - Medicare and Medicaid Services Report**

Moved: Commissioner Stritch to authorize the Chair to sign a Medicare and Medicaid Services Report prepared by Robbin R. Grill, CPA. Commissioner Pratt seconded the motion, voted all in favor.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). 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 matter for a deputy sheriff 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 a personnel matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

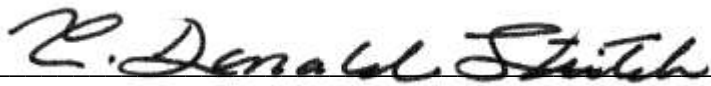
- **Exception request, Long Term Care Services**

Moved: Commissioner Stritch to amend an exception request approved at the April 23, 2008 Board of Commissioners meeting to include all available leave balances to be paid out of the compensated absences fund as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 11:20 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**May 28, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

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

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,211,431.77 for the period ending May 25, 2008. Commissioner Barrows seconded the motion, voted all in favor.

• **Appeal of Unfunded Mandates**

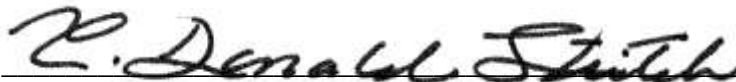
Commissioner Stritch noted an email correspondence received from the New Hampshire Association of Counties regarding the appeal of Superior Court's ruling on the unfunded mandates. Chris Maxwell noted the decision was issued on April 30, 2008 and all ten counties have until May 30, 2008 to respond and the attorney to file an appeal. Commissioner Barrows asked if a decision was needed today as she would prefer having a discussion and recommendation from Commissioner Pratt and Diane Gill. Chris Maxwell suggested a Friday meeting to discuss and make a recommendation. The Commissioners concurred to meet Friday.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:21 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**

Mitchell Building, 1st Floor Conference Room  
Brentwood, New Hampshire

**May 30, 2008 – 11:30 a.m.**

Present:

Commissioner Maureen Barrows, Chair

Commissioner Katharin K. Pratt, Vice Chair      Diane Gill, Human Services Director

Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:36 a.m.

**II. New Business**

- **Appeal of Declaratory Judgment, New Hampshire Counties vs. New Hampshire Department of Health and Human Services**

The Commissioners discussed the appeal process and reviewed information provided by Attorney Dunn, representing the counties.

Moved: Commissioner Stritch to affirm participation in the appeal process of the Declaratory Judgment issued on April 30, 2008 by the Superior Court. Commissioner Pratt, seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:52 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**

Commissioners Conference Room

Brentwood, New Hampshire

**June 4, 2008 – 10:30 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Claudia Boozer-Blasco, UNH Coop. Ext.  
Martha Roy, Human Resources Director  
Steve Woods, Long Term Care Director

Al Wright, Corrections Superintendent  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Major Joe Akerley, Deputy Sheriff  
Theresa Young, Finance Director  
Kate Magrath, HR Assistant Director  
Frank Stoughton, IT Manager

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

Commissioner Barrows called the meeting to order at 10:39 a.m.

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

##### **RFP Awards**

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

Moved: Commissioner Stritch to award the music therapy services proposal to Joan Whitcomb from June 1, 2008 to May 31, 2010 with an hourly rate of \$45.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Disposable Lid Products, Long Term Care Services**

Moved: Commissioner Stritch to award the disposable lid products proposal to Central Paper Products Company from June 1, 2008 to May 31, 2009 for an amount not to exceed \$8,600 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Dietary Wagons, Long Term Care Services**

Moved: Commissioner Stritch to award the dietary delivery wagons proposal to Direct Supply Company for \$9,820.98 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the brief products proposal to Gulf South Medical Supply and McKesson Medical Surgical Supply from June 1, 2008 to May 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the speech therapy services proposal to Frederick Lewis from June 1, 2008 to May 31, 2010 with an hourly rate of \$60.00 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Trucks, Engineering and Maintenance**

Moved: Commissioner Stritch to award the truck proposal to Grappone Automotive Group for \$47,415 with leasing to be determined by the Finance Office as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, Commissioners/Finance**

Moved: Commissioner Stritch to award the copier proposal to Seacoast Business Machines for a 36 month operating lease at \$395.69 per month and a service contract at \$0.0049 per copy black

and white and \$0.047 per copy color and authorize the Chair to sign all necessary documents as recommended by the Commissioners Office and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

### **RFP Opening**

- **Employee Assistance Plan Services, Human Resources**

Commissioner Stritch opened proposals received from Resource Management Consultants, MKS Performance Solutions, Exeter Health Resources, and Affiliated Healthcare Systems.

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.

- **Network Hardware, IT/Telecommunications**

Commissioner Stritch opened proposals received from Mainstay Technologies LLC, Dell, and PC Mall Government.

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.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 8113-8115, payroll warrants 522st, 529st, 53008, and accounts payable warrants T80400, T80498-T80504, T80526, T80553, T80557, T80560, T80561, T80592, T80593, T80596, T80597, T80608, T80619-T80629, T80644-T80649. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: May 21, 28, 30, 2008**

Moved: Commissioner Stritch to approve the minutes of the May 21, 28, and 30, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training information from Human Resources.

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

- **Holiday and Overtime Policy Clarification Discussion**

Martha Roy noted this discussion is a follow up from the last meeting and provided a draft policy to clarify holiday and overtime clarification. Commissioner Pratt requested this be delayed for approval in order to conduct a combined County Management Team meeting.

- **Retirees to Per Diem Status Clarification Discussion**

Martha Roy provided an example of employees retiring and filing a per diem status and wanted clarification if it conflicts with the proposed new policy. Theresa Young discussed the use of the per diem staff and noted this is currently in practice for offices with pool staff funding. Commissioner Barrows stated she does want retirees to think they will have regular and continuous hours. Commissioner Barrows clarified the purpose of per diem staff is for temporary and on-call services only. There was discussion of per diem staff and their benefit package. Commissioner Pratt inquired about per diem hours and how they are classified. Theresa Young noted these issues have been reviewed with the Department of Labor to ensure clear separation between per diem and regular staff. Commissioner Barrows asked for a report back on the number of per diem staff and their hours worked.

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

Diane Gill noted an updated draft Memorandum of Understanding between the New Hampshire Department of Health and Human Services and the New Hampshire counties. There was discussion about the agreement and concerns were raised.

## **Long Term Care Services – Steven Woods, Director**

- **Wound Management Services Agreement with Portsmouth Regional Hospital Approval**

Moved: Commissioner Stritch to approve a service agreement between Rockingham County and Medical Ambulatory Directors of New Hampshire working through Portsmouth Regional Hospital for wound care management from June 4, 2008 to June 3, 2009 at no cost to the county and authorize the Chair to sign all necessary documents pending insurance review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Donation**

Moved: Commissioner Stritch to accept and approve a donation from Seacoast Coca-Cola for the courtyard enhancement project and further to accept all future vendor donations for this project as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### **III. New Business**

- **Finance: American Cancer Society Fundraising Walk Request**

Rosalie Andrews proposed a fundraising walk using the name of Rockingham County and to make this a countywide project. Theresa Young noted this item is before the Commissioners because permission is needed to use the name Rockingham County and the email system.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, 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 matter for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Theresa Young, Martha Roy, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal claim were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Joe Akerley, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Diane Gill, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests for two nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss leave without pay requests from employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal lien on property for a nursing home debt were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Dan Linehan, 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.

- **Legal Settlement, Sheriff**

Moved: Commissioner Stritch to authorize a settlement of a legal claim up to \$10,000. Commissioner Pratt seconded the motion, voted all in favor.

- **Administrative Leave, Sheriff**

Moved: Commissioner Stritch to approve an administrative leave with pay of a non-union sheriff's office employee through June 13, 2008 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

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

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 for two nursing home employees effective February 4, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Lien, Long Term Care Services**

Moved: Commissioner Stritch to approve a lien on real property pursuant to New Hampshire RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 12:36 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

**June 11, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 12:48 p.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,229,819.10 for the period ending June 8, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Emergency Bid Waiver: Trane USA, \$17,000 – Engineering and Maintenance**

Moved: Commissioner Stritch to approve an emergency bid waiver to Trane USA Incorporated for an amount not to exceed \$17,000 for replacement of an air conditioning unit and to seek approval from the Executive Committee for this unapproved and unanticipated project as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 12:52 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 18, 2008 – 10:00 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities

Al Wright, Corrections Superintendent  
Lt. Mark Peirce, Deputy Sheriff  
Theresa Young, Finance Director  
Frank Stoughton, IT Manager  
Steven Woods, Long Term Care Director  
Martha Roy, Human Resources Director

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

Commissioner Barrows called the meeting to order at 10:08 a.m.

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

##### **RFP Openings**

- **Jail Pelco Matrix Upgrade, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Pelmac Industries Incorporated, Catamount Electric and Alarm, Norris Incorporated, and American Alarm and Communications.

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.

- **Hot Water Heat Exchange Parts, Engineering and Maintenance**

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

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.

- **Digital Microfilm Reader/Scanner with Printer, Register of Deeds**

Commissioner Stritch opened proposals received from Pengwen LLC, Hilltop Company, and Donnegan Systems Incorporated.

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**

- **Copier Amendment, Corrections**

Moved: Commissioner Stritch to amend a vote taken May 7, 2008 for a copier proposal awarded to Seacoast Business Machines changing the lease term from 60 months to 36 months with a new lease price of \$131.10 per month as recommended by the Corrections Superintendent.

Commissioner Pratt seconded the motion, voted all in favor.

- **Network Hardware, IT/Telecommunications**

Moved: Commissioner Stritch to award the network hardware proposal to Mainstay Technologies for an amount not to exceed \$19,500 as recommended by the IT Manager.

Commissioner Pratt seconded the motion, voted all in favor.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80505-T80507, T80562, T80563, T80600, T80601, T80609-T80613, T80634, T80637-T80639, T80650-T80673, T80684-T80710, general ledger entry 8166, and payroll warrants 0605st, 0612sd, 0616st. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: June 4 and 11, 2008**

Moved: Commissioner Stritch to approve the minutes of the June 4, 2008 and June 11, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed the conference and training submissions. Commissioner Pratt inquired why corrections staff is going to Family and Medical Leave Act training when Human Resources and Finance know the law. Al Wright noted it is crucial for staff to know the requirements as they are the first point of contact. Commissioner Pratt suggested holding an in-house training seminar.

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

- **Approval to house Belknap County Prisoners**

Moved: Commissioner Stritch to authorize the Superintendent to house Belknap County inmates during motorcycle week and receive stipends accordingly as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

- **New Bank Account Approval**

Moved: Commissioner Stritch to open a new account for Register of Deeds LCHIP collection with TD Banknorth following the General Fund process and Procedures and authorized signers of the Finance Director and Treasurer and authorize the Chair to sign all necessary documents as recommended by the Register of Deeds and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Martha Roy announced a County Management Team meeting was scheduled for Wednesday, July 2, 2008 at 11:30 a.m. to discuss personnel policy and procedure changes.

Martha Roy noted that insurance consultant services proposals will be sent out shortly. Commissioner Barrows asked how consultant work is going with Longfellow Benefits. Martha Roy and Theresa Young noted that things are good.

Martha Roy was pleased to recognize Verne Rines, Pat Gorski, Gloria Baillargeon, Judy Joy, Nancy Monroe, and Kate Magrath as the winners of the Winning Habit Well Point Raffle for \$100 American Express Gift Cards and Made Reeser for the 2007 grant prize raffle for a \$250 American Express Gift Card.

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

- **State Parental Reimbursement Agreement**

Commissioner Pratt inquired about files stored. Diane Gill was unaware of any requests for the County files at this point but is willing to hand over all necessary files.

Moved: Commissioner Stritch to approve an agreement with New Hampshire Department of Health and Human Services for extension of the authority of Rockingham County to continue to establish and collect parental reimbursement on behalf of the state commencing July 1, 2008 to

December 31, 2008 as recommended by the Human Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

• **Beauty Shop Rates Approval**

Commissioner Barrows disagreed with any beauty shop rates since residents have very limited funds. Steve Woods noted he worked with the beauty shop staff to determine rate increases.

Moved: Commissioner Stritch to approve the amended price list of beauty shop services effective August 1, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

• **Aged Accounts Overview**

Steve Woods noted he will be reporting monthly on aged accounts and is working on collection techniques. Commissioner Pratt inquired if the total debt includes the approved write offs. Commissioner Pratt asked for another report as Assisted Living does on a monthly basis.

**Sheriff – Dan Linehan, High Sheriff**

• **Approval of Grant Application and Grant Award**

Moved: Commissioner Stritch to approve the submission of a grant application and approve a grant award from the New Hampshire Department of Emergency Management in the amount of \$13,783 for additional communications equipment to the radio system, authorize the use of the contingent grant line for this unanticipated grant, and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Bid Waiver: Cen-Com, \$13,783**

Moved: Commissioner Stritch to authorize a bid waiver to Cen-Com in the amount of \$13,783 for additional communications equipment contingent on reimbursement from the New Hampshire Department of Emergency Management as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. New Business**

• **CCMSI Workers Compensation Third Party Administration**

Commissioner Pratt asked that the unsigned contract for services with CCMSI be discussed 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, 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 personnel matter 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 a personnel matter for a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Diane Gill, Martha Roy, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss leave without pay requests from employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Alison Kivikoski, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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 administrative leave with pay of a non-union sheriff's office employee through June 28, 2008 as recommended by the High Sheriff. 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 Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

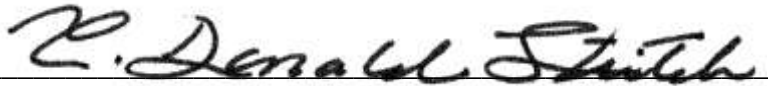
- **Payroll Change Notice, Long Term Care Services**

Moved: Commissioner Stritch to approve a payroll change notice for a division director. Commissioner Pratt seconded the motion. Motion passed 2-1.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 11:15 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, Clerk, Rockingham County Commissioner



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

Commissioners Conference Room  
Brentwood, New Hampshire

**June 25, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	High Sheriff Dan Linehan
Commissioner Katharin K. Pratt, Vice Chair	Major Joe Akerely, Chief Deputy Sheriff
Commissioner C. Donald Stritch, Clerk	Captain Mark Peirce, Deputy Sheriff

**I. Call to Order**

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

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,225,563.41 for the period ending June 22, 2008. 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) regarding a personnel matter in the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Linehan, Joe Akerley, Mark Peirce, Mark 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.

High Sheriff Dan Linehan recommended the Board of Commissioners begin the termination process of an employee in the office. The Board of Commissioners instructed Martha Roy to provide notice and prepare for a hearing.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:46 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

**July 2, 2008 – 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  
Claudia Boozer-Blasco, UNH Cooperative Ext.  
Al Wright, Corrections Superintendent  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities

Steve Woods, Long Term Care Director  
Major Joe Akerley, Chief Deputy Sheriff  
Cathy Stacey, Register of Deeds  
Cindy Castrigno, County Attorney Manager  
Frank Stoughton, IT Manager  
Judie Milner, Accounting Manager  
Kate Magrath, HR Assistant Director  
Alison Kivikoski, HR Generalist  
Julie Hoyt, Senior HR Generalist

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

Commissioner Barrows called the meeting to order at 10:08 a.m.

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

##### **RFP Awards**

- **Jail Pelco Matrix Upgrade, Engineering and Maintenance**

Moved: Commissioner Stritch to award the video matrix upgrade proposal to Catamount Electric for \$48,260 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Hot Water Heat Exchange Parts, Engineering and Maintenance**

Moved: Commissioner Stritch to award the hot water heat exchange parts proposal to Standard of New England for \$22,486.84 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Digital Microfilm Reader/Scanner with Printer, Register of Deeds**

Moved: Commissioner Stritch to award the microfilm scanner proposal to Donnegan System Incorporated for \$14,950 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Employee Assistance Plan, Human Resources**

Moved: Commissioner Stritch to approve an extension of the Resource Management Consultant Employee Assistance Program agreement with contract terms and prices to remain firm and in effect through July 31, 2008 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt noted the Wellness Committee suggested reviewing and combining programs for maximum efficiency. Martha Roy noted that employee assistance plans have been separate from all other programs and plans.

