



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

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

**January 4, 2012 – 9:30 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Martha Roy, Human Resources Director
Commissioner Katharin K. Pratt, Vice Chair	Register of Deeds Cathy Stacey
Commissioner C. Donald Stritch, Clerk	Steve Woods, Long Term Care Director
Theresa Young, Finance Director	Kate Magrath, HR Assistant Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:40 a.m.

**II. New Business**

• **2012 Budget Review**

○ **Contingent Grants & General Government**

Theresa Young highlighted the changes from previous meetings in the budget summary spreadsheet and noting open list items.

Theresa Young explained that Contingent Grant funding has obligations of \$1,600,000 from previously approved grants and unanticipated opportunities. Theresa Young reminded that in 2011 the funding was lowered due to the increase in total appropriations to the bottom line. Discussion ensued about funding opportunities for community development block grants. Commissioner Barrows disagreed with the funding of \$1,000,000 for new grants and Commissioner Pratt and Commissioner Stritch agreed to fund the \$1,000,000.

Theresa Young noted general government changes including audit fees, retiree fees, interest rates, along with courthouse lease and related items. Discussion ensued about line items and anticipations for 2012. It was noted that courthouse lease to accommodate the county paying the toiletries and cleaning vendor and would be paid out of the courthouse lease line in general government.

Discussion ensued about the legal line funding including upcoming 2012 labor relations costs and forecasting expenses.

Discussion ensued about the budgeting method for health insurance per position noting that corrections and sheriff would increase and other departments decrease based on actual expenses. Theresa Young said this new method would save approximately \$400,000 based on the majority being on the 2012 health insurance plan. The Commissioners concurred to the proposal presented for health insurance per position funding.

○ **Open List Items**

Theresa Young presented the outstanding open list items. Theresa Young noted the inmate labor concern should result in leaving the open positions open to ensure a resolution is available. The Commissioners agreed to leave the plan in place.

Martha Roy asked for longevity payments to remain at 2011 levels. Commissioner Barrows recommending changing the longevity payments for new employees only and paying current employees at the 2011 level. The Commissioners agreed to full funding longevity at 2011 levels.

Theresa Young said that compensated absences rules need to be addressed for 2012. Discussion ensued about the fund being depleted in three years and thereafter the general fund is used for compensated absences. Theresa Young noted that the depletion could be six years out based on definitions of the fund. Theresa Young suggested a resolution would authorize moving funds within the departments as done with health. Discussion ensued about short term disability forecasting and policy changes that could affect funding.

Theresa Young noted that sick pool changes proposed by Human Resources need more work and that Finance and Human Resources are working on it

Moved: Commissioner Stritch to approve 2012 buyout payments at 2011 rates and policies as recommended by the Human Resources and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Barrows to approve 100% benefit funding for furloughed staff in human services and cooperative extension in 2012. Commissioner Stritch seconded the motion. Motion passed 2-1.

Moved: Commissioner Stritch to add an additional \$19,436 in funding for an additional pay period of severance ward aide payments. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young noted that the nursing home loss document for 2010 was a \$9,600,000 loss and for 2011 it could be \$9,300,000. Theresa Young said if a business study is ordered it would be paid out of the audit fees line in general government. Discussion ensued about an audit study in the nursing home and overall business offices that may overlap. Commissioner Barrows and Commissioner Pratt agreed to fund \$30,000 for an audit study. Commissioner Stritch was opposed.

Theresa Young asked about budgeting staff appropriately from the nursing home to assisted living to adult medical for Genesis contract costs.

Discussion ensued about positions not being filled in 2012 and the funding. The Commissioners agreed to the following:

- Laundry Aide, \$1, no benefits
- Dietary Aide, \$1, no benefits
- Activities Aide, eliminate
- Nursing supervisor, \$1, no benefits
- 19 Ward Aide positions filled, revisit in April after elimination
- 5 Ward Aide positions vacant, eliminate

Steve Woods noted his 2012 staffing proposal also included the elimination of one (1) part time Account Clerk position in long term care administration. Commissioner Barrows said with a performance audit under consideration that the position should be revisited based on the auditor recommendation.

Moved: Commissioner Stritch to eliminate Account Clerk position PT-NPT-01AC effective April 1, 2012. Commissioner Pratt seconded the motion. Motion passed with Commissioner Barrows abstained for the vote due to a personal involvement.

Moved: Commissioner Stritch to approve the layoff of one Legal Assistant (Records Management) position in the County Attorney's Office at the Rockingham County Superior Court location due to lack of funding effective December 31, 2011. Notice was provided to the Board by the County Attorney in September and at the County Attorney budget meeting December 19, 2011. This eliminates the position and all funding in 2012. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a delegation office employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend a vote taken at the December 28, 2011 Board of Commissioners meeting to overtime after 8.25 hours in a day for Sergeants and Corporals in Corrections as recommended by the Corrections Superintendent and Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve excess workers compensation insurance to Safety National Insurance Company in the amount of \$56,036 for 2012 and authorize the Chair to sign all necessary documents as recommended by the Finance Director and Insurance Consultant. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve total payroll expense of \$1,357,609.43 for the period ending January 1, 2012. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 11:22 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 10, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Martha Roy, Human Resources Director  
Register of Deeds Cathy Stacey  
Steve Woods, Long Term Care Director

Kate Magrath, HR Assistant Director  
High Sheriff Michael Downing  
Fred Borman, UNH Cooperative Ext.  
Diane Gill, Human Services Director  
Steve Church, Corrections Superintendent  
Karen Senecal, Attorney Office Manager  
Martha Breen, Sheriff's Executive Assistant  
Jude Gates, Director of Facilities

**I. Call to Order**

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

**II. New Business**

• **2012 Budget Review**

Theresa Young noted the draft 2012 budget presented reflects a 3% tax increase using \$3.7 million in fund balance to reduce the increase. Theresa Young noted that \$402,000 of fund balance was used for compensated absences, changes to health insurance per department are reflected, and the compensated absences liability does not include all retirements and will be adjusted today.

Commissioner Pratt noted that the largest department, Long Term Care Services, reduced their budget by 3% and made difficult decisions to achieve the reduction. Commissioner Pratt noted previous discussions by some people questioning running a nursing home.

Theresa Young presented the 2012 proposed position changes revised 1/4/2012.

Moved: Commissioner Pratt to approve the 2012 proposed position savings as revised 1/4/2012 spreadsheet as outlined and presented by the Finance Director. Commissioner Stritch seconded the motion, voted all in favor.

• **Open Items List**

Theresa Young noted the current encumbrances and reserves are included in the draft 2012 budget proposal.

The Commissioners concurred to \$7,500 funding for tuition reimbursement.

Theresa Young noted the budget reflects no salary increases for non-union employees.

Theresa Young noted that Finance and Human Resources will present sick pool recommendations at tomorrow's meeting.

Theresa Young presented a draft 2012 compensated absences overview and funding strategy. Theresa Young noted that short term disability line will be in each budget.

Theresa Young said that the workforce system costs are paid out of the finance budget and that an additional \$14,000 in the software line is needed to accommodate enhancement requests from the departments. Discussion ensued about the enhancements.

Moved: Commissioner Pratt to add an additional \$14,000 to the finance budget in the software line for workforce enhancements to include pay codes for FMLA tracking, notes on employees time sheets each entry each day for time sheets as requested by the County Attorney, and unpaid time management. Commissioner Stritch seconded the motion. **Motion failed to pass, 1-2.**

Discussion ensued regarding the day reporting and transport proposals in place. Commissioner Pratt expressed concern regarding not separating out a new program for tracking as has been past practice.

Theresa Young asked the departments to review the budget lines to ensure accuracy.

Theresa Young asked for line item transfer clarification on the total amount. Commissioner Barrows and Commissioner Pratt asked for the \$1,000 total to remain.

Commissioner Pratt asked for reconsideration from the Long Term Care Services Director on revenues and expenses such as a new copier in nursing administration.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 11:01 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

**January 11, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Kate Magrath, HR Assistant Director  
Martha Roy, Human Resources Director  
Diane Gill, Human Services Director  
Steve Church, Corrections Superintendent

Theresa Young, Finance Director  
Jude Gates, Director of Facilities  
Martha Breen, Sheriff's Executive Assistant  
Register of Deeds Cathy Stacey  
County Attorney James Reams  
Karen Senecal, Attorney Office Manager  
Fred Borman, UNH Cooperative Extension  
Frank Stoughton, IT Manager

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:09 a.m.

**II. Community Development Block Grant Public Hearings**

Commissioner Barrows noted the public hearings are relative to Community Development Block Grant progress updates.

**1. A progress update on the Cross Roads House Family Building Renovation Project in Portsmouth, New Hampshire**

Commissioner Barrows opened the public hearing and asked Donna Lane to provide a progress update. Donna Lane explained that the Cross Roads House family building renovation is complete and the building is in use.

Commissioner Barrows asked for public comments.

With no questions Commissioner Barrows closed the public hearing.

**2. A progress update on Meeting Place II, affordable senior housing in Exeter, New Hampshire**

Commissioner Barrows opened the public hearing and asked Donna Lane to provide a progress update. Donna Lane explained that the Meeting Pace II affordable senior housing site broke ground two weeks ago and it is anticipated to be completed this summer.

Commissioner Barrows asked for public comments.

With no questions Commissioner Barrows closed the public hearing.

**3. A progress update on the Fishing Permits revolving loan fund, via Coastal Economic Development Corporation**

Commissioner Barrows opened the public hearing and asked Donna Lane to provide a progress update. Donna Lane explained the Fishing Permits revolving loan fund through Coastal Economic Development Corporation has drawn the funds. Donna Lane said that two fishing permits will use the majority of the funds in Sector 11, which is in Rockingham County.

Two permits will use the majority of the funds in sector 11 which is Rockingham County.

Commissioner Barrows asked for public comments.

With no questions Commissioner Barrows closed the public hearing.

Donna Lane left the meeting at 10:15 a.m.

### **III. Reports:**

#### **RFP Award**

- **Laboratory Services, Long Term Care Services**

Moved: Commissioner Stritch to award the laboratory services proposal to Elliot Hospital from January 1, 2012 to December 30, 2014 for a total amount not to exceed \$150,000 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director.

Commissioner Barrows asked about actual costs of laboratory services in 2011. Discussion ensued and final clarification of \$150,000 total for the three year term.

Motion passed all in favor.

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

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

Moved: Commissioner Stritch to approve and sign 2011 accounts payable batches 876, 885, 889, 890, 892, 893, 895, 896, 904, 906 totaling \$195,268.71, accounts payable batch 907 totaling \$7,658.78, general ledger GL11566 totaling \$275.00, payroll warrant 1229sd totaling \$6,456.30, accounts payable wire payment T111111 totaling \$8,036.30, for a grand total of \$210,102.31; 2012 accounts payable batches 886, 903 totaling \$4,699.64, accounts payable batch 908 totaling \$3,653.50, payroll warrant 0105sd totaling \$43,664.12, accounts payable wire payment T120016 totaling \$23,411.64, for a grand total of \$75,428.90. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **County Attorney, Line Item Transfer totaling \$6,600 and \$4,000**

Moved: Commissioner Stritch to approve a line item transfer totaling \$6,600 and \$4,000 for the County Attorney's Office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Sheriff, Line Item Transfer totaling \$2,500**

Moved: Commissioner Stritch to approve a line item transfer totaling \$2,500 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Sheriff, Line Item Transfer totaling \$31,000**

Moved: Commissioner Stritch to approve a line item transfer totaling \$31,000 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Sheriff, Line Item Transfer totaling \$4,621**

Moved: Commissioner Stritch to approve a line item transfer totaling \$4,621 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Register of Deeds, Line Item Transfer totaling \$2,500**

Moved: Commissioner Stritch to approve a line item transfer totaling \$2,500 for the Registry of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Engineering and Maintenance, Line Item Transfer totaling \$5,999**

Moved: Commissioner Stritch to approve a line item transfer totaling \$5,999 for Engineering and Maintenance Services. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Engineering and Maintenance, Line Item Transfer totaling \$20,400**

Moved: Commissioner Stritch to approve a line item transfer totaling \$20,400 for Engineering and Maintenance Services. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Corrections, Line Item Transfer totaling \$44,000**

Moved: Commissioner Stritch to approve a line item transfer totaling \$44,000 for the Department of Corrections. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Long Term Care Services, Line Item Transfer totaling \$140,500**

Moved: Commissioner Stritch to approve a line item transfer totaling \$140,500 for Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Long Term Care Services, Line Item Transfer totaling \$7,600**

Moved: Commissioner Stritch to approve a line item transfer totaling \$7,600 for Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the December 13, 14, 15, 19, 21, 28, 29, 2011 and January 4, 10, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed two conference and training informational submissions.

• **Position Posting Information**

Commissioner Barrows reviewed one position posting for the sheriff's office.

**County Attorney – James M. Reams**

Discussion ensued about the lack of planning for emergency judges to alleviate county expenses in the new Circuit Court System of New Hampshire.

**Finance – Theresa M. Young, Director**

• **Bid Waiver: Tyler Technologies ASP Renewal**

Theresa Young presented a 3 year and 1 year bid waiver request noting that the three year proposal is recommended to ensure future year increases are alleviated. Commissioner Barrows asked about alternatives to the MUNIS system and asked that the financial system be put out to bid. Theresa Young said there is no reason to change systems and that any request for proposals could not be ready before July. Theresa Young said that if the administration of the system was transferred in house that costs would be in excess of \$160,000. Discussion ensued about the administration of the services.

Frank Stoughton said that technical support contracts are standard for large programs such as MUNIS. Frank Stoughton recommends the services in place with hosting through Tyler Technologies.

Discussion ensued about the previous bidding on these services and what other counties are using.

Moved: Commissioner Stritch to approve a bid waiver to Tyler Technologies in amount of \$332,460 for MUNIS ASP Services from January 1, 2012 to December 31, 2014 and authorize the Chair to sign the Amendment agreement as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Voted 2-1 and failed to pass as bid waivers require a unanimous vote.



Discussion ensued regarding the bidding process and the current status with Tyler Technologies.

Moved: Commissioner Stritch to extend the current agreement with Tyler Technologies until April 1, 2012 for \$36,940. Commissioner Pratt seconded the motion, voted all in favor.

- **Write Off Approvals**

Moved: Commissioner Stritch to approve general fund receivable write offs totaling \$112,303.32 from Long Term Care, \$1,121 from Register of Deeds contingent on review with the Finance Office, and \$339.20 from Corrections as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Theresa Young highlighted the write off amounts for each department. Cathy Stacey expressed concern with the total for Register of Deeds. Discussion ensued and it was agreed that the approval is contingent on review with the Register of Deeds and Finance Director.

Motion passed all in favor.

Commissioner Pratt asked about the short term disability expenses for 2011 claim administration. Discussion ensued about administration services for 2011 short term disability claims continuing to 2012. Theresa Young suggested the amount should be \$1 per employee for 10 employees per month.

Theresa Young noted that clarification is needed on the County Attorney eliminated position versus unfilled and recommends funding benefits. It was agreed to not fund the position but leave the position on the position listing.

Moved: Commissioner Stritch to amend a vote taken at the January 4, 2012 Board of Commissioners meeting to strike “this eliminates the position and all funding in 2012.” Commissioner Pratt seconded the motion, voted all in favor.

- **Employee Termination Letters from Human Resources Discussion**

Theresa Young asked that this item be deferred to the next meeting.

**Human Resources – Martha S. Roy, Director**

- **Job Description and Title Changes Approval**

Moved: Commissioner Stritch to approve a title change and job description from Legal Assistant IV (BFT-01LA4) to Executive Assistant to the County Attorney and Legal Assistant II (BFT-04LA2) to Administrative Legal Assistant II as recommended by the County Attorney and Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Services – Diane D. Gill, Director**

Commissioner Pratt asked if the New Hampshire Department of Health and Human Services intends to continue reconciling Medicaid billings going forward. Diane Gill said she did not know specifically. Commissioner Pratt asked if Rockingham County should earmark funding for possible rebillings if this is not clarified before the 2012 budget is finalized. Theresa Young and Diane Gill do not recommend budgeting for potential rebilling.

Discussion ensued about the human services drafted footnote for the 2012 budget. Diane Gill clarified that \$150,000 in claims was withheld without proper documentation in prior years however in 2012 forward the withholding claims could be lowered to approximately \$25,000.

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

- **Workforce Outstanding Issues**

Cathy Stacey said she has no issues since the Commissioners voted down costs for additional enhancements and the issue is moot.

Cathy Stacey expressed concern with staff not receiving health insurance cards. Discussion ensued.

### **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 disciplinary matter in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Steve Church, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney office staff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Kate Magrath, Jim Reams, Karen Senecal, and Chris Maxwell.

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

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

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline 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 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 the nursing supervisor pay policy for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2012 Budget Approval**

Moved: Commissioner Stritch that \$77,761,073 in new appropriations and \$63,636, in encumbrances for the use of the County during 2012. That \$42,971,885 be raised in new county taxes, that \$31,063,189 be proposed as an estimate of revenues from other sources, and that \$3,789,636 is accepted as fund balance for a total of \$77,824,709 in resources. This results in a 2% tax increase. Commissioner Pratt seconded the motion, voted all in favor.

- **Accrual of Time, County Attorney**

Moved: Commissioner Stritch to approve the accrual of earned time and holidays for a County Attorney employee for the period of May 13, 2011 to November 1, 2011. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows left the meeting at 12:20 p.m.

- **Amendment to Personnel Policy and Procedure Chapter 8-1**

Martha Roy and Theresa Young presented an amendment to the Board of Commissioners for consideration. The following was presented and recommended:

8-1 GENERAL POLICY. Leave is any absence from regularly scheduled work hours. All requests for leave will be submitted in the first instance to the employee's O/DD or their designated representative to notify them of your need to be absent and to seek their approval for such leave. Leave may be with or without pay and shall be granted in accordance with these rules, with applicable law, with the work requirements of the department and, whenever possible, with the personal desire of the Employee. Employees will not accrue any Earned Time or holidays after 30 calendar days of any leave of absence.

Moved: Commissioner Stritch to approve the amendment to Personnel Policy and Procedure Chapter 8-1 as presented and recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Legal Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss union legal negotiations. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, and Chris Maxwell.

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

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

**January 18, 2012 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:20 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,328,512.32 for the period ending January 15, 2012. Commissioner Pratt seconded the motion, voted all in favor.

It was announced that a revised line item transfer for corrections would be presented at the next meeting for consideration.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:30 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

**January 25, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Steve Woods, Long Term Care Director

Steve Church, Corrections Superintendent  
Jude Gates, Director of Facilities  
High Sheriff Mike Downing  
Register of Deeds Cathy Stacey  
Fred Borman, UNH Coop. Extension  
Kathy Nikitas, Senior Financial Analyst

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Underpads, Long Term Care Services**

Commissioner Pratt opened proposals received from McKesson Medical Surgical Supply, Gulf South Medical Supply, Central Paper Supplies 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.

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

Commissioner Pratt opened a proposal received from McKesson Medical Surgical Supply.

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

**RFP Award**

• **Workers Compensation Third Party Administration**

Moved: Commissioner Pratt to reject and resubmit requests for workers compensation third party administration proposals as recommended by the Workers Compensation 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 Pratt to approve and sign 2011 accounts payable batches 910, 914, 915, 919, 920, 922, 925, 927, 929, 931, 933, 938, 939, 942, 943, 950, 965 totaling \$956,224.59, accounts payable batch 935 totaling \$14,833.97, general ledger entry 11585 totaling \$300.50, accounts payable wire payments T111149, T111155, T111157, T111164 totaling \$1,735,929.80, for a 2011 grand total of \$2,707,288.86. Further to approve and sign 2012 accounts payable batches 970, 946, 924, 972, 944, 941, 940 totaling \$136,757.41, accounts payable batches 973, 987 totaling \$335,871.27, accounts payable auto-payment warrant T120074 totaling \$60,000.00, payroll warrants 0112SD, 0119LT, 0119SD totaling \$20,269.96, for a 2012 grand total of \$492,898.64. Commissioner Barrows seconded the motion, voted all in favor.

✓ **Sweep Transfer**

Moved: Commissioner Pratt to approve a line item transfer totaling \$1,700,000 to cover excess 2011 expenditures for human services. Commissioner Barrows seconded the motion.

Discussion ensued. Motion passed all in favor.

✓ **Transfer Amendment: Corrections**

Moved: Commissioner Pratt to approve an updated line item transfer of \$104,000 for corrections. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

The Commissioners reviewed conference and training information submissions.

- **Position Posting Information**

Commissioner Barrows reviewed three position postings.

**Corrections – Stephen A. Church, Superintendent**

Steve Church reported a stomach virus running through the jail population. Steve Church also reported that two inmate work release issues under investigation.

**Finance – Theresa M. Young, Director**

- **Employee Termination Letters from Human Resources Discussion**

Kathy Nikitas asked that this item be deferred to a future meeting.

Commissioner Pratt noted a discussion of mailing efficiencies from the Treasurer Subcommittee meeting.

**Human Resources – Martha S. Roy, Director**

- **Wellness Biometrics Proposal Amendment**

Kate Magrath said that a proposal submitted by Wellness Workdays did not include a fee for nurse fees and asked for reconsideration.

Moved: Commissioner Pratt to amend the Wellness Workdays Biometrics Proposal to include \$60 per hour for nicotine services not to exceed the total voted as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

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

Commissioner Barrows inquired about private insurance for the facility. Steve Woods noted that Harvard Pilgrim will begin February 1<sup>st</sup> and four others are under negotiations.

- **New Hampshire Department of Health and Human Services Title XIX Program Provider**

Moved: Commissioner Pratt to approve a Title XIX Program Provider Agreement with the New Hampshire Department of Health and Human Services 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.

- **Healthcare License Renewal**

Moved: Commissioner Pratt to approve a renewal application for a healthcare license for adult medical day care and authorize the Chair to sign the application as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Surplus Equipment Approval**

Moved: Commissioner Pratt to declare items outlined and recommended in the Long Term Care Services Director's memorandum dated January 25, 2012 surplus effective December 31, 2011 and to be sold to the highest bidder. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Pratt to declare one (1) concentrator 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.

Moved: Commissioner Pratt to declare items outlined and recommended in the Long Term Care Services Director's memorandum dated January 25, 2012 surplus effective December 31, 2011 and to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

**Register of Deeds – Cathy Ann Stacey**

- **Write Off Approval Follow-Up for Register of Deeds**

Cathy Stacey said she spoke with the Finance Office as she has issue with the policy in place. It was agreed to write off the fees. Cathy Stacey noted she would prefer a policy change moving forward.

**Sheriff – Michael W. Downing, High Sheriff**

High Sheriff Downing noted that he continues to work with the court system to for emergency judges to cover district court arraignments on the weekends to lower bail and reduce county costs. There was discussion of bail commissioners and punitive bail declared versus lower bail for in state people with no prior criminal history.

**III. Commissioners Non-Public Session**

Commissioner Barrows 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 two open enrollment exception requests for nursing home employees were Commissioner Barrows, Commissioner Pratt, Martha Roy, Kate Magrath, Steve Woods, Julie Hoyt, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a retirement system legal matter were Commissioner Barrows, Commissioner Pratt, Martha Roy, Kate Magrath, Julie Hoyt, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

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

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

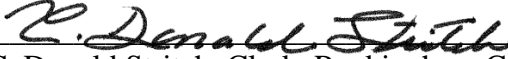
- **Exception Requests, Long Term Care Services**

Moved: Commissioner Pratt to approve two exceptions to the open enrollment deadline for nursing home employees as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

#### IV. Adjournment

Commissioner Barrows moved to adjourn at 11:41 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

**February 1, 2012 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Kathy Nikitas, Senior Financial Analyst

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:15 a.m. Commissioner Pratt attended the meeting via telephone.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,208,027.53 for the period ending January 29, 2012. 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*  
C. Donald Stritch, Clerk, Rockingham County Commissioner



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**February 8, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Diane Gill, Human Services Director
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Martha Roy, Human Resources Director	Frank Stoughton, IT Manager
Alison Kivikoski, HR Generalist	High Sheriff Michael Downing
Steve Woods, Long Term Care Director	Theresa Young, Finance Director
Steve Church, Corrections Superintendent	Fred Borman, UNH Cooperative Extension

**I. Call to Order**

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

**II. Reports:**

**RFP Opening**

• **Pharmacy Services, Long Term Care Services**

Commissioner Pratt opened proposals received from Pharmerica, Omni Care, and Kinney Drugs Inc.

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.

• **Mattresses, Long Term Care Services**

Commissioner Pratt opened proposals received from Geriatric Medical, Gulf South Medical Supply, McKesson Medical Surgical, and Direct 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.

• **Actuarial Services, Finance**

Commissioner Pratt opened proposals received from AMI Risk Consultants, KMS Acturiales, Lewis and Ellis Inc., and Nyhart.

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

• **Workers Compensation Third Party Administration**

Commissioner Pratt opened proposals received from Primex, NH Motor Transport Association, Comp-Sigma Limited, Sedgwick Claims Management Service Inc., and CCMSI

Moved: Commissioner Pratt 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.

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

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

Moved: Commissioner Pratt to approve and sign accounts payable batches 923, 986, 999, 1000, 1001, 1003, 1004, 1006, 1007, 1009, 1010, 1011, 1012, 1013, 1015 totaling \$535,322.99, accounts payable batch 1016 totaling \$402,808.74, payroll warrants 0126sd, 0126rt, 0202sd totaling \$19,191.82, for a grand total of \$957,323.55. Commissioner Barrows seconded the motion, voted all in favor.

- ✓ **Line Item Transfer – Long Term Care Services: \$158,000 for bed tax assessment**

Moved: Commissioner Pratt to approve a line item transfer totaling \$158,000 for long term care services. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Pratt to approve the minutes of the January 11, 18, 25, and February 1, 2012 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Position Posting Information**

The Commissioners reviewed a position posting for the county attorney. Discussion ensued regarding the Executive Assistant for the Sheriff. Commissioner Pratt asked about the need to fill the position in review of the entire operation. Discussion ensued. The Commissioners agreed to post the position via the public posting process through human resources and the Sheriff agreed to review his business office staffing and discuss the findings at the next meeting.

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

- **Restatement of Prior Year Fund Balance and Net Asset Approval**

Moved: Commissioner Pratt to restate prior year fund balance and net assets as outlined and recommended in the Finance Director's memorandum dated February 2, 2012. Commissioner Barrows seconded the motion, voted all in favor.

- **SB 212 - Risk Pool Legislation**

Theresa Young explained pending legislation regarding risk pools and the New Hampshire Association of Counties is requesting county officials to speak on the matter. Discussion ensued.

