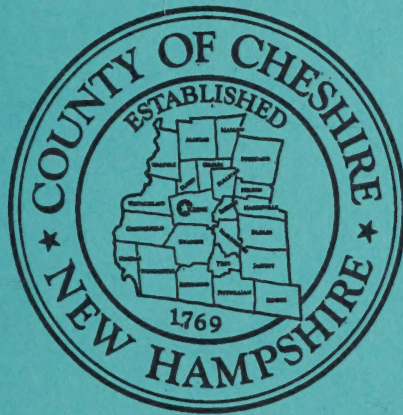


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**REPORT
OF THE
COUNTY COMMISSIONERS
COUNTY TREASURER
AND OTHER
OFFICERS OF CHESHIRE COUNTY
NEW HAMPSHIRE**

For the Year Ending December 31, 2000



Keene Sentinel Print Shop
Keene, NH
Printed in 2001

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**REPORT
OF THE
COUNTY COMMISSIONERS
COUNTY TREASURER
AND OTHER
OFFICERS OF CHESHIRE COUNTY
NEW HAMPSHIRE**

For the Year Ending December 31, 2000



Keene Sentinel Print Shop
Keene, NH
Printed in 2001

**The Report Of the
Cheshire County Commissioners
Is Dedicated to the
Department of Corrections
Inmate Program Volunteers
In Recognition Of Their Significant Contribution
To The Programs and Services that Afford Offenders
The Opportunity for Positive Change**

Naeem Ahmad
John Aldrich
Brenda Amadon
Jim Barry
Hank Bause
Tom Bergeron
Don Best
Melinda Blake
Michael Blake
Shirley Bleau
Christine Brehm
Kevin Breslend
Pastor Roger Brooks
Rev. Dennis Broussard
Pastor Tom Burns
Rev. Stephen Button
Donald Capponcelli
Margaret Carlson
Richard Castine
Sandy Castine
Dennis Chamberlin
Charles Chase
John Cotter
Jim Crowley
Bruce Currier
Doreen Currier
Paul Davis
Michael Delaney
Michael Dimeglio
Sandra DiNatale
Paul Dixon
Harry Ericson
Sr. Terence Forcier
Keith Fraley

Michael Fisher
Luis Garciadealba
Sue Grant
Linda Griesbach
Peter Griesbach
James Hall-Fuller
Bill Harvey
Ruthann Haskins
Patrick Heneghan
Gerald Hills
Waldo Holden
Thomas Hoskins
Robert Huckins
James Jarvis
Lucille Jarvis
James Keenan
Joe Kopitsky
Drew Kovach
Sue Krebs
Yusef Lateef
Thomas Laware
Lorna Letourneau
Ronald MacKenzie
Joan Mahoney
Terry Martin
Dr. Don Mazanowski
Myrtle McGrath
Nicholas McLellan
Mary McMahan
Joyce Darling McNeill
John Morrisey
N.H Army National Guard
Stephen Pfistner
Jerome Pearring

Kristin Piotrowski
Jim Polhemus
Howard Putnam
Bruce Purrington
Pastor John Reilly
Vic Reno
Jim Rice
Bonnie Riley
William Riley
Lorraine Rivest
Raymond Rivest
SSG. Mark Roberts
Enrique Rodriguez
Kathryn Rodriguez
Laura Rosenthal
Virginia Rouleau
Elizabeth Sayer
Rev. Larry Siebrands
Lisa Sliviak
Diane Steeves
Ken Swymer
Jennifer Supernor
Calla Susee
Betsy Temple
Edward Temple
Julia Voss
Cliff Warme
Maureen Waters
Carlene Wheeler
Karl Wheeler
Rodney Winchester
John Wisentaner
Stephen Woods
Pastor J. Matthew Worrall

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CHESHIRE COUNTY OFFICERS

COMMISSIONERS	352-8215
Gregory T. Martin, Chairman Peter B. Davis, Vice Chairman Margaret Lynott, Clerk	
COUNTY ADMINISTRATOR	352-8215
John Wozmak	
TREASURER	357-4575
Ellen DeYoung	
COUNTY ATTORNEY	352-0056
Peter Heed	
ASSISTANT COUNTY ATTORNEYS	352-0056
William M. Albrecht, IV; William W. Cleary; Kathleen G. O'Reilly	
SHERIFF	352-4238
Richard Foote	
CLERK OF SUPERIOR COURT	352-6902
Stillman D. Rogers	
REGISTER OF PROBATE	357-7786
Elizabeth Minkler	
REGISTER OF DEEDS	352-0403
Evelyn S. Hubal	
HUMAN SERVICES ADMINISTRATOR	357-4988
Mimi Barber	
MEDICAL EXAMINER	352-5000
James M. Ballou, III MD; Barry L. Stern, MD	
MAPLEWOOD HOME ADMINISTRATOR	399-4912
James Beeler, NHA	
DIRECTOR OF NURSING SERVICES	399-4912
Virginia Royce, RNC	
SUPERINTENDENT OF JAIL	399-7794
Richard N. Van Wickler	
DIRECTOR OF FINANCE	355-3036
Sheryl Trombly	
FACILITIES MANAGER	399-7300
Barry King	
FARM MANAGER	399-7347
Dave Putnam	
COMPUTER OPERATIONS	355-3034
Wendy Putnam	

CHESHIRE COUNTY DELEGATION 2001-2002

District 1	Paul McGuirk, P.O. Box 535, Walpole 03608	756-2864
District 2	Robert Batchelder, P.O. Box 61, Marlow 03456 John M. Pratt, P.O.Box 726, Walpole 03608	446-7443 756-9528
District 3	McKim Mitchell, P.O.Box 6, Chesterfield 03443-0006	363-8159
District 4	William Roberts, 183 Tower Hill Road, Hinsdale 03451	336-5462
District 5	Irene A. Pratt, 66 Clark Road, Winchester 03470-2201	239-4597
District 6	Edwin O. Smith, P.O. Box 26, Hinsdale 03451	239-8822
District 7	Peter H. Allen, 25 Seaver Rd, Chesham, NH 03450	827-5530
District 8	Stephen Avery, P.O. Box 495, Dublin 03444 Daniel Burnham, P.O. Box 496, Dublin 03444	563-8801 563-8629
District 9	Joseph P. Manning, 9 Bradley Court, Jaffrey 03452 H. Charles Royce, 296 Mountain Road, Jaffrey 03452	532-8083 532-8023
District 10	John B. Hunt, 79 Sunridge Road, Rindge 03461	899-6000
District 11	Judson K. Dexter, 64 Ash Hill Road, W. Swanzey, NH 03469 Bernard J. Lambert, POB 161, W. Swanzey, NH 03469	352-1184 352-0691
District 12	Barbara H. Richardson, 101 Morgan Road, Richmond 03470	239-8346
District 13	Susan Emerson, 571 Route 119, Rindge, NH 03461	899-6529
District 14	Benjamin DePecol, 74 Kelleher Street Apt. 6, Keene 03431	357-0638
District 15	Ronald G. Russell, 74 Beech Street, Keene 03431	352-2648
District 16	David R. Meader, P.O. Box 1030, Keene 03431	352-0977
District 17	Roger Zerba, 340 Pako Avenue, Keene 03431	352-7188
District 18	Fairbanks, Chandler, POB 1331, Keene, NH 03431	357-1883
District 19	Dana A. Edwards, 38 Liberty Lane, Keene, NH 03431 Peter S. Espiefs, 29 Middle Street, Keene, NH 03431 Charles Weed, 28 Damon Ct., Keene, 03431	W-357-2832 H-358-6608 W-352-2770 H-352-9582 352-8309



County of Cheshire

Cheshire County Commissioners Annual Report 2000

Area Code 603
TTY Available

ADMINISTRATION
33 West Street
Keene, NH 03431

Commissioners
352-8215
355-3026 FAX

Finance Department
352-0154
355-3000 FAX

Registry of Deeds
352-0403
352-7678 FAX

Human Services
357-4988
355-3026 FAX

Maintenance
355-3024
355-0150 FAX

COURT HOUSE
12 Court Street
Keene, NH 03431

County Attorney
352-0056
355-3012 FAX

County Sheriff
352-4238
355-3020 FAX

MAPLEWOOD
201 River Road
Westmoreland,
NH 03467
399-4912
399-7005 FAX

HOUSE OF
CORRECTION
160 River Road
Westmoreland,
NH 03467
399-7794
399-8334 FAX

Much of the work of the Board of Commissioners in 2000 concerned maintenance of and improvements to the county infrastructure. The renovation at the nursing home was finished, including the paving of the entrance road to the facility. We received and reviewed a report on the House of Correction which proposed a renovation and expansion of the House of Correction due to overcrowding and future population projections. We presented a modified version of the report to the County Delegation, reducing the extent of the proposed renovations at over half of the cost, with more of an emphasis on alternative sentencing to keep the population projections down. Because the County Delegation voted down the proposal by one vote, we appointed a study committee consisting of local community members, state representatives and other interested individuals, to determine what steps should be taken regarding the House of Correction. That work will continue into 2001.

The County affirmed its support for the construction of a new district courthouse in Jaffrey. Plans have proceeded for the issuance of a bond to finance the construction with the state and the county entering in to a lease/purchase agreement for repayment of the cost of construction. Construction is expected to begin in spring 2001 for completion in the fall.

The Commissioners spent a great deal of time and effort on addressing repair and maintenance issues. Among the more notable maintenance efforts included the repairs to the county microwave system; a failed underground electrical cable at the Maplewood complex; the removal of an underground oil storage tank at the courthouse; the collapse of a trench silo at the farm and the replacement of the gutter cleaner in the barn at the farm. The County facilities department ably dealt with all of these projects in addition to the routine maintenance and repairs it performs for the county on an annual basis.