Motion passed all in favor.

Moved: Commissioner Stritch Further, to award the employee assistance plan proposal to Affiliated EAP from August 1, 2008 to July 31, 2009 with a renewal option for August 1, 2009 to July 31, 2010 in the amount of \$16,100 annually 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 in detail as she was unaware of complaints. Commissioner Barrows requested a chain of command for clarification. Commissioner Barrows requested this be held on July 16, 2008 before the Commissioners meeting at 9:30 a.m.

Motion failed to pass.

- **Copier, County Attorney**

Moved: Commissioner Stritch to award the copier proposal to New England Copy Specialists for \$8,200 with a service contract at \$0.0085 per copy as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers for County Attorney, Sheriff, Long Term Care, and Corrections, general ledger entries 8173, 8174, 8235, accounts payable warrants T80487, T80488, T80614-T80618, T80643, T80652, T80653, T80711, T80716-T80720, T80742-T80760, T80840, and T80841. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: June 18 and 25, 2008**

Moved: Commissioner Stritch to approve the minutes of the June 18, 2008 and June 25, 2008 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

**Corrections – Al Wright, Superintendent**

- **SPOTS Participation Acceptance Approval**

Al Wright presented information on the advantages of the computer system and its operation. Commissioner Pratt asked how long it would take for this to be finalized. Al Wright was not sure on finalizing however noted that a few counties are using portions of this and a pilot program is underway in the state prison. It was noted there would be no cost in 2008 and an estimate of \$4,500 in 2009 for the program.

Moved: Commissioner Stritch to approve an agreement with the New Hampshire Department of Safety for the SPOTS computer terminal at no cost for the first year and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**Human Services – Diane Gill, Director**

- **Discussion of Memorandum of Agreement between DHHS and Counties**

Diane Gill reported that not all counties signed the agreement and wanted an opinion of the Board of Commissioners. The Commissioners noted that Rockingham County has already voted against signing and if the association is fine with a majority then no action is needed.

**Long Term Care Services – Steven Woods, Director**

- **Point Click Care Software Update**

Commissioner Pratt asked to be involved in the meeting process with Finance and Point Click Care.

**Sheriff – Dan Linehan, High Sheriff**

- **Bid Waiver: Information Management Corporation, \$10,575**

Moved: Commissioner Stritch to authorize a bid waiver to Information Management Corporation for \$10,575 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.



### III. New Business

- **Judge Nadeau Conference**

Commissioner Stritch presented a letter from Judge Nadeau regarding a conference in the fall. He noted that the letter requested funding. The Commissioners discussed various line items to use. This item will be brought to the next meeting for vote.

### IV. 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 personnel matter for a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Diane Gill, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Martha Roy, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Alison Kivikoski, 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.

- **Layoff for lack of Work, Human Services**

Moved: Commissioner Stritch to approve the layoff of a Human Services Department Administrative Assistant Senior employee effective August 15, 2008. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Sheriff's Office**

Moved: Commissioner Stritch to approve an administrative leave with pay of a non-union sheriff's office employee through July 16, 2008 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

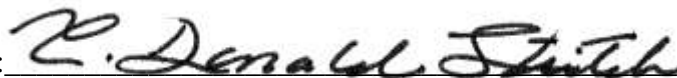
Moved: Commissioner Stritch to approve a residency waiver to the facility as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### V. Adjournment

Commissioner Stritch moved to adjourn at 12:13 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

**July 9, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:08 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,298,851.75 for the period ending July 6, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:09 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

**July 16, 2008 – 9:30 a.m.**

#### **Present:**

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Theresa Young, Finance Director
Claudia Boozer-Blasco, UNH Coop. Extension	Major Joe Akerley, Chief Deputy Sheriff
Nancy Lang, Assisted Living Director	Martha Roy, Human Resources Director
Al Wright, Corrections Superintendent	Steve Woods, Long Term Care Director

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

Commissioner Pratt called the meeting to order at 9:37 a.m.

- **9:30 a.m. Employee Assistance Plan Discussion and Follow-up**

Martha Roy, Kate Magrath, and Alison Kivikoski presented to Commissioner Pratt and Commissioner Stritch concerns with the current employee assistance plan and detailed employee complaints. The new proposed vendor was discussed and the Human Resources team was confident the company will fit the needs of Rockingham County.

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

##### **RFP Openings**

- **Condensate System Supplies, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Granite Group, FW Webb Company, and State Supply 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.

- **Computers, Sheriff**

Commissioner Stritch opened proposals received from Cocci Computer Services and Comp USA.

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.

- **Insurance Consultant Services**

Commissioner Stritch opened proposals received from Wells Fargo Insurance Services, Jones Management Consulting, CGI Employee Benefits Group, TD Banknorth Insurance Agency, Longfellow Benefits, and Granite Group Benefits

Moved: Commissioner Stritch to authorize the Finance and Human Resources Directors 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 warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80639, T80674-T80678, T80712-T80714, T80734, T80735, T80739-T80741, T80745A, T80774-T80816,

general ledger entries 8250, 8252, 8253, and payroll warrants 0703st, 0710w, 0710st.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: July 2 and 9, 2008**

Moved: Commissioner Stritch to approve the minutes of the July 2, 2008 and July 9, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt noted the conference and training submissions and offered thanks for the information.

- **Workers Compensation Third Party Administrator Discussion**

Nancy Lang requested this discussion be held in non public session due to specific cases.

- **Employee Work Hours Report Discussion**

Commissioner Pratt thanked all departments for their report submissions.

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

- **American Express Points Usage Approval**

Moved: Commissioner Stritch to authorize the use of up to 70,000 American Express Rewards Points to purchase equipment as outlined and recommended in the Director of Facilities request dated July 14, 2008. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Report on 7/2/2008 County Management Team Meeting**

Martha Roy provided a brief update from the last County Management Team meeting. It was noted that the proposed policies would be submitted for approval at the next meeting.

- **Wellness Contracts Extension**

Moved: Commissioner Stritch to approve the extension of the Resource Management Wellness contract through September 30, 2008 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the extension of the Center of Occupational & Employee Health contract through September 30, 2008 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Employee Assistance Plan Award**

Moved: Commissioner Stritch to award the Employee Assistance Program proposal to Affiliated EAP for a 12 month period, August 1, 2008 through July 31, 2009 with a renewal option for August 1, 2009 through July 31, 2010 for \$16,100 annually and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned if any employees are using the services currently and if there will be any transition issues. Martha Roy noted she expects a smooth transition. Commissioner Pratt suggested that a transition clause should be added to the next contract.

Motion passed all in favor.

### **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Submission: Department of Justice, 2008 Justice Assistance Grant, \$11,515**

Commissioner Pratt announced that this grant application was listed on the agenda of the Board of Commissioners. Commissioner Pratt requested comments from the public. No comments from the public were made.

Moved: Commissioner Stritch to approve the submission of a grant application and grant award from the United State Department of Justice for a 2008 Justice Assistance Grant for the Town of Derry in the amount of \$11,515 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows arrived at 10:42 a.m.

### **III. Old Business**

- **Letter from Judge Nadeau re: conference contribution of \$1,000**

Commissioner Pratt inquired why the New Hampshire Association of Counties does not pay for the conference. Theresa Young did not recall this issue being addressed by the association. Commissioner Barrows felt this contribution is worth the money. There was discussion of the line item to use. The Commissioners agreed to contribute and suggested the Finance Office use the appropriate lines.

Moved: Commissioner Stritch to approve funding \$1,000 for the state wide symposium on mental health, substance abuse, and the criminal justice system on November 6 and 7, 2008 as requested by Judge Nadeau. Commissioner Pratt seconded the motion.

Commissioner Pratt requested a breakdown of costs. Al Wright noted that a breakdown was not available but believes each county will receive 5-6 openings.

Motion passed 2-1.

### **IV. 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: residency waiver**

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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, Steve Woods, Alison Kivikoski, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Martha Roy, Alison Kivikoski, 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 sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Martha Roy, Alison Kivikoski, 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 county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Pam Strong, Martha Roy, Alison Kivikoski, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for corrections employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

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

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

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

Moved: Commissioner Stritch to approve an exception request for an environmental services employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 11:53 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

**July 30, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Claudia Boozer-Blasco, UNH Coop. Extension  
Steve Woods, Long Term Care Director  
Frank Stoughton, IT Manager

Al Wright, Corrections Superintendent  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Major Joe Akerley, Chief Deputy  
James Reams, County Attorney  
Martha Roy, Human Resources Director  
Dan Linehan, High Sheriff

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

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

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

##### **RFP Openings**

- **Firearms Equipment, Sheriff**

Commissioner Stritch opened a proposal received from Riley's Sport Shp.

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.

- **Video Arraignment System, Corrections**

Commissioner Stritch opened proposals received from George Wiley Consulting Group, HB Communications, and York Telecom.

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**

- **Computers, Sheriff**

Moved: Commissioner Stritch to award the computers proposal to CompUSA for \$9,467 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Condensate System Supplies (reject), Engineering and Maintenance**

Moved: Commissioner Stritch to reject condensate system supplies proposals and resubmit requests for proposals 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 warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 0717st, 0724st, and accounts payable warrants T80679-T80683, T80715, T80722, T80724, T80766-T80772, T80829, T80855-T80886. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: July 16 and 23, 2008**

Moved: Commissioner Stritch to approve the minutes of the July 16, 2008 and July 23, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt noted the conference and training submissions and offered thanks for the information.

- **Colors, Compounds, and Consultants CDBG Update**

Commissioner Pratt requested monthly status reports from the economic development corporations for better tracking and involvement in the community development block grants.

- **Administrative Processing Discussion**

Commissioner Pratt requested this be deferred to the next meeting as the Finance Director was not available to meet on this matter at the meeting.

**Corrections – Al Wright, Superintendent**

Al Wright was pleased to announce that the Rockingham County House of Corrections received arrediation and is the first facility to receive such an award. Commissioner Pratt congratuled the Superintendent on his hard work.

**County Attorney – James Reams**

Jim Reams noted the quick response and the additional duties that staff did to assist the community with the recent storm. Commissioner Pratt thanked the County Attorney for his brief on the pandemic planning plan review. Jim Reams noted his concerns with assumptions and lack of funding for the plan.

**Human Resources – Martha Roy, Director**

- **Report on 7/2/2008 County Management Team Meeting**

Martha Roy presented information from the last County Management Team meeting regarding the proposed personnel policies and procedures amendments. Martha Roy noted a concern from the nursing department and exemplified if a full time Licensed Nursing Assistant wanted to move into a part time Licensed Nursing Assistant without going through the reduced hours policy. The Commissioners discussed the matter and did not find any concerns based on the spirit and purpose of the policy.

- **Personnel Policies and Procedures Amendments Approval**

Moved: Commissioner Stritch to approve amendments to Rockingham County Personnel Policies and Procedures 6-15, 7-1, 7-4, 11-4, 2-18, 2-19, 2-26, 2-27 and the addition of 11-5. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt noted recent communications from the New Hampshire Association of Counties regarding the New Hampshire Retirement System. Martha Roy noted that Theresa Young attends the meetings and would defer to her information. Commissioner Pratt requested this be discussed at the next meeting.

**Human Services – Diane Gill, Director**

- **Letter to New Hampshire Health and Human Services re: June State Bill**

Diane Gill presented concerns with the state bill as agreed by the Memorandum of Agreement between the New Hampshire counties and the Department of Health and Human Services.

Moved: Commissioner Stritch to express concern with the June state bill and send a letter to the N. H. Association of Counties. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Adventa Hospice Care Contract Approval**

Moved: Commissioner Stritch to approve a nursing facilities service agreement with Adventa Hospice at no cost to the county from August 1, 2008 to July 31, 2009 and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director.

Commissioner Pratt seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods noted a teleconference will be held next week with the necessary parties to address concerns with Point Click Care software.



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

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in the Register of Deeds request dated July 23, 2008 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

## **Sheriff – Dan Linehan, High Sheriff**

Dan Linehan and Joe Akerley explained the hard work of the Sheriff's Office in response to the tornado.

### **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: personnel**

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

Commissioner Barrows arrived at 10:58 a.m.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Dan Linehan, Joe Akerley, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal lien on property for a nursing home debt were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, 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.

- **Lien, Long Term Care Services**

Moved: Commissioner Stritch to approve a lien on real property pursuant to New Hampshire RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


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

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

### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:54 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**August 6, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair                      Jude Gates, Director of Facilities  
Commissioner Katharin K. Pratt, Vice Chair              Steve Woods, Long Term Care Director  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

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

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,238,230.11 for the period ending August 3, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Exception Request, Engineering and Maintenance Services**

Jude Gates explained the emergency nature of this request citing lengthy gaps in filling the position due to the demand for qualified and licensed technicians.

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 6-3 for an employment candidate in engineering and maintenance as recommended by the Director of Facilities, Planning, and Information Technology.

• **State Medical Eligibility Process, Long Term Care Services**

Steve Woods presented the current process conducted by the New Hampshire Department of Health and Human Services relative to determining medical eligibility and highlighted the proposed Pilot Plan. Steve Woods did not recommend the pilot as it would not benefit Rockingham County. The Board of Commissioners agreed not to support the Pilot Program for the medical eligibility process as presented by the New Hampshire Department of Health and Human Services

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:15 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, County Complex  
Brentwood, New Hampshire

**August 7, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Theresa Young, Finance Director

Judie Milner, Accounting Manager  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Alison Kivikoski, HR Generalist

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:02 a.m.

**II. New Business**

• **Well Fargo Insurance Services, Insurance Consultant Interview**

Jack Lennon and Mary Archacki of Wells Fargo Insurance Services presented the company proposal for insurance consultant services. Jack Lennon provided a company overview and along with his qualifications. Mary Archacki gave her background and qualifications as a consultant. The group had questions and discussed services, benefits, and technology.

• **Granite Group Benefits, Insurance Consultant Interview**

Jim Scammon and Brian McLaughlin of Granite Group Benefits presented the company proposal for insurance consultant services. Brian McLaughlin provided history and benefits of the company. Jim Scammon presented the services in detail that would benefit the insurance plan. The group asked questions and discussed the company services.

• **Longfellow Benefits, Insurance Consultant Interview**

Patrick Haraden briefly reviewed the company proposal and offered an in depth discussion as the group was aware of the services of the incumbent. There was discussion of insurance trends, the current plan, and future plans. The group had questions and services were discussed.

**III. Adjournment**

Commissioner Barrows moved to adjourn at 2:00 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

**August 12, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Judie Milner, Accounting Manager
Commissioner Katharin K. Pratt, Vice Chair	Martha Roy, Human Resources Director
Commissioner C. Donald Stritch, Clerk	Kate Magrath, HR Assistant Director
Theresa Young, Finance Director	Alison Kivikoski, HR Generalist

**I. Call to Order**

Commissioner Pratt called the meeting to order at 10:03 a.m.

**II. New Business**

• **Insurance Consultant Review**

Kate Magrath presented the Human Resources spreadsheet detailing the proposals received for insurance services consultant. Judie Milner presented the Finance Office spreadsheet noting the details of the columns. There was discussion of the benefits of each vendor and their specialties.

• **TD Banknorth Insurance Agency Inc., Insurance Consultant Interview**

Ben Mancuso and Joan Harrigan of TD Banknorth Insurance Agency presented background on the company and highlighted the proposal for insurance consultant services. The group had questions and discussed services, benefits, and technology.

Commissioner Barrows arrived at 10:34 a.m. and left at 11:02 a.m.

Commissioner Pratt called a recess at 11:30 a.m. for lunch and reconvened at 12:00 p.m.

• **Jones Management Consulting, Insurance Consultant Interview**

Rick Jones of Jones Management Consulting presented the company proposal for insurance consultant services along with a company overview and his qualifications. The group had questions and discussed services, benefits, and technology.

• **CGI Employee Benefits Group, Insurance Consultant Interview**

Robert Bergan and Lisa Sullivan of CGI Employee Benefits Group presented information on the company and discussed the proposal for insurance consultant services. The group had questions and discussed reporting, services, and benefits.