- **Banking Concern from Representative Kappler**

Commissioner Barrows asked for an update to Representative Kappler's concern regarding a check cashing fee at TD Bank. Theresa Young said she has been working with the departments to collect concerns and no employee concerns were found. Discussion ensued on the law and the banks authority. Discussion ensued about the evaluation of banking services and the requests for proposals.

- **MUNIS County Financial System**

Commissioner Barrows asked for an update on the MUNIS service contract for a quarterly payment. Theresa Young said that MUNIS would not agree to a quarterly extension. Discussion ensued regarding the service contract and the need for prior year history. Commissioner Barrows felt that the county is boxed in for continued services. Theresa Young disagreed and said that continuing with MUNIS is in the best interest of Rockingham County. Commissioner Pratt clarified that this is a sole source service contract and that the MUNIS system meets the needs of Rockingham County so there no reason for changing systems.

- **Employee Termination Letters from Human Resources Discussion**

Theresa Young said discussions continue with Human Resources on this matter.

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

- **Personnel Policy Amendments to Chapter 8 Approval**

Moved: Commissioner Pratt to amend Personnel Policy and Procedure Chapter 8-9, 8-10, and 8-13 as outlined and recommended by the Human Resources Director effective February 8, 2012. Commissioner Barrows seconded the motion, voted all in favor.

- **Department of Corrections Job Description Updates Approval**

Moved: Commissioner Pratt to approve five updated job descriptions for the Department of Corrections as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Overdue Annual Evaluations Discussion**

Martha Roy announced that many evaluations are overdue and reminded departments accordingly. Discussion ensued and it was agreed to follow up on this matter at the next meeting.

- **Health Insurance Family Plan Coverage Discussion**

Martha Roy said that no employees requested double family plan coverage in 2012 and the plan description needs to be changed in 2013 if this is to be stopped. Commissioner Pratt would like the summary plan cleaned up to address this issue along with double buyouts for family members.

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

Diane Gill reported a positive State County Finance Committee meeting and the change in leadership at the New Hampshire Department of Health and Human Services is reflected in the outcome. Discussion ensued.

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

- **Nursing Supervisor Pay Policy Approval**

Moved: Commissioner Pratt 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.

### **RFP Awards**

- **Underpads, Long Term Care Services**

Moved: Commissioner Pratt to award the underpads proposal to McKesson Medical Surgical Supply and Gulf South Medical Supply from February 1, 2012 to January 31, 2013 for an amount not to exceed \$3,000 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Pratt to award the nutritional supplements and tube feed products proposal to McKesson Medical Surgical Supply from January 1, 2012 to December 31, 2012 for an amount not to exceed \$18,500 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,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 nursing home employee were Commissioner Barrows, Commissioner Pratt, Steve Woods, Martha Roy, 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, Steve Woods, Martha Roy, 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, Steve Woods, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for engineering and maintenance services employment candidate were Commissioner Barrows, Commissioner Pratt, Martha Roy, Jude Gates, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception to the open enrollment deadline for a corrections employee were Commissioner Barrows, Commissioner Pratt, Martha Roy, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss exception requests to the open enrollment deadline for retirees were Commissioner Barrows, Commissioner Pratt, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Barrows, Commissioner Pratt, Steve Church, Theresa Young, and Chris Maxwell.

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

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

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

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

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

Commissioner Pratt asked that emergency employee payouts use earned time and for further discussions at the next meeting.

- **Exception Request, Engineering and Maintenance Services**

Moved: Commissioner Pratt to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for an engineering and maintenance services employment candidate as

recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Pratt to approve an exception request to the open enrollment deadline for a corrections employee as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.


- **Exception Requests, Human Resources**

Moved: Commissioner Pratt to approve exceptions to the open enrollment deadline for two retirees as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Barrows moved to adjourn at 12:33 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**February 10, 2012 – 10:30 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 12:03 p.m.

**II. Reports:**

• **Rockingham County Position on Senate Bill 212**

The Commissioners discussed who should be the speaker for Rockingham County's support of Senate Bill 212 (SB212). It was noted that the New Hampshire Association of Counties and Theresa Young support the school care proposal for risk pool law amendments. Martha Roy noted an additional change to recommend the Department of Insurance for oversight.

The Board of Commissioners agreed to provide a written letter to be read at the SB212 hearing supporting the school care proposal and the Department of Insurance for oversight regarding risk pool law amendments. .

**III. Commissioners Non-Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss labor negotiations and parameters. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

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

**IV. 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*  
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

**February 15, 2012 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:08 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,215,308.52 for the period ending February 12, 2012. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:13 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 22, 2012 – 9:30 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  
Kate Magrath, HR Assistant Director

Steve Church, Corrections Superintendent  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Fred Borman, UNH Coop. Extension  
High Sheriff Michael Downing  
Alison Kivikoski, HR Generalist

**I. Call to Order**

Commissioner Barrows called the meeting to order at 9:41 a.m.

**• 9:30 a.m. Legal Non Public Session, NH RSA 91-A:3 IIe**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young

Theresa Young explained that the normal process was not followed and Primex already agreed to a settlement for Rockingham County. Discussion ensued regarding the settlement offer and the process in place for approval. Discussion ensued about risk management protocol for county employee drivers in an accident. The Commissioners concurred to draft a written protocol for consideration.

Moved: Commissioner Stritch to approve a settlement for a legal matter as recommended by Primex legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

**II. Reports:**

**RFP Openings**

**• Physician and Medical Director Services, Long Term Care Services**

Commissioner Stritch opened proposals received from Core Physicians, Dr. Reiner, Lamprey Health Care, and Epping Family 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 Awards**

**• Skilled Rehabilitation Services, Long Term Care Services**

Motion: to award the skilled rehabilitation services proposal to Rehab Choice from May 1, 2012 to April 30, 2014 for an annual amount not to exceed \$1,690,000 and authorize the Chair to sign the contract pending legal review as recommended by the Long Term Care Services Director.

Commissioner Barrows asked about the term of the contract. Steve Woods said that two years is standard and the current vendor had a two year contract. Discussion ensued about the opt out clauses, performance clauses, and non appropriations clause.

Commissioner Pratt asked why the county would contract with private health insurance if reimbursement rates are less than the actual daily costs. Steve Woods said he would survey the counties and report back.

Motion passed all in favor.

- **Mattresses, Long Term Care Services**

Moved: Commissioner Stritch to award the mattress proposal to McKesson Medical-Surgical for an amount not to exceed \$10,300 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Actuarial Services, Finance**

Moved: Commissioner Stritch to award the actuarial services for years ending 2011, 2012, and 2013 to Nyhart Company for an amount not to exceed \$13,000 total for the three year contract and authorize the Chair to sign the contract pending legal review as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked about the previous recommended vendor. Theresa Young said that based on further discussions that the company originally recommended would not meet the needs of the county.

High Sheriff Downing arrived at 10:15 a.m.

Motion passed all in favor.

- **Workers Compensation Third Party Administration**

Moved: Commissioner Stritch to award the workers compensation third party administration services to Comp Sigma Limited for \$35,840 per year for a two year contract and authorize the Chair to sign all necessary documents pending legal review as recommended by the Workers Compensation Coordinator. 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 batches 1021, 1024, 1025, 1026, 1028, 1030, 1031, 1033-1037, 1039, 1040, 1041, 1049 totaling \$609,932.15, accounts payable batch 1044 totaling \$47,596.78, general ledgers GL12022-GL12028 totaling \$1,873.00, payroll warrants 0209SD, 0216SD totaling \$21,611.99, accounts payable wire payments T120110, T120111, T120176 totaling \$1,535,558.95, for a grand total of \$2,216,572.87. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the February 8, 10, and 15, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training informational submissions.

- **Position Posting Information**

Commissioner Barrows reviewed a position posting.

- **Commissioner Barrows Request: Banking Survey Follow-up**

Theresa Young said she met with TD Bank for reanalysis of services provided to Rockingham County. Theresa Young presented an analysis statement spreadsheet for information. Commissioner Barrows asked about the MUNIS financial system for Rockingham County. Theresa Young highlighted past discussions about the service contract and the work needed to prepare a request for proposals. Commissioner Pratt noted that Rockingham County would need to change the entire financial system and that an adequate system should not be replaced. Commissioner Pratt noted that Rockingham County would need to buy a financial system in

order to have a different service contract vendor for implementation, training, and other associated costs with a new financial system. Further, Commissioner Pratt said that the system is adequate and does not need to be replaced. Discussion ensued about the bidding process, bid waiver process, and the impacts.

- **New Hampshire Association of Counties Request for Comment:**
  - ✓ **Membership Directive for the State County Finance Commission**

Theresa Young highlighted the request of the New Hampshire Association of Counties requesting Commissioner input on the State County Finance Committee Membership. Commissioner Pratt said that a Commissioner should be the appointed member and that staff could and has attended and participated in meetings. Diane Gill noted that members have not been appointed every two years as stated in the law. Diane Gill highlighted the discussions on memberships and representation. Diane Gill said she attends every meeting and is able to report back the status. Theresa Young and Diane Gill recommended that each county have a representative. It was agreed to bring this to the next Commissioners meeting for a decision.

### **Corrections – Stephen A. Church, Superintendent**

Steve Church noted two inmate trustee issues under investigation with the Sheriff's office and two other trustee issues regarding tobacco usage.

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

- **Annual Energy Management Funding Approval**

Moved: Commissioner Stritch to draw \$384,388.41 from remaining 2011 Engineering and Maintenance Services budget for energy management funding in 2012 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young noted that the draft New Hampshire Association of Counties budget for 2012 was published with a budget and dues reduction. Theresa Young said that six months of reserves will be sent back to the counties, which is a \$26,000 refund to Rockingham County because it was determined that association reserves for legal expenses was overfunded.

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

- **Buyout Clarification Approval**

Moved: Commissioner Stritch to approve retroactive processing of buyout payments to the effective date of the buy-out (the first payroll of the month when County health insurance would have been effective) when the employee is newly enrolling in non-County insurance; the buy-out form is completed and submitted timely to the Human Resources Department and; a copy of the card is submitted to the Human Resources Department when it is received by the employee but not later than 30 days from the effective date of their coverage (in order to receive the retroactive payment); to be effective January 1, 2012 as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for clarification on submission timely. Kate Magrath said one piece is the open enrollment deadline and the special event open enrollment period.

Motion passed all in favor.

- **Health Reimbursement Account Funding Amendment Approval**

Kate Magrath noted a discrepancy in the levels previously approved to reflect healthy non-fasting blood glucose levels. Discussion ensued about the fasting and different testing models.

Moved: Commissioner Stritch to approve the Health Reimbursement Account funding as outlined in “Revised Exhibit A” document through June 1, 2012 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Overdue Annual Evaluations Discussion**

Kate Magrath distributed a revised listing of overdue evaluations.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: New Hampshire Highway Safety Agency, Route 101 East Corridor Enforcement Patrols, \$7,987.50**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Route 101 East Corridor Enforcement Patrols in the amount of \$7,987.50 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Alison Kivikoski arrived at 11:25 a.m.

**University of New Hampshire Cooperative Extension – Fred Borman**

Fred Borman announced changes effective April 2, 2012 as part of the University of New Hampshire Cooperative Extension “Re-Extension” Program. Commissioner Pratt noted that budgeting needs and protocols may change as a result of the Re-Extension reorganization.

**III. Commissioners Non-Public Session**

Commissioner Stritch 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 an employee disciplinary matter for a corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Kate Magrath, 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, Kate Magrath, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a human services employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Diane Gill, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

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

- **Termination, Long Term Care Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Denise Fecteau, Kate Magrath, Alison Kivikoski, Leslie Fabian, Steve Woods.

Commissioner Barrows explained the Board of Commissioners is currently in public session and asked the employee if she wanted the meeting non-public or a public session that is recorded. Ms. Fecteau asked for a public session.

Commissioner Barrows stated the meeting proceeding would be as follows: Ask the Long Term Care Services Director to discuss his reasons for his termination recommendation; ask Ms.

Fecteau to discuss her reasons why she believes she should not be terminated; ask the Board if they have any questions of either party; once these questions have been answered I will ask Mr. Woods and Ms. Fecteau respectively if they have anything further to add; and then close the hearing and the Board will take the matter under advisement.

Commissioner Barrows asked the Long Term Care Services Director to list reasons for termination recommendation. Steve Woods noted his recommendation for termination as outlined in his letter dated February 8, 2012 to the employee and Board of Commissioners.

Commissioner Barrows asked Ms. Denise Fecteau to make a statement about reasons for discharge recommendation in her defense. Denise Fecteau thanked everyone for the opportunity to work at Rockingham County and noted it is a great place to work. Denise said it is with great sadness that she is at this point and thanked Steve Woods, Leslie Fabian, and Human Resources for their kindness and understanding. Denise said she is working to get better but understands that Rockingham County has a business to run and appreciates the opportunity. Commissioner Barrows thanked Denise for her work on the third shift. Commissioner Barrows said if Denise is better then she could reapply for employment again if the recommendation before the Board is approved.

Commissioner Barrows asked the Board if there are any questions of the Long Term Care Services Director or Ms. Fecteau.

Commissioner Stritch questioned pension status and recommended reapplying when Denise is in better health.

Commissioner Pratt asked if the employee could resign versus the termination process. Kate Magrath noted that a resignation should not affect unemployment status and the impacts should be weighed by the employee. Commissioner Pratt agreed that the impacts should be weighed as well and thanked Ms. Fecteau for her work and encouraged her to apply again in the future.

Discussion ensued.

Commissioner Barrows asked Steve Woods and Ms. Fecteau if they have anything further to add.

Commissioner Barrows said this matter will be taken under advisement and further discussions will ensue.

Ms. Fecteau left the meeting at 12:15 p.m.

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a nursing home employee employment status. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kate Magrath, Alison Kivikoski, and Chris Maxwell.

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

- **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Services Director as outlined in his letter of February 8, 2012 regarding a nursing home employee effective March 7, 2012. 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. Commissioner Pratt seconded the motion. Motion passed 2-1.

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

Moved: Commissioner Stritch to approve an exception request to the uniform allowance policy 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, Corrections**

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Sick Pool Usage, Human Services**

Moved: Commissioner Stritch to approve non-consecutive sick pool usage for a human services employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Old Business**

- **Hillsborough County Female Prisoner Housing Agreement Approval**

Moved: Commissioner Stritch to amend a vote taken at the September 7, 2011 Board of Commissioners meeting increasing the Hillsborough County Female Prisoner Housing Agreement per diem rate from \$69 to \$73.41. Commissioner Pratt seconded the motion, voted all in favor.

#### **V. Adjournment**

Commissioner Barrows moved to adjourn at 12:33 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**February 29, 2012 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows attended the meeting via telephone.

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 \$1,213,854.89 for the period ending February 26, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Warrant**

Moved: Commissioner Stritch to approve accounts payable warrant T120183. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:22 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

**March 7, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Tom Closson, Labor Negotiator  
Lt. Shawn Fogarty, Corrections Officer  
Steve Woods, Long Term Care Director  
Martha Roy, Human Resources Director  
Steve Church, Corrections Superintendent  
Diane Gill, Human Services Director

Jude Gates, Director of Facilities  
Fred Borman, UNH Coop. Extension  
High Sheriff Mike Downing  
Register of Deeds Cathy Stacey  
Frank Stoughton, IT Manager  
Laurel Bistany, Rockingham Economic  
Development Corporation (REDC)  
Dan Gray, Coastal Economic Development  
Corporation (CEDC)

**I. Call to Order**

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

**II. Commissioners Personnel Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a corrections employee employment status. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Shawn Fogarty, Martha Roy, and Chris Maxwell.

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

Moved: Commissioner Stritch to accept the recommendation of the Corrections Superintendent as outlined in his letter dated February 22, 2012 regarding a corrections employee effective March 21, 2012. Commissioner Pratt seconded the motion, voted all in favor.

**III. Welcome and Introduction of Attorney Tom Closson, Labor Negotiator**

Martha Roy introduced Attorney Tom Closson of Jackson Lewis as the county's new labor negotiator. Tom Closson provided a brief overview of his background and experience.

Tom Closson left the meeting at 10:38 a.m.

**IV. Community Development Block Grant Public Hearings**

Commissioner Barrows opened the public hearing relative to Community Development Block Grants and noted that information handouts are available to the public. Laurel Bistany of Rockingham Economic Development Corporation read the following narrative:

This public hearing is for a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Economic Development funds. Of the funds, \$480,000 will be subgranted to Coastal Economic Development Corporation (CEDC). CEDC will retain \$5,000, for loan servicing expenses and loan the remaining \$475,000 to Smuttynose



Brewing Company, Inc., of Portsmouth, or to Sustainable Ales, LLC (a related company) for the purpose of working capital. Smuttynose Brewing Company, Inc. has been in business since 1994. They are relocating and expanding their manufacturing facility to Hampton. They expect to create a minimum of twenty five jobs of which at least 60% will be filled by persons of low or moderate income.

Commissioner Barrows asked the public for comments.

Cathy Stacey asked if the project and company was in the county. Laurel Bistany explained the funds would be used for the new site in Hampton, New Hampshire and the company is based in Portsmouth, New Hampshire.

Dan Gray of Coastal Economic Development Corporation explained the joint efforts between Rockingham Economic Development Corporation and Coastal Economic Development Corporation. Dan Gray provided further information on the project and the Commissioners expressed support and excitement for the project.

With no further questions Commissioner Barrows closed the public hearing.

Commissioner Barrows opened the second hearing regarding the Housing and Community Development Plan and Laurel Bistany read the following narrative:

These projects conform with the County's goals of encourage regional economic development efforts to increase quality industrial and commercial development, encourage the expansion and retention of employment opportunities for the County's residents.

Commissioner Barrows asked for comments from the public. There were no public comments. Commissioner Barrows closed the public hearing.

Commissioner Barrows opened the third public hearing regarding the Residential Antidisplacement and Relocation Assistance Plan and Laurel Bistany read the following narrative:

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

Commissioner Barrows asked for comments from the public.

Cathy Stacey asked for further information about displacement. Dan Gray explained that this project will not displace anyone and read an excerpt of the Residential Antidisplacement and Relocation Assistance Plan noting the plan for Rockingham County.

With no further questions Commissioner Barrows closed the public hearing.

- **Housing and Community Development Plan**

Moved: Commissioner Stritch to approve the Housing and Community Development Plan as recommended by the grants administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Residential Antidisplacement and Relocation Assistance Plan**

Moved: Commissioner Stritch to approve the Residential Antidisplacement and Relocation Assistance Plan as recommended by the grants administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Community Development Finance Authority, Smuttynose Development Project, \$500,000**

Moved: Commissioner Stritch to approve the submission of a grant to the New Hampshire Community Development Finance Authority for \$500,000 Community Development Block Grant economic development funds for the Smuttynose Brewing Company project and authorize the Chair to sign all necessary documents as recommended by the grants administrator. Commissioner Pratt seconded the motion, voted all in favor.

Laurel Bistany and Dan Gray left the meeting at 10:57 a.m.

**V. Reports:**

**RFP Openings**

- **Uniforms, Corrections**

Commissioner Stritch opened a proposal received from Neptune Uniforms and Equipment Inc.

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.

- **Inmate Institutional Supplies, Corrections**

Commissioner Stritch opened proposals received from Textile Sales Incorporated, Charm-Tex, OD Taragin and Brothers, Goaltex, Carolina Textiles, Robinson Textiles, Uniforms Manufacturing Inc., Pacific Link, Bob Barker Company, and ICS Jail Supplies.

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

**Commissioners Office – Maureen Barrows, Chair**

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 1042, 1045, 1046, 1054, 1058, 1060-1063, 1065, 1066, 1067, 1076 totaling \$421,796.00, accounts payable batch 1071 totaling \$104,239.62, 2012 autopay warrant T120199 totaling \$18,820.08, payroll warrants 0223SD, 0301SD totaling \$14,517.73, for a grand total of \$540,553.35. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the February 22 and 29, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed three conference and training informational submissions.

- **New Hampshire Association of Counties Request for Comment:**

- ✓ **Membership Directive for the State County Finance Commission**

Commissioner Pratt explained the request from the New Hampshire Association of Counties seeking guidance from the counties regarding membership. Commissioner Pratt recommended that Rockingham County continue with a Commissioner as a member and offered to continue service and the Commissioners concurred.

Cathy Stacey left the meeting at 11:20 a.m.

### **Corrections – Stephen A. Church, Superintendent**

Steve Church noted that all circuit courts are using video arraignment and that the corrections department video arraignments are up 71% from last year.

Steve Church noted he will be bringing a contract for approval to the Commissioners for commissary software that is at no cost to Rockingham County.

Commissioner Pratt explained a telephone call she received from a State Representative regarding hunting on county property, specifically to the person arrested recently for hunting in the woods behind the jail. Jude Gates and Sheriff Downing noted that hunting is not allowed on the property. Mike Downing noted safety issues and a discussion ensued. Commissioner Pratt asked that the group involved get together and come back with a recommendation on hunting on the property.

### **County Attorney – James M. Reams**

- **Federal Equitable Agreement and Certification Approval**

Moved: Commissioner Stritch to approve the Federal Equitable Agreement and Certification Approval for years ending 2011 and 2010 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Karen Senecal requested the Commissioners approval on a grant application, grant award, use of contingent grant funding, and approval of a warrant relative to the 2012 Office for Victims of Crime Mass Violence and Emergency National Training Conference held in Florida last month. Karen Senecal explained that it was her error for not submitting a grant application request for consideration to the Commissioners. Karen Senecal also apologized for not following for the guidelines for conference and training notification to the Commissioners.

Discussion ensued about the grant application approval process and funding for the expenses.

Commissioner Pratt suggested the department use its training line versus the contingent grant line. Discussion ensued about the funds available in the department line.

Karen Senecal said these requests were brought to this meeting after the deadline to ensure the employees are reimbursed for expenses incurred out of pocket. Discussion ensued regarding the conference expenses, the grant payment guidelines, and the out of pocket expenses by the employees.

- **Approval of Warrant**

Moved: Commissioner Stritch to approve accounts payable warrant T120204 totaling \$1,085.00 to pay employee reimbursements through the department lines. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **Bid Waiver: Tyler Technologies (MUNIS), \$110,820**

It was noted that Theresa Young was meeting with the auditors and would be in attendance at the end of the meeting to address the bid waiver.

- **Allowance for Doubtful Accounts Approval**

Steve Woods explained the need for the allowance noting the recommendation of the Finance Director and himself. Discussion ensued about private payers versus Medicaid payments. It was agreed to discuss this further with the Finance Director at the end of the meeting to address unanswered questions.

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

- **RFP Extension: Pharmacy Services**

Moved: Commissioner Stritch to extend the current pharmacy services proposal with Omnicare through May 1, 2012 with all terms and conditions to remain firm as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Steve Woods noted incoming admissions were shut down due to illness recently, which resulted in the lower census provided to the Commissioners. Discussion ensued about the reopening process in place.

- **Long Term Care Services Attendance Policy**

There was discussion regarding the changes to the policy and it was agreed to discuss this again at the next regularly scheduled meeting.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: New Hampshire Fish and Game, OHRV Wheeled Vehicle Enforcement Patrols, \$2,700**

Moved: Commissioner Stritch to approve the submission of a grant application to New Hampshire Fish and Game for OHRV Wheeled Vehicle Enforcement Patrols in the amount of \$2,700 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Barrows asked for further details on the scope of the grant. Sheriff Downing provided an overview of the problem and the need for the special patrol.

- **Bid Waiver: Tri-Tech Software Systems, \$10,000**

Sheriff Downing explained that Tri-Tech Software is the vendor for the IMC software used at the Sheriff's office. Mike Downing noted this proposal enhances the software with additional modules. Commissioner Pratt asked when the system was bid. Mike Downing explained that he would need to research for that answer and did note that this is a sole source product. Mike Downing said it would cost more to change over systems and this is simply an additional module as the software is already owned by the county.

Commissioner Barrows and Commissioner Pratt noted this bid waiver is similar to the finance bid waiver request for MUNIS. It was agreed that more information is needed before the bid waiver is considered.

- **Signer Addition to Federal Forfeiture Account at TD Bank Approval**

Moved: Commissioner Stritch to add Major Al Brackett to the Sheriff Federal Forfeiture Account at TD Bank as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Discussion ensued about the need for an additional account signer.

Motion passed all in favor.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an exception request for a candidate for a nursing home employment position. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed 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 employment position 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 paid administrative leave for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

#### **VII. Adjournment**

Commissioner Barrows moved to adjourn at 12:25 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**March 14, 2012 – 11:00 a.m.**

*Present:*

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

**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 \$1,222,882.13 for the period ending March 11, 2012. 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

**March 21, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Frank Stoughton, IT Manager  
Martha Roy, Human Resources Director  
Steve Woods, Long Term Care Director  
Steve Church, Corrections Superintendent

Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Martha Breen, Sheriff's Office Manager  
High Sheriff Michael Downing  
County Attorney James Reams  
Theresa Young, Finance Director  
Fred Borman, UNH Cooperative Ext.  
Register of Deeds Cathy Stacey

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:09 a.m.

**II. Reports:**

**RFP Openings**

• **Video Arraignment System Service Contract, Corrections**

Commissioner Stritch opened proposals received from HB Communications and George Wiley Consultants.

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 Cruisers, Sheriff**

Commissioner Stritch opened proposals received from Irwin Zone, Grappone Ford, and Hillsboro Ford.

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.

• **Computers, Sheriff**

Commissioner Stritch opened proposals received from GovConnection, Sunnitech Inc., Cocci Computer Services Inc., Worldcom Exchange, and Mainstay Technologies.

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.

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

Commissioner Stritch opened proposals received from AirDuct Klean, Tri State Fire Protection, and Armstrong Heating and Powervac.

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**

- **Physician and Medical Director Services, Long Term Care Services**

Moved: Commissioner Stritch to award the physician services proposals to Dr. Reiner for \$16,483.56 annually, Dr. James for \$15,600 annually, Dr. Gustavson for \$22,973.04 annually, and physician medical director services to Dr. Singer for \$45,353.68 annually from April 1, 2012 to March 31, 2014 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the pharmacy services proposal to OmniCare from April 1, 2012 to March 31, 2014 for an amount not to exceed \$300,000 annually and authorize the Chair to sign the contract pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award the inmate institutional supplies proposal to Bob Barker Company for an amount not to exceed \$30,000 and Pacific Link for an amount not to exceed \$3,000 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows suggested that all contracts come from the Commissioners Office for distribution. It was agreed to discuss this later in the meeting.