We continued our strong support for seeking grant monies for community projects. A CDBG grant was obtained for the construction of a new plant for Benson Woodworking in Walpole. This project created 21 new jobs for low to middle income employees. We also supported a block grant for Southwest Community Service to pursue a housing rehabilitation program in the county. This project is expected to assist in the rehabilitation of up to fifty homes throughout the county. We would like to commend the efforts of Carl Jacobs a member of the facilities staff, who, largely on his own initiative, sought a grant to improve the lighting in the county courthouse. This project will replace existing lighting with more energy efficient lighting, and involves local school children in measuring the cost savings and increased efficiency. Finally, we also supported a grant project to improve disaster response in the Ashuelot River drainage area. This program will be implemented in 2001.

We prepared a proposed 2001 budget in the fall of the year. The Commissioners' Proposed Budget was able to hold expenditures to below the rate of inflation, but the taxes to be raised from the taxpayers showed a relatively significant increase over last year. Over the past decade the Board of Commissioners has been able to keep county taxes at basically a flat rate because of monies received from state and federal governments. However, our revenues from state and federal sources are gradually decreasing, placing an extra burden on other sources of revenue. Because of the demands of our service population that is primarily impoverished elderly and troubled juveniles, we fully expect that the county tax rate will probably increase in the near future so that we may continue to provide services to those constituencies. Unfortunately, the problem of increasing demand for services in face of decreasing sources of revenue other than taxes is one that will grow more severe as time passes. We renew our commitment to seeking other sources of revenue than taxes and at the same time keeping county expenditures to an appropriate level.

Manpower to fill employment positions continues to be a problem in the county. We worked to devise creative ways to attract and retain employees, particularly at the nursing home. We instituted recruiting incentives and bonuses, contemplated pay increases and grade changes, and approved housing allowances and a mentoring program at the nursing home. For the first time, the House of Correction advertised on the radio for correctional officers. The Superintendent, Richard Van Wickler and his staff created their own radio commercial that met with success. Conditions at the jail remain crowded, even though the census was lower in 2000 than in past years. The correctional officers continue to perform in an exemplary fashion, dealing with serious and often life-threatening conditions relating to medical or mental health issues. We commend them for their dedication and service.

In the course of the year, two assistant managers moved up to take the head of their respective departments. Barry King became the County Facilities Manager in June 2000 and Sheryl Trombly became the Finance Director in November 2000. We wish them well in their new positions and we have full confidence in their abilities. At the end of the year, we bid farewell Richard J. Daschbach, a Commissioner for four years, who retired. We wish Richard well in his future endeavors, and welcome his replacement, former State Representative, Margaret Lynott, from Swanzey.

We are proud of all of our county employees. They continue to exhibit efficiency and professionalism in service to the county taxpayer. We also appreciate those groups and individuals that have supported the county and its institutions. The Maplewood Auxiliary deserves special mention in this category for their volunteer work and financial support of the county nursing home. The over 100 volunteers who provide services, under the auspices of Sgt. Hank Colby, for the inmates at the Cheshire County House of Corrections also will receive acknowledgement and recognition for their hard work through the dedication of the Annual Report to them.

We look forward to continued success and progress on behalf of the citizens of Cheshire County in the year 2001.

Respectfully submitted,

Gregory T. Martin

Gregory T. Martin
Chairman of the Board of Commissioners

CHESHIRE COUNTY ATTORNEY ANNUAL REPORT 2000

As the newly elected County Attorney for the County of Cheshire, it is my honor and privilege to submit the report of the Cheshire County Attorney's office for the year ending December 31, 2000.

The primary function of the County Attorney's office is to prosecute felony cases in the Cheshire County Superior Court. We also prosecute misdemeanor cases of significance, either in the first instance or as appeals from one of the two district courts in this county (Keene District Court and Jaffrey-Peterborough District Court). We also try to assist the County Commissioners and other agency heads in handling routine legal matters.

Whenever possible, this office will also provide assistance to local police departments with district court misdemeanor prosecutions, especially where the legal issues are complex or there are other circumstances warranting our involvement. This office's caseload in Superior Court and other demands do not allow us to provide this kind of service on a regular basis.

A number of local towns have now hired regional prosecutors, to handle many of their misdemeanor cases, which routinely come before the district courts. A significant number of these cases end up in the County Attorney's office as appeals to Superior Court. This office provides assistance to the regional prosecutors with both the handling of certain cases and consulting with respect to complex legal issues.

All attorneys in this office are prepared to assist local law enforcement personnel in such matters as the preparation of search warrants and the drafting of complaints. Local police departments also look to this office for guidance with respect to the creation and implementation of various policies related to our mutual law enforcement responsibilities.

A major responsibility of this office is to pursue involuntary commitments before the Cheshire County Probate Court. These cases normally involve individuals who have exhibited behavior dangerous to the community, but who have been adjudged to be incompetent to stand trial. In such cases, this office seeks to marshal the evidence which will demonstrate to the Probate Court that the individual in question is not only suffering from a significant mental illness, but is clearly dangerous to himself or others, such that an involuntary commitment of substantial length to the Secure Psychiatric Unit and/or the New Hampshire Hospital is required.

We also handle violations of probation for the Department of Corrections and we occasionally represent prosecutor's offices in other states when they need to obtain a witness who is a New Hampshire resident, or have some other reason to require involvement of New Hampshire Courts. Additionally, we will handle cases from other counties, where the county attorneys involved have a conflict. The other counties reciprocate when conflicts arise in this office.

There are three assistant county attorneys - Bill Albrecht, Kathleen O'Reilly, and Bill Cleary. All are attorneys with significant legal experience and background. Bill Cleary was hired a little over a year ago, pursuant to a grant, with the hope of providing a presence and an emphasis on domestic violence crime prosecution in the district courts. I am pleased to report that Bill's impact on the prosecution of domestic violence cases, both in the district and superior courts, has been substantial and greatly appreciated by local police departments and Women's Crisis Services. Since October of 1999, Bill has prosecuted over 90 cases of domestic violence, nearly all resulting in satisfactory resolutions. However, he is also needed for the ever-increasing felony caseload in Superior Court.

Our office is also staffed with two secretaries, Cindi Lambert and Vanessa Mansson. Although both of these secretaries are new to the office, they each have a strong background of legal secretarial work. A sixth member of the office team is Lyndi Horn, the Victim/Witness Coordinator, whose job it is to stay in contact with victims of crime, particularly victims of physical and sexual assault, and to make them aware of the various rights accorded victims in the State of New Hampshire. Lyndi is particularly effective in her role as Victim/Witness Coordinator, and it is one of my goals to find new ways to more fully utilize her skills in working with victims and preparing victim-oriented cases for trial.

A marvelous adjunct to the Victim Assistance Program has been the addition this last year of Sarah Hoskins, an AmeriCorps worker specifically assigned to assist with the victim program. Sara's services have been obtained via a grant, and she has been providing support to victims and witnesses of domestic and sexual assault, and specifically assisting both Lyndi and Bill Cleary with their domestic violence cases. As a practical matter, Lyndi finds an ever-increasing amount of her time devoted to victim's in Superior Court felony cases, while Sara is focusing her efforts more on victims with domestic violence cases at the District Court level.

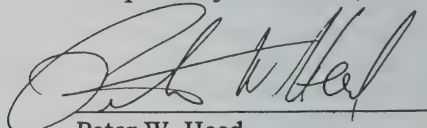
During my long tenure as a defense attorney in Cheshire County, and now my brief time serving as Cheshire County Attorney, it has become clearly evident that the caseload which is being handled by members of this office in both the Superior Court and District Courts continues to increase. I intend to track this closely in the coming year. One of my major goals for 2001 will be to handle the increasing caseload in a more efficient fashion by intervening in

investigations as soon as possible and by improving communication between investigative law enforcement agencies and this office. My staff and I will be taking a more proactive approach to the prosecution of all cases, but with particular emphasis on cases of violence against citizens of our county. I also plan on exploring new ways in which I and my staff can make ourselves more available to law enforcement agencies for advice and assistance in complex investigations.

What follows below is the caseload in Superior Court for 2000. The total number of new cases, 1,121, is approximately 8% higher than last year's total of 1,051. These numbers reflect actual cases filed in Superior Court, and do not account for the large number of additional matters for which we are regularly asked to give advice and direction, nor do they reflect the district court domestic violence cases which we prosecute.

CATEGORIES	NO. OF NEW CASES NEW CASES	NO. OF CASES DISPOSED OF
Felonies	310	330
Misdemeanors	175	193
Violations	2	4
Other	38	41
Re-entries	596	600
	=====	
=====		
TOTALS	1,121	1,168

Respectfully submitted,



Peter W. Heed
Cheshire County Attorney

OFFICE OF
REGISTER OF DEEDS

CHESHIRE COUNTY
33 WEST STREET
KEENE, NEW HAMPSHIRE 03431

(603) 352-0403

FAX (603) 352-7678
E-MAIL - ehubal@ttlc.net

EVELYN S. HUBAL
Register



To the Honorable Board of County Commissioners
and the Citizens of Cheshire County

I hereby submit my annual report for the year ending December 31, 2000 as Register of Deeds of Cheshire County.

The Registry of Deeds staff remained at seven (7) and consisted of the Deputy Register, an Assistant Deputy and five additional staff members serving as clerks and reproduction technicians.

