



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

January 3, 2007 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Susan Denopoulos, LTCS Assistant Director
Frank Stoughton, IT Manager
Al Wright, Corrections Superintendent

Jude Gates, Director of Facilities
Lynn Garland, UNH Cooperative Extension
Theresa Young, Finance Director
Joe Akerley, Captain
Roy Morrisette, HR Assistant Director
Julie Hoyt, HR Generalist
Cathy Stacey, Register of Deeds

I. Call to Order

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

II. Reports:

Finance – Theresa Young, Director

• **Budget Meeting Dates**

Theresa Young announced the dates for the upcoming Delegation Meetings. The Delegation Public Hearing is scheduled for January 25th in the evening and the Delegation Annual Meeting is scheduled for February 20th with a storm date of February 22nd.

Commissioner Pratt inquired about a final budget work session date next week. It was agreed to hold the final budget work session on Monday, January 8, 2007 at 11:00 a.m.

• **Amended Banking and Investment Resolution**

Moved: Commissioner Stritch to amend the banking and investment resolutions voted March 2, 2005 be amended effective January 3, 2007 to read David E. Ahearn, Treasurer for all accounts with no change in Treasurer authorization. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

• **Health Insurance Subsidy for Retirees (between 10 and 20 years of service) for 2007 Budget**

Commissioner Pratt was concerned about the county's authority to approve such a benefit. Roy Morrisette was unaware of this concern. Commissioner Pratt noted she contacted Attorney Reidy and needs further information. It was noted that this could be discussed again at Monday's budget final work session.

• **2007 Wellness Budget Approval**

Commissioner Pratt expressed concern with the lack of information to approve this information. It was noted that this could be discussed again at Monday's budget final work session if the necessary information is received.

IT/Telecommunications – Frank Stoughton, Manager

• **Flex Program Service Contract**

Commissioner Pratt inquired about the pricing for the supplies. Frank Stoughton noted that departments researched the pricing and they are acceptable. Commissioner Pratt questioned if all

departments are on board with the program. Frank Stoughton responded that this is resolved with most departments. Commissioner Pratt asked if the County is liable to sole source the supplies. Frank Stoughton noted supplies are only related to equipment they service.

Moved: Commissioner Stritch to approve a Flex Program Service Contract with Manage Flex Imaging Services for county wide printer service and authorize the Chair to sign all necessary documents as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Long Distance Allocations – 2007 Budget**

Moved: Commissioner Stritch to adopt the 2007 long distance allocations as prepared and recommended by the IT/Telecommunications Manager. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Surplus Equipment Discussion**

Captain Joe Akerley discussed a piece of equipment that needs to be declared surplus however final ownership of the equipment is unclear. He hopes to have a definitive answer shortly.

RFP Openings

a. Underpads, Long Term Care Services

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

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

RFP Awards

a. Surplus Vehicles, Engineering and Maintenance

Moved: Commissioner Stritch to award surplus vehicles to high bidders Hillside Auto Sales for two 1993 Ford F250 trucks for \$879.79 each, Asian Auto Services for one Ford E450 bus for \$1,232.00, and Ray Twombly for one 1998 Chevrolet S-10 for \$101.00 to be sold as is and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

b. Paper Products, Long Term Care Services and Corrections

Moved: Commissioner Stritch to award the paper products proposal to Central Paper Company, Corporate Express, and Interboro Packaging in the Department of Corrections and Corporate Express and Central Paper in Long Term Care Services from January 1, 2007 to April 1, 2007 as recommended by the Corrections Superintendent and Long Term Care Services Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

c. Equipment Maintenance Insurance

Moved: Commissioner Stritch to award the equipment maintenance insurance program to The Remi Group for \$67,124 for the 2007 Service Maintenance Agreement and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

d. Property and Casualty Risk Management and Insurance Consulting

Moved: Commissioner Stritch to award the proposal to USI New England for a three year contract at \$20,000 annually from January 1, 2007 to December 31, 2009 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

- **Non public session re: legal matter**

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

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a former nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Roy Morrisette, and Chris Maxwell.

- **Non public session re: job applicant**

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

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

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request of Personnel Policy and Procedure Chapter 8-2H for a corrections employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **Exception Request**

Moved: Commissioner Stritch to deny an exception request to pay earned time from a former employee. Commissioner Pratt seconded the motion.


Commissioner Stritch noted the request was denied based on policies in place.

Motion passed all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 2:58 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS WORK SESSION

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

January 8, 2007 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Roy Morrisette, HR Assistant Director
Theresa Young, Finance Director
David Ahearn, Treasurer

I. Call to Order

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

II. Budget Work Sessions

a. Treasurer's Budget

Treasurer Ahearn had various financial questions and Theresa Young provided him details to his questions. Commissioner Barrows recommended that he spend some time attending meetings. He reviewed the Treasurer's budget and had questions.

b. Final Budget Review

Theresa Young noted that footnotes are needed from several departments. The overall budget was reviewed along with salary totals to determine fund balance and final tax increase or decrease. Theresa reviewed open issues per department including County Attorney, Corrections, Human Services, UNH Cooperative Extension, Sheriff, Registry of Deeds, and Long Term Care Services. A sweep for projects was discussed to determine the best solution. Salary and benefits were discussed along with regrade and additional position requests.

Moved: Commissioner Stritch to approve the following regrades in the Sheriff's Office:

- Captain from grade 19 to grade 20
- Lieutenant from grade 18 to grade 19
- Sergeant from grade 10 to 11

Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve a regrade of Associate Accounting Analyst in the Finance Office from grade 16 to grade 17 to exempt status. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to continue automatically approving the use of the compensated absences fund for leaves as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to level fund the workers compensation line as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve two additional assistant county attorney positions and one legal assistant position effective 4th quarter 2007 contingent on record keeping showing that

the additional positions are justified as requested by the Commissioners and continued funding for the positions based on continuous record keeping justifying such. Commissioner Pratt seconded the motion, voted all in favor.

III. Old Business

a. Health Insurance Subsidy

Commissioner Pratt noted that she spoke with Attorney Reidy and the attorney stated the law indicated this could not be done however case law may prove otherwise. Commissioner Barrows requested a meeting by the end of the week once the necessary legal information is received for decision.

b. Wellness Budget

Roy Morrisette presented information on the draft 2007 Wellness Budget and offered a meeting with the consultant to discuss this further. Commissioner Pratt requested again that she be involved in the meeting and information process. Commissioner Pratt believes the budgeted amount is based on all employees involvement, which is not realistic. Commissioner Pratt expressed concern with the management of the program. Commissioner Barrows asked that this could be approved and the details worked out later. Commissioner Pratt inquired about Concentra and Resource Management's duties for the fee received.

Moved: Commissioner Stritch to fund the 2007 Wellness Budget for \$45,000. Commissioner Pratt seconded the motion. Motion passed with one opposed.


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. Those present to discuss a personnel exception request for a former nursing home employee were Commissioner Pratt, Commissioner Stritch, Roy Morrisette, and Chris Maxwell.

V. Adjournment

Commissioner Stritch moved to adjourn at 2:12 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

January 10, 2007 – 9:30 a.m.

Present:

Commissioner Maureen Barrows, Chair	High Sheriff Dan Linehan
Commissioner Katharin K. Pratt, Vice Chair	Captain Joe Akerley, Sheriff's Office
Commissioner C. Donald Stritch, Clerk	Tom Flygare, Labor Negotiator
Martha Roy, Human Resources Director	Dan Schwartz, Labor Negotiator

I. Call to Order

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

II. Commissioners Non Meeting

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

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

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

III. Commissioners Non Public Session

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

IV. Adjournment

Commissioner Barrows 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*
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS WORK SESSION

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

January 12, 2007 – 9:30 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 9:35 a.m.

II. Budget Work Session

a. Final Budget Review

Theresa Young presented a draft budget and noted a tax increase of 1.9%. The proposed salary and benefits for 2007 was reviewed. From a previous meeting, Theresa Young presented fund balance levels and noted new changes to revenues and expenses.

The Board of Commissioners agreed to the tax increase and the budget as submitted. The budget footnotes and letter was reviewed and changes were made for final submission.

III. Commissioners Non-Public Session

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

IV. Adjournment

Commissioner Barrows 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
Brentwood, New Hampshire

January 16, 2007 – 9:30 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, HR Generalist
Susan Denopoulos, LTCS Assistant Director
Ray Bower, LTCS Interim Director

I. Call to Order

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

II. New Business

• **Wellness Program**

Martha Roy explained the purpose of the meeting is to determine budget funds. Commissioner Pratt asked about participation projections in the first year and the goals for payout rewards. Martha Roy highlighted the initial proposal from Concentra Health Services. The Commissioners, Martha Roy, and Theresa Young discussed various aspects of potential programs. The date and purpose of the proposed wellness fair was reviewed. Martha Roy will report back on various questions and concerns.

• **Long Term Care Services Administration Discussion**

Commissioner Barrows explained the purpose of the meeting is to follow up on projects and wrap up with the Interim Director. Ray Bower provided revenue information and census statistics. He noted a revenue enhancement RFP was distributed and will be opened in February and award in March. It was suggested to implement this in conjunction with Point Click financial in April after training.

III. Non Public Session

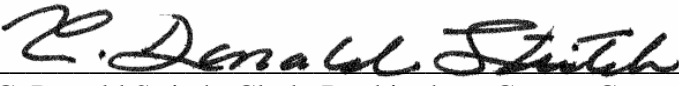
Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Pratt seconded the motion, voted all in favor. Those present to discuss a personnel matter were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch.

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

IV. Adjournment

Commissioner Barrows 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
Brentwood, New Hampshire

January 17, 2007 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities
Diane Gill, Human Services Director
Becky Burns, Deputy Register of Deeds

Joe Akerley, Chief Deputy Sheriff
Theresa Young, Finance Director
Cindy Castrigno, County Attorney's Office
Martha Roy, Human Resources Director
May Bower, LTCS Interim Director
Susan Denopoulos, LTCS Assistant Director
Mark Peirce, Lieutenant Sheriff
Claudia Boozer-Blasco, UNH Cooperative Ext.

I. Call to Order

Commissioner Barrows called the meeting to order at 11:07 a.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes**

Moved: Commissioner Stritch to approve the minutes of the December 19, 20, 27, 28, 29, 2006 and January 3, 8, 10, 12, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

• **Approval of grant submission: Department of Justice, VAWA Grant**

Moved: Commissioner Stritch to approve the submission of a grant previously submitted and dated October 10, 2006 to the Department of Justice for the annual VAWA Grant as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of grant award: Department of Justice, VAWA Grant, \$30,000**

Moved: Commissioner Stritch to accept a grant award in the amount of \$30,000 from the Department of Justice for the 2007 VAWA Grant Program 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 Young, Director

• **2007 Rockingham County Budget**

Moved: Commissioner Stritch in accordance with RSA 24:21-b, proposes \$68,330,012 in appropriations and \$769,289 in reserves and encumbrances for the use of the County during 2007. That \$38,398,817 is proposed to be raised in new county taxes, that \$25,809,757 is proposed as an estimate of revenues from other sources, and that \$4,890,727 is proposed as fund balance for a total of \$69,099,301 in resources. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

• **Fiserv Benny Card Clarification**

Martha Roy presented a proposed draft letter to all members using the flexible spending account. She noted that Commissioner Pratt requested a 30 day response. The Board of Commissioners concurred with the letter and the 30 day response.

Long Term Care Services – Ray Bower, Interim Director

- **Yoga Request**

Theresa Young noted that she consulted our insurance company and no response was provided yet and will report back once an answer is received.

Moved: Commissioner Stritch to approve the request to continue the yoga program funded by contributions by employees with use of county facilities contingent on insurance review and approval as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2007 Facility Rates**

Commissioner Pratt inquired about no increase in the private pay rates in the nursing home. Commissioner Barrows recommended holding that rate for the benefit of county residents.

Moved: Commissioner Stritch to approve the 2007 Ernest P. Barka Assisted Living Facility Rates of Double Room at \$3,600, Standard Private Room at \$2,200, Small Private Room at \$2,100, Small Double Room at \$3,000, and Suites at \$2,1000 monthly effective March 1, 2007 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Overtime Policy**

Due to untimely submission, the Board of Commissioners requested this item be brought forward to the next meeting.

Registry of Deeds – Cathy Stacey, Registrar

- **Bid Waiver: Connor and Connor, \$60,000**

Moved: Commissioner Stritch to approve a bid waiver to Connor and Connor in the amount of \$60,000 for service in 2007 and authorize the Chair to sign all necessary documents as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff's Office – Dan Linehan, High Sheriff

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to declare cruiser equipment number 59 surplus and authorize the vehicle to be disposed of accordingly as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Award: Underpads, Long Term Care Services

Moved: Commissioner Stritch to award the underpads proposal to Central Paper Company from January 1, 2007 to December 31, 2007 as recommended by the Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Al Wright, Martha Roy, and Chris Maxwell.

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

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

- **Non public session re: legal matter**

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

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

Those present for NHRSA 91A:3II (c) to discuss a health insurance appeal request 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 Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

IV. Commissioners Non Meeting

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

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

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

- **Residency Waivers**

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

- **Legal Claim**

Moved: Commissioner Stritch to approve a settlement up to \$65,000 for a legal claim as recommended by Attorney Shultess. Commissioner Pratt seconded the motion, voted all in favor.


- **Biweekly Commissioners Meetings**

Moved: Commissioner Pratt to change regularly scheduled biweekly Tuesday Commissioners meetings from 1:00 p.m. to 10:00 a.m. Commissioner Stritch seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 1:28 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

January 25, 2007 – 4:15 p.m.

Present:

Commissioner Maureen Barrows, Chair	Lieutenant Mark Peirce, Deputy Sheriff
Commissioner Katharin K. Pratt, Vice Chair	Martha Roy, Human Resources Director
Commissioner C. Donald Stritch, Clerk	Theresa Young, Finance Director
Captain Joe Akerley, Chief Deputy Sheriff	Tom Flygare, Labor Negotiator

I. Call to Order

Commissioner Barrows called the meeting to order at 4:19 p.m.

II. Commissioners Non Meeting

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

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

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

III. New Business - Sheriff's Collective Bargaining Agreement

Moved: Commissioner Stritch to approve the Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire expiring June 30, 2010.
Commissioner Pratt seconded the motion, voted all in favor.

IV. Commissioners Non Meeting

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


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

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

V. Adjournment

Commissioner Barrows moved to adjourn at 4:51 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

January 30, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Theresa Young, Finance Director
Diane Gill, Human Services Director
Nancy Lang, Assisted Living Director
Jude Gates, Director of Facilities

Al Wright, Superintendent
Lynn Garland, UNH Cooperative Ext.
Joe Akerley, Captain
Cindy Castrigno, Attorney's Office
Ray Bower, LTCS Interim Director
Susan Denopoulos, LTCS Assistant Director
Frank Stoughton, IT Manager
Martha Roy, Human Resources Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: January 16, 17 and 25, 2007**

Moved: Commissioner Stritch to approve the minutes of the January 16, 17, and 25, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Approval of Swank Motion Pictures Agreement**

Moved: Commissioner Stritch to approve the agreement with Swank Motion Pictures from March 10, 2007 to March 9, 2008 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

- **Approval of Assistant County Attorney Appointments to Attorney General**

Moved: Commissioner Stritch to approve the Assistant County Attorney appointments pursuant to New Hampshire RSA 7:33-f as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

Theresa Young suggested the Board of Commissioners meet after the subcommittee meeting to review amendments to the Commissioners proposal. She also noted that transfers could be signed, fund balance adjustments approval, and write off approvals. The Board of Commissioners agreed to 11:00 a.m. on Monday, February 5, 2007.

Human Resources – Martha Roy, Director

- **Health Insurance Subsidy for Retirees (between 10 and 20 years of service) for 2007**

Commissioner Pratt noted that a response from legal counsel was not received at this time and deferred this to the meeting on February 5th.

- **Health Trust Health Insurance and Short Term Disability Rate Approval**

Moved: Commissioner Pratt to approve the Health Trust health insurance and short term disability rates effective January 1, 2007 and authorize the Chair to sign all necessary documents. Commissioner Stritch seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

- **Incentive Fund Awards**

Moved: Commissioner Stritch to approve incentive funds totaling \$424,209 as recommended by the Incentive Fund Review Board. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Comcast Workplace Internet Agreement Discussion**

Frank Stoughton noted that changes from Primex are being reviewed by Comcast and will report back when the necessary information is obtained.

Long Term Care Services – Ray Bower, Interim Director

- **Assisted Living Rate Discussion**

Nancy Lang requested a discussion on the vote that was taken at the previous meeting due to concerns about the impact to non Medicaid residents. Nancy Lang highlighted the HCBC reimbursement process and expressed concern with the level of the increase. Theresa Young noted a cost benefit analysis would be beneficial at the December 28, 2006 Long Term Care Services budget work session. Theresa Young offered to conduct the analysis with Nancy Lang. Nancy Lang recommended a rate increase to all other rooms as well. Commissioner Barrows suggested delaying the final decision for six weeks to complete the process in full. Commissioner Pratt noted that all information needs to be gathered in order to be properly informed. Ray Bower explained he was unaware of a cost benefit analysis considering residents ability to pay. Commissioner Pratt asked what happened to the suggestion last year of a multi year rate plan. Commissioner Pratt noted she wanted everything finalized for notices to be sent March 1st with increases effective April 1st and regular annual review of all rates.

Moved: Commissioner Stritch to rescind the vote taken on January 17, 2007 regarding assisted living rates pending further information and contingent on notices being sent on March 1st for increases effective April 1st. Commissioner Pratt seconded the motion, voted all in favor.

- **2007 Facility Rates**

Ray Bower discussed rate information state wide relative to the cost report. Theresa Young noted that the Revenue Subcommittee requested rate increase information. Ray Bower recommended increasing the private pay rate effective March 1st. Theresa Young noted that the Revenue Subcommittee made amendments to Long Term Care Services revenues. Commissioner Barrows noted that the Human Services Subcommittee increased the budget based on information published the day before the meeting.

Moved: Commissioner Stritch to increase the Rockingham County Nursing Home rates from \$240.00 per day to \$257.50 per day effective March 1, 2007 with review of rates again in June with additional increase effective August 1, 2007 as recommended by the LTCS Interim Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Overtime Policy**

Theresa Young noted that Long Term Care Services, Finance, and Human Resources should meet on this matter. Commissioner Pratt noted concern and recommended a meeting.

Sheriff's Office – Dan Linehan, High Sheriff

- **Fire Alarm Box Update**

Captain Akerley highlighted a written response from Mammoth Fire Alarm Company requesting that the equipment be returned at their expense. Commissioner Pratt noted a release document should be signed by the company.

Moved: Commissioner Stritch to release the console and receiver unit to Mammoth Fire Alarm Company in as is condition as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Theresa Young, Martha Roy, and Chris Maxwell.

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

Those present for NHRSA 91A:3II (c) to discuss health insurance appeal requests were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Susan Denopoulos, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal matter**

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

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

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

Moved: Commissioner Stritch to approve an exception request for hiring and recruitment bonuses as recommended by the LTCS Interim Director. Commissioner Pratt seconded the motion, voted all in favor.


- **Health Insurance Plan Exception Requests**

Moved: Commissioner Stritch to approve an exception request from two employees regarding health insurance plans contingent on no claims pending, payment of back premiums, and sign an affidavit. Commissioner Pratt seconded the motion, voted 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

February 5, 2007 – 10:15 a.m.

Present:

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

Martha Roy, Human Resources Director
Al Wright, Corrections Superintendent
Gary Stenhouse, Primex
Tom Reid, Deputy County Attorney
Susan Denopoulos, LTCS Interim Director
Mary Jane Toth, Fiscal Office Asst. Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:23 a.m.

II. Commissioners Non Meeting

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

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

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

III. Commissioners Non Public Session

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

Those present to discuss an applicant for Long Term Care Services Director were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Gary Stenhouse, Martha Roy, and Chris Maxwell.

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

IV. New Business

• **Subcommittee Budget Review**

Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Susan Denopoulos, Mary Jane Toth, Katherine Nikitas, and Tom Reid. Theresa Young provided the draft subcommittee budget proposal to be distributed today. She highlighted all subcommittee modifications on expenditures and revenues.

Theresa Young noted a difference in footnotes of dates from October to May regarding the new County Attorney positions. Commissioner Barrows noted that Tom Reid visited earlier and expressed concern with time clocks and the overall time study. Commissioner Pratt noted that law firm's use time tracking and billing software for clients and that this could be done for the County Attorney's Office. Commissioner Stritch suggested that the County Attorney's Office meet with the Board of Commissioners to discuss why current time keeping software is not used. Deputy County Attorney Tom Reid arrived at 12:47 p.m. to discuss the concerns of time

tracking. He expressed concerns with the burden of time tracking and noted other county offices are not doing this type of tracking. Commissioner Pratt highlighted the background of the process and expressed concern about the lack of time tracking documentation to justify the need. Tom Reid felt this documentation is available by case load statistics rather than hourly justification as it is an administrative burden. Commissioner Pratt noted the justification is beneficial from tracking new position requests, new legislation, and unfunded mandates from the state to the county.

Commissioner Barrows asked the Finance Office what they are requesting. Theresa Young requested that the entire County Attorney Office staff implement the Jantek time and attendance software by May 2007. Commissioner Barrows asked the Board of Commissioners about the time tracking by increments. Commissioner Pratt indicated she would defer to the time and attendance software at this point. Tom Reid said he would recommend use of the Jantek system on a trial basis to the County Attorney.

Commissioner Barrows highlighted concerns about the perfect attendance bonus by a nursing home employee, department heads, and then researched more information about the program. Commissioner Barrows and Theresa Young discussed alternatives to the program. Commissioner Barrows noted that \$7,000 to \$10,000 is paid quarterly with about 143 to 183 employees receiving the bonus. Commissioner Barrows highlighted the alternative of using the American Express points as gift cards to the bonus using a pool with names selected or each employee receiving the card. Commissioner Pratt noted the criteria would need to be better defined because each department administers the program differently. Martha Roy noted the current rules are broad and not specific.

Commissioner Barrows requested Martha Roy to revise the policy to specify limitations and have it ready for the next meeting.

Theresa Young noted that this benefit would need to be funded and must be addressed to the Executive Committee on Friday. She explained the process for recording the gift cards and charging lines for the expenditure. She noted she would review the card requirements and report back.

Commissioner Barrows noted another idea of payment by receiving lunch tickets. Commissioner Pratt asked Theresa Young if using meal tickets would be a taxable benefit. Theresa Young noted that the dollar amount would not be taxed.

V. Adjournment

Commissioner Barrows moved to adjourn at 1:55 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

February 13, 2007 – 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
Frank Stoughton, IT Manager
Jude Gates, Director of Facilities
Al Wright, Superintendent

Lynn Garland, UNH Coop. Extension
Judie Milner, Accounting Manager
Susan Denopoulos, Asst. Administrator
Captain Joe Akerley, Sheriff's Office
County Attorney Jim Reams
Theresa Young, Finance Director
Treasurer David Ahearn

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: January 30, 2007 and February 5, 2007**

Moved: Commissioner Stritch to approve the minutes of the January 30, 2007 and February 5, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

- **New Hampshire Department of Environmental Services Reimbursement**

Moved: Commissioner Stritch to authorize the submission of a reimbursement request to the State of New Hampshire Department of Environmental Services for an oil spill that occurred at the complex on 9/14/2006 and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Station Agreement and Enrollment, OBD and Safety Testing Program**

Moved: Commissioner Stritch to authorize the Chair to sign the Station Agreement and Enrollment Form from the New Hampshire OBD and Safety Testing Program as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Banking and Investment Resolution Amendment**

Moved: Commissioner Stritch that pursuant to the Commissioners vote taken on March 2, 2005, I move the following amendments shall apply as of February 13, 2007:

Citizens Banking Resolution for Cash Management Services providing ACH and additional wire services: Account - Internal Services (includes health, dental worker compensation, unemployment and compensated absences funds) and other funds as deemed in the best interest of the County.

TD Banknorth Resolution to add: The addition of a new account “RC County Attorney Drug Forfeiture” with TD Banknorth. Further, authorizing James M Reams, 10 Route 125 Brentwood, NH 03833, as signer on the account. Account statements should be mailed to RC County Attorney’s Office, PO Box 1209 Kingston, NH 03848. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch that the County Attorney close the account opened with Sovereign Bank for drug forfeiture money and move such money to TD Banknorth in accordance with the County’s banking & investment bid award and resolution. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Attendance Bonus Policy Discussion**

Commissioner Pratt expressed concern with the current language. Commissioner Barrows highlighted confusion regarding the previous bonus policy and free meal tickets with the bonus. Commissioner Barrows asked that this be resolved in March for 1st quarter bonuses and asked the Board of Commissioners to submit questions to Martha Roy for resolution. Commissioner Pratt requested a work session to discuss the matter. Commissioner Barrows requested that division directors meet with Martha Roy to discuss the matter. Commissioner Pratt asked Martha Roy to coordinate a County Management Team meeting to discuss the issue.

- **Nursing Hiring and Recruitment Bonus Policy Revision**

Martha Roy highlighted the amendments to the policy due to modification of the evaluation period. Commissioner Pratt questioned the bonus amounts in the policy. Martha Roy indicated the amounts are accurate.

Moved: Commissioner Stritch to approve the revised Long Term Care Services Hiring and Recruitment Bonus Program Policy as recommended by the Human Resources Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

- **Assisted Living Census**

Commissioner Barrows highlighted a concern from Commissioner Stritch regarding residents renting more than one bed. Commissioner Barrows recommended that Susan Denopoulos and Nancy Lang look into this matter

- **RFP Extension: Prime Vendor Award, PFG Springfield**

Commissioner Pratt questioned the need to extend this award. Commissioner Pratt requested an analysis as enough data should be available with the current year of services.

Moved: Commissioner Stritch to extend the RFP award to PFG Springfield until June 1, 2007 as recommended by the Long Term Care Services Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Alzheimer’s Ease for \$8,320**

Moved: Commissioner Stritch to approve a bid waiver to Alzheimer’s Ease for \$8,320 from January 1, 2007 to December 31, 2007 as recommended by the Long Term Care Services Assistant Administrator. Commissioner Pratt seconded the motion. Commissioner Pratt requested this matter be tabled pending further information. Commissioner Pratt requested to see the previous bid list.

Moved: Commissioner Stritch to extend the Alzheimer’s Ease contract until March 1, 2007. Commissioner Pratt seconded the motion, voted all in favor.

- **Adult Medical Day Care Marketing Update**

Commissioner Pratt expressed concern with the declining census and requested a work session to discuss this further along with assisted living rooms, rates, and other open issues. A meeting was requested for either before or after the next regularly scheduled meeting.

Sheriff's Office – Dan Linehan, High Sheriff

- **Approval of Grant Submission: Join the New Hampshire Clique for \$2,415**

Moved: Commissioner Stritch to approve the submission of a grant to the State of New Hampshire for the Join the New Hampshire Clique seat belt enforcement program for \$2,415 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Federal Annual Certification Report**

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

RFP Openings:

- **Hilton Auditorium Sound System, IT/Telecommunications**

Commissioner Stritch opened proposals received from George Wiley Consulting Group, Multi Media Specialists, and Single Source Group.

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

- **Copier, Engineering and Maintenance Services**

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

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.

- **Personal Care Items, Corrections**

Commissioner Stritch opened proposals received from Barber Razor Blade Company, Americare Products, and Bob Barker Company.

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

- **Uniforms, Corrections**

Commissioner Stritch opened a proposal from Ben's Uniforms.

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

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel regrade request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Martha Roy, Judie Milner, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Martha Roy, Judie Milner, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal matter**

Those present for NHRSA 91A:3II (e) to discuss a legal matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Martha Roy, Judie Milner, and Chris Maxwell.