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

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 1094, 1096, 1099, 1104, 1105, 1098, 1107, 1083, 1102, 1109, 1106, 1108, 1111, 1086 totaling \$528,218.62, batch 1114 totaling \$50,236.79, payroll warrants 0308sd, 0315sd totaling \$9,370.14, accounts payable wire payments 120270, 120257, 120239, 120211, 120269 totaling \$1,559,112.62 for a grand total of \$2,146,938.17. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the March 7 and 14, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed conference and training informational submissions. Commissioner Pratt expressed concern with multiple employees from the same department attending the same conference.

- **Position Posting Information**

Commissioner Barrows reviewed four position postings.

- **Commissioner Pratt: Federal Equitable Agreement and Certification Discussion**

Commissioner Pratt asked about the recent submissions of Federal Equitable Agreement and Certification as the bank statements differ from the report. Jim Reams explained that the fund debit and credits are state and local funds and would not be included in the federal report.

- **Commissioner Pratt: New Hampshire Association of Counties (NHAC) Legislative Updates**

Commissioner Pratt asked that the officials and division directors report to the Commissioners on pending legislation to be proactive versus hearing about it after the fact.



## **Corrections – Stephen A. Church, Superintendent**

- **Hillsborough County Female Prisoner Housing Agreement Amendment Approval**

Moved: Commissioner Stritch to amend a vote taken at the February 22, 2012 Board of Commissioners meeting decreasing the Hillsborough County Female Prisoner Housing Agreement per diem rate from \$73.41 to \$57.50 and making the contract term from March 14, 2012 to March 14, 2013. Commissioner Pratt seconded the motion, voted all in favor.

Steve Church noted that Representative Welch is interested in establishing a study committee on regional female prisoner housing. Commissioner Pratt noted a conversation with Representative Welch that his interpretation was that the county wanted a female prison. Commissioner Pratt expressed interest in the committee based on a regional approach. Discussion ensued about the costs of current agreements, regional costs, and the actual in-house per day cost to house an inmate.

Commissioner Barrows noted it costs less to house a prisoner than the county adult day care program. Commissioner Pratt expressed concern that Rockingham County costs are higher than other counties and again costs need to be reviewed.

Steve Church noted that legislation changed on the transfer of prisoner between counties and proposes a standard process to streamline the process for a biweekly meeting vote. Steve Church said that the name of the prisoner will be a number with the intent to protect the name of the inmate due to non-public related reasons. Steve Church plans this new process at the next meeting.

Discussion ensued about the privatization of the state prison and the recent activity with a request for information from private companies. Steve Church noted he is reviewing the same with private versus in-house medical services.

## **County Attorney – James M. Reams**

- **2012 Office for Victims of Crime Mass Violence and Emergency National Training Conference**

County Attorney Reams said he was approached by the director of the conference and offered to pay Rockingham County to send staff to the conference. Jim Reams said there was a discrepancy between paying for it and being reimbursed. Jim Reams said he did not submit a notice about the travel policy since federal funds paid for the conference and travel.

✓ **Grant Application: \$4,148.68**

Moved: Commissioner Stritch to approve a previously submitted grant application to Fox Valley Technical College on behalf of the Office of Victims of Crime at the United States Department of Justice for scholarships for 4 employees to attend the 2012 Office for Victims of Crime Mass Violence and Emergency National Training Conference in the amount of \$4,148.68 as recommended by the County Attorney and High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt noted that the employee reimbursements were paid at the last meeting. High Sheriff Downing said his staff that attended the conference will train his departmental staff.

Jim Reams said this training conference will assist the county in planning for New Hampshire mass violence instances. Discussion ensued about the parameters of mass violence and preparations.

Motion passed all in favor.

✓ **Grant Award: \$4,148.68**

Moved: Commissioner Stritch to approve a grant award from the Fox Valley Technical College on behalf of the Office of Victims of Crime at the United States Department of Justice for scholarships for 4 employees to attend the 2012 Office for Victims of Crime Mass Violence and Emergency National Training Conference in the amount of \$ 4,148.68 as recommended by the County Attorney and High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Contingent Grant Use: \$4,148.68**

Moved: Commissioner Stritch to approve the use of the contingent grant line for the 2012 Office for Victims of Crime Mass Violence and Emergency National Training Conference grant in the amount of 4,148.68 as recommended by the County Attorney and High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt said this expense should be paid out of the County Attorney conference and training lines.

Discussion ensued about the use of departmental line versus contingent grant. Commissioner Pratt expressed concern with the lack of the following the county processes in place for approval. Jim Reams said the turnaround time was tight and that the only item not followed was the out of state travel. Commissioner Pratt said grant application and grant award approval was not obtained. Commissioner Barrows said application and award needed advance approval and not to do it again.

Motion passed 2-1.

✓ **Approval of Warrant: T120264**

Moved: Commissioner Stritch to approve accounts payable warrant T120264. Commissioner Pratt seconded the motion. Motion passed 2-1.

**Finance – Theresa M. Young, Director**

• **Bid Waiver: Tyler Technologies (MUNIS), \$110,820**

Theresa Young noted the Executive Committee meeting has been scheduled for April 27, 2012.

Theresa Young noted that additional details regarding the MUNIS system have been provided and noted the sole source information provided. Commissioner Barrows asked about the sole source notation and minutes from last July about other counties using financial systems. Theresa Young said a sole source letter has been provided. Commissioner Barrows said she understands the software was purchased but is questioning that no other company can service the program.

Discussion ensued about the service contracts for a program and bidding based on a compelling reason to bid.

Commissioner Barrows expressed concern with the lack of bid waivers in years past and that this service is out of contract. Theresa Young said she provided everything she has for information. Theresa Young noted that she has worked with Tyler Technologies for free additional modules and believes it is a value.

Commissioner Barrows asked for the total spent on MUNIS services. Theresa Young noted that many other programs have spent hundreds of thousands of dollars.

Commissioner Barrows expressed concern with the lack of bid waivers as other departments do to continue the program. Theresa Young said in 2008 a three year contract was approved and a bid waiver for the proprietary service contract was requested in January to satisfy the Rockingham County bid law. Discussion ensued about the bid law in place. There was discussion of a contract amendment versus bid waivers. Theresa Young noted that the programs evaluated must consider its size and scope.

Commissioner Barrows said she would like to speak with legal counsel about the bid law on bid waivers on expenses of this size.

Commissioner Pratt noted the bid law for Rockingham County that is clear for guidance and it is the best interest of the county. Commissioner Pratt said she has no interest in replacing the financial system and asking the Delegation to fund \$300,000 to \$400,000 for a new system. Commissioner Pratt said that the financial system is meeting the needs of Rockingham County. Commissioner Pratt noted the time and attendance system was replaced because it was not meeting the needs of the county. Commissioner Pratt said the sole source from Tyler Technologies letter is clear and concise.

Commissioner Pratt suggested extending the contract for 2012 and send out the bid for service contracts if that would satisfy the concerns of Commissioner Barrows.

Commissioner Barrows feels that MUNIS is treated differently than other program service contracts. Theresa Young said she is asking for a bid waiver. Commissioner Barrows said all other programs are asking for bid waivers. Theresa Young said she recognized that contract amendments should be bid waivers and made that change accordingly.

Commissioner Barrows agreed with Commissioner Pratt about extending through year end and a bid for service contracts. Commissioner Barrows asked for a report on MUNIS expenses from 2008 to present.

Moved: Commissioner Stritch to approve a Tyler Technologies for MUNIS services for 2012 totaling \$110,820 and authorize the Chair to sign the contract amendment with a directive that the service contract be sent out to bid as of September 1, 2012. Commissioner Stritch seconded the motion, voted all in favor.

- **Allowance for Doubtful Accounts Approval**

Moved: Commissioner Stritch to approve the allowance for doubtful accounts in long term care to \$306,037.25 and outlined and recommended in the Finance Director and Long Term Care Services Director's memorandum dated March 5, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows asked Finance and Human Resources if there is a concern with the Commissioners Office distributing all contracts. Theresa Young said that there is the process in place. Theresa Young noted a recent bit of confusion between the normal processes with one unemployment contract. Martha Roy noted that Human Resources distributes contracts directly to legal and noted that was their process noting the unemployment contract. The Finance and Human Resources Directors disagreed with the process in place. Martha Roy petitioned for the current Human Resources process in place to remain.

Commissioner Pratt expressed concern with the different departmental process in place versus a unilateral system. Commissioner Pratt said she was not aware of any exception allowing Human Resources to be treated differently.

Martha Roy expressed concern with contracts going to Finance noting her belief that through the years the Human Resources functions are diminishing. Martha Roy made an example of health insurance benefits. Martha Roy said that finance is taking over many duties of human resources and over departments.

Commissioner Pratt said that Primex recommends the process in place for risk management.

Discussion ensued about the unemployment contract example.

Commissioner Barrows asked Chris Maxwell to draft a distribution plan for contracts through the Commissioners Office.

**Human Resources – Martha S. Roy, Director**

Commissioner Pratt asked for further clarifications on wellness trainings by entities to ensure there are no marketing sales pitch.

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

- **Bid Waiver: ARJO, \$27,584.19**

Moved: Commissioner Stritch to approve a bid waiver to ARJO for an amount not to exceed \$27,584.19 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that this purchase be sent out to bid. Steve Woods noted that the lifts alone cost over \$10,000 and other equipment companies will require their lifts. Steve Woods said ARJO equipment is sole source for their products.

No final vote. ***Failed to pass.*** Steve Woods will bid the equipment.

- **Long Term Care Time and Attendance Rules and Regulations Approval**

Moved: Commissioner Stritch to approve the Long Term Care Services Time and Attendance Rules and Regulations effective May 1, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

It was noted this is in agreement with Finance and Human Resources.

Motion passed all in favor.

- **Long Term Care Services Director Authorization to file Small Claim Court Petitions Approval**

Moved: Commissioner Stritch to authorize the Long Term Care Services Director to file all Small Claim Court petitions as necessary. Commissioner Pratt seconded the motion, voted all in favor.

- **Martins Point Health Care Skilled Nursing Facility Agreement Approval**

Moved: Commissioner Stritch to approve the Skilled Nursing Facility Agreement with Martins Point Health Incorporated from April 1, 2012 to March 31, 2014 and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the fee schedule noting that reimbursement is below actual costs. Steve Woods said that each insured patient is evaluated and would focus on the higher rehabilitation reimbursements. Steve Woods said the Harvard Pilgrim contract follows the same evaluation process. Steve Woods said the advantage is the reimbursement is higher than Medicaid in some instances. Commissioner Pratt would like to meet with the rehabilitation company to discuss this further.

Commissioner Pratt asked for a commitment from the Long Term Care Services Director that lower level services would not be accepted due to not breaking even on actual costs. Steve Woods said he would evaluate the patients but could not make a formal commitment.

Motion passed 2-1.

- **Life Line Health Care Solutions Service Agreement Approval**

Moved: Commissioner Stritch to approve a Service Agreement with Life Line HealthCare Solutions LLC from February 1, 2012 to January 31, 2013 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.

- **Rockingham Visiting Nurse Association and Hospice Agreement Approval**

Moved: Commissioner Stritch to approve the Inpatient Care Agreement, Inpatient Agreement for Respite Care, and Hospice Care Services Agreement with Rockingham Visiting Nurse Association and Hospice from February 1, 2012 to January 31, 2013 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.

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

Cathy Stacey noted the status of Senate Bill 212 and said that she spoke with her State Senator about that senate bill and her concern with House Bill 1174.

### **Sheriff – Michael W. Downing, High Sheriff**

- **Bid Waiver: Tri-Tech Software Systems, \$10,000**

Mike Downing asked for consideration of his bid waiver noting this is an additional module to the current program. Mike Downing noted that he has received free services as a beta site and has been beneficial.

Moved: Commissioner Stritch to approve a bid waiver to Tri-Tech Software Systems in the amount of \$10,000 for the civil software module as recommended by the High Sheriff.

Commissioner Pratt seconded the motion.

Commissioner Pratt said her approval is contingent on sending the program out to bid this year. Sheriff Downing concurred.

Motion passed all in favor.

### **III. New Business**

Commissioner Stritch expressed concern with outstanding evaluations from 2010. Commissioner Stritch said he was not doing evaluations in 2011 since division directors had no raises. Commissioner Pratt said that evaluations and raises should be separate issues. Discussion ensued about business practices.

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

Commissioner Barrows 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 business office operations in the sheriff's office were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Downing, Martha Breen, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss business office operations in corrections were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, 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 employment position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a business office employee in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a retiree were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, 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 former county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Kate Magrath, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed 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 to a nursing home position as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request for health insurance plan change for a retiree pending Local Government Center approval as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 for a former county attorney employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Accountant Position, Corrections**

Moved: Commissioner Stritch to authorize the Corrections Superintendent to fill the open accountant position. Commissioner Pratt seconded the motion. Motion passed 2-1.

**V. Adjournment**

Commissioner Barrows moved to adjourn at 1:30 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

**March 28, 2012 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows attended the meeting by telephone.

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 \$1,210,903.87 for the period ending March 25, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Retiree Benefit Request**

Moved: Commissioner Stritch to deny a retiree request for enhanced benefits. Commissioner Pratt seconded the motion, voted all in favor.

• **Lien Release Approval, Long Term Care Services**

Moved: Commissioner Stritch to release a lien placed on real property filed January 2010 due to repayment in full as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:23 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

**April 4, 2012 – 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

Steve Church, Corrections Superintendent  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Kathy Nikitas, Senior Financial Analyst  
County Attorney James Reams  
Treasurer Edward Buck

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:09 a.m.

**II. Reports:**

**RFP Awards**

• **Video Arraignment System Service Contract, Corrections**

Moved: Commissioner Stritch to award the video arraignment system service contract to George Willey Consulting Group for one year in the amount of \$8,237 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Computers, Sheriff**

Moved: Commissioner Stritch to award the computer proposal to SunnyTech Incorporated for \$9,464 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Police Cruisers, Sheriff**

Moved: Commissioner Stritch to award the police cruisers proposal to Irwin Zone for \$48,756.76 and Hillsboro Ford for \$45,224 with financing to be determined by the Finance Office as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the HVAC system cleaning proposal to AirDuct Klean for \$26,700 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Openings**

• **Uniforms, Corrections**

Commissioner Stritch opened a proposal received from Superior Uniform Group.

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.

• **Data Storage and Backup, Information Technology/Telecommunications**

Commissioner Stritch opened proposals received from Mainstay Technologies and Black Rock Technology Group.

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

- **Computer Equipment, Information Technology/Telecommunications**

Commissioner Stritch opened proposals received from Black Rock Technology Group, Tiger Direct, CDW Government, Ace Office Supplies, Tech Depot, Mainstay Technologies, and Microworks Computer Center.

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

- **Wood Chips, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Towle Hill Tree and Timber Incorporated, HHP Incorporated, and Cousineau.

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.

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

Commissioner Stritch opened proposals received from Interstate Coffee, Sysco Boston, and Donahue Brothers 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.

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

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 1146, 1148, 1150, 1152, 1154-1160, 1162 totaling \$496,359.99, accounts payable batch 1163 totaling \$117,135.13, general ledgers GL12102-GL12107 totaling \$1,627.50, 2012 autopay warrant T120272 totaling \$18,963.47, payroll warrants 0322SD, 0329SD totaling \$18,464.68, for a grand total of \$633,587.30. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend accounts payable warrant T120263 from \$37,075.69 to \$110,955.69, part of batch 1114 increasing the grand total to \$2,220,818.17 from the March 21, 2012 meeting. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request: Sheriff, \$12,297**

Moved: Commissioner Stritch to approve a 2011 line item transfer totaling \$12,297 for the Sheriff's office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request: Corrections, \$37,601**

Moved: Commissioner Stritch to approve a 2011 line item transfer totaling \$37,601 for the Department of Corrections. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the March 21 and 28, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed a conference and training request for out of state travel for Theresa Young to attend the American Payroll Association Congress (5 days) in Kissimmee Florida, for a county cost of \$1,205.

Moved: Commissioner Stritch to approve out of state travel for the Finance Director to attend a conference. Commissioner Pratt seconded the motion.

Commissioner Barrows asked about the low conference fees of an out of state conference. It was explained that Workforce Software is paying a major portion of the fees. Commissioner Barrows expressed concern with a vendor paying for a conference and potential conflicts. Kathy Nikitas said it was a part of the current Workforce contract to provide access to the conference at no charge to the county. Kathy Nikitas noted there is no contractual provision for this after the expiration of the current contract.

Commissioner Barrows noted she is not happy with our vendor payment of a portion of the conference. Commissioner Pratt noted that the Commissioners regularly approves free training provided by vendors.

Motion passed all in favor.

Commissioner Barrows reviewed three conference and training informational submissions.

Commissioner Barrows asked about pay increases for employees in 2012. It was noted that union contract positions would receive raises and further an employee promoted from a lower grade to a higher grade. Commissioner Barrows asked for an update in a month.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Steve Woods expressed concern with the managed care proposals under consideration. Chris Maxwell noted an agreement in the packet regarding between the State and Primex regarding return of funds and further the status of HB1371.

**Corrections – Stephen A. Church, Superintendent**

Steve Church noted the Supreme Court ruled that strip searches may be conducted for any offense charged and in turn provides added security to the facility.

- **Securus Technologies Master Service Agreement for Jail Management and Inmate Telephone System Approval**

Commissioner Pratt thanked the Superintendent for his information but asked for a brief overview of the fees and revenues. Steve Church said a percentage of revenue is taken by the company for the services to inmates and jail management. Steve Church said that the new vendor revenue will continue at 36% of fees. Commissioner Pratt asked about the charges to inmates for telephone calls. Steve Church said the fee is lower than with the current vendor.

Moved: Commissioner Stritch to approve a Master Service Agreement with Securus Technologies Incorporated for sixty months and authorize the Chair to sign the agreement pending legal review as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked why the services were not sent out to bid. Steve Church explained that this revenue stream follows the same protocol as others. Commissioner Pratt suggested that the Corrections Superintendent create a spreadsheet depicting the revenues, fees, and projection over five years for all vendors. Commissioner Barrows asked for a follow up in a month.

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Stritch to approve inmate administrative transfers report dated March 30, 2012 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney Reams arrived at 11:07 a.m.

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

- **American Express Card Confidential Information Storage Discussion**

Martha Roy expressed concern with confidential information being stored for the county American Express card. Martha Roy suggested an alternative such as second in command name and a different date. Kathy Nikitas noted that different security questions could be asked. Commissioner Pratt said this was setup for a reason citing a specific example of trying to use points after a staff member left. Commissioner Pratt said paying a county credit card is a privilege and that the Board had approved a policy containing certain controls to protect the county. Commissioner Pratt suggested deferring to a future meeting with a complete discussion including the Finance Director.

- **Nationwide Plan Sponsor Agreement Update**

Kate Magrath explained that Human Resources does not recommend redirection of funds to allow participants to make their own financial decisions. Commissioner Pratt asked how companies are chosen to offer to employees. Kate Magrath explained this company is used as recommended by the National Association of Counties.

Moved: Commissioner Stritch to reject the Nationwide proposed removal and redirection of the Fidelity Contrafund and the Brown Capital Management Small Company Fund and allow the inclusion of the Nationwide Growth Fund and the Nationwide Small Company Growth Fund 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.

- **Wellness Updates and Proposal Approval**

Moved: Commissioner Stritch to approve the Local Government Center Health and Safety Academy program into the Wellness Program as outlined and recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Stritch expressed concern with the pending litigation between the State of New Hampshire and Local Government Center and would abstain from the vote.

Motion passed all in favor with Commissioner Stritch abstaining from the vote.

## **Information Technology/Telecommunications – Frank L. Stoughton, Manager**

- **Surplus Equipment Approval**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Information Technology Manager's memorandum dated March 30, 2012 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Surplus Equipment Approval**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Long Term Care Services Director's memorandum dated April 4, 2012 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

- **American Express Points Usage Approval**

Moved: Commissioner Stritch to authorize the use of American Express points for a television in the day care program as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

## **Treasurer – Edward R. Buck**

- **Investment Policy Approval**

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

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,b,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 update regarding vendor contract negotiations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, 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 corrections employment position were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Kate Magrath, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal settlement offer were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Martha Roy, Kate Magrath, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

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

#### **IV. Old Business**

- **Workers Compensation Process Follow Up**

Nancy Lang explained that she following up from a previous meeting to establish a written plan for workers compensation administration. Further, Nancy Lang presented an agenda for the new third party administrator to be involved in a safety tour and training.

Moved: Commissioner Stritch to approve the workers compensation administration plan as directed by the Board and recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a corrections employment position as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a nursing home employee due to an administrative error as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve a settlement offer of a claim up to \$1,584 as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

#### **V. Adjournment**

Commissioner Barrows moved to adjourn at 12:31 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

**April 11, 2012 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

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

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,233,777.10 for the period ending April 8, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Commissioners Personnel Non Public Session**

Moved: Commissioner Barrows to enter into non-public session in accordance with New Hampshire RSA 91A:3 IIa to discuss personnel and the hiring process. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

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

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:24 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

**April 18, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Lt. Shawn Fogarty, Corrections  
Steve Woods, Long Term Care Director  
Martha Roy, Human Resources Director

Kate Magrath, HR Assistant Director  
Frank Stoughton, IT Manager  
Jude Gates, Director of Facilities  
Skip Christenbury, Chief Technician  
Fred Borman, UNH Cooperative Extension  
Kathy Nikitas, Senior Financial Analyst  
Karen Senecal, Attorney Office Manager

**I. Call to Order**

Commissioner Pratt called the meeting to order at 10:10 a.m. Commissioner Barrows participated by telephone.

**II. Reports:**

**RFP Award**

• **Wood Chips, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the wood chip fuel proposal to Cousineau Forest Products Incorporated from May 1, 2012 to April 30, 2017 at per ton of \$59.95 for year 1, \$61.95 year 2, \$62.95 year 3, \$63.45 year 4, and \$63.95 year 5 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

Commissioner Barrows left the meeting via telephone at 10:15 a.m.

Karen Senecal arrived at 10:15 a.m.

**RFP Openings**

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

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

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.

• **Whirlpool Tub Equipment, Long Term Care Services**

Commissioner Stritch opened proposals received from Arjo Incorporated, McKesson Medical Surgical, and Direct 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.

• **Lift Station Pump, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Walker Wellington LLC.



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 Equipment, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Palmer and Sicard and Thermo Dynamics 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.

- **Jail HVAC Equipment, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Northern Peabody, Palmer and Sicard, and Thermo Dynamics 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 Services**

Commissioner Stritch opened a proposal received from Brulotte 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.

- **Inmate Personal Care Products, Corrections**

Commissioner Stritch opened proposals received from Pacific Link 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**

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

Moved: Commissioner Stritch to award the coffee products proposal to Donahue Brothers from May 1, 2012 to May 1, 2013 for an amount not to exceed \$32,220 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Moved: Commissioner Stritch to award the uniforms proposal to Superior Uniform Group for an amount not to exceed \$15,000 as recommended by the Corrections Superintendent.  
Commissioner Pratt seconded the motion, voted all in favor.

- **Data Storage and Backup, Information Technology/Telecommunications**

Moved: Commissioner Stritch to award the data storage and backup proposal to Mainstay Technologies for \$21,158.68 as recommended by the Information Technology Manager.  
Commissioner Pratt seconded the motion, voted all in favor.

- **Computer Equipment, Information Technology/Telecommunications**

Moved: Commissioner Stritch to award the computer equipment proposal to Mainstay Technologies for \$16,885.60 as recommended by the Information Technology 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 batches 1168, 1177-1181, 1183, 1185, 1187, 1188, 1190-1192, 1194 totaling \$548,135.86, accounts payable batch 1198 totaling \$21,120.51, 2012 accounts payable autopay warrants 120310, 120276 totaling \$60,495.00, payroll warrants 0405sd, 0412sd totaling \$13,221.33, accounts payable wire payments 120317, 120313 totaling \$277,341.00, for a grand total of \$859,818.70. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the April 4 and 11, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt thanked staff for conference and training informational submissions.

- **Position Posting Information**

Commissioner Pratt noted one position posting.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Commissioner Pratt noted in the packet of interest is enabling municipalities to create other post-employment benefit trusts. Steve Woods said that the managed care proposals progress is being watched carefully.

#### **Corrections – Stephen A. Church, Superintendent**

- **Securus Technologies Master Service Agreement for Jail Management and Inmate Telephone System Update**

Commissioner Pratt noted concerns from the last meeting to be included in the next meeting for follow up regarding the jail management proposals.

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Stritch to approve inmate administrative transfers report dated April 16, 2012 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Jude Gates noted a pending line item transfer for generator repair at the jail building.

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

- **Personnel Policy and Procedure Chapter 8-4B Discussion**

Discussion ensued between the Finance Office and Human Resources Department on the current policy and the differences in practices between departments. Commissioner Pratt noted a plan for a pending County Management Team meeting to address this issue.

- **New Hampshire Local Government Center Short Term Disability 2012 Rate Adjustment**

Moved: to approve the modified New Hampshire Local Government Center Short Term Disability premium rate of \$0.52 per \$10 of benefit effective June 1, 2012 and to instruct Local Government Center to recalculate waiting periods and benefit durations for current employees on short term disability as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Kate Magrath noted that retroactive processing will not occur as it is for June 1<sup>st</sup> forward.

Motion passed all in favor.

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

- **Anthem Skilled Contract Approval**

Moved: Commissioner Stritch to approve the Anthem Blue Cross and Blue Shield Ancillary Provider Agreement from May 1, 2012 to April 30, 2013 and authorize the Chair to sign the agreement as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

#### **Sheriff – Michael W. Downing, High Sheriff**

- **Federal Equitable Sharing Agreement and Certification Approval**

Moved: Commissioner Stritch to approve the submission of the Federal Equitable Sharing Agreement and Certification for year ending December 31, 2011 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Traffic Radar Project, \$1,161**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Traffic Radar Project in the amount of \$1,161 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, Route 101 East Corridor Enforcement Patrols, \$7,987.50**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for Route 101 East Corridor Enforcement Patrols in the amount of \$7,987.50 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **2012 Justice Assistance Grant Public Hearing**

Commissioner Pratt opened a public hearing for the 2012 United States Justice Assistance Grant funds and asked Skip Christenbury, the designee from the Sheriff's Office to read the Program Narrative.