Commissioner Pratt requested that Human Resources and Finance working together to gather up information and report back for a recommendation to the Board of Commissioners in one week.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 2:05 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:

A handwritten signature in cursive script that reads "C. Donald Stritch".

C. Donald Stritch, Clerk, Rockingham County Commissioner



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**August 13, 2008 – 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  
Kate Magrath, HR Assistant Director  
Steve Woods, Long Term Care Director  
Al Wright, Corrections Superintendent

Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Captain Mark Peirce, Deputy Sheriff  
Diane Gill, Human Services Director  
David Ahearn, Treasurer  
Theresa Young, Finance Director  
James Reams, County Attorney  
Alison Kivikoski, HR Generalist

- **Work Session 9:00 a.m. – Health Insurance Quarterly Meeting**

Present: Commissioner Pratt, Kate Magrath, HR Assistant Director; Theresa Young, Finance Director; Judie Milner, Accounting Manager; Mark Peirce, Captain Deputy Sheriff; Martha Roy, Human Resources Director.

Linda Monroe from Health Plans Incorporated and John Galvin from Longfellow Consultants presented an analysis of health insurance usage for 2008. The group discussed the sheets and information provided by the consultants.

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

Commissioner Barrows called the meeting to order at 10:08 a.m.

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

##### **RFP Awards**

- **Firearms Equipment, Sheriff**

Moved: Commissioner Stritch to award the firearms proposal to Riley's Sport Shop for \$18,631.60 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

##### **RFP Openings – Engineering and Maintenance Services**

- **Grease Trap and Lift Station Service**

Commissioner Stritch opened a proposal received from Stewart's Septic Tank Service.

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

- **Elevator Inspections**

Commissioner Stritch opened proposals received from Stanley Elevator Company Incorporated and Pine State Elevator 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.

- **Generators Testing and Inspection**

Commissioner Stritch opened proposals received from Cummins Northeast Incorporated, Milton CAT, and Power Up Generator Service 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.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 8263, 8264, 8272, 8283, 8284, 8295, payroll warrants 0731st, 0807ST, and accounts payable warrants T80723-T80728, T80773, T80830, T80831, T80844-T80848, T80892-T80927. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: July 30, 2008, August 6, 2008, and August 7, 2008**

Moved: Commissioner Stritch to approve the minutes of the July 30, 2008, August 6, 2008 and August 7, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

**Corrections – Al Wright, Superintendent**

Al Wright reported pre-trial detainees are growing due to slower processing in the court system with fewer judges hearing cases. Jim Reams noted it has been a slow decline in judges filing positions. There was discussion of why this is happening and Jim Reams believes this due to budgetary constraints. Commissioner Barrows asked what could be done to alleviate the backlog. Al Wright suggested press comments. Commissioner Barrows asked why the County Attorney's Office does not recommend or utilize diversion programs. Jim Reams noted this is a small percent of the population and a different issue. There was a strategy discussion to assist in reducing the lag time in the court system.

Moved: Commissioner Barrows to send a letter to Governor Lynch expressing concern with the slow processing in the court system. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Corporate Express, \$5,736.88**

Moved: Commissioner Stritch to approve a bid waiver to Corporate Express for \$5,736.88 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**County Attorney – James Reams**

- **Pandemic Planning Discussion Follow Up**

Jim Reams explained that he reviewed the draft Memorandum of Understanding between the Exeter Area All Health Hazard's Region and the Rockingham County Nursing Home and recommends stating that requests would be considered at the time. Jim Reams also noted a draft letter to the state planning office was distributed to the Commissioners. Commissioner Pratt noted concern with the authority piece in the document. Commissioner Stritch and Commissioner Pratt believe that Rockingham County should not commit to this agreement.

- **Surplus Request**

Moved: Commissioner Stritch to approve a surplus request of Konica copiers 7065 and 2223 to be disposed of accordingly as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Barrows questioned the disposal of the copiers. Jim Reams noted they have no value and parts are not available. Commissioner Barrows suggested offering the machines to non profits. Jim Reams stated that toner is not available either and will dispose of accordingly. Commissioner Barrows stated she would not approve this as she felt there is a use for the machines.

*Motion passed 2-1.*

**Finance – Theresa Young, Director**

- **Tax Anticipation Note (TAN) Borrowing**

Moved: Commissioner Stritch in order to provide funds which will be needed during the current fiscal year to meet demands upon the county treasury, the County Treasurer is ordered to borrow \$13,845,000 under RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$13,845,000 2.50 percent Tax Anticipation Note of the County with a 1.7114 net interest cost dated August 7, 2008, and payable December 18, 2008, to First Southwest Company at par and accrued interest plus a premium of \$35,789 is hereby approved. Further, that the consent to the financial advisor bidding for the note, as executed prior to the bidding for the note, and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **MUNIS Amendment Agreement Approval**

Moved: Commissioner Stritch to approve an amended agreement with Tyler Technologies for MUNIS services from September 1, 2008 to December 1, 2011 and authorize the Chair to sign the agreement as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Retirement System Updates**

Theresa Young followed up on the retirement systems update from the last meeting. She noted that there is some ambiguity in the law at this point and has called for clarification and will report back for the next meeting.

**Human Resources – Martha Roy, Director**

- **Pay and Classification Consultant Renewal**

Moved: Commissioner Stritch to extend the pay and classification proposal awarded August, 2007 to HR Partners for an additional one year option for \$4,900 and an hourly rate of \$100 for future consultation services and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt asked why this was not sent out for proposals. Martha Roy explained that last year's award was for two years. *Motion passed all in favor.*

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

- **Bid Waiver: PIF Technologies, \$21,070.75**

Frank Stoughton explained the waiver request is due to Docstar software being sole source and discussed the upgraded software agreement. Commissioner Pratt asked what departments use the software. Frank Stoughton explained that Human Resources and Nursing use the software. Theresa Young expressed interest in the software.

Moved: Commissioner Stritch to approve a bid waiver to PIF Technologies for \$21,070.75 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

Commissioner Barrows requested a comparison of the Adult Day Care totals from August 2007 to August 2008.

- **Licensed Nursing Assistant Training Graduation Pay Procedure**

Steve Woods requested that the Board of Commissioners affirm a procedure to automatically approve a rate increase for graduates of the Licensed Nursing Assistant Training Program.

Moved: Commissioner Stritch to automatically approve an additional step increase upon graduation of the Licensed Nursing Assistant Training Program as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Nursing Home License Renewal**

Moved: Commissioner Stritch to authorize the Chair to sign the renewal application for a Health Care License to the State of New Hampshire for the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Alison Kivikoski, Kate Magrath, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to legal filings in corrections 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 an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Alison Kivikoski, Kate Magrath, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Alison Kivikoski, Kate Magrath, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Alison Kivikoski, Kate Magrath, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Alison Kivikoski, Kate Magrath, Martha Roy and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for applicants to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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.

- **Leave without pay, Corrections**

Moved: Commissioner Stritch to approve a leave without pay for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

- **Exception request, Sheriff**

Moved: Commissioner Stritch to approve a promotion request dated August 11, 2008 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 request to Personnel Policy and Procedure Chapter 6-4 for four nursing employees as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Stritch left at 12:12 p.m.

- **Administrative Processing Discussion**

Commissioner Pratt explained her concern with administrative processing between the Finance Office and Human Resources. Theresa Young noted her issues with processing, the method of changes, and the implications of internal controls. Martha Roy rebutted and noted her concerns with changes. Commissioner Pratt requested a refocus of the Personnel Policies and Procedures and get back to work on making the amendments for approval. Commissioner Barrows expressed concern that other staff is being caught in the middle of issues between the departments. There was discussion of forms, the information on the forms, and the need for processing. Commissioner Pratt said the current state of affairs affects staffing. Commissioner Pratt requested that each person write and report back the other persons concerns as an exercise of communication and understanding. Commissioner Barrows suggested asking the vendor to meet and request making changes.

Commissioner Barrows left the meeting at 12:42 p.m.

Commissioner Pratt requested more indepth work sessions for health insurance quarterly reviews.

#### **IV. Adjournment**

Commissioner Pratt closed the meeting at 12:47 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  
Brentwood, New Hampshire

**August 20, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Richard Scribner, Sheriff's Office  
High Sheriff J. Daniel Linehan  
Martha Roy, Human Resources Director  
Attorney Macoul  
Attorney James Reidy

**I. Call to Order**

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

**II. New Business**

Commissioner Barrows asked Richard Scribner if he wished for the matter to be considered in public or non public session. Richard Scribner requested a non public session.

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to consider the dismissal of an employee. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Richard Scribner, Attorney Macoul, High Sheriff Dan Linehan, Attorney Reidy, Human Resources Director Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session under New Hampshire RSA 91A:3 II (a), Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

Attorney Reidy provided details regarding the procedures from this point forward to the group. Attorney Macoul, Richard Scribner, Martha Roy, and High Sheriff Dan Linehan left the meeting at 10:28 a.m.

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to consider and deliberate the dismissal of an employee. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Attorney Reidy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session under New Hampshire RSA 91A:3 II (a), Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

Commissioner Barrows noted the purpose of this public meeting is to consider the recommendation of the High Sheriff.

Moved: Commissioner Stritch to accept the recommendation of High Sheriff J. Daniel Linehan given on Wednesday, August 20, 2008 and as outlined in a letter to the Board of Commissioners dated June 25, 2008 in regards to an employee of the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to seal the non public minutes of the August 20, 2008 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Pratt seconded the motion.

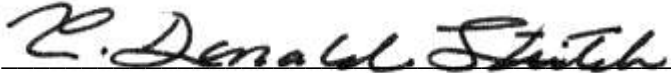
Commissioner Barrows asked the purpose of the minutes as it is a brief overview. Attorney Reidy explained the access under Right to Know Law and the legal right to seal minutes. Commissioner Pratt noted this would protect the integrity of the employee. Commissioner Barrows disagreed with the need.

Motion passed 2-1 with Commissioner Barrows opposed.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 10:44 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

**August 20, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

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

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,255,440.40 for the period ending August 17, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:16 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

Brentwood, New Hampshire

**August 27, 2008 – 10:00 a.m.**

#### **Present:**

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director  
Theresa Young, Finance Director  
Jude Gates, Director of Facilities  
Al Wright, Corrections Superintendent

Kate Magrath, HR Assistant Director  
Claudia Boozer-Blasco, UNH Coop. Ext.  
Captain Mark Peirce, Deputy Sheriff  
Kathy Nikitas, Accounting Analyst  
James Reams, County Attorney  
Alison Kivikoski, HR Generalist  
Cathy Stacey, Register of Deeds

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

Commissioner Pratt called the meeting to order at 10:04 a.m.

### **II. Reports:**

#### **RFP Openings**

- **Fuel Contract, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Palmer Gas, Hansom Truck Stop Inc., Lamprey Brothers, Dead River Company, Eastern Oil, Irving Oil Corporation, Buxton Oil Company, and Sprague Energy.

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.

- **Fire Alarm System Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Honeywell, Catamount Electric and Alarm, and Northwood Electric.

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.

- **Fire Sprinkler System Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Eastern Sprinkler Services Inc., Superior Fire Protection Inc., REM-C Fire Protection Systems, Fire Suppression Equipment, and Tri-State Sprinkler Corp.

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.

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

Commissioner Stritch opened proposals received from Armstrong Heating and Power, Northeast Ventilation Services Inc., and Envirotech.

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.

- **Chaplain, Long Term Care Services**

Commissioner Stritch opened a proposal received from Rev Dean Slainwaith.

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

#### **RFP Awards**

- **Insurance Consultant**

Moved: Commissioner Stritch to award the insurance consultant proposal to Granite Group Benefits for \$30,000 annually with a term of one year and a renewal option for year two 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.

- **Fuel Contract for #6 Oil Only, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the #6 fuel contract to Sprague Energy at an amount not to exceed \$111.89 per barrel fixed for one year 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 warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entry 8302, payroll warrants 0814st, 0821st, 82508, 82608, and accounts payable warrants T80729-T80839, T80849-T80853, T80905, T80906, T80907, T80924, T80954, T80955, T80956, T80966, T80970-T81000.

Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: August 12, 2008, August 13, 2008, and August 20, 2008**

Moved: Commissioner Stritch to approve the minutes of the August 12, 13, and 20, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt thanked UNH Cooperative Extension and the Finance Office for their conference and training information submissions.

- **Administrative Processing Discussion Follow-up (Commissioner Pratt)**

Commissioner Pratt asked that this be deferred to the next meeting as the Human Resources Director is away today.

- **2008 New Hampshire Association of Counties Government Awards**

Moved: Commissioner Stritch to affirm two nominations for the 2008 New Hampshire Association of Counties Government Awards. Commissioner Pratt seconded the motion, voted all in favor.

#### **County Attorney – James Reams**

- **Hiring of Two Assistant County Attorneys**

Moved: Commissioner Stritch to approve the hiring of assistant county attorneys O'Rourke and Miele pursuant to New Hampshire RSA 7:33f. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Retirement System Update**

Theresa Young provided an update on the retirement system changes and noted that the committee continues to work on the matter.

Theresa Young gave a brief overview of the last conference she attended and noted changes for the audit and reporting this year. Further, there was discussion of additional reporting in risk management for documentation to our provider.

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

- **Walking Program Award Approval**

Moved: Commissioner Stritch to award each winning team member of the 2008 summer walking program challenge a \$50 American Express Gift Card as recommended by the Wellness Committee. Commissioner Pratt seconded the motion, voted all in favor.

- **Employee Assistance Plan (EAP) Training Update**

Kate Magrath noted that Human Resources is requesting mandatory employee assistance plan training to teach employees and supervisors the benefits and services of the plan.

### **Long Term Care Services – Steven Woods, Director**

- **Point Click Care Software Update**

Steve Woods noted he is awaiting a date from Point Click Care software company to visit the facility and to address concerns.

- **State Criminal Records Check Increase Discussion**

Steve Woods noted discussions from the New Hampshire Association of Counties regarding the state increasing charges for criminal records check. He explained the increase would be approximately \$1,200 to long term care and noted that the New Hampshire counties are concerned.

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

- **LCHIP Update**

Cathy Stacey provided an update on LCHIP and the changes in the work and noted the substantial increase in staff work.

### **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: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in the finance office were Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employees were Commissioner Pratt, Commissioner Stritch, Al Wright, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to legal filings in corrections were Commissioner Pratt, Commissioner Stritch, Al Wright, Kathy Nikitas, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss residency waivers for applicants to the facility were Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a sheriff's office employee were Commissioner Pratt, Commissioner Stritch, Alison Kivikoski, Kate Magrath, 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 Waivers, Long Term Care Services**

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

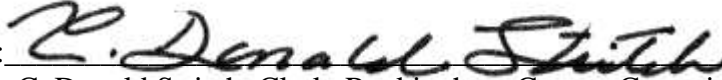
- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request for a corrections employee as recommended by Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:39 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**September 3, 2008 – 10:00 a.m.**

Present:

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

**I. Call to Order**

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

**II. New Business**

• **Personnel Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a personnel matter of a corrections employee. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Stritch, Human Resources Director Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session under New Hampshire RSA 91A:3 II (a), Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

• **Regrade Forms**

Theresa Young requested that the 2008 regrade forms be signed by the Commissioners. Martha Roy indicated that just came back from vacation and will double check the forms and have them ready for signature at the next meeting.

• **2005 and 2006 Review and Status Update of Management Comments**

Commissioner Pratt explained that the 2005 and 2006 management comments need a status update to report to the auditor. There was discussion of the outstanding issues and plans for resolution.

Moved: Commissioner Stritch to approve the status updates of the 2006 and 2005 management comments to auditor Robbin Grill. Commissioner Pratt seconded the motion, voted all in favor.