- **Non public session re: personnel**

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

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

- **TOPS Company Weight Management Program**

Martha Roy indicated that the TOPS Company cannot comply with the insurance liability recommendations from Primex. Theresa Young noted that a waiver should be obtained from Primex, not Rockingham County. Commissioner Pratt noted that wellness benefits program still needs to be addressed and implemented as a whole product.

- **Pay Plan Implementation Revision**

Martha Roy presented a draft revised implementation plan and requested review by the Board of Commissioners. Theresa Young noted that a part of the plan was previously voted. Commissioner Pratt requested that Martha Roy and Theresa Young work together on the plan.

- **Approval of Regrade, Long Term Care Services**

Moved: Commissioner Stritch to approve a regrade of General Maintenance Technician-Nursing Home grade 4 to Painter-Nursing Home grade 5 for the 2007 budget contingent on Executive Committee approval in April as recommended by the Consultant and 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 to Personnel Policy and Procedure Chapter 6-3 for a nursing home employee as recommended by the Long Term Care Services Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to deny an exception request for a corrections employee as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

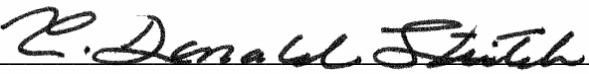
- **Quarterly Attendance Bonus Policy**

Moved: Commissioner Stritch to request the Salary Subcommittee to bring forward a recommendation to the Delegation to approve an attendance bonus for 2007 and funding to be absorbed in the 2007 budget. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 12:28 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
Brentwood, New Hampshire
February 27, 2007 – 10:00 a.m.

Present:

Commissioner Katharin K. Pratt, Vice Chair	Lynn Garland, UNH Cooperative
Commissioner C. Donald Stritch, Clerk	Mark Peirce, Lieutenant Sheriff
Frank Stoughton, IT Manager	Dawn Barnes, Human Services
Susan Denopoulos, Assistant Administrator	Katherine Nikitas, Accounting Analyst
Jude Gates, Director of Facilities	Martha Roy, Human Resources Director
Al Wright, Superintendent	Cathy Stacey, Register of Deeds
Judie Milner, Accounting Manager	Joe Akerley, Captain Sheriff

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: February 13, 2007**

Moved: Commissioner Stritch to approve the minutes of the February 13, 2007 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Community Development Block Grant Agreement**

Moved: Commissioner Stritch to approve the Community Development Block Grant Agreement contract between Rockingham County and the Community Development Finance Authority for an economic development grant in the amount of \$400,000 for the Colors, Compounds, and Consultants Inc. project and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

• **Appeal of New Hampshire DHHS Rates Discussion**

Moved: Commissioner Stritch to appeal the rates established by the New Hampshire Department of Health and Human Services on February 1, 2007 and authorize the Vice Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

• **Write Off Approval**

Moved: Commissioner Stritch to approve the receivable write offs from Sheriff's Office totaling \$236.87 for 2005 and \$34.90 for 2006, Engineering and Maintenance totaling \$48.48 for 2006, Finance totaling \$209.49 for 2006, Health Fund totaling \$5,877.88 for 2006, Dental Fund totaling \$140.40 for 2006, and CDBG totaling \$1,565 for 2002 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Annual Energy Management Savings Drawdown**

Moved: Commissioner Stritch to approve drawing a \$323,644.73 payment from the remaining appropriations from the Maintenance Budget totaling \$362,942.40 for the 2006 Energy Management Program as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

• **SAD Café Incentive Funds**

Dawn Barnes provided information from the last incentive fund meeting regarding a reserve appropriation. It was noted that all incentive fund members approve this request.

Moved: Commissioner Stritch to fund the Sad Café incentive funds totaling \$10,117.00 as recommended by Human Services. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare equipment listed in Frank Stoughton’s Memorandum dated February 15, 2007 surplus and offer the equipment to Rockingham County employees, local school systems, and the remainder to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

- **Alzheimer’s Ease Service Extension Request**

Moved: Commissioner Stritch to approve the extension for Alzheimer’s services to Alzheimer’s Ease until April 10, 2007 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

Register of Deeds – Cathy Stacey

- **Deputy Register of Deeds Appointment**

Moved: Commissioner Stritch to affirm the appointment of Becky Jo Burns as Deputy Register of Deeds through December 31, 2008 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

- **Institutional Supplies, Corrections**

Commissioner Stritch opened proposals received from Liberty Store, Pacific Link, Bob Barker Company, Charm Tex, Textile Sales, Goaltex Corporation, and Robinson Textiles.

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

- **Community Development Block Grant Administration**

Commissioner Stritch opened proposals received from New England Management Company and Donna Lane Consulting.

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

- **Clinical Reimbursement Assessment, Long Term Care Services**

Commissioner Stritch opened proposals received from Landmark Health Solutions, Harmony Healthcare International, Genesis Healthcare, and Axelrod Consulting.

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

- **Surplus Vehicles, Sheriff**

Commissioner Stritch opened proposals received from Fleetmaster and Car World.

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

RFP Awards

- **Personal Care Items, Corrections**

Moved: Commissioner Stritch to award the personal care items proposals to the Bob Barker Company and Amercare Products Company as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms (Reject Proposal), Corrections**

Moved: Commissioner Stritch to reject the uniform proposal received and resubmit invitations as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Hilton Sound System, IT/Telecommunications**

Moved: Commissioner Stritch to award the Hilton Auditorium sound system proposal to Multimedia Specialists Inc. for an amount not to exceed \$7,000 as recommended by the IT/Telecommunications Manager. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Pratt, Commissioner Stritch, Joe Akerley, Mark Peirce, Judie Milner, Katherine Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: legal matter**

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

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Pratt, Commissioner Stritch, Judie Milner, Katherine Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: job applicant**

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

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

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

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

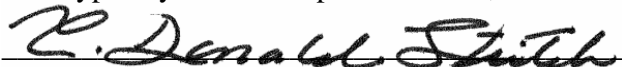
- **Exception Request, Sheriff's Office**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the Sheriff's Office contingent on Finance review as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:53 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

March 9, 2007 – 9:30 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 9:35 a.m.

II. Commissioners Non Public Session

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

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

III. New Business

• **Renewal Applicant of Health Care License, Adult Medical Day Care Program**

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

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:15 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by: Martha S. Roy, Human Resources Director. Typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:


C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY

COMMISSIONERS MEETING

Commissioners Conference Room

Brentwood, New Hampshire

March 14, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Nancy Lang, Assisted Living Director
Susan Denopoulos, Assistant Administrator
Al Wright, Superintendent
Jude Gates, Director of Facilities

Frank Stoughton, IT Manager
James Reams, County Attorney
Cheryl Hurley, Delegation Coordinator
Theresa Young, Finance Director
Lynn Garland, UNH Cooperative Extension
Diane Gill, Human Services Director
Martha Roy, Human Resources Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: February 27, 2007**

Moved: Commissioner Stritch to approve the minutes of the February 27, 2007 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Recommendation of Retirement Group Working Group Proposal**

Theresa Young presented information on the retirement proposal as a member of the working group and recommended approval.

Moved: Commissioner Stritch to concur with the recommendation of the Retirement Group Working Group Proposal as recommended by the Finance and Human Resources Directors. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

- **Time and Attendance Discussion**

County Attorney Reams and Deputy County Attorney Reid were here to discuss this further from the last meeting. Theresa Young noted that the Finance Office would be able to load the software in May. James Reams stated that implementing for support staff would not be a concern however the problem is for the attorneys. Commissioner Pratt noted that using this software will provide backup for the hours worked. James Reams stated this will not work because of potential wage and hour claims with overtime. Theresa Young highlighted the process for editing times. Tom Reid noted issues with complaints regarding earned time. James Reams does not see the attorney incentive to follow through with the reporting of night and weekend hours. Commissioner Pratt expressed the incentive would be documenting the short staff issue. Commissioner Barrows asked that software installation be moved forward for support staff. Theresa Young offered the last week in March for support staff.

Delegation – Cheryl Hurley, Delegation Coordinator

- **Bid Waiver: Operating Lease and Service Agreement**

Cheryl Hurley explained that she researched other companies and obtained quotes informally and this company would offer full value on the trade-in machine. Commissioner Barrows expressed concern that this item was not sent out for proposals. Commissioner Stritch concurred it should be submitted for competitive proposals. Commissioner Pratt stated this would be acceptable based

on the cost savings presented. Cheryl Hurley noted that this would most likely be the lowest price. Commissioner Barrows requested this be processed for proposals and report back.

Finance – Theresa Young, Director

- **2005 Health Retained Earnings, and Net Assets Restatement-C**

Moved: Commissioner Stritch to approve Restatement C of the 2005 health retained earnings, and net assets totaling \$167,582.87 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Prior Year Fund Balance, Retained Earnings, & Net Assets Restatement-A**

Moved: Commissioner Stritch to approve Restatement A of the prior year fund balance, retained earnings, and net assets Memorandum dated 1/15/2007 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2005 General Fund Balance and Net Assets Restatement-B**

Moved: Commissioner Stritch to approve Restatement B of the 2005 general fund balance and net assets Memorandum dated 3/6/2007 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

- **Rates and Census Discussion**

Nancy Lang expressed her appreciation for the cost analysis by Theresa Young. Nancy Lang highlighted the proposed rates and recommended considering lowering the increase to the double room. Commissioner Pratt discussed the concern about occupancy of one into a double room and that this would offer more availability. Commissioner Barrows asked that the practice of a person paying for a double room cease immediately for all new applicants and it be double occupancy only. Commissioner Stritch noted that the double occupancy should be for anyone that wants to live together. Commissioner Pratt clarified that the double occupancy should be for folks that know each other at the time of application. Commissioner Pratt asked if the rate increases decrease the daily deficit. Theresa Young noted the cost analysis does show a decrease in the deficit and roughly shows a 16% increase in the rates.

Moved: Commissioner Stritch to accept the Assisted Living rates as presented effective May 1, 2007 and January 1, 2008 as recommended by the Assistant Administrator, Assisted Living Director, and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Fixed Asset Disposal**

Moved: Commissioner Stritch to declare fixed assets listed in a Memorandum dated 3/12/2007 obsolete during 2006 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Dan Linehan, High Sheriff

- **Bid Waiver: Hillsboro Ford, \$20,905**

Moved: Commissioner Stritch to approve a bid waiver to Hillsboro Ford in the amount of \$20,905 for one 2007 Ford Crown Victoria with financing through Banc of America or Ford Motor Credit pending financial review as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Hillsboro Ford, \$20,348**

Moved: Commissioner Stritch to approve a bid waiver to Hillsboro Ford in the amount of \$20,348 for one 2007 Ford E-350 Cargo Van with financing through Banc of America or Ford Motor Credit pending financial review as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Grappone Ford, \$43,890**

Moved: Commissioner Stritch to approve a bid waiver to Grappone Ford in the amount of \$43,890 for two 2007 Ford Explorer XLT sport utility vehicles with financing through Banc of America or Ford Motor Credit pending financial review as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: Motorola, \$9,367.68**

Moved: Commissioner Stritch to approve a bid waiver to Motorola in the amount of \$9,367.68 for an annual service agreement as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

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

Commissioner Stritch noted no proposals were received.

- **Janitorial Products, Corrections**

Commissioner Stritch opened proposals received from Central Paper Company, Clement Company, and Swish Company.

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

- **Software Training, IT/Telecommunications**

Commissioner Stritch opened proposals received from Net.com Information Technology, Soft Skills Incorporated, and New Horizons Learning Center.

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

RFP Awards

- **Surplus Vehicles, Sheriff**

Moved: Commissioner Stritch to award the vehicle proposal to Car World in the amount of \$2,148.88 to purchase the surplus fleet and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Institutional Supplies, Corrections**

Moved: Commissioner Stritch to award the institutional supplies proposal to Liberty Store, Textile Sales, Charm-Tex, Pacific Link, Bob Barker, and Robinson Textiles for one year as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Multifunction Copier, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the copier proposal to Seacoast Business Machines for a 36 month operating lease at \$92.00 per month with an annual service agreement at \$0.0276 per copy for 36 months and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

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

- **Non public session re: legal matter**

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel pay increases were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jim Reams, Tom Reid, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

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

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2H for a corrections employee as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Human Resources**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 8-2J for a human resources employee 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 to Personnel Policy and Procedure Chapter 6-3 for a nursing home employment candidate as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.


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

Moved" Commissioner Stritch to approve a health insurance exception request for a nursing home employee as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 12:44 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

March 20, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair Martha Roy, Human Resources Director
Commissioner Katharin K. Pratt, Vice Chair Gary Stenhouse, Primex
Commissioner C. Donald Stritch, Clerk

I. Call to Order

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

II. Commissioners Non Public Session

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

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

III. Adjournment

Commissioner Stritch moved to adjourn at 11:26 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

March 27, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Al Wright, Superintendent
Commissioner Katharin K. Pratt, Vice Chair	Jude Gates, Director of Facilities
Commissioner C. Donald Stritch, Clerk	Lynn Garland, UNH Coop. Extension
High Sheriff Dan Linehan	James Reams, County Attorney
Martha Roy, Human Resources Director	Major Joe Akerley, Sheriff's Office
Tracy Beane, Human Resources Asst. Director	Katherine Nikitas, Finance Office
Susan Denopoulos, Assistant Administrator	Frank Stoughton, IT Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: March 9, 14, and 20, 2007**

Moved: Commissioner Stritch to approve the minutes of the March 9, 14, and 20, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Southern New Hampshire Services Proposal Discussion**

Commissioner Pratt explained that she had spoken with Donna Lee Lozeau of Southern New Hampshire Services regarding the proposed elderly housing project. She indicated that Southern New Hampshire Services wanted to move forward on the HUD funding application this year. Commissioner Stritch noted concern with easements, location, and services. Commissioner Pratt explained these issues are pending and will need to be resolved. She invited the Commissioners to attend a meeting with Jude Gates tomorrow to review issues.

Corrections – Al Wright, Superintendent

• **Approval of RFP Application, Academy Program**

Commissioner Barrows highlighted the renewal application and explained a few items are pending for final review. Commissioner Pratt questioned the reimbursement procedure. Commissioner Barrows noted that the overall project will remain the same however services may be expanded to the Derry area with a part time staff member.

Moved: Commissioner Stritch to approve the RFP submission to the State of New Hampshire for Academy Case Management Program for services from July 1, 2007 to June 30, 2009 and authorize the Chair to sign all necessary documents as recommended by the Superintendent, pending resolution of outstanding issues. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – Jim Reams

• **Courthouse Office Issues Discussion**

County Attorney Reams expressed concern with the flooding of his office at the courthouse. Commissioner Barrows noted that complaints should be submitted in writing for documentation. Commissioner Pratt suggested that Jude Gates visit the facility with Attorney Reams.

Delegation – Cheryl Hurley, Delegation Coordinator

- **Approval of Lease**

Moved: Commissioner Stritch to approve a copier operating lease for \$4,995 with leasing through Bank of America for 36 months and authorize the Chair to sign all necessary documents as recommended by the Delegation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Service Contract**

Moved: Commissioner Stritch to approve a service contract with Ricoh for \$788.00 from April 1, 2007 to April 1, 2008 and authorize the Chair to sign all necessary documents as recommended by the Delegation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **2007 Pay Plan Implementation Procedure**

Martha Roy noted that this issue will be addressed at a future meeting when the Finance Director is present to discuss the matter.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

- **Assisted Living Position Requests**

Martha Roy noted these changes are needed and must be reported to the Executive Committee. The Commissioners questioned if approval by the Executive Committee is needed if no additional positions are created. The Commissioners asked that this be brought forward to tomorrow's meeting for further information.

- **Body Wash Products RFP Extension**

Moved: Commissioner Stritch to approve an extension for body wash products until April 24, 2007 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Dan Linehan, High Sheriff

- **Bid Waiver: Computer Hut, \$8,366**

Moved: Commissioner Stritch to approve a bid waiver to Computer Hut for \$8,366 for laptop computers as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Teamsters Union Contract**

Martha Roy noted approval will be delayed until a future meeting pending clarification of outstanding issues.

RFP Openings

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

Commissioner Stritch opened proposals received from PFG Springfield, Corporate Express, Interboro Packaging, Central Paper Company, and Eastern Bag and Paper Company.

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

- **Uniforms, Corrections**

No proposals were received.

- **Reconditioning and Repairs of Well #2, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Layne Company, RE Chapman Company, Bort Longyear Company, and Barry Miller's Well and Pump Service Company.

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

- **Programmable Logic Controller, Engineering and Maintenance**

Commissioner Stritch opened proposals received from AD Instrument Repair Company and Honeywell.

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

RFP Awards

- **Community Development Block Grant Administration**

Moved: Commissioner Stritch to award the proposal for grant administration to Donna Lane CDBG Consultant for an amount not to exceed \$11,300 and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Products, Corrections**

Moved: Commissioner Stritch to award the janitorial products proposals to Central Paper Company, Swish Company, and Clement Company as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Software Training, IT/Telecommunications**

Moved: Commissioner Stritch to award the software training proposal to Soft Skills Incorporated for an amount not to exceed \$10,000 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Clinical Assessment, Long Term Care Services**

Moved: Commissioner Stritch to award the clinical assessment proposal to Landmark Health Solutions for an amount not to exceed \$35,000 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion.

Commissioner Pratt stated she cannot support the award because the Finance Director did not conduct a review due to untimely submission with the Finance Office. Commissioner Barrows noted an email from Theresa Young and felt that there was enough time to conduct a review. Commissioner Barrows agreed to wait until tomorrow for a final decision. Commissioner Pratt noted that this award is for revenue enhancement, which addresses the nursing home deficit. The Commissioners agreed to address this issue at 1:00 p.m. tomorrow.

Motion did not pass.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel exception requests were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

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

IV. New Business

- **Workers Compensation Proposed Policy Draft**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Nancy Lang, Martha Roy, Susan Denopoulos, Kathy Nikitas, and Ray Bower.

Kathy Nikitas presented the proposed draft and requested that Human Resources and the Commissioners review the proposal for further discussion. Commissioner Barrows asked if the new Human Resources Assistant Director could learn workers compensation as a backup. Commissioner Pratt noted that the current program has been working well and does not want additional departments getting involved and slowing down the program and process.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 and 6-7 for a corrections employee as recommended by the Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt felt this is a creative solution to circumvent the policies and does not recommend this exception request. Commissioner Barrows asked if the percentage would be this amount in July. Martha Roy confirmed that this would be the case.

Motion passed 2-1.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-14 for corporals, sergeants, lieutenants, and captains as recommended by the Superintendent. Commissioner Pratt seconded the motion. Motion passed 2-1.

- **Exception Request, Corrections**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6 for corporals, sergeants, lieutenants, and captains as recommended by the Superintendent. 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 8-3 (b) for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion. Motion passed 2-1.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-7 for a nursing home employee contingent upon successful completion of

training programs as recommended by the Assistant Administrator. 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) for a nursing home employee as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows recessed the meeting at 12:06 p.m.

Commissioner Barrows reconvened the meeting at 1:02 p.m.

V. Commissioners Non Public Session

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

Those present were Commissioner Barrows, Commissioner Pratt, Martha Roy, Ray Bower, Brett Lennerton, and Chris Maxwell.


Those present were Commissioner Barrows, Commissioner Pratt, Martha Roy, Ray Bower, Steven Woods, and Chris Maxwell.

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

VI. Adjournment

Commissioner Barrows moved to adjourn at 2:47 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

March 28, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair

Martha Roy, Human Resources Director

I. Call to Order

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

II. Commissioners Non Public Session

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

Those present were Commissioner Barrows, Commissioner Pratt, Martha Roy, Ted Purdy, and Chris Maxwell.

Those present were Commissioner Barrows, Commissioner Pratt, Martha Roy, Daniel Estee, and Chris Maxwell.

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

Commissioner Barrows recessed the meeting at 11:55 a.m.

Commissioner Barrows reconvened the meeting at 1:04 p.m.

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Susan Denopoulos, and Martha Roy.

III. Old Business

• **Assisted Living Position Requests**

Martha Roy explained that she met with Theresa Young and the discrepancy of processing was finalized. The modifications do not need Executive Committee approval. Theresa Young noted that this change will affect the total positions numbers by two.

Moved: Commissioner Stritch to approve the addendum assisted living position requests as outlined in the Assistant Administrator's memorandum dated December 19, 2006. Commissioner Pratt seconded the motion, voted all in favor.

• **Clinical Assessment, Long Term Care Services**

Susan Denopoulos and Theresa Young met this morning to discuss the award proposal from Landmark Health Solutions.

Moved: Commissioner Stritch to award the clinical assessment proposal to Landmark Health Solutions for an amount not to exceed \$35,000 as recommended by the Assistant Administrator and Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Agenda Discussion – Warrants**

Commissioner Barrows questioned a telephone call with legal counsel regarding evaluations and warrants signed at Board of Commissioners meetings. Commissioner Pratt noted that legal counsel stated the signing of warrants should be done in public meetings and listed on the agenda as an item. Commissioner Stritch noted concern with this legal opinion. The Board stated that no determination would be made today but needs to be addressed for the next meeting. Theresa Young requested that the Board of Commissioners allow the current practice to continue until the next meeting to allow Finance to develop appropriate procedures and the Commissioners concurred.

IV. 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

Commissioners Conference Room
Brentwood, New Hampshire

April 5, 2007 – 11:00 a.m.

Present:

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

Martha Roy, Human Resources Director
Ray Bower, Strafford County Administrator
Gary Stenhouse, Primex

I. Call to Order

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

II. New Business

• **Bid Waiver - Finance: BCC Network Integration, \$10,288**

Judie Milner presented a bid waiver for the Finance Office to replace a failing file server. She indicated this is an emergency because the file server operates and supports the time and attendance program. Commissioner Barrows expressed concern that this was not shopped to determine if the vendor offers the lowest price. Commissioner Barrows stated that this should have been planned for instead of a last minute waiver. Commissioner Pratt stated that emergencies cannot be planned. Commissioner Barrows noted that there were issues with the system before and it should have been sent out to bid at that time. Judie Milner noted that previous issues were due to switches and not the file server.

Moved: Commissioner Stritch to approve a bid waiver to BCC Network Integration for \$10,288 to replace a failing file server as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Commissioners Non Public Session**

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (b) to review Long Term Care Services Director applicants. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Ray Bower, Martha Roy, Gary Stenhouse, and Chris Maxwell. Commissioner Barrows left the meeting at 11:45 a.m.

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

• **Warrants**

Rockingham County accounts payable warrants and general ledger entries were presented to the Board of Commissioners for approval and signatures.

Moved: Commissioner Stritch to approve and sign warrant numbers T70411, T70403, 03-29-07doc, T70372, and T70381 and general ledger entries 7111 and 7112 as presented. Commissioner Pratt seconded the motion, voted all in favor.

• **The Housing Partnership, Elderly Housing Feasibility Study Proposal**

Marty Chapman, Director of Real Estate, The Housing Partnership, is seeking the use of Community Development Block Grant funds to conduct a feasibility study on an elderly housing project in Rye. Mr. Chapman is seeking the Board of Commissioners approval to move forward

with public hearings and filing a grant application at a later date. Commissioner Pratt and Commissioner Stritch agreed to move forward with the necessary public hearings.

III. Adjournment

Commissioner Stritch moved to adjourn at 12:42 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

Commissioners Conference Room
Brentwood, New Hampshire

April 10, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Jude Gates, Director of Facilities
Commissioner Katharin K. Pratt, Vice Chair	Lynn Garland, UNH Cooperative Ext.
Commissioner C. Donald Stritch, Clerk	Frank Stoughton, IT Manager
Theresa Young, Finance Director	Jim Reams, County Attorney
Al Wright, Corrections Superintendent	Major Joe Akerley, Sheriff's Office
Susan Denopoulos, Assistant Administrator	David Ahearn, Treasurer
	Martha Roy, Human Resources Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: March 27 and 28, 2007 and April 5, 2007**

Moved: Commissioner Stritch to approve the minutes of March 27, 2007, March 28, 2007 and April 5, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Community Development Block Grant Program Requirements**

Due to various questions, the Board of Commissioners requested that Donna Grant, Grant Administrator, provide further information on these requirements for approval.

County Attorney – James Reams

- **House Bill 455**

County Attorney Reams presented information regarding upcoming legislation regarding House Bill 455. He expressed concerns with the bill and distributed further information to the Board of Commissioners. Commissioner Pratt asked if he is working with the Demers Group on this legislation. County Attorney Reams is working with the Demers Groups and other county attorney offices.

Finance – Theresa Young, Director

- **Warrants**

Rockingham County accounts payable warrants, general ledger entries, position listing amendments, and line item transfer were presented to the Board of Commissioners for approval and signatures. Theresa Young suggested that the Board of Commissioners challenge the legal opinion provided by legal counsel. She noted that accounts payable processing occurs twice a week and potentially need additional meetings. Commissioner Barrows requested to see the legal bills as she disputes the number of times she contacted legal counsel. Commissioner Pratt noted a process is needed to comply with right to know laws.

- **Compensated Absences Fund**

Theresa Young reminded departments that approval is needed to use the compensated absences fund and the Finance Office has not received any requests this year.

- **Time and Attendance Program**

Commissioner Barrows expressed concern with the time and attendance program. She received notice from an employee that the program rounds up to fifteen minutes inconsistently. Theresa

Young noted that the rounding is based on individual department's time policies in place. Theresa Young suggested that if any department is not satisfied with the rounding policy to contact the Finance Office to make amendments. Commissioner Pratt suggested that the employee be directed to the Finance Office to review the problem.

Human Resources – Martha Roy, Director

- **Approval of Amendment to Personnel Policy and Procedure 8-J**

Commissioner Pratt requested the financial analysis on the matter. Martha Roy suggested this matter be delayed at this time pending further information.

- **Approval of Amendment to Personnel Policy and Procedure 6-7**

Martha Roy requested that this item be delayed at this time pending further information.

- **Review of Personnel Policy and Procedure 9-9**

Martha Roy presented draft language for the amendment to Personnel Policy and Procedure 9-9. Commissioner Barrows suggested that this be delayed until the next meeting in order for the Board of Commissioners to review the documents.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

- **Bid Waiver: Alzheimer's Ease Services, \$8,320**

Commissioner Pratt questioned why this service was not sent for request for proposals and the Board of Commissioners concurred.

Moved: Commissioner Stritch to extend the Alzheimer's Ease for musical therapy services until May 10, 2007 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Furniture Surplus Request**

Moved: Commissioner Stritch to declare four desks and twelve desk chairs surplus and to be disposed of accordingly as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Dietary Report**

Susan Denopoulos explained the dietary report was submitted as requested by the Board of Commissioners at a previous meeting.

Sheriff – Dan Linehan, High Sheriff

- **Bid Waiver: Wyman's Chevrolet, \$37,094 for 2 police cruisers**

Commissioner Barrows noted this will be the last time she will approve a bid waiver for police cruisers. She requested that next year these vehicles need to be sent out for proposals. Major Joe Akerley noted that these services are sent out for bid by the state for the lowest price. Commissioner Pratt noted that the state bid list prices are not necessarily the lowest prices.

Moved: Commissioner Stritch to approve a bid waiver to Wyman's Chevrolet for two police cruisers totaling \$37,094 with financing through Banc of America and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Teamsters Union Contract**

Motion: Commissioner Stritch to approve a union contract between Rockingham County and Teamsters Local 633 of New Hampshire with the agreement expiring June 30, 2010 as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

- **Pandemic Planning**

Major Joe Akerley noted that he has been researching and gathering information regarding pandemic planning in the Sheriff's Office. Commissioner Pratt noted that the state has been

meeting with local law enforcement on planning. Major Joe Akerley noted he was aware of meetings and continues to work on a local plan.

RFP Openings

- **Actuary Services, Finance**

Commissioner Stritch opened a proposal received from AMI Risk Consultant Incorporated.