Skip Christenbury read the following:

The 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$30,713. The County of Rockingham did not submit the level of violent crime data to qualify for a direct award from BJA, but is in the disparate category. The JAG legislation requires that Rockingham County remain a partner with local jurisdictions receiving funds. This joint

application includes two local jurisdictions: Derry and Portsmouth, New Hampshire. Authorized representatives have agreed to a 5% grant administrative fee. Rockingham County is the administrator for the 2012 JAG grant. Each entity will be allocated the following:

Programs:	
Town of Derry:	\$ 19,451
City of Portsmouth:	\$ 9,726
	<u>\$ 29,177</u>
Administration Fee:	
Rockingham County:	\$ 1,536
Total:	<u>\$ 30,713</u>

As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2012 JAG process and Major Al Brackett of Rockingham County Sheriff's Office will complete the on-line grant application and perform all administrative duties throughout the grant period of October 1, 2012 through September 30, 2016. The grant application is due by 8:00 p.m. (Eastern Time) on May 14, 2012.

The Edward Byrne Memorial Justice Assistance Grant (JAG) funds will be utilized to support a broad range of activities to prevent and control crime and enhance officer safety. The two units of local government in the jurisdiction will utilize the funds for local initiative, training, equipment, supplies, and information systems for criminal justice within the following purpose areas:

- Planning, Evaluation & Technology Improvement Programs
- Law Enforcement Programs

Rockingham County is the fiscal agent for the 2012 JAG grant. In that capacity, the county will process reimbursement payments to agencies, solicit updates from all agencies and prepare quarterly progress and financial reports, track, inventory, and monitor equipment purchases, and perform annual audits to ensure compliance with grant requirements.

Rockingham County will drawdown the funds on a reimbursable basis only. Funds will not be drawn down in advance of expenditures.

Procedures have been established regarding how funds for the sub-grantees will be dispersed. Each agency will receive funds on a reimbursable basis only. The agencies will submit reimbursement requests to Rockingham County which will include copies of invoices paid and proof of payment (front and back check copies) for all expenditures. Rockingham County will then verify that the expenditures are in compliance with the agency program(s) and grant guidelines. After the reimbursement request has been approved, Rockingham County finance office will process the reimbursement payment to the agency.

The Town of Derry and City of Portsmouth will submit to Rockingham County on a quarterly basis, performance measure statistical information to be summarized for the required quarterly progress reports.

Rockingham County will also summarize all costs associated with administering the grant each quarter and will apply those expenditures to the grant account.

Skip Christenbury noted a copy of the Memorandum of Understanding relative to this grant is forthcoming.

Chair asks the public for comments. No public comments.

Chair closes public hearing.

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

Commissioner Barrows was present by telephone at 11:37 a.m.

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss three exception requests to the minimum usage deadline for three sheriff office employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Skip Christenbury, Kate Magrath, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss five exception requests to the minimum usage deadline for five county attorney employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Karen Senecal, Kate Magrath, Kathy Nikitas, Martha Roy, 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, Kate Magrath, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

Commissioner Barrows left the meeting via telephone at 11:56a.

- **Non public session re: legal**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal settlement agreement were Commissioner Pratt, Commissioner Stritch, Kathy Nikitas, and Chris Maxwell.

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

- **Exception Requests, Sheriff**

Moved: Commissioner Stritch to approve three exception requests to Personnel Policy and Procedure Chapter 8-2f for three sheriff's office employees as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Requests, County Attorney**

Moved: Commissioner Stritch to approve five exception requests to Personnel Policy and Procedure Chapter 8-2f for five county attorney office employees 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 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Settlement Agreement, County Attorney**

Moved: Commissioner Stritch to approve a settlement agreement as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:05 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**April 25, 2012 – 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 11:18 a.m.

**II.     New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,228,357.61 for the period ending April 22, 2012. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners discussed the upcoming Executive Committee and Delegation Officers meetings.

**III.    Adjournment**

Commissioner Stritch moved to adjourn at 11:32 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

**May 2, 2012 – 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

Steve Church, Corrections Superintendent  
Diane Gill Human Services Director  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
High Sheriff Michael Downing  
Fred Borman, UNH Cooperative Extension  
Kathy Nikitas, Senior Accounting Analyst

**I. Call to Order**

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

**II. Reports:**

**RFP Opening**

• **Replacement Detention Jail Doors, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Hardware Consultants and Southern Folger.

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.

• **Computer Redundancy and Database Consolidation, Sheriff**

Commissioner Stritch opened proposals received from Mainstay Technologies and Sunnitech Incorporated.

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.

• **Inmate Janitorial Products, Corrections**

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

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.

**RFP Awards**

• **Inmate Personal Care Items, Corrections**

Moved: Commissioner Stritch to award the inmate personal care items proposal to Bob Barker Company for an amount not to exceed \$18,200 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the dairy products proposal to HP Hood LLC from May 1, 2012 to April 13, 2013 for an amount not to exceed \$11,500 per month as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.



- **Whirlpool Tub Equipment, Long Term Care Services**

Moved: Commissioner Stritch to award the whirlpool tub equipment proposal to ARJO Incorporated for \$24,119.90 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Lift Station Pump, Engineering and Maintenance Services**

Moved: Commissioner Stritch to reject and resubmit proposal invitations for a lift station pump as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **HVAC Equipment, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the HVAC equipment proposal to Palmer and Sicard for \$45,140 and Thermo Dynamics for \$132,940 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Jail HVAC Equipment, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the jail HVAC equipment proposal to Palmer and Sicard for an amount not to exceed \$300,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the not to exceed option versus a change order as needed. Jude Gates explained the scope of the project and the unknown factors.

Motion passed all in favor.

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

Moved: Commissioner Stritch to award the replacement doors proposal to Brulotte Incorporated for \$9,325 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 batches 1203 1206, 1207, 1209, 1212, 1213, 1214, 1219, 1221, 1222, 1225 totaling \$283,474.83, accounts payable batch 1217 totaling \$151,852.69, general ledgers 12134, 12135, 12136 totaling \$895.00, payroll warrants 0419SD, 0426SD totaling \$17,891.60, accounts payable wire payment 120348 totaling \$1,555,809.69, for a grand total of \$2,009,923.81. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the April 18 and 25, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed one conference and training information submission.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **New Hampshire Association of Counties Legislative Updates**

Steve Church reported pending legislation regarding inmates with medical conditions noting lobbying from the hospitals. Martha Roy noted that the state representative as union negotiation observer failed but was added to a truancy bill for consideration again.

## **Corrections – Stephen A. Church, Superintendent**

- **Securus Technologies Master Service Agreement for Jail Management and Inmate Telephone System Update**

Steve Church noted that contract review of the agreement was underway and has been successful. Steve Church noted the revenue rates vary between the companies noting higher rates result in lower services. Commissioner Pratt asked about the total revenue to be received for a year. Steve Church said that this proposal reflects 36% in revenue totaling \$90,000 to \$100,000. Steve Church assured that the revenue total would be higher than under the previous contract.

- **Grant Application Approval: New Hampshire Department of Education, Carl D. Perkins Career and Technical Education Act of 2006 Grant, \$2,300**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Education for a Carl D. Perkins Career and Technical Education Act of 2006 grant in the amount of \$2,300 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt noted that at the most recent Executive Committee meeting that a committee was established to study female inmate housing.

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

- **Surplus equipment approval**

Moved: Commissioner Stritch to declare one (1) 1971 Cummins generator surplus and to be disposed of accordingly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Health Reimbursement Account Funding Amendment II Approval**

Kate Magrath explained the need of the amendment based on the recommendations of the clinicians at Wellness Workdays and the Wellness Coordinator at Local Government Center. Discussion ensued about the testing, diagnosis, and results. Commissioner Pratt expressed concern with the levels and a false sense of satisfactory levels. Discussion ensued about testing levels versus coaching from a clinician. Martha Roy assured that the testing levels reflect generally accepted medical recommendations.

Moved: Commissioner Stritch to approve the Health Reimbursement Account funding as outlined in the “Revised Exhibit A 4/24/2012” document to be applied for the remainder of the 2012 plan year as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt does not agree with the testing levels and believes it is misleading advice.

Motion passed 2-1.

- **American Express Point Usage Approval**

Moved: Commissioner Stritch to authorize the use of 47,000 points for wellness program awards as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Diane Gill noted she attended the Governor and Council breakfast hosted by the New Hampshire Association of Counties and provided a few handouts of Sullivan County initiatives. Diane Gill reported the April state bill reflected back billing from August due to billing errors by Crotched Mountain for home and community based care. Discussion ensued about prior year fund balance reporting and limitations.

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

- **Surplus equipment approval**

Moved: Commissioner Stritch to declare equipment listed and recommended by the Long Term Care Services Director surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

- **Amendment to RFP Award Approval**

Moved: Commissioner Stritch to amend a vote taken at the January 12, 2010 Board of Commissioners meeting changing the Genesis Rehabilitation Services award listed as March 1, 2010 through February 28, 2012 to April 1, 2010 to April 30, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

### **Sheriff – Michael W. Downing, High Sheriff**

- **2012 Justice Assistance Grant Program Award Interlocal Memorandums of Understanding for City of Portsmouth and Town of Derry.**

Moved: Commissioner Stritch to approve Interlocal Memorandums of Understanding between Rockingham County, City of Portsmouth, and Town of Derry for the United States Department of Justice 2012 Justice Assistance Grants as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Discussion ensued about grant funding eligibility for Rockingham County. Commissioner Pratt asked about grant reporting compliance as outlined in an audit finding last year. Sheriff Downing said the office is reporting the grant awards.

Motion passed all in favor.

Commissioner Barrows recommended a letter of commendation for the staff involved in the Greenland tragedy.

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, 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, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss four exception requests to the minimum usage deadline for four engineering and maintenance employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss cooperative extension county personnel 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

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

Moved: Commissioner Stritch to approve an exception request to the Long Term Care Services Uniform Allowance Policy for a former nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Requests, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve four exception requests to Personnel Policy and Procedure Chapter 8-2f for four engineering and maintenance services employees as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.


- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the medical and dental enrollment rules for a nursing home 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 11:56 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 9, 2012 – 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 \$1,224,370.84 for the period ending May 6, 2012. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:19 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

**May 16, 2012 – 10:00 a.m.**

*Present:*

Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Steve Church, Corrections Superintendent  
John Blomeke, Assistant Superintendent  
Jude Gates, Director of Facilities  
Martha Breen, Sheriff Office Manager

Diane Gill, Human Services Director  
Theresa Young, Finance Director  
Fred Borman, UNH Cooperative Ext.  
Skip Christenbury, Chief Radio Tech.  
Frank Stoughton, IT Manager  
Martha Roy, Human Resources Director  
Steve Woods, Long Term Care Director

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Emergency Vehicle Upfit Equipment, Sheriff**

Commissioner Stritch opened one proposal from Adamson Industries Corporation.

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

• **Laptop Computers, Sheriff**

Commissioner Stritch opened proposals received from Sunnitech Incorporated and Computer Hut.

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 Strategic Benefit Solutions Incorporated, TD Insurance, Gallagher Benefit Services, Clark and Lavey Benefit Consultants, and Granite Group Benefits.

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

**RFP Awards**

• **Computer Redundancy and Database Consolidation, Sheriff**

Moved: Commissioner Stritch to award the computer proposal to Mainstay Technologies for \$17,855.08 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Janitorial Products, Corrections**

Moved: Commissioner Stritch to award the janitorial products proposal to Central Paper Products Company for an amount not to exceed \$10,000 as recommended by the Corrections Superintendent. 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 batches 1253, 1257, 1259, 1260, 1267, 1272, 1273, 1274, 1276, 1278, 1279, 1282 totaling \$363,988.04, accounts payable

batch 1285 totaling \$75,839.79, general ledgers 12157 and 12164 totaling \$551, payroll warrants 0503SD, 0510SD totaling \$18,781.88, accounts payable wire payments T120409 and T120411 totaling \$2,174,111.00, for a grand total of \$2,633,271.71. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 2 and 9, 2012 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions for this meeting.

- **Position Posting Information**

Commissioner Pratt reviewed one position posting.

- **New Hampshire Business Finance Authority Request to Waive Qualified Energy Conservation Bond Allocation**

Theresa Young explained this request from the New Hampshire Business Finance Authority noting the request is similar to an American Recovery and Reinvestment Act (ARRA) proposal from the finance authority 2 years ago. Discussion ensued about the project and the guidelines for approval.

Moved: Commissioner Stritch to recommend to the Rockingham County Delegation a waiver of Qualified Energy Conservation Bond Allocation to Rockingham County in the amount of \$3,079,634 to the New Hampshire Business Finance Authority for a wind farm project in Berlin. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt recognized Cheryl Durling for 35 years of service to Rockingham County. Register of Deeds Cathy Stacey expressed her appreciation of Cheryl. Cheryl Durling said she appreciated the recognition.

#### **Corrections – Stephen A. Church, Superintendent**

- **Securus Technologies Master Service Agreement for Jail Management and Inmate Telephone System Update**

Steve Church reported that the vendor made all changes to the contract as recommended by legal counsel. Steve Church said the contract is ready for signature.

- **Inmate Administrative Transfer Approval**

None at this time

#### **Engineering and Maintenance Services – Jude A. Gates, Director of Facilities**

Jude Gates announced an open house for the biomass facility will be Wednesday, May 30, 2012 from 1:00 p.m. to 4:00 p.m.

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

Theresa Young noted that borrowing in anticipation of taxes will occur earlier and for more as demands increase.

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

Martha Roy noted pending legislation regarding the retirement spiking amendment that will be voted on today, which incorporates gambling bill amendments.

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

- **Nursing Per Diem Pay Rates for 2012 Approval**

Moved: Commissioner Stritch to approve the 2012 Nursing Per Diem Pay Rates effective May 1, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Steve Woods noted that with the approval of managed care in New Hampshire that he recommends the counties team up and negotiate contracts as one entity. Discussion ensued. Commissioner Pratt said that the New Hampshire Association of Counties needs to make this a priority to ensure the counties interests are protected.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: New Hampshire Department of Safety, Interoperability Radios, \$41,961.60**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Safety for interoperability radios in the amount \$41,961.60 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Radio Recipient Memorandum of Understanding Approval**

Moved: Commissioner Stritch to approve the Radio Recipient Memorandum of Understanding with the New Hampshire Department of Safety and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Pratt, Commissioner Stritch, Steve Church, John Blomeke, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a disciplinary matter in corrections were Commissioner Pratt, Commissioner Stritch, Steve Church, John Blomeke, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a disciplinary matter in long term care were Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, 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 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

Commissioner Pratt declared a recess of the meeting at 12:00 p.m.

Commissioner Pratt reconvened the meeting at 1:06 p.m.



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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapters 6-7 and 6-3 for a candidate to a nursing home employment position 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 paid administrative leave for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a long term care employee 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 1:15 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**May 23, 2012 – 11:00 a.m.**

Present:

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:21 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,228,778.70 for the period ending May 20, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Personnel non public session**

Moved: Commissioner Barrows to enter non public session in accordance with New Hampshire RSA 91A:3IIa to discuss personnel employment. Commissioner Pratt seconded the motion, voted all in favor. In attendance 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 Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

There was discussion of criminal background checks on employees and volunteers. The Commissioners wanted to know if all employees including per diem and temporary staff have criminal background checks performed regardless of departments. Further, the Commissioners wanted to know about volunteers to long term care services.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:35 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**May 30, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Diane Gill, Human Services Director
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Commissioner C. Donald Stritch, Clerk	High Sheriff Michael Downing
Steve Church, Corrections Superintendent	Register of Deeds Cathy Stacey
John Blomeke, Assistant Superintendent	Theresa Young, Finance Director
Martha Roy, Human Resources Director	Fred Borman, UNH Cooperative Extension
Kate Magrath, HR Assistant Director	Karen Senecal, C. Attorney Office Manager

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:01 a.m.

**II. Reports:**

**RFP Openings**

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

Commissioner Stritch opened proposals received from Central Paper Products Company and Eastern Bag and Paper 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.

• **Lift Station Pump, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from DL Thurrott Incorporated, Walker Wellington, and Raymond Electric Service 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.

• **Computer Equipment, County Attorney**

Commissioner Stritch opened a proposal received from Dell Financial Services.

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

• **Commercial Dryer, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Yankee Equipment Services and Daniels Equipment 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.

• **Hot Water Exchanger, Engineering and Maintenance Services**

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

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.

- **Pay and Classification Services**

Commissioner Stritch opened proposals received from Thornton and Associates, Human Resources Partners LLC, and Olney/HRadvantage.

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.

#### **RFP Awards**

- **Emergency Vehicle Upfit Equipment, Sheriff**

Moved: Commissioner Stritch to award the emergency vehicle upfit equipment proposal to Adamson Industries for \$10,259 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Laptop Computers, Sheriff**

Moved: Commissioner Stritch to award the laptop computers proposal to Sunnitech Incorporated for \$7,554 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the replacement door proposal to Hardware Consultants for \$66,254 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 batches 1307, 1304, 1305 1291, 1298, 1303, 1296, 1292, 1289, 1311, 1294, 1308, 1309, 1306 totaling \$795,072.43, accounts payable batch 1302 totaling \$36,828.36, general ledgers GL12190, GL12191 totaling \$592, payroll warrants 0517SD, 0524SD totaling \$11,630.61, accounts payable wire payment T120454 \$384,388.41 for a grand total of \$1,228,511.81. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 16 and 23, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions at this time.

- **Position Posting Information**

Commissioner Barrows reviewed three position postings.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Discussion ensued regarding the current status of the risk pools and no new information is available.

#### **Corrections – Stephen A. Church, Superintendent**

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Stritch to approve inmate administrative transfer report pursuant to New Hampshire RSA 30-B:21 dated May 24, 2012 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

Theresa Young reported that the banking request for proposals will be going out shortly and the services have been analyzed for enhanced and traditional services.

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

- **Resident Custom Rate Approval**

Steve Woods requested the Commissioners approve for a custom rate that is higher than the Medicaid rate but less than the private pay rate. Discussion ensued about the payment options and threshold. The Commissioners directed that consideration would be deferred until the Medicaid application is completed and evaluated.

- **Surplus Equipment Request Approval**

Moved: Commissioner Stritch to declare four (4) pieces of equipment as outlined and recommended in the Long Term Care Services Director's memorandum dated May 30, 2012 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, John Blomeke, 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 corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, John Blomeke, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal update were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, John Blomeke, 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.

- **Non public session re: legal**

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss cooperative extension staffing were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Fred Borman, Rebecca Cronin, Jim Grady Martha Roy, and Chris Maxwell.

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

Commissioner Barrows announced that the remaining meeting votes would occur at the end of the meeting. Lori Piscitello and Verne Rines arrived at 12:17 p.m.

- **Non public session re: personnel**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a disciplinary matter for a nursing home employee and present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Deputy Chris Stone, Verne Rines, Lori Piscitello, Steve Woods, and Chris Maxwell. Commissioner Stritch seconded the motion, voted all in favor.

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

Lori Piscitello and Verne Rines left the meeting at 12:34 p.m.

- **Non public session re: personnel**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a disciplinary matter for a nursing home employee and present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Deputy Chris Stone, Steve Woods, and Chris Maxwell. Commissioner Stritch seconded the motion, voted all in favor.

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

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request for a leave without pay for a corrections 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 6-7 and 6-3 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, Human Resources**

Moved: Commissioner Stritch to deny an exception request to the open enrollment deadline for an engineering and maintenance services employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Services Director as outlined in his letter of May 15, 2012 regarding a Long Term Care Services employee, effective June 11, 2012. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for paid administrative leave for a nursing home 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 8-2, H.3 for a nursing home employee. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Grant Award Approval: New Hampshire Community Development Finance Authority, Smuttynose Economic Development, Community Development Block Grant, \$500,000**

Moved: Commissioner Stritch to approve a grant award with the New Hampshire Community Development Finance Authority for the Smuttynose Economic Development project of \$500,000 in community development block grant funds and authorize the Chair to sign all necessary documents as recommended by the Grant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:49 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

**June 6, 2012 – 11:00 a.m.**

*Present:*

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

Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director  
Steve Woods, Long Term Care Director

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:09 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,243,019.16 for the period ending June 3, 2012. Commissioner Barrows seconded the motion, voted all in favor.

• **Contract Amendment**

Chris Maxwell asked the Board of Commissioners consideration for a contract amendment to a Severance Agreement as presented. Steve Woods noted his attendance for long term care and on behalf of the Finance Director and it is supported by Finance, Human Resources, and Long Term Care.

Moved: Commissioner Stritch to approve an amendment (regarding Short Term Disability) to the Severance Agreement dated December 28, 2011 with a Long Term Care Services employee as recommended by legal counsel. Commissioner Barrows seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:14 a.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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





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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**June 13, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Leslie Fabian, Director of Nursing  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager

Karen Senecal, C. Attorney Office Manager  
Lt. Kevin Walsh, Deputy Sheriff  
High Sheriff Michael Downing  
Steve Church, Corrections Superintendent  
Theresa Young, Finance Director  
Fred Borman, UNH Cooperative Extension  
Diane Gill, Human Services Director

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Generator Radiators, Engineering and Maintenance Services**

Jude Gates noted that due to the lack of responses that a bid waiver may be required for emergency critical equipment. The proposals will be sent again.

• **Salvage Trailer, Sheriff**

Commissioner Stritch opened one proposal received from Tom Murdock.

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.

• **Financial Advisory Services for 2012 and 2013, Finance**

Commissioner Stritch opened proposals received from AC Advisory Incorporated, PFM Group LLC, and First Southwest.

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

Commissioner Barrows asked about the two year service contract proposal. Theresa Young explained that a multiple year agreement may be cost effective or if not then it will be resent for one year. Discussion ensued about the vendor pool and cost variations between companies in years past.

**Request for Quotation: Computer Aided Dispatch & Records Management, Sheriff**  
Capers System Solutions, Enforsys Police Systems, New World Systems, CYRUN, and TriTech Software Systems.

Moved: Commissioner Stritch to authorize the High Sheriff to review the quotations and report back. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Awards**

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

Moved: Commissioner Stritch to award the disposable lid proposal to Central Paper Products Company from June 1, 2012 to May 31, 2013 for an amount not to exceed \$8,700 as

recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Hot Water Exchanger, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the hot water exchanger proposal to Frank I. Rounds Company for \$19,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Lift Station Pump, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the lift station pump proposal to Raymond Electric Service for \$5,865 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Commercial Dryer, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the dryer proposal to Yankee Equipment Sales for \$4,550 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Computer Equipment, County Attorney**

Moved: Commissioner Stritch to award the computer equipment proposal to Dell Financial Services for \$13,037.58 total for a three year lease and authorize the Chair to sign all necessary documents pending legal review 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 accounts payable batches 1318, 1320, 1322, 1324, 1326, 1328, 1331-1335, 1337, 1338, 1341 totaling \$184,334.17, accounts payable batch 1343 totaling \$7,149.97, general ledgers 12207-12209 totaling \$900.50, payroll warrants 0531SD, 0607SD totaling \$11,064.09, accounts payable wire payments T120496, T120497 totaling \$17,833.00, for a grand total of \$221,281.73. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request: \$17,338.62**

Moved: Commissioner Stritch to approve a line item transfer totaling \$17,338.62 for information technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the May 30, 2012 and June 6, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed one conference and training informational submission.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Commissioner Pratt noted that the spiking provision to the retirement system was killed and was pleased with the results. Theresa Young reported that the risk pool legislation has no further action.

#### **Corrections – Stephen A. Church, Superintendent**

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Stritch to approve inmate administrative transfers report dated June 11, 2012 pursuant to New Hampshire RSA 30-b:21. Commissioner Pratt seconded the motion, voted all in favor.

Discussion ensued about the increased jail population along with the video arraignments. Commissioner Pratt asked for a cost benefit analysis of video arraignments that encompasses both sheriff and corrections costs.

**Finance – Theresa M. Young, Director**

- **American Express Points Usage Approval**

Moved: Commissioner Stritch to approve the use of approximately 51,700 American Express points as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Theresa Young noted that during the Wellness Fair the Finance Office will display and present the new MUNIS Self Service option for the employees. Commissioner Barrows questioned if employees pay taxes on the gift cards. Theresa Young explained that employees would pay taxes per Internal Revenue Service regulations.

Motion passed 2-1.

- **Lease Approval: TD Equipment Finance Incorporated, \$96,079.47, 2.25%, 36 months**

Moved: Commissioner Stritch to approve a lease agreement with TD Equipment Finance Incorporated for a three year lease totaling \$96,079.47 for the purchase of four sheriff vehicles and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

- **Tuition Reimbursement Administrative Changes Approval**

Moved: Commissioner Stritch to approve the administrative amendment to the Rockingham County Tuition Reimbursement Program Policy as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Services – Diane D. Gill, Director**

Diane Gill noted that as of the May state bill that the county will be \$300,000 over the cap in place. Diane Gill presented a letter received from the New Hampshire Department of Health and Human Services regarding counties paying for the state rate setter. Diane Gill said it is part of a larger conversation with the New Hampshire Association of Counties. Discussion ensued about the charge formula. Diane Gill asked that the matter be placed on the agenda for the next State County Finance Committee meeting.

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

- **Body Wash and Brief Products RFP Award Extension Approval**

Moved: Commissioner Stritch to extend the current body wash proposal with Geriatric Medical from June 1, 2012 to October 31, 2012 for an amount not to exceed \$1,000 and brief products proposal with McKesson Medical Surgical from June 1, 2012 to October 31, 2012 for an amount not to exceed \$35,000 with pricing and terms to remain firm as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: New Hampshire Highway Safety Agency, DUI Enforcement Patrols, \$4,792.50**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for DUI Enforcement Patrols in the amount of \$4,792.50 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

High Sheriff Downing noted that pre-trial detainees with medical issues is increasing costs.

### **III. New Business**

- **RFP Award: Salvage Trailer, Sheriff**

Moved: Commissioner Stritch to award the salvage trailer proposal to Tom Murdock for \$151.51 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Stritch 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 sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, High Sheriff Downing Lt. Kevin Walsh, Theresa Young, Kate Magrath, 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, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss cooperative extension staffing were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Fred Borman, Theresa Young, Kate Magrath, and Chris Maxwell.

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

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

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

- **Layoff, University of New Hampshire Cooperative Extension**

Moved: Commissioner Stritch to approve the layoff of all University of New Hampshire Cooperative Extension employees effective July 27, 2012 contingent on relevant votes from the Rockingham County Executive Committee in July, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows declared a recess at 12:03 p.m. Commissioner Barrows reconvened the meeting at 12:29 p.m.

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel disciplinary matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Rick Laughton, Stephen Duffy, Steve Church, John Blomeke, Tom Closson, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel disciplinary matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Closson, and Chris Maxwell.

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

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request for a corrections employee. Commissioner Pratt seconded the motion, voted all in favor.