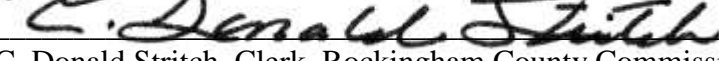
• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,301,530.35 for the period ending August 31, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 10:29 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

**September 10, 2008 – 10:00 a.m.**

Present:

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director  
Jude Gates, Director of Facilities  
County Attorney Jim Reams  
Major Mark Peirce, Deputy Sheriff

Captain Al Brackett, Deputy Sheriff  
Frank Stoughton, IT Manager  
Judie Milner, Accounting Manager  
Theresa Young, Finance Director  
Al Wright, Corrections Superintendent  
Martha Roy, Human Resources Director  
Claudia Boozer-Blasco, UNH Coop. Extension

**I. Call to Order**

Commissioner Pratt called the meeting to order at 10:06 a.m.

**II. Reports:**

**Commissioners Office – Maureen Barrows, Chair**

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T80840-T80843, T80908, T80957, T80958, T80961-T80963, T80972, T81002, T81021-T81036, T81040, T81053-T81066, general ledger entries 8323, 8337, and payroll warrants 0828st, 0904st. Commissioner Pratt seconded the motion, voted all in favor.

• **Community Development Block Grant Request: Smuttynose Brewing Company Proposal, \$500,000 for Economic Development**

Marie Cappello of Rockingham Economic Development Corporation and Dan Gray of Coastal Economic Development Corporation requested the Board of Commissioners to hold a public hearing in the future to consider sponsoring an economic development loan through the New Hampshire Community Development Finance Authority for Community Development Block Grant funds. A brief overview of the Smuttynose Brewing Company proposal was described. The Commissioners were agreeable to hold a public hearing once the application is ready.

• **Approval of Minutes: August 27, 2008 and September 3, 2008**

Moved: Commissioner Stritch to approve the minutes of August 27, 2008 and September 3, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Pratt thanked everyone for their conference and training information.

• **Proclamation – Family Day, September 22, 2008**

Commissioner Pratt read a proclamation declaring Family Day on September 22, 2008.

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

Jude Gates noted that further water testing is needed per state requirements. It was also noted that the House of Correction walkthrough for risk management with Primex went well.

**Finance – Theresa Young, Director**

• **Audit services for year ending 2008**

Moved: Commissioner Stritch to extend a RFP award voted 10/25/2005 for audit services of Robbin Grill CPA to include audit services for year ending December 31, 2008 for an amount not to exceed \$26,000 and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

## **Long Term Care Services – Steven Woods, Director**

- **Donation Approval**

Moved: Commissioner Stritch to approve the donation of a medical lounge chair from Ann Malconian as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **USDA Donated Commodities Agreement Approval**

Moved: Commissioner Stritch to approve an annual agreement with the United States Department of Agriculture for the distribution and use of donated commodities and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt, seconded the motion, voted all in favor.

## **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Interlocal Agreement: 2008 Byrne Justice Assistance Grant (JAG) Program Award for Town of Derry**

Moved: Commissioner Stritch to approve an interlocal agreement between the Town of Derry and Rockingham County 2008 Justice Assistance Grant as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

## **RFP Awards**

- **Engineering and Maintenance Services**

- **Fuel Contract**

Moved: Commissioner Stritch to award one year fuel contracts to Hanscom's Truck Stop for #2 oil at a fixed cost of \$3.50 per gallon, diesel fuel at rack cost plus \$0.14 per gallon, and regular gasoline at rack cost plus \$0.0385 per gallon. Further, to award liquid propane to Palmer Gas and Oil Company for a fixed cost of \$2.25 per gallon as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Testing and Inspection**

Moved: Commissioner Stritch to award the proposal to Nortech Systems for three years at fixed prices of \$10,500 for annual testing, \$80 labor rate, \$120 overtime rate, and no charge for mileage as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Sprinkler System Testing and Inspection**

Moved: Commissioner Stritch to award the proposal to Superior Fire Protection for \$5,600 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **HVAC System Cleaning**

Moved: Commissioner Stritch to award the proposal to Northeast Ventilation Services for \$25,800 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Elevator Preventative Maintenance**

Moved: Commissioner Stritch to award the proposal to Stanley Elevator for monthly service at \$935.55, \$196 mechanic rate, \$355 team rate, \$333 overtime rate, and \$392 double time rate as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Grease Trap and Lift Station Services**

Moved: Commissioner Stritch to award the proposal to Stewart's Septic Service for \$550 per grease trap pump out and \$375 per lift station pump out as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Test and Inspection Emergency Generators**

Moved: Commissioner Stritch to award the proposal to Power Up Generator Service for annual testing at \$2,995, \$89 labor rate, \$109 overtime rate, \$119 holiday rate, and \$1.50 mileage rate as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Pratt seconded the motion, voted all in favor.

• **Chaplain, Long Term Care Services**

Moved: Commissioner Stritch to award the proposal to Ginny Slawnwhite for an annual amount not to exceed \$13,000 as recommended by the Long Term Care Services Director.

Commissioner Pratt seconded the motion, voted all in favor.

**RFP Openings**

• **Postage Machine and Meter Lease**

Commissioner Stritch opened proposals received from Neopost Incorporated, New England Imaging Products, and Formax Solutions.

Moved: Commissioner Stritch to authorize Chris Maxwell to coordinate the master lease proposals and return with the group's recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Wellness Program Services, Human Resources**

Commissioner Stritch opened proposals received from Center for Occupational Employee Health at Exeter Hospital, Wellness Strategies LLC, Preventure, and E-Care Solutions.

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

**III. New Business**

• **Notice of Outside Employment**

Moved: Commissioner Stritch to approve the notice of outside employment for a Commissioners Office employee pursuant to Personnel Policy and Procedure 14-16. Commissioner Pratt seconded the motion, voted all in favor.

• **Election Return Collection System**

Commissioner Pratt noted that a few elected officials are requesting an election tally for the November General Election. It was noted that Steve Woods would host this and the Commissioners had no concern.

**IV. 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: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a county attorney employee were Commissioner Pratt, Commissioner Stritch, Jim Reams, Theresa Young, Martha Roy, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a corrections employee were 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 personnel in finance and human resources were Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filings were Commissioner Pratt, Commissioner Stritch, Theresa Young, 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 Pratt, motion passed all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Case, Finance**

Moved: Commissioner Stritch to approve a settlement in a legal matter for \$17,250 as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.


- **State Bill for July 2008 Discussion, Human Services**

Theresa Young provided history on the Memorandum of Agreement relative to House Bill 2 financial transition with the New Hampshire Department of Health and Human Services and the state billing for June 2008 and July 2008. There was discussion of the cap relative to the state billing and the interpretations of the state, specifically Associate Commissioner John Wallace. Theresa Young reported the actions of the last association meetings, positions of the other counties, and the New Hampshire Association of Counties lack of addressing Rockingham County's concerns.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 12:03 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**September 17, 2008 – 11:00 a.m.**

Present:

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Pratt called the meeting to order at 11:01 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,249,146.76 for the period ending September 14, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:03 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

**September 24, 2008 – 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  
Kate Magrath, HR Assistant Director  
Al Wright, Corrections Superintendent

Theresa Young, Finance Director  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Mark Peirce, Major Deputy Sheriff  
James Reams, County Attorney  
Frank Stoughton, IT Manager  
Steve Woods, Long Term Care Director

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

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

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

##### **RFP Openings**

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

Commissioner Stritch opened a proposal received from Abbott Nutrition.

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

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

Commissioner Stritch opened proposals received from Trans Med USA, Geriatric Medical, Gulf South Medical Supply, and Corporate Express.

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

- **Paving, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from Bell and Flynn Incorporated.

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

- **Condensate Return Unit, Engineering and Maintenance**

Commissioner Stritch opened proposals received from State Supply Company, Northeast Mechanical Corporation, Raymond Electric Service, The Granite Group, FW Webb Company, and Webb Pump.

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**

- **Postage Machine and Meter Lease**

Moved: Commissioner Stritch to award the master lease of postage machines and meters to New England Imaging Products for \$508.70 per month from October 1, 2008 to October 1, 2011 as

recommended by the multiple departments 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 warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers for corrections, Long Term Care, Sheriff, Finance, general ledger entries 8322, 8358, 8363, payroll warrants 0911st, 91208, and accounts payable warrants T80942-T80950, T81003, T81004, T81041-T81046, T81055, T81092-T81113, T81127. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: September 10 and 17, 2008**

Moved: Commissioner Stritch to approve the minutes of the September 10, 2008 and September 17, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Elderly Housing Request For Information (RFI) Discussion**

Commissioner Pratt explained the history of the process for developing information and noted she had questions. Commissioner Barrows and Commissioner Pratt agreed this is worth researching for further information. Commissioner Stritch noticed his disagreement with the free leasing of county land.

Moved: Commissioner Barrows to send out an elderly housing request for information as presented. Commissioner Pratt seconded the motion, voted 2-1.

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

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

Moved: Commissioner Stritch award a bid waiver to APRISS for \$18,411.14 for services from January 1, 2009 to January 1, 2010 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Al Wright noted that the backlog at the courthouse continues and references a recent newspaper article suggesting reducing staffing at the courthouse to balance the budget. Commissioner Barrows asked what could be done. Al Wright suggested talking to the Chief Justice, Governor, and Legislature. Commissioner Barrows inquired about the diversion program. Jim Reams responded that it is limited due to offenses and personnel workload. Commissioner Barrows inquired about the diversion program administered by Dawn Barnes. Diane Gill noted that Dawn Barnes advertises and strives to increase its use. Jim Reams noted he never heard of the program. Commissioner Barrows suggested a meeting with Dawn Barnes, Diane Gill, and Jim Reams. There was discussion of alternatives for mental health and drug court. Commissioner Pratt suggested a work session to discuss this further for brainstorming additional diversions.

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

Theresa Young provided an update on the New Hampshire Retirement System. It was noted that the New Hampshire Association of Counties is working to gather information to depict the ramifications to the New Hampshire counties. Commissioner Barrows inquired about employee pay status discrepancies between Long Term Care, Finance, and Human Resources and is unclear on the details. Steve Woods noted it is in process. Theresa Young noted there should be no issues. Martha Roy explained she will work with Finance to determine the best process for a county-wide process. Commissioner Barrows asked to discuss this again in two weeks.

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

There was discussion of job postings and the time it takes to fill positions.



**Human Services – Diane Gill, Director**

Diane Gill noted a member only State County Finance Committee meeting will be scheduled in the next week. Commissioner Pratt noted that she will be requesting Diane Gill and Theresa Young to attend with her to bring their professional expertise to the meeting.

**Long Term Care Services – Steven Woods, Director**

- **Associate Director of Nursing Exempt Pay Policy Approval**

Moved: Commissioner Stritch to approve the Associate Director of Nursing Exempt Pay Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Award: Department of Justice, 2008 Justice Assistance Grant, \$11,515**

Moved: Commissioner Stritch to award a grant from the United States Department of Justice for a 2008 Justice Assistance Grant for the Town of Derry in the amount of \$11,515 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Information Management Corporation, \$7,036**

Moved: Commissioner Stritch to award a bid waiver to Information Management Corporation for \$7,036 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c, 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 request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Theresa Young, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a pending legal filings in engineering and maintenance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Jim Reams, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filings were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Alison Kivikoski, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a nursing employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, Kate Magrath, Alison Kivikoski, 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.

- **Payment, Corrections**

Moved: Commissioner Stritch to approve payment of two hours of pay for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a county attorney employee from September 29, 2008 to October 15, 2008 pending confirmation from legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for the use of the compensated absences fund as recommended by the County Attorney. 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 a nursing home position as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Clarification, Corrections**

Moved: Commissioner Stritch to clarify previous votes to allow paid administrative leave for a corrections employee from August 20, 2008 through September 3, 2008 and September 14, 2008 through September 16, 2008. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice, Commissioners Office**

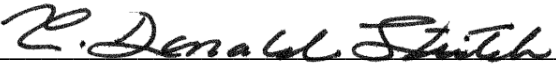
Moved: Commissioner Stritch to approve a payroll change notice due to an annual evaluation for a Commissioners office employee. Commissioner Pratt seconded the motion.

Commissioner Pratt stated that as long as personnel reviews are conducted outside of a Commissioners meeting that she will continue to vote against payroll change notices. Commissioner Pratt stated her understanding that this practice is a violation of the right to know law. *Motion passed 2-1.*

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:28 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**October 1, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Jude Gates, Director of Facilities  
Steve Woods, Long Term Care Director  
Theresa Young, Finance Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:18 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Pratt to approve total payroll expense of \$1,252,664.46 for the period ending September 28, 2008. Commissioner Barrows seconded the motion, voted all in favor.

• **Approval of warrant**

Moved: Commissioner Pratt to approve and sign accounts payable warrant T81135. Commissioner Barrows seconded the motion, voted all in favor.

• **Bid Waiver, Engineering and Maintenance Services**

Jude Gates explained the emergency nature of this request citing a report from the state with a deadline to correct of October 17, 2008. The Commissioners opted to meet again on Friday at noon to approve the bid waiver request.

• **Financial Update**

Theresa Young provided the Commissioners with an update of the county financials relative to the banking crisis across the country.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:43 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**

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

**October 3, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:56 a.m.

**II. New Business**

• **Bid Waiver, Engineering and Maintenance Services**

Commissioner Barrows noted that on Wednesday, October 1, 2008, Jude Gates explained the emergency nature of the bid waiver request citing a report from the state with a deadline to correct of October 17, 2008. Commissioner Barrows stated that she spoke with Commissioner Stritch on the telephone earlier in the day and that he agreed and approved of the request.

Moved: Commissioner Pratt to authorize a bid waiver to Superior Fire Protection Services for \$6,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Pratt moved to adjourn at 11:59 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

Brentwood, New Hampshire

**October 8, 2008 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair	Judie Milner, Accounting Manager
Commissioner Katharin K. Pratt, Vice Chair	Diane Gill, Human Services Director
Commissioner C. Donald Stritch, Clerk	Jude Gates, Director of Facilities
Martha Roy, Human Resources Director	Lt. Steve Barnett, Deputy Sheriff
Claudia Boozer-Blasco, UNH Coop. Extension	Frank Stoughton, IT Manager
Nancy Lang, Assisted Living Director	Kate Magrath, HR Assistant Director

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

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

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

##### **RFP Awards**

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

Moved: Commissioner Stritch to award the nutritional supplements and tube feed products to Abbott Nutrition from October 1, 2008 to September 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to reject proposals received and resubmit requests for proposals as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Paving, Engineering and Maintenance**

Moved: Commissioner Stritch to award the paving proposal to Bell and Flynn Incorporated for \$255,400 and authorize use of the capital fund reserves as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Barrows stated she would not vote on the matter due to a personal interest. Motion passed all in favor with Commissioner Barrows abstaining from the vote.

- **Condensate Return Unit, Engineering and Maintenance**

Moved: Commissioner Stritch to award the condensate return unit to State Supply Company for \$5,516 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Wellness Program Services**

Moved: Commissioner Stritch to award partial wellness program services to Preventure for \$5,000 and authorize the Chair to sign all necessary documents as recommended by the Wellness Committee. Commissioner Pratt seconded the motion, voted all in favor.

##### **RFP Opening**

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

No proposals received. The Commissioners briefly discussed the matter and decided to wait until the next meeting to speak with Steve Woods before voting.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign line item transfers for Corrections and Deeds, payroll warrants 0918st, 0925st, 1002st, general ledger entries 8322, 8373, 8375, 8391, 8402,

and accounts payable warrants T80951, T81005, T81006, T81010, T81011, T81047-T81050, T81096, T81117, T81136-T81163.

- **Approval of Minutes: September 24, 2008, October 1 & 3, 2008**

Moved: Commissioner Stritch to approve the minutes of the September 24, 2008, October 1, 2008, and October 3, 2008 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows questioned the number of attendees for the November conference and asked for a report back at the next meeting. Commissioner Pratt expressed concern with the cost of the New Hampshire Association of Counties annual conference, noting the \$3,200 cost for corrections employees to attend. Commissioner Barrows suggested revisiting conference and training line items during the planning process for the 2009 budget.