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

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

Commissioner Stritch opened a proposal received from Trans-Med USA Incorporated.

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

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

Commissioner Stritch opened proposals received from Donahue Brothers Incorporated and New England Coffee.

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

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

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

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

- **Roof Repair and Replacements, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Imperial Company, Specialized Roofing Company, Leading Way Construction Company, and Weather Shield 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 of Multi-Zone Rooftop Units, Engineering and Maintenance**

Commissioner Stritch opened a proposal received from Palmer and Sicard Incorporated.

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

- **Replacement Flooring, Engineering and Maintenance**

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

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

- **Computer Equipment, Sheriff**

Commissioner Stritch opened proposals received from Cocci Computer Services, NEServices, and PC Connection Services.

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.

- **Personal Computers, IT/Telecommunications**

Commissioner Stritch opened proposals received from PC Mall, JTL Technical Services, NEServices, PC Connection Services, Tech Depot, Comp-USA, and CDW-Government.

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

- **Software, IT/Telecommunications**

Commissioner Stritch opened proposals received from PC Connection Services and CDW-Government.

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

RFP Awards

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

Moved: Commissioner Stritch to award paper product proposals to Central Paper Company, Corporate Express, PFG Springfield, and Eastern Bag and Paper Company in Long Term Care Services and Central Paper Company, Corporate Express, and Interboro Packaging in Corrections from April 1, 2007 to June 30, 2007 as recommended by the Assistant Administrator and Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Reconditioning and Repairs of Well #2, Engineering and Maintenance**

Moved: Commissioner Stritch to award the well proposal to Barry Miller's Well and Pump Service for an amount not to exceed \$20,474 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Programmable Logic Controller, Engineering and Maintenance

Moved: Commissioner Stritch to award the controller proposal to Honeywell Building Solutions for an amount not to exceed \$16,870 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a sheriff's office 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 personnel position changes were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

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

- **Approval of Regrade, County Attorney**

Moved: Commissioner Stritch to approve a regrade position of Legal Assistant II Grade 14 to Legal Assistant IV/Case Intake Manager Grade 15 as recommended by the salary consultant. Commissioner Pratt seconded the motion, voted all in favor.

- **Environmental Services Position Requests, Long Term Care Services**

Moved: Commissioner Stritch to approve amendments to Environmental Services Positions as outlined and recommended in the Assistant Administrator's memorandum dated April 4, 2007. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure 8-2J as recommended by the High Sheriff, Finance, and Human Resource Directors. Commissioner Pratt seconded the motion, voted all in favor.

- **Warrants & General Ledger Entries, Finance**

Moved: Commissioner Pratt to approve and sign warrants 70382, 70249, 70250, 70248, 70247, 70246, 70289, 70393, 70287, 70291, 70288, 70286, 70290, 70340, 70375, 70437, 70404, 70405, 70414, 70407, 70406, 70408, 70432, 70420, 70423, 70416, 70415, 70427, 70429, 70421, 70425, 70422, 70418, 70424, 70417, 70426, 70419, 70430, 70431, 70428, 70380, 70438, CDBG041007, general ledger entries 7102 and 7115. Commissioner Stritch seconded the motion, voted all in favor. Commissioner Stritch left the meeting at 2:37 p.m.

- **1st Quarter Position Listing**

Moved: Commissioner Barrows to approve the position listing as presented. Commissioner Pratt seconded the motion, voted all in favor.

- **Line Item Transfer, Human Resources**

Moved: Commissioner Barrows to approve the line item transfer for human resources as presented. Commissioner Pratt seconded the motion, voted all in favor.

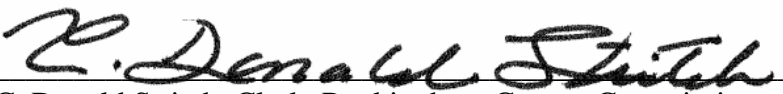
- **Payroll Change Notice, Finance**

Moved: Commissioner Barrows to approve a payroll change notice for a Division Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Barrows moved to adjourn at 2:57 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

April 18, 2007 – 9:00 a.m.

Present:

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

Martha Roy, Human Resources Director

I. Call to Order

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

II. Commissioners Non Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (b). Commissioner Pratt seconded the motion, voted all in favor. Those present to discuss applicants for Long Term Care Services Director were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, Steven Woods, and Chris Maxwell.

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

Commissioner Stritch arrived at 9:45 a.m.

III. New Business

• **Warrants & General Ledger Entries, Finance**

Moved: Commissioner Stritch to approve and sign warrants 70454, 70455, 70456, 70452, 70442, 70443, 70453, general ledger entries 7142, 7132, 7148, and 7129. Commissioner Pratt seconded the motion, voted all in favor.

• **Mental Health Court Meeting**

Commissioner Barrows announced that on May 15, 2007 Judge Nadeau would like to meet regarding mental health court services.

• **Long Term Care Services Director Conditional Offer of Employment**

Moved: Commissioner Stritch to make a conditional offer of employment to an applicant for the Long Term Care Services Director position. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 10:07 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

Received by:


C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

April 24, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Diane Gill, Human Services Director
Martha Roy, Human Resources Director
Susan Denopoulos, Assistant Administrator
Lynn Garland, UNH Coop. Extension

Al Wright, Superintendent
James Reams, County Attorney
Joe Akerley, Major Sheriff
Mark Peirce, Captain Sheriff
Frank Stoughton, IT Manager
Kathy Nikitas, Accounting Analyst

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: April 10 & 18, 2007**

Moved: Commissioner Stritch to approve the minutes of the April 10 and 18, 2007 Board of Commissioners meetings. Commissioner Barrows seconded the motion, voted all in favor.

• **Attendance Incentive Policy Discussion**

Commissioner Stritch asked this item be on the agenda to ensure the draft policy is distributed to Commissioners and Division Directors. Martha Roy explained the changes were the result of accountability to overtime calculations and tax deductions. The draft policy was distributed to the Division Directors present and reviewed. Commissioner Barrows expressed concern with the lottery system. Commissioner Stritch stated that all employees should receive the bonus.

Moved: Commissioner Stritch to approve the attendance bonus policy with amendments to include all eligible employees and that two months of identical lists will result in review by the Board of Commissioners retroactively to January 1, 2007 and be paid by May 17, 2007. Commissioner Barrows seconded the motion, voted all in favor.

Kathy Nikitas asked that information be submitted by next Friday to meet the deadline.

Corrections – Al Wright, Superintendent

• **Surplus Request**

Moved: Commissioner Stritch to declare six food carts and an exercise station surplus as outlined in the Superintendent's memorandum dated April 9, 2007 with items to be disposed of accordingly. Commissioner Barrows seconded the motion, voted all in favor.

Finance – Theresa Young, Director

• **Earned Time Proposal Discussion**

Kathy Nikitas asked that this be delayed until the next meeting. Martha Roy suggested that all Division Directors receive this information to review. Commissioner Barrows asked that Kathy Nikitas be available to assist the Division Directors. Commissioner Barrows stated that this will be brought forth for vote on the May 8, 2007 Board of Commissioners meeting without any further delays.

- **Approval of warrants and payrolls**

Moved: Commissioner Stritch to approve payroll warrants 041907, 0301ST, 0308A, 0315ST, 040507, 030807 and accounts payable warrants T70376, T70377, T70378, T70383, T70384, T70385, T70386, T70387, T70388, T70394, T70395, T70396, T70397, T70398, T70433, T70451, T70460, T70463, T70464, T70465, T70466, T70467, T70468, T70469, T70470, T70472, T70473, T70474, T70475, T70476, T70477, T70477A, T70478, T70479, T70480, T70482, T70483, T70484, T70485, T70487, T70488, T70489, T70490. Commissioner Barrows seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Approval of Amendment to Personnel Policy and Procedure 9-9**

Moved: Commissioner Stritch to approve the amendments to Personnel Policy and Procedure 9-9 as presented and recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

- **Incentive Fund Awards**

Moved: Commissioner Stritch to approve incentive funds totaling \$175,697.82 to: Raymond Recreation \$15,000, Camp Lincoln YMCA \$20,000, Nottingham Recreation \$15,000, 4-H Program \$13,780, Seacoast Family YMCA \$6,000, Hampton Parks and Recreation \$15,000, Portsmouth Housing Authority \$19,667.82, Salem Boys and Girls Club \$7,500, Epping Recreation \$11,600, North Hampton Recreation \$4,000, New Outlook Teen Center \$13,150, New Heights \$30,000, and Daniel Webster Council \$5,000. Commissioner Barrows seconded the motion, voted all in favor.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

- **Warewash RFP Extension**

Moved: Commissioner Stritch to approve an extension for warewash products to Ecolab until June 1, 2007 as recommended by the Assistant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Long Term Care Services Director**

Commissioner Barrows announced that a candidate has been selected for the Long Term Care Services Director position and should be beginning employment after Memorial Day pending background checks. Commissioner Barrows gave her praise to Susan Denopoulos for all her efforts during the time without a director.

Sheriff – Dan Linehan, High Sheriff

- **Approval of Grant Submission: NH Highway Safety Project Grant, \$1,104**

Moved: Commissioner Stritch to approve the submission of a grant application to the New Hampshire Highway Safety Program for regional DWI saturation patrols in the amount of \$1,104 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

RFP Openings

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

Commissioner Stritch opened proposals received from Lang Door and Hardware Incorporated, RG Tombs Door Company, and Hardware Consultants 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 Barrows seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Commissioner Stritch opened proposals received from Superior Uniforms and Ben's Uniforms.

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

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

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

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

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

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

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

- **Firearms Equipment, Sheriff**

Commissioner Stritch opened a proposal received from Riley's Sport Shop.

Moved: Commissioner Stritch to authorize the High Sheriff to review, evaluate the proposal, and return with a recommendation. Commissioner Barrows seconded the motion.

Commissioner Barrows questioned the number of vendors that proposals were sent to. Mark Peirce noted that at least five vendors were sent proposals and due to the small order that many companies are not interested.

Motion passed all in favor.

RFP Awards

- **Actuary Services, Finance**

Moved: Commissioner Stritch to award the actuary services proposal to AMI Risk Consultants for health and workers compensation funds for an amount not to exceed \$12,000 and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Roof Repair and Replacements, Engineering and Maintenance**

Moved: Commissioner Stritch to award the roof repair and replacements proposal to Weathershield Incorporated for \$263,238 and to Specialized Roofing Company for \$30,650 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement of Multi-Zone Rooftop Units, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement rooftop units proposal to Palmer and Sicard Incorporated for \$302,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion, voted all in favor.

- **Replacement Flooring, Engineering and Maintenance**

Moved: Commissioner Stritch to award the replacement flooring proposal to Kingdom Contract Flooring for \$4,580 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows 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 Transmed USA for \$11,664 as recommended by the Assistant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the coffee products proposal to Donahue Brothers from May 1, 2007 to April 30, 2008 for an amount not to exceed \$18,000 as recommended by the Assistant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the milk products proposal to Garelick Farms from May 1, 2007 to April 30, 2008 as recommended by the Assistant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

- **Software, IT/Telecommunications**

Moved: Commissioner Stritch to reject software proposals received and resubmit requests for proposals to vendors as recommended by the IT Manager. Commissioner Barrows seconded the motion, voted all in favor.

- **Personal Computers, IT/Telecommunications**

Moved: Commissioner Stritch to award the personal computers proposal to Comp USA Incorporated for \$23,909.45 with financing to be determined by the Finance Office as recommended by the IT Manager. Commissioner Barrows seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel request to use the compensated absences fund for a county attorney employee were Commissioner Barrows, Commissioner Stritch, James Reams, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for a sheriff's deputy were Commissioner Barrows, Commissioner Stritch, Joe Akerley, Mark Peirce, Kathy Nikitas, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

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

- **Compensated Absences Fund, County Attorney**

Moved: Commissioner Stritch to approve a request to use the Compensated Absences Fund as recommended by the County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve a manual check and exception request to Personnel Policy and Procedure Chapter 8-2H for a deputy sheriff as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve a 3% increase for a deputy sheriff effective the first full pay period of April 2007 that includes all April dates as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve a promotion for an employee in the nursing home as recommended by the Assistant Administrator. Commissioner Barrows seconded the motion, voted all in favor.

IV. New Business

11:45 a.m. Community Development Block Grant Presentation The Housing Partnership Feasibility Study

Present: Commissioner Barrows, Commissioner Stritch, Marty Chapman, and Donna Lane.

Marty Chapman, The Housing Partnership, thanked the Board of Commissioners for their flexibility and understanding with the last minute request. He provided information on The Housing Partnership and their experience in building and managing low income housing. Marty provided information on the proposed project in Rye along with planning information and showed a map of the proposed location and the architectural design.

12:00 p.m. Public Hearings Community Development Block Grant Feasibility Study

Information Packets were available to the public for review.

Present: Commissioner Barrows, Commissioner Stritch, Marty Chapman, and Donna Lane.

Commissioner Barrows opened the public hearing and Donna Lane read the following for the record:

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

Purpose of Community Development Block Grant funding request: A proposed feasibility application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant Feasibility Study funds to determine preliminary costs and preliminary plans for affordable, senior housing in Rye, New Hampshire.

This project conforms to Rockingham County's Housing and Community Development Plan's Goal of: Encourage a balanced, diverse, safe and sanitary housing supply which meets the needs of all age and income groups in the region.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

Commissioner Barrows opened the public hearing and Donna Lane explained this project does not involve any displacement or relocation of persons or businesses. It was noted that if the County were to undertake a CDBG project which involved displacement or relocation this plan would be followed. The plan outlines the measures taken to find comparable, suitable housing for persons or businesses displaced or relocated.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

Moved: Commissioner Stritch to adopt the Residential Anti Displacement and Relocation Assistance Plan. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the submission of a grant application to the Community Development Finance Authority for The Housing Partnership to conduct a feasibility study and authorize the Chair to sign all necessary documents. Commissioner Barrows seconded the motion, voted all in favor.

V. Adjournment

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

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

Received by:



C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

May 8, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Cindy Castrigno, County Attorney's Office
Al Wright, Superintendent
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager

Beth House, LTCS Executive Assistant
Tracy Beane, HR Assistant Director
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Katherine Nikitas, Finance Office
Joe Akerley, Major Sheriff
Mark Peirce, Captain Sheriff
Cathy Stacey, Register of Deeds

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 Minutes: April 24, 2007**

Moved: Commissioner Stritch to approve the minutes of the April 24, 2007 Board of Commissioners meeting. Commissioner Barrows seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

• **Belknap County Corrections Agreement**

Superintendent Wright explained that Belknap County is requesting Rockingham County to house inmates during motorcycle week in Laconia with a daily stipend for payment.

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

County Attorney – James Reams

• **Bid Waiver: Judicial Dialog Systems, \$15,561**

Moved: Commissioner Stritch to approve a bid waiver to Judicial Dialog Systems in the amount of \$15,561 for support from January 1, 2007 to December 31, 2007 as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows noted she will not sign any further bid waivers without the County Attorney presenting the waiver himself.

Finance – Theresa Young, Director

• **Shift Differential Discussion**

Theresa Young explained that she has a spreadsheet ready and requests directors to provide input on differential increases. Commissioner Barrows asked that Division Directors affected submit recommendations by Friday to Theresa Young to allow time for an analysis for the next Commissioners meeting.

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

Moved: Commissioner Stritch to approve and sign general ledger entries 7174, 7175, 7182, 7189, accounts payable warrants T70389, T70560, T70390, T70391, T70399, T70400, T70401, T70402, T70448, T70449, T70450, T70501, T70502, T70511, T70512, T70513, T70514, T70515, T70516, T70524, T70525, T70526, T70527, T70528, T70529, T70530, T70534, T70535, T70536, T70537, T70538, T70539, T70540, T70541, T70542, T70543, T70544, T70545, T70547, T70548, T70552, T70553, T70554, T70555, and T70556. Commissioner Barrows seconded the motion, voted all in favor.

- **Quarterly Attendance Bonus Policy Amendment**

Theresa Young explained that the draft attendance bonus policy amendments are presented for consideration to reflect the proper group of employees and to eliminate gross up procedure. Commissioner Barrows explained that she wanted an employee to get the full \$50.00. Theresa Young noted that it would require a manual calculation and would require manual entries on 175 employees. Commissioner Barrows asked what kind of software is needed complete this process. Theresa Young explained that organizations are working with the New Hampshire Retirement System to create software to report accordingly. Commissioner Stritch noted that everyone pays taxes on bonuses. Commissioner Pratt concurred.

Moved: Commissioner Stritch to approve the Quarterly Attendance Bonus Policy as amended and replaces policy approved at the April 24, 2007 Board of Commissioners meeting as recommended by the Finance Director and Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Warrant and Payroll Approval Discussion**

Theresa Young explained that a payroll estimate could be completed to avoid additional meetings to comply with a Commissioner's request to not increase meeting frequency. Commissioner Pratt was concerned with estimates and believes Commissioners are at the complex frequently enough to have additional meetings to approve payrolls. The Board of Commissioners confirmed that no other business will be conducted on the Wednesday meetings to approve payroll.

Theresa Young clarified that the new process prohibits manual check requests.

Commissioner Pratt noted that payroll corrections must be conducted by law regardless of meeting dates.

Moved: Commissioner Pratt to authorize the Finance Office to issue additional manual checks for payroll corrections required by law and that the Finance Office report to the Board of Commissioners of such at the next scheduled meeting. Commissioner Stritch seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

- **Approval of Earned Time Proposal**

Martha Roy requested that this policy be delayed pending approval of policy language. Commissioner Barrows asked Martha Roy to explain the policy language differences. Martha Roy noted this could be ready tomorrow and that employee meetings could be scheduled after approval. Commissioner Barrows asked that this be approved at the next meeting and the draft policy be distributed tomorrow. Commissioner Pratt noted that meetings with employees would be considered mandatory training. Commissioner Pratt suggested that supervisors be trained

before the approval to learn the process. Commissioner Barrows and Stritch asked that training be delayed until approval by the Board of Commissioners.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

Commissioner Barrows announced that Steven Woods was hired by the Board of Commissioners as Long Term Care Services Director and will start after Memorial Day. Commissioner Barrows noted that Mr. Woods will be at the buffet next week to meet everyone.

Register of Deeds – Cathy Stacey

- **Bid Waiver: Donnegan Systems, \$5,453**

Moved: Commissioner Stritch to approve a bid waiver to Donnegan Systems in the amount of \$5,453 for services from May 9, 2007 to May 8, 2008 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Dan Linehan, High Sheriff

- **Additional Vehicle to Surplus Award**

Moved: Commissioner Stritch to amend a bid award from the March 14, 2007 meeting to include a 1996 Ford Crown Victoria, VIN #2FALP71W7TX145374 and sell to Jeff's Car World for \$212 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

RFP Openings

- **Software, IT/Telecommunications**

Commissioner Stritch opened proposals received from Software House International, NE Services, and CDW Government.

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

- **Briefs, Long Term Care Services**

Commissioner Stritch opened proposals received from Gulf South Medical Supply, McKesson Healthcare, Medline Industries Incorporated, and Central Paper Company.

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

- **Prime Vendor, Long Term Care Services**

Commissioner Stritch opened proposals received from US Foodservice, Sysco Food Service, Shaheen Brothers Incorporated, and PFP Springfield.

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

- **Cleaning and Ware Washing Products, Long Term Care Services**

Commissioner Stritch opened proposals received from Ecolab Government Sales, PFG Springfield, and Eastern Bag and Paper Group.

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

RFP Awards

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

Moved: Commissioner Stritch to award the proposal to Lang Door and Hardware Incorporated for \$5,990 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

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

- **Firearms Equipment, Sheriff**

Moved: Commissioner Stritch to award the proposal to Riley's Sport Shop for \$11,414.64 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 and e). Commissioner Pratt seconded the motion, voted all in favor.

- **Non public session re: personnel**

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

- **Non public session re: legal**


Those present for NHRSA 91A:3II (e) to discuss a legal filing were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, 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 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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

May 16, 2007 – 10:00 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 10:21 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,183,414.27 for the period ending May 13, 2007. Further, this includes a change of \$255.10 to the exception request approved at the Board of Commissioners meeting on April 24, 2007 and instead authorizes the 3% increase for a deputy sheriff effective March 19, 2007 instead of April 2, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:23 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
Brentwood, New Hampshire

May 22, 2007 – 10:00 a.m.

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Lynn Garland, UNH Cooperative Ext.
Frank Stoughton, IT Manager
Tracy Beane, HR Asst. Director
Julie Hoyt, HR Generalist

Jude Gates, Director of Facilities
Diane Gill, Human Services Director
Al Wright, Superintendent
Jim Reams, County Attorney
Mark Peirce, Captain Sheriff
Susan Denopoulos, Assistant Administrator
Martha Roy, Human Resources Director
Judie Milner, Accounting Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: May 8 and 16, 2007**

Moved: Commissioner Stritch to approve the minutes of the May 8, 2007 and May 16, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign general ledger entries 7194, 7203, 7206, 7207, and warrants 70517, 70518, 70519, 70532, 70533, 70531, 70562, 70563, 70572, 70599, 70600, 70506, 70496, 70497, 70503, 70504, 70505, 70566, 70567, 70568, 70570, 70573, 70574, 70575, 70576, 70577, 70578, 70579, 70580, 70581, 70582, 70583, 70584.

• **Shift Differential Discussion**

Commissioner Pratt noted that Finance would need proposals by departments in order to complete an analysis. Commissioner Barrows asked that requests of directors regarding differentials be submitted by Tuesday, May 29, 2007 by noon and that the Finance Office completes the analysis before the next meeting.

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

• **Copier RFP Award Amendment**

Moved: Commissioner Stritch to terminate an award to Seacoast Business Machines for failure to perform and provide the specified machine and award the proposal to Conway Office Products for a three year lease at \$157.58 per month and a service contract of \$0.0075 per copy in year one, \$0.0079 per copy in year two, and \$0.0083 per copy in year three, and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Change Order: Honeywell, Additional \$5,948.00**

Moved: Commissioner Stritch to authorize a change order to Honeywell Incorporated for \$5,948 making the new award amount \$218,708 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Approval of Medicare and Medicaid Cost Reports**

Moved: Commissioner Stritch to approve the Medicare and Medicaid Cost Reports submitted by Robbin Grill CPA and authorize the Chair to sign the reports as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Authorization of Lease Schedule**

County Attorney Reams noted he reviewed the lease schedule in accordance with review of general counsel regulations.

Moved: Commissioner Stritch to approve the Master Lease with Banc of America to include newly awarded vehicles and computer equipment totaling \$146,146 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 Roy, Director

Commissioner Barrows asked for an update on the Wellness Program at the next meeting.

- **Earned Time Proposal Discussion**

Martha Roy asked that notification go out to employees on the impact of this proposal. Commissioner Barrows questioned the pro-rated buy out portion. Judie Milner explained that the earnings are pro-rated and thus the buy out must reflect the same. Commissioner Barrows asked why an employee cannot buy out what they wish. Judie Milner noted that more than three weeks of buy out is unfunded. Commissioner Pratt concurred that this is unfunded and noted that some time needs to remain on the books for employee emergencies and such. Commissioner Barrows asked that the remainder of outstanding issues be resolved by the next meeting. Commissioner Pratt noted that she dislikes approval of policies in portions versus all at once.

Moved: Commissioner Stritch to approve the earned time proposal as submitted and recommended by the Human Resources Director. Commissioner Pratt seconded the motion.

Commissioner Stritch questioned the payout procedure for full time and part time employees. Judie Milner noted that part of the policy is not clear and this amendment will make it clear. Commissioner Stritch asked that employees be properly informed and input received. Commissioner Barrows noted that there was one instance noted by Martha Roy and asked that more instances be researched and presented. Commissioner Barrows asked that the Employee Advisory Committee and County Management Team meeting be scheduled before the next meeting for discussion and to report back. Commissioner Pratt asked if this was presented by Human Resources and not jointly with Finance. Martha Roy indicated that this is a Human Resources Policy. Captain Peirce noted a training implementation concern. Commissioner Pratt noted that the Employee Advisory Committee Chair should be consulted accordingly. Commissioner Barrows asked that the Employee Advisory Committee Chair be contacted now in hopes for resolution before the end of the meeting today.

Motion passed with one opposed.

Human Services – Diane Gill, Director

Diane Gill informed the Board of Commissioners regarding legislative updates and recent press on nursing home funding. Commissioner Pratt asked that Diane Gill follow up with the Demers Group on a response to a recent Manchester Union Leader editorial. Commissioner Pratt asked

that if any patients could be discharged to this potential foster day proposal. Susan Denopoulos noted that no residents of the nursing home are able to be safely discharged.

IT/Telecommunications – Frank Stoughton, Manager

Frank Stoughton announced training opportunities. Commissioner Pratt asked the county is performing training testing to new hires. He noted that IT does not perform testing but could look into this further.

Long Term Care Services – Susan Denopoulos, Assistant Administrator

Susan Denopoulos thanked everyone for their assistance in the time without an administrator. She noted nursing home week was well received and that the assisted living facility was deficiency free and that the nursing home is coming up next. Commissioner Pratt noted concern with lack of communication between the Finance Office and Nursing Home Business Office. Commissioner Pratt noted that meetings were scheduled by the business office without the finance office being involved or notified. Susan Denopoulos noted she would work on this.

Sheriff – Dan Linehan, High Sheriff

• **Northern New England Benefit Trust Participation Agreement**

Martha Roy noted that this agreement is needed for the next payroll and asked that this be approved contingent on outstanding issues resolved to the county agreement.

Moved: Commissioner Stritch to authorize the Chair to sign the Northern New England Benefit Trust Participation Agreement subject to two outstanding Human Resources issues articulated by the Human Resources Director at today's meeting be resolved by tomorrow to the Human Resources Director's satisfaction otherwise the agreement is null and void. Commissioner Pratt seconded the motion, voted all in favor.

University of New Hampshire Cooperative Extension – Lynn Garland

• **Approval of Grant Submission and Grant Award, New Hampshire Conservation Committee, \$3,680.80**

Moved: Commissioner Stritch to approve the submission of a grant dated November 16, 2006 to the New Hampshire State Conservation Committee for \$3,680.80 and approve the grant award as recommended by Cooperative Extension Office Administrator. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening: Music Therapy Program, Long Term Care Services

Commissioner Stritch opened proposals received from Alzheimer's Ease by Joan Whitcomb and Clarinet Therapy by Karen Johnson.

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

RFP Awards

• **Software, IT/Telecommunications**

Moved: Commissioner Stritch to award the software proposal to Software House International for an amount not to exceed \$30,000 as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

- **Briefs, Long Term Care Services**

Moved: Commissioner Stritch to award the briefs proposal to Gulf South Medical Supply from June 1, 2007 to May 31, 2008 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Prime Vendor, Long Term Care Services**

Moved: Commissioner Stritch to award the prime vendor proposal to PFG Springfield from June 1, 2007 to May 31, 2009 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that this award be delayed pending review of the new administrator. Susan Denopoulos noted the current contract would need to be renewed.

Motion failed to pass.

Moved: Commissioner Stritch to extend the current contract with PFG Springfield until July 1, 2007 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

- **Cleaning and Ware Washing Products, Long Term Care Services**

Moved: Commissioner Stritch to award the cleaning and ware washing proposal to Ecolab from June 1, 2007 to May 31, 2009 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the dietary equipment proposal to Northeast Food Service Equipment and Supply for \$27,469.00 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the mixer proposal to Kittredge Equipment Company for \$13,545.00 as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

11:30 a.m. Press Conference

Ernest P. Barka Assisted Living Facility Deficiency Free Survey

Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Nancy Lang, Retired Executive Councilor Ruth Griffin, and press from the Manchester Union Leader and Portsmouth Herald were in attendance.