## **VI. Adjournment**

Commissioner Stritch moved to adjourn at 1:42 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

**June 20, 2012 – 8:45 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 8:50 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,233,326.49 for the period ending June 17, 2012. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 9:00 a.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**June 27, 2012 – 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  
Register of Deeds Cathy Stacey  
Kate Magrath, HR Assistant Director  
Nancy Lang, Assisted Living Director  
Steve Woods, Long Term Care Director

Steve Church, Corrections Superintendent  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
Martha Breen, Sheriff's Office Manager  
Lt. Kevin Walsh, Deputy Sheriff  
Karen Senecal, C. Attorney Office Manager  
Fred Borman, UNH Cooperative Extension  
Kathy Nikitas, Senior Financial Analyst

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:09 a.m.

**II. Reports:**

**RFP Openings**

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

Commissioner Stritch opened proposals received from Central Paper Products Company, Interboro Packaging Corporation, and Geriatric Medical Surgical.

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

Commissioner Pratt seconded the motion, voted all in favor.

• **Generator Radiators, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal from BGR Radiators.

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.

• **Volume Preservation Project, Registry of Deeds**

Commissioner Stritch opened proposals received from Kofile Incorporated and AEL Restoration.

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.

• **Community Development Block Grant Administration – Smuttynose Brewing Company**

Commissioner Stritch opened proposals received from Amoskeag Architectural Group and Donna Lane.

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

## **RFP Awards**

- **Financial Advisory Services, Finance**

Moved: Commissioner Stritch to award the financial advisory services proposal to First Southwest for two years with an amount not to exceed \$5,000 annually and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Insurance Consultant**

Moved: Commissioner Stritch to award the insurance consultant services proposal to Gallagher Benefit Services Incorporated for \$40,000 in year one with a renewal option for year two at \$48,000 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance and Human Resources Directors. 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 batch 1385 totaling \$368,970.33, accounts payable batch 1382 totaling \$53,055.82, general ledger 12248 totaling \$288.50, payroll warrants 0614sd, 0621sd totaling \$8,733.78, accounts payable wire payments 120517, 120549, 120550 totaling \$1,247,363.48 for a grand total of \$1,678,411.91. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend an accounts payable batch approved at the April 4, 2012 Board of Commissioners meeting increasing #1156 by \$30.24 bringing the new grand total to \$633,617.54. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request – Long Term Care: \$15,000**

Commissioner Pratt expressed concern with the personnel costs and accountability for costs in the adult day care program. Steve Woods noted an error in budgeting that sick time, earned time, and FMLA was not calculated. Further, he explained that the associated employee did not split time between both departments. Commissioner Barrows recommended waiting until third quarter for further analysis. Discussion ensued.

Moved: Commissioner Stritch to approve a line item transfer totaling \$15,000 for long term care. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request – Sheriff: \$2,500**

Moved: Commissioner Stritch to approve a line item transfer totaling \$2,500 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request – Sheriff: \$1,500**

Moved: Commissioner Stritch to approve a line item transfer totaling \$1,500 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer Request – Engineering and Maintenance: \$19,225**

Moved: Commissioner Stritch to approve a line item transfer totaling \$19,225 for Engineering and Maintenance Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 13 and 20, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions this meeting



- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Steve Woods noted an upcoming State County Finance Committee meeting in July. Discussion ensued about the agenda and strategy of the counties. Kathy Nikitas noted that ProShare funds were received yesterday. Martha Roy noted the retirement system spiking provision is on the Governor's desk for approval.

**County Attorney – James M. Reams**

- **Grant Application Approval: New Hampshire Department of Justice, State Victim Assistance Grant, \$30,000**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Department of Justice for a State Victim Assistance Grant in the amount of \$30,000 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **Master Lease Approval: Dell Financial Services, \$13,036.68**

Moved: Commissioner Stritch to approve a Master Lease Agreement with Dell Financial Services for a thirty-six month fair market value lease totaling \$13,036.68 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director and County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Resolution Approval: TD Equipment Finance Incorporated**

Moved: Commissioner Stritch to approve a Resolution declaring official intent with TD Equipment Finance Incorporated with a lease total of \$93,980.76 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

- **Job Descriptions and Downgrade Approval, Long Term Care Activities Department**

Moved: Commissioner Stritch to approve the amended job descriptions with title changes in the Long Term Care Services Activities Department and further to downgrade Activities Director to Grade 35 from Recreation Therapy Director Grade 63 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Wellness Funding for Cigna 5k Road Race Approval**

Moved: Commissioner Stritch to approve the road race funding proposal as outlined and recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

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

- **MassTex Imaging LLC Agreement Approval**

Moved: Commissioner Stritch to approve a Service Agreement with Mass Tex Imaging LLC for one year with an amount not to exceed \$4,999 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Cigna Ancillary Services Agreement Approval**

Moved: Commissioner Stritch to approve an Ancillary Services Agreement with Cigna for skilled care from August 15, 2012 to August 15, 2013 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.

- **New Hampshire Health and Human Services Medicaid Group Provider Application Approval**

Moved: Commissioner Stritch to approve the Medicaid Group Provider Application submission with the New Hampshire Department of Health and Human Services 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.

- **Workers Compensation Update**

Nancy Lang was pleased to announce successful results with the new third party administration services of workers compensation.

**Sheriff – Michael W. Downing, High Sheriff**

- **Temporary On-Call Dispatcher Proposal Approval**

Moved: Commissioner Stritch to approve the proposal of \$26 per hour for an on-call dispatcher effective June 25, 2012 for 12 weeks as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver Approval: Information Management Corporation, \$10,051/\$7,975**

Moved: Commissioner Stritch to approve a bid waiver to Information Management Corporation for a two year service contract totaling \$10,051 in 2012 and \$7,975 in 2013 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Fish and Game, Enforcement Patrols, \$1,080**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Department of Fish and Game for enforcement patrols in the amount of \$1,080 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Stritch 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 sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Lt. Walsh, Martha Breen, Martha Roy, Alison Kivikoski, Kathy Nikitas, 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, Alison Kivikoski, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Lt. Walsh, Martha Breen, Martha Roy, Alison Kivikoski, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss cooperative extension staffing were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Fred Borman, Kathy Nikitas, Martha Roy, and Chris Maxwell.

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

The Commissioners directed that the leave without pay form be revised to clearly indicate a section for approval of denial of county paid benefits during the leave period by the Board of Commissioners.

- **Leave Without Pay, Sheriff**

Moved: Commissioner Stritch to approve a leave without pay request with county portion of all employee benefits continue for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Layoff Clarification, UNH Cooperative Extension**

Moved: Commissioner Stritch to clarify that a layoff vote taken at the June 13, 2012 Board of Commissioners meeting confirms a UNH Cooperative Extension employee hired after 2005 will result in full 100% payout of all earned time. Commissioner Pratt seconded the motion, voted all in favor.

- **Discretionary Accrual Cash Out Program**

Moved: Commissioner Stritch to approve the 2012 Discretionary Accrual Cash Out Program as outlined by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:54 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**July 5, 2012 – 10:00 a.m.**

*Present:*

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

Martha Roy, Human Resources Director  
Theresa Young, Finance Director  
Steve Church, Corrections Superintendent  
Stephen Brannan, Corrections Officer  
Bruce Chamberlain, Corrections Officer

**I. Call to Order**

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

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,249,317.42 for the period ending July 1, 2012. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91:A:3 II (a) to discuss a personnel issue. Commissioner Pratt seconded the motion, voted all in favor. Those present for NHRSA 91A:3 II (a) were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Thomas Closson, Martha Roy, Theresa Young, Stephen Church, CO Stephen Brannan, and CO Bruce Chamberlain.

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

Commissioner Stritch moved to seal the minutes of the personnel non-public session under New Hampshire RSA 91:A:3 III, Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows declared a brief recess of the meeting.

Commissioner Barrows reconvened the meeting.

Moved: Commissioner Stritch to deny the grievance of a Correctional Officer as outlined in his letter of June 18, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Fred Borman, UNH Cooperative Extension Educator joined the meeting at this time.

#### IV. Old Business

- **Line Item Transfer- UNH Cooperative Extension**

Discussion was held concerning the UNH Cooperative Extension line item transfer request.

Moved: Commissioner Stritch to approve a line item transfer totaling \$ 121,725. for UNH Cooperative Extension. Commissioner Pratt seconded the motion, voted all in favor.

#### V. Adjournment

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

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**July 11, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director  
Julie Hoyt, Senior HR Generalist  
Steve Woods, Long Term Care Director

Steve Church, Corrections Superintendent  
Diane Gill, Human Services Director  
Frank Stoughton, IT Manager  
High Sheriff Michael Downing  
Karen Senecal, C. Attorney Office Manager  
Fred Borman, UNH Cooperative Extension  
Register of Deeds Cathy Stacey  
Alison Kivikoski, HR Generalist

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:13 a.m.

**II. Reports:**

**RFP Openings**

- **Elevator Maintenance and Repair Contract, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Embree Elevator Company, New Hampshire Elevator Incorporated, Stanley Elevator Company, and Northeastern 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.

- **Grease Trap and Lift Station Service, Engineering and Maintenance Services**

Commissioner Stritch opened a proposal received from Stewart's Septic 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**

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

Moved: Commissioner Stritch to award the paper products proposal to Central Paper Products in Corrections and Central Paper Products and Geriatric Medical Surgical Supply in Long Term Care Services from July 1, 2012 to December 31, 2012 as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Administration – Smuttynose Brewing Company**

Moved: Commissioner Stritch to award community development block grant administration services for the Smuttynose Brewing Company Project to Donna Lane for \$9,600 and authorize the Chair to sign all necessary documents as recommended by the Grants Coordinator.

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 batches 1414, 1418-1420, 1428, 1432-1435, 1440, 1441, 1444 totaling \$463,066.70, accounts payable batch 1446 totaling \$45,756.97, general ledgers 12257-12258 totaling \$608.50, payroll warrants 0628sd, 0705sd totaling \$5,908.60, accounts payable wire payment 120548 totaling \$8,819.75, for a grand total of \$524,160.52. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the June 27, 2012 and July 5, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting Information**

Commissioner Barrows and Commissioner Pratt asked for a larger discussion on the filling of the Activities Director position in the Activities Department. Commissioner Pratt asked for further discussion on the Activities Coordinator position noting the low census count.

- **Commissioner Pratt: New Hampshire Association of Counties Updates**

Diane Gill noted that she received presentation documents from the Department of Health and Human Services regarding the managed care rollout. Commissioner Pratt asked for a pre-meeting with Diane Gill and Theresa Young to prepare for the upcoming State County Finance Committee Meeting. It was agreed to meet after next week's payroll meeting.

**County Attorney – James M. Reams**

- **Grant Award Approval: New Hampshire Department of Justice, State Victim Assistance Grant, \$30,000**

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

**Finance – Theresa M. Young, Director**

Theresa Young noted that the tax anticipation note borrowing will begin two weeks earlier this year for the same \$18 million dollars.

**Human Resources – Martha S. Roy, Director**

- **Minimum Usage Policy Change Approval**

Moved: Commissioner Stritch to approve the amendment to the Minimum Usage Policy, Chapter 8-2F, as outlined and recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt requested a work session with Finance and Human Resources to discuss a broader solution.

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

- **Rockingham Visiting Nurse Association and Hospice Agreement Amendment Approval**

Moved: Commissioner Stritch to approve an amendment to the Rockingham Visiting Nurse Association and Hospice agreements 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.

**Register of Deeds – Cathy Ann Stacey**

Cathy Stacey noted she is researching alternatives for storage of original records from the current vendor to the City of Keene. Cathy Stacey said her office is billing via email to reduce expenses.

Alison Kivikoski arrived at 10:44 a.m.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: New Hampshire Highway Safety Agency, DWI Hunter Patrols II, \$4,792.50**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for DWI Hunter Patrol Grant in the amount of \$4,792.50 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss sheriff's office dispatch operations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Sheriff Downing, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a registry of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Theresa Young, Alison Kivikoski, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an open enrollment exception request for a retiree were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Julie Hoyt, and Chris Maxwell.

- **Non public session re: legal**

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

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

- **Leave Without Pay, Register of Deeds**

Moved: Commissioner Stritch to approve a leave without pay request for a registry of deeds employee with county paid benefits to continue as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Retiree Exception Request, Human Resources**

Moved: Commissioner Stritch to deny an exception request to the open enrollment deadline for a retiree. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:21 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

**July 18, 2012 – 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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:09 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,272,967.00 for the period ending July 15, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Discussion ensued regarding the subcommittee studying female housing.

• **Personnel Non Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a county employee. Commissioner Stritch seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Chris Maxwell.

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a county employee. Commissioner Stritch seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Martha Roy.

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a county employee. Commissioner Stritch seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

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

• **Regrade Approval**

Moved: Commissioner Stritch to approve a regrade recommendation to the Salary and Benefits Subcommittee, to be included in the 2013 budget, for the Commissioners Executive Assistant effective on the first payroll of March 2013. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request**

Moved: Commissioner Stritch to allow a county employee to cash out sick pool on a one for one basis through December 31, 2012. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request**

Moved: Commissioner Stritch to allow a county employee to convert holiday hours in addition to earned time to sick pool hours through July 31, 2012. Commissioner Pratt seconded the motion, voted all in favor.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 11:58 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**July 25, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Martha Roy, Human Resources Director
Commissioner Katharin K. Pratt, Vice Chair	Kate Magrath, HR Assistant Director
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Jude Gates, Director of Facilities	Register of Deeds Cathy Stacey
Steve Church, Corrections Superintendent	High Sheriff Michael Downing
Steve Woods, Long Term Care Director	Lynn Harrison, UNH Cooperative Ext.

**I. Call to Order**

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

**II. Reports:**

**RFP Openings - Engineering and Maintenance Services**

• **Underground Storage Tank Project**

Commissioner Stritch opened proposals received from C.A.B. Services and M.B. Maintenance.

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**

Commissioner Stritch opened proposals received from Honeywell Building Solutions, Norris Inc., Tri State Fire Protection, and Active Fire Alarm.

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

Commissioner Pratt seconded the motion, voted all in favor.

• **Fire Sprinkler System Testing and Inspection**

Commissioner Stritch opened proposals received from REM-C Fire Protection Team, Superior Fire Protection, Tri State Fire Protection, and Davco Systems.

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**

• **Generator Radiators, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the generator radiators proposal to BGR Radiator for \$19,100 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 Service, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the service proposal to Stewart's Septic Service for \$550 per pump of the grease trap less \$30 for recycling fryolator oil and \$375 per pump for the lift

station as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Elevator Maintenance and Inspections, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the elevator maintenance and inspection proposal to Embree Elevator for rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated July 20, 2012. Commissioner Pratt seconded the motion, voted all in favor.

- **Pay and Classification Services, Human Resources**

Moved: Commissioner Stritch to award the pay and classification services proposal to HR Partners for services at outlined for \$5,900 and other work at \$125 per hour from July 25, 2012 to June 30, 2013 and authorize the Chair to sign the contract pending legal review as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt expressed concern with the deliverables for the body of work and asked for further discussions at a later date.

Motion passed 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 batches 1452, 1458, 1467, 1469, 1471-1478, 1490 totaling \$519,568.47, accounts payable batch 1487 totaling \$38,522.35, payroll warrants 0712SD, 0719SD totaling \$9,012.58, accounts payable wire payment 120624 totaling \$268,481.00, for a grand total of \$835,584.40. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the July 11 and 18, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions for this meeting.

- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Steve Woods provided a managed care update from the most recent State County Finance Committee meeting. Steve Woods explained that the nursing home will be affected in phase one due to nursing home residents needing doctors in the area. Discussion ensued.

#### **Corrections – Stephen A. Church, Superintendent**

- **Military Surplus Donation Approval**

Moved: Commissioner Stritch to accept the donation of a Rapiscan X-Ray Machine from military surplus with an estimated value of \$15,000 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Contingent Grant Approval: Local Government Center Wellness Grant**

Moved: Commissioner Stritch to approve the use of the Contingent Grant line for the previously approved Local Government Center Wellness Grant in the amount of \$500 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Register of Deeds – Cathy Ann Stacey**

- **Waiver of Check Fees Approval**

Moved: Commissioner Stritch to waive two returned check fees due to an administrative error as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Award Approval: New Hampshire Highway Safety Agency, DWI Hunter Patrols II, \$4,792.50**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for DWI Hunter Patrol Grant in the amount of \$4,792.50 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections office personnel were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a disciplinary matter for a registry of deeds employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Martha Roy, Alison Kivikoski, and Chris Maxwell.

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

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 9-9 for a nursing home temporary employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows said she would vote in favor to not punish the employee but wanted to again make it clear that Personnel Policy and Procedure Chapter 9-9 must be requested prior to hiring.

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

Moved: Commissioner Stritch to approve an exception request to the 2012 Discretionary Cash Out Program for a nursing home employee. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Register of Deeds**

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay for a registry of deeds employee as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Termination, Register of Deeds**

Moved: Commissioner Stritch to accept the recommendation of the Register of Deeds as outlined in her letter of July 12, 2012 regarding a Registry of Deeds employee effective August 8, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to seal the minutes of the personnel non-public session in accordance with New Hampshire RSA 91:A:3 III to protect the reputation of the employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request**

Moved: Commissioner Stritch to make an exception to approved payroll practices for separate checks for a county employee. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Barrows moved to adjourn at 12:16 p.m. Commissioner Stritch seconded the motion, voted all in favor.

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

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



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

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

**August 1, 2012 – 11:00 a.m.**

*Present:*

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

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:06 a.m. Commissioner Pratt was present via telephone.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,386,306.89 for the period ending July 29, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Award of \$13,500,000 General Obligation Tax Anticipation Notes**

Moved: Commissioner Stritch that the Board of Commissioners of Rockingham County, New Hampshire hereby award the \$13,500,000 General Obligation Tax Anticipation Notes (the Notes) dated August 9, 2012 to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated July 24, 2012, relating to the Notes. Specifically, we award the Notes to Morgan Stanley and Company LLC at a coupon rate of 0.75% and a net interest rate of 0.1949% after premium. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

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

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**August 8, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Diane Gill, Human Services Director
Commissioner Katharin K. Pratt, Vice Chair	Theresa Young, Finance Director
Commissioner C. Donald Stritch, Clerk	High Sheriff Michael Downing
Jude Gates, Director of Facilities	Martha Breen, Sheriff Office Manager
Julie Hoyt, Senior HR Generalist	Fred Borman, UNH Cooperative Ext.
Steve Woods, Long Term Care Director	Karen Senecal, Attorney Office Manager
Martha Roy, Human Resources Director	Frank Stoughton, IT Manager
Steve Church, Corrections Superintendent	Skip Christenbury, Chief Technician

**I. Call to Order**

Commissioner Barrows called the meeting to order at 10:09 a.m.

**II. Reports:**

**RFP Awards**

• **Fire Alarm System Testing/Inspection, Engineering & Maintenance Services**

Moved: Commissioner Stritch to award the fire alarm system testing and inspection proposal to Honeywell Building Solutions from October 1, 2012 to September 30, 2013 for \$8,399 and \$120 per hour service rate as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows noted she voted in favor of the elevator maintenance contract award at the July 25, 2012 Board of Commissioners meeting. Commissioner Barrows stated her nephew works for Embree Elevator Company and suggested that she abstain from the vote or equivelant. Commissioner Stritch advised that her statement would be incorporated in the minutes and was sufficient.

• **Fire Sprinkler Testing/Inspection, Engineering & Maintenance Services**

Moved: Commissioner Stritch to award the fire sprinkler system testing and inspection proposal to REM-C Fire Protection from October 1, 2012 to September 30, 2013 for \$6,400 and service rates as outlined and recommended in the memorandum by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Underground Storage Tank Project, Engineering & Maintenance Services**

Moved: Commissioner Stritch to award the underground storage tank project to C.A.B. Services Incorporated for \$14,950 and M.B. Maintenance Incorporated for \$14,980 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Opening**

• **Chaplain Services, Long Term Care Services**

Commissioner Stritch opened a proposal receive from Rev. Jamie Moynihan.

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.



**Commissioners Office – Maureen Barrows, Chair**

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

Moved: Commissioner Stritch to approve and sign accounts payable batches 1491, 1505, 1512, 1518, 1521, 1522, 1523, 1527-1530, 1533, 1534, 1535, 1539 totaling \$368,601.69, accounts payable batch 1530 totaling \$161,395.49, general ledgers 12287-12288, 12305-12306 totaling \$1,231, payroll warrants 0726SD, 0802SD totaling \$17,204.61, accounts payable wire payments T120654, T120655 totaling \$32,787.50, for a grand total of \$581,220.29.

- ✓ **Line Item Transfer: Sheriff, \$1,000**

Sheriff Downing explained the budget was reduced too much and the \$1,000 will be needed by year end.

Moved: Commissioner Stritch to approve a line item transfer totaling \$1,000 for the sheriff's office. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer: Sheriff, \$3,245**

Sheriff Downing indicated that the purchase was already made and cannot be returned. Theresa Young noted the radio division had no appropriation budgeted in the equipment expendable line and that the Sheriff's office expendable line would be used noting her recommendation based on the expense was already incurred.

Moved: Commissioner Stritch to approve a line item transfer totaling \$3,245 for the sheriff's office. Commissioner Pratt seconded the motion. Motion passed 2-1.

- ✓ **Line Item Transfer: Sheriff, \$17,252**

Theresa Young noted that the bid waiver is on the agenda later in the meeting for consideration. Sheriff Downing indicated this is an emergency request as failing equipment disrupts emergency communications throughout the county.

Moved: Commissioner Stritch to approve a line item transfer totaling \$17,252 for the sheriff's office. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the August 1, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows noted there were no submissions and that the agenda has been published for the New Hampshire Association of Counties Annual Conference and Tradeshow. Chris Maxwell noted the conference is two days and highlighted the lower conference fees from last year.

- **Conference and Training Exception Requests (2)**

- ✓ **County Attorney – Oregon, Forensic Evidence Training, National District Attorneys, \$1,273**

County Attorney Reams noted his request to send a prosecutor to this training for understanding the forensic technology enhancements and explaining this training is not offered locally.

- ✓ **Finance – Washington, DC, Governmental Accounting and Auditing Update, American Institute of Certified Public Accountants, \$1,592**

Moved: Commissioner Stritch to approve two exceptions to the conference and training directive for out of state travel. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked all departments for a report of employees paying any out of pocket for conference and training expenses.

- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

- **Town of Brentwood Request**

The Commissioners reviewed a request from the Town of Brentwood Fire Department requesting funds towards a \$625,000 ladder truck. Commissioner Stritch suggested that the request be referred to the Rockingham County Delegation Executive Committee for consideration. Commissioner Pratt noted there is no appropriation in the line. Commissioner Barrows agreed to respond that there is no appropriation for 2012 funding and notify the Delegation as informational of the request.

- **New Hampshire Association of Counties Corrections Certification Board Membership Nomination of Steve Church Approval**

Moved: Commissioner Stritch to nominate Corrections Superintendent Church to the New Hampshire Association of Counties Corrections Certification Board. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows expressed her appreciation of the Superintendent's hard work.

- **New Hampshire Association of Counties Award Committee Member**

Moved: Commissioner Stritch to nominate Register of Deeds Stacey to the awards committee for the 2012 New Hampshire Association of Counties Annual Conference and Tradeshow. Commissioner Pratt seconded the motion, voted all in favor.

- **Commissioner Pratt: New Hampshire Association of Counties Updates**

Diane Gill and Steve Woods provided an update on Senate Bill 361 findings. Steve Woods noted inaccuracies in the report. Steve Woods noted the premise is for nursing homes to be paid timely regardless of the Medicaid eligibility process timeframe. Diane Gill noted the report recommends restructuring the New Hampshire Department of Health and Human Services.

Diane Gill reported that discussions continue on community passport program, specifically if the funds are considered a grant and processing by the State of New Hampshire.

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

- **Change Order: Engineered Construction Services, \$27,368.50**

Moved: Commissioner Stritch to authorize a change order to Engineered Construction Services for an additional \$27,368.50 for the biomass facility bringing the project total to \$4,035,948.50 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **Post Debt Issuance Resolution, Policy, and Procedures Approval**

WHEREAS, Rockingham County, New Hampshire (the "County") from time to time, on a tax-exempt basis, issues (i) bonds and bond anticipation notes to finance capital projects and (ii) tax anticipation notes to pay the County's maintenance and operation expenses, all pursuant to the provisions of New Hampshire RSA Chapter 33, as amended;

WHEREAS, the federal income tax laws included in the Internal Revenue Code of 1986, as amended (the "Code), require that issuers of tax-exempt debt comply with certain post-issuance requirements set forth in the Code;

WHEREAS, for purposes of maximizing the likelihood that the County complies with such requirements of the Code, the Board of Commissioners of the County (the "Board") desires to adopt the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

Moved: Commissioner Stritch that the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A are hereby approved. Additionally, that the Board hereby names Theresa Young as the “Coordinator” under the Post-Issuance Tax Compliance Policies and Procedures and that Theresa Young has accepted such nomination. This resolution shall take effect from and after its adoption. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

- **Local Government Center Appeal for Retroactive Cancellation Approval**

Martha Roy noted a formal approval is not needed by the Board of Commissioners.

**Human Services – Diane D. Gill, Director**

- **DHHS Ratesetting Charges**

Diane Gill noted a supplemental bill was submitted with the June State Bill to capture the salary of a state employee’s salary. Diane Gill noted that nine counties are not paying the supplemental with the exception of an answer still pending from the tenth county.

The Commissioners concurred to pay for the last Fiscal Year 2012 bill and not continue for Fiscal Year 2013 pending justification up to the cap. Discussion ensued.

Moved: Commissioner Stritch to approve accounts payable warrant T120637 for \$3,677. Commissioner Pratt seconded the motion, voted all in favor.

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

Commissioner Pratt asked for a year to date report for bed days.

**Register of Deeds – Cathy Ann Stacey**

Cathy Stacey suggested showcasing Rockingham County’s energy efficiency initiative with the Biomass Facility in the County News of the National Association of Counties.

Cathy Stacey noted the continued patience of the staff as construction continues to the walkway at the courthouse. Commissioner Barrows suggested an employee recognition event.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: United States Department of Justice, 2012 Justice Assistance Grant, \$30,713**

Moved: Commissioner Stritch to approve the submission of a grant application submitted on June 6, 2012 to the United States Department of Justice for the 2012 Justice Assistance Grant in the amount of \$30,713 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: United States Department of Justice, 2012 Justice Assistance Grant, \$30,713**

Moved: Commissioner Stritch to approve a grant award from the United States Department of Justice for the 2012 Justice Assistance Grant in the amount of \$30,713 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: 2-Way Communications, \$17,252**

Moved: Commissioner Stritch to approve an emergency bid waiver to 2-Way Communications for \$17,252 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Military Surplus**

Moved: Commissioner Stritch to approve a donation of military surplus with an estimated value of \$62,468.31 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**University of New Hampshire Cooperative Extension – Fred Borman**

- **Memorandum of Understanding – University System of New Hampshire and Rockingham County**

Fred Borman announced that a draft Memorandum of Understanding was submitted for the Board of Commissioners consideration of cooperative extension partnership into the future.