Total instruments recorded for the year 2000 saw a drop of approximately 14% resulting in a decrease of money collected for the Equipment Account. \$24,844 was realized and used for payment of the imaging system. There was a slight increase of general revenue with \$451,770.21 being returned to the general fund, due in part to the increase of the transfer tax rate in July 1999 which returns 4% of the tax collected by the Registry to the County. The County realized \$130329.28 from that rebate. Transfer tax collected for real estate sales saw an increase of 35% totaling \$3,258,232.

The repro technicians were scanning daily all the current work in to the imaging system and continued to also work on the older volumes. The imaging system now had indices from 1980 to 1999 and the images from 1986 forward.

Lengthy discussions with the Facilities Department were constant as the space problem had now become crucial. With no roller shelving available, it was necessary to find a solution to house the 48 volumes being generated every year. Roller shelving to house a year's worth of books were installed under the window with a new longer counter, giving the public some much needed work space. To comply with ADA requirements, a handicap workstation was also completed. A counter was installed in the copy area and the space was rearranged to make for a more efficient work flow for the staff and use of the copy and imaging equipment. Many of the plans were moved to the deed's storage area in the basement to open up additional floor space in the main office.

Finally, the restoration project of the early volumes got off the ground and 20 of the earliest volumes were sent out for repair. After several delays, they were returned in September and an additional 16 volumes were sent out. Lawyers, abstractors, surveyors and genealogists all expressed praise for the fine job.

A heartfelt thank you to Barry King, the new Facilities Manager, for his untiring efforts to help find a temporary solution to the space problem in the Registry. Along with Steve Pinard, Mike Fernandez and Don Rouleau, the crew worked diligently to help rearrange the office space which helped ease the crunch for a while.

Respectfully submitted
Evelyn S. Hubal,
Register of Deeds

CHESHIRE COUNTY SHERIFF'S DEPARTMENT ANNUAL REPORT 2000

The Sheriff's office continues to provide services to Cheshire County towns. Prisoner transport to the district courts and security for prisoners in court are the most direct assistance given to local police departments. Sheriff's Deputies actively pursue persons who are wanted by Superior Court for criminal or civil violations, as well as who are wanted by the Keene District Court for not paying fines or failing to appear in court.

The Department has worked in cooperation with the United States Marshals Service and the New Hampshire State Police to provide training to county and municipal employees in the proper handling of bomb threats, suspicious packages, disgruntled customers and ways to make work space safer for employees.

The Sheriff's Office is the liaison with the Joint Study Committee of the Criminal Justice Information Systems, State Police, and Motorola for supplying local police departments with new radios. The radios are part of a federal grant that will put new state-of-the-art radios in police cruisers throughout the county. The radios will be compatible with all police radios in the state. Cheshire County Towns will receive a total of 149 radios.

The Attorney General's Drug Task Force Deputy reported the Task Force conducted 95 drug investigations in Cheshire County. Those investigations led to 32 felony arrests.

Sheriff's Department personnel participated in the following community activities.

- New Hampshire Special Olympics Law Enforcement Torch Run.
- 5 K Road Race to raise money for the New Hampshire Special Olympics.
- D.A.R.E. New Hampshire State Board of Directors.
- Cheshire County AARP 55 ALIVE.
- *The Prevention of Alcohol Abuse in Cheshire County.*
- The New Hampshire Special Olympics Executive Committee.
- *Together Against Violence.*
- Bicycle safety in smaller towns and safety talks to driver education classes.
- SHEPARD Program.

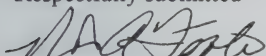
It is important to stay abreast of current police practices and training. To that end, Sheriff's Department personnel attended the following training beyond their mandatory recertifications.

- Domestic and Sexual Violence
- Leadership in the New Work Environment
- Legal Update
- Transformation for Community Policing
- Edged Weapon Defense
- Bomb Threats, Mail Bomb and Threat Analysis

- Narcotics, Vice and Street Crimes
- Advanced Driver Training
- Civil Process Update
- Advanced Technical Evidence and Property

- Processing and Detention of Juveniles
- Internet Crimes Against Children
- Leadership in Law Enforcement
- Criminal Profiling
- Violent Criminal Apprehension

Respectfully submitted



Richard A. Foote
Sheriff

**CHESHIRE COUNTY SHERIFF'S DEPARTMENT
SUMMARY OF ACTIVITIES
2000**

INVESTIGATIONS

BAD CHECKS	16
CRIMINAL THREATENING	01
ESCAPE	01
MISSING PERSON	01
SIMPLE ASSAULT	01
TOTAL	20

ARRESTS

CRIMINAL	160
CIVIL	61
ASSIST OTHER DEPARTMENTS	04
TOTAL	245

TRANSPORTS

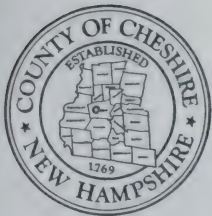
FOR SUPERIOR COURTS	865
FOR DISTRICT COURTS	879
INVOLUNTARY EMERGENCY ADMISSIONS	43
OTHER	291
TOTAL TRANSPORTS	2078

CIVIL PROCESS SERVED

CIVIL PROCESSED SERVED	3248
COUNTY ATTORNEY SUBPOENAS	283
TOTAL	3531

MOTOR VEHICLE

SUMMONS	13
WARNINGS	23
TOTAL	36



County of Cheshire

Area Code 603
TTY Available

ADMINISTRATION
39 West Street
Keene, NH 03431

Commissioners
352-8215
355-3026 FAX

Finance Department
355-0154
355-3000 FAX

Registry of Deeds
352-0403
352-7678 FAX

Human Services
357-4988
355-3026 FAX

Maintenance
355-3024
355-0150 FAX

COURT HOUSE
12 Court Street
Keene, NH 03431

County Attorney
352-0056
355-3012 FAX

County Sheriff
352-4238
355-3020 FAX

MAPLEWOOD
201 River Road
Westmoreland,
NH 03467
399-4912
399-7005 FAX

HOUSE OF
CORRECTION
160 River Road
Westmoreland,
NH 03467
399-7794
399-8334 FAX

CHESHIRE COUNTY TREASURER ANNUAL REPORT 2000

To the Citizens of Cheshire County

2000 proved to be a gainful year with interest income exceeding budget by nearly \$50,000.00. With a combination of high interest rates country wide and a competitive bidding approach to achieve even higher interest rates, I was able to maximize excess cash to realize interest income totaling \$227,498.00.

I opened the doors to a new borrowing tool for Cheshire County by way of establishing a credit line with a local bank. In the fall of 2000, as in most other years, the county experiences a declining cash flow as we await the receipt of tax payments from the City and Towns of Cheshire County on December 17th. In the past, the county would bond for a short time incurring bond council and interest expense costs associated with the bonding. With the use of a credit line, bond council costs do not exist and interest is only paid on the amount and period of time the funds are needed. With the cash flow tight, there was a real possibility that we would require short-term cash. Fortunately, the county did not need to use any of its credit line.

I am very grateful to Marie Knowlton and Finance Director Sheryl Trombly for their assistance during my term as County Treasurer. I also enjoyed working along side the Finance Department staff of Lori, Annette, Misty, Danette, Mary and Donna and of course, Wendy who keeps all the electronic equipment "up" and running.

Wilhelm S. O'Connell



CHESHIRE COUNTY
DEPARTMENT OF CORRECTIONS
160 RIVER ROAD
WESTMORELAND, NEW HAMPSHIRE 03467

Richard N. Van Wickler, Superintendent
Penny Vitale, Executive Assistant
Phone 603-399-7794 Fax 603-399-8334

Cpt. Scott Hagar, Dir. Of Operations
Lt. Steven M. Stewart, Dir. Of Training
Sgt. Hank Colby, Inmate Programs

January 2001

Cheshire County board of Commissioners

RE: Annual Report of the Department of Corrections 2000.

There were two occurrences this year, which impacted the jail significantly. The first was the defeat of a bond request to expand the facility in Westmoreland. We determined last year, through independent study, that the jail is desperately in need of additional space. Secondly (and surprisingly) jail admissions were down by approximately 30%. Admissions declined from all Police Departments, with the most notable decrease occurring from probation and parole. While there were 30% fewer admissions, the jail remains at 30% above designed capacity according to the study conducted the previous year.

Department of Corrections personnel conducted 108 transports with the transport team that the Board of Commissioners authorized a few years ago. These 108 transports by Department of Corrections personnel enhanced security operations and streamlined transport procedures.

Notably difficult was employee recruiting and retention – a phenomenon experienced State wide in Corrections as with most career fields.

An exciting goal that was achieved by the agency was the development of a web site for the facility. The site, <http://co.cheshire.nh.us/hoc>, was developed by the Director of Operations – CPT Scott Hagar. The site has received numerous compliments for the information that it provides and the professionalism that it promotes.

There were 994 inmates processed during 2000. 86% was male. Pretrial offenders accounted for 43 % while sentenced inmates amounted to 20%. 25% were protective custody holds, 4% were Federal holds and 3% were weekend sentences. The remaining 5% fell in to the “other” category which would be legitimate holds for reasons not listed above. 42% of the inmate population were under the age of 25 and the majority of inmates were 19 years old.

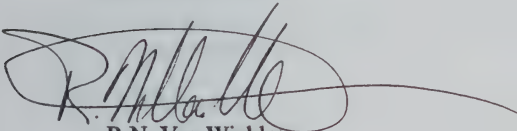
Keene District Court provided 48% of the population and Cheshire County Superior Court sent 25% of the offenders. Jaffrey District Court accounted for 13%, the Federal Government 4% and 10% fell in to other categories such as Bench Warrants, fugitive from justice etc.