The Rockingham County Board of Commissioners is pleased to announce that the Ernest P. Barka Assisted Living Facility went through an annual survey conducted by the State of New Hampshire Department of Health and Human Services and the inspection results were deficiency free, the best possible rating. Effective January 1, 2007, the state implemented new assisted living health care facility guidelines and the Ernest P. Barka Assisted Living is the only facility to receive the esteemed deficiency free rating at this point. The annual survey encompasses resident care by inspecting the premises, programs, services, records of personnel and residents, and interviewing residents to ensure quality and safety in accordance with New Hampshire RSA Chapter 151, Residential Care and Health Facility Licensing.

Nancy Lang offered the press a tour of the facility and answered questions. She also thanked the Rockingham County Board of Commissioners for their continued support and due diligence in the maintaining a top notch facility. Susan Denopoulos concurred.

Councilor Griffin explained state board procedures and her role in government over the years. She offered the highest praise for the facility and wanted to participate in the celebration.

IV. Commissioners Non-Public Session

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

- **Non public session re: personnel**

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss exception requests for two candidates to positions in Long Term Care Services were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Susan Denopoulos, Martha Roy, and Chris Maxwell.

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel absence in engineering and maintenance and use of the compensated absences fund were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, 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.

- **Compensated Absences Fund, Engineering and Maintenance**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for an engineering and maintenance employee as recommended by the Director of Facilities, Planning, and Information Technology. 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 new employee candidate in the nursing home as recommended by the Assistant Administrator. Commissioner Pratt seconded the motion.

Commissioner Pratt requested that this exception request be deferred to the next meeting in order for the new administrator to review the request.

Motion passed 2-1.

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

Moved: Commissioner Stritch to approve an exception request for a new employee candidate in the nursing home business office as recommended by the Assistant Administrator.

Commissioner Pratt seconded the motion.

Commissioner Pratt requested that this exception request be deferred to the next meeting in order for the new administrator to review the request.

Motion passed 2-1.

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

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

- **Legal Counsel, Corrections**

Moved: Commissioner Stritch to authorize the Superintendent to use contracted legal services if the County Attorney cannot comply with the deadline regarding a legal matter not covered under the Primex Insurance Policy. Commissioner Pratt seconded the motion, voted all in favor.

- **Pandemic Planning**

Commissioner Pratt explained that the counties have been asked to appoint a member to the Pandemic Planning Work Group. She highlighted the purpose of the working group and requested that a vote be reflected in the minutes for formality purposes to Health and Human Services.

Moved: Commissioner Pratt to appoint Chris Maxwell as Rockingham County's appointee to the Pandemic Planning Work Group. Commissioner Stritch seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:18 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

May 30, 2007 – 10:00 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 10:08 a.m.

II. New Business


• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,150,870.50 for the period ending May 27, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:09 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

June 6, 2007 – 10:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Jude Gates, Director of Facilities
Theresa Young, Finance Director
Al Wright, Corrections Superintendent
Steven Woods, Long Term Care Director
Christine Croto, Sheriff's Office Manager

Lynn Garland, UNH Coop. Extension
Cindy Castrigno, Attorney Office Manager
Joe Akerley, Major Deputy Sheriff
Judie Milner, Accounting Manager
Frank Stoughton, IT Manager
Kathy Nikitas, Accounting Analyst
Diane Gill, Human Services Director
Martha Roy, Human Resources Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:37 a.m.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: May 22 and 30, 2007**

Moved: Commissioner Stritch to approve the minutes of the May 22 and 30, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign payroll warrants 0531a, 060507, general ledger entries 7223, 7227, 7228, warrants 70507 – 70510, 70520 – 70522, 70589, 70615, 70624 – 70627, 70630 – 70639, 70642 – 70662, 70664, 70667, 70668, 70671, 70672, and 70673. Commissioner Pratt seconded the motion, voted all in favor.

• **Shift Differential Discussion**

Theresa Young presented information on shift differentials and noted that only one department was interested in an increase. Steven Woods requested this be delayed pending further review and analysis.

• **County Management Team Update and Earned Time Proposal Discussion**

Commissioner Pratt explained that the County Management Team convened to discuss earned time amendments. Martha Roy distributed an amended policy reflecting changes. Steven Woods notated that an exception might be necessary for six employees. Commissioner Barrows asked how employees will be notified. Martha Roy noted that there will be mandatory training sessions. Commissioner Pratt noted that supervisors will be trained as well.

Moved: Commissioner Stritch to approve the amendments to the earned time policy as outlined and recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

• **N. H. Association of Counties Executive Committee Appointments**

Commissioner Pratt explained that the New Hampshire Association of Counties is seeking five nominations to the Executive Committee.

Moved: Commissioner Stritch to appoint Steven Woods, Diane Gill, Al Wright, Mark Peirce, and Tom Reid to the New Hampshire Association of Counties Executive Committee effective immediately. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Resolution Re: Loss of Federal Entitlement Benefits**

Moved: Commissioner Pratt to approve the Federal Entitlement Benefits Resolution as presented. Commissioner Stritch seconded the motion, voted all in favor.

- **The Housing Partnership Community Development Block Grant Request**

The Board of Commissioners agreed to hold a public hearing for Community Development Block Grant funds on Tuesday, June 19, 2007 at 9:30 a.m.

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

- **Change Order: Interstate Concrete, \$1,800**

Moved: Commissioner Stritch to authorize a change order to Interstate Concrete for an additional \$1,800 with a project total of \$15,550 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

Theresa Young explained the cost reports were filed and the financials are near completion pending financial notes. She presented a MUNIS Training Conference in September and encouraged staff to attend. Commissioner Barrows recommended distributing further information for staff to train on MUNIS and noted commuting together.

Human Resources – Martha Roy, Director

- **Wellness Program Update**

Martha Roy distributed a draft policy and information regarding the program and budget. Commissioner Barrows requested that the Human Resources Director report back for a vote at the next meeting to finalize the program.

Long Term Care Services – Steven Woods, Director

Commissioner Barrows explained there has been difficulty in filling a double occupancy room for a couple. The Board of Commissioners concurred that one individual could occupy the room this time only as long as he is able to pay the full room rate.

RFP Openings

- **Prisoner Transport Van Insert, Sheriff**

Commissioner Stritch to open proposals received from Mavron Incorporated and Adamson Industries Corporation.

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

- **Network Switches, IT/Telecommunications**

Commissioner Stritch to open proposals received from Network Hardware Resale, Alliance Core Technologies, NEServices, and Carousel Industries.

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

- **Copier, Corrections**

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

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

- **Computer Equipment, Sheriff**

Moved: Commissioner Stritch to award the proposal to NE Services for an amount not to exceed \$10,250 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Prime Vendor, Long Term Care Services**

Moved: Commissioner Stritch to award the proposal to PFG Springfield from June 1, 2007 to May 31, 2009 for an amount not to exceed \$960,000 annually as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the proposal to Alzheimer's Ease from June 1, 2007 to May 31, 2008 for an amount not to exceed \$12,480 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

- **2007 Justice Assistant Grant, Sheriff's Office**

Major Akerley explained that Justice Assistance Grant funds recently became available for 2007. He noted that the Sheriff's Office is able to prepare the application for the next meeting.

Moved: Commissioner Stritch to authorize Captain Peirce as the authorized point of contact for 2007 Justice Assistance Grants for the purpose of preparing a grant application for the Board of Commissioners at the next meeting as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

IV. Commissioners Non-Public Session

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel absence in the county attorney's office and use of the compensated absences fund were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cindy Castrigno, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss union contract negotiations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Martha Roy, Judie Milner, Kathy Nikitas, and Chris Maxwell.

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

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

Moved: Commissioner Stritch to approve a new employee payroll change notice for the Director of Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund, County Attorney**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a county attorney employee using earned time for medical expenses pursuant to Personnel Policy and Procedure Chapter 8-2J. 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 downgrade position in the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

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

Commissioner Barrows moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss exception request for earned time usage for a nursing home business office employee. Commissioner Pratt seconded the motion, voted all in favor. In attendance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell. Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:40 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

June 12, 2007 – 9:00 a.m.

Present:

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

Theresa Young, Finance Director
Martha Roy, Human Resources Director
Captain Mark Peirce, Deputy Sheriff

I. Call to Order

Commissioner Barrows called the meeting to order at 9:32 a.m.

II. Commissioners Non Public Session

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

• **Sheriff's Office - Legal Non Public Session**

Those present for NHRSA 91A:3II (e) to discuss union contract negotiations were Commissioner Barrows, Commissioner Stritch, Theresa Young, Martha Roy, Mark Peirce, and Chris Maxwell.

• **County Attorney's Office - Personnel Non Public Session**

Those present for NHRSA 91A:3II (b) to discuss the hiring of an assistant county attorney were Commissioner Barrows, Commissioner Stritch, Theresa Young, Martha Roy, and Chris Maxwell.

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

III. New Business

• **Employee Rehire, County Attorney**

The Board of Commissioners requested to discuss a rehire notification from the County Attorney further at the June 19, 2007 Commissioners meeting in non public session.

• **Teamsters Local Union 633 of NH Contract Amendment, Sheriff**

Moved: Commissioner Stritch to approve the amendments to Sections 17.2 and 17.4 of the Teamsters Local Union 633 of New Hampshire Contract as presented. Commissioner Barrows seconded the motion.

Commissioner Barrows noted that she will inform the Executive Committee Chair and the Delegation Chair of this amendment and its financial implications today.


Motion passed all in favor.

IV. Adjournment

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

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

Received by:


C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

June 13, 2007 – 10:00 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 10:04 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,195,482.58 for the period ending June 10, 2007 and payroll warrant 0612ST. Commissioner Pratt seconded the motion, voted all in favor.

• **Concord Monitor Interview**

Commissioner Barrows advised the Board of Commissioners that reporter Meg Heckman from the Concord Monitor will be here at 11:00 a.m. regarding a county nursing home article she is writing. The Board of Commissioners agreed to meet with her and tour the facility.

Commissioner Stritch moved to recess the meeting at 10:06 a.m. and would reconvene upon arrival of the reporter at 11:00 a.m. in the reception area of the nursing home. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners provided the reporter a tour of the facility and answered questions. Long Term Care Services Director Steven Woods accompanied the group to provide further information.

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
Brentwood, New Hampshire
June 19, 2007 – 9:30 a.m.

Community Development Block Grant Public Hearing

The Housing Partnership, Rye Retirement Community Development, \$500,000

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Donna Lane, CDBG Consultant
Marty Chapman, Housing Partnership Real Estate Director

I. Call to Order

Commissioner Barrows called the hearing to order at 9:37 a.m.

II. Public Hearing

Information packets were available to the public for review.

• **Community Development Block Grants**

Commissioner Barrows opened the public hearing and Donna Lane read the following for the record:

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

Purpose of Community Development Block Grant funding request: A proposed implementation application to the Community Development Finance Authority for \$500,000 in Community Development Block Grant funds. The funds will finance a portion of the sitework related to the construction of the Rye Retirement Community Development, a new 22 unit affordable, senior housing development proposed off of Lafayette Road in Rye.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage a balanced, diverse, safe and sanitary housing supply which meets the needs of all age and income groups in the region.

Funding request: \$500,000

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

- **Residential Anti Displacement and Relocation Assistance Plan**

Commissioner Barrows opened the public hearing and Donna Lane explained this project does not involve any displacement or relocation of persons or businesses. It was noted that if the County were to undertake a CDBG project which involved displacement or relocation this plan would be followed. The plan outlines the measures taken to find comparable, suitable housing for persons or businesses displaced or relocated.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

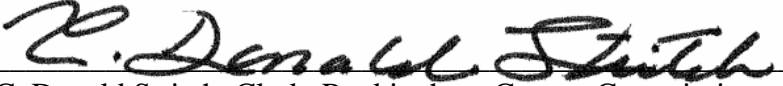
Moved: Commissioner Stritch to adopt the Residential Anti Displacement and Relocation Assistance Plan. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the submittal of the application and vote to authorize the Chair to sign and submit the application, and upon approval of the CDBG application, authorize the Chair to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 9:43 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

June 19, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Treasurer David Ahearn
Theresa Young, Finance Director
Mark Peirce, Captain Deputy Sheriff

Louise Turner, Corrections Office Manager
Steven Woods, LTCS Director
Lynn Garland, UNH Cooperative Ext.
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Martha Roy, Human Resources Director
Frank Stoughton, IT Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: June 6, 12, and 13, 2007**

Moved: Commissioner Stritch to approve the minutes of the June 6, 12, and 13, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion.

Commissioner Pratt noted the following corrections to the June 6, 2007 meeting minutes:

- 1) Page 1, 4th bullet: change to “exception might” and not “exception would”
- 2) Page 2, Long Term Care Services: add “as long as he is able to pay the full room rate” at the end of the last sentence
- 3) Page 4, final non public session: change to “nursing home employee”

Motion passed with corrections to the June 6, 2007 Board of Commissioners meeting minutes.

• **Approval of warrants and general ledgers**

Moved: Commissioner Stritch to approve and sign general ledger entries 7218, 7260, 7252, 7232, 7235, 7236, and accounts payable warrants 70523, 70591-70596, 70601, 70602, 70604-70607, 70624, 70628, 70629, 70674-70676, 70694-70697, 70701, 70703, 70705-70728, 70732a, 70732-70740. Commissioner Pratt seconded the motion, voted all in favor.

• **Academy Program**

Commissioner Barrows followed up on the Academy Graduation ceremony last Friday. She noted that the participants were thankful to Dick Allen and appreciated all his efforts.

Finance – Theresa Young, Director

Theresa Young noted that an operating lease with Dell for computers is ready for the Chair to sign and is under the bidding requirements of \$5,000. It was announced that the Executive Committee meeting will be July 20, 2007.

Human Resources – Martha Roy, Director

• **Wellness Program**

Moved: Commissioner Stritch to approve the Wellness Program as presented at the June 6, 2007 Board of Commissioners meeting by the Wellness Committee. This program will begin in September 2007 and further to approve TOPS Club Incorporated to utilize space in the

Rockingham County Nursing Home for weekly weight management meetings through December 31, 2007 and have a status report to the Commissioners by December 1, 2007. Commissioner Pratt seconded the motion.

Commissioner Barrows requested a review of the TOPS Program be brought forward to the Board at least thirty days in advance for renewal and consideration.

Motion passed all in favor.

Commissioner Pratt asked if the Human Resources Consultant RFP was sent. Martha Roy noted this would be sent tomorrow along with the draft Insurance RFP to be forwarded to Finance and the Board of Commissioners for review.

Martha Roy also expressed concern with delays in new hire and termination paperwork. It was discussed that the Human Resources Director and Finance Director will send a memo to all departments accordingly.

Long Term Care Services – Steven Woods, Director

• Point Click Software Update

Steven Woods indicated that the clinical portion of Point Click Software is running smoothly. He noted that parallel systems are operating for the financial portion for testing of accuracy. It was explained that Point Click is working on integration with Munis for financial reporting. Commissioner Pratt questioned if the new software has streamlined operations with electronic documentation of resident records. Steven Woods was not aware of progress but would look into the matter and report back.

Sheriff – Dan Linehan, High Sheriff

• Approval of Grant Application: 2007 Justice Assistance Grant I

Moved: Commissioner Stritch to approve the submission of a grant application to the United States Department of Justice for a 2007 Justice Assistance Grant with no direct funding to Rockingham County and \$129,603 to six Rockingham County towns and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt noted that the application should state Rockingham County and not Rockingham County Sheriff's Department. Captain Peirce indicated that he would make the change and forward a corrected copy to the Commissioners office.

Motion passed all in favor.

• Approval of Grant Application: 2007 Justice Assistance Grant II, \$6,770

Moved: Commissioner Stritch to approve the submission of a grant application to the United States Department of Justice for a 2007 Justice Assistance Grant in the amount of \$6,770 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt noted again that the application should state Rockingham County.

Motion passed all in favor.

- **Approval of Interlocal Agreement**

Moved: Commissioner Stritch to approve the Interlocal Agreement between Rockingham County and Portsmouth, Derry, Londonderry, Hampton, Raymond, and Salem relative to the 2007 Justice Assistance Grant. Commissioner Pratt seconded the motion, voted all in favor.

Captain Peirce noted that the grant requirements allow for a thirty day window for public input.

- **Approval of Grant Award: NH Highway Safety Agency, \$1,104**

Moved: Commissioner Stritch to approve a grant award from the New Hampshire Highway Safety Agency for “Regional DWI Saturation Patrols” in the amount of \$1,104 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

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

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

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

- **Video Arraignment System, Corrections**

Commissioner Stritch opened proposals received from HB Communications Incorporated, York Telecom, and GWCG Technology Management.

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

- **Prisoner Transport Van Insert, Sheriff**

Moved: Commissioner Stritch to award the proposal to Adamson Industries Corporation in the amount of \$8,989 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

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

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a county attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

- **Non public session re: hiring an employee**

Those present for NHRSA 91A:3II (b) to discuss the hiring of an assistant county attorney were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Jude Gates, and Chris Maxwell.

- **Non public session re: legal**

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

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

- **New Hampshire Association of Counties Conference**

The Board of Commissioners discussed the upcoming New Hampshire Association of Counties conference and requested a cost analysis for the next meeting to compare lodging versus traveling costs.

- **Leave Without Pay, County Attorney**

Moved: Commissioner Stritch to approve a leave without pay request for a county attorney employee as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

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

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


- **Follow up on 2007 Justice Assistance Grants**

Captain Peirce followed up on the grant requirements and noted that only law enforcement entities may apply for JAG funding and that in previous applications it was completed as Rockingham County Sheriff's Department.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:54 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

June 27, 2007 – 10:00 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 10:17 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,214,589.36 for the period ending June 24, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:18 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

Received by:

C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
Brentwood, New Hampshire
July 3, 2007 – 9:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steven Woods, Long Term Care Director
Judie Milner, Accounting Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 9:33 a.m.

II. New Business

• **Long Term Care Services Administration**

Steven Woods updated the Board of Commissioners on the state survey of the nursing home. He explained that issues found have been addressed and action plans are in process for resolutions. Judie Milner noted that the Finance Office is offering their assistance for the internal control process.

• **2005 Management Letter Follow Up to Auditor**

Commissioner Pratt presented draft responses to the 2005 management letter that was a joint effort between the Finance Office and Steve Woods. The Board of Commissioners reviewed the comments and concurred with the responses.

III. Adjournment

Commissioner Stritch moved to adjourn at 9:57 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
Brentwood, New Hampshire

July 3, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steven Woods, Long Term Care Director
Al Wright, Corrections Superintendent
Diane Gill, Human Services Director
Lynn Garland, UNH Cooperative Ext.

Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Theresa Young, Finance Director
Joe Akerley, Major Deputy Sheriff
James Reams, County Attorney
Tom Reid, Deputy County Attorney
Katherine Nikitas, Accounting Analyst
Martha Roy, Human Resources Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: June 19 and 27, 2007**

Moved: Commissioner Stritch to approve the minutes of the June 19 and 27, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of warrants and transfers**

Moved: Commissioner Stritch to approve line item transfers for 2nd quarter for the Sheriff, Department of Corrections, Engineering and Maintenance, Information Technology, and Long Term Care Services; to approve and sign warrants 70597, 70598, 70609, 70610, 70677, 70699, 70741, 70743-70745, 70751-70754, 70757-70759, 70769, 70770, 70773-70790, 70792, 70793, and 70795-70797. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

Theresa Young noted that the Board of Commissioners may need to schedule an additional meeting to comply with approval of tax anticipation borrowing in August.

There was an update on the installation of time and attendance software at the County Attorney's Office. Theresa Young explained that network issues exist and that she spoke with NEServices today and they have a potential solution. The Board of Commissioners asked that this be resolved quickly and that the key players come together and have a meeting.

Long Term Care Services – Steven Woods, Director

• **Mental Health Services Extension**

Moved: Commissioner Stritch to approve an extension for mental health services until November 1, 2007 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Point Click Software Update**

Steve Woods noted that implementation of the financial software is in progress and that he has been in contact with the Point Click Software Company regarding its integration with the county's Munis System.

Sheriff – Dan Linehan, High Sheriff

- **Bid Waiver Request: 2 Way Communications, not to exceed \$20,000**

Moved: Commissioner Stritch to approve a bid waiver to 2 Way Communications for radio equipment not to exceed \$20,000 as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Major Akerley noted that Motorola Corporation assigns dealerships for warranty work. The local dealership is a distribution hub and point of contact however it is sole source with Motorola Corporation.

Motion passed all in favor.

RFP Opening

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

Commissioner Stritch opened proposals received from Armstrong Heating and Power, Professional Duct Cleaners, and Northeast Ventilation Services Inc.

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

RFP Awards

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

Moved: Commissioner Stritch to award the paper products proposal from July 1, 2007 to September 30, 2007 to Central Paper Products Company, Corporate Express, Geriatric Medical and Surgical Supply Company and Eastern Bag and Paper Group in Long Term Care Services and award to Central Paper Products Company, Corporate Express, and Interboro Packaging in Corrections as recommended by the Long Term Care Services Director and Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Network Switches, IT/Telecommunications**

Moved: Commissioner Stritch to reject proposals received and resubmit invitations to vendors. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non Meeting

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

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

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

IV. Commissioners Non-Public Session

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

- **Non public session re: legal opinion on lien placed on property**

Those present for NHRSA 91A:3II (e) to discuss a legal opinion on a lien placed on property by the county were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Diane Gill, and Chris Maxwell.

- **Non public session re: hiring an employee**

Those present for NHRSA 91A:3II (b) to discuss the hiring of an assistant county attorney were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Tom Reid, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception requests for county attorney employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Tom Reid, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the use of the compensated absences fund due to an employees absence in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: admissions**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the possible termination of a nursing home employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

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

- **Release of Lien, Human Services**

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

- **Rehire, County Attorney**

Moved: Commissioner Stritch to accept the rehire of an assistant county attorney pursuant to New Hampshire RSA 7:33f as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

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

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

- **2005 Management Letter Follow Up Responses to Auditor Grill**

Moved: Commissioner Stritch to approve the follow up responses to the 2005 Management Letter to the auditor as presented by Commissioner Pratt and authorize the Chair to sign the letter. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 11:44 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

July 11, 2007 – 10:00 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 10:01 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,252,504.59 for the period ending July 8, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:02 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
Brentwood, New Hampshire
July 17, 2007 – 9:30 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Steven Woods, Long Term Care Director

I. Call to Order

Commissioner Barrows called the meeting to order at 9:37 a.m.

II. New Business

• **Long Term Care Services Administration**

Steven Woods updated the Board of Commissioners on the recent state survey and specifically expired resident accounts and that some issues date back to the 1980's. The Register of Probate worked with administration and provided guidance on filing documents clearing expired resident accounts. He explained that he is awaiting the formal report from the state. He noted that the nursing home business office and finance office are working together on the Point Click Software Company.

III. Adjournment

Commissioner Stritch moved to adjourn at 9:47 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

July 17, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Steven Woods, Long Term Care Director
Commissioner Katharin K. Pratt, Vice Chair	Theresa Young, Finance Director
Commissioner C. Donald Stritch, Clerk	Kathy Nikitas, Accounting Analyst
County Attorney James Reams	Joe Akerley, Major Deputy Sheriff
Deputy County Attorney Tom Reid	Diane Gill, Human Services Director
Al Wright, Corrections Superintendent	Lynn Garland, UNH Cooperative Ext.
Jude Gates, Director of Facilities	Frank Stoughton, IT Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: July 3 and 11, 2007**

Moved: Commissioner Stritch to approve the minutes of the July 3 and 11, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve four line item transfers for 2nd quarter for the County Attorney; to approve and sign warrants 70689, 70747-70750, 70760-70765, 70792-70797, 70801-70803, 70826-70828, 70831-70854, 70868, 70870, 70871, 70800; and to approve and sign general ledger entries 7273-7275. Commissioner Pratt seconded the motion, voted all in favor.

• **New Hampshire Association of Counties Declaratory Judgment Challenge**

• **Term of Engagement Approval**

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

• **County Point of Contact**

Moved: Commissioner Stritch to appoint Commissioner Pratt as point of contact for the declaratory judgment challenge with Devine Millimet and Branch. Commissioner Pratt seconded the motion, voted all in favor.

• **House Bill 2 Commission Appointment**

Moved: Commissioner Stritch to appoint Commissioner Pratt to represent Rockingham County as a member of the House Bill 2 Commission. Commissioner Pratt seconded the motion, voted all in favor.

• **Community Development Block Grant Award Acceptance: The Housing Partnership, Feasibility Study, \$12,000**

Moved: Commissioner Stritch to approve a Community Development Block Grant Feasibility Study Award to The Housing Partnership for \$12,000 and authorize the Chair to sign all

necessary documents as recommended by the CDBG Consultant. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Approval of Academy Program Amendment 1, December 31, 2007**

Moved: Commissioner Stritch to approve Amendment I of the Academy Program contract with the State of New Hampshire extending the services until December 31, 2007 with monthly payments to remain the same and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned if payments will cover salary increases. Superintendent Wright indicated that funds are adequate and that the additional position will not be filled until the a contract is approved by the state.

Motion passed all in favor.

County Attorney – James Reams

- **Request for additional Assistant County Attorney I Position, Full Time**

Commissioner Barrows questioned why a new position would be created versus transferring a position within the nursing home. Theresa Young noted that the Finance Office has worked with Steve Woods to determine potential positions. The Commissioners discussed the options of creating a position versus a transfer and regrade of a current position.

Moved: Commissioner Stritch to authorize a transfer of a MNA position in the nursing home to an Assistant County Attorney I position for the County Attorney to bring forward to the 2nd Quarter Executive Committee meeting as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Engineering and Maintenance – Jude Gates, Director of Facilities

- **Approval of Groundwater Permit Discharge Application**

Moved: Commissioner Stritch to authorize the submission of an application to the New Hampshire Department of Environmental Services for a Groundwater Permit Discharge and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **County Attorney Time and Attendance Software Update**

Theresa Young noted that contracted personnel are available today to talk with NEServices to resolve outstanding issues with technical issues in the County Attorney's office. Commissioner Pratt recommended that the work group convene after this Commissioners meeting to finalize outstanding issues.

- **Additional Position Request, Full Time**

Theresa Young noted that the Finance Office is at maximum capacity and a new position is needed along with a title change of a current position. Commissioner Barrows asked for further clarification to the need of a new position and requested a non public session to discuss specific positions.

- **Munis Conference Update**

Theresa Young noted that three employees are signed up for this conference and recommended that maintenance, corrections, and nursing home personnel attend. Commissioner Barrows asked

if there would be overnight visits. Theresa Young noted that not in her office. Commissioner Pratt requested that the Finance Director work with the division directors to make recommendations for training needs.

Long Term Care Services – Steven Woods, Director

Steve Woods explained he is awaiting final results from the state survey process. Commissioner Pratt questioned what is being done in the day care program when the summer has fewer patrons. Steve Woods noted he would research this and report back. Commissioner Pratt explained the nursing home rate increase structure that was established by the Board of Commissioners at the beginning of the year. Steve Woods stated he would look into the matter and report back. It was explained that the rate increase will not be effective August 1, 2007 as the Board of Commissioners requested at the January 30, 2007 meeting.

Sheriff – Dan Linehan, High Sheriff

- **Bid Waiver: IMC (annual maintenance contracts), \$10,275**

Moved: Commissioner Stritch to approve a bid waiver to Information Management Corporation for \$10,275 from July 1, 2007 to June 30, 2008 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening

- **Pay and Classification Consultant**

Commissioner Stritch opened proposals received from Gallant Management Associates, Jacobs Consulting, Human Resource Partners, and Employee Benefits Group.