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Stritch 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 sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Sheriff Downing, 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 former county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, County Attorney Reams, Karen Senecal, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an open enrollment exception request for a retiree were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Julie Hoyt, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an open enrollment exception request for a retiree were Commissioner Barrows, 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 correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Theresa Young, and Chris Maxwell.

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

### **IV. New Business**

- **12:00 p.m. Appointment with Insurance Consultant – Gallagher Benefit Services**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Stacey, Kate Magrath, Martha Roy, Jude, Steve Woods, Steve Church, Julie Hoyt, Theresa Young.

John Scholl, Maria DeMayo, and Karen Whitehead of Gallagher Benefit Services presented a federal healthcare reform act update highlighting 2010, 2011, present, and future milestones.

The consultant specifically noted that Rockingham County benefit costs are substantially higher than the national or regional averages. The consultant calculated that the Rockingham County benefit cost is \$14,800 versus the national average of \$8,000 and \$10,000, which is the New England average.

Commissioner Stritch left the meeting at 1:10 p.m.

- **Exception Request, Sheriff**

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

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-H2 for a former employee as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Barrows moved to adjourn at 1:19 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**August 15, 2012 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Theresa Young, Finance Director  
Don Tyler, Pay and Classification Consultant

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:09 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,244,901.09 for the period ending August 12, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Don Tyler arrived at 11:17 a.m.

• **Appointment with Pay and Classification Consultant**

Commissioner Barrows noted obligations after noontime and asked for consideration of her requests. Commissioner Barrows asked for consideration towards a regrade and countywide health insurance modification to a cafeteria plan for employee choices.

Commissioner Pratt noted that benefits and pay should be reviewed together and not as separate items. Commissioner Pratt said that she would like to review health insurance alternative models such as a cafeteria plan as well.

Commissioner Pratt said based on previous salary surveys that some positions are well above and below the market and suggested adjustments focused on different markets and redlining positions. Commissioner Pratt noted that a solid survey is crucial to justify a Board of Commissioner recommendation for the 2013 budget.

Commissioner Pratt asked for consideration of a new pay plan model that could alleviate above or below market issues that are being faced with the current plan.

Don Tyler said that a pay for performance model is used in the private marketplace noting that specific observed deliverables. Commissioner Pratt noted our previous consultant noted public entities are using this model successfully.

Commissioner Barrows suggested a model where health insurance is paid by the employee in full with a deductible and health savings account.

Commissioner Pratt said that positions surveyed should be the positions under a certain threshold. Commissioner Pratt said that no regrade requests should be invited until the salary survey results are complete.

Don Tyler noted another pay plan model where new employees receive steps through midpoint and then afterwards a market analysis with merit based increases. Commissioner Pratt asked about budgeting factors. Don Tyler noted that a merit grid would be based on market calculations and available funding.

Commissioner Pratt noted the county has seven bargaining units and negotiations are pending. Commissioner Pratt said that an independent evaluation of the union positions is needed for an informed offer during negotiations. Discussion ensued about turnover and realistic market competitors.

The priority lists and deadlines were discussed. It was agreed that Don Tyler would meet with the insurance consultant and report back with a formal plan.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 12:37 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 22, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Kate Magrath, HR Assistant Director  
Steve Church, Corrections Superintendent  
Register of Deeds Cathy Stacey

Frank Stoughton, IT Manager  
High Sheriff Michael Downing  
Treasurer Edward Buck  
Martha Roy, Human Resources Director  
Kathy Nikitas, Senior Financial Analyst  
Fred Borman, UNH Cooperative Ext.

**I. Call to Order**

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

**II. Reports:**

**RFP Opening**

• **Inmate Law Library Software, Corrections**

Commissioner Pratt opened proposals received from Lexis Nexus and West Publishing.

Moved: Commissioner Pratt 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 Award**

• **Chaplain Services, Long Term Care Services**

Moved: Commissioner Pratt to award chaplain services to Reverend Moynihan from September 1, 2012 to August 31, 2014 for an amount not to exceed \$13,600 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 accounts payable batches 1545, 1552, 1553, 1556, 1560, 1561, 1563, 1565, 1568, 1570, 1574, 1577 totaling \$361,085.35, accounts payable batch 1572 totaling \$78,639.70, general ledger entries 12353-12355 totaling \$911.50, payroll warrants 0809SD, 0816SD totaling \$3,927.32, accounts payable wire payments T120736, T120738 totaling \$883,193.82, for grand total of \$1,327,757.69. Commissioner Barrows seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Pratt to approve the minutes of the July 25, 2012 and August 8, 2012 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

• **Conference and Training Information**

Commissioner Barrows reviewed a conference and training informational submission.

• **Position Posting Information**

Commissioner Barrows reviewed six position postings.

• **Commissioner Pratt: New Hampshire Association of Counties Updates**

Commissioner Pratt said the most recent updates have been covered at the last commissioners meetings.



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

- **Winning Habits Program 5k Update**

Kate Magrath announced the two winning habits walking races noting the Cigna Race in Manchester and the Rockingham County hosted event.

- **Earned Time Policy Changes**

Martha Roy asked for reconsideration of this specific amendment and for an entire personnel policy and procedure handbook modification. Commissioner Pratt asked for a County Management Team meeting for discussion and recommendation. Discussion ensued about the federal law changes and feedback through the meeting process versus email.

Commissioner Pratt offered a County Management Team meeting next week for discussion.

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

- **Nursing Position Status from Part Time to Full Time Approval**

Moved: Commissioner Pratt to amend a part time registered nurse position, WPT-10RN1 to full time effective August 26, 2012 as recommended by the Long Term Care Services Director.

Commissioner Barrows seconded the motion, voted all in favor.

- **USDA Donated Commodities Agreement Approval**

Moved: Commissioner Pratt 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 Barrows seconded the motion, voted all in favor.

- **Healthcare License Renewal Approval: Nursing Home**

Moved: Commissioner Pratt to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for the nursing home 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.

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

Cathy Stacey announced that the Local Government Center Board of Directors voted to appeal and reconsider the recent court ruling.

Discussion ensued about the most recent frivolous filings by the “free-staters” and further the Sheriff noted heightened security during evictions. Further, the Sheriff said that frivolous suits are affecting deputy sheriff’s that served paperwork.

### **Sheriff – Michael W. Downing, High Sheriff**

- **Amended Bid Waiver Approval**

Moved: Commissioner Barrows to amend a bid waiver approved at the August 8, 2012 Board of Commissioners meeting changing the line item number as recommended by the High Sheriff.

Commissioner Pratt seconded the motion, voted all in favor.

- **Amended Line Item Transfer Approval**

Moved: Commissioner Barrows to amend a line item transfer approved at the August 8, 2012 Board of Commissioners meeting changing the line item number as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff Downing noted that line item transfers will be needed due to involuntary emergency admission inmates to be secured at hospitals. The Sheriff explained the legal proceedings that must be followed to change bail conditions to alleviate deputy sheriff usage. Discussion ensued about contracted medical services versus in-house medical services. Also, the services of a hospital versus in-house services were discussed and alternatives reviewed.

It was agreed to schedule a work session to discuss medical care services.

**Treasurer – Edward R. Buck**

- **Surplus Equipment Request**

Moved: Commissioner Pratt to declare equipment surplus and to be disposed of accordingly as outlined and recommended in the Treasurer's memorandum dated August 11, 2012.

Commissioner Barrows seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,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 nursing home employee were Commissioner Barrows, Commissioner Pratt, Martha Roy, Kathy Nikitas, Alison Kivikoski, Chris Maxwell.

- **Non public session re: legal**

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

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

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

Moved: Commissioner Pratt to approve a leave without pay request through 8/31/12 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Barrows moved to adjourn at 11:40 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**August 29, 2012 – 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 11:27 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,244,658.03 for the period ending August 26, 2012. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners had a brief discussion on health insurance models, specifically consumer driven options.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:40 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**September 5, 2012 – 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  
John Blomeke, Asst. Superintendent

Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
Martha Breen, Sheriff Office Manager  
Fred Borman, UNH Cooperative Extension  
Kathy Nikitas, Senior Financial Analyst  
Cathy Stacey, Register of Deeds

**I. Call to Order**

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

**II. Reports:**

**RFP Openings**

• **Steamer, Long Term Care Services**

Commissioner Stritch opened proposals received from Northeast Food Service and Perkins.

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.

• **Surplus Vehicle, Sheriff**

Commissioner Stritch opened a proposal received from Kevin Hale.

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

• **Lagoon Pipes, Engineering and Maintenance**

No proposals were received. Jude Gates noted the proposal will be sent out again immediately.

• **Lagoon Repairs, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from Welch's Wastewater Services.

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.

**RFP Award**

• **Inmate Law Library Software, Corrections**

Moved: Commissioner Stritch to award the inmate law library software proposal to Lexis-Nexis for a thirty-six month contract at \$6,015 in year one, \$6,186 in year two, and \$6,360 in year three as recommended by the Corrections Superintendent. 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 batches 1580-1582, 1591, 1592, 1598, 1600, 1602, 1606, 1607, 1609, 1611, 1613, 1614 totaling \$500,816.16, accounts payable batch 1623 totaling \$20,207.91, payroll warrants 0823SD, 0830SD totaling \$5,065.06, accounts payable wire payment T120745 totaling \$8,894.00, for a grand total of \$534,983.13. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the August 15, 22, and 29, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Exceptions**

Moved: Commissioner Stritch to approve two exceptions to the conference and training directive for out of state travel. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed four conference and training informational submissions.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Commissioner Pratt: New Hampshire Association of Counties Updates**

Diane Gill reported that the New Hampshire Supreme Court issued an opinion that has a negative impact to the counties and noted the New Hampshire Association of Counties Executive Committee will discuss it Friday.

### **Corrections – Stephen A. Church, Superintendent**

- **Surplus Equipment Approval**

Moved: Commissioner Stritch to declare equipment outlined and recommended in the Corrections Superintendent's memorandum dated August 28, 2012 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Cathy Stacey arrived at 10:22 a.m.

Jude Gates noted that a transfer will be needed to an emergency repair of a replacement pump at the jail for water service. It was agreed to consider this matter at next Wednesday's meeting due to the emergency nature of the request.

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

Commissioner Barrows asked for an update about the 2013 health insurance. It was agreed to discuss this at the end of the meeting.

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

- **Lien on Real Property RSA 166:20 Approval**

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

### **Sheriff – Michael W. Downing, High Sheriff**

- **American Express Additional User Approval**

Moved: Commissioner Stritch to approve the issuance of an American Express Card to the Rockingham County account in the name of Martha Breen as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

## **III. New Business**

- **RFP Award: Surplus Vehicle, Sheriff**

Moved: Commissioner Stritch to award the surplus vehicle proposal to Kevin Hale for \$1,525 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Non public session re: nursing home resident payment arrangements**

Those present for NHRSA 91A:3II (c) to discuss payment arrangements for a nursing home resident were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

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

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a new hire as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to the sick pool conversion deadline as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Meals on Wheels Funding Discussion**

Commissioner Barrows explained that Debbie Perou was asking about insurances for 2013 and noted she was not sure of the schedule. Martha Roy said in October will be the formal meeting to discuss the options for 2013. Debbie Perou said she was asking for reconsideration about workers compensation insurance with the county plan. Debbie Perou explained the hardship of

the company and asked for a formal meeting to readdress the issue of workers compensation and health insurance.


Commissioner Pratt said that the legal opinion was discussed and explained. Debbie Perou said she spoke with the labor board and there is no law addressing the issue. Commissioner Pratt noted it is the opinion of Attorney Schultness that separate entities cannot join our insurance plans. Commissioner Pratt suggested that we speak with legal counsel for the facts.

Commissioner Barrows suggested getting the assistance of State Representative Weyler.

**V. Adjournment**

Commissioner Barrows moved to adjourn at 11:24 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 12, 2012 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Theresa Young, Finance Director
Commissioner C. Donald Stritch, Clerk	Fred Borman, UNH Cooperative Extension

**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 \$1,234,442.64 for the period ending September 9, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Emergency Expenditure, Engineering and Maintenance Services**

Jude Gates followed up from the last meeting that a pump failed at the water treatment facility that supplies water to the complex. Jude Gates explained the quote for a new pump and it her recommendation for the emergency expenditure.

Moved: Commissioner Stritch to approve an emergency expenditure to AD Instrument Repair in the amount of \$3,553.50 and notify the Delegation Executive Committee Chair accordingly as recommended by the Director of Facilities, Planning, and Information Technology.

**III. Old Business**

• **Memorandum of Understanding, UNH Cooperative Extension**

Fred Borman presented the draft Memorandum of Understanding between Rockingham County and the University System of New Hampshire for University of New Hampshire Cooperative Extension Services. Commissioner Pratt asked for the agreement to reflect a deadline for budget submission to the Commissioners and further expressed concern with the amount to be billed for the remainder of the year. Fred Borman said he would research these concerns and report back.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 11:32 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

**September 19, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Kate Magrath, HR Assistant Director  
Steve Woods, Long Term Care Director

Steve Church, Corrections Superintendent  
Jude Gates, Director of Facilities  
Diane Gill, Human Services Director  
High Sheriff Michael Downing  
Theresa Young, Finance Director  
Lynn Harrison, UNH Cooperative Ext.

**I. Call to Order**

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

**II. Reports:**

**RFP Awards**

• **Steamer, Long Term Care Services**

Moved: Commissioner Stritch to award the steamer proposal to Northeast Food Service for \$17,252 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Lagoon Repairs, Engineering and Maintenance**

Moved: Commissioner Stritch to award the lagoon repairs proposal to Welch's Water and Wastewater Services Incorporated for an amount not to exceed \$7,400 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Opening**

• **Lagoon Pipes, Engineering and Maintenance**

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

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

Commissioner 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 amend a vote taken at the September 5, 2012 Board of Commissioners meeting reducing the grand total of accounts payable, general ledgers, and payrolls to \$532,403.45. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve and sign accounts payable batches 1616, 1629, 1641, 1650-1653, 1656, 1657, 1659, 1660, 1665, 1666 totaling \$300,434.04, accounts payable batch 1667 totaling \$68,064.18, payroll warrants 0906SD, 090712, 0910M, 0913SD totaling \$5,251.71, accounts payable wire payment T120799 totaling \$1,367,664.63, for a grand total of \$1,741,414.56. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the September 5 and 12, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Barrows reviewed two conference and training informational submissions.

- **Position Posting Information**

Commissioner Barrows reviewed one position posting.

- **Courthouse Lease 2013 - 2016 Discussion**

High Sheriff Downing noted air quality concerns and mice in the security office. He indicated he would follow up with a written list of issues. The Commissioners asked that the Register of Deeds and County Attorney write down their list of issues to incorporate into a letter for Administrative Services to address before signing a three year lease.

**Corrections – Stephen A. Church, Superintendent**

Steve Church noted that a Jail Overcrowding Committee meeting will be held on Monday. The purpose of the committee is unknown and the Superintendent will have statistics ready. Commissioner Pratt asked for all the presentation documentation in advance of the meeting.

**Finance – Theresa M. Young, Director**

- **Music Licensing Agreement Discussion**

Theresa Young reported that the music industry through licensing entities is requiring fees to be paid for broadcasting music and is requested legal counsel to help with the matter. It was agreed to reach out to Hillsborough County and seek their input from their legal counsel before engaging in Rockingham County legal counsel.

Discussion ensued about 2013 budget planning and the need for the Commissioners to send a budget directive to departments. Commissioner Stritch noted that a cost of living increase or raise should be incorporated in the budget. Commissioner Pratt noted budget parameters should be contingent on 2013 health insurance proposals.

Commissioner Barrows asked about the Jones Company and their new pool for health insurance coverage. Kate Magrath noted the entity began operating July 1<sup>st</sup> and is on the bid list for the consultant to send a proposal.

Commissioner Barrows asked for a tiered increase based on annual salary. Commissioner Pratt suggested that any decision be based on the salary survey in process by the consultant. Sheriff Downing noted a legislative initiative where employees making less than \$30,000 received a higher increase. Commissioner Pratt recommended increases be targeted to positions that have fallen below the market from the salary survey. Discussion ensued.

Theresa Young noted that the management letter status is in process and awaiting a final response.

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

- **Donation Approval**

Moved: Commissioner Stritch to accept the donation of two Apple iPads and covers from an anonymous donor valued at \$1,276 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Equipment Approval**

Moved: Commissioner Stritch to declare two air mattresses as surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: Mobile Data Terminal Project, \$13,770**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Mobile Data Terminal Project in the amount of \$13,770 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**University of New Hampshire Cooperative Extension – Fred Borman**

- **Memorandum of Understanding – University System of New Hampshire and Rockingham County**

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

**III. New Business**

- **RFP Award: Lagoon Pipes, Engineering and Maintenance Services**

Moved: Commissioner Stritch to approve the lagoon pipes award to Standard of New England for \$4,572.89 and FW Webb Company for \$781.22 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 Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c,e). Commissioner Stritch seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (c) to discuss the inmate trustee program were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence 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 an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Kate Magrath, 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, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to conduct a disciplinary hearing for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Meghan Merrill, Elizabeth Bailey, Martha Roy, Steve Woods, Leslie Warren, and Chris Maxwell.

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

At 12:22 p.m. Commissioner Barrows declared a recess to consult with legal counsel.

At 12:37 p.m. Commissioner Barrows reconvened the meeting.

Commissioner Barrows left the meeting at 12:37 p.m.

Present: Commissioner Pratt, Commissioner Stritch, Elizabeth Bailey, and Chris Maxwell

Moved: Commissioner Stritch to seal the minutes of the personnel non-public session in accordance with New Hampshire RSA 91:A:3 III to protect the reputation of the employee. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay from September 19, 2012 to September 26, 2012. 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 8-3 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 Chapter 6-3 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 a leave without pay request for a nursing home employee with benefits to continue through October 3, 2012 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

## **V. Adjournment**

Commissioner Stritch moved to adjourn at 12:49 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 26, 2012 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair                      Martha Roy, Human Resources 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 11:05 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,216,495.09 for the period ending September 23, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Personnel Non Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a disciplinary matter for a nursing home employee. Commissioner Stritch seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, and Chris Maxwell.

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

At 11:19 a.m. Commissioner Barrows declared a recess to consult with legal counsel.

At 11:48 a.m. Commissioner Barrows reconvened the meeting. Present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Director as outlined in his letter of September 7, 2012 regarding a nursing home employee, effective October 10, 2012. Commissioner Pratt seconded the motion. Motion passed 2-1.

Moved: Commissioner Stritch to approve an exception request for administrative leave with pay from September 20, 2012 to October 9, 2012. Commissioner Pratt seconded the motion. Motion passed 2-1.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 11:57 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

**October 3, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Kate Magrath, HR Assistant Director  
Diane Gill, Human Services Director  
Steve Woods, Long Term Care Director  
Steve Church, Corrections Superintendent  
Jude Gates, Director of Facilities

Karen Senecal, Attorney Office Manager  
Frank Stoughton, IT Manager  
Register of Deeds Cathy Stacey  
Lt. Kevin Walsh, Deputy Sheriff  
Martha Breen, Sheriff Office Manager  
Fred Borman, UNH Cooperative Ext.  
Kathy Nikitas, Senior Financial 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**  
✓ **Sheriff: \$10,000 / \$45,000**

Moved: Commissioner Pratt asked if the additional position added in the last budget assisted to reduce overtime costs. Commissioner Barrows seconded the motion.

Kevin Walsh said it helped with overtime costs however five resignations were unforeseen and created a heavy burden for staffing.

Motion passed all in favor.

- ✓ **Corrections: \$115,000 / \$27,000**

Moved: Commissioner Pratt to approve line item transfers totaling \$142,000 for Corrections. Commissioner Barrows seconded the motion, voted all in favor.

- ✓ **County Attorney: \$5,200**

Karen Senecal explained the need for the transfer due to an unforeseen retirement. Theresa Young reminded that the compensated absences fund no long exists.

Moved: Commissioner Pratt to approve a line item transfer totaling \$5,200 for the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

- ✓ **Engineering and Maintenance: \$2,000 / \$2,500 / \$4,500**

Moved: Commissioner Pratt to approve line item transfers totaling \$9,000 for Engineering and Maintenance Services. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Pratt to approve the minutes of the September 19 and 26, 2012 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions for this meeting.

- **Position Posting Information**

Commissioner Barrows reviewed two position postings.

- **Courthouse Lease 2013 - 2016 Discussion**

Chris Maxwell noted a memorandum from the Sheriff was received outlining concerns in the security offices. Cathy Stacey said she has no concerns at this time and noted that the Sheriff's security office is not covered in the lease.

Karen Senecal explained that a recent leak was reported and not responded to timely, which resulted in damage. Karen Senecal recommended adding language in the lease to cover emergency services.

It was agreed to negotiate additional language to ensure emergencies are handled timely. Commissioner Pratt asked the County Attorney to draft language to propose for the lease.

- **Commissioner Pratt: New Hampshire Association of Counties Legislative Updates**

Steve Church reported his testimony at a recent HB1158 Study Committee meeting.

Commissioner Barrows asked about per diem charges for services such as medical care. Steve Church noted that Cheshire County Corrections is reviewing this option and is following this and gathering facts. Discussion ensued about charging inmates for services and the cost benefit analysis.

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

- **Bid Waiver Discussion**

Jude Gates explained that she purchased two water pumps from the same vendor at different times during the year that a bid waiver may be needed. Theresa Young noted that clarification from legal may be helpful to assist in defining the need for a bid waiver for these multiple purchases. Theresa Young said that the legal opinion would be followed for future orders and part of the county operations. Commissioner Barrows said that since it was already purchased it is done and to present a bid waiver for the next meeting.

- **Rescind RFP Award: Replacement Detention Doors**

Jude Gates explained that the vendor is not able to honor the doors as outlined in the proposal and is requesting the award be rescinded and to seek proposals.

Moved: Commissioner Pratt to rescind an RFP award to Hardware Consultants for replacement detention doors at the May 30, 2012 and to resubmit proposals as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

Theresa Young reported that there has been interest from departments in an automated public purchasing program. Discussion ensued about future bidding and surplus equipment capabilities of an automated system.

Theresa Young noted that an invoice has been received from the University of New Hampshire Cooperative Extension program for services billed monthly. Fred Borman said the monthly bills will be less than what was budgeted. Theresa Young said the invoice will be in the next meeting accounts payable run for approval.

- **Venju Solutions Master Services Agreement Approval**

Moved: Commissioner Pratt to approve a Master Services Agreement and Contract with Venju Solutions Incorporated for a one year contract at \$100.00 per month with a one-time setup fee of \$195 and authorize the Chair to sign all necessary documents pending legal review as

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

- **Dell Financial Services Lease Approval**

Moved: Commissioner Pratt to approve a Master Lease Agreement with Dell Financial Services for a three year fair market value lease with annual payments at \$1,600.60 totaling \$4,801.80 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

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

- **Custom Rate Approval**

Moved: Commissioner Pratt to approve a custom rate for a nursing home resident as outlined and recommended in the Long Term Care Services Director's memorandum dated October 3, 2012. Commissioner Barrows seconded the motion, voted all in favor.

- **Lien on Real Property RSA 166:20 Approval**

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

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: Operation Safe Commute Patrols**

Moved: Commissioner Pratt to approve a grant application to the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols in the amount of \$4,950 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,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 updates were Commissioner Barrows, Commissioner Pratt, Jude Gates, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Steve Church, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a former county attorney employee were Commissioner Barrows, Commissioner Pratt, Karen Senecal, Theresa Young, Kate Magrath, 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, Karen Senecal, Theresa Young, Kate Magrath, and Chris Maxwell.

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



- **Employee Disciplinary Hearing, Long Term Care Services**

Present: Commissioner Barrows, Commissioner Pratt, Larisa Soloview, Leslie Warren, Steve Woods, Alison Kivikoski, Kate Magrath, and Chris Maxwell.

Commissioner Barrows opened the meeting and let the employee know that this will be a non-public meeting unless she requested a public session. Larisa Soloview said a public session would be fine.

Commissioner Barrows stated the meeting procedures as follows: "I will ask the Long Term Care Director, Steve Woods to discuss the reasons for termination and then I will ask Larisa Soloview to discuss her reasons why she believes she should not be terminated. I will then ask the Board if they have any questions of either party. Once these questions have been answered I will ask Steve Woods and Larisa Soloview respectively if they have anything further to add. I will then close the hearing and the Board will take the matter under advisement."

Commissioner Barrows asked Steve Woods to list reasons for his termination recommendation. Steve Woods highlighted his letter dated September 21, 2012 to the Board of Commissioners and Larisa Soloview outlining the need for termination action.

Commissioner Barrows asked Larisa Soloview to make a statement about reasons for discharge recommendation in her defense. Larisa Soloview thanked everyone for their kindness in leaving the position open. She said the source of pain cannot be found at this point and cannot return to work. She explained that more medical appointments are needed.

Commissioner Barrows said that questions may be asked of Steve Woods and/or Larisa Soloview.

Alison Kivikoski explained Larisa Soloview's current leave status and noted that there is no return to work order.

Alison Kivikoski explained to the employee the differences between a resignation notice versus termination by the Board of Commissioners. Discussion ensued about unemployment benefits.

Larisa Soloview asked for reconsideration to be employed in the future. Steve Woods and Leslie Warren agreed that that Larisa would be considered for reemployment in the future when there is an opening and able to work.

Leslie Warren agreed that Larisa has been a good employee.

The Commissioners agreed to wait one week for further discussions on termination versus resignation between the employee and human resources.

- **Personnel Non Public Session**

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a disciplinary matter for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Steve Woods, Kate Magrath, and Chris Maxwell.

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

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

Moved: Commissioner Pratt to approve a continued leave without pay from October 4, 2012 to October 10, 2012 for a nursing home employee. Commissioner Barrows seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Barrows moved to adjourn at 12:29 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**

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

**October 10, 2012 – 11:00 a.m.**

*Present:*

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

Jude Gates, Director of Facilities  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director

**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 \$1,213,869.13 for the period ending October 7, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Engineering and Maintenance Services**

✓ **Bid Waiver: AD Instrument Repair, \$3,553.50 each, \$7,107.00 total**

Moved: Commissioner Stritch to approve an emergency bid waiver to AD Instrument Repair for two (2) water pumps in the amount of \$7,107.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Cancel vote taken at the October 3, 2012 meeting Re: Replacement Detention Doors**

Moved: Commissioner Stritch to vacate a vote taken at the October 3, 2012 Board of Commissioners meeting regarding rescinding a RFP award for replacement detention doors to Hardware Consultants as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Workers Compensation Administration Services**

✓ **Bid Waiver: Mary Ashcroft, \$10,000**

Moved: Commissioner Stritch to approve a bid waiver for workers compensation consultant services to Mary Ashcroft for an amount not to exceed \$10,000 in 2012 as recommended by the Workers Compensation Coordinator. 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 disciplinary matter for nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, and Chris Maxwell.