The new inmate management software purchased last year has proven to be a reliable system, which will continue to provide efficient data and eventually link nicely with upcoming information sharing technologies in the criminal justice system.

The safe, efficient operation of the Cheshire County Department of Corrections is certainly not possible without the dedicated staff that is always on site. The professional hardworking officers and medical personnel have made this institution a model of modern correctional ideology and continue to keep up the pace with this demanding career field. These are citizens to whom we are all significantly indebted.

This agency looks forward to another aggressive year and one of fulfilling experiences.

Respectfully submitted;

A handwritten signature in black ink, appearing to read 'R.N. Van Wickler', with a long horizontal flourish extending to the right.

R.N. Van Wickler
Superintendent

**CHESHIRE COUNTY
DEPARTMENT OF CORRECTIONS
INMATE PROGRAMS STAFFED BY VOLUNTEERS**

The Cheshire County Department of Corrections has a goal of initiating and implementing programs that will lead to the inmate's recovery, added self-respect and spirituality. Assisting the department in this task are the many volunteers, who give of their time and resources in presenting these jail programs.

Inmate program participation is encouraged in the following areas:

- ❖ GED tutoring offered in writing, social studies, math and science in preparation for exam
- ❖ Substance Abuse – a 6 week workshop
- ❖ Anger Management – a 4 session workshop to develop methods to manage emotions, deal with anger and further self esteem through positive behavior
- ❖ Systematic Training for Effective Parenting - for those who want better communication with children
- ❖ Parent to Parent- a training program in drug demand reduction, designed for parents who may need to get their children through adolescent years without significant drug or alcohol use. The participant is also presented with a framework for recognizing a problem and dealing with it effectively.
- ❖ Computer Literacy Training – utilizes computers and the application of computer skills
- ❖ Typing - using computer software (Mavis Beacon Teaches Typing) to learn basic keyboard skills
- ❖ Job Search Training - using video and written materials, the volunteer assists the inmate in effective job search techniques, resume' writing and interviewing skills
- ❖ AA programs - Volunteers hold weekly Alcoholics Anonymous meetings for inmates
- ❖ Women's Crisis Support Group - discussion for female inmates involving topics of self-esteem, isolation, substance abuse, violence and issues of power and control in relationships
- ❖ Decision Making Workshops
- ❖ Smoking Cessation Program -the program facilitator uses information from the American Lung Association to assist inmates in becoming nonsmokers
- ❖ Basic Home Finances Workshop - program topics include: Getting a Job, Preparing a Budget, Checking and Savings Accounts, Building Individual Credit Rating
- ❖ Creative Writing-Workshop for discussion and writing development
- ❖ Stress management/living skillfully – offers skills to help manage life and achieve personal goals.

In addressing the inmates' faith and spiritual needs, clergy and church volunteers offer counseling, bible study and weekly church services.

Volunteers are a valuable resource here at Cheshire County Department of Corrections. The department ensures that the best possible programs are offered within its means. Volunteers serve as a key component in helping inmates to make choices that will result in effective rehabilitation, recovery and reintegration. Their willingness to influence the personal growth and well being of those incarcerated supports this department's ideology of operation.

CHESHIRE COUNTY FACILITIES 2000 ANNUAL REPORT

Westmoreland Complex

The year 2000 was a busy year for the Facility Department. A lot happened during the year ranging from a very quiet Y2K change over to the retirement of the Facilities Manager.

We started the year with few, if any, problems created by the Y2K change over. Through a cooperative effort with all County departments, we were prepared for any problem that would have arisen.

Winter and Spring brought several problems that demanded time and unanticipated expense. The microwave between Westmoreland and Keene required hiring an outside contractor and the help of several County employees. After much trial and error we were able to find the problem and correct it.

Another problem was cathodic protection of the underground oil storage tanks at Maplewood. The State of New Hampshire requires that underground storage tanks be tested every three (3) years for cathodic protection. Our tanks had not been tested since their installation in 1992. Unfortunately our tanks failed the test, therefore we were required to bring in an outside contractor to retrofit the tanks with cathodic protection.

All capitol projects went well and were completed in 2000 with one (1) exception. We did not complete our valve testing. I felt we were OK and had that affirmed by outside agencies. Prior to the final coat of asphalt being applied to the driveway at Maplewood, Facilities initiated the long overdue cleaning of all catch basins.

Facilities completed approximately 3,500 work orders during the year. A lot of work orders involved plumbing problems at Maplewood. Drainpipes in particular are becoming a problem. Piping is now twenty (20) plus years old and are plugging up and rusting out on a regular basis.

Our energy saving program is going well. We are replacing old light ballasts with new efficient T-8 ballasts. We have adjusted our boilers to make the amount of steam and hot water that is required. Our oil usage is less than it was before the Assisted Living addition.

Waste Water Treatment Plant

In early Spring, wind destroyed the roof on the ultra-violet shed. We replaced the roof with a roof that should be worry free for many years.

In May the State dam inspector reinspected us. We are in compliance with the State's rules and regulations.

Fall found us hiring a diver to put an extension pipe on our effluent discharge pipe in the 3rd lagoon. This should buy us some time for sludge control. It will also enable us to try different ways to control our sludge. We stabilized one of our aeration pipes as a first step of experimentation.

The Chief Operator attended many State seminars for waste water and water plant operations. He also worked closely with the State on new requirements and testing.

Water Treatment Plant

We purchased a tripod, for our raw water pit, to go along with a body harness that was purchased in 1998. Ten personnel were trained on confined space extraction.

FACILITIES - KEENE

Sheriff's Department

The year 2000 found the Facilities Department Keene completing a new reception area in the Sheriff's Department. Other work in the Sheriff's Department includes renovating a squad room that is currently 80% complete. During the renovations at the Sheriff's Department, Facilities Keene created a communication room that houses some of the County's computer equipment. The majority of this work was completed by Facilities staff located in Keene and Westmoreland.

Registry of Deeds

The County carpenter and electrician completed alterations at the Registry of Deeds that included some new work surfaces, a new plan room in the basement, and upgrading of some lighting.

Safety

Facilities Keene, in coordination with the County Safety Officer, addressed a number of safety issues that included replacing ladders, safety glasses, and ear protection. We assisted the Safety Officer with assembling a number of desks and workstations.

COUNTY SAFETY

County Safety Manual:

Due to the increase in requirements for programs, policies and procedures as dictated by the Department of Labor, OBRA, etc., the County Safety Manual is and will be an on-

going project. The Safety Officer will be part of a policy committee beginning early 2001, formed to review current and newly submitted policies, ensuring that the very diverse work force of the County is represented.

Temporary Alternative Duty Program/Worker's Compensation:

A list of alternative duties was created and has been used successfully to keep injured employees on the job as their medical condition allows. This has resulted in employees working in departments other than their own, benefiting both the employee and the other department. Copies of our alternative duties and job descriptions are supplied to Physicians to ensure an understanding of an employee's work tasks and to assist with keeping within physical limitations.

The Safety Officer is continually educated on the Worker's Compensation process and compliance laws to ensure Cheshire County is in compliance with the State of New Hampshire. The compensation process has been expanded by the Safety Officer, within the County, to ensure communication concerning each individual case. When a notice of injury is received, the following process is initiated by the Safety Officer: An e-mail is sent to the respective Department Heads, Administrator, Director of Nursing, QIC, and Payroll Office noting the employee's name, nature of injury, lost time, medical limitations and duration of light duty. Any changes that occur are also e-mailed, as well as when the employee is returned to full duty. This has eliminated any question of an employee's status during a claim and all concerned parties have the same information. Any exposure-related injuries or illnesses are forward to the QIC nurse for exposure evaluation, treatment or follow-up.

All employees who suffer a work-related injury or illness are initially supplied with a brochure on the Worker's Compensation process. All claim-related questions, paperwork and reimbursements are filed through the Safety Office. The Safety Officer is now working with Payroll/Finance so that employee's have a full understanding of their benefits during a compensation claim (i.e.: health, dental, disability, sick, holiday or vacation time, etc.) The increased caseload, education, improved communications and claim-related paperwork has resulted in a great deal more time spent by the Safety Officer on Worker's Compensation.

Emergency Systems/Procedures:

The Safety Officer's comprehension of emergency systems within County buildings has increased through education and inspections. A new manual for fire alarm resetting and response procedures at MNH was submitted by the Safety Officer and is in use. A complete inspection of fire extinguisher's and testing of duress alarms was conducted at the Court House, a full-scale disaster drill was conducted at MNH and fire extinguisher training for all Court House and 33 West St. employees was provided for the first time. Fire drills continue to be held monthly at MNH and have proved a valuable tool for identifying fire emergency system failures. Training for liability claims and insurance occurred in 2000 and the Safety Officer is now processing liability claims.

Ergonomics:

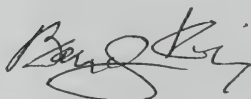
Ergonomic assessments and improvements have been conducted throughout the County. Various items such as desks, chairs, footrests, keyboard and mouse rests, monitor risers and stands, keyboard draws and monitor magnifiers have been distributed and are in use. Lighting and environmental issues have been explored and corrected as needed.

Health and Safety Education:

Twenty-one (21) County employees received Defensive Driving instruction. Preventing Violence in the Workplace in-services were presented by Sheriff Foote, Cincinnati Insurance, Women's Crisis Services, EAP and the NH State Police. They educated 175 County employees. MNH Bus Lift Safety was presented for 10 staff, Back Safety for 18 staff and 134 new hires were oriented at MNH. The "Reach for the Gold" safety program was presented by Primex³ for 28 staff members and Confined Space Training was conducted for 12 staff members. The Safety Officer accumulated 51 hours of personal in-service credits and the Safety Department continues its membership with the Safety and Health Council of New Hampshire and NFPA.