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

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

Moved: Commissioner Stritch to award the proposal to Professional Duct Cleaners LLC for an amount not to exceed \$16,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, Corrections**

Moved: Commissioner Stritch to award the proposal to United Business Machines for \$4,815 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

Commissioner Pratt was pleased to announce that the New Hampshire Association of Counties has hired Betsy Miller as Executive Director and lobbyist.

IV. Commissioners Non-Public Session

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

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

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

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss a legal opinion on liability and settlement options were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Nancy Lang, Tom Reid, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint of the health insurance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven 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 position in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Jude Gates, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel exception requests for county attorney employees were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Tom Reid, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: hiring an employee**

Those present for NHRSA 91A:3II (b) to discuss the hiring of an assistant county attorney were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Tom Reid, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the use of the compensated absences fund due to an employee absence in finance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a title change of a position in finance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the creation of a new position in finance were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Legal Settlement, Long Term Care Services**

Moved: Commissioner Stritch to approve a settlement in a legal matter up to \$12,000 including a replacement of one item as recommended by Deputy County Attorney Reid. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request authorizing a step increase pursuant to the Board of Commissioners 2007 Pay Plan and Regrade Implementation Policy as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Hiring Assistant County Attorney, County Attorney**

Moved: Commissioner Stritch to approve the hiring of an assistant county attorney pursuant to New Hampshire RSA 7:33f as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Requests, County Attorney**

Moved: Commissioner Stritch to approve nine exception requests to Personnel Policy Chapter 6-4 for nine county attorney employees as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Regrade, County Attorney**

Moved: Commissioner Stritch to authorize a regrade of an Assistant County Attorney I position to an Assistant County Attorney II position for the County Attorney to bring forward to the 2nd Quarter Executive Committee meeting as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Compensated Absences Fund, Finance**

Moved: Commissioner Stritch to authorize the use of the compensated absences fund for a finance office employee as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Title Change, Finance**

Moved: Commissioner Stritch to approve a position title change in the finance office as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Additional Position Request, Finance**

Moved: Commissioner Stritch to approve an additional position request in the finance office as recommended by the Finance Director. Commissioner Pratt seconded the motion. Commissioner Barrows expressed concern with the request and noted approval with reservation. Motion passed all in favor.

V. Adjournment

Commissioner Stritch moved to adjourn at 12:46 p.m. Commissioner Pratt seconded the motion, voted all in favor. Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

July 20, 2007 – 9:00 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

I. Call to Order

Commissioner Barrows called the meeting to order at 9:03 a.m.

II. 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. Those present to discuss compensation for a finance office employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Martha Roy.

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

III. New Business

Moved: Commissioner Barrows to pay a finance department employee at Step 12 in her new position in order to maintain her current rate of pay.

Mrs. Young noted for the record she was recommending and had offered the employee Step 7 in the new position. She expressed her strong objections to the higher rate of pay recommended by Commissioner Barrows.

Motion failed for lack of a second.

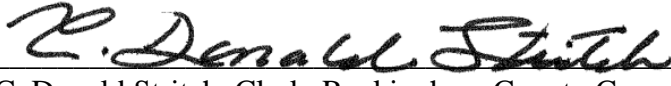
Moved: Commissioner Barrows to table the matter for two weeks but to continue to pay the employee at her current rate of pay in the new position.

Motion failed for lack of a second.

IV. Adjournment

Commissioner Stritch moved to adjourn at 9:19 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by: Katharin K. Pratt, Vice Chair

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

July 25, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 10:17 a.m.

II. New Business

• **Approval of Payroll**


Moved: Commissioner Stritch to approve total payroll expense of \$1,492,223.01 for the period ending July 22, 2007. Commissioner Barrows seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve warrant 0726a with total payroll expense of \$560.78. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:18 a.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

July 31, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
High Sheriff Dan Linehan
Martha Roy, Human Resources Director
Steven Woods, LTCS Director

Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Lynn Garland, UNH Coop. Extension
Major Joe Akerley, Sheriff's Office
Theresa Young, Finance Director
Nancy Lang, Assisted Living Director

I. Call to Order

Commissioner Barrows called the meeting to order at 10:05 a.m. Commissioner Barrows requested that Commissioner Pratt chair this meeting.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: July 17, 20, and 25, 2007**

Moved: Commissioner Stritch to approve the minutes of the July 17, 20, and 25, 2007 Board of Commissioners meeting. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign warrants 70766, 70776, 70815-70818, 70829, 70830, 70857, 70858, 70861, 70862, 70873, 70874, 70877, 70880-70884, 70886-70902, 70904, 70905, 70917, 0802st, 0731L; approve and sign general ledger entries 7304-7306, and 7336.

Commissioner Barrows seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Fiserv Health Plan Administrative Services Agreement Approval**

Moved: Commissioner Stritch to approve the Fiserv Health Plan Administrative Services Agreement Addendum 2007-1 and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resource Directors. Commissioner Barrows seconded the motion, voted all in favor.

- **Aetna Stop Loss Policy Approval**

Moved: Commissioner Stritch to approve the Aetna Stop Loss Policy and authorize the Chair to sign all necessary documents as recommended by the Finance and Human Resource Directors. Commissioner Barrows seconded the motion, voted all in favor.

- **County Attorney Time and Attendance Software Update**

Theresa Young noted that the network access is finished and the next step is to install the software on individual computer desktops. Frank Stoughton stated that the connection is not at top performance however it is working. He noted he will continue to work on the situation. The issue of outsourced technical support with NE Services was discussed. Commissioner Pratt suggested that prior contracts listed actual technicians in the contract and should be considered for the future.

Theresa Young noted that the earned time payout program went well and the projections were lower than expected.

Long Term Care Services – Steven Woods, Director

- **Point Click Software Update**

Steve Woods noted that the Point Click Software Company stated that corrections to address integration with the County Munis system will take place on August 21, 2007. He noted that the Finance Office has been provided access to the program.

- **Workers Compensation Contract RFP Extension**

Moved: Commissioner Stritch to extend the current RFP award with CCMSI for workers compensation until December 31, 2007 with all terms and prices to remain the same as recommended by the Workers Compensation Coordinator. Commissioner Barrows seconded the motion, voted all in favor.

- **Nursing Home Rate Discussion**

Steve Woods presented a rate survey of local nursing homes and upon comparison he did not recommend an increase at this time. There was discussion on the rate basis on actual costs. Commissioner Pratt requested more rate information and asked that this discussion resume as part of the budget process in November.

RFP Openings

- **Insurance Consultant**

Commissioner Stritch opened proposals from USI New England, CGI Employee Benefits Group, New England Employment Benefit Consultants, Jones Management Consulting Incorporated, and Granite Group Benefits.

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

- **Occupational Health Program**

Moved: Commissioner Stritch to reject and resubmit proposals for occupational health services. Further, to extend the current RFP award with Concentra Health Services until October 1, 2007 with all terms and prices to remain the same as recommended by the Workers Compensation Coordinator. Commissioner Barrows seconded the motion, voted all in favor.

III. New Business

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 9-3B4 for a position in engineering and maintenance as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Barrows seconded the motion.

Commissioner Pratt expressed concern that a public employer is not advertising its employment opportunities to the public. Commissioner Pratt noted that there is no harm in waiting for ten days and to follow the process. Commissioner Barrows stated that she is comfortable with the recommendation of the Director. Commissioner Stritch concurred with Commissioner Pratt. Martha Roy requested clarification on specific scenarios. Commissioner Pratt suggested that this be reviewed at a later date. Al Wright questioned what the incentive would be to current employees if it was open to the public. Joe Akerley expressed concerns with opening positions to the public versus in-house resources.

Motion passed 2-1. Commissioner Stritch requested legal opinion.

IV. Commissioners Non-Public Session


Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (c) to discuss residency waivers to the facility. Commissioner Barrows seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steven Woods, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-public session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

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

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

V. Adjournment

Commissioner Stritch moved to adjourn at 11:16 a.m. Commissioner Barrows seconded the motion, voted all in favor. Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

August 8, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,213,007.99 for the period ending August 5, 2007 and short term disability total payroll expense of \$1,549.24. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:05 a.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
Brentwood, New Hampshire

August 14, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steven Woods, Long Term Care Director
Jude Gates, Director of Facilities
Theresa Young, Finance Director

Frank Stoughton, IT Manager
Louise Turner, Corrections Office Manager
Major Joe Akerley, Deputy Sheriff
Katherine Nikitas, Senior Accounting Analyst
Lynn Garland, UNH Cooperative Ext.
Martha Roy, Human Resources Director
Maureen Plastridge, Environmental Services

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: July 31, 2007 and August 8, 2007**

Moved: Commissioner Stritch to approve the minutes of the July 31, 2007 and August 8, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of warrants and general ledgers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T70819, T70820, T70821, T70822, T70823, T70824, T70865, T70866, T70876, T70878, T70901, T70902, T70909, T70910, T70928, T70929, T70939, T70940, T70941, T70942, T70944, T70946, T70947, T70948, T70949, T70950, T70951, T70952, T70953, T70954, T70955, T70956, T70957, T70958, T70959, T70960, T70961, T70963, T70964, T70967, T70969, T70970, T70971, and general ledger entries 7339, 7340, and 7376. Commissioner Pratt seconded the motion, voted all in favor.

• **Insurance Consultant RFP Discussion**

Martha Roy and Theresa Young recommended to the Board of Commissioners to reject proposals due to an oversight as the current vendor was not on the mailing list. Commissioner Stritch does not feel it needs to be rejected as there is a responsibility by the companies. Commissioner Pratt noted that state law is clear and this must be rejected. Commissioner Barrows asked if the current vendor inquired about the renewal process in July. Martha Roy indicated that she was not asked about this. Commissioner Stritch questioned other distribution methods. Martha Roy noted it was posted on a website called Labornet, a subscription service. Commissioner Barrows does not agree with rejecting proposals since vendors have already reviewed proposals opened. Commissioner Pratt noted that this has been past practice and exemplified the occupational health proposals rejected July 31st. Commissioner Stritch noted he was not aware of the actual reasons for the rejection otherwise he would have not been in favor. Commissioner Barrows noted that there were complaints with the current vendor. Commissioner Pratt noted that any alleged issues are with the Fiserv Network, and not the consultant, Longfellow Benefits. Commissioner Barrows asked if the proposals were reviewed and a recommendation for today. Martha Roy noted that she and the Finance Director are not ready as

they are not in agreement. Commissioner Stritch noted that he requested a recommendation for this meeting. Commissioner Barrows asked that a recommendation be brought forth to the next meeting. Commissioner Pratt noted grave concern that not following the law could result in a lawsuit. Commissioner Pratt further extended concern that the RFP is distributed on Commissioners letterhead, the Board is responsible for compliance with bid law and policies, and that it is a County mistake that the current vendor was not sent the proposal.

Corrections – Al Wright, Superintendent

- **Approval of Strafford County Female Prisoner Housing Agreement**

Moved: Commissioner Stritch to renew an Intergovernmental Service Agreement with Strafford County for housing female prisoners from September 1, 2007 to September 1, 2008 with a per diem rate of \$55.00 per day and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt inquired how the lack of medical accreditation however Rockingham County is also the responsible party. Louise Turner noted she is not aware of the legal liability. She stated that Strafford County does check in with Rockingham County on health issues however Rockingham County is the over responsible party. Commissioner Pratt suggested that this be delayed pending legal liability information. Commissioner Barrows asked that Superintendent Wright research and discuss this further at the next meeting.

Motion failed to pass. Tabled to the August 28, 2007.

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

Commissioner Pratt expressed concern with the recent EEE finding in Brentwood. Jude Gates noted that sunscreen and bug spray is provided to all employees along with the necessary education on the health matter.

Commissioner Barrows asked that Jude Gates continue to keep the Board of Commissioners informed of the air quality in the jail.

Finance – Theresa Young, Director

- **Tax Anticipation Note Award**

Moved: Commissioner Stritch that in order to provide funds which will be needed during the current fiscal year to meet demands upon the county treasury, the County Treasurer is ordered to borrow \$15,000,000 under RSA 29:8 in anticipation of revenues to be collected for this fiscal year; and that the sale of a \$15,000,000 4.00 percent Tax Anticipation Note of the County dated August 21, 2007, and payable December 28, 2007, to First Southwest Company at par and accrued interest plus a premium of \$16,815 is hereby approved. Further, that the consent to the financial advisor bidding for the note, as executed prior to the bidding for the note, is hereby confirmed. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare 1 APC brand battery backup (serial ES96449004331), 1 Hewlett Packard Brand computer server (serial EA1ZLYK522), and 1 AMS brand disk tower (serial 0096041821) surplus equipment to be disposed of accordingly as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

Commissioner Stritch inquired if the IT Manager keeps inventory on television sets in the facility. Commissioner Stritch noted that in 2009 all televisions would require a digital component for compatibility.

Long Term Care Services – Steven Woods, Director

• **Approval Health Care License Renewal**

Moved: Commissioner Stritch to authorize the Chair to sign the renewal application for a Health Care License to the State of New Hampshire for the nursing home as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Acceptance of Donation, United Veterans Club of Raymond**

Moved: Commissioner Stritch to accept a donation of a television, extended warranty, and DVD player valued at \$379.97 for the nursing home residents from the United Veterans Club of Raymond, New Hampshire as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Barrows noted it was a wonderful visit on Thursday night.

Motion passed all in favor.

• **Point Click Software Update**

Steve Woods noted he is awaiting the final update from the Point Click Care Company on the integration of the program with the County Munis financial system. He will report back at the next meeting.

Commissioner Pratt requested an updated marketing plan for adult day care at the next meeting.

Sheriff – Dan Linehan, High Sheriff

• **Computer RFP Award Retraction**

Moved: Commissioner Stritch to retract and void an RFP award for computer equipment to NEServices at the award price as recommended by the High Sheriff. Further, to approve an RFP award for computers to Cocci Computer Services in the amount of \$11,390 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **Occupational Health Program**

Commissioner Stritch opened proposals received from Exeter Health Resources and 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.

• **Grease Trap and Lift Station Service, Engineering & Maintenance Services**

Commissioner Stritch opened proposals received from Stewart's Septic Tank Service and Action King Enterprises.

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

- **Laundry Chemicals, Long Term Care Services**

Commissioner Stritch opened proposals received from The O'Neil Company, Package Supply, SCS Distributors, Noury Supply, and Tri-State Laundry Systems.

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

RFP Award

- **Pay and Classification Award**

Motion: to award the pay and classification proposal to HR Partners for one year for \$4,900 and an hourly rate of \$100 for future consultation services and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director.

Commissioner Pratt questioned the additional expenses. Martha Roy noted it is included in the \$4,900 fee.

Motion passed all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a position in the sheriff's office Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Joe Akerley, Martha Roy, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

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

- **Non public session re: personnel**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss two leave without pay requests for a nursing home and environmental services 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 three recently filed corrections union grievances were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Louise Turner, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

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

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

- **Exception Request, Sheriff's Office**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy Chapter 6-7 and 6-3 for a deputy sheriff as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy Chapter 8-2H and 8-2J for earned time payout for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Pratt feels this is premature and has the opportunity to work down the balances and is not terminating therefore it is irrelevant. Commissioner Barrows stated it is a simple request.

Motion passed 2-1.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy 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.

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

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

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

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

- **United Way Annual Campaign Drive**

Martha Roy asked the Board of Commissioners if they wish to continue the annual campaign drive for the United Way. Commissioner Pratt would like to meet with the United Way to discuss this matter further. Commissioner Stritch agreed with Commissioner Pratt to meet and discuss the shift in funding.

Commissioner Barrows left the meeting at 11:45 a.m.

Commissioner Stritch moved to recess at 11:50 a.m. Commissioner Pratt seconded the motion, voted all in favor. Commissioner Pratt reconvened the meeting at 12:01 p.m.

IV. New Business

12:00 p.m. Exit Interview with Robbin R. Grill, CPA

Present: Commissioner Katharin K. Pratt, Vice Chair; Commissioner C. Donald Stritch, Clerk; Theresa Young, Finance Director; Judie Milner, Accounting Manager; Robbin Grill and Brent Washburn, Robbin R. Grill CPA.

Robbin Grill presented the Board of Commissioners with a brief overview of the 2006 financial statements. Theresa Young highlighted the Moody's Rating and how the financials affect the ratings. Robbin Grill distributed the current draft management comments to the Board of Commissioners and noted that responses are required from the Board.

The issue of nursing home cash, accounts receivable, and billing was discussed in detail and the importance of such for internal control policies. Timely deposits were noted as an importance for cash flows. Accounts Receivable was noted as an importance for proper and accurate Medicare charges for increases in revenues. Steve Woods noted that Landmark Company is assisting staff in coding for increased revenue opportunities.

Inventory was reviewed and found not to be removed from the inventory listing, thus overstating the inventory total. The auditor recommends that the procedures be reviewed and modified accordingly.

Accounts payable balances are outdated and need to be reviewed and determine if it will be paid. Commissioner Pratt questioned the department procedures. It was noted that departments do know of these issues with the write off requests.

Assisted living billing was noted as a source of revenue opportunities. It was noted that the rates are below Medicaid reimbursable rates.

Nursing home Medicare reports was noted as something that could be received monthly if signed up for such service. Commissioner Pratt noted that an electronic process was discussed last year for deposits from resident social security checks and pensions.


Nursing home delinquent account allowance was noted that should be reviewed to ensure accounts receivable numbers are properly reflected.

Point Click software was noted as a concern due to a potential inability to integrate with the County Munis software. Further, concern was noted with the Point Click software capacity to deal with partial deposits to ensure deposits are made timely in accordance with policy. Commissioner Stritch thought Ray Bower recommended Point Click software and assured it would work with the County Munis system.

Interdepartmental communication of information between departments and the Finance Office was noted as inadequate for year end payroll, accounts receivable, and accounts payable. It was noted that lack of communication results in over two hundred adjusted journal entries. A recommendation by the auditors was suggested to use the full powers of the Board of Commissioners to enforce deadlines.

V. 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, 2nd Floor Conference Room
Brentwood, New Hampshire

August 22, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,198,154.16 for the period ending August 19, 2007 and short term disability total payroll expense of \$591.24. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:11 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
Brentwood, New Hampshire

August 28, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Al Wright, Corrections Superintendent
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager

Diane Gill, Human Services Director
Steven Woods, Long Term Care Director
Lynn Garland, UNH Cooperative Ext.
Major Joe Akerley, Deputy Sheriff
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Nancy Lang, Assisted Living Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: August 14, 2007 and August 22, 2007**

Moved: Commissioner Stritch to approve the minutes of the August 14, 2007 and August 22, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of warrants and general ledgers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants T70805, T70806, T70807, T70810, T70879, T70918, T70930, T70931, T70932, T70933, T70934, T70935, T70985, T70986, T70987, T70988, T70989, T70990, T70995 - T71015, T71027 - T71032, and general ledger entries 7394 and 7404. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice**

Moved: Commissioner Stritch to approve a payroll change notice for a division director's annual review. Commissioner Pratt seconded the motion, voted all in favor.

- **Insurance Consultant RFP**

Moved: Commissioner Stritch to reject all proposals received for insurance consultant and to send invitations to submit proposals without delay to be opened at the next regularly scheduled Board of Commissioners meeting of September 11, 2007. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Barrows suggested that departments send over the vendor list to the Commissioners Office when sending proposals. Commissioner Pratt recommended that departments send the Commissioners Office updates to the vendor list regularly in order to ensure all lists are accurate.

Corrections – Al Wright, Superintendent

- **Strafford County Female Prisoner Housing Agreement Renewal**

Superintendent Wright highlighted on medical concerns discussed at the last meeting. He noted that regardless of location, the county is always held liable. He expressed support with the medical services received from our female prisoner supporting jails.

Moved: Commissioner Stritch to approve an Intergovernmental Service Agreement with Strafford County to house female inmates at a daily rate of \$55.00 per inmate from September 1, 2007 to September 1, 2008 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve a Female Prisoner Housing Agreement with Hillsborough County at a daily rate of \$67.20 per inmate from September 1, 2007 to September 1, 2008 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Bid Waiver: APRISS, \$18,411.14 for automated victim notification**

Moved: Commissioner Stritch to approve a bid waiver to APRISS for \$18,411.14 for services from January 1, 2008 to January 1, 2009 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Superintendent Wright noted that the SEA Union withdrew its certification and that a prehearing vote will be held on September 14, 2007.

Finance – Theresa Young, Director

Theresa Young noted that the Commissioners responses are needed to the management comments and offered to discuss the budget schedule for 2008 at the next meeting. She explained that the Point Click Software Company complied with the integration facet by providing a file for testing.

Commissioner Barrows inquired about conference line items of all departments. Theresa Young noted she will process and print the report today. Commissioner Pratt noted that upon analysis the conference room rates include meals.

Human Services – Diane Gill, Director

Diane Gill noted that the June state bill should not be held and she is confident with the cap rates. She explained that Ellen Ann Robinson of Hillsborough County is recommending holding payment until the cap rate is recalculated. Commissioner Pratt suggested that this issue be discussed with Attorney Dunn. Theresa Young noted that the New Hampshire Association of Counties should contact the Attorney and that state payments are sent electronically. Diane Gill recommends paying the bill. Commissioner Barrows and Commissioner Stritch concur with making payment.

Long Term Care Services – Steven Woods, Director

- **Adult Day Care Update**

In response to Commissioner Pratt's request, Steve updated the Board on recruitment efforts of the adult day care program. He noted that marketing is working as census numbers are up.

Sheriff – Dan Linehan, High Sheriff

- **Approval of 2007 Justice Assistance Grant, \$129,603**

Moved: Commissioner Stritch approve a grant award from the United States Department of Justice for a 2007 Justice Assistance Grant with no direct funding to Rockingham County and \$129,603 to six Rockingham County towns and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Vehicle Request**

Moved: Commissioner Stritch to approve a request to surplus six cruisers, equipment numbers 42, 43, 37, 47, 44, and 48 surplus and for the fleet to be sold accordingly as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening

- **Elevator Maintenance & Inspections, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Pine State Elevator Company and Stanley 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.

RFP Awards

- **Occupational Health Program**

Moved: Commissioner Stritch to award the occupational health program proposal to Concentra from October 1, 2007 to October 1, 2009 and authorize the Chair to sign all necessary documents as recommended by the Workers Compensation Coordinator.

- **Grease Trap and Lift Station Service, Engineering & Maintenance**

Moved: Commissioner Stritch to award the proposal to Stewart's Grease Trappers from October 1, 2007 to October 1, 2008 totaling \$8,850 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Laundry Chemicals, Long Term Care Services**

Moved: Commissioner Stritch to award the proposal to Tri-State Laundry from September 1, 2007 to August 31, 2009 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Stritch moved to enter into non-public session under New Hampshire RSA 91A:3 II (a, c, and 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 union filings were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

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

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

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

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.

- **Grievances, Corrections**

Moved: Commissioner Stritch to extend the deadline for three grievances for an additional thirty days as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

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

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

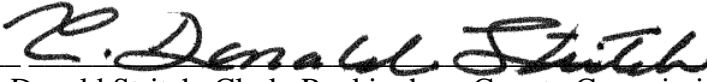
- **Exception Request, Long Term Care Services**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-4 and 6-10 both effective August 29, 2007 for an employee in administration as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. Motion passed 2-1.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:43 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

September 5, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

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

II. New Business


• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,196,078.64 for the period ending September 2, 2007, short term disability total payroll expense of \$1,716.26, and payroll warrant 082907 totaling \$575.03. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:06 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

September 6, 2007 – 1:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Martha Roy, Human Resources
Commissioner Katharin K. Pratt, Vice Chair	Don Tyler, Pay and Classification Consultant
Commissioner C. Donald Stritch, Clerk	Al Wright, Corrections Superintendent
Theresa Young, Finance Director	Tom Flygare, Labor Negotiator

I. Call to Order

Commissioner Barrows called the meeting to order at 1:18 p.m.

II. New Business

• **Pay and Classification Meeting with Consultant**

Martha Roy recapped the Board of Commissioners on the current 2007 Pay Plan and the goals for the pay plan. Theresa Young noted that exception requests to the pay plan should be minimal this year. The group discussed the benchmarking positions for survey and analysis. Martha Roy suggested moving the marketing analysis earlier in October. Theresa Young noted that last year was different for projections due to the implementation of a new pay plan. Potential regrade and additional position requests were reviewed and Don Tyler noted he would be analyzing those after the market analysis.


• **Non meeting with Legal Counsel**

Commissioner Stritch moved to enter into a non meeting under New Hampshire RSA 91A:2I c to discuss union negotiations with legal counsel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Tom Flygare, Al Wright, Theresa Young, Martha Roy, and Chris Maxwell. Commissioner Stritch moved to go out of non meeting. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 3:06 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
Brentwood, New Hampshire
September 11, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Lynn Garland, UNH Cooperative Ext.
Commissioner Katharin K. Pratt, Vice Chair	Frank Stoughton, IT Manager
Commissioner C. Donald Stritch, Clerk	Mark Peirce, Chief Deputy Sheriff
Jude Gates, Director of Facilities	Steven Woods, Long Term Care Director
	James Reams, County Attorney

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: August 28, 2007, September 5 and 6, 2007**

Moved: Commissioner Stritch to approve the minutes of the August 28, 2007, September 5, 2007 and September 6, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of warrants and transfers**

Moved: Commissioner Stritch to approve and sign warrants T70919 - T70923, T70936, T70937, T70972, T70991, T71037 - T71055, T71058 - T71064, and general ledger entries 7415, 7423, and 7425. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Academy RFP for 2008-2009**

Chris Maxwell noted that the Superintendent is away on a conference and announced that the Academy Request for Proposals contract is available for the 2008 through the end of 2009. Commissioner Pratt noted that the dollar amount for the contract will need to be reviewed carefully to ensure salaries are properly reflected in the contracted amount.

- **Surplus Equipment Request**

Moved: Commissioner Stritch to declare a Ricoh Aficio 2027 copier surplus and to be moved to the Commissioners Conference Room for usage as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

- **Bid Waiver: Datamatics, \$13,000 for 2007 and \$12,000 for 2008**

Commissioner Barrows requested this wait until the next meeting for the Finance Director to explain this request.

Human Resources – Martha Roy, Director

Martha Roy announced the Wellness Fair will be held on October 4, 2007 and encouraged all employees to attend.

Long Term Care Services – Steven Woods, Director

- **Point Click Software Update**

Steven Woods noted training continues and the Finance Office will be part of future training.

Sheriff – Dan Linehan, High Sheriff

- **Surplus Vehicle Retraction**

Moved: Commissioner Stritch to retract one surplus vehicle, equipment number 43, back into service as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening

- **Insurance Consultant**

Commissioner Stritch opened proposals received from Longfellow Benefits, Granite Group Benefits, Landmark Benefits, USI New England, TD Banknorth Insurance, CGI Benefits Group, Jones Management Consulting, and New England Employee Benefits Company.

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

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

Commissioner Stritch opened proposals received from Merriam Graves, Keene Medical Products, and Lifeplus.

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

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

Commissioner Stritch opened proposals received from SBS Consulting Incorporated and Generations.

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

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

Commissioner Stritch opened proposals received from TransMed USA, Star Silk and Linen, Phoenix Textiles, and Harbor Linen.

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 Contract, Engineering and Maintenance**

Commissioner Stritch opened proposals from Hanscom's Truck Stop, Sprague Energy, and Irving Oil.

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

- **Fire Alarm System Testing and Inspection, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Honeywell, Nortech Systems, and Catamount Electric.

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

Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Sprinkler System Testing & Inspection, Engineering and Maintenance**

Commissioner Stritch opened proposals received from Superior Fire Protection, REM-C Fire Protection Services, and Fire Suppression 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.

- **Copier, Human Resources**

Commissioner Stritch opened proposals received from New England Copy Specialists, Konica Minolta Business Solutions, Seacoast Business Systems, and United Business Machines.