• **Legal non public session**

Moved: Commissioner Stritch to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss county attorney legal correspondence. Commissioner Pratt seconded the

motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, and Chris Maxwell.

At 11:55 a.m. Commissioner Barrows called a brief recess to consult with legal counsel.

Commissioner Barrows reconvened the meeting at 12:10 p.m.

- **Non public session**

Moved: Commissioner Stritch to enter into non-public session under New Hampshire RSA 91A:3 II (c) to discuss county attorney's office correspondence. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session**

Moved: Commissioner Stritch to enter into non-public session under New Hampshire RSA 91A:3 II (c) to discuss county attorney's office correspondence. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, County Attorney Reams, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session**

Moved: Commissioner Stritch to enter into non-public session under New Hampshire RSA 91A:3 II (c) to discuss county attorney's office correspondence. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Deputy Attorney General Ann Rice (via telephone), Martha Roy, Kate Magrath, and Chris Maxwell.

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

Moved: Commissioner Stritch to seal the minutes of the non public session in accordance with New Hampshire RSA 91:A:3 III to protect the reputation of the person involved. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to accept the recommendation of the Long Term Care Director as outlined in his letter of September 21, 2012 regarding a nursing home employee, effective October 24, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a continued leave without pay from October 11, 2012 to October 23, 2012 for a nursing home employee. Commissioner Pratt seconded the motion, voted all in favor.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 1:24 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**October 17, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Frank Stoughton, IT Manager  
Steve Church, Corrections Superintendent  
Jude Gates, Director of Facilities

High Sheriff Michael Downing  
Theresa Young, Finance Director  
Fred Borman, UNH Cooperative Extension  
Diane Gill, Human Services Director  
Steve Woods, Long Term Care Director  
Register of Deeds Cathy Stacey  
Martha Roy, Human Resources Director

**I. Call to Order**

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

**II. Reports:**

• **Bid Waiver: APPRISS, \$18,963.47**

Moved: Commissioner Stritch to approve a bid waiver to APPRISS in the amount of \$18,963.47 for services from January 1, 2013 to January 1, 2014 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Discussion ensued about the services provided by APPRISS. Steve Church noted the annual fee has not increased and that services have expanded to offer registration and notification online.

Motion passed all in favor.

• **Bid Waiver: Westcom Solutions, \$29,203.16**

Moved: Commissioner Stritch to approve a bid waiver to Westcom Solutions for PointClick Care system services in the amount of \$29,203.16 for one year as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Barrows asked when the services were sent out bid. Steve Woods noted the services were bid in 2006 when the system was implemented. Discussion ensued about the similarity of online hosting services of Westcom Solutions Point Click Care and the county financial system of Tyler Technologies MUNIS. Steve Woods said he would follow up and send the hosting services to bid as Finance is doing for MUNIS.

Motion passed all in favor.

• **Bid Waiver: Fidlar Technologies, \$60,000**

Moved: Commissioner Stritch to approve a bid waiver to Fidlar Technologies for internet system services and support from January 1, 2013 to December 31, 2013 in the amount of \$60,000 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Register of Deeds. Commissioner Pratt seconded the motion.

Cathy Stacey explained the services are sole source for web hosting, website technical support, property fraud alert monitoring, and the system at the Deeds office. Cathy Stacey said if the services were bid then the website would go offline and an entire new system would need to be built. Cathy Stacey noted that other companies such as Xerox offer services that is per scan and

can cost well over \$250,000 annually versus the Fidler \$60,000. Commissioner Barrows asked that more information be submitted supporting this for next year.

Motion passed all in favor.

- **2013 Rate Increase Approval**

Moved: Commissioner Stritch to approve rate increases in the nursing home, assisted living, and day care as outlined and recommended in the Long Term Care Services Director's memorandum dated October 17, 2012 effective January 1, 2013. Commissioner Pratt seconded the motion.

Steve Woods noted the spreadsheet completed by the Finance Office showing the profit and loss in each of the programs. Commissioner Pratt asked about the loss with the adult day care program and assisted living. Discussion ensued about the losses in day care and assisted living.

Commissioner Barrows disagreed with the rate increases noting the mission of the county.

Motion passed 2-1.

- **Courthouse Lease Approval**

Moved: Commissioner Stritch to approve a lease agreement with the New Hampshire Department of Administrative Services for office space at the courthouse from January 1, 2013 to December 31, 2015 for \$175,836 in year one, \$177,636 in year two, and \$179,448 in year three. Commissioner Pratt seconded the motion, voted all in favor.

- **UTS Energy Engineering Services**

Jude Gates requested an energy audit of the savings reported by Honeywell in the Energy Management Program. Jude Gates recommended an outside review in light of oil reduction and the start of the biomass facility. Discussion ensued about the financial savings. The Commissioners concurred with the use of the audit line in general government to fund the study.

Commissioner Barrows left the meeting at 10:33 a.m.

### **RFP Opening**

- **Gloves, Long Term Care Services**

Commissioner Stritch opened proposals received from Trans Med USA, Geriatric Medical Surgical 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.

- **Fuel, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Hanscom's Truck Stop, Buxton Oil, Sprague Energy, and Palmer Gas.

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.

- **Generator Testing and Inspection, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from Power Up Generator Service Company, Power Products Systems, and Cummins Northeast.

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 accounts payable warrants T120773, T120840, T120664, T120836, T120838, T120839, T120665, T120876, T120787, T120891, T120916, T120877, T120788 totaling \$429,105.36, accounts payable warrants T120897, T120899, T120901, T120902, T120919, T120922, T120923, T120904, T120715, T120900, T120925, T120924, T120926, T120927 totaling \$126,763.16, general ledgers GL12437, GL12438, GL12451 totaling \$769.14, payroll warrants 1004SD, 1011SD totaling \$9,644.45, accounts payable wire payments T120896, T120921, T120920 totaling \$1,913,181.06, for a grand total of \$2,479,463.17. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfer - Sheriff: \$1,000**

Moved: Commissioner Stritch to approve a line item transfer totaling \$1,000 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the October 3 and 10, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

Commissioner Pratt reviewed conference and training informational submissions.

- **Position Posting Information**

Commissioner Pratt reviewed two position postings.

**Corrections – Stephen A. Church, Superintendent**

- **Cheshire County Female Housing Agreement Amendment**

Moved: Commissioner Stritch to amend a vote taken at the March 23, 2011 Board of Commissioners meeting striking the end date of the contract of February 28, 2012 to leave the contract open ended until rates and terms require amendments. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Line Item Transfer**

Jude Gates explained an emergency repair needed to the Underhill building elevator and the need for a line item transfer.

Moved: Commissioner Stritch to approve a line item transfer up to \$3,500 for engineering and maintenance services. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **Donation Approval**

Moved: Commissioner Stritch to donate luggage valued at \$59.99 from a Staples regular purchase to EFFORTS for the annual December raffle as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

- **Health and Dental Insurance Update**

Martha Roy reported that the health insurance team is ready to meet next week with the Board of Commissioners and elected officials and division directors. Commissioner Pratt said she would like a work session with the Board next week and the whole group in two weeks.

**Information Technology/Telecommunications – Frank L. Stoughton, Manager**

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment as outlined and recommended in the Information Technology Manager's memorandum dated October 4, 2012 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Position Downgrade Approval**

Moved: Commissioner Stritch to downgrade one (1) Activities Aide II position to Activities Aide I position effective November 10, 2012 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application Approval: New Hampshire Highway Safety Agency, Mobile Data Project, \$6,705**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Agency in the amount of \$6,705 for a Mobile Data Project and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

**III. Commissioners Non-Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,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 county attorney employee were Commissioner Pratt, Commissioner Stritch, Karen Senecal, Theresa Young, Kate Magrath, and Chris Maxwell.

- **Non public session re: legal**

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

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

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:20 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

Received by:

  
C. Donald Stritch, Clerk, Rockingham County Commissioner





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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**October 24, 2012 – 11:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director

Theresa Young, Finance Director  
Julie Hoyt, Senior HR Generalist  
Alison Kivikoski, HR Generalist  
Chuck Nickerson, Accounting Manager  
Kathy Nikitas, Senior Financial Analyst  
Consultants John Scholl and Maria DeMayo

**I. Call to Order**

Commissioner Barrows called the meeting to order at 11:09 a.m.

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,230,058.59 for the period ending October 21, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Appointment with Consultant, Gallagher Benefit Services**

John Scholl highlighted the report presented to the Commissioners and Maria DeMayo explained the benefit summary section. Discussion ensued about claims experiences and rates for 2013.

The wellness program biometric screening campaign was discussed with strategies to increase participation.

Chuck Nickerson presented the finance office scenarios for health, dental, and short term disability insurances.

Discussion ensued regarding the two short term disability scenarios for 2013 to correct rate issues for a true 80/20 split.

It was recommended not to increase or change the 75/25 split for dental insurance.

Commissioner Barrows left the meeting at 1:07 p.m.

Kathy Nikitas left the meeting at 2:00 p.m.

Discussion ensued on health insurance scenarios A7 and A8.

Kate Magrath presented the Local Government Center proposal to use the Rockingham County facility as a regional host site. It was noted that it would save the county \$6,000 in fees. Discussion ensued on logistics. Chris Maxwell contacted Commissioner Barrows on the telephone. Commissioner Barrows had no objections.

Moved: Commissioner Stritch to approve Local Government Center hosting regional biometrics screening at the county complex as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young asked for clarification of the short term disability rate at fifty two or fifty six cents. The Commissioners agreed to the fifty six cent rate.

- **Legal Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal updates. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

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

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 3:05 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**October 31, 2012 – 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  
Chuck Nickerson, Accounting Manager  
Frank Stoughton, IT Manager  
Diane Gill, Human Services Director

High Sheriff Michael Downing  
Alison Kivikoski, HR Generalist  
Julie Hoyt, Senior HR Generalist  
Register of Deeds Cathy Stacey  
Kathy Nikitas, Senior Financial Analyst  
Shawn Fogarty, Lt. Corrections Officer  
Theresa Young, Finance Director  
Fred Borman, UNH Cooperative Ext.  
Steve Woods, Long Term Care Director

**I. Call to Order**

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

**II. New Business**

- **Appointment with Benefit Consultant Gallagher Benefit Services Re: 2013 Health, Dental, Short Term Disability and other Benefits Approval**

Maria DeMayo and John Scholl from Gallagher Benefit Services presented the group with the 2013 health, dental, short term disability, and other voluntary benefit options.

Kate Magrath explained the 2013 biometrics program proposal using a two tier approach noting higher targets at the national standard and lower standards at a lower rate just ensure participation. Kate Magrath also noted the Local Government Center Slice of Life Program and explained the benefits.

Chuck Nickerson presented the Finance Office scenarios for health, dental, and short term disability insurances.

Chuck Nickerson noted the recommendation of Finance to increase the rate from 52 cents to 57 cents to recover the associated payroll related expenses.

Moved: Commissioner Stritch to approve the Local Government Center (LGC) fully insured health insurance plans (Finance Scenario A7) using the Anthem network for the 2013 calendar year. Further, the following are also included in the above Scenario: to approve Concepts in Benefits as the Flexible Spending Account Administrator (Medical and Dependent Care Reimbursement Accounts) with a \$2,500 Medical account and a \$5,000 Dependent Care account maximum and no change to the minimum, and as the Health Care Reimbursement Account plan administrator and to approve the Health Reimbursement Accounts funding as outlined in Exhibit A. To authorize the Chair to sign all related documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the recommendation being from the benefits team versus Human Resources and Finance Directors. Martha Roy said that the recommendation always comes from the Directors only.

Motion passed all in favor.

Moved: Commissioner Stritch to approve a 65 and over group retiree health insurance plan by Bankers Life and Trust through Colonial Penn Life Insurance Company (Medicare Plan F) as well as the Coventry First Health Part D Prescription drug plan 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 about the Local Government Center retiree option. Martha Roy noted it was incorporated above in health scenario A7.

Motion passed all in favor.

Moved: Commissioner Stritch to approve Northeast Delta Dental to serve as the Administrator and network of the self insured dental insurance plan for the 2013 calendar year (Finance Scenario 2), with a dental cost share of 75/25 for full time employees, prorated for part time employees and authorize the Chair to sign all related documents as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve Local Government Center (LGC) as the fully insured Short Term Disability carrier for the 2013 calendar year (Finance Scenario 2) with a cost share of 80/20 for full time employees, prorated for part time employees. Further to authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Theresa Young asked that Finance be added to the recommendation. Martha Roy disagreed noting that the Human Resources Department approves this benefit solely. Discussion ensued about the departmental involvement.

Commissioner Pratt said it is inappropriate for a recommendation from only one department.

Motion passed all in favor.

Moved: Commissioner Stritch to approve Symetra as the voluntary Life Insurance provider for the 2013 calendar year as recommended by the Human Resources Director, and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion.

Commissioner Pratt said it is inappropriate for a recommendation from only one department.

Motion passed all in favor.

Moved: Commissioner Stritch to approve the Open Enrollment period for the 2013 plan year as November 14th, 2012 through December 3rd, 2012 and further to require mandatory attendance by all benefit eligible employees at open enrollment training sessions. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the advantages of the two week open enrollment period. Martha Roy noted the challenges last year however this year there are fewer changes to plans.

Motion passed all in favor.

Moved: Commissioner Stritch to approve the non-union health Buy-Out option for the 2013 plan year at a full time rate of \$100 per month, prorated for part time employees. Further to 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.

Julie Hoyt, Cathy Stacey, John Scholl, and Maria DeMayo left the meeting at 11:19 a.m.

Commissioner Pratt left the meeting at 11:22 a.m.

### **III. Reports:**

#### **RFP Openings**

- **Vital Sign Monitor, Long Term Care Services**

Commissioner Stritch opened proposals received from Direct Supply, Gulf South Medical Supply, and McKesson Medical Surgical Supply.

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.

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

Commissioner Stritch opened proposals received from Geriatric Medical, Gulf South Medical Supply, McKesson Medical Surgical 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 Barrows seconded the motion, voted all in favor.

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

Commissioner Stritch opened proposals received from McKesson Medical Surgical Supply, Geriatric Medical, Clean-O-Rama, 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 Barrows seconded the motion, voted all in favor.

#### **RFP Awards**

- **Fuel, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award diesel fuel to Buxton Oil Company at a cost of rack plus \$0.17 per gallon, #2 fuel to Hanscom's Truck Stop Incorporated at a cost of rack plus \$0.18 per gallon with a cap of \$3.25 per gallon, gasoline fuel to Hanscom's Truck Stop Incorporated at a cost of rack plus \$0.04 per gallon, and liquid propane to Palmer Gas at \$1.64 per gallon fixed as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Barrows seconded the motion, voted all in favor.

- **Generator Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the generator testing, inspection, and maintenance proposal to Power Up Generator Service Company for annual testing at \$2,990 and all other services at rates as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated October 23, 2012. 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 accounts payable warrants T120931, T120906, T120881, T120883, T120884, T120789, T120907, T120885, T120935, T120958, T120790, T120892 totaling \$337,044.17, T120947, T120948, T120970, T120971, T120972, T120973, T120974, T120975, T120976, T120977, T120978, T120979, T120980, T120984, T120985 totaling \$203,549.12, payroll warrants 1018sd, 1025sd totaling \$9,312.95, for a grand total of \$549,906.24. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend a vote taken at the August 22, 2012 Board of Commissioners meeting increasing the accounts payable grand total to \$1,327,886.44 due to an increase of \$23.75 to accounts payable warrant T120678. Commissioner Barrows seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the October 17 and 24, 2012 Board of Commissioners meeting. Commissioner Barrows seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **Countywide Communications Audit Services Discussion**

Theresa Young said a communications auditor is seeking our telephone bills to propose a presentation of savings. Theresa Young asked for legal review before engaging in services. Discussion ensued about the fee structure. Frank Stoughton noted that the county is in a three year contract with Bayring.

Commissioner Barrows noted concern about this and spending legal money.

Commissioner Pratt arrived at 11:46 a.m.

Commissioner Stritch and Commissioner Pratt agreed to send the agreement to legal counsel.

- **Audit Services Amendment to Vote of 1/27/2010**

Moved: Commissioner Stritch to amend a vote taken at the January 27, 2010 Board of Commissioners meeting to include single audit services at \$2,500 for the first program tested and \$1,500 for each additional program tested to the RFP award for audit services as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

**Information Technology/Telecommunications – Frank L. Stoughton, Manager**

- **Wireless Telephones Amendment to Vote of 11/2/2011**

Moved: Commissioner Stritch to amend a vote taken at the November 2, 2011 Board of Commissioners meeting increasing the RFP award for wireless telephones from an amount not to exceed \$29,500 to \$31,225.11 as recommended by the Information Technology Manager. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt questioned the cost of the individual phones and the benefit of the wireless system.

Sheriff Downing left the meeting at 11:45 a.m.

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

- **Seacoast School of Technology Affiliation Agreement Approval**

Moved: Commissioner Stritch to approve an Affiliation Agreement with the Seacoast School of Technology for one year 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.

Discussion ensued about the enrollment of students and the program. Steve Woods said he would report back with further details and answers to questions.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Award Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$4,950**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols in the amount of \$4,950 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows declared a recess at 12:00 p.m. to consult with legal counsel.

Commissioner Barrows reconvened the meeting at 1:15p.m.

**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 an exception request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, Alison Kivikoski, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Barrows moved to go out of non-public session. Seconded by Commissioner Stritch, 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 Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Sick Pool Usage, Finance Office**

Moved: Commissioner Stritch to approve non-consecutive sick pool usage for a finance office employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for an amendment to the original motion adding an exception. Theresa Young requested that an exception be noted citing the personnel policy and procedure involved. Martha Roy disagreed.

Moved: Commissioner Pratt to amend the original motion to add as an exception after finance office employee. Commissioner Barrows seconded the motion.

Commissioner Barrows called for a vote on the amendment to the motion. Motion failed 1-2.


Commissioner Barrows called for a vote on the original motion. Motion passed 2-1.

Commissioner Pratt asked that in the future that Human Resources involves the Director of the department involved. Theresa Young noted her disagreement with the vote taken.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 1:43 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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





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

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

**November 7, 2012 – 11:00 a.m.**

*Present:*

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

Jude Gates, Director of Facilities  
Martha Roy, Human Resources Director  
Kate Magrath, HR Assistant Director

**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 \$1,220,047.38 for the period ending November 4, 2012. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows declared a recess of the meeting to consult with legal counsel at 11:15 a.m.

Commissioner Barrows reconvened the meeting at 11:44 a.m.

Charles Nickerson and Kate Magrath arrived at 11:54 a.m.

Kate Magrath presented a third retiree option for medical over 65. Discussion ensued about the timing and the benefits of the plan. Commissioner Pratt expressed concern with the last minute request and lack of information to review.

Moved: Commissioner Stritch to add a third retiree option for medical over 65. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjournment**

Commissioner Stritch moved to adjourn at 12:05 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**November 14, 2012 – 10:00 a.m.**

*Present:*

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

John Blomeke, Assistant Superintendent  
Diane Gill, Human Services Director  
Jude Gates, Director of Facilities  
Frank Stoughton, IT Manager  
High Sheriff Michael Downing  
Martha Breen, Sheriff Office Manager  
Fred Borman, UNH Cooperative Extension  
Kevin Coyle, Commissioner Elect

**I. Call to Order**

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

**II. Reports:**

Steve Woods introduced the team from SeaCare Health Services. The Board of Directors of SeaCare thanked the county for the office space to house the prescription distribution program. The NHRX Connects Program was explained as the first in New Hampshire and details about the program were discussed.

**RFP Awards**

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

Moved: Commissioner Stritch to reject proposals received and resubmit requests for proposal for glove products 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 Geriatric Medical from November 1, 2012 to October 31, 2013 for an amount not to exceed \$36,000 as recommended by the Long Term Care Services Director. 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 from November 1, 2012 to October 31, 2013 for an amount not to exceed \$9,200 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Openings**

• **Financial Audit Services for 2012-2014, Finance Office**

Commissioner Stritch opened proposals received from Robbin R. Grill, CPA, Melanson, Heath, and Company, and Baker, Newman, and Noyes LLC.

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

- **Managed Print Services, Sheriff**

Commissioner Stritch opened proposals received from Seacoast Business Machines, Benchmark Office Systems, Offtech of New England, Toshiba Business Solutions, Vary Technologies, and Cameron Office Products.

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.

- **Electricity Supplier, Engineering and Maintenance Services**

Commissioner Stritch opened proposals received from ConEdison Solutions, Next Era Energy Services, UMG Incorporated, Integrys Energy Services, Halifax American Energy Company, and Glacial 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.

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

Commissioner Stritch opened proposals received from Star Silk and Woolen, Harbor Sales Corporation, and Star Linen and 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.

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

Commissioner Stritch opened proposals received from Bimbo Food Bakeries, Koffee Cup Bakery, LePage Bakeries, and Interstate Brands Companies.

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.

- **Soft Drink Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Seacoast Coca-Cola and Pepsi Beverages 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.

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

Commissioner Stritch opened a proposal received from Technical Gas Products.

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

- **Carpet Extractor, 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.

- **Occupational Health Program**

Commissioner Stritch opened a proposal received from Concentra Health Services.

Moved: Commissioner Stritch to authorize the Workers Compensation Coordinator 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 T120932, T120936, T120937, T120908, T120938, T120939, T120993, T120893, T120909, T120791, T120792, T120793 totaling \$331,864.89, T121008, T121009, T121006, T121000, T121004, T121003, T120989 totaling \$51,581.18, general ledgers GL12474, GL12475, GL12476, GL12477 totaling \$1,168.00, payroll warrants 1101SD, 1115SD totaling \$11,404.76, for a grand total of \$396,018.83. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the October 31, 2012 and November 7, 2012 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions this meeting

- **Position Posting Information**

Commissioner Barrows reviewed six position postings.

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

- **Letter from Citizen Requesting to Park in Restricted Area**

Jude Gates and High Sheriff Downing recommended denying the request.

Moved: Commissioner Stritch to deny the request for access to restricted areas to non authorized personnel as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **SpyGlass Group Countywide Communications Audit Services Approval**

Theresa Young explained the proposal presented by SpyGlass Group noting the recommendation of legal counsel and the positive recommendations of Sullivan County and Salem, New Hampshire. Commissioner Barrows expressed concern with free services and the workload for the finance office. Theresa Young explained that the documentation is online and should be readily available. Discussion ensued about the benefits of the proposal and the concerns.

Moved: Commissioner Stritch to approve an Audit Agreement with SpyGlass Group Incorporated and authorize the Clerk to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

**Human Resources – Martha S. Roy, Director**

- **2013 Holiday Schedule Approval**

Moved: Commissioner Stritch to approve the 2013 holiday schedule as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2012 Wellness Budget Amendment Approval**

Moved: Commissioner Stritch to amend the 2012 Wellness Program budget moving \$50 from the Holiday Hold Out Incentive to the Healthy Holiday Calendar as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Michael W. Downing, High Sheriff**

- **Emergency Over Expenditure Line Item Transfer Request**

Moved: Commissioner Stritch to approve an emergency expenditure to Mainstay Technologies in the amount of \$1,449.52 and notify the Delegation Executive Committee Chair accordingly as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

### **III. New Business**

Commissioner Stritch introduced Commissioner Elect Kevin Coyle of District III and explained that he would be speaking with the division directors shortly to learn about the departments.

### **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 an exception request for a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Theresa Young, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, John Blomeke, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

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

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

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

Moved: Commissioner Stritch to approve an exception request to an employee's date of hire contingent on a completed letter of acknowledge by the employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Stritch to approve an exception request for a former county attorney employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **2013 Commissioners Budget Proposal**

The Commissioners agreed to send the budget letter to division directors and elected officials directing submissions to be no more than a 1% increase in appropriations and a deadline of December 5, 2012. Commissioner Barrows and Commissioner Stritch to fund \$175,000 for a

new position of County Manager. Theresa Young noted that a formal vote to add the position would occur in the budget meetings.

To accommodate scheduling, the Commissioners agreed to move the Wednesday, November 21, 2012 meeting to Tuesday, November 20, 2012 at 11:00 a.m. Further, the Commissioners agreed to move the Wednesday, December 12, 2012 meeting to Thursday, December 13, 2012 at 10:00 a.m.

**V. Adjournment**

Commissioner Stritch moved to adjourn at 12:02 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

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

**November 20, 2012 – 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 11:12 a.m.

**II. New Business**


• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,307,405.48 for the period ending November 18, 2012. 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, County Complex  
Brentwood, New Hampshire

**November 28, 2012 – 10:00 a.m.**

*Present:*

Commissioner Maureen Barrows, Chair	Becky Burns, Deputy Register of Deeds
Commissioner Katharin K. Pratt, Vice Chair	High Sheriff Mike Downing
Commissioner C. Donald Stritch, Clerk	Theresa Young, Finance Director
Martha Roy, Human Resources Director	Diane Gill, Human Services Director
Steve Woods, Long Term Care Director	Fred Borman, UNH Cooperative Ext.
Steve Church, Corrections Superintendent	Tom Tombarello, Commissioner Elect
Jude Gates, Director of Facilities	Kevin Coyle, Commissioner Elect

**I. Call to Order**

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

Ray Bower as the former interim nursing home administrator for Rockingham County wanted to personally wish outgoing Commissioner Barrows and Commissioner Stritch for future well-wishes.

**II. Reports:**

**RFP Openings**

• **Videoconferencing Service Contract, Corrections**

Commissioner Stritch opened a proposal received from George Wiley Consulting Group.

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.

• **Dental Services, Long Term Care Services**

Commissioner Stritch opened a proposal received from Golden Tides Dental.