I have had an exciting 1st year working for Cheshire County. I have developed good working relationships with departments heads and outside contractors, which makes our job easier and rewarding. My staff appreciates the "Thank You's" that we now receive. I am proud of what the men and women of the Facilities Department have accomplished and believe that things will only get better.

Respectfully Submitted,



Barry King
Facilities Manager



CHESHIRE COUNTY COMPUTER OPERATIONS ANNUAL REPORT 2000

The year 2000 arrived without any Y2K problems for the Computer Operations Department. Well thought out planning in 1999 and Y2K testing and upgrading played a vital roll in this area.

2000 brought changes to the management of Computer Operations. In March of 2000, computer functions were moved from the Finance Department to a department working under the direction of the County Administrator. In 2000, the approval of a PC Specialist position to assist the Computer Technician was adopted into the budget and this position was filled in May. Until this time, computer operations were being handled by the Computer Technician. The PC Specialist is located at Maplewood Nursing Home and assists all users at the Nursing Home and Department of Corrections.

In January, we experienced equipment failure problems with the county microwave system that provides data communication for computer users between Westmoreland and Keene. New equipment was installed, but this did not alleviate the problem of frequent loss of communication. Over the next few months, extensive testing and diagnosing identified the problem area. Parts of the system were removed and brought to an outside agency for testing. Line conditioners were installed to stabilize the power to the equipment. The category five cable connecting this link from the County Facilities building to Maplewood was replaced with fiber optic cable. Routers were installed at the Department of Corrections, Maplewood Nursing Home and the Administration building in Keene to help reduce the amount of bad traffic from attempting to cross the link. One of the repeaters on top of Hyland Hill was removed from the tower and relocated to the new State Police Tower. At this time, the tower on Cass Hill had the guide wires adjusted, which allowed for a realignment of the dishes. This brought a dramatic improvement to the stability of the system.

In the summer, we installed a Pix firewall and finalized the fiber optic connection over to the City of Keene and then to Monad.Net. This provides 24-hour Internet access for all county users who currently have authorization.

Throughout the year, the department handled the installation of new computers. We responded to numerous computer user questions and problems, solving many hardware and software issues. The county server in Keene was upgraded to handle data space issues and to provide necessary equipment and room to handle a county wide virus protection program to be implemented. This program will provide protection on the county servers and all desktop workstations. At the end of the year, a virus program was purchased, in addition to mailboxes at Monad.Net to provide individual Internet email addresses.

Respectfully Submitted,

Wendy L. Putnam
Computer Technician



CHESHIRE COUNTY FARM ANNUAL REPORT 2000

The year 2000 was a very busy year for the County Farm.

The herd average for milk production increased over 2000 pounds per cow. At the beginning of the year the production average was 24,336 pounds, this increased to 26,587 pounds by year end. The number of cows in the milking herd is between 74 to 84. Milk income increased 7.4% over what was projected.

It was a very wet season throughout 2000 for crops. This slowed down the process, but overall crop production was good. The farm planted 64 acres of corn and produced 19.7 tons to the acre. 300 round bales and 4000 square bales were made and 250 tons of haylage was produced. Revenue for the sale of hay ran short in 2000 due to the loss of some to rain.

In June, the farm hired a UNH student for the summer. The student is enrolled in the Dairy Program at UNH and came to learn all aspects of farming from milking cows to planting and harvesting crops. The student did an excellent job and proved to be an asset to the farm.

Until the summer of 2000, management of the farm was under the direction of the Facilities Manager. Farm operations changed to the direction of the County Administrator.

A part time position was changed back to a full time person, and in September the farm filled this position. With a full time person, there is now backup if someone is out ill or hurt. This position has also allowed the weekend rotation for milking to change from every other weekend to every third weekend.

In the summer of 2000 we had some heavy rain which caused the wall of the old silo to collapse. The silo was approximately 40 years old and was used to house corn silage. The cost to repair the damage proved to be expensive so the addition of a new pre-cast wall was erected to the existing silo that was built in 1987. The old silo was demolished and the area landscaped.

The farm hosted the Annual Open Barn Day this summer. Once again it was a big success. In the fall we also hosted the Conservation Day for the area school children, and also had a tour from UNH Dairy Program students.

I would like to thank all the people who sat in on the Farm Study Committee for all their input. I would also like to thank everyone for their continued support of the County Farm.

Respectfully submitted,

David Putnam
Farm Manager

HUMAN SERVICES DEPARTMENT ANNUAL REPORT FOR 2000

To the Honorable Board of Commissioners and Citizens of Cheshire County. As Human Services Administrator for Cheshire County, I hereby submit my report for the year ending December 31, 2000.

The Human Services Department is responsible for meeting the needs of the elderly, the disabled, the infirm and the youth of the county who qualify for specific state programs.

Each year as I prepare this Annual Report, I review the monthly bills which we received from the state billing us for our share of the various categorical programs. Because of staffing problems within the Billing Unit of the State Office of Business Management (Department of Health and Human Services), at this point in time we have received bills only through September. Therefore, I am only able to provide financial information for the categorical programs for nine months.

Following this narrative are reports (one for the adult programs and one for the juvenile program) which show expenses by town (being the town in which the client was living at the time program eligibility was determined by the state).

For those individuals receiving monetary assistance, the cost of these programs is shared with the state on an equal basis. This year, approximately 423 persons received payments at a cost of \$171,225.65 to the county for the first nine months of the year.

The cost of those individuals residing in nursing homes and eligible for the Medicaid Program is split three ways, with the federal share being 50% and the state and county share being 25% each after deduction of any personal income available to the resident. The county expended \$2,230,458.70 as its share of the costs for approximately 461 individuals during the first nine months of the year.

As a result of legislation (Senate Bill 409) which became effective on January 1, 1999, the counties' share of the cost of Intermediate Nursing Care (room and board) was reduced from 30.55% to 25%. However, the counties are now responsible for paying 25% of the cost of a wide array of medical services, called Provider Payments, for those Medicaid eligible residents of nursing homes. In addition, the counties are now responsible for paying 25% of the costs of various medical services for those individuals who are in the Home and Community Based Care (HCBC) Program. To be eligible for this program, individuals must meet the medical criteria for nursing home admission. This program allows people to stay in their own living environment with various types of medical support instead of entering a nursing home.

For the first nine months of the year, approximately 105 individuals received services under the HCBC Program. The county's share of the costs for both the HCBC Program and the Provider Payments was \$565,789.23.

The county shares with the Division for Children and Youth Services the cost of certain court-ordered services provided to the juvenile and/or family at a 25% county/75% state ratio. Some of these services include foster homes, group homes, in-patient psychiatric facilities, the Youth Development Center, legal counsel, clothing, transportation, diagnostic evaluations, counseling, child health support services, respite services, outreach and tracking services, and medical and dental care. During the first nine months of 2000 there were 288 active cases (cases involving payments/expenses) and the cost to Cheshire County totaled \$463,310.66.

For the last several years, the ten counties in New Hampshire have been receiving funds from the Division of Children and Youth Services known as Incentive Funds. These funds are used to fund programs at the local level designed to prevent out-of-home placement for juveniles. Toward the end of 2000, we received approximately \$171,788.00 in Incentive Funds. A Selection Committee makes recommendations as to where this money is spent. The Selection Committee recommended to the County Commissioners using an additional \$31,519.00 of surplus money in our account which consisted of accrued interest and funds awarded in previous years but not completely used by the recipient agencies. A total of \$203,307 was awarded to the following agencies to fund programs during 2000:

Monadnock Family Services (community based program designed to provide parent education and support groups for parents of young children, as well as parents of pre-teens and adolescents);

Juvenile Conference Committee (court diversion of first-time, non-violent offenders);

RISE (early intervention program serving developmentally delayed children up to age 3);

Eam-IT (victim restitution program which arranges work sites for juvenile offenders, ages 12-18, to enable the young offender to pay for damages he has caused and to make amends to the community);

Monadnock Family Services Challenge Program (an activity based group experience that utilizes problem solving initiatives, low and high elements, new games, rock climbing and wilderness experiences to enhance self-esteem, co-operation, decision making, interpersonal communication skills and trust building);

Antioch Psychological Services Center (a program providing intensive team-based psycho-social intervention to families considered to be "at risk");

Cheshire County Mediation Program (providing parent-child mediation);

All-R-Kids Supervised Visitation Center (providing a neutral, home-like setting for court-ordered supervised visitation between parents and children who have been removed from their homes);

Keene Housing Authority (The Keene Housing Authority has been invited to participate in the Milton S. Eisenhower Youth Safe Haven and Police Ministration Initiative. The outcomes of the program are to keep youth in school or alternative school, keep grades up, develop youth for responsible adulthood, keep youth out of the criminal justice system, prevent crime and drug abuse by youth, improve the quality of life in the community and reduce crime. The most basic feature of the program is a safe haven for youth that is run by civilians, combined with a police ministration that shares the same working space);

Keene Youth Services Department--CHINS Diversion Program (to prevent inappropriate or unnecessary court intervention on behalf of Children in Need of Services by implementing mechanisms to divert youth and their families from the judicial system to preventative and community-based services);

Women's Crisis Services (to partially fund an Education Coordinator who will work with local school systems and will provide programs, support and discussion groups relating to building self-esteem, health decision-making skills, dating violence and sexual assault);

Monadnock Family Services Support Program (to fund a part-time para-professional family aide position to enable families to more successfully meet the needs of their children and to enhance family stability through providing concrete assistance in accessing services);

Planned Parenthood (providing direct education in family planning to guests at the homeless shelter and participation in the Cheshire Academy program; to train staff members of social service agencies to discuss birth control and other family planning issues with clients; to provide training for foster parents; and to provide training for school personnel, such as school nurses and health education teachers);

Concord Hospital (*Today's Parent* is an educational video series featuring ten of the most pressing parenting issues today. The series provides expert advice and research-based parenting information from UNH Cooperative Extension parenting educator Judith Bush. This series will provide parents and guardians with the most up-to-date parenting skills, tools and advice on a variety of family issues);

Crotched Mountain Rehab Center (The Community Respite Program will provide a recreation program for children from ages 6 to 14 who have chronic health conditions and developmental disabilities. Through this program's services parents and caregivers of these children will receive a needed respite from their intensive care responsibilities.