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

- **Elevator Preventative Maintenance, Engineering and Maintenance**

Moved: Commissioner Stritch to award the proposal to Stanley Elevator Company from October 1, 2007 to September 30, 2008 with a monthly fee of \$899.57 and standard rates for other work performed as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner 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. Those present to discuss employee disciplinary action in the nursing home 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 Stritch moved to go out of non-public session. Seconded by Commissioner Stritch, motion passed all in favor.

- **Proclamation – Family Day**

Commissioner Barrows read a Proclamation declaring Family Day, a day to eat dinner with your children on September 24, 2007.

- **Nominations – New Hampshire Association of Counties 2007 Awards**

Moved: Commissioner Stritch to affirm two Rockingham County employee nominations for the New Hampshire Association of Counties 2007 County Government Awards. Commissioner Pratt seconded the motion, voted all in favor.

- **2006 Management Letter Comments Follow Up**

Commissioner Stritch recommended having a work session on the matter next Tuesday and requested the Long Term Care Services Director to attend.

- **Payroll Change Notice, Commissioners Office**

Moved: Commissioner Stritch to approve a payroll change notice for a Commissioners Office employee. Commissioner Pratt seconded the motion, voted all in favor.

- **Elderly Housing, Proposed Lease Option**

Commissioner Pratt reminded the Board that the proposed elderly housing discussions with Southern New Hampshire Services stopped once it was determined competitive bidding on the lease of land was required. She noted that this should continue and would like to move forward. Commissioner Stritch noted his opposition to the proposal. Commissioner Barrows concurred with Commissioner Pratt and requested that the Long Term Care Services Director be involved with the discussions. Commissioner Pratt requested that the Board of Commissioners meet on this at the next meeting to discuss Request for Information proposals with the Director of Facilities, Long Term Care Services Director, and Finance Director.

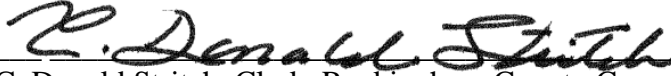
- **Courthouse Lease**

Commissioner Pratt recommended that the Board of Commissioners take a proactive approach to the courthouse lease and seek information on lease renewal. Commissioner Pratt asked that the lease be reviewed and report back with the renewal options stipulated in the lease.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:46 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

September 18, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

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

II. New Business

• **2006 Management Comments Review**

The Board of Commissioners reviewed the comments to management by Auditor Robbin R. Grill. The Finance Director and Director of Long Term Care prepared responses on items related to the facility. The Commissioners discussed interdepartmental communications and the need to submit information timely.

Moved: Commissioner Stritch to accept the responses to the 2006 Management Comments as presented. Commissioner Pratt seconded the motion, voted all in favor.

• **National Association of Counties Prescription Drug Program**

Commissioner Stritch inquired about a program sponsored and administered by the National Association of Counties to provide prescription drug discounts. Theresa Young noted this was discussed in years past and that some New Hampshire counties are using the program with success. Commissioner Pratt requested that this be brought forth to the next meeting with all the necessary backup documentation.

• **Personnel Non Public Session**

Commissioner Stritch moved to enter into a non meeting under New Hampshire RSA 91A:3 II a to discuss a personnel disciplinary action. 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. Commissioner Stritch moved to go out of non meeting. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:56 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

September 19, 2007 – 3:00 p.m.

Present:

Commissioner Maureen Barrows, Chair Theresa Young, Finance Director
Commissioner Katharin K. Pratt, Vice Chair Martha Roy & Tracy Beane, Human Resources

I. Call to Order

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

II. New Business

• **Granite Group Benefits, Insurance Consultant Interview**

Jim Scammon presented company information and the proposal for insurance consultation services. There were questions from the group and an interactive discussion was had to learn about the services of Granite Group Benefits. Networks were discussed along with reporting requirements. New laws affecting New Hampshire businesses for insurance were discussed and how the company tracks and notifies clients.

• **Longfellow Benefits, Insurance Consultant Interview**

Patrick Haraden and John Galvin presented updated company news and consultation information for continued service. The group had questions and there was discussion about services, deadlines, employee communication, and benefit levels. The unprecedented cost savings of following Longfellow Benefits recommendation for using the Aetna Network along with the Fiserv Administrators were highlighted and how it integrates. Further, the reporting was discussed and noted that reports are custom made to ensure accurate depiction of numbers.

III. Adjournment

Commissioner Barrows moved to adjourn at 5:10 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

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

September 19, 2007 – 10:00 a.m.

Present:

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

IV. Call to Order

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

V. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,201,416.94 for the period ending September 16, 2007. Commissioner Pratt seconded the motion, voted all in favor.

VI. Adjournment

Commissioner Stritch moved to adjourn at 10:03 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

September 20, 2007 – 2:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Theresa Young, Finance Director
Commissioner Katharin K. Pratt, Vice Chair	Tracy Beane, Human Resources Asst. Director
Martha Roy, Human Resources Director	Judie Milner, Accounting Manager

I. Call to Order

Commissioner Barrows called the meeting to order at 2:00 p.m.

II. New Business

• **USI New England, Insurance Consultant Interview**

Rob Douglas and Randy Johnson presented company insurance and consultation information for insurance services. There were questions from the group and an interactive discussion was had to learn about the services of USI New England. There was discussion of reporting, office support, health insurance network opportunities, law change ramifications, communication with clients, and legal services and support.

• **CGI Employee Benefits Group, Insurance Consultant Interview**

Neil Lovett, Lisa Sullivan, Robert Bergan, and Ron Page came as a team to answer questions and provide information on insurance consultation services. Packets were distributed at the meeting highlighting sample reporting and update bulletins. There were questions and discussion on learning about the company, reporting, office support, client communication, health insurance network opportunities, employee education, and plan options.

After completion of four interviews, the working group discussed consultants to make a final decision. Commissioner Barrows suggested if Finance and Human Resources could not agree on a recommendation by September 25, 2007 that Longfellow Benefits be renewed for one year on a trial basis. Commissioner Pratt concurred.

III. Adjournment

Commissioner Barrows moved to adjourn at 6:29 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
C. Donald Stritch, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

September 25, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Diane Gill, Human Services Director
Commissioner Katharin K. Pratt, Vice Chair	Frank Stoughton, IT Manager
Commissioner C. Donald Stritch, Clerk	Mark Peirce, Chief Deputy Sheriff
Steven Woods, Long Term Care Director	James Reams, County Attorney
Jude Gates, Director of Facilities	Theresa Young, Finance Director
Al Wright, Corrections Superintendent	Cathy Stacey, Register of Deeds
	Martha Roy, Human Resources Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: September 11, 18, 19, and 20, 2007**

Moved: Commissioner Stritch to approve the minutes of the September 11, 18, 19, and 20, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of warrants and general ledgers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants 70924-70927, 70974-70979, 70975-70979, 71036, 71077, 71099-71082, 71089-71099, 71102-71117, 71128-71132 and general ledger entries 7439, 7440, 7447, and 7457. Commissioner Pratt seconded the motion, voted all in favor.

• **National Association of Counties (NACO) Prescription Drug Program**

Moved: Commissioner Stritch to approve the National Association of Counties Prescription Drug Program and authorize the Chair to sign the Managed Pharmacy Benefit Services Agreement between Rockingham County, National Association of Counties, and CaremarkPCS Health. Commissioner Pratt seconded the motion.

Commissioner Barrows asked if this program could negatively impact the Vermont Mail Order Prescription Program. Theresa Young noted that this program is for county residents that do not have insurance coverage or specific prescriptions not covered under current insurance coverage and it provides a discount. Commissioner Barrows asked about implementation of the program. Theresa Young noted her confidence in the program and its benefit to the residents of Rockingham County.

Motion passed all in favor. Commissioner Barrows expressed hesitation with the program due to unanswered questions.

Corrections – Al Wright, Superintendent

• **Academy RFP for 2008-2009**

Moved: Commissioner Stritch to approve the submission of a RFP to the New Hampshire Department of Corrections for Academy Case Management Services from January 1, 2008 to

December 31, 2009 for \$187,430 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt asked if our proposal price covers all county expenses including business staff expenses. Theresa Young and Al Wright noted that if hours are managed in the part time position then the RFP contract total is covered.

Motion passed all in favor. Commissioner Pratt expressed her approval based on the fact that this program will not cost the county additional funds.

County Attorney – James Reams

County Attorney Reams requested that a domestic violence flyer be distributed to all employees. He noted that this does not need to be attached to the paychecks and could be made available by other means. County Attorney Reams suggested sending an electronic version to the Commissioners Office for distribution. There was discussion about responsibility for producing paper copies however it was decided that each department would handle it accordingly.

Finance – Theresa Young, Director

• **Bid Waiver: Datamatics, \$13,000 for 2007 and \$12,000 for 2008**

Theresa Young presented information on the bid waiver. Commissioner Barrows questioned the dollar amount at the end of the year. Theresa Young explained that the work is 2006 document scanning.

Moved: Commissioner Stritch to approve a bid waiver to Datamatics for \$13,000 in 2007 and \$12,000 in 2008 totaling \$25,000 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young proposed draft 2008 budget scheduling for discussion at the next meeting.

Human Services – Diane Gill, Director

Diane Gill provided an update on the declaratory judgment and noted that a most recent ruling stated that counties should pay under protest. Theresa Young noted that Board of Commissioners approval is needed. Commissioner Stritch noted that a meeting could be held next Tuesday for approval of the state bill warrant.

RFP Openings, Long Term Care Services

• **Paper Products**

Commissioner Stritch opened proposals received from Medline, Corporate Express, Central Paper Products, and Interboro Packaging Corporation.

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**

Commissioner Stritch opened proposals received from Trans Med USA Incorporated, MSS Geriatric Medical and Surgical Supply, Central Paper Products, and Corporate Express.

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

- **Nutritional Supplements**

Commissioner Stritch opened a proposal from Ross Nutrition.

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

- **Janitorial Products**

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

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.

RFP Awards

- **Insurance Consultant**

Moved: Commissioner Stritch to award the proposal to Longfellow Benefits of \$27,500 for one year with provisions of monthly meetings at every other Commissioners meeting as recommended by the Finance Director and Human Resources Director with reservations as documented. Commissioner Pratt seconded the motion.

Commissioner Barrows asked if the vendor knows of the Human Resources Director's reservations. Martha Roy noted the vendor has been made aware of her concerns and has worked to resolve issues. Commissioner Pratt suggested a performance contract clause as Longfellow Benefits offered previously.

Motion passed all in favor.

- **Video Arraignment System, Corrections**

Moved: Commissioner Stritch to award the proposal to York Telecom for \$24,244.27 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the proposal to Harbor Linen and Star Silk and Woolen Company for services from October 1, 2007 to September 30, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the proposal to Merriam Graves Medical Products for services from October 1, 2007 to September 30, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Fuel Contract, Engineering and Maintenance**

Moved: Commissioner Stritch to award a gasoline contract to Hanscom's Truck Stop from October 1, 2007 to September 30, 2008 for a rack cost plus \$0.0375 per gallon as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to award a #6 fuel contract to Sprague Energy from October 1, 2007 to September 30, 2008 at a fixed cost of \$1.64 per gallon as recommended by the Director

of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Alarm System Testing & Inspection, Engineering and Maintenance**

Moved: Commissioner Stritch to award the proposal to Catamount Electric and Alarm for one year of testing at \$9,500 annually as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Fire Sprinkler System Testing & Inspection, Engineering and Maintenance**

Moved: Commissioner Stritch to award the proposal to Fire Suppression Equipment for one year of testing at \$4,600 plus applicable hourly rate of \$55 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel position in the Registry of Deeds were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Cathy Ann Stacey, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel exception requests for deputy sheriff's were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Theresa Young, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

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

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

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

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

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve an exception request to Personnel Policy Chapter 8-3B for three deputies as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

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


- **3rd Quarter Line Item Transfers**

Moved: Commissioner Stritch to approve line item transfers for Long Term Care Services, Sheriff, Register of Deeds, Human Services, Finance, and Corrections. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:49 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

October 2, 2007 – 11:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 11:03 a.m.

II. New Business

• **Approval of State Bill Warrant, Human Services**

Moved: Commissioner Stritch to approve and sign state bill warrants T71137 and T71138 and further to send a protest letter with each payment. Commissioner Pratt seconded the motion, voted all in favor.

• **Emergency Bid Waiver, Engineering and Maintenance Services**

Jude Gates explained the emergency and need to get the elevator in the Driscoll Building back online. Theresa Young explained that this is not an approved project and the Delegation needs notice and a public hearing must be held pursuant to RSA Chapter 24:13 through 24:15. Theresa Young noted that Jude Gates would be speaking with the Long Term Planning Committee Chair to advise accordingly. Theresa Young stated she would contact the Delegation Office to provide the necessary information and receive guidance.

Moved: Commissioner Stritch to approve a bid waiver to Stanley Elevator Company for an amount not to exceed \$50,000 for emergency repairs to the Driscoll Building elevator as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Hiring an Assistant County Attorney per RSA 7:33f**

Commissioner Barrows stated that this should be brought forth to a regularly scheduled Board of Commissioners meeting.

• **Resignation of Assistant Administrator Susan Denopoulos**

Commissioner Barrows announced that Susan Denopoulos is resigning as Assistant Administrator of Long Term Care Services for an excellent opportunity with another employer.

• **Commissioners Personnel 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. Those present to discuss an employee payout of earned time were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, and Chris Maxwell.

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

Commissioner Barrows recessed the meeting at 11:28 a.m and reconvened at 1:25 p.m.

III. Commissioners Non Meeting

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


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

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

IV. Adjournment

Commissioner Stritch moved to adjourn at 2:19 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

October 3, 2007 – 10:00 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 10:03 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,211,867.98 for the period ending September 30, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:04 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 9, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director
Al Wright, Corrections Superintendent
Dawn Barnes, Human Services

Lynn Garland, UNH Cooperative Ext.
Jude Gates, Director of Facilities
Mark Peirce, Captain Deputy Sheriff
Tom Reid, Deputy County Attorney
James Reams, County Attorney
Cathy Ann Stacey, Register of Deeds
Theresa Young, Finance Director

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Approval of Minutes: September 25, 2007, October 2, and October 3, 2007**

Moved: Commissioner Stritch to approve the minutes of the September 25, 2007, October 2, 2007 and October 3, 2007 Board of Commissioners Meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of warrants and general ledgers**

Moved: Commissioner Stritch to approve accounts payable warrants 70980, 70981, 71065-71068, 71083-71085, 71108, 71133-71136, 71139-71157, 71170-71173, and general ledger entries 7461, 7470, and 7483. Commissioner Pratt seconded the motion, voted all in favor.

- **2008 Budget Schedule Review**

The Board of Commissioners reviewed the draft 2008 budget schedule. Commissioner Barrows explained that a few departments asked to have the payroll projections before the budget work sessions. Theresa Young noted that payroll projections are given to departments however it was not before budget meetings with the Board at its direction. Commissioner Barrows requested the Finance Director to work with the Commissioners Office to ensure all budget deadlines are met. The budget parameters were discussed and the Board of Commissioners agreed to level funding in operating expenses with a goal of a 2% decrease and any increases must be fully justified.

Corrections – Al Wright, Superintendent

- **Surplus Request**

Moved: Commissioner Stritch to declare monitors, keyboards, computers, and a printer surplus as outlined in the Superintendent's memorandum dated September 27, 2007 and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James Reams

- **Exeter District Court Assistant County Attorney Agreement**

Moved: Commissioner Stritch to approve the agreement for Exeter District Court Assistant County Attorney services from October 1, 2007 to September 30, 2008 between Rockingham

County, Town of Exeter, and Town of Fremont as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Hiring an Assistant County Attorney**

Moved: Commissioner Stritch to accept the hire of an assistant county attorney pursuant to New Hampshire RSA 7:33f. Commissioner Pratt seconded the motion, voted all in favor.

Engineering and Maintenance Services – Jude Gates, Director of Facilities

Jude Gates noted the Fire School Group is looking to construct a building on the premises. She explained the procedure in the lease to request permission for an additional building.

Finance – Theresa Young, Director

- **Public Hearing Request**

The Board of Commissioners confirmed the request for a public hearing at the 3rd Quarter Executive Committee Meeting for the emergency expenditure for elevator repairs.

- **Citizens Bank EZ Deposit Approval**

Moved: Commissioner Stritch to approve the Citizens Bank EZ Deposit Program 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 Roy, Director

- **Wellness Fair**

Martha Roy announced the success of the fair last week. Commissioner Barrows requested the Finance Director to produce a list of American Express Reward Points on file and the expenditures to the 2007 Wellness Program Budget. Commissioner Barrows asked that the reward points be reviewed and spent down accordingly. Commissioner Barrows suggested that that Division Directors explain their conference expenses by presenting the purpose of the conference and an after conference follow up meeting. Commissioner Pratt suggested this could be done during the budget work sessions.

Human Services – Diane Gill, Director

- **Approval of Incentive Funds**

Moved: Commissioner Stritch to approve incentive funds totaling \$155,105.00 to the Upper Room, \$11,000.00; Raymond Recreation Department, \$12,800.00; Raymond Coalition for Youth, \$22,000.00 (reserved); City Year NH , \$20,000.00; New Outlook Teen Center, \$36,000.00; Richie McFarland Children's Center, \$15,000.00; Girls Inc., \$17,000.00; Child and Family Services, \$7,680.00; Families First: Assistance Network, \$2,500.00; Families First: Seacoast Parenting, \$5,000.00; and Easter Seals: Baby Steps, \$6,125.00. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven Woods, Director

- **Point Click Software Update**

Theresa Young noted the file from Point Click Software Company to test did not work and the company was notified. Commissioner Barrows requested that this be resolved by February 29, 2008.

RFP Openings, Engineering and Maintenance Services

- **Boiler/Heating System Supplies**

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

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**

Commissioner Stritch opened proposals received from Scheborn Consolidated Incorporated, Power Products, Cummings Northeast Incorporated, and Southworth Milton 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.

RFP Awards, Long Term Care Services

- **Glove Products**

Moved: Commissioner Stritch to award the glove products proposal to Trans Med USA, Central Paper Products Company, and Corporate Express from October 1, 2007 to September 31, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Nutritional Supplements**

Moved: Commissioner Stritch to award the nutritional supplements proposal to Ross Products from October 1, 2007 to September 31, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Products**

Moved: Commissioner Stritch to award the janitorial products proposal to Clean-O-Rama, Hillyard Company, and Central Paper Products Company from October 1, 2007 to September 31, 2008 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Mental Health Services**

Moved: Commissioner Stritch to award the mental health services proposal to SBS Consulting Incorporated for \$5,200 from November 1, 2007 to November 1, 2008 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 paper products in the correctional facility to Central Paper Products Company, Corporate Express, and Interboro Packaging from October 1, 2007 to December 31, 2007, and paper products in Long Term Care to Central Paper Products Company, Corporate Express, Interboro Packaging, and Medline Industries from October 1, 2007 to December 31, 2007 as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (e). Commissioner Stritch seconded the motion, voted all in favor. Those present to discuss union negotiations were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Al Wright, 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.

IV. New Business

- **Appointment: Discussion with Insurance Consultant**

Present: Commissioner Maureen Barrows, Commissioner Katharin K. Pratt, Commissioner C. Donald Stritch, Martha Roy, Steve Woods, Mark Peirce, Tom Reid, James Reams, Cathy Ann Stacey, Theresa Young, James Szeliga, Steve Bowley, Employee Advisory Committee Chair, Tracy Beane, Joe Akerley, Judie Milner, and Kathy Nikitas.

Commissioner Barrows welcomed Pat Haradan of Longfellow Benefits and Kevin O'Donnell of Fiserv Health Services to discuss insurance for 2008. Pat Haradan presented a claims issue action sheet and highlighted issues to trouble shoot where the issue starts. He noted that employee education is essential for tracking and proper service. The ten action items were reviewed and discussed amongst the group. Communication, tracking, and education were discussed. Commissioner Barrows noted that monthly public meetings will be held to keep communications ongoing. A tracking mechanism was contemplated and Martha Roy and Pat Haradan will work together to determine efficient tracking. Theresa Young requested to participate in the tracking system. The renewals for 2008 were discussed and having the working group review the proposals from start to finish. Theresa Young noted concern with proposals without the budget factors. Commissioner Barrows asked the Employee Advisory Committee Chair for input. Steve Bowley noted that being part of this session assists with employee communication that it is being reviewed and looked at. The insurance consultant will meet with the Commissioners again on October 23, 2007 at 11:30 a.m.

V. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel earned time request for a County Attorney employee were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Tom Reid, Theresa Young, Judie Milner, Martha Roy, and Chris Maxwell.

- **Non public session re: hiring an employee**

Those present for NHRSA 91A:3II (b) to discuss the hiring of an assistant county attorney were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, James Reams, Tom Reid, Martha Roy, and Chris Maxwell.

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

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint in the nursing home 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 personnel complaint 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 a personnel complaint of a deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, 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.

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

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

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

Commissioner Stritch requested this wait until the next meeting for further information from the Finance Director. Commissioner Pratt concurred with Commissioner Stritch.


- **Amended Interlocal Agreement, Sheriff**

Moved: Commissioner Stritch to approve the amended Interlocal Agreement to reflect a corrected dollar amount between Rockingham County and Raymond relative to the 2007 Justice Assistance Grant vote taken at the June 19, 2007. Commissioner Pratt seconded the motion, voted all in favor.

VI. Adjournment

Commissioner Stritch moved to adjourn at 1:57 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

October 17, 2007 – 10:00 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 10:23 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,315,828.46 for the period ending October 14, 2007. 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). Commissioner Stritch seconded the motion, voted all in favor. Those present to discuss a personnel matter were Commissioner Barrows, Commissioner Pratt, and Commissioner Stritch. There being no further business to come before the Board of Commissioners in non-public session, Commissioner 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 10:52 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

October 19, 2007 – 2:00 p.m.

Present:

Commissioner Maureen Barrows, Chair	Martha Roy, Human Resources Director
Commissioner Katharin K. Pratt, Vice Chair	James Reams, County Attorney
Commissioner C. Donald Stritch, Clerk	Tom Reid, Deputy County Attorney
Theresa Young, Finance Director	Dan Linehan, High Sheriff
James P. Reidy, Attorney (via telephone)	James Szeliga, Deputy Sheriff

I. Call to Order

Commissioner Barrows called the meeting to order at 2:00 p.m.

II. New Business

• **Non meeting with legal counsel**

Commissioner Barrows moved to enter into non-meeting with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Stritch seconded the motion, voted all in favor. Those present to discuss a personnel matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Theresa Young, Martha Roy, Dan Linehan, James Reams, Tom Reid, James Szeliga, and Attorney James Reidy via telephone.

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

III. Adjournment

Commissioner Stritch moved to adjourn at 4:40 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken by Commissioner Pratt.

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 23, 2007 – 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
Steven Woods, Long Term Care Director
Al Wright, Corrections Superintendent

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Captain Mark Peirce, Deputy Sheriff
Theresa Young, Finance Director
Judie Milner, Accounting Manager

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: October 9, 17, and 19, 2007**

Moved: Commissioner Stritch to approve the minutes of the October 9, 2007, October 17, 2007, and October 19, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of warrants and general ledgers**

Moved: Commissioner Stritch to approve and sign accounts payable warrants 71065, 71068-71073, 71086, 71087, 71121-71123, 71160, 71179-71182, 71209, 71212-71242, and general ledger entries 7506, 71206, 71207. Commissioner Pratt seconded the motion, voted all in favor.

Human Services – Diane Gill, Director

• **Warrant Payment Issue**

Diane Gill was seeking the support of the Board of Commissioners to pay Human Services Affiliate dues. Commissioner Pratt noted the New Hampshire Association of Counties bylaws were changed in 2004 and that affiliates are not separate entities therefore revenues and expenditures must be processed through the association and be incorporated in the association's budget. Commissioner Barrows requested that this be resolved. Theresa Young noted that this bill was not paid as resolution is needed for payments be made to the association, not a county affiliate treasurer.

IT/Telecommunications – Frank Stoughton, Manager

• **Technical Support Contract**

Frank Stoughton announced that NEServices has transferred technical support contracts to another vendor. He noted that he is awaiting a new contract for signature.

Long Term Care Services – Steven Woods, Director

• **Rate Increase Discussion (Effective January 1, 2008)**

Steve Woods proposed rate increases for 2008. Commissioner Pratt requested that the actual cost of the programs be reported before the Board makes a final decisions. Steve Woods noted a difference in mileage rates from private payments to Medicaid payments and in the end the payment must match the Medicaid payment for Adult Medical Day Care.

- **HIPAA Privacy Officer Appointment**

Moved: Commissioner Stritch to appoint Long Term Care Services Director Steven Woods as HIPAA Privacy Officer. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening

- **Community Development Block Grant Administration**

Commissioner Stritch opened a proposal received from Donna Lane, CDBG Consultant.

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

- **Drainage Work, Engineering and Maintenance Services**

Commissioner Stritch opened proposal received from Jasand Incorporated, RL Rossi Incorporated, Eastern Excavation Incorporated, Rome Construction Incorporated, and Olofson Landworks 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.

RFP Awards

- **Heating System Replacement, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to FW Webb Company for \$22,015.22 for supplies to replace the heating system in the maintenance building as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Generator Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal to Cummins Northeast Incorporated for \$3,016.22 and tiered labor rates of \$90.90, \$93.60, and \$99.00 per hour plus a mileage rate of \$1.35 per mile for one year of testing and inspection services as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, Human Resources**

Moved: Commissioner Stritch to reject proposals received and reissue requests for copier proposals as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint in the nursing home 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 personnel exception request of a deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Theresa Young, Martha Roy, and Chris Maxwell.

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

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

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

IV. New Business

- **Appointment: 2008 Benefit Review with Insurance Consultant**

Present: Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Pat Haradan and John Galvin, Longfellow Benefits; Diane Gill, Tracy Beane, Martha Roy, Steve Woods, Steve Bowley, Theresa Young, Judie Milner, Julie Hoyt, and Cindy Castrigno.

Pat Haradan presented the health, dental, flexible spending account proposals for 2008 for review and noted that options listed are without costs associated. Copies of the proposals were distributed. Commissioner Pratt asked Steve Bowley, Employee Advisory Committee Chair, what the employees feel about the plan. Steve Bowley noted that the majority of the employees are content with the plan. He said that some employees had issues but the majority had no complaints. Commissioner Barrows went around and asked of the employees in the room that use the health insurance if there were any issues. One answer was received by Tracy Beane stating she personally had no issues but wished for a broader network. The Board of Commissioners will meet again on November 1, 2007 at 9:00 a.m. in the Commissioners Conference Room to review 5 financial impact scenarios by the Finance Office.

- **Exception Request, Sheriff**

Moved: Commissioner Stritch to approve a one time taxable payout exception of \$111.00 for a deputy sheriff as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

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

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

V. Commissioners Non-Public Session


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

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

VI. Adjournment

Commissioner Stritch moved to adjourn at 1:52 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

October 30, 2007 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair Liz Bailey, Attorney
Commissioner Katharin K. Pratt, Vice Chair Steven Woods, Long Term Care Director
Commissioner C. Donald Stritch, Clerk

I. Call to Order

Commissioner Barrows called the meeting to order at 9:00 a.m.

II. New Business

• **Non meeting with legal counsel**

Commissioner Barrows moved to enter into non-meeting with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Stritch seconded the motion, voted all in favor. Those present to discuss a personnel matter were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, and Attorney Liz Bailey. There being no further business to come before the Board of Commissioners in non-meeting session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

• **Human Services Warrant – State Bill Payment**

Moved: Commissioner Stritch to pay the August 2007 state bill due November 1, 2007 with proper support. Commissioner Pratt seconded the motion, voted all in favor.