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

- **Bid Waiver: Stonehill Environmental, \$5,812.50**

Moved: Commissioner Stritch to approve a bid waiver to Stonehill Environmental for \$5,812.50 and further reaffirm the bid waiver as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare 2 trucks and 1 van surplus and authorize the sale of the vehicles by sealed bid as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

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

Judie Milner requested the Commissioners set the budget parameters in order to begin the process for departments to submit budget requests. The Board of Commissioners agreed to a no increase in department operating budgets with no additional positions requests. The Commissioners discussed staffing and vacancies. Commissioner Barrows noted she requested a report from Human Resources depicting the length of vacancies. Commissioner Pratt asked to see that report and noted interest in any positions vacant up to October 1<sup>st</sup>. Commissioner Pratt requested a staffing plan for Long Term Care and Department of Corrections.

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

- **Approval of Grant Application: Local Government Center, Wellness Grant**

Moved: Commissioner Stritch to approve the submission of a grant application to the Local Government Center Well Dollars Program for a \$5,000 2009 Health and Safety Grant as recommended by the Wellness Committee. Commissioner Pratt seconded the motion, voted all in favor.

- **Exempt Status Follow Up**

Martha Roy requested that this item be tabled until the next meeting for participation from Theresa Young and Steve Woods.

- **Weight Management Classes Approval**

Moved: Commissioner Stritch to approve weight management classes to be conducted and charge employees \$50 for 6 classes with reimbursement through the Healthy Bucks program if the employee attends 5 out of 6 classes as recommended by the Wellness Committee.

Commissioner Pratt seconded the motion, voted all in favor.

- **Associate Director of Nursing Exempt Pay Policy Discussion**

Martha Roy noted a discrepancy in wording after the document was voted. Commissioner Barrows recommended this item be tabled until the next meeting for participation from Theresa Young and Steve Woods.

**Human Services – Diane Gill, Director**

Diane Gill followed up on a discussion at the last meeting regarding the Human Services Adult Diversion Program. Commissioner Barrows asked that the County Attorney and Corrections Superintendent discuss the Adult Diversion Program at the next meeting.

**Long Term Care Services – Steven Woods, Director**

There was discussion of the conversion to digital television signals per government deadline of February, 2009. Jude Gates indicated she is working with Steve Woods and Al Wright to address the issue.

**Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Application and Grant Award: New Hampshire Police Standards and Training Council, \$1,000**

Moved: Commissioner Stritch to approve the submission of a grant application previous submitted to the Police Standards and Training Council for employee training at the Massachusetts Police Leadership Institute Program and further to approve the grant award dated July 22, 2008 for a grant amount up to \$1,000 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, 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 matter for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Judie Milner, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request for a nursing employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Judie Milner, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a pending legal filing in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

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


- **Retraction of Vote, County Attorney**

Moved: Commissioner Stritch to retract a vote taken at the September 24, 2008 meeting relative to an exception request for administrative leave for a county attorney employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:37 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**October 15, 2008 – 11:00 a.m.**

Present:

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Pratt called the meeting to order at 11:56 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,223,609.10 for the period ending October 12, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:59 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

**October 22, 2008 – 10:00 a.m.**

#### Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Woods, Long Term Care Director  
Theresa Young, Finance Director  
Al Wright, Corrections Superintendent

Claudia Boozer Blasco, UNH Coop. Extension  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Mark Peirce, Major Deputy Sheriff  
Kate Magrath, HR Assistant Director  
Frank Stoughton, IT Manager  
Alison Kivikoski, HR Generalist

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

Commissioner Pratt called the meeting to order at 9:40 a.m.

- **9:30 a.m. Presentation: Skilled Care Nursing Unit Strategic Planning**

Bob Baranello of Landmark Health Solutions and Steve Woods presented to the Board of Commissioners a strategic plan to build a skilled care nursing unit within the Rockingham County Nursing Home. Commissioner Pratt suggested another work session to analyze the costs for the upcoming 2009 budget.

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

##### **RFP Openings, Long Term Care Services**

- **Glove Products**

Commissioner Stritch opened proposals received from Trans Med USA Incorporated, Gulf South Medical Supply, Central Paper Products Company, Geriatric Medical, Corporate Express, and McKenison Surgical and Medical Supply.

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

- **Dining Room Tables and Chairs**

Commissioner Stritch opened proposals received from Direct Line Furnishings, Harbor Sales Corporation, Direct Supply, and TJ Alexander.

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

- **Mental Health Services**

Commissioner Stritch opened proposals received from SBS Consulting and Generations Mental Health.

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

##### **RFP Award: Video Arraignment System, Corrections**

Moved: Commissioner Stritch to award the video arraignment system proposal to GWCG Technology Management Company for \$16,334.72 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt suggested a work session to discuss future video arraignment and staffing.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 8412, 8415, payroll warrants 1009st, 1016st, 101708, and accounts payable warrants T81007, T81012-T81019, T81111, T81118-T81122, T81129, T81130, T81171, T81186-T81210, T81221, T81222, T81237, T81238. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: October 8, 2008 and October 15, 2008**

Moved: Commissioner Stritch to approve the minutes of the October 8, 2008 and October 15, 2008 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt thanked staff for conference and training information.

- **Administrative Processing Discussion**

Commissioner Pratt requested this be delayed until the next meeting for participation from Martha Roy.

- **Human Services Adult Diversion Discussion**

Diane Gill provided an update noting that the County Attorney would meet on the matter after the election is over in November.

- **Digital Television Transition Update**

Jude Gates noted little progress was made as further information was not received from Comcast. There was discussion of the costs and that more research is needed.

**Corrections – Al Wright, Superintendent**

- **Administrative Transfers**

Moved: Commissioner Stritch to authorize an administrative transfer pursuant to state law for inmates Brooks and Gagne at the discretion and recommendation of the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Bid Waiver: JWC Environmental, \$8,535**

This item was voted once all three Commissioners were present.

Moved: Commissioner Stritch to approve a bid waiver to JWC Environmental for \$8,535 as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

Theresa Young noted direction is needed from the Board of Commissioners on 2009 health insurance benefits and requested a meeting to strategize. The Commissioners agreed to address this issue at the November 5, 2008 meeting. Commissioner Pratt noted that the County Management Team must be involved this year and the committee was circumvented last year. Theresa Young requested permission to speak with the salary consultant to discuss trends for the 2009 budget and salary projections and the Commissioners concurred.

There was discussion of orientation for the new Delegation members. It was agreed that all departments would submit a one page summary of each office and the Commissioners would ask permission for a quick presentation at a Delegation meeting.

Commissioner Barrows arrived at 11:00 a.m.

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

- **Exempt Status Follow Up**

Kate Magrath requested this be delayed until next meeting for participation from Martha Roy.

- **Associate Director of Nursing Exempt Pay Policy Discussion**

Kate Magrath requested this be delayed until next meeting for participation from Martha Roy.

- **Employee Advisory Committee Correspondence**

Kate Magrath noted that this request would be considered as part of combined changes to the 2009 health insurance plan.

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

- **Incentive Fund Awards**

Moved: Commissioner Stritch to award incentive funds totaling \$160,795 to Raymond Recreation Department for \$13,000.00, Raymond Coalition for Youth for \$19,500.00, City Year NH for \$20,000.00, New Outlook Teen Center for \$36,000.00, Richie McFarland Children's Center for \$15,000.00, Girls Inc. for \$19,000.00, Child and Family Services for \$8,000.00, Families First: Parent Groups for \$10,000.00, and Portsmouth Housing Authority for \$20,295.00. Commissioner Pratt seconded the motion, voted all in favor.

### **Long Term Care Services – Steven Woods, Director**

- **Bid Waiver: Physicians**

Moved: Commissioner Stritch to award a bid waiver for physician services to Core Physician Services for \$40,300.00, Paul Gustavson for \$21,350.00, Lamprey Health Care for \$14,025, and Mark Reiner for \$14,225.00 from November 1, 2008 to October 31, 2009, with renewal options in year two from November 1, 2009 to October 31, 2010, and in year three from November 1, 2010 to October 31, 2011 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion.

Commissioner Pratt inquired why this item was not sent out for requests for proposal. Steve Woods noted that the last time it went out there was a lot of confusion and issues. Steve Woods also proposed this is part of continued operations. Commissioner Barrows believes it is to the benefit of the residents to continue with the same physicians. Commissioner Pratt noted these are not reasons for a bid waiver. Commissioner Pratt inquired about the skilled care proposal. Steve Woods noted that the physicians do not specifically know the proposal for skilled care but do offer support. Commissioner Pratt agreed to a one year award with renewal options in years two and three to reassess the physicians' service to the county.

Motion passed all in favor.

- **RFP Opening: Oxygen and Respirator Care Services Discussion**

Steve Woods noted that the Commissioners did not receive this proposal at the last meeting due to a processing error and noted no vote was taken at the last meeting.

Commissioner Stritch opened a proposal received from Air Gas.

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

- **Nursing Supervisor Exempt Pay Policy Approval**

Moved: Commissioner Stritch to approve the nursing supervisor exempt pay policy as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **American Express Points Usage Approval**

Moved: Commissioner Stritch to approve the usage of American Express Points as outlined and recommended in the Long Term Care Services Director's memorandum dated October 22, 2008. Commissioner Barrows seconded the motion, voted all in favor.

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss leave without pay requests for two nursing employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for an assisted living employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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.

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

Moved: Commissioner Stritch to approve two leave without pay requests for nursing home employees with continuation of paid benefits as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

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

- **Payroll Change Notice, Finance**

Moved: Commissioner Stritch to approve a payroll change notice for a division director due to an annual evaluation. Commissioner Barrows seconded the motion.

Commissioner Pratt noted that she does not receive the annual evaluations for division directors and requested these, especially this one. Commissioner Stritch noted that all annual evaluations are distributed via email to the Board of Commissioners for review. Commissioner Pratt stated her understanding that this practice is a violation of the right to know law. Commissioner Stritch disagreed. *Motion passed 2-1.*

#### IV. New Business

- **11:30 a.m. Appointment – Exit Interview with Robbin R. Grill CPA**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Steve Woods, Robbin Grill, and Brent Washburn.

Robbin Grill and Brent Washburn presented the management comments for year ending December 31, 2007 along with follow up management comments for prior years 2005 and 2006. There was discussion of each comment including the issue and potential solutions. The Commissioners agreed to discuss and finalize the Commissioners responses next Wednesday at 10:00 a.m.

#### V. Adjournment

Commissioner Stritch moved to adjourn at 12:50 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, 2<sup>nd</sup> Floor Conference Room  
Brentwood, New Hampshire

**October 29, 2008 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair                      Theresa Young, Finance Director  
Commissioner Katharin K. Pratt, Vice Chair              Steve Woods, Long Term Care Director  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:06 a.m.

**II. New Business**

• **Approval of payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,272,895.52 for the period ending October 26, 2008. Commissioner Pratt seconded the motion, voted all in favor.

• **Review of Commissioners Responses to the 2007 Management Comments issued by Robbin R. Grill, CPA**

Commissioner Barrows noted that she has reviewed management letters from 2003 to present. Further, Commissioner Barrows was surprised that referenced Division Directors were not questioned or notified regarding issues. Theresa Young noted that she spoke with Robbin Grill and suggested speaking with Steve Woods. Commissioner Barrows felt Martha Roy should have been contacted by the auditor to hear her side of issues. Commissioner Pratt and Theresa Young noted the auditor makes recommendations and comments based on what she sees.

Commissioner Pratt noted this is an independent analysis and not based on what departments tell the auditor. Commissioner Pratt asked what items in the report are new and a surprise to the nursing home. Commissioner Barrows noted that over a one year time period that not enough progress was made on the chronic problems. Commissioner Pratt requested that status updates to the 2005 and 2006 be reviewed as well.

The timeliness comment was reviewed in depth from staffing issues to communication concerns. Commissioner Barrows suggested a review of the location hold up and perhaps outsourcing some operations. Commissioner Pratt expressed her concerns with interdepartmental communications and the complexity of payroll processing due to intricate policies and procedures.

The timeliness of nursing home deposit support was discussed. The current process was reviewed along with the limitations and potential solutions for the future. Theresa Young explained what would be considered acceptable documentation for accountability. Commissioner Pratt questioned if the support information would depict receivable information. Theresa Young noted receivables section is handled with postings and done as the second step. Commissioner Barrows and Commissioner Pratt both suggested cancelling Point Click Care software and starting with another vendor. Steve Woods noted concern with cancelling the software as the clinical side of the software has been working well.

The inventory comment was reviewed along with the historical tracking of inventory. There was discussion of how to account for inventory to meet auditing requirements along with the needs of the maintenance department for inventory tracking.

The accounts payable comment was reviewed noting the actual outstanding accounts payable item for 2003, 2005, and 2006. The payroll comment was reviewed and internal operations were discussed.

The assisted living rate comment was reviewed and the Commissioners noted that rates should be reviewed twice a year to ensure compliance. Commissioner Barrows requested information showing the Medicaid restrictions. The Commissioners agreed to review all rates during the 2009 budget process.

The doubtful account allowances in the nursing home comment was reviewed and noted this is part of the accounts receivable process but not necessarily a write off. Theresa Young noted that since write offs are not processed regularly there is not a standard process in effect for doubtful account calculations.

The interest on inmate account comment was reviewed and the Commissioners concurred. Internal control of nursing home fiscal operation comment was reviewed and Steve Woods noted changes in place and further amendments will be made with the assistance of the auditor and finance director.

The communications comment was discussed and the disappointment of turf battles between departments. Commissioner Pratt felt communications between Finance and Human Resources is worse than ever. Commissioner Barrows thought that the working between the Finance and Human Resources offices were better. Commissioner Stritch noted this is a universal issue.

Steve Woods asked Commissioner Barrows if she wanted a follow up on her request for posting the Assistant Administrator position. Commissioner Barrows requested a non public session to discuss the matter.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a personnel matter in long term care administration. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

- **Assistant Administrator, Long Term Care Services**

Steve Woods asked for guidance from the Board. The Commissioners directed that the posting be pulled and it will be discussed as part of the 2009 budget process. Commissioner Pratt noted that further information is needed from an organization chart to the job description guidelines.

- **Skilled Nursing Unit Proposal**

Commissioner Barrows suggested a quick presentation on the proposed skilled unit within the nursing home. Steve Woods highlighted the presentation from the last meeting and introduced the core of the proposal. Commissioner Pratt asked that he develop the business plan in junction with the finance director and report back to the Board.

### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:59 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

**November 5, 2008 – 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  
Kate Magrath, Assistant HR Director  
Steve Woods, Long Term Care Director

Al Wright, Corrections Superintendent  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Mark Peirce, Major Deputy Sheriff  
Claudia Boozer-Blasco, UNH Coop Extension  
Theresa Young, Finance Director

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

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

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

##### **RFP Awards, Long Term Care Services**

###### **• Glove Products**

Moved: Commissioner Stritch to award the glove products proposal to Trans Med USA Incorporated and Center Paper Products Company from November 1, 2008 to October 31, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

###### **• Oxygen and Respirator Services**

Moved: Commissioner Stritch to award the oxygen and respirator services proposal to Airgas from November 1, 2008 to October 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

##### **RFP Openings**

###### **• Firewall Hardware, IT/Telecommunications**

Commissioner Stritch opened proposals received from Network Hardware, Mainstay Technologies, GovConnection, and Carousel Industries.

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.

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

Commissioner Stritch opened proposals received from Textile Sales, McKesson Medical, Harbor Linen, and Star Silk and Woolen Company.

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

###### **• Hardware, Registry of Deeds**

Commissioner Stritch opened proposals received from Joseph Marotti Company and Brown River Bindery.

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.



- **Surplus Vehicles, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Don Boyer, Asian Auto Services Incorporated, Little River Auto Sales, Tom Schulte, and Jay Crystal.

Moved: Commissioner Stritch to authorize the Director of Facilities, Planning, and Information Technology to sell the surplus vehicles to the highest bidder and report back at the next meeting with the results. Commissioner Pratt seconded the motion, voted all in favor.