The program will operate on Saturday nights. Up to twelve children will receive care each night the program is in operation);

Families and Communities Together (Parent-Child Connections Program provides prevention information, a social network and early childhood enrichment programming for families with children birth to five years);

Winchester Schools (An after-school program for students K-5 offering Homework Club, Boys' Club, Girls' Club, Mentoring Program);

Women's Crisis Services Education Groups for Parents (To provide a safe educational group for parents. This will be a closed group, repeating every four weeks. The focus will be twofold, first helping parents recognize domestic violence by defining abuse and reviewing violent and controlling behaviors, and second by providing information about the immediate and long-term effects domestic violence has on their children).

During the 1999 budget process, the Board of Commissioners recommended that the sum of \$20,000 be included in the budget to encourage the creation of innovative, community-based programs to serve the youth of Cheshire County. The County Delegation subsequently voted to appropriate these funds. The Delegation also voted to amend the Human Services Department budget to create a Capital Reserve Account for this grant program and to fund that account using reimbursed funds from the Division for Children, Youth and Families in the amount of \$63,954.13.

Proposals were solicited from towns, schools, agencies and other interested parties and were reviewed by a panel which included Commissioner Peter Davis, State Representative Irene Pratt, County Human Services Administrator Mimi Barber, UNH Family Educator for the UNH Cooperative Extension Service, Lauren Bressett, and Judy Lang, community volunteer and parent.

The following programs were funded for the program year running from October 1, 2000 through September 30, 2001:

Monadnock Area Housing Coalition (to fund a coordinator position to link children of homeless shelter families to existing area services);

Acting Out (A program administered by Acting Out (AO) in collaboration with Aids Services for the Monadnock Region (ASMR) to provide HIV/STI/Pregnancy Prevention/Education services for local youths who have dropped out of school and/or who are not being reached by school-based prevention programming. The program will also support and encourage participants to be tested for HIV and STIs at the local testing site at Planned Parenthood, and help connect them to other local services);

Keene Housing Authority (An initiative to develop a youth leadership training in collaboration with Monadnock Family Services Challenge Program, this program is for

youth residents ages 13-16 who will be utilizing these leadership skills for the KHA Clubhouse Summer Program in 2001);

Monadnock Volunteer Center (The Mentoring Partnership will match 20 adult volunteers from the Elm City Rotarians with 20 high school students--10 from Monadnock Regional High School and 10 from Keene High School--in a one-to-one relationship. The purpose of the Program is to address the needs of students who need extra guidance to build self-esteem, improve self-image, develop positive attitudes towards school, increase academic motivation, explore career choices, build a successful, trusting relationship with an adult role model and/or learn good decision making skills);

Keene Family YMCA (to partially fund "The Hub", a community-based program providing a safe, enriching recreation and supervised after-school environment and activities for students in the Keene Middle School, as well as those in Marlborough, Chesterfield and Westmoreland);

Nelson School District (Nelson students at Keene Middle School and Keene High School who do not have alternative transportation must leave school immediately after their last class and race to catch the bus. Money from this grant will be used to fund a supplementary after-school bus route from Keene Middle School and Keene High School to Nelson so that students may benefit from academic assistance from teachers, time in the library or computer lab, and participation in extra curricular activities);

Town of Troy (Police Dept.) (Assistance in building and completing a skate park at the Living War Memorial Park. Once completed, the skate park will provide a recreational area for skateboarders and in-line skaters that is both safe and challenging).

The County Human Services Department remains a vital link between the courts, the Division of Children, Youth and Families and the providers of services for children, youth and families.

Respectfully Submitted,

Mimi Barber,
Human Services Administrator

CHESHIRE COUNTY HUMAN SERVICES
CATEGORICAL GRANTS BY TOWN
01/01/00-09/30/00

	OAA &		APTD &		INTERMEDIATE		HCBC	CASES	PMT	TOTALS
	CASES	MEDICAL	CASES	MEDICAL	CASES NURSING CARE	CASES				
Alstead	3	912.00	6	3,956.25	5	57,717.64	14	9,806.94	82,143.33	
Chesterfield	1	500.50	7	-1,121.61	13	71,004.94	2	1,352.10	77,597.64	
Dublin	2	216.50	12	6,478.93	5	25,265.13	5	5,408.40	36,430.67	
Fittwilliam	1	9.50	6	3,448.00	8	37,392.89	10	4,131.68	54,476.10	
Gilsam	1	.00	6	3,448.00	5	22,430.16	.00	2,322.11	28,209.77	
Harrisville	5	2,295.50	17	10,175.00	3	18,340.32	7	11,109.72	20,719.87	
Hinsdale	7	1,424.13	17	10,260.25	12	49,765.04	14	24,660.39	98,005.65	
Jaffrey	40	7,182.75	134	54,070.49	34	123,218.96	4	5,858.10	157,017.52	
Keene	6	2,128.50	9	5,748.50	177	834,175.95	44	73,332.27	1,106,188.60	
Marlborough	1	374.50	3	1,689.50	6	28,614.52	5	5,169.10	54,616.53	
Marlow	1	945.00	3	1,689.50	3	24,490.89	.00	3,222.22	28,087.61	
Nelson	3	378.50	1	471.50	1	7,296.15	.00	3,824.40	13,755.05	
Other	3	721.50	1	1,109.00	48	216,811.51	2	414.39	237,469.97	
Richmond	1	405.00	11	3,067.50	2	14,046.35	1	161.64	17,609.01	
Rindge	2	.00	2	2,124.00	9	29,873.96	3	9,455.01	49,314.86	
Stoddard	1	81.00	2	26.00	4	20,927.44	.00	2,572.73	25,624.17	
Sullivan	6	697.75	2	1,233.00	3	16,802.81	4	2,681.91	19,591.72	
Surry	6	912.00	24	18,001.20	3	11,985.15	2	6,200.67	20,683.59	
Swanzy	17	.00	17	4,564.25	32	180,769.20	11	19,912.56	264,808.64	
Troy	5	2,149.50	13	5,619.26	16	80,703.50	3	2,057.84	95,528.27	
Walpole	3	1,060.75	2	192.50	22	142,787.32	5	1,574.49	168,011.37	
Westmoreland	10	805.50	35	17,495.25	6	31,474.65	4	3,640.38	56,845.32	
Winchester	98	22,288.38	323	148,937.27	461	184,564.22	6	16,873.24	234,738.32	
							105	178,526.51	387,262.72	
							506		2,967,473.58	

CHESHIRE COUNTY HUMAN SERVICES

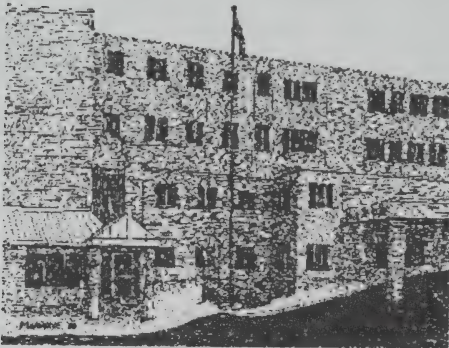
EXPENSES BY TOWN

JUVENILE

01/01/00 THROUGH 09/30/00

TOWN	# OF CASES	AMOUNT	FED SHARE	COUNTY SHARE
Alstead	4	67,509.17	586.40	16,730.69
CHESTERFIELD	3	1,798.68	241.56	389.28
Dublin	2	63,518.43	11,289.21	13,057.31
Fitzwilliam	5	28,153.44	8,956.59	4,799.21
Gilsum	4	40,459.23	17,450.10	5,752.28
HARRISVILLE	2	528.60	.00	132.15
Hinsdale	23	147,135.37	29,268.97	29,466.60
Jaffrey	26	246,154.51	98,687.92	36,866.65
Keene	103	1,015,150.80	396,570.94	154,644.97
Marlborough	10	130,369.94	17,254.45	28,278.87
Other	18	54,063.38	13,436.68	10,156.68
RICHMOND	1	7,399.56	.00	1,849.89
Rindge	6	46,098.15	7,011.26	9,771.72
Spofford	1	156.00	.00	39.00
Stoddard	1	14,593.91	.00	3,648.48
Sullivan	1	462.00	231.01	57.75
Swanzey	16	149,056.45	42,343.92	26,678.13
Troy	21	204,298.89	53,967.60	37,582.82
Walpole	8	150,964.84	57,281.80	23,420.76
WESTMORELAND	1	3,449.58	.00	862.40
Winchester	32	355,897.27	119,397.17	59,125.03
	288	2,727,218.20	873,975.58	463,310.66

ANNUAL REPORT for FY 2000
MAPLEWOOD NURSING HOME and ASSISTED LIVING APARTMENTS



Fiscal year 2000 was a study in contrast for Cheshire County's Maplewood Nursing Home. The year brought both significant achievements and daunting challenges to the management and staff of Maplewood Nursing Home, reflecting both changes within the industry and unprecedented difficulty in recruiting qualified staff for the nursing home.