• **Human Services Warrant – Affiliate Dues Payment**

Moved: Commissioner Stritch to pay the Human Services Affiliate dues for 2007. Commissioner Pratt seconded the motion.

Commissioner Pratt noted again the New Hampshire Association of Counties bylaws were changed in 2004 and that affiliates are not separate entities therefore revenues and expenditures must be processed through the association and be incorporated in the association's budget. Commissioner Pratt does not agree the payment should be made to the affiliate or another county. Commissioner Stritch suggested that the payment be made to the New Hampshire Association of Counties. Commissioner Barrows noted that all other counties have sent checks to the affiliate and recommends sending payment to the affiliate and have the association sort it out. *Motion passed 2-1*


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

Moved: Commissioner Stritch to approve an exception request for an employee in long term administration authorizing separate checks for final payouts as recommended by the Long Term Care Services Director. *Motion passed 2-1.*

III. Adjournment

Commissioner Stritch moved to adjourn at 10:40 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

October 31, 2007 – 10:00 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 10:04 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,522,258.21 for the period ending October 28, 2007 and short term disability expense of \$4,529.61. Commissioner Pratt seconded the motion, voted all in favor.


• **Upcoming Meetings**

The Board of Commissioners confirmed the cancellation of a meeting scheduled for November 1, 2007 for 2008 benefit review with the insurance consultant. The meeting was rescheduled to Friday, November 9, 2007 at 10:00 a.m. Further, a meeting was scheduled to vote on the 2008 benefits for Tuesday, November 13, 2007 at 10:00 a.m.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:22 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

November 8, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair	Frank Stoughton, IT Manager
Commissioner Katharin K. Pratt, Vice Chair	Steven Woods, Long Term Care Director
Commissioner C. Donald Stritch, Clerk	Diane Gill, Human Services Director
Al Wright, Corrections Superintendent	Lynn Garland, UNH Cooperative Ext.
Jude Gates, Director of Facilities	Joe Akerley, Major Deputy Sheriff

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **Approval of Minutes: October 23, 30, and 31, 2007**

Moved: Commissioner Stritch to approve the minutes of the October 23, 2007, October 30, 2007 and October 31, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve and sign general ledger entries 7501, 7517, 7519; payroll warrants 0927st, 0920a, 0920st, 0920pr, 110207, 100807, 1101st, 1018a; and accounts payable warrants 71074, 71161, 71162, 71183, 71184, 71245-71248, 71252-71264, 71269-71276, 71282-71290, 71164, 71163, and 71166. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa Young, Director

Theresa Young noted the upcoming budget deadlines and offered her services if there are any questions. Commissioner Barrows noted upon review of conference line items that many departments do not use all funds in the conference lines and may be reduced accordingly. Commissioner Barrows suggested that out of state conferences should be requested in writing before attending the conference. Commissioner Pratt recommended that the overall budget should be reviewed for reductions.

Long Term Care Services – Steven Woods, Director

• **Rate Increase Discussion (Effective January 1, 2008)**

Steve Woods noted that he will be reporting back at the next meeting after meeting with the Finance Director.

• **Adult Medical Day Care Program Update**

Steve Woods noted that two vans are offline as special commercial driving licensing is required for operation.

RFP Openings

• **Commercial Dishwasher, Corrections**

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

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

- **Personal Protection Equipment, Sheriff**

Moved: Commissioner Stritch to resubmit requests for proposals for personal protection equipment. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Vehicle Fleet, Sheriff**

Commissioner Stritch opened proposals received from Jeff Canter's Car World and Fleetmaster.

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.

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

Commissioner Stritch opened proposals received from Fantini Baking Company and George Weston Bakeries.

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 Bottling Company and Pepsi Bottling Group.

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

- **Community Development Block Grant Administration**

Moved: Commissioner Stritch to award grant administration to Donna Lane for a fixed cost of \$1,300 for the Community Development Block Grant Rye Feasibility Study as recommended by the grant coordinator. Commissioner Pratt seconded the motion, voted all in favor.

- **Drainage Work, Engineering and Maintenance Services**

Moved: Commissioner Stritch to award the proposal for drainage work to RL Rossi Incorporated for \$7,400 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request of an assisted living employee 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 personnel exception request of a food service employee 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 personnel exception request of an adult day care employee 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 personnel exception request for a candidate of a position in the nursing home were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Theresa Young, Martha Roy, and Chris Maxwell.

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

- **Academy Case Management Program Proposal**

Moved: Commissioner Stritch to resubmit a proposal to the New Hampshire Department of Corrections for Academy Case Management Program Services for an amount not to exceed \$165,430 and authorize the Chair to sign all necessary documents 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 an assisted living employee for health insurance and retirement contributions payback 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 8-4 for a food service 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 candidate in the nursing home 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 8-4 for an adult day care employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion. *Motion passed 2-1.*

IV. Adjournment

Commissioner Stritch moved to adjourn at 11:38 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 9, 2007 – 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
Judie Milner, Accounting Manager
Diane Gill, Human Services Director
Kathy Nikitas, Accounting Analyst

Darlene Fisher, County Attorney's Office
Cindy Castrigno, County Attorney's Office
Steven Woods, Long Term Care Director
Steve Bowley, EAC Chair
Pat Haradan and John Galvin, Consultants
Tracy Beane, HR Assistant Director
Julie Hoyt, HR Generalist
Mark Peirce, Captain Deputy Sheriff

I. Call to Order

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

II. New Business


• 2008 Benefit Review with Insurance Consultant

Pat Haradan explained this meeting would review the 2008 benefits by analyzing scenarios provided by the Finance Office. Pat Haradan began with dental coverage and explained the current plan and additional benefit enhancements that he recommends. Judie Milner highlighted the six dental scenarios. Theresa Young explained funding sources including the retained earnings portion needed for rates to remain the same. Martha Roy questioned the part time employee contributions. Pat Haradan explained that Cigna withdrew their proposal due to internal contractual obligations. Theresa Young noted that retained earnings were listed at \$0 for an accurate depiction of costs. Judie Milner highlighted the five scenarios and noted that each scenario lists a premium and basic program. The use of retained earnings and premium costs were discussed and reviewed in detail. Commissioner Barrows opened the meeting for input from all. Theresa Young explained that fully insured plans cannot use retained earnings to reduce premiums pursuant to GAP standards. Steve Bowley expressed general employee concerns and suggestions. Commissioner Pratt stated concern with Scenario C as the network is smaller and the employee outcry is an expanded network. Commissioner Barrows asked for scenarios to be analyzed with retained earnings to show premium rate differences. Commissioner Barrows suggested reviewing the contributions amounts for fully insured to 90% employer and 10% employee. There was discussion about self insured versus fully insured highlighting the positive and negative of both. Commissioner Barrows requested for reflections of retained earnings on Scenario A and Scenario C and contributions of 90/10 of Scenario D. Martha Roy requested time to research administrators and networks. Martha Roy recommended moving open enrollment from November 21st to December 15th. Theresa Young noted she could complete two scenarios today and the third for next Tuesday.

III. 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

November 13, 2007 – 10:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steve Bowley, EAC Chair
Martha Roy, Human Resources Director
Pat Haradan and John Galvin, Consultants
Steve Woods, Long Term Care Director
Diane Gill, Human Services Director

Mark Peirce, Captain Deputy Sheriff
James Reams, County Attorney
Tom Reid, Deputy County Attorney
Theresa Young, Finance Director
Judie Milner, Accounting Manager
Tracy Beane, HR Assistant Director
Sandy Berube, HS Assistant Director
Julie Hoyt, HR Generalist

I. Call to Order

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

II. New Business

• **2008 Benefit Review with Insurance Consultant**

Theresa Young presented the revised scenarios as requested from the last meeting. The scenarios reflect the use of retained earnings in the three self insured plans and employer/employee contributions. Pat Haradan highlighted plan changes with the Local Government Center fully insured option. Commissioner Pratt noted that employer and employee contributions require Delegation approval. Commissioner Barrows expressed her knowledge of such and just wanted to see the rates. Commissioner Barrows suggested that perhaps the scenarios should be narrowed to two and then let the employee committee decide. Further, Commissioner Barrows highlighted an employee complaint regarding payment. Pat Haradan suggested that there were less concerns with GISC as they would pay claims incorrectly or without further details. Theresa Young noted that questions asked by the third party administrator are for the benefit of the county to ensure only legitimate claims are paid. Martha Roy noted she called references for Health Plans Incorporated and they report positive experiences. Martha Roy highlighted concerns from employees about the administrator and recommends a change based on this input. Theresa Young disagreed with the reasons in the reduction of enrollment.

Commissioner Barrows asked if the group was ready to eliminate the fully insured plan due to increases in premiums. It was agreed to focus on the self insured plans.

Steve Bowley believes the employees will be satisfied with Scenario C2.

Commissioner Barrows suggested a secret ballot for the employees to vote and decide. Commissioner Barrows asked if the employee believe in the Employee Advisory Committee Members. Steve Bowley noted that the membership is working with the employees and have a presence. Commissioner Pratt stated that responsibility needs to fall somewhere as the examples are anecdotal. Commissioner Pratt does not agree with employee ballots as management is dissolving itself of direction and operational control. Commissioner Pratt further noted reducing employee premiums is not effective as it will increase again and causes unstable rate bouncing.

Commissioner Stritch recommends Scenario C2 and further is considering the input of the Employee Advisory Committee.

Commissioner Barrows suggested holding a meeting tomorrow at 11:00 a.m. to make final approval of benefits after reviewing the results of this afternoon's Employee Advisory Committee Meeting.

Other requirements such as domestic partnership benefits were discussed. Commissioner Pratt requested a response from Attorney Reidy before tomorrow's meeting.

- **Letter received by Commissioner Barrows re: UNH Cooperative Extension**

Commissioner Pratt suggested this letter be reviewed by Attorney Reidy. Commissioner Stritch recommended dropping the issue. Commissioner Barrows recommended using Attorney Tucker. Commissioner Pratt does not agree with legal review from Attorney Tucker.

- **Approval of General Ledger Entry**

Moved: Commissioner Stritch to approve and sign general ledger entry 7525. Commissioner Pratt seconded the motion, voted all in favor.

III. 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

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

November 14, 2007 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Steve Bowley, EAC Chair
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director
Diane Gill, Human Services Director
Lt. Steve Church, Corrections Officer

Mark Peirce, Captain Deputy Sheriff
James Reams, County Attorney
Tom Reid, Deputy County Attorney
Theresa Young, Finance Director
Judie Milner, Accounting Manager
Tracy Beane, HR Assistant Director
Julie Hoyt, HR Generalist
Kathy Nikitas, Accounting Analyst
Becky Burns, Deputy Register of Deeds

I. Call to Order

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

II. New Business

• **2008 Benefits**

Steve Bowley reported that the Employee Advisory Committee voted yesterday to recommend Delta Dental with added benefits and scenario C2 for the health plan for 2008, as presented at the November 13, 2007 Board of Commissioners meeting.

Commissioner Pratt asked for recommendations from those present.

Martha Roy recommended scenario C2 for the health plan.

Theresa Young stated that she supports Longfellow Consultants' recommendations and asked that they be entered into the record. She noted that Finance had been directed to run certain funding scenarios and cost differences presented are based on bid amounts and scenarios requested, not the conventional methodology. Theresa Young stated these are not conservative estimates and expressed concern about the effect C2 has on future funding for the employees and the county.

Steve Woods expressed his support for scenario C1 and his concerns about the cost estimates in an environment of increasing claims costs and the requirement to make such important decisions in such a short timeframe.

Diane Gill reported Human Services supports C2.

Becky Burns reported that Cathy Stacey is concerned that Jocelyn Clinic does not appear to be in the Harvard Pilgrim network.

Mark Peirce reported the sheriff's office supports C2 and Delta Dental.

Jim Reams supports C2.

Steve Church reported that the non-union correctional employees who had had a chance to verify providers found most in network but could not speak to the rate issues because he did not have the information prior to this meeting.

Tom Reid supports C2.

Judie Milner expressed her belief that there is not sufficient reason to change to a different network and administrator but if we do employee contributions should be kept constant.

Kathy Nikitas noted that the county hires professional health consultants and her belief that its recommendations should be valued.

Julie Hoyt stated that she would like to see more take home pay and therefore supports C2.

Tracy Beane noted that one of her providers who is not in the Aetna network is in the Harvard Pilgrim network and that she supports C2.

Steve Bowley stated that he supports the Employee Advisory Committee recommendation.

Commissioner Stritch stated that he had made his preferences know yesterday and that he had not changed his mind.

Commissioner Pratt expressed her concerns that a different plan may not be a better plan, especially with most employees' stated concerns about network limitations and customer service issues. She noted that Harvard reports even deeper provider discounts than Aetna, which was asserted to be the reason Aetna's network was more limited than CNN. She noted that the focus of the November 13th discussion had been funding and rates, not networks, plan designs and customer service. She was also very concerned that employees had had less than an hour between the Board of Commissioners and Employee Advisory Committee meetings to research the Harvard Pilgrim provider information. In the past when a network change was being considered the proposed network information was sent to all departments weeks in advance of a final decision and the employees were asked to report back any of their providers who were not in the proposed network.

Commissioner Barrows stated her belief that Longfellow had not given their recommendations until today. Commissioner Pratt noted that this was not the case.

- Health Insurance

Moved: Commissioner Stritch to approve Health Plans Inc. to serve as Administrator of the Health Insurance Plan, (using the Harvard Pilgrim network and New England Mail Order Pharmacy as the prescription medication mail order vendor) for the 2008 calendar year and authorize the Chair to sign all related agreements as recommended by Human Resources Director. Further, approve the Premium and Basic Health Insurance Plans using the rates of scenario C-2 as developed by the Finance Office. Commissioner Pratt seconded the motion.

Commissioner Pratt asked that all members of the Board of Commissioners receive copies of all documents for review before they are submitted to Commissioner Barrows for signature.

Motion passed all in favor.

- Dental Insurance

Moved: Commissioner Stritch to approve Northeast Delta Dental to serve as the Administrator and network for the dental insurance plan for the 2008 calendar year and authorize the Chair to sign all related agreements as recommended by the Finance and Human Resources Directors. Further, approve the Dental Insurance Plans using rating scenario 1 with a zero Premium rate increase to individuals as developed by the Finance Office. Commissioner Pratt seconded the motion, voted all in favor.

- Life and Short Term Disability Insurance

Moved: Commissioner Stritch to approve Fort Dearborn Life Insurance Company as the Short Term Disability Administrator for the 2008 calendar year and authorize the Chair to sign all necessary documents related thereto as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.

- Earned Time and Holiday Time – Basic Plan

Moved: Commissioner Stritch to allow employees to use earned time and holidays, while retaining a minimum of 10 days combined between the two accounts, towards co-insurance and deductibles for the Basic Plan Health Insurance Plan. Commissioner Pratt seconded the motion.

Commissioner Pratt expressed her concern that the motions for today had not been provided to the Board of Commissioners until they arrived at the meeting.

Motion passed all in favor.

- Pre-Tax, Health Care Reimbursement, and Dependent Care Plans

Moved: Commissioner Stritch to approve Pay Flex/Flex America as administrator of the County 125 Pre-Tax Plan, Health Care Reimbursement Plan, and Dependent Care Plan for the 2008 calendar year and authorize the Chair to sign all necessary documents related thereto as recommended by the Human Resources and Finance Directors. Commissioner Pratt seconded the motion, voted all in favor.


- Open Enrollment Period

Moved: Commissioner Stritch to approve the Open Enrollment period for the 2008 plan year as November 21, 2007 through December 15th, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

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

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

November 14, 2007 – 10:00 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 10:15 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,188,736.39 for the period ending November 11, 2007 and short term disability expense of \$3,799.04. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:18 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

November 20, 2007 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Joe Akerley, Major Deputy Sheriff

Tom Reid, Deputy County Attorney
Frank Stoughton, IT Manager
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Al Wright, Corrections Superintendent
Lynn Garland, UNH Cooperative Ext.

I. Call to Order

Commissioner Barrows called the meeting to order at 9:07 a.m.

• 9:00 a.m. Appointment with HR Partners Consultant re: Annual Market Analysis and Recommendations

Present: Commissioner Barrows, Commissioner Stritch, Martha Roy, Theresa Young, Steve Woods, Mark Peirce, Tom Reid, Cathy Stacey, and Consultant Don Tyler.

Consultant Don Tyler presented his market analysis and recommendations for 2008 to the pay plan. There was discussion regarding the salary survey if it considers the benefits package. Don Tyler indicated that the survey is based on salaries only. He noted that benefits were reviewed in the past and that the package is competitive. Tom Reid compared the county employee benefits versus the state employee benefits and noted his concern that health insurance is increasing. Tom Reid distributed a revised state statute depicting the salary increases for state employees. There was discussion about what could be done for future planning and properly marketing to the subcommittee. Don Tyler suggested a benchmarking between a county position and a comparable state position as he noted irregularities for a realistic comparison.

Martha Roy asked if the Board of Commissioners would consider voting an adjustment to the pay plan. Commissioner Barrows and Commissioner Stritch would not vote on the matter without input and the consideration of Commissioner Pratt. Theresa Young noted she would be removing the first step of the pay plan for salary projections however they would not be complete without the pay plan adjustment.

II. Reports:

Commissioners Office – Maureen Barrows, Chair

Commissioner Barrows explained she had a funeral to attend and requested important business move forward and be heard at a later date.

• Approval of Minutes: November 8, 9, 13, and 14, 2007

Moved: Commissioner Stritch to approve the Board of Commissioners meeting minutes of November 8, 9, 13, and 14, 2007. Commissioner Barrows seconded the motion, voted all in favor. Chris Maxwell noted approval of the November 14, 2007 Board of Commissioners meeting approved was for the 10:00 a.m. payroll meeting only.

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

Moved: Commissioner Stritch to approve and sign department line item transfers for UNH Cooperative Extension, Finance, Engineering & Maintenance, IT, Human Services, and County Attorney. Commissioner Barrows seconded the motion, voted all in favor.

Long Term Care Services - Steve Woods, Director

- **Rate Increase Discussion (Effective January 1, 2008)**

Steve Woods explained that he has reviewed the rates versus the actual cost of care to provide an accurate depiction of rates. He distributed a memorandum and highlighted the proposed rate changes. Commissioner Barrows requested the opportunity to review this further and suggested meeting again next week to vote on the matter. Martha Roy suggested voting any potential pay plan adjustments at this next upcoming meeting.

Human Resources – Martha Roy, Director

- **Center for Occupational & Employee Health (COEH) Wellness Coordinator Proposal**

Moved: Commissioner Stritch to approve the proposal for a wellness nurse from the Center for Occupational and Employee Health for an amount not to exceed \$5,000 and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Wellness Policy Approval**

Moved: Commissioner Stritch to approve the Wellness Program Policy and Procedures as recommended by the Wellness Committee. Commissioner Barrows seconded the motion, voted all in favor.

- **Civil Union Benefits**

Moved: Commissioner Stritch to adopt the Fair Market Value Method for purposes of providing civil union welfare benefits as recommended by the Finance Director. Commissioner Barrows seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

- **Approval of Contract: Paradigm IT Group for Technical Support**

Moved: Commissioner Stritch to amend the technical support proposal award voted 3/28/2006 from NEServices to Paradigm IT Group with pricing and terms to remain the same and authorize the Chair to sign the Professional Services Agreement as recommended by the IT Manager. Commissioner Barrows seconded the motion, voted all in favor.

RFP Awards

- **Surplus Vehicles, Sheriff**

Moved: Commissioner Stritch to award the surplus vehicles award to Car World for \$2,200 as recommended by the High Sheriff. Commissioner Barrows seconded the motion, voted all in favor.

- **Commercial Dishwasher, Corrections**

Moved: Commissioner Stritch to award the dishwasher proposal to Northeast Food Service Company for \$25,489 as recommended by the Corrections Superintendent. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the bread products proposal to Fantini Bakery from December 1, 2007 to December 1, 2008 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to award the donut products proposal to George Weston Bakeries from December 1, 2007 to December 1, 2008 as recommended by the Long Term Care Services Director. Commissioner Barrows 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, 2007 to December 1, 2008 as recommended by the Long Term Care Services Director. Commissioner Barrows seconded the motion, voted all in favor.

- **Fiserv Health Run Out Agreement Approval**

Moved: Commissioner Stritch to approve Fiserv Health Services to continue third party administration run out for 2007 and authorize the Chair to sign all necessary documents as recommended by the Finance Director and Human Resources Director. Commissioner Barrows seconded the motion, voted all in favor.

RFP Openings

- **Network Switches, IT/Telecommunications**

Commissioner Stritch opened proposals received from Alliance Core, Portsmouth Computer Group, Single Source Millyard Technology Group, CDW Government, Network Hardware Resale, Paradigm IT Group, Cross Telecom, and Carousel Industries.

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

- **Copier, Human Resources**

Commissioner Stritch opened proposals received from New England Copy Specialists, Conway Office Products, The Copier Connection, Konica Minolta Business Solutions, and United Business Machines.

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

Commissioner Barrows left the meeting at 10:20 a.m.

Commissioner Stritch called a recess to the meeting at 10:42 a.m.

Commissioner Stritch adjourned the meeting at 11:23 a.m. and noted unfinished business will be conducted on Tuesday, November 27, 2007.

III. Adjournment

Commissioner Stritch adjourned the meeting at 11:23 a.m.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

November 27, 2007 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Theresa Young, Finance Director
Jude Gates, Director of Facilities
Steven Woods, Long Term Care Director
Nancy Lang, Assisted Living Director

I. Call to Order

Commissioner Barrows called the meeting to order at 9:13 a.m.

II. Carryover Business from 11/20/2007 Meeting

Commissioners Office – Maureen Barrows, Chair

• **Reschedule 1/1 Commissioners Meeting**

Moved: Commissioner Barrows to reschedule the 1/1/2008 Board of Commissioners meeting to 1/2/2008. Commissioner Stritch seconded the motion, voted all in favor.

• **2008 Budget Schedule with Departments**

Martha Roy asked if the pay plan adjustments will be reflected in the December budget meetings. Theresa Young noted the meetings cover the operation portion of the budget not the salary portion. Commissioner Barrows noted the delay was not acceptable. Theresa Young stated that the Finance Office is working 6 and 7 days a week to work on the budgets, accruals, year end, and payroll. Commissioner Barrows stated that departments are requesting full budget numbers for their work sessions. Theresa Young noted that departments to receive the salary numbers at the end of December before the budget goes out to the subcommittees. Commissioner Stritch pointed out that the pay plan is approved by the Delegation. Martha Roy noted she did not receive the pay plan budget information before it was sent to the subcommittee. Theresa Young disagreed and stated all departments did receive this information. Commissioner Barrows stated it was a courtesy to all departments. Commissioner Barrows asked that for next year a change is made so departmental information is submitted by the deadlines. Martha Roy asked about the budget footnotes deadlines. Theresa Young stated she is working on it. Commissioner Barrows asked what could be done to assist. Theresa Young asked that the budget schedule be approved today.

Commissioner Pratt arrived at 9:30 a.m.

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

• **Change Order: Palmer and Sicard Inc., \$4,800**

Moved: Commissioner Stritch to authorize a change order to Palmer Sicard Inc. for an additional \$4,800, increasing the project total to \$307,300, for the heating and cooling system replacement

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

Finance – Theresa Young, Director

• **Approval of Primex 5% Multi-Year Discount Program Agreement**

Moved: Commissioner Stritch to approve a 5% Multi-Year Discount Program Agreement with Primex contingent on consultant review as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Line Item Transfers Approval**

Moved: Commissioner Stritch to approve and sign department line item transfers for County Attorney, Corrections, and Long Term Care Services. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha Roy, Director

• **Discussion of Pay Plan Adjustment**

Martha Roy noted that at the last meeting the Board of Commissioners met with the salary consultant and Mr. Tyler is recommending a 2% to 2.5% increase to the pay plan. Commissioner Stritch recommended 3% but wanted to wait for Commissioner Pratt to have the opportunity to be heard on the matter.

Moved: Commissioner Stritch to approve a 3% adjustment to the 3 non-union pay plans effective 1/1/2008. Commissioner Pratt seconded the motion.

Commissioner Pratt stated this increase is excessive especially noting the reductions to the employees health insurance contributions and disagrees with the adjustment.

Motion passed 2-1.

Long Term Care Services – Steven Woods, Director

• **Nursing Home Rate Increase Discussion**

Steve Woods presented a survey of other nursing home rates and his recommendations for 2008 rate increases. Commissioner Pratt asked if the cost per day in the nursing home was calculated and Steve Woods noted with the assistance of the Finance Office it was determined. The Commissioners reviewed the information and asked questions on current rates and potential Medicaid rate increases. Theresa Young asked if the rates surveyed are all inclusive. He was not aware if other facilities are all inclusive. Commissioner Pratt noted that increases were not kept current. Commissioner Barrows recommended a lower increase and perhaps reviewing the rates again in July. Commissioner Barrows stated the mission is to care for the residents of the county and recommends no more than a 5% increase. Commissioner Stritch asked what the increase was this year. Theresa Young noted that all county nursing homes needed to make an adjustment to the state reimbursement rates. Commissioner Pratt asked what homes are charging less than expenses and the other homes are charging the costs. Commissioner Pratt suggested looking at cutting costs. Commissioner Pratt noted she would like a plan to move to cover costs at the Long Term Care budget meeting with the Board of Commissioners on December 17th.

Moved: Commissioner Stritch to approve an increase of 5% to the nursing home rates with review in July. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked that operating expenses be carefully reviewed for the December budget work session.

- **Assisted Living Rate Increase Discussion**

Steve Woods presented his recommendation to increase the cost of suites. The Commissioners reviewed the rates and the surveyed rates of other facilities. Commissioner Pratt expressed her concern that the rates do not cover the costs of the facility. Commissioner Stritch does not recommend an increase at this time. Nancy Lang requested increases effective March 1, 2008.

Moved: Commissioner Stritch to approve the recommendations of the Long Term Care Services Director for rate increases to the assisted living facility without increasing the double room more than to \$4,000 per month. Commissioner Pratt seconded the motion.

Commissioner Pratt again asked that the expenses in the assisted living facility be reviewed as a way for revenues meet expenses.

Motion passed all in favor.

- **Adult Day Care Program Rate Increase Discussion**

Steve Woods presented the day care rates and the survey of other facilities. Commissioner Pratt expressed concern with the low census and the costs to run the operation. Steve Woods noted the numbers show about 1/3 occupancy. Commissioner Barrows expressed concern with the increase in the transportation rates. Steve Woods noted that the transportation rate must match the reimbursement rate charged to Medicaid. Commissioner Barrows stated that lack of knowledge of our services along with people working from home longer is working against the census numbers. Commissioner Barrows suggested hosting area homes and social workers for a luncheon to learn about our services. Commissioner Pratt suggested reducing the number of days of service from 5 days to 3 days. Commissioner Barrows noted that perhaps the Assistant Administrator vacant position could be realigned for a business position with a focus on marketing. Commissioner Pratt stated she is open to discussions on making changes but at the end of the day the Board of Commissioners must make the changes. Commissioner Barrows does not agree to a transportation fee of more than \$10 and a \$54 rate fee and consider reducing the operational days at a later date. Commissioner Pratt asked if it was understood that the county is charging less than the Medicaid reimbursement rate. Commissioner Barrows stated she understood and did not agree to more than a \$10 transportation fee. Commissioner Barrows noted the county tax portion is minimal and that the county should be providing needed services. Commissioner Pratt noted pending legislature is out there to make equalized county tax rates. Commissioner Barrows asked that this be reviewed again in March.