**Commissioners Office – Maureen Barrows, Chair**

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign payroll warrants 1023st, 1031st, general ledger entries 8393-8400, 8429, 8430, 8450, and accounts payable warrants T81276, T81123-T81126, T81131, T81132, T81172, T81173, T81235, T81236, T81239, T81252, T81277-T81303. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: October 22, 2008**

Moved: Commissioner Stritch to approve the minutes of the October 22, 2008 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Karen Blass, UNH, Girls Circle Facilitator Training, Lakewood, New Jersey, \$615

- **Digital Television Transition Update**

Jude Gates noted this is still in process and no new information has been received from Comcast as requested. Commissioner Pratt expressed concern that February is fast approaching.

**Corrections – Al Wright, Superintendent**

- **Video Arraignment System Update – Hampton District Court**

Moved: Commissioner Stritch to amend a vote taken at the October 22, 2008 Board of Commissioners meeting to add \$17,500 to a video arraignment system proposal to GWCG Technology Management Company as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**County Attorney – James Reams**

- **Hiring of Assistant County Attorney Approval**

Moved: Commissioner Stritch to approve the hiring of Amy Mackin as Assistant County Attorney pursuant to New Hampshire RSA 7:33f. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

- **Write off approval**

Moved: Commissioner Stritch to approve general fund receivable write off totaling \$412.62 from the Registry of Deeds and accounts payable write off of \$18.00 from Finance as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Exempt Status Follow Up**

Martha Roy asked this be deferred to another meeting for further information. Commissioner Barrows would like this resolved by the next meeting and be reported back at the next meeting.

- **Associate Director of Nursing Exempt Pay Policy Discussion**

Martha Roy noted this item should be resolved as the written notation was not needed. Theresa Young was unaware of any concern.

- **Employee Advisory Committee Correspondence**

Martha Roy noted this item will be discussed at the 12:00 p.m. health insurance meeting.

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

Diane Gill noted the oral arguments in Supreme Court will be next Wednesday at 10:00 a.m. for the New Hampshire Association of Counties vs. New Hampshire Department of Health and Human Services appeal.

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

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the IT Manager's memorandum dated October 28, 2008 surplus with items to be offered to employees, then local schools, and the remainder to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

### **Long Term Care Services – Steven Woods, Director**

- **Skilled Care Nursing Unit Follow Up**

Steve Woods followed up on the consultant costs to start up the skilled care nursing unit. Commissioner Barrows questioned the mileage issue. Steve Woods explained that he does not have this information at this time. Commissioner Barrows noted her approval of the proposal and asked for this to move forward. Commissioner Pratt asked about the financial ramifications and if the Finance Director had reviewed the proposal. Commissioner Pratt would like to see a model of costs with detailed support. Commissioner Barrows suggested that Commissioner Pratt and Theresa Young meet with Steve Woods to finalize any questions. Commissioner Barrows asked for a vote to be taken at the next meeting.

### **University of New Hampshire Cooperative Extension – Claudia Boozer-Blasco**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined and recommended in UNH Cooperative Extension's memorandum dated October 31, 2008 surplus with items to be offered to employees, then local schools, and the remainder to be disposed of accordingly. 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: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in the registry of deeds were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for 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 two exception requests for two nursing home employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a pending legal filing in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, 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, Corrections**

Moved: Commissioner Stritch to approve an exception request to personnel policy and procedure section 6-7 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

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

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

Moved: Commissioner Stritch to approve an exception request to personnel policy and procedure section 8-3b for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to amend a vote taken at the October 22, 2008 Board of Commissioners meeting regarding an exception request for use of the compensated absences fund to include the employees sick pool and holiday time as recommended by the Long Term Care Services 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 Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Granite Group Benefits RE: 2009 Health Insurance Discussion**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Jim Scammon, Steve Woods, Mark Peirce, Judie Milner, and Theresa Young.

Jim Scammon briefly described the meeting process that lead up to making recommendations of the 2009 benefit plan. The summary of recommendations, proposal summaries, and benchmarking was discussed and review. The group discussed the scenarios and possible changes to the summary plan. The Commissioners expressed their viewpoints on the scenarios presented.

Commissioner Pratt called a County Management Team meeting for Monday, November 10, 2008 at 9:00 a.m. in the Commissioners Conference Room for division directors and elected officials to be informed of the 2009 health insurance scenarios.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 2:29 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**November 12, 2008 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Judie Milner, Accounting Manager  
Cathy Stacey, Register of Deeds

Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Diane Gill, Human Services Director  
Tom Reid, Deputy County Attorney  
Mark Peirce, Major Deputy Sheriff  
Steve Woods, Long Term Care Director

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

Commissioner Barrows called the meeting to order at 11:06 a.m.

#### **II. New Business**

- **Salary Consultant Appointment with Don Tyler**

Commissioner Pratt indicated that she requested this meeting be cancelled in order to ensure health insurance rates are approved for open enrollment. Commissioner Pratt noted that salary information is part of the 2009 budget process and the deadline for budget submissions is not until next week.

- **2009 Health Insurance Approval**

Commissioner Barrows noted she had questions from the County Management Team meeting and that employees she heard from are concerned with the insurance increases. Commissioner Barrows asked if there is only one scenario for consideration. Theresa Young noted that the County Management Team meeting reviewed all the scenarios and that one recommendation has been brought forth. Commissioner Barrows expressed concern with any increases to employees and noted position eliminations offset these increases. Commissioner Pratt expressed her concern noting that the salary piece is different from benefits. Commissioner Barrows proposal is for only a reasonable increase to employees with no changes to deductibles or copayments. Commissioner Pratt noted claims increased by \$750,000 and that benefits are expanded to dependents up to 19 and additional chiropractic benefits.

Commissioner Barrows invited the staff at the table to speak up with any concerns. Theresa Young distributed a working document depicting the self insured plan over the years. Mark Peirce and Diane Gill provided input on the increases noting concern on the deductible and copayment increases. Cathy Stacey noted concerns with the increases. Tom Reid noted that the county increase should mirror what an employee increase to be fair. Commissioner Pratt noted that the proposal is equitable as the county pays 85% and the employee pays 15%. Tom Reid further explained his increase equity. Theresa Young noted a full picture should be reviewed to look at fund balance and retained earnings. Cathy Stacey noted that there needs to be more time for review and analysis. Commissioner Pratt asked the executive staff step up and help to problem solve cost increases, claim increases, and long term vitality of the self insured fund.

There was discussion of the employees contributing back to the plan fund. Judie Milner distributed a draft working document depicting scenarios for the 2009 health insurance. The group discussed the scenarios in detail. Commissioner Barrows stated that excellent care costs

money and this only adds a small percentage to taxpayers. Commissioner Pratt stated that short term fixes depleting the general fund and having no retained earnings left to mitigate increases in the future.

There was discussion of self insured versus fully insured. Commissioner Pratt committed to calling a County Management Team meeting in June to come up with long term solutions to the systemic problem with health fund costs and funding. Commissioner Barrows agreed with the early planning scenario proposed by Commissioner Pratt.

Education was discussed noting the current wellness work sessions and future education sessions and mandatory open enrollment meetings.

Commissioner Stritch questioned how much will be used in retaining earnings of the health fund and how to rebuild the fund. Theresa Young explained the process of transferring excess towards the health fund. Commissioner Pratt noted the importance of general fund balance to absorb budget increases, revenue losses, and to ensure tax rate increases are reasonable. Commissioner Stritch explained that left over funds at the end of the year should be swept over to the health fund to ensure no increases are absorbed by the employees. Theresa Young summarized the proposal by Commissioner Stritch noting that \$1,750,000 would be taken from retained earnings from both the health and general fund for the 2009 insurance package. Commissioner Pratt expressed her concerns about using this level of retained earnings.

A modified scenario was reviewed and input was no increases in deductibles, no increases in copayments, and an increased usage in retained earnings. Judie Milner presented a draft working copy of scenarios J, K, and L. There was discussion of the revised scenarios and expressed concerns. Commissioner Barrows went around the room asking the staff about the scenarios and the decision was split between two scenarios.

Judie Milner provided a new scenario M that depicts the discussion of changes. The staff reviewed the proposal and there were a few questions.

Moved: Commissioner Stritch to approve Health Plans Inc. to serve as Administrator of the Health Insurance Plan using the Harvard Pilgrim network. Further approve Caremark Mail Order Pharmacy and New England Mail Order Pharmacy as the prescription medication mail order vendors for the 2009 calendar year and authorize the Chair to sign all related documents as recommended by the Finance and Human Resources Directors. Further, approve the Premium and Basic Health Insurance Plans using the rates of "Scenario M" as requested by the County Management Team. Commissioner Pratt seconded the motion. Motion passed 2-1.

Moved: Commissioner Stritch to approve Northeast Delta Dental to serve as the Administrator and network for the dental insurance plan for the 2009 calendar year and authorize the Chair to sign all related documents as recommended by the Finance and Human Resources Directors. Further, approve the Dental Insurance Plans using rating "Scenario 2" with a zero Premium rate increase to employees 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 2009 calendar year and authorize the Chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to allow employees to use earned time and holidays, while retaining a minimum of 10 days combined between the two accounts, 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 approve Pay Flex/Flex America as administrator of the County 125 Pre-Tax Plan, Health Care Reimbursement Plan, and Dependent Care Plan for the 2009 calendar year and authorize the Chair to sign all necessary documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned if all 2008 contracts were signed. There was discussion of the status of individual contracts from 2008. Commissioner Pratt instructed that all contracts need a timely turnaround and asked that the Board of Commissioners see the contracts before signed by the Chair.

Motion passed all in favor.

Moved: Commissioner Stritch to approve the Open Enrollment period for the 2009 plan year as November 15<sup>th</sup>, 2008 through December 15<sup>th</sup>, 2008. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the Long Term Disability voluntary product administrator for the 2009 calendar year with the recommended plan design changes as recommended by the Finance and Human Resources Directors and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to require mandatory open enrollment training attendance by all benefit eligible employees during the open enrollment period. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of payroll**


Moved: Commissioner Stritch to approve total payroll expense of \$1,276,090.55 for the period ending November 9, 2008. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt wanted to reiterate during open enrollment that training encompasses comparisons of premium versus basic along with flexible spending accounts and option to use earned time towards the basic plan deductibles and co-payments.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 1:50 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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



## **BOARD OF ROCKINGHAM COUNTY**

### **COMMISSIONERS MEETING**

Commissioners Conference Room

Brentwood, New Hampshire

**November 19, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Judie Milner, Accounting Manager  
Al Wright, Corrections Superintendent  
Claudia Boozer-Blasco, UNH Coop. Ext.  
Steve Woods, Long Term Care Director

Diane Gill, Human Services Director  
Major Mark Peirce, Deputy Sheriff  
Jude Gates, Director of Facilities  
James Reams, County Attorney  
Frank Stoughton, IT Manager  
Cathy Stacey, Register of Deeds  
Kate Magrath, HR Assistant Director  
Alison Kivikoski, HR Generalist

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

Commissioner Barrows called the meeting to order at 9:10 a.m.

- **9:00 a.m. Appointment with Salary Consultant Don Tyler**

Present: Commissioner Barrows, Commissioner Stritch, Judie Milner, Martha Roy, Mark Peirce, and Salary Consultant Don Tyler.

Salary Consultant Don Tyler distributed a report to the Board of Commissioners depicting market and economic trends and practices, along with an analysis of the current salary structure. Don Tyler highlighted changes in the market over the last six months and noted that many companies are slowing down and making changes. Don Tyler noted that he recommends a modest 1% increase to the plan. Commissioner Barrows noted she has been doing research and recommends a 2% to 3% increase based on her calculations. There was discussion of turnover being low and that all positions are 95% of market or higher. Commissioner Barrows highlighted the changes to the 2009 health insurance plan and her ideas for future plan changes.

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

##### **RFP Opening, Long Term Care Services**

- **Soft Drinks**

Commissioner Stritch opened proposals received from Seacoast Coca-Cola and Pepsi Cola.

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

- **Bread Products**

Commissioner Stritch opened proposals received from Fantini Baking Company, Lepage Bakeries Incorporated, George Weston Bakeries Incorporated, and Interstate Brand Companies.

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

##### **RFP Awards**

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

Moved: Commissioner Stritch to award the linen products proposal to McKennon Medical Supply, Star Silk and Woolen, and Textile Sales from December 1, 2008 to November 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.



- **Employee Dining Room Furniture, Long Term Care Services**

Moved: Commissioner Stritch to award the employee dining room furniture proposal to Directline Furnishings for \$13,140 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Restoration, Registry of Deeds**

Moved: Commissioner Stritch to award the restoration proposal to Joseph Marotti Company Incorporated for \$115,000 over a three year period as recommended by the Register of Deeds. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entries 8436, 8463, payroll warrants 103108, 1106st, 111408, 1114st, and accounts payable warrants T81133, T81134, T81174-T81178, T81241-T81245, T81266, T81309, T81310, T81322-T81359. Commissioner Barrows seconded the motion, voted all in favor,

- **Approval of Minutes: October 29, 2008, November 5 & 12, 2008**

Moved: Commissioner Stritch to approve the minutes of the October 29, 2008, November 5, 2008, and November 12, 2008 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows noted that she is taking a serious look at cost of living increases and its effect to the budget. Commissioner Barrows is again watching the conference and training line items and asked we try and save as much money as possible.

- **Digital Television Transition Update**

Jude Gates provided an update noting that an antenna vendor was found and solicited for updating the current system. Jude Gates has asked this vendor to update and repair the systems. Further, she noted that work is underway for converter boxes for older analog televisions.

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

- **Female Housing Contact with Strafford County Approval**

Moved: Commissioner Stritch to renew a female housing contract with Strafford County from September 1, 2008 to September 1, 2009 with all provisions to remain the same as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Change Order: Bell and Flynn, \$11,000**

Moved: Commissioner Stritch to approve a change order to Bell and Flynn for an additional \$11,000 bringing the total RFP award to \$266,400 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion.

Commissioner Barrows noted that she did not vote on the RFP award at a previous meeting as she has personal involvement with the owners of the company. She noted that since it was already voted she would be comfortable approving a change order based on the information received.

Motion passed all in favor.

- **Surplus Request**

Moved: Commissioner Stritch to declare warehouse items outlined in a matrix dated November 19, 2008 surplus and to be disposed of accordingly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa Young, Director**

Judie Milner provided deadline information on line item transfers and budget submissions. Further, the MUNIS system was discussed and updated on the work order module.

**Human Resources – Martha Roy, Director**

- **Exempt Status Follow Up**

Martha Roy noted that this issue is finalized at this point.

- **Wellness Raffle Gift Card Approval**

Moved: Commissioner Stritch to approve the distribution of \$100 gift cards via raffle selection to one participant per month, during 2008, and one 2008 participant \$250 gift card grand prize winner as recommended by the Wellness Committee. Commissioner Barrows seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Skilled Care Nursing Unit Program Approval**

Steve Woods noted he has met with Commissioner Pratt and the Finance Director.

Moved: Commissioner Stritch to approve the skilled care nursing unit program proposal as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion.

Commissioner Barrows noted she delayed the vote from the last meeting to ensure Commissioner Pratt had adequate time to receive additional information.

Motion passed all in favor.

- **Surplus Equipment Requests**

Moved: Commissioner Stritch to declare one Vail bed surplus and to be given to the Glen Cliff Home and one Vulcan flat head grill surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **2009 Rate Increases**

Steve Woods provided rate increase information noting percentage increases and explanations of the increases in the nursing home, assisted living, and adult medical day care program. Commissioner Barrows questioned the percentage increase for the nursing home. Steve Woods noted he researched the consumer price index and based the increase on the current index. Commissioner Barrows felt the rationale based on the consumer price index provides a proper explanation. Commissioner Barrows was concerned in the rate increases in the assisted living facility as she does not want residents leaving. Steve Woods noted that Nancy Lang is comfortable with these increases. Commissioner Barrows questioned if funds were available to offset transportation rates in adult medical day care. Steve Woods noted he was not sure if funds could be used in that way. Commissioner Barrows asked how many people used the transportation services. Steve Woods noted at last check it was 13 clients.