Maplewood Nursing Home staff were successful in obtaining their third deficiency free OBRA survey in three consecutive years, reflecting no healthcare or resident related deficiencies throughout the facility during Maplewood's combined State and Federal Medicaid and Medicare surveys. Although only approximately 20% of the nursing homes in New Hampshire are able to achieve a deficiency free survey in any year, it is estimated that less than 5% of the 78 nursing homes in New Hampshire are able to achieve a deficiency free survey three years in a row. This was made even more difficult by increased enforcement of over 500 OBRA regulations and standards by State and Federal surveyors, reflecting a concerted push by the Clinton administration and Health Care Financing Administration to improve standards in nursing homes throughout the country.

The year 2000 also ushered in the first ever Corporate Compliance Plan for Cheshire County and Maplewood Nursing Home, written and implemented by staff and management at Maplewood Nursing Home, the County Finance Department, and the County Administrators office. This Corporate Compliance Plan, adopted voluntarily by Maplewood Nursing Home and Cheshire County, is one of the first of its kind among nursing homes in New Hampshire, and seeks to provide a level of oversight to insure that Cheshire County and Maplewood comply with all applicable Federal and State regulations.

Another first for Maplewood Nursing Home during the year was the implementation of a policy and procedure to deal with violence in the workplace. This resulted in a extensively planned and very well implemented disaster drill in October of 2000, in coordination with other agencies such as Southwest New Hampshire Fire Mutual Aid, Cheshire County Sheriffs Department, the New Hampshire State Police, and the Westmoreland Fire Department. During this disaster drill, a domestic violence incident was simulated, followed by a prompt response from the New Hampshire State Police and a conclusion of an extremely successful disaster drill throughout the facility.

Staff at Maplewood also continued their education and outreach efforts throughout the year 2000 by sponsoring a seminar which was made available to all County personnel state-wide, entitled "Complimentary Therapy for Dementia and Alzheimers Residents."

Maplewood's tradition of service to its constituent communities and residents continued with the operation of its Medicare certified skilled nursing program, intermediate level long term care nursing program, the extensive rehabilitation department, special care units for both Alzheimers dementia and behavioral residents, as well as respite care, adult day care and assisted living apartments licensed as Supported Residential Care. Over the past five years, Maplewood Nursing Home has been a leader in southwestern New Hampshire in developing a wide range of skilled nursing and rehabilitation programs to meet the needs of the residents of Cheshire County. Given that the mission of Maplewood Nursing Home and Cheshire County government is to provide nursing care in a long-term care setting for the medically indigent, approximately 75% of the residents here at Maplewood Nursing Home continue to be enrolled in New Hampshire's Medicaid program. The Medicare skilled nursing program accounts for approximately 5% of Maplewood's business, with approximately 20% of the clientele being private pay residents. As always, residents of Cheshire County receive primary consideration for placement in both Maplewood Nursing Home and Maplewood Assisted Living Apartments.



One of the most significant challenges facing Maplewood's management staff throughout the year was recruitment and retention of qualified staff for the nursing home. Cheshire County and Keene's unemployment rate continued to drop throughout the year 2000, reaching a historical low of less than 2% toward the fourth quarter of the year. This resulted in very few available skilled workers seeking job opportunities, given that this unemployment rate was one of the lowest in the entire country. An aging workforce in nursing, scarcity of available skilled personnel, and intense competition for workers throughout the industry continued to provide a severe strain on management's ability to recruit and retain enough qualified nurses to care for the facility's residents in a safe and efficient manner. A decision was made by Maplewood management early in the year 2000 to cap census to the 140-142 range, until such time as enough nurses could be found to fully staff the facility. Although management lifted the census cap in the third quarter in the year 2000, extremely high turnover, due to deaths and discharges in the facility, left Maplewood unable to bring a census over 140 for the balance of the year. As a result, the facility was unable to meet budgeted revenue targets, even though Maplewood set a record of 123 admissions for the year. The previous record for admissions, set in the year 1998, was 103 admissions.

The nursing department was the primary focus of Maplewood's recruiting and retention efforts. The nursing department operated most of the year with between 20 and 25 nursing vacancies, out of total budgeted FTE's of approximately 125. However, on the plus side, the facility conducted 3 CNA classes and graduated a total of 24 students, 21 of whom were still employed as of January 1st, 2001. CNA turnover was reduced to 27% for the year, down from 62% from the previous year. CNA turnover nationally is still running approximately 100% per year in the typical nursing home.

Nursing was also able to recruit a 3-11 supervisor, a position which had been vacant for over 6 months. Other significant projects for the nursing department included the full

implementation of the facility's new clinical software, purchased in 1999 and implemented throughout the year 2000. Maplewood also purchased an automatic external defibrillator, and began the transition to a completely needleless system which will eventually replace over 90% of the needles used at Maplewood. Because of the latex allergy of a number of nursing employees, the nursing department procured several alternatives to latex gloves for employees.

One of the major projects for the nursing department was a transition to a new pharmacy service in the later part of the year. Maplewood's pharmacist of 20 years departed in October of 2000, and due to a scarcity of available pharmacists and extremely high wages paid by chain drugstores, Maplewood Nursing Home was unable to recruit an in-house pharmacist. Therefore, NCS/Unicare was brought in as a contracted pharmacy service, and the pharmacy was switched over to this new service throughout the 4th quarter of 2000.

The Nursing Department personnel oriented a total of 134 new employees for the year, including per diem and part time employees, and provided 75 inservices to staff, including CPR, aggression management and mandatory resident abuse and neglect inservices. Nursing personnel also completed a total of 140 pre-admission visits for potential residents to the facility, and managed a total of 65 Medicare Part A skilled nursing residents throughout the year.



The Social Services Department was extremely busy in assisting the facility to set a record for admissions in 2000 (123) with the facility experiencing 62 deaths on site and 61 other discharges, meaning residents were discharged to home or to other facilities. During the year, the Social Services Department also added a new part-time social worker, to deal with the increasing workload throughout the facility, and also implemented a new part-time Hospice Coordinator position. This position was created to help the facility respond to its increasing role in providing end of life care and Hospice related care to many different types of residents.

The Quality Improvement/Infection Control Department also had a fast-paced year, assisting the Nursing Department in progressing to the latex free policy at Maplewood, and also assisting the Nursing Department in transitioning to the new NCS/Unicare pharmacy system. In addition to routine duties such as tracking incidents and providing oversight for infection control efforts, this department also engaged in quarterly resident, staff and family satisfaction surveys, as well as offered routine TB tests and flu vaccine not only to the Maplewood residents and employees, but throughout the County to other entities such as the County Sheriffs department.

Maplewood's Dietary Department, like the Nursing Department, faced a continuing challenge throughout the year to maintain full staffing, especially in entry level positions such as dietary aides. In addition, inmate staffing from the Cheshire County House of Corrections, the equivalent of 12 full-time employees, was not fully staffed most of the year due to its continued

low census at the House of Corrections. The Dietary Department provided 208,188 meals to residents, staff, guests and special functions at the nursing home, plus 93,311 meals to the House of Corrections and 21,774 to the Assisted Living Apartment residents. This total of 323,273 meals for the year equated to 886 meals per day from our Dietary Department. The Cheshire County Farm supplied approximately 30% of the beef used in the nursing home, which was purchased from the farm at fair market value. Only a small amount of vegetables were grown by the farm and supplied to Maplewood Nursing Home.

Maplewood's new in-house Dietitian participated in both wound care and dietary committees, and revised supplementary nutrition products formulary for the nursing home.

Maplewood's Environmental Services department provided services for both Maplewood Nursing Home and the Assisted Living facility as well as laundry services for the House of Corrections and the Farm. The department processed a total of 633,912 pounds of laundry in the year 2000, up 54,880 pounds or 8.7% from 1999. The total laundry for Maplewood Nursing Home, Assisted Living, House of Corrections, and the Farm was up 133,108 pounds from 1998, accomplished with no additional staff in the Environmental Services department. As usual, the well trained and hard working housekeeping staff at Maplewood kept the facility extremely clean and odor-free, prompting receipt of many positive compliments from visitors and family members to the facility.

The Activities Department had a year of change, with a new department head for Activities coming on board in January of 2000. Many outings for residents were held throughout the year, including 102 scenic bus rides, train tours, boat trips, the annual Cheshire County Fair, a trip to Fenway Park in Boston for a Red Sox game, and 65 other outings. Additional special events for residents included numerous summer barbecues, a summer carnival, Halloween parties, Christmas parties, and much more.

The Activities Department continued to produce an informative Maplewood newsletter, sent to staff, residents, family members, volunteers and numerous outside entities.

Volunteers at Maplewood donated 2,608 hours, representing the efforts of over 120 active volunteers throughout the year. In addition to these volunteer efforts, there were 56 different community groups who brought programs to Maplewood Nursing Home ranging from the International Volunteers for Peace to the Keene Barbershoppers.

One of the highlights of the Activities program at Maplewood continues to be their special canoeing program, with 51 canoe trips averaging 6-8 residents per trip conducted throughout the summer. In addition, the nursing home developed a three-wheel bicycling program, and a horticultural program which continues to be one of the most active and popular activities for residents at Maplewood.



The Physical Therapy Department was successful in hiring a replacement physical therapist during the year, and continued a busy year with services to Medicare Part A (skilled) residents, averaging 71 treatments per month. Although there was a slight decline in Medicare Part B treatments due to the inability of Maplewood residents to qualify for this type of Part B rehab service, the Physical Therapy Department's efforts shifted to both Medicare Part A and intermediate level (ICF) care. An average of 92 different residents per month at Maplewood received some type of ICF/PT services with an average of 53 residents per day receiving ICF physical therapy treatment and services.