III. Commissioners Non Public Session

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

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

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

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

Commissioner Barrows asked Steve Woods if he has drafted a new job description for the Assistant Administrator position. Steve Woods noted he is still thinking about this and will

consider the business marketing aspect. Commissioner Pratt noted that other business office functions need to be reviewed, noting the management


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

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

IV. Adjourn

Commissioner Stritch moved to adjourn at 10:40 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

November 28, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

Commissioner Barrows called the meeting to order at 10:20 a.m.

II. New Business

• **Approval of Payroll**

Commissioner Barrows requested that the 2008 Commissioners meeting schedule be reviewed and bring forth for consideration a consolidated meeting schedule of payroll and regular business.

Moved: Commissioner Stritch to approve total payroll expense of \$1,234,470.24 for the period ending November 25, 2007. Commissioner Barrows seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:26 a.m. Commissioner Barrows seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

December 3, 2007 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Martha Roy, Human Resources Director
Cathy Stacey, Register of Deeds
Al Wright, Corrections Superintendent

Louise Turners, Corrections Office Manager
Anne Nelson, Corrections Administrative Asst.
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Lynn Garland, UNH Cooperative Ext.

I. Call to Order

Commissioner Barrows called the meeting to order at 9:09 a.m.

II. Budget Work Sessions

• **Human Resources**

Martha Roy presented the proposed 2008 budget for the department. She highlighted budget changes and reviewed personnel requests. The Commissioners discussed the new position request and the current part time temporary staff pool. The Commissioners agreed to the new position as long as the temporary pool is reduced. The overall operational expenses were reduced. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. Commissioner Barrows felt this is a good control mechanism to offset the health insurance and pay increases.

Moved: Commissioner Barrows to reduce the Human Resources Conference Line to \$3,000. Commissioner Stritch seconded the motion.

Commissioner Pratt feels this is petty and micromanaging and will not make any significant difference to the budget.

Motion passed 2-1.

• **Register of Deeds**

Cathy Stacey presented the proposed 2008 budget for the department. She highlighted the budget and noted a 4% decrease to the operational budget and noted concern with the reduced revenues. Cathy Stacey expressed concern with pending legislation regarding LCHIP and is adamantly opposed. Commissioner Barrows suggested she advise the Delegation on what is happening.

• **Corrections**

Al Wright, Louise Tuner, and Anne Nelson presented the proposed 2008 budget for the department. Al Wright highlighted the operational expenses noting operation increases and revenues received. Commissioner Barrows asked about the inmate funds noting only 8% spent and requested that the operation budget be looked at to make a 0% increase and report back at the next budget work session. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. Al Wright reviewed the 2007

conferences and noted out of state conferences attended. The contract of the Chaplain was reviewed and the contractor tax guidelines were discussed.

- **Human Services**

Diane Gill presented the proposed 2008 budget for the department. She highlighted the differences in estimates for the first and second half of 2008 for categorical assistance. The Commissioners discussed adding a descriptive footnote regarding the ramifications of House Bill 2. There was discussion about adding a credit or abatement for proper clarification. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. Diane Gill will report back at the next work session with outstanding issues.

- **Engineering and Maintenance Services**

Jude Gates presented the proposed 2008 budget and noted increases due to utilities. She explained changes in the operational lines. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance.

- **IT/Telecommunications**

Frank Stoughton presented the proposed 2008 budget and noted that the operational expenses are close to last year. The conference lines were discussed and the amount requested for next year.

- **Projects**

Jude Gates reviewed the ongoing projects and new proposed projects for 2008.

Moved: Commissioner Stritch to authorize the expenditure of funds up to \$3,800 for an emergency repair of the Blaisdell Building elevator and further authorize a transfer of such pending approval by the Executive Committee at its December meeting as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **UNH Cooperative Extension**

Lynn Garland presented the proposed 2008 budget and noted an operational budget decrease. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. Commissioner Barrows asked for a reduction in the conference line to \$7,000.


- **Delegation**

Commissioner Barrows reviewed the operational budget of the Delegation and is recommending reductions. Commissioner Stritch suggested that Commissioner Barrows speak with the Delegation about it.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:50 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 4, 2007 – 9:00 a.m.

Present:

Commissioner Maureen Barrows Chair	Dawn Barnes, HS Assistant Director
Commissioner Katharin K. Pratt, Vice Chair	Lynn Garland, UNH Cooperative Extension
Commissioner C. Donald Stritch, Clerk	Major Joe Akerley, Deputy Sheriff
Frank Stoughton, IT Manager	Theresa Young, Finance Director
Jude Gates, Director of Facilities	Judie Milner, Accounting Manager
Al Wright, Corrections Superintendent	Steve Woods, Long Term Care Director
Louise Turner, Corrections Office Manager	Martha Roy, Human Resources Director
Dan Linehan, High Sheriff	Cathy Stacey, Register of Deeds

I. Call to Order

Commissioner Barrows called the meeting to order at 9:05 a.m.

II. Commissioners Non Meeting

Commissioner Barrows moved to enter into non-meeting with legal counsel under New Hampshire RSA 91A:2 I (c). Commissioner Stritch seconded the motion, voted all in favor. Those present to discuss union negotiations were Commissioner Barrows, Commissioner Stritch, Attorney Tom Flygare, Martha Roy, Theresa Young, Al Wright, Louise Turner, and Chris Maxwell. There being no further business to come before the Board of Commissioners in non-meeting session, Commissioner Stritch moved to go out of non-public session. Seconded by Commissioner Barrows, motion passed all in favor.

- **Corrections Collective Bargaining Agreement, New Hampshire Public Workers Association**

Moved: Commissioner Stritch to approve the Collective Bargaining Agreement with the New Hampshire Public Workers Association expiring on June 30, 2010 and further to recommend to the Delegation its approval. Commissioner Barrows seconded the motion, voted all in favor.

III. Reports:

Commissioners Office – Maureen Barrows, Chair

- **Discussion with Senator Hassan**

Commissioner Barrows introduced Senator Hassan and explained the purpose of the meeting was to discuss pending legislation. Senator Hassan explained she is a new member of the finance committee and cost sharing was reviewed between state and county for human services. There was discussion about the process and work done by the committee. Commissioner Pratt expressed her concern with these modifications as the ramifications are felt on the county level in 2008. Commissioner Pratt noted concerns with implementation and the state control with assessments of patient care. Cathy Stacey expressed her concerns regarding funding and lack of voices heard on county concerns along with back door approaches of former Health and Human Services Commissioner Stephen. Commissioner Pratt noted that it was marketed not to cost counties extra money but always does and highlighted previous bills as example. There was discussion of donor counties and the concerns. Senator Hassan noted the numbers she received showed that Rockingham County would be a donor but not the highest payer. There was discussion about lack of information in state bills to the counties. Senator Hassan thanked

everyone for the opportunity to learn Rockingham County concerns and has questions. Senator Hassen said she plans to research her questions and then come back to meet again. Commissioner Barrows highlighted juvenile programs and lack of funding from the state for youth diversion services. Commissioner Barrows felt control on the local level keeps expenses in check. Cathy Stacey noted that the retirement system is also a grave concern. Theresa Young noted that counties do not have a seat on the board for representation. Al Wright noted concerns with responsibilities of county correctional facilities.

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

Moved: Commissioner Stritch to approve and sign warrants 71192, 71292-71294, 71305-71307, 71361, 71362, 71371-71397, 71403-71408, payroll warrants 112007, 1129st, and line item transfers for County Attorney, Register of Deeds, Corrections, and Engineering and Maintenance Services. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: November 14, 20, and 28, 2007**

Moved: Commissioner Stritch to approve the minutes of the November 14, 20, and 28, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Draft 2008 Commissioners Meeting Schedule**

Commissioner Barrows asked that a draft schedule be introduced to combine Tuesday meetings and Wednesday payroll meetings. Commissioner Pratt asked how accounts payable would be approved. Theresa Young noted concern with a Wednesday approval. Commissioner Barrows asked Theresa Young to review the draft schedule and report back.

- **Christmas Consideration**

Commissioner Barrows explained that the holiday consideration is reviewed annually. Moved: Commissioner Stritch that current employees, including on-call, temporary county employees and per diem of Long Term Care Services, Human Resources, Information Technology, Human Services, Engineering and Maintenance Services, Commissioners Staff, and Finance shall receive \$25 by December 25th. Commissioner Pratt seconded the motion.

Commissioner Pratt asked why certain departments are excluded. Commissioner Barrows suggested that the Board of Commissioners review this further. There was discussion that the consideration was based on survey results in the nursing home. Commissioner Pratt noted it should be done for all departments.

Commissioner Stritch to amend the original motion to include all non union personnel.

Motion passed all in favor.

- **Copy Charges**

Commissioner Barrows noted her concern that some departments are charging for employee copies and others have no policy. Commissioner Barrows felt there should be a handle on the matter and asked for a survey.

Moved: Commissioner Barrows to not charge employees for under five copies. Commissioner Stritch seconded the motion.

Commissioner Pratt asked that research be done to see what local municipalities do for copy fees along with any county policies in place. Commissioner Barrows asked that this be brought forth to the next meeting.

Motion failed to pass.

- **Town of Chester Taxes**

Commissioner Stritch explained the request of the Town of Chester to waive interest on late payment of taxes. Commissioner Stritch noted it is a power of the Delegation and recommends sending a letter to Chester stating such and that Rockingham County would recommend this to

them. Theresa Young noted that she received an inquiry two weeks ago and explained that it is the duty of the Delegation and gave the proper information.

County Attorney – James Reams

• **Surplus Request**

Moved: Commissioner Stritch to declare computer equipment as outlined in the County Attorney's memorandum dated November 20, 2007 surplus and to be disposed of accordingly as recommended by the County Attorney. Commissioner Pratt seconded the motion.

Commissioner Pratt expressed concern with the disposal methods.

Commissioner Stritch amended the motion to include the IT Manager review the disposal methods.

Motion passed as amended.

Human Resources – Martha Roy, Director

• **Gift Card Extension for Wellness Program**

Moved: Commissioner Stritch to extend disbursement of American Express \$25 gift cards (taxable item) as recommended by the Human Resources Director to those eligible employees who enroll and complete the steps of the Wellness program by December 31, 2007 to include:

1. Have cholesterol, blood glucose and BMI tests taken and report same to Wellnurse
2. Take on-line HRA and give a copy to the Wellnurse
3. Meet with Wellnurse and discuss your wellness goals for the future.

Commissioner Pratt seconded the motion, voted all in favor.

• **TOPS Program Implementation Report for Wellness Program**

Martha Roy reported the progress of the TOPS Program.

• **Tuition Reimbursement Program Amendment**

Martha Roy asked that this item be delayed pending a meeting with the tuition committee. Commissioner Barrows offered her assistance to educate employees on this benefit to increase numbers.

Human Services – Diane Gill, Director

• **Release of Reserved Incentive Funds to the Raymond Coalition for Youth**

Moved: Commissioner Stritch to release up to \$22,000 of reserved incentive funds to the Raymond Coalition for Youth. Commissioner Pratt seconded the motion, voted all in favor.

IT/Telecommunications – Frank Stoughton, Manager

• **Surplus Request**

Moved: Commissioner Stritch to declare computer equipment as outlined in the IT Manager's memorandum dated November 19, 2007 surplus and to be disposed of accordingly as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven Woods, Director

• **RFP Extension: Workers Compensation Third Party Administration**

Moved: Commissioner Stritch to extend the Workers Compensation Third Party Administration services with CCMSI until January 31, 2008 with all terms and prices to remain the same as recommended by the Workers Compensation Coordinator. Commissioner Pratt seconded the motion, voted all in favor.

• **Point Click Software Update**

Steve Woods was pleased to announce that the Point Click software is communicating with the county MUNIS financial software and work will continue to finalize the process.

Register of Deeds – Cathy Stacey

- **Bid Waiver: \$60,000 to Connor and Connor Inc.**

Commissioner Barrows asked if the funding would be 2008 or 2007. Cathy Stacey noted it would be from 2008 funds. Cathy Stacey also noted it is a sole source vendor.

Moved: Commissioner Stritch to approve a bid waiver to Connor and Connor Incorporated for \$60,000 as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Request**

Moved: Commissioner Stritch to declare a cash register (serial 96010300169) surplus and to be disposed of accordingly as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

RFP Opening: Equipment Maintenance Insurance

Commissioner Stritch opened a proposal received from the Remi Group.

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

RFP Award: Network Switches, IT/Telecommunications

Moved: Commissioner Stritch to award the network switches proposal to Network Hardware Resale for an amount not to exceed \$40,000 with lease financing options to be determined by the Finance Office as recommended by the IT Manager. Commissioner Pratt seconded the motion, voted all in favor.

IV. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the use of the compensated absences fund for a deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Dan Linehan, Joe Akerley, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel complaint were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, Nancy Lang, Tracy Beane, Judie Milner, Kim Proulx, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss personnel issues in long term care services administration were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Steve Woods, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

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

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

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

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.

- **Compensated Absences Fund Usage, Sheriff**

Moved: Commissioner Stritch to approve the use of the compensated absences fund for a deputy sheriff as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Stritch to approve an exception request to Personnel Policy and Procedure Chapter 6-10 for a long term care administration employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.


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

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

V. Adjournment

Commissioner Stritch moved to adjourn at 1:05 p.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

December 7, 2007 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Kathy Nikitas, Accounting Analyst
Steve Woods, Long Term Care Director

I. Call to Order

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

II. New Business

• **Discussion of Holiday Consideration Vote - Clarification**

Kathy Nikitas explained that clarification is needed on a vote taken at the December 4, 2007 regarding the holiday consideration payout. She noted that separate checks are no longer an option due to issues with the New Hampshire Retirement System. Kathy Nikitas noted concern with the word current in the motion and highlighted a few examples.

Commissioner Pratt noted concern that Major Akerley had with special deputies and did not want that group to receive a payout.

Commissioner Barrows noted the separate check was a great setup as the \$25 was after taxes.


The Commissioners discussed possible options to ensure the proper currently active employees were receiving checks. The Board of Commissioners agreed that all personnel who receive a check in the next payroll period will receive a holiday consideration along with personnel out on short term disability or workers compensation coverage. Further, the Board of Commissioners agreed that anyone incorrectly left out would be paid during the next payroll period. There was discussion on the parameters if someone was missed the determination of the payout. It was agreed that the parameters should be the same throughout all departments.

Commissioner Barrows asked that this language be incorporated into any potential holiday considerations in future years.

III. Adjournment

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

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

December 12, 2007 – 10:00 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 10:27 a.m.

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,374,524.82 for the period ending December 9, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:28 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

December 17, 2007 – 9:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Dan Linehan, High Sheriff
Major Joe Akerley, Deputy Sheriff
Captain Mark Peirce, Deputy Sheriff
Christine Croto, Sheriff Office Supervisor

Theresa Young, Finance Director
James Reams, County Attorney
Steve Woods, Long Term Care Director
Phyllis Rogers, LTC Business Director
Mary Jane Toth, LTC Business Asst. Director
Al Wright, Corrections Superintendent
Louise Turner, Corrections Office Manager
Diane Gill, Human Services Director

I. Call to Order

Commissioner Barrows called the meeting to order at 9:10 a.m. via telephone.

II. Budget Work Sessions

- Sheriff

Commissioner Barrows noted she is reviewing conference lines in all departments and would like as much of a reduction as possible. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. Conference lines were not reduced overall however the total budget is reduced. Various lines were reviewed along with the changes per union contract.

- County Attorney

Commissioner Stritch questioned the budget percentages. Jim Reams highlighted changes to the law regarding medical examiners and the costs associated with these amendments. Commissioner Pratt asked if the New Hampshire county attorneys agree that this is unacceptable and if so to offer the services of the New Hampshire Association of Counties. Commissioner Barrows noted she is reviewing conference lines in all departments and would like as much of a reduction as possible. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. There was discussion of the \$20,000 conference line and Commissioner Barrows requested a reduction to \$17,500. Jim Reams noted he could compromise to \$18,000. Jim Reams stated the VAWA Grant was approved for 2008.

- Finance

Theresa Young explained the budget proposal does not include the costs of the new time and attendance software. Commissioner Barrows felt this should be included and make reductions in other line items. Commissioner Barrows requested reducing the conference line to \$7,000 and line item transfers could be done later in 2008 and would support it with proper justification. Theresa Young noted with new staff that extensive training is needed. Commissioner Pratt asked for the rationale of this reduction. Commissioner Barrows asked that conferences be reviewed and that out of state trips should be submitted in writing in advance. Commissioner Pratt disagrees with the reduction. Commissioner Stritch recommends adding \$40,000 for new time and attendance software and reducing the conference line to \$7,500. Commissioner Pratt feels this micromanaging of training lines is ineffective, counterproductive, and the amount are being arbitrarily applied by department.

- Treasurer

Commissioner Barrows recommends reducing the conference line to \$100. Commissioner Stritch and Commissioner Pratt disagreed. Commissioner Barrows again suggested a reduction to \$500. Commissioner Stritch and Commissioner Pratt disagreed with a reduction.

- Open List

Theresa Young reviewed the open list including items from the last meeting. Further, the footnotes were discussed and the Commissioners agreed to ask the departments submit footnotes for review. Commissioner Pratt stated she would like timely footnotes this year.

- Long Term Care Services

Steve Woods presented the draft 2008 budget noting no major changes in the budget. The bed tax was discussed and Theresa Young suggested pending that item.

Commissioners Barrows ended the conference call to come to the meeting.

Commissioner Pratt questioned the administration office supplies to be spent this year. Mary Jane Toth noted that file cabinets and laser toner was recently purchased. Commissioner Pratt questioned software costs. Mary Jane Toth explained the amount requested is for any unexpected software purchases. Commissioner Pratt noted that item should be added to the open list. In the laundry facilities the equipment was reviewed and the use of the capital fund was discussed. Theresa Young noted revenues are not complete and need to be discussed again. Steve Woods noted revenue enhancements need to be discussed. American Express points were discussed and options were noted for using them.

- Follow-up with Departments from 12/3 Work Session

Department of Corrections and Human Services reappeared to discuss changes to the budget from the last meeting at the request of the Commissioners. Al Wright noted the service contract expenses were reduced as the old surveillance equipment was removed. Theresa Young noted the shared New Hampshire Association of Counties dues for the departments.

Commissioner Barrows arrived at 11:20 a.m.

Diane Gill explained that a line may be needed in case the county continues parental reimbursement. Commissioner Pratt suggested funding at \$1 simply to open the line. Diane Gill noted an additional abatement line for credits from Health and Human Services.

- Non County Specials


The Commissioners reviewed the non county special funding requests and concurred to increase the Nutrition and Meals on Wheels Program to \$85,000.

The Board of Commissioners agreed to meet January 3, 2008 at 10:00 a.m. to review the open items list, meet with departments that need to follow up, and for final budget review.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:52 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 18, 2007 – 10:00 a.m.

Present:

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

Frank Stoughton, IT Manager
Diane Gill, Human Services Director
Patty Asmund, Dietary Assistant Director
Anne Nelson, Corrections Admin. Assistant
Captain Mark Peirce, Deputy Sheriff
Theresa Young, Finance Director
Judie Milner, Accounting Manager
Cindy Castrigno, County Attorney Office Mgr.

I. Call to Order

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

II. Reports:

Commissioners Office – Maureen Barrows, Chair

• **New Hampshire Association of Counties Award Nominees Recognition**

The Commissioners recognized New Hampshire Association of Counties Award Nominees Anne Marie Nelson and Patty Asmund.

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

Moved: Commissioner Stritch to approve and sign general ledger entry 7575, payroll warrants 121407, 1213A, 120607, 121307 revised, 1011ST, 101907, 91307, 913A, accounts payable warrants 71295-71301, 71308-71313, 71368, 71398-71401, 71406, 71412-71414, 71424, 71425, 71454-71478, 71482-71491. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: November 14, 27, December 3, 4, 7, 12, 2007**

Moved: Commissioner Stritch to approve the minutes of the November 14, November 27, December 3, December 4, December 7, and December 12, 2007 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

• **Draft 2008 Commissioners Meeting Schedule**

Commissioner Barrows explained she would like to combine meetings. Theresa Young noted that the Finance Office cannot handle both processes in the same week. There was discussion of alternatives however no decision was made. Commissioner Barrows asked that this be brought up at the next meeting.

• **Copy Charges Discussion**

Commissioner Pratt stated it was not her understanding a policy would be presented and requested it be deferred to the next meeting. Commissioner Barrows asked Chris Maxwell to prepare this for the next meeting.

• **CMS Cost Shifting Letter of Support Approval**

Moved: Commissioner Stritch to send a letter of support affirming the position of the New Hampshire Association of Counties to oppose the Centers for Medicare and Medicaid Services cost shifting legislation. Commissioner Pratt seconded the motion, voted all in favor.

- **Payroll Change Notice Approval**

Moved: Commissioner Stritch to approve a payroll change notice for the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Al Wright, Superintendent

- **Surplus Request**

Moved: Commissioner Stritch to declare Hobart Dishwasher CRS66A surplus and to be disposed of by Northeast Food Service Equipment Company as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Chaplain Bid Waiver Request**

Moved: Commissioner Stritch to authorize a bid waiver for Chaplain services to Kent Threlfall for an amount not to exceed \$48,740 for services from January 1, 2008 to December 31, 2009 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion.

Commissioner Pratt requested that services be sent out for proposals. Al Wright noted past practice is to retain the same Chaplain. Commissioner Pratt noted the state law for competitive bidding and noted Long Term Care Services prepared a proposal.

Motion failed to pass.

Moved: Commissioner Pratt to extend the Chaplain contact to Kent Threlfall until February 29, 2008 pending requests for proposals as recommended by the Corrections Superintendent. Commissioner Stritch seconded the motion, voted all in favor.

- **Administrative Transfer to the New Hampshire State Prison Authorization**

Moved: Commissioner Stritch to authorize the Corrections Superintendent to transfer John Brooks as deemed appropriate to the New Hampshire State Prison on December 13, 2007 pursuant to New Hampshire RSA 30B:1, 21H: 8, and 21H:28-12 with per diem rates waived in lieu of reciprocal or other arrangements as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James Reams

Cindy Castrigno noted complaints from staff regarding the longevity payments as it is subject to taxes versus the holiday consideration.

Finance – Theresa Young, Director

- **Approval of New Checking Accounts – Health and Flexible Spending**

Moved: Commissioner Stritch to open a new checking account with TD Banknorth for debit and credit entries from Health Plans Incorporated and Pay Flex Incorporated and authorized signers of the Finance Director and Treasurer 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 Services – Diane Gill, Director

Diane Gill explained that Betsy Miller from the New Hampshire Association of Counties is seeking an answer from Rockingham County regarding Proshare participation. There was discussion about the current status of Proshare. Commissioner Pratt asked that Betsy Miller be contacted to determine the specifics and status.

Moved: Commissioner Pratt to reaffirm the participation of Proshare distribution in the month of December. Commissioner Stritch seconded the motion, voted all in favor.

Long Term Care Services – Steven Woods, Director

- **Point Click Software Update**

Steve Woods noted he is going to send a letter to Point Click Care regarding unresolved issues.

Register of Deeds – Cathy Stacey

- **Surplus Request**

Moved: Commissioner Stritch to declare two (2) Fujitsu Duplex Scanners surplus and to be disposed of accordingly as recommended by the Register of Deeds. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

- **Waste Removal, Long Term Care Services**

Commissioner Stritch opened proposals received from Waste Management Incorporated and G. Mello Disposal Corporation.

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.

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

Commissioner Stritch opened proposals received from Central Paper Products Company and Corporate Express.

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

- **Employee Assistance Plan, Human Resources**

Commissioner Stritch opened proposals received from Affiliated Employee Assistance Program, Exeter Health Resources, Longview Employee Services, MKS Performance Solutions, and Resource Management Consultants.

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

RFP Awards

- **Equipment Maintenance Insurance**

Moved: Commissioner Stritch to award the equipment maintenance proposal to The Remi Group for \$1,802 for Corrections, Long Term Care Services, UNH Cooperative Extension, and Commissioners equipment and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded the motion, voted all in favor.

- **Copier, Human Resources**

Moved: Commissioner Stritch to award the copier proposal to Konica Minolta Business Solutions for a 24 month lease at \$319 monthly with service contract rates of \$0.06 per color copy and \$0.01 per black and white copy which includes all supplies, parts, maintenance, and staples 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.

III. Commissioners Non-Public Session

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

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception for a deputy sheriff were Commissioner Barrows, Commissioner Pratt, Commissioner Stritch, Mark Peirce, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

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

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

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

- **Non public session re: personnel**

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

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

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

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


- **Personnel Exception, Sheriff**

Moved: Commissioner Stritch to authorize the payment of instructor stipends in 2007 for all applicable non union sheriff staff. 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

Commissioners Conference Room
Brentwood, New Hampshire

December 18, 2007 – 11:00 a.m.

Present:

Commissioner Maureen Barrows, Chair
Commissioner Katharin K. Pratt, Vice Chair
Commissioner C. Donald Stritch, Clerk
Donna Lane, CDBG Consultant
Chris Sterndale, Crossroads House Executive Director

Public Present:

Steve Woods and Al Wright

I. Call to Order

Commissioner Barrows called the hearing to order at 11:07 a.m.

II. Public Hearing

Information packets were available to the public for review.

- **Proposed Application for \$500,000 to the Community Development Finance Authority from Cross Roads House for housing**

Commissioner Barrows opened the public hearing and Donna Lane read the following for the record:

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects, and feasibility studies that primarily benefit low and moderate income persons. Rockingham County is eligible for \$500,000 a year for public facility and housing rehabilitation projects, economic development projects, and emergency projects. Feasibility study funds are available for up to \$12,000 per year.

The purpose of this Community Development Block Grant funding request is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The funds will be used for replacement of a portion of the Cross Roads House in Portsmouth. The shelter serves over 600 low and moderate persons countywide per year.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage services to meet the needs of the County's residents, such as social services providing various assistance including shelter, meals, child and elder care services. (Short Term Goal & Long Term Goal)

Funding request: \$500,000

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

- **Residential Anti Displacement and Relocation Assistance Plan**

Commissioner Barrows opened the public hearing and Donna Lane explained this project does not involve any displacement or relocation of persons or businesses. It was noted that if the

County were to undertake a CDBG project which involved displacement or relocation this plan would be followed. The plan outlines the measures taken to find comparable, suitable housing for persons or businesses displaced or relocated.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.

- **Progress Report of Colors, Compounds, and Consultants Community Development Block Grant**

Commissioner Barrows opened the public hearing and Donna Lane read the following for the record:

Colors, Compounds and Consultants, Inc. continues to show steady progress toward its goal of long-term profitability and job retention. As of December 2007, the company employs 23 people. At the time of the CDBG application, the company promised to retain at least 25 employees. The company continues to focus on attracting higher margin clients with specialty polymer products. Its revenues have recently shown considerable improvement, margins are holding steady within profitable ranges, and the business is very optimistic about its pipeline of existing and new clients. In addition to its long-standing clients, the company is currently working with a variety of new clients for whom Colors, Compounds and Consultants has developed new compounds that are currently being tested by the end-user. In addition to this, the company has recently secured an expanded line of credit, from \$500,000 to \$1 million, which has helped finance their growth and has eased cash flow concerns.

Commissioner Barrows asked for public comment. There were no public comments and the public hearing was closed.


Moved: Commissioner Stritch to adopt the Residential Anti Displacement and Relocation Assistance Plan. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Stritch to approve the submittal of the application and vote to authorize the Chair to sign and submit the application, and upon approval of the CDBG application, authorize the Chair to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 11:15 a.m. Commissioner Pratt seconded the motion, voted all in favor.

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

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

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

December 26, 2007 – 10:00 a.m.

Present:

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

I. Call to Order

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

II. New Business

• **Approval of Payroll**

Moved: Commissioner Stritch to approve total payroll expense of \$1,200,838.83 for the period ending December 23, 2007. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Stritch moved to adjourn at 10:12 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