Moved: Commissioner Stritch to approve rate increases effective January 1, 2009 as outlined and recommended in the Long Term Care Services Director's memorandum dated November 17, 2008. Commissioner Barrows seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods asked if the Board of Commissioners were available on December 3<sup>rd</sup> for a conference call with the staff of Point Click Care Software. Commissioner Barrows wanted to remind Steve Woods to ensure the date works for Commissioner Pratt.

- **2008 Write Off Status Update**

Steve Woods noted three write offs were submitted to the Finance Office.

### **Sheriff – Dan Linehan, High Sheriff**

Mark Peirce noted that a previous grant awarded needed to be signed by the Chair and faxed again to the Department of Justice to ensure funds were released.

Commissioner Barrows noted that she wanted to commend Commissioner Pratt for her initiative on the discount prescription cards as she has received positive feedback.

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss pending legal litigation in long term care were Commissioner Barrows, Commissioner Stritch, James Reams, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss an exception request for a candidate to a nursing home position were Commissioner Barrows, Commissioner Stritch, Steve Woods, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for two applicants to the facility were Commissioner Barrows, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in the registry of deeds were Commissioner Barrows, Commissioner Stritch, Cathy Stacey, Martha Roy, Kate Magrath, Alison Kivikoski, 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**

- **12:00 p.m. – Planning for the future of the jail**

Present: Commissioner Barrows, Commissioner Stritch, Al Wright, Jude Gates, James Reams

Commissioner Barrows asked that Al Wright begin the discussion a further discussion at a later date with Commissioner Pratt. Al Wright noted he has concerns with inmate time in jail resulting in a higher population in the facility. Al Wright stated his purpose of this meeting is to be proactive in planning for an influx in population. Jim Reams noted that a high percentage of felonies come from out of state residents, which causes higher bail conditions, resulting in more pre-trial detainees. There was discussion of current cases and ideas for the future.

Commissioner Stritch feels there is no way to go around without adding on to the jail.

Commissioner Barrows disagreed with an addition noting more work is needed in mental and drug courts. There was discussion of court processing.

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

Moved: Commissioner Stritch to approve an exception request to personnel policy and procedure chapter 6-3 for hiring a candidate in the nursing home as recommend by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

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

**V. Adjournment**

Commissioner Stritch moved to adjourn at 12:13 p.m. Commissioner Barrows seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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



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

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

**November 26, 2008 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:13 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,241,183.72 for the period ending November 23, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:16 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

**December 3, 2008 – 10:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair

Commissioner Katharin K. Pratt, Vice Chair

Frank Stoughton, IT Manager

Judie Milner, Accounting Manager

Steve Woods, Long Term Care Director

Al Wright, Corrections Superintendent

Diane Gill, Human Services Director

Jude Gates, Director of Facilities

Claudia Boozer-Blasco, UNH Coop. Extension

Major Mark Peirce, Deputy Sheriff

Martha Roy, Human Resources Director

Kate Magrath, Assistant HR Director

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

Commissioner Barrows called the meeting to order at 9:08 a.m.

- **9:00 a.m. Appointment with Point Click Care Software**

**Present:** Commissioner Barrows, Commissioner Pratt, Judie Milner, Frank Stoughton, Mary Jane Toth, and Steve Woods.

A telephone conference call with Point Click Care Software Company was held to discuss outstanding issues with the software and its communication with the County financial system. Items such as communication with MUNIS and cash reporting was discussed and there was no determination of a timeframe by Point Click Care Software Company. Mary Jane Toth and Judie Milner discussed current processes. Commissioner Pratt noted that a Point Click Care salesman offered cash reporting during the sales process and noted it would be available. Grand Chang understands the frustration and agrees there was miscommunication between sales and development staff. It was noted that although the company would report back in a few weeks but cannot guarantee any sort of software changes before May of 2009.

Commissioner Barrows highly recommended that the staff of Point Click Care Software Company visit Rockingham County to physically see the operations and learn the process. Grand Chang thanked the offer for the visit but does understand the operations and does not feel a visit is necessary.

Commissioner Barrows commented that Rockingham County has been waiting patiently for nearly two years for issues to be resolved. She noted this has gotten the attention of the Board of Commissioners and frustration levels are high. Grand Chang did recognize the frustrations.

- **Tri Star Software Bill, Long Term Care Services**

Steve Woods explained to Commissioner Pratt the discussion at the last meeting and additional facts gathered after the meeting. Commissioner Barrows noted she delayed a vote for Commissioner Pratt to participate. Commissioner Barrows explained that at the last meeting she did not feel it should be paid and now the information has changed it should be partially paid. Commissioner Pratt expressed concern with these contracts and suggested an analysis of contracts to ensure they are legitimate and in place.

Steve Woods noted it was his professional opinion to pay the bill as services were used. The Commissioners agreed to pay the bills.

## II. RFP Opening

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

Commissioner Pratt opened proposals received from Interboro Packaging Corporation, Central Paper Products Company, and Geriatric Medical Supply.

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

## III. Public Hearing

Commissioner Barrows called the hearing to order at 10:17 a.m.

- **2009 Community Development Block Grant Submission, The Housing Partnership, Rye Airfield Senior Housing Development, \$500,000 for housing**

Donna Lane, Consultant and Marty Chapman, Housing Partnership, were in attendance to present the housing request for low income senior housing. Donna Lane highlighted the process and noted this is being processed through the county as it was not successful through Town of Rye funding. Marty Chapman presented a diagram showing the road and layout for homes along with the apartment floor plans.

Information packets were available to the public for review.

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 and housing rehabilitation projects, economic development projects, and emergency projects. Feasibility study funds are available for up to \$12,000 per year.

The purpose of this Community Development Block Grant funding request is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The majority of the funds, approximately \$475,000, will be subgranted to The Housing Partnership to finance a portion of the sitework related to the construction of the Rye Airfield Senior Housing Development, a new 22 unit housing development proposed off of Route 1 in Rye, New Hampshire.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage a balanced, diverse, safe and sanitary housing supply which meets the needs of all age and income groups in the region. (Short Term Goal)

Funding request: \$500,000

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

Commissioner Barrows opened the public hearing and Donna Lane explained the updated Housing and Community Development Plan and further said the project conforms with the County's goal of: Encourage a balanced, diverse, safe and sanitary housing supply which meets the needs of all age and income groups in the region. (Short Term Goal).

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

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 as recommended by CDBG Consultant Donna Lane. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Pratt to adopt the Residential Antidisplacement and Relocation Assistance Plan as presented by CDBG Consultant Donna Lane. 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.

#### **IV. Reports:**

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Pratt to approve and sign general ledger entry 8480, payroll warrants 1121st, 1127st, line item transfers for Long Term Care Services, County Attorney, Finance, UNH Cooperative Extension, Engineering and Maintenance, and accounts payable warrants T81179, T81180, T81246-T81269, T81359-T81418. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: November 19, 2008 and November 26, 2008**

Moved: Commissioner Pratt to approve the minutes of the November 19, 2008 and November 26, 2008 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows noted that the State of New Hampshire has cut out of state travel for conferences and recommends the same for the County. Commissioner Pratt wanted to make a distinct difference between training and conferences. Commissioner Pratt noted that some training requires travel for certifications and the like.

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

- **House Bill 755**

Al Wright noted that the Corrections Affiliate of the New Hampshire Association of Counties is proposing a draft agreement and noted that it is an issue as an unfunded mandate. Commissioner Barrows recommended this be addressed again when Commissioner Stritch is present.



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

- **Honeywell Energy Cost Avoidance Review, Audit Year 4 of 15 Report**

Commissioner Pratt noted the energy audit report from Honeywell for year four of analysis was in the packet and wondered the status. Jude Gates explained that the report is consistent with previous years and continuing to breakeven.

**Finance – Theresa Young, Director**

- **American Express Gift Cards**

Theresa Young noted that many gift cards remain and wanted to offer departments to use them before they expire with service fees. Commissioner Barrows thanked Theresa Young for the report on the cards and her financial management updates.

**Human Resources – Martha Roy, Director**

- **Wellness Consulting Services**

Martha Roy and Theresa Young highlighted information from the last Wellness Committee meeting.

Moved: Commissioner Pratt to approve wellness consulting services to Preventure for Generation 1 Wellness Programming Services and authorize the Chair to sign all necessary documents once negotiations are finalized as recommended by the Wellness Committee. Commissioner Barrows seconded the motion.

Commissioner Barrows asked for an estimated cost of the services. Martha Roy explained that Generation 1 is \$190,000 to \$197,000 but noted that there would be savings that exceed the cost in health increased costs, less absenteeism, and less workers compensation claims.

Commissioner Pratt noted this is a three phase program and long term it will help to curb the health cost increases. Commissioner Pratt noted this is part of a professional program.

Motion passed all in favor.

**Long Term Care Services – Steven Woods, Director**

- **Surplus Equipment Request**

Moved: Commissioner Pratt to declare a Minuteman Burnisher surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

**RFP Awards**

- **Soft Drinks, Long Term Care Services**

Moved: Commissioner Pratt to award the soft drink products proposal to Seacoast Coca-Cola from December 1, 2008 to November 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Pratt to award the bread products proposal to Freihofers Sales Company from December 1, 2008 to November 30, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Firewall Hardware, Information Technology/Telecommunications**

Moved: Commissioner Pratt to award the firewall hardware proposal to Mainstay Technology for \$6,255 and Carousel Industries for \$4,540 as recommended by the IT Manager. Commissioner Barrows seconded the motion, voted all in favor.

**V. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, 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 matter in corrections were Commissioner Barrows, Commissioner Pratt, Al Wright, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for two applicants to the facility were Commissioner Barrows, Commissioner Pratt, Steven Woods, 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 Waivers, Long Term Care Services**

Moved: Commissioner Pratt to approve two residency waivers to the facility as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Administrative Processing Discussion**

Commissioner Pratt requested a status update regarding administrative processing from the last meeting. Martha Roy felt this season that health insurance discussions went well together. Theresa Young agreed that the health insurance discussions were productive however it is not consistent. Theresa Young expressed her disappointment that she did not receive any information with the corrections personnel non public session and should have been contacted before Department of Labor was involved. Commissioner Barrows feels division director meetings should be reinstated for building communication lines with all directors. Commissioner Pratt suggested discussing at the next meeting the roles and responsibilities for each department and what is handled together. Commissioner Pratt believes there is a chronic lack of cooperation. Commissioner Barrows suggested finding the original job descriptions and comparing what yours jobs really are. Commissioner Barrows feels there are turf battles between the offices and a cooperative effort is not 100%. Commissioner Pratt feels time and money is wasted when the offices do not work together. Commissioner Barrows suggested that before the next meeting that both directors submit in advance the assignment for commonalities.

- **2009 Budget Review**

Commissioner Pratt requested an email be sent today gathering the missing pieces. Commissioner Barrows suggested that missing budget submissions should use last year's submission totals. Commissioner Pratt was frustrated that revenues for the nursing home have not been submitted. The Commissioners agreed to meet on December 8 and 9, 2008 to begin reviewing 2009 budget submissions by departments.

At 12:01 p.m. a brief recess was declared and was reconvened at 12:05 p.m. in the Staff Dining Room.

- **Discussion: New Hampshire Association of Counties**

Commissioner Barrows and Commissioner Pratt discussed the upcoming 2009 budget for the New Hampshire Association of Counties and value of the services received.


- **Discussion: Line Item Transfers**

Upon review of the line item transfers there were questions. Commissioner Pratt requested a further explanation of the County Attorney's request. Commissioner Barrows and Commissioner Pratt expressed concern with the salary transfer request from the nursing home to assisted living and requested historical information on the amount of transfers from 2006 to present.

**VI. Adjournment**

Commissioner Pratt moved to adjourn at 1:13 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

**December 8, 2008 – 10:00 a.m.**

*Present:*

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

Steve Woods, Long Term Care Director  
Mary Jane Toth, Fiscal Assistant Director  
Theresa Young, Finance Director  
Cathy Stacey, Register of Deeds

**I. Call to Order**

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

**II. Budget Work Sessions**

• **Long Term Care Services**

Steve Woods and Mary Jane Toth reviewed the proposed 2009 budget and noted changes and additional requests. Commissioner Barrows expressed concern with the conference and training expenses and believes \$5,000 is more than sufficient. There was discussion of an overall county wide review of conference and training funds spent in 2008 and requested for 2009. Food calculations and allocations were discussed and agreed this would be reviewed for accuracy. Commissioner Pratt noted that food served to staff needs to be considered as part of the wellness program. Theresa Young reminded that equipment could be leased through the master lease program. The dental program proposal was discussed including ways to receive donated equipment. Equipment increases in environmental services were discussed and reviewed. The medical day care center was reviewed and Steve Woods noted the service days are increasing. The assisted living request for a van was reviewed and the usage of nursing home vans was discussed. Position issues were discussed and administrative pool staffing would be shifting to accommodate a dietary and medical records request. The Commissioners discussed conference and training line in the budget and the majority agreed to reduce the line to \$7,250 with additional information to be submitted.

• **Register of Deeds**

Cathy Stacey presented the proposed 2009 budget for the department. Commissioner Barrows asked if the conference and training line item could be reduced. Cathy Stacey noted that she will be attending an out of state conference in Washington, DC. Commissioner Barrows is requesting no out of state travel to the Delegation. Cathy Stacey explained that historically she reduced her budget annually and provides surcharge revenue to offset the impact.

Commissioner Pratt wanted to have a discussion with Cathy Stacey about the Commissioners thoughts of leaving the New Hampshire Association of Counties. Commissioner Pratt noted that dues are part of paying for services and not receiving the necessary representation.

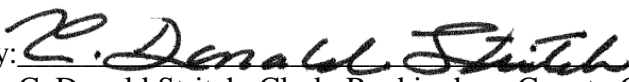
Cathy Stacey discussed the revenues and was concerned with the economy and is considering a 10% reduction in the 2008 surcharge revenues. Cathy Stacey noted that foreclosures and slow sales reduce the revenues.

Theresa Young presented the outstanding line item transfer requests from the last meeting. There was discussion of the unsigned request of the County Attorney.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 12:11 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

**December 9, 2008 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Al Wright, Corrections Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Ann Marie Nelson, Corrections Admin. Asst.
Commissioner C. Donald Stritch, Clerk	Louise Turner, Corrections Office Admin.
Theresa Young, Finance Director	Betsy Sanders, UNH Advisory Council
Diane Gill, Human Services Director	Claudia Boozer-Blasco, UNH Coop. Ext.

**I. Call to Order**

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

**II. Budget Work Sessions**

• **Human Services**

Diane Gill presented the proposed 2009 budget for the department. There was discussion of the state budget cuts and the uncertainties of payments that affect the county budget. Commissioner Pratt asked that any decision is postponed until the end in order to analyze the total budget bottom line. There was discussion of the dues and the New Hampshire Association of Counties dues were to remain in the budget.

• **Corrections**

Al Wright presented the proposed 2009 budget for the department. Commissioner Pratt questioned the medical care line and noted that the percentage spent was 53%. Al Wright noted that billing is behind and expects this to be spent by the end of the year. Commissioner Pratt questioned the communications and equipment line items and reminded that operating expenses were asked to a 0% increase. The \$40,000 food tray purchasing was discussed and both Commissioner Pratt and Commissioner Barrows requested that only half be replaced for 2009. Commissioner Barrows reviewed the publications and conference lines to see where reductions could be made. There was a review of lines under spent and Commissioner Barrows recommending cutting back. Commissioner Pratt questioned the revenues and questioned the decreases. There was discussion of the additional positions requests and the implications to the budget. One position for a new Star Program was discussed including program expenses. The Chaplain contract was discussed and noted that contractor status was reviewed.

• **UNH Cooperative Extension**

Claudia Boozer-Blasco introduced Betsy Saunders as a member of the UNH Advisory Council. Commissioner Barrows questioned the communications line. Commissioner Pratt asked how much the video conferencing system is used. Claudia indicated that staff is using the system and it does save in travel expenses. Commissioner Pratt asked for written statistics that depict the cost savings in travel. Commissioner Barrows questioned the conference and training line item. Claudia indicated that both trainings and conferences are important for networking and awareness. Commissioner Barrows indicated that conferences are a benefit however tough economic times require changes. Commissioner Pratt requested a breakdown of 2009 conference and training requests. There was discussion of continuing education units and who pays for employees' education commitments.