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**

• **Book Restoration Project, Register of Deeds**

Moved: Commissioner Stritch to award the book restoration project proposal to Kofile Preservation for \$153,230 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

• **Financial Audit Services for 2012-2014, Finance Office**

Moved: Commissioner Stritch to award auditing services for financial audits including single audit services to Melason, Heath, and Company for an amount not to exceed a total of \$82,050 and cost reporting services to Robbin R. Grill for an amount not to exceed \$18,600 for years ending December 31, 2012, December 31, 2013, and December 31, 2014 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Electricity Supplier, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award Inegryns Energy for a cost per kilowatt hour of \$0.0717 for the term of the meter read date in December 2012 to the meter read date in December 2013



and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about a non appropriations clause for multiple year services. Jude Gates noted the vendors would not entertain agreeing to a non appropriations clause. Discussion ensued about the services.

Motion passed all in favor.

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

Moved: Commissioner Stritch to award the linen products proposal to Star Silk and Woolen Company, Star Linen and Supply Company, and Harbor Linen LLC from December 1, 2012 to November 30, 2013 for an amount not to exceed \$11,500 total as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the bread products proposal to Bimbo Bakeries from December 1, 2012 to November 30, 2013 for an amount not to exceed \$112,200 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Soft Drink Products, Long Term Care Services**

Moved: Commissioner Stritch to award the soft drink products proposal to Seacoast Coca-Cola from December 1, 2012 to November 30, 2013 for an amount not to exceed \$29,750 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the oxygen and respiratory care services to Technical Gas Products from November 1, 2012 to October 31, 2014 for an amount not to exceed \$24,000 annually as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

- **Register of Deeds Exception Request**

Moved: Commissioner Stritch to approve an exception to Personnel Policy and Procedure Chapter 7-5 for all hourly employees in the Registry Office as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign accounts payable warrants T120933, T120910, T121025, T121035, T120944, T120940, T121026, T120982, T120941, T120911, T121014, T120942, T121027 totaling \$474,902.23, T120998, T120999, T121056-T121073 totaling \$96,634.23, general ledger GL12500 \$299.50, payroll warrants 1115SD, 1121SD totaling \$12,825.93, accounts payable wire payment T121039 \$1,453,449.74, for a grand total of \$2,038,111.63. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to amend a vote taken at the November 14, 2012 Board of Commissioners meeting increasing the grand total from \$396,018.83 to \$396,023.93. Commissioner Pratt seconded the motion, voted all in favor.

- ✓ **Line Item Transfers – Corrections, \$155,000 and \$70,000**

Moved: Commissioner Stritch to approve line item transfers totaling \$225,000 for Corrections. Commissioner Pratt seconded the motion.

Discussion ensued about medical costs at the hospitals.

Motion passed all in favor.

✓ **Line Item Transfer – Engineering and Maintenance, \$6,000**

Moved: Commissioner Stritch to approve a line item transfer in the amount of \$6,000 for Engineering and Maintenance Services. Commissioner Pratt seconded the motion, voted all in favor.

✓ **Line Item Transfer – Sheriff, \$1,500**

Moved: Commissioner Stritch to approve a line item transfer in the amount of \$1,500 for the Sheriff's Office. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 14, 2012 and November 20, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Conference and Training Information**

No submissions for the meeting.

• **Position Posting Information**

No submissions for the meeting.

• **New Hampshire Association of Counties Legislative Updates**

Discussion ensued about electronic monitoring and other county corrections related legislation.

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

• **Professional Engineering Services Agreement Approval: Hoyle, Tanner and Associates RE: Building Utility Allocations**

Moved: Commissioner Stritch to approve an Agreement for Professional Engineering Services with Hoyle, Tanner, and Associates for building utility allocations not to exceed \$3,000 pending legal review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

Commissioner Barrows asked about the county financial system service contract going out to bid. Theresa Young said the RFP for the MUNIS System does need to be sent out and has researched applicable vendors.

Commissioner Barrows asked about the meeting scheduling with departments to review the 2013 budget submissions. Theresa Young said meetings will be scheduled after the December 5, 2012 submission deadline.

**Human Services – Diane D. Gill, Director**

Diane Gill reported the New Hampshire Department of Health and Human Services Medicaid Management Information System will be online by April 2013 and that will affect the county human services office. Diane Gill also reported a second settlement between the state and the prescription drug companies with reimbursement credit to the counties.

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

• **Healthcare License Renewal Approval**

Moved: Commissioner Stritch to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for assisted living 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.

- **Seacoast Business Machines Copier Maintenance Agreement Approval**

Moved: Commissioner Stritch to approve a Copier Maintenance Agreement with Seacoast Business Machines for one year and authorize the Chair to sign the agreement pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for a not to exceed total to be included in the vote. Steve Woods said he would report back at the next meeting.

Motion passed all in favor.

- **Lien on Real Property Approval**

Moved: Commissioner Stritch to place a lien on real property pursuant to New Hampshire RSA 166:20 for money due to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Steve Woods asked for legal assistance from legal counsel on filings for debt owed to Rockingham County. Discussion ensued on the debt owed and the Commissioners concurred to the use of counsel.

Motion passed all in favor.

### **III. New Business**

Steve Woods asked for the Commissioners guidance on vendor Rehab Choice paying for a dinner meeting. The Commissioners discussed the invitation, asked for more details, and to report back.

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

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (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 correspondence were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Theresa Young, and Chris Maxwell.

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

- **Contract Settlement, Corrections**

Moved: Commissioner Stritch to authorize a contract settlement up to \$50,000 with negotiations to continue for presentation of a final settlement. Commissioner Pratt seconded the motion, voted all in favor.

### **V. Adjournment**

Commissioner Stritch moved to adjourn at 11:23 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

**December 5, 2012 – 11:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair                      Martha Roy, Human Resources Director  
Commissioner Katharin K. Pratt, Vice Chair              Kate Magrath, HR Assistant Director  
Commissioner C. Donald Stritch, Clerk

**I. Call to Order**

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

**II. New Business**

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,488,120.55 for the period ending December 2, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Line Item Transfers and Emergency Expenditure Request**

Moved: Commissioner Stritch to approve transfers totaling \$16,775 for engineering and maintenance services. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve an emergency expenditure to Embree Elevator in the amount of \$4,766.00 and notify the Delegation Executive Committee Chair accordingly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **RFP Rejection: Occupational Health Services**

Moved: Commissioner Stritch to reject and resubmit request for proposals for occupational health services as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

• **Personnel non public session**

Moved: Commissioner Stritch to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, and Chris Maxwell.

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

Moved: Commissioner Stritch to seal the minutes of the personnel non-public session in accordance with New Hampshire RSA 91:A:3 III to protect the reputation of the employee. Commissioner Pratt seconded the motion, voted all in favor.

**III. Adjourn**

Commissioner Stritch moved to adjourn at 12:22 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



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

Commissioners Conference Room, County Complex  
Brentwood, New Hampshire

**December 13, 2012 – 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  
Janice Demers, Fiscal Dir., Long Term Care  
Steve Church, Corrections Superintendent

Diane Gill, Human Services Director  
Frank Stoughton, IT Manager  
High Sheriff Michael Downing  
County Attorney James Reams  
Theresa Young, Finance Director  
Fred Borman, UNH Cooperative Ext.

**I. Call to Order**

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

**II. Reports:**

**RFP Awards**

• **Videoconferencing Service Contract, Corrections**

Moved: Commissioner Stritch to award the service contract for videoconferencing equipment to George Willey Consulting Group Incorporated for twelve months in the amount of \$8,237 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Dental Services, Long Term Care Services**

Moved: Commissioner Stritch to award the dental services proposal to Golden Tides Dental from December 1, 2012 to November 30, 2014 with an annual retainer fee of \$3,800 and compensation at \$0.44 per bed day and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**RFP Opening**

• **Nilfisk Carpet Extractor, Long Term Care Services**

Commissioner Stritch opened proposals received from Hillyard Incorporated, Amsan, and Allard Service and Sales 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.

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

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

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

Commissioner Stritch opened proposals received from Geriatric Medical, Amsan, Central Paper Products Company, and Interboro Packaging.

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.

- **Labor Relations Consultant, Human Resources**

Commissioner Stritch opened proposals received from Jackson Lewis, Drummond Woodsum, Donahue, Tucker, and Ciandella, and Sheehan, Phinney, Bass, and Green.

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.

- **Inmate Medical Care, Corrections**

Commissioner Stritch opened proposals received from Correctional Medical Care Incorporated and Correct Care Solutions.

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.

- **Occupational Health Services**

Commissioner Stritch opened proposals received from Portsmouth Regional Hospital and Exeter Hospital.

Moved: Commissioner Stritch to authorize the Workers Compensation Coordinator 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 T121075 T120912, T121043, T121044, T121045, T121046, T120913, T121028, T121048, T121029, T121036, T121100, T121101, T121105, T121104, T121097 totaling \$360,240.44, payroll warrants 1129SD, 1206SD totaling \$24,405.05, accounts payable wire payments T121096, T121102 totaling \$13,634,826.62, for a grand total of \$14,019,472.11. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer: County Attorney, \$30,500**

Moved: Commissioner Stritch to approve a line item transfer for the County Attorney totaling \$30,500. Commissioner Pratt seconded the motion.

Commissioner Barrows asked how the county could alleviate these expenses. Jim Reams explained that the expense of prosecution and medical examiner lines have decreased over the years and these are truly unknown expenses.

Motion passed all in favor.

- **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the November 28, 2012 and December 5, 2012 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Conference and Training Information**

No submissions for this meeting.

- **Position Posting Information**

Commissioner Barrows reviewed two position posting informational submissions.

- **New Hampshire Association of Counties Legislative Updates**

Commissioner Pratt asked for any updates on the status of current legislation. Steve Church said that the status is pending and explained the corrections items relating to electronic monitoring and health costs.

**County Attorney – James M. Reams**

Jim Reams noted a report was published by the United States Department of Justice noting the high medical costs in New Hampshire.

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

- **Surplus Equipment Request Approval**

Moved: Commissioner Stritch to declare two (2) air mattresses surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Waste Management Healthcare Service Agreement Approval**

Moved: Commissioner Stritch to approve a Customer Service Agreement with Waste Management Healthcare for medical waste disposal for a term of one year not to exceed \$1,000 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Award Approval: New Hampshire Highway Safety Agency, \$6,705**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency in the amount of \$6,705 for a mobile data project 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 an exception request for a sheriff's office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mike Downing, 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 corrections employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss open enrollment exceptions were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

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

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

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception to approved payroll practices for separate checks for a sheriff's office employee as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to authorize a sheriff's office employee to fill a full time position on a part time basis through June 30, 2013 for reconsideration at that time in accordance with Personnel Policy and Procedure Chapter 11-5 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve administrative leave with pay for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Open Enrollment Exceptions**

Moved: Commissioner Stritch to approve exceptions to the open enrollment deadline for seven employees as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Sick Pool Usage, Finance**

Moved: Commissioner Stritch to allow a finance office employee use of earned time in non-consecutive increments retroactively to May 18, 2012 to meet sick pool requirements as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **File Access, Commissioners**

Moved: Commissioner Stritch to restrict County Commissioner access to all Official/Division Director personnel files and any related file unless approved by a majority of the Board of Commissioners. Commissioner Pratt seconded the motion, voted all in favor.


Moved: Commissioner Stritch to authorize Human Resources personnel access to personnel files and related files to carry out routine operations. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners agreed to level fund all non-county special funding for 2013 requests. Budget dates for the 2013 budget were discussed and it was agreed to meet at 10:00 a.m. December 18, 19, 27, and January 3, 2013.

#### **IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:20 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

**December 18, 2012 – 10:00 a.m.**

*Present:*

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

Paul Allen, Maintenance Foreman  
Tom Tombarello, Commissioner Elect  
Kevin Coyle, Commissioner Elect  
Treasurer Edward Buck  
Diane Gill, Human Services Director  
Martha Roy, Human Resources Director

**I. Call to Order**

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

**II. 2013 Budget Review**

**• Projects, Capital, and Contingent Grants**

Theresa Young presented a high level overview of the 2013 budget noting the net cost of services countywide by function and program for the year ending December 31, 2011. The overall cost of pay, benefits, retirement, health insurance, and workers compensation was discussed noting the increases for 2013.

Jude Gates noted that all projects are in process and all capital funds are obligated. Theresa Young said that any new projects need to be funded. Theresa Young presented an option of bonding future projects and said that \$4 million dollars is the goal for all capital projects. Theresa Young said that consideration should be given on charging the towns for dispatch services to encompass the return on investment concept for a bond. Discussion ensued on interest rates and the advantages of exploring the possibilities in the current economic market.

The Commissioners discussed the benefits of the dispatch center. Commissioner Barrows suggested that the 10 towns with their own dispatch center be surveyed for budget information. Commissioner Pratt noted that the budget and costs do not include additional positions. Discussion ensued.

Jude Gates presented the projects for 2013. Discussion ensued about replacement of HVAC systems in corrections along with the last roof for replacement. Discussion ensued on the heating and air conditioning level for corrections.

The Commissioners discussed the proposal cost associated with the projects. It was noted that the projects totaled \$4.2 million. The long range plan was discussed with the commitments for future years of the projects.

Jude Gates said that Fernald II is in need of future renovations based on the discussions with Steve Woods to determine the Commissioners input. Theresa Young suggested study funding to determine the most effective use of the space.

Nursing home security was discussed noting security in medication rooms and dirty laundry closets. The flooring in the facility was discussed with replacements over a two year plan. The cooling system, refrigeration, ceiling tiles, and lighting updates were noted. Other projects such

as awnings, nursing stations, window replacements, wireless upgrades, masonry, and tunnel repairs all within the long term care campus.

Jail security was discussed noting the three year plan for cameras and recording capabilities. The shower unit upgrade was presented with a plan for wall and ceiling replacements accordingly.

Jude Gates presented the space allocation proposal for the upgrades to the dispatch center. Jude Gates explained the project noting grant funding as well. Commissioner Barrows expressed concern with the growth of the sheriff's office. Jude Gates said that statistics were presented and included in the project support.

Commissioner Barrows called a brief recess at 11:44 a.m. Commissioner Barrows reconvened the meeting at 12:29 p.m.

- **Treasurer**

Sandy Buck arrived at 12:29 p.m.

The Commissioners had no changes to the Treasurer's budget submission.

Sandy Buck left at 12:34 p.m., Diane Gill and Martha Roy arrived at 12:38 p.m.

- **Human Services**

Diane Gill presented her budget noting increases and decreases in categorical assistance.

Commissioner Pratt asked about staffing hours and benefits. Diane Gill said she is paid for 37.5 hours per week with full benefits and Dawn Barnes at 35 hours per week with prorated benefits. Commissioner Pratt asked about allocating Dawn's hours to the Department of Corrections for the STAR Program. Diane Gill said the average is 10 hours per week for that program.

- **Commissioners and Contingent Grant**

Commissioner Barrows explained her proposal for a county manager noting the need of leadership. Commissioner Barrows said a central point is needed to ground the enterprise. Discussion ensued about the concept and press inquiries. Commissioner Stritch agreed to add the county manager funding to the budget.


Chris Maxwell reviewed each budget line and explained the expenses. There were no further changes.

Chris Maxwell explained the Community Development Block Grant funding for obligated funds and future potential funding. Theresa Young highlighted other federal funds, outstanding obligations, and the effect on the tax rate. No changes were made.

### **III. 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, County Complex  
Brentwood, New Hampshire

**December 19, 2012 – 10:00 a.m.**

Present:

Commissioner Maureen Barrows, Chair  
Commissioner Katharin K. Pratt, Vice Chair  
Commissioner C. Donald Stritch, Clerk  
Theresa Young, Finance Director  
Register of Deeds Cathy Stacey  
Tom Tombarello, Commissioner Elect

**I. Call to Order**

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

**II. 2013 Budget Review**

• **Non County Specials**

It was noted the deadline for responses is Friday, January 4, 2013. Discussion ensued on funding and paperwork requirements. Commissioner Pratt noted that she spoke with a Board Member of the Meals on Wheels Program and offered the services of consultant Gallagher Group Benefits to assist in their workers compensation insurance.

• **Delegation**

The Commissioners discussed the legal and audit services line and considered funds in general government. Commissioner Pratt offered to speak with the Delegation Chair to work and resolve the matter.

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,607,488.89 for the period ending December 16, 2012. Commissioner Pratt seconded the motion, voted all in favor.

• **Finance**

Theresa Young said that the budget request is at a 0% increase. Theresa Young asked that a study be done for efficiency in the office and any reorganization would be held until a study is complete. The pool hours were reviewed and a description of duties. Theresa Young said a new project for \$38,000 is included for a scanning project with access to departments. The project was discussed with the advantages of access and efficiency noted.

Discussion ensued about the countywide financial system with MUNIS and the services offered.

Commissioner Barrows asked about longevity payments being in a later paycheck than in previous years. Discussion ensued about the process in place.

• **Register of Deeds**

Cathy Stacey noted an upcoming retirement in 2013 and potential retirements in 2014 that will not be filled again if the office remains at lower levels of activity.

Discussion ensued about surcharge funds and the changes to line items noting items such as communications, dues, software, and service contracts.

Cathy Stacey said in 2013 the office will begin an initiative to accept electronic payments such as wires. Cathy Stacey noted she is working with the Finance Office and will make sure it reports correctly.

Commissioner Pratt asked about the increased revenue projections. Cathy Stacey noted that current revenues are well above the budgeted amounts and that accounts for 2013 projections.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 11:25 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

**December 26, 2012 – 10:00 a.m.**

*Present:*

Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Commissioner C. Donald Stritch, Clerk	High Sheriff Michael Downing
Martha Roy, Human Resources Director	County Attorney James Reams
Janice Demers, Long Term Care Fiscal Director	Frank Stoughton, IT Manager
Theresa Young, Finance Director	Fred Borman, UNH Coop. Extension
Steve Church, Corrections Superintendent	Tom Tombarello, Commissioner Elect
Diane Gill, Human Services Director	Kate Magrath, HR Assistant Director

**I. Call to Order**

Commissioner Pratt called the meeting to order at 10:13 a.m.

**II. Reports:**

**RFP Opening**

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

Commissioner Stritch opened proposals received from Abbott Nutrition and McKesson Medical Surgical.

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**

- **Reject Multifunction Printer, Sheriff**

Moved: Commissioner Stritch to reject proposals received for a multifunction printers and resubmit invitations for proposals as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the Nilfisk carpet extractor to Amsan for \$6,467 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 award the glove products proposal to Geriatric Medical and Surgical Supply, Central Paper Products, and Gulf South Medical from November 1, 2012 to October 31, 2013 for an amount not to exceed \$50,000 total as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the paper products proposal in Corrections to Central Paper Products Company and Central Paper Products Company and Geriatric Medical Supply in Long Term Care from January 1, 2013 to June 30, 2013 for an amount not to exceed \$105,000 total as recommended by the Corrections Superintendent and Long Term Care Services Director. 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 T121030, T121079, T120914, T121031, T121032, T121033, T120915, T121076, T121082, T121051, T121083, T121084, T121050, T121037, T121034, T121112, T121111, T121113, T121107, T121125, T121124, T121137, T121138, T121150, T121154, T121155, T121157 totaling \$741,256.00, general ledger warrants GL12601-GL12605, GL12612 totaling \$8,798.25, 2013 autopay warrants T130001-T130005 totaling \$700,644.20, payroll warrants 1213SD, 1220SD totaling \$17,902.75, accounts payable wire payments T121126, T121110, T121158, T121159, T121160 totaling \$1,485,070.43, for a grand total of \$2,253,027.43. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked for more information on the line item transfer delivered today. County Attorney Reams explained the prosecution expenses and the wireless equipment for replacement. Discussion ensued on the 2012 budget funds or using 2013 budget funds.

The County Attorney informed the Commissioners that the budget may over expend and will provide a written letter with details and

- **Conference and Training Information**

No Submissions for this meeting.

- **Position Posting Information**

Commissioner Pratt noted one position posting submitted for the meeting.

- **New Hampshire Association of Counties Legislative Updates**

An upcoming meeting between County Sheriff's and County Corrections Superintendents was discussed.

High Sheriff Downing noted legislation changing the serving process from using a Deputy Sheriff to certified mail.

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

- **New Hampshire Department of Environmental Services Public Water Systems Annual Application Approval**

Moved: Commissioner Stritch to authorize the Chair to sign the annual Application for Public Water Systems to the New Hampshire Department of Environmental Services as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

**Finance – Theresa M. Young, Director**

- **Write-off Approval**

Moved: Commissioner Stritch to write off general fund receivables totaling \$135,885.11 in Long Term Care, \$62.50 in Register of Deeds, and \$103.00 in the Sheriff's Office as recommended by the Finance Director, Long Term Care Services Director, Register of Deeds Stacey, and High Sheriff Downing. Commissioner Pratt seconded the motion, voted all in favor.

**Human Resources – Martha S. Roy, Director**

Discussion ensued about criminal records check for in state versus out of state to encompass a complete picture. It was agreed to incur the additional fee for a criminal records check that includes out of state records.

**Sheriff – Michael W. Downing, High Sheriff**

- **Grant Application and Award Approval: New Hampshire Department of Safety, Law Enforcement Portable Radio Distribution, 5 Radios Valued at \$11,450.40**

Moved: Commissioner Stritch to approve an application and grant award from the New Hampshire Department of Safety for a Law Enforcement Portable Radio Distribution Grant for equipment to be received totaling \$11,450.40 and authorize the Vice Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked that Corrections, Sheriff, Long Term Care, and Maintenance gather to discuss the trustees program. Commissioner Pratt suggested this occur before finalizing the budget to ensure the needs are met.

**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 disciplinary matter for corrections employee were Commissioner Pratt, Commissioner Stritch, Steve Church, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Pratt, Commissioner Stritch, Steve Church, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney personnel were Commissioner Pratt, Commissioner Stritch, Martha Roy, Kate Magrath, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss insurance benefits for Commissioners were Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Kate Magrath, and Chris Maxwell.

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

- **2013 open enrollment exceptions**

Martha Roy highlighted the requests for exceptions to the open enrollment deadline.

Moved: Commissioner Stritch to approve six exceptions to the open deadline for 2013 as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

**IV. Adjournment**

Commissioner Stritch moved to adjourn at 12:35 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, County Complex  
Brentwood, New Hampshire

**December 28, 2012 – 10:00 a.m.**

*Present:*

Commissioner Katharin K. Pratt, Vice Chair	Kate Magrath, HR Assistant Director
Commissioner C. Donald Stritch, Clerk	Kevin Coyle, Commissioner Elect
Theresa Young, Finance Director	High Sheriff Michael Downing
Martha Roy, Human Resources Director	Martha Breen, Sheriff Office Manager
Fred Borman, UNH Cooperative Extension	County Attorney James Reams

**I. Call to Order**

At 10:16 a.m., Commissioner Pratt noted there is not a quorum present however discussions would continue.

**II. 2013 Budget Review**

• **UNH Cooperative Extension**

Commissioner Pratt asked that the budget proposal include backup to justify the expenses.

Commissioner Stritch arrived at 10:25 a.m. Commissioner Pratt called the meeting to order at 10:25 a.m. as a quorum was present.

High Sheriff Downing, Martha Breen, Kevin Walsh, Jim Lussier, Darren Melanson arrived at 10:28 a.m.

• **Sheriff**

Highlights to the budget were noted and began with the uniform line for dispatchers. Discussion ensued regarding the need for that item at this time. It was agreed to remove the request.

Sheriff Downing presented the proposal for the new dispatch center nothing that grant funding will decrease the project cost to \$400,000 - \$500,000. Sheriff Downing explained the new center would create an additional workstation for emergency situations but not create an additional position. Sheriff Downing explained the process needed to transfer the dispatch center.

Theresa Young asked for clarification on the grant funding. Sheriff Downing said that they are working on grant called Assistance to Firefighters Grant for reimbursement up to 75% of the project. . Discussion ensued about further information needed to present for bonding consideration.

Commissioner Elect Coyle asked about charging the communities for dispatch services based on the recent Municipal Resources report on the Rockingham County Sheriff Assessment. Sheriff Downing explained the benefit of other services. Discussion ensued about charging for services and the pros and cons regarding equitability for the communities.

Sheriff Downing noted increases in the weapons budget due to older equipment in place and further the Administrative Office of the Courts is requiring the Baliffs carry weapons.



Commissioner Elect Coyle asked about the need of five new vehicles. Sheriff Downing noted the use of the vehicles and the mileage accumulated.

- **County Attorney**

The proposed reorganization was presented to streamline operations and alleviate the need for additional positions. Discussion ensued of the savings and expenses associated. After some confusion, it was understood that the unfunded legal assistant position vacated in 2011 would be eliminated.

Discussion ensued on the proposed line item transfer presented at the December 26, 2012 meeting. County Attorney Reams noted the expense of prosecution transfer will be reduced to \$1,000 as most of the extraditions will occur in 2013. The project to replace the wireless is unknown and more information is forthcoming.

Commissioner Elect Coyle inquired about the federal equitable funds. Discussion ensued about the RSA and use of funds. There was a disagreement between County Attorney Ream and Commissioner Elect Coyle on the interpretation as county revenues or county attorney revenues. Theresa Young noted there are different ways to account for the funds such as special revenue or general fund.

County Attorney Reams noted that plan for distribution of funds was provided to the Attorney General and no comments were received. It was agreed that the funds are county funds however there is no agreement on how they are to be spent.

Commissioner Elect Coyle inquired about the expense of Lawyers Diaries and the necessity of the duplicate copies. County Attorney Reams said he would check with his lawyers.

Commissioner Elect Coyle asked about the out of state conference for victim assistance learning. County Attorney Reams said that the local conference is not as comprehensive.

County Attorney Reams noted the number of indictments increased in 2012 to over a 1,000 versus 800 in years past.

- **Exception Request, Human Resources**

Kate Magrath noted an open enrollment exception for a retiree.

Moved: Commissioner Stritch to approve an exception request to the open enrollment deadline for a retiree as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **General Government**

Commissioner Pratt asked for the wellness budget proposal for 2013. Kate Magrath noted that the program would continue with similar programs with the same concepts and funding.

The interest rate for borrowing was discussed and the miscellaneous uses of the line was discussed from 2012 and previous years. Theresa Young said that sweep transfers from all accounts, budget freeze, and categorical assistance could be used for unanticipated emergencies.

Discussion ensued about a Bond Anticipation Note payment being reserved in general government. It was agreed that more information was needed.

Martha Roy requested an entire pay and classification study by a consultant to be paid from the labor relations line in general government. It was estimated that \$15,000 would be the cost of a study. Discussion ensued about the process.

The audit line was noted as an increase to accommodate a request of Long Term Care for a performance study.

Commissioner Elect Coyle asked that the budget spreadsheet show the updates for 2013 benefits and retirement costs. Theresa Young explained the process in place. Commissioner Pratt asked for a few scenarios to encompass the pay structure for 2013.

### **III. Adjournment**

Commissioner Stritch moved to adjourn at 12:45 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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