- **Finance**

Theresa Young presented the proposed 2009 budget for the department. Commissioner Barrows questioned the number of staff in the finance office. Theresa Young explained the need of the on-call staff to offset the exempt staff hours. There was discussion of professional staff and the county wide cost savings that are not seen in the budget. Commissioner Barrows questioned the conference and training line item. Theresa Young explained the major cost of the line item was for in-house financial package training. Commissioner Barrows requested a total breakdown of the conference and training line item. There was discussion of the audit services and planning for future services.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 1:27 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

**December 10, 2008 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:18 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,440,518.66 for the period ending December 7, 2008. Commissioner Barrows seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:20 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  
Brentwood, New Hampshire

**December 16, 2008 – 12:00 p.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Martha Roy, Human Resources Director
Commissioner Katharin K. Pratt, Vice Chair	Kate Magrath, HR Assistant Director
Theresa Young, Finance Director	Cathy Stacey, Register of Deeds
High Sheriff Dan Linehan	Jude Gates, Director of Facilities
Major Mark Peirce, Deputy Sheriff	Frank Stoughton, IT Manager
Christine Croto, Sheriff's Office	Judie Milner, Accounting Manager

**I. Call to Order**

Commissioner Barrows called the meeting to order at 12:08 p.m.

**II. Budget Work Sessions**

• **Sheriff**

High Sheriff Dan Linehan presented the 2009 proposed budget and was pleased to report an operating budget reduction and an increase to revenues. Commissioner Barrows explained her goal in reducing conference and trainings for 2009. There was discussion of the proposed 2009 conference and training line item. Prisoner transportation was discussed and the associated costs and requirements for the service.

Cathy Stacey spoke to the Board of Commissioners regarding the status of the closed courthouse and alternative accommodations.

• **Human Resources**

Martha Roy presented the 2009 proposed budget and noted descriptions in the information submitted. Commissioner Pratt asked for clarification of pool staffing. Martha Roy highlighted the hours used from 2005 to present. Theresa Young noted the difference between budgeted hours and actual hours used. There was discussion of staffing in Human Resources and in Finance. Commissioner Barrows suggested reporting back on cross-training as they occur. Commissioner Pratt inquired about the conference and training line item. Martha Roy presented a detailed conference and training document to accompany the 2009 proposal. Commissioner Barrows inquired about the use of the tuition reimbursement program. Martha Roy noted that the employee would need to pay for the course upfront. Commissioner Barrows questioned the difference between a Master Degree program in Human Resources and nursing degree "ceu's" to be paid by the employee. Commissioner Barrows expressed concern with the lack of consistency between departments. Commissioner Pratt asked for an analysis of what could be covered for training if the line was level funded.

Martha Roy presented a county-wide training document to accompany the 2009 proposal and detailed the training courses. Commissioner Pratt suggested that the training be done in-house by internal human resources staff. There was discussion of alternatives to save on the cost of county-wide training.

Commissioner Barrows requested further information of the Munis training in the 2009 proposal. There was discussion of the Finance Office conference and training line and the number of

people attending. Theresa Young noted that when more than one employee attends the same training it is generally because multiple sessions occur at the same time. Theresa Young highlighted the need for the Munis training and explained the complexities of the system conversion.

Commissioner Barrows asked for level funding of conference and training in the Finance Office and report back. Theresa Young noted the return on investment of the training.

Martha Roy presented the 2009 proposed publications line. Commissioner Pratt suggested analyzing the number of subscriptions of the New Hampshire Revised Statutes Annotated.

- **Information Technology**

Commissioner Pratt asked for clarification on line items that increased. Frank Stoughton explained the service contract line was increased as some new technology has not been covered for maintenance coverage for updates and enhanced security. There was discussion of new technologies to support programs. Commissioner Pratt asked for a report back on technical support costs over the years. Commissioner Barrows noted the county training line was level funded and questioned expansion of the trainer to alleviate outside training needs. Frank Stoughton explained his expertise is in software training. Commissioner Pratt questioned the number of people trained in 2008. Frank Stoughton noted he could report back on the number of attendees to training. Commissioner Barrows questioned the need of paying for staying updated in technologies. Frank Stoughton noted he uses his technology network of peers.

- **Engineering and Maintenance Services**

Commissioner Barrows questioned the cost of conference and training for a department of that size. Jude Gates noted that technicians training is low cost and state sponsored. There was discussion of the fuel costs and the concern of the rates versus the economic decline in fuel rates. Jude Gates suggested reducing the electricity costs as the increase will be lower than originally estimated.

- **Projects**

Jude Gates presented the proposed 2009 projects. Commissioner Pratt questioned the high project costs. Jude Gates noted that \$300,000 of the project is attributed to the long term planning of the steam piping. Commissioner Pratt noted the Finance Office recommendation is to level fund the projects and the remaining amount to be funded from the Capital Fund. The Commissioners concurred to the dental room renovation to the projects list. Commissioner Pratt requested reporting ongoing projects and a highlight of projects over the year.

Moved: Commissioner Pratt to approve capital improvements and non-routine maintenance of \$1,114,650. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Pratt asked Frank Stoughton to reduce the IT budget to level fund from last year.

### **III. Adjournment**

Commissioner Pratt moved to adjourn at 3:09 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

**December 17, 2008 – 12:00 p.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Theresa Young, Finance Director  
Claudia Boozer-Blasco, UNH Coop. Ext.

Major Mark Peirce, Deputy Sheriff  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Al Wright, Corrections Superintendent  
Steve Woods, Long Term Care Director

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

Commissioner Pratt called the meeting to order at 10:13 a.m.

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

##### **RFP Openings**

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

Commissioner Pratt opened proposals received from McKesson Medical and Surgical Supply, Geriatric Medical Supply, Central Paper Products Company, and Portsmouth Paper Company.

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

- **Electrical Preventative Maintenance & Testing, Engineering & Maintenance**

Commissioner Pratt opened a proposal received from American Electrical Testing Company.

Moved: Commissioner Pratt 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.

##### **RFP Award**

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

Moved: Commissioner Pratt to award paper products proposals from January 1, 2009 to June 30, 2009 to Central Paper Products Company, Geriatric Medical, and Interboro Packaging in Long Term Care and Central Paper Products Company and Interboro Packaging in Corrections as recommended by the Corrections Superintendent and Long Term Care Services Director.

Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Pratt to award the mental health services proposal to Generations Geriatric Mental Health Services from February 1, 2009 to January 31, 2011 for \$9,600 annually as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Pratt to approve and sign general ledger entries 8498-8500, payroll warrants 1205st, 1211st, 121608, and accounts payable warrants T81250, T81262, T81263, T81270, T81271, T81311-T81315, T81360, T81405-T81460. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: December 3, 8, 9, 10, 2008**

Moved: Commissioner Pratt to approve the minutes of the December 3, 8, 9, 10, 2008 Board of Commissioners meeting. Commissioner Barrows seconded the motion, voted all in favor.

- **Administrative Processing Discussion**

Commissioner Pratt noted this discussion would be deferred to the next meeting.

**Finance – Theresa Young, Director**

- **Holiday Consideration**

There was discussion between the Board of Commissioners regarding a holiday payment of thanks. Commissioner Barrows thought the payment would be next week before Christmas. Theresa Young noted that from the last conversation she thought it was being delayed until January. The Commissioners agreed to send the annual letter to employees with the next checks noting the payment will be in January.

Moved: Commissioner Pratt that all active current employees, including on-call, temporary county employees, and per diems shall receive \$25 after taxes along with personnel out on short term disability or workers compensation coverage throughout all departments similar to payments last year. Commissioner Barrows seconded the motion, voted all in favor.

**Human Resources – Martha Roy, Director**

- **Employees at Courthouse Administrative Pay**

Moved: Commissioner Pratt to authorize administrative pay for all courthouse county employees as applicable from Monday, December 15, 2008 through Tuesday, December 16, 2008 as recommended by the Finance and Human Resources Directors. Commissioner Barrows seconded the motion, voted all in favor.

**Long Term Care Services – Steven Woods, Director**

- **2007 Management Comments Follow Up**

Steve Woods noted he worked with Theresa Young yesterday to follow up on the 2007 Management Comments. He explained that these issues are in process and write-offs were submitted.

- **RFP Award Extension, Mental Health Services**

Moved: Commissioner Pratt to extend the current mental health services award with Specialized Healthcare Services through January 31, 2009 with all terms and conditions to remain the same as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Point Click Care Software Update**

Steve Woods noted that the Point Click Care Software Company is ready to meet with the Board of Commissioners on January 14, 2009. He explained that it was delayed from this meeting as a critical contact from the company was on vacation.

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal filing in corrections were Commissioner Barrows, Commissioner Pratt, Al Wright, Martha Roy, Kate Magrath, 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, Steve Woods, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel transfer for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Steve Woods, Martha Roy, Kate Magrath, Theresa Young, and Chris Maxwell.

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

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

Moved: Commissioner Pratt to approve an exception request for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Pratt moved to adjourn at 12:13 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 Strich, Clerk, Rockingham County Commissioner



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

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

**December 24, 2008 – 8:30 a.m.**

Present (via telephone):

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair

**I. Call to Order**

Commissioner Barrows called the meeting to order at 8:30 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Barrows to approve total payroll expense of \$1,256,539.13 for the period ending December 21, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Barrows moved to adjourn at 8:36 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

**December 31, 2008 – 9:00 a.m.**

#### ***Present:***

Commissioner Maureen Barrows, Chair

Commissioner Katharin K. Pratt, Vice Chair

Commissioner C. Donald Stritch, Clerk

James Reams, County Attorney

Tom Reid, Deputy County Attorney

Theresa Young, Finance Director

Martha Roy, Human Resources Director

Jude Gates, Director of Facilities

Frank Stoughton, IT Manager

Steve Woods, Long Term Care Director

Al Wright, Corrections Superintendent

Major Mark Peirce, Deputy Sheriff

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

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

#### **II. Budget Review – County Attorney**

Commissioner Barrows explained that she is asking departments to reduce conference and training expenses. Jim Reams noted that each attorney is required to complete education as required by the New Hampshire Supreme Court. Commissioner Barrows asked why attorneys have their credits paid and nurses do not. Jim Reams explained that all law firms pay for attorney training. Commissioner Barrows asked how the state will handle credits with the no out of state travel restrictions. Jim Reams stated he was not aware how the state plans to deal with the restrictions. Jim Reams noted that he does have training for all attorneys on site as applicable. There was discussion of how to reduce expenses versus requirements by law. Tom Reid said the office will work to make creative changes to save on trainings. Jim Reams stated he cannot commit to out of state training restrictions due to certifications. Commissioner Barrows requested no overnight out of state travel. There was no confirmation by the County Attorney on this matter.

The Commissioners briefly reviewed other budget lines noting potential savings in software licensing.

#### **III. Reports:**

##### **Request For Information Opening: Elderly Housing**

Commissioner Stritch opened information submissions received from The Housing Partnership, Southern New Hampshire Services, Warren Street Architects, and Avesta Housing.

##### **RFP Award: Underpad Products, Long Term Care Services**

Moved: Commissioner Stritch to award underpad products to McKesson Medical Surgical Supply from January 1, 2009 to December 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Stritch to approve and sign general ledger entry 8521, payroll warrants 1218st, 1225st, and accounts payable warrants 81273-81275, 81316-81320, 81387, 81388, 81413-81511. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes: December 16, 17, and 24, 2008**

Moved: Commissioner Stritch to approve the minutes of the December 16, 17, and 24, 2008 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows suggested that all trainings be conducted before December to ensure that operations run accordingly.

- **Administrative Processing Discussion (Commissioner Pratt)**

Commissioner Barrows noted that this is a request of Commissioner Pratt however she is aware of the ongoing process. Commissioner Barrows suggested a review of the roles and responsibilities between the Human Resources Director and Finance Director. Commissioner Barrows welcomed suggestions from the group to increase efficiencies in county operations. Commissioner Barrows announced the departure of Judie Milner and wished her well.

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

- **Department of Education Discussion**

Al Wright noted that all county superintendents were asked to sign an agreement to provide special education to inmates. He expressed concern with the reference of RSA 186C:5 but otherwise provide these services as applicable. Commissioner Barrows directed the Superintendent to bring the finalized agreement to the Board of Commissioners and it will be considered at that time.

Commissioner Pratt arrived at 10:29 a.m.

- **Female Prisoner Housing Agreement with Hillsborough County**

Moved: Commissioner Stritch to approve a Female Prisoner Housing Agreement with Hillsborough County for services from December 2, 2008 to December 1, 2009 at a daily rate of \$67.20 and authorize the Chair to sign the agreement as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

### **County Attorney – James Reams**

- **Bid Waiver: Professional Image Filing Technologies, \$5,495**

Moved: Commissioner Stritch to authorize a bid waiver to Professional Image Filing Technologies for \$5,495 as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Line Item Transfers**

Jude Gates explained that generator expense lines were over expended due to daily refueling for the generators during the recent storm power outage. Theresa Young suggested notifying the Delegation regarding this emergency payment.

- **Change Order: JWC Environmental, \$224.85**

Moved: Commissioner Stritch to approve a change order to JWC Environmental for \$224.85 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Change Order: Stonehill Environmental, \$637.84**

Moved: Commissioner Stritch to approve a change order to Stonehill Environmental for \$637.84 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.



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

- **Approval of Operating Lease Agreement**

Moved: Commissioner Stritch to approve an operating lease agreement with Creative Print Products from September 4, 2008 to October 4, 2011 for \$135.00 monthly and authorize the Chair to sign the agreement as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young requested another meeting to determine salary and benefits. The Commissioners agreed to meet Monday, January 5, 2009 and final review on January 12, 2009.

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

- **Union Long Term Disability Discussion**

Martha Roy explained that union personnel did not receive the appropriate time for reviewing and signing up for long term disability benefits.

Moved: Commissioner Stritch to approve an extension of open enrollment date for eight Corrections Officers for Long Term Disability applications as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

## **Sheriff – Dan Linehan, High Sheriff**

- **Approval of Grant Submission: Department of Safety, Communications Interoperability Grant, \$8,096.00**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Department of Safety for a fiscal year 2008 Interoperable Emergency Communications Grant for \$8,096.00 and authorize the Chair to sign the application as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment outlined in Major Peirce's email dated December 17, 2008 surplus and to be offered to employees, then local schools, and the remainder to be disposed of accordingly as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal filing in the sheriff's office were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Tom Reid, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for county attorney personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Reid, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a previously approved personnel exception request for county attorney personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Reid, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel matter in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Tom Reid, Martha Roy, Theresa Young, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss a residency waiver for an applicant to the facility were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a transferring employee to the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

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

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

Moved: Commissioner Stritch to approve a payment of \$350.00 to settle a legal claim with a release document to be signed and to be paid out of the insurance line as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request to open enrollment for three county attorney employees as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Administrative Assistant Job Description, Long Term Care Services**

Moved: Commissioner Stritch to approve an Administrative Assistant job description reporting to the Long Term Care Services Director effective December 31, 2008 as presented and recommended by the Human Resources Director. Further, to increase funding in the salary line of Long Term Care Services administration to accommodate the position. Commissioner Pratt seconded the motion.

Commissioner Pratt noted that when this position was originally requested by Steve Woods it was to be per diem. Commissioner Barrows disagreed and stated the registry of deeds position would transfer to the nursing home. Commissioner Pratt disagreed noting that the position in registry of deeds was eliminated and the employee could fill a per diem opening. There was discussion of opening positions in Long Term Care that are funded and unfunded. Commissioner Pratt expressed concern with the staffing pattern and no employee reductions as beds were reduced for the assisted living facility.

Motion passed 2-1.

- **Payroll Change Notices**

Moved: Commissioner Stritch to approve payroll change notices for two division directors due to annual evaluations. Commissioner Pratt seconded the motion. Motion passed with Commissioner Pratt abstained.


- **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,256,539.13 for the period ending December 21, 2008. Commissioner Pratt seconded the motion, voted all in favor.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 11:51 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