The year 2000 marked three full years of operation of Maplewood's S.H.E.P.A.R.D. program, in the Physical Therapy Department, operated in conjunction with the Cheshire County Sheriff's Department. The S.H.E.P.A.R.D. program recycles used medical equipment which is picked up by the Sheriff's department, and dropped off at Maplewood, where the equipment received minor repairs before being recycled out to other needy community members via the Sheriff's Department. In three years of

operation, the S.H.E.P.A.R.D. program received a total of 110 donations of usable equipment such as wheelchairs and walkers, and sent out 106 items to residents throughout Cheshire County. This number does not count items coming directly from used equipment stores at Maplewood Nursing Home, meaning that approximately 150 residents of Cheshire County received used medical equipment at no charge through this program. In addition, Maplewood Nursing Home, working in conjunction with the Rotary Interact program from Keene High School, began the process of transporting excess used medical equipment to El Salvador. Finally, the Physical Therapy Department continued its successful aquatic therapy program throughout the year.



The Occupational Therapy Department at Maplewood also filled a vacant Occupational Therapist position during the year, and continued its portion of the aquatic therapy program. Department personnel, working closely with the Nursing Department, continued to develop and implement aromatherapy services throughout the facility, and assisted the Nursing Department with a falls prevention program.

One of the most significant accomplishments of the Occupational Therapy Department during the year was to work closely with the Nursing Department to continue to develop and implement Maplewood's innovative Snoezelen program, which is a program utilizing behavioral modification equipment for residents with Alzheimers, various types of dementia, and serious behavioral problems. The department saw an average caseload of 25 residents per day, per OT

rehab aide, and continued with its successful Medicare Part A and B programs, averaging 53 residents per month in Medicare Part A programs and 13 residents per month in the Medicare Part B program. The department also sponsored an intern from the University of New Hampshire during the year.

The Pharmacy Department, as mentioned earlier in this report, saw the resignation of its pharmacist of over twenty years, and was unable to fill the vacancy with either a full or part time position. Therefore, pharmacy services were contracted with NCS/Unicare, effective October 1st, 2000.

Maplewood's transportation/wheelchair van service continued its vigorous schedule, averaging 60-70 transports per month, with a minimum of 50 transports per month being billable to Medicaid.

Maplewood's in-house Nurse Practitioner entered the third year of operation at Maplewood Nursing Home, continuing a workload of well over 100 resident visits per month, working in close cooperation with Maplewood's Medical Director of 20 years, Dr. Barry Stern.

Maplewood Nursing Home and Cheshire County's Long Term Care Counseling and Assessment RN, working under contract to the State of New Hampshire, processed 256 Medicaid referrals throughout the year. These came primarily from nursing homes and hospitals, and insured that next day service could be provided for those seeking the determination of Medicaid eligibility. Although based at Maplewood Nursing Home, this service was provided by the Long Term Care Counselor (RN) throughout Cheshire County and beyond, and proved to be extremely successful in enhancing customer service and cutting delays of those seeking Medicaid eligibility assistance.

During the year, the Long Term Care Counselor also began doing assessments for Home and Community Based Care (HCBC) eligible residents of Cheshire County, with the HCBC eligible residents now being eligible to receive either services in their home or at an assisted living/supportive residential care facility. The Long Term Care Counselor also began work as a member of the Community Network Team, a community referral service operated by the Monadnock Partnership and the Monadnock United Way. Finally, the Long Term Care Counselor was an active participant in the Monadnock Senior Advocates throughout the year.

Maplewood's Assisted Living Apartments continued their second successful year of operation in the year 2000, with occupancy of the apartments close to 100% for the majority of the year. Throughout the year there was a waiting list of approximately 20 individuals looking for a placement in the apartments, with the average age of the residents in those apartments at 88 years old.



The year 2000 was the first year that residents of Maplewood's Assisted Living Apartments were eligible to receive HCBC (Medicaid) funding to defray a portion of their rental costs, and by year end 5 of the 21 residents were enrolled on the HCBC program. In addition to a Medicaid subsidy, Cheshire County and Maplewood Nursing Home continued to provide a sliding fee scale for the apartments, with the result that several residents were subsidized in their rent in addition to subsidies from HCBC/Medicaid. With room rates averaging between \$1200 and \$1600 a month, inclusive of all services including nursing, the monthly rates at Maplewood's Assisted Living Apartments were among the lowest in the County. This is consistent with Cheshire County's mission of directing services to the low income elderly.

Finally, the Assisted Living Apartments implemented NCS/Unicare as a pharmacy service in the fourth quarter of the year.

The staff at Maplewood Nursing Home and Assisted Living Apartments feel that their priority goal of continuing to maintain the highest levels of customer service for residents of Cheshire County was continued throughout fiscal year 2000. The staff at Maplewood Nursing Home are very proud of the nursing home's deficiency free survey status, and are committed to maintaining high levels of customer service throughout 2001 and beyond. This concludes the annual report for Maplewood Nursing Home and Assisted Living Apartments, Cheshire County Government, for fiscal year 2000.

Respectfully submitted,

*James R. Beeler, NHA,
Administrator, Maplewood*

2000 ANNUAL REPORT

CHESHIRE COUNTY COOPERATIVE EXTENSION

800 Park Avenue
Keene, NH 03431-1513
352-4550

Cheshire County - UNH Cooperative Extension is part of the educational network connecting University knowledge and research to all residents of Cheshire County. We provide individuals, families, businesses, and communities with direct access to reach generated knowledge from the University. Cheshire County UNH Cooperative Extension's two major program areas, natural resources and family-community-youth, focus on topics that include community education, child care and development, wildlife management, 4-H youth programs, nutrition and food safety, farm and forestry practices, environmental quality, and more.

The local communities have been the center of UNH Cooperative Extension program efforts since its establishment by Congress in 1914. Cheshire County Extension is one of ten county offices that link the University to local communities. People may drop in or call for information, or participate in programs presented or coordinated by Extension Educators. We offer up-to-date information to help residents make informed choices, answer questions, and help solve problems.

We work diligently to identify those issues critical to Cheshire County residents and to formulate non-formal education programs addressing those issues. Cheshire County UNH Cooperative Extension helps individuals improve their health by changing their diets, helps families better manage their time and money, helps communities solve environmental economic problems, helps the food and agricultural industry keep up-to-date with developing technologies and helps youth become tomorrow's leaders.

For more information on our programs call us at 352-4550, visit our web site at <http://ceinfo.unh.edu>, or stop by our office at 800 Park Avenue in Keene.

UNH Cooperative Extension programs and policies are consistent with pertinent Federal and State laws and regulations on non-discrimination regarding age, color, handicap, national origin, race, religion, sex, sexual orientation, or veteran's status.

MEMBERS OF THE CHESHIRE COUNTY EXTENSION COUNCIL - 2000

Lee Sawyer, Jaffrey
Camelina Nims, Keene
Gigi Batchelder, Nelson
Bob Mallat, Keene
Ann Sweet, Sullivan
Brenda Kelley, Winchester
Richard Clark, Gilsum
Gordon Schofield, Hinsdale
Bill Perron, Walpole
Howard Weeks, Alstead
Leon Wyman, Chesterfield
Peter Rhoades, South Acworth

County Delegation
 Dan Burnham
Commissioner
 Greg Martin

COUNTY EXTENSION EDUCATORS

Lauren Bressett	Extension Educator, 4-H Youth Development County Extension Coordinator
Nancy Bradford-Sisson	Extension Educator, Family Development
Bruce Clement	Extension Educator, Agriculture Resources
Marshall Patmos	Extension Educator, Forest Resources
Andrea C. Sawyer	Program Associate, 4-H Youth Development
Christine Parshall	Program Associate, Nutrition Connections
Support Staff	Diane DuGray Diana Fiorey

FAMILY DEVELOPMENT

Nancy Bradford-Sisson - Extension Educator, Family Development

Cooperative Extension Family Development is an educational outreach program of the University of New Hampshire that provides Cheshire County residents with research-based education and information that is available to all county residents. The Family Development program helps strengthen families and communities by helping individuals learn new skills and apply knowledge.

There was a staff vacancy most of the program year and a new educator began in July 2000. Educational efforts based on identified county needs are planned for the coming year in the areas of family resource management, human development (parenting/child care), food safety, strengthening communities and nutrition/wellness/physical activity. A variety of methods are utilized including group programs, newsletters, publications and individual contacts. Cooperative Extension cooperates with many agencies and organizations to avoid duplication and maximize use of resources. Some highlights of programs that Cheshire County families benefited from during the past year and future plans are described below.

Families and caregivers receive parenting and child development information to gain the confidence, knowledge and skills to be more effective while raising children. During 2000, 548 families received the Cradle Crier or Toddler Tales newsletters mailed to their homes in sync with their children's ages. The information they received helped them to be better prepared to meet children's needs and stimulate their growth and development from birth to 24 months. Evaluations show that as a result of reading the newsletters:

- ❖ 83% of respondents talk more with baby
- ❖ 67% of respondents express more affection
- ❖ 83% of respondents play more games
- ❖ 75% of respondents teach baby more, respond more to cries, and enjoy baby more
- ❖ 92% of respondents allow baby to explore more.

Representative comments shared on evaluations are: "Very helpful, I look forward to getting them to know what to expect in the coming months with my baby"; "It is especially helpful how it comes in the mail every month. I think we all put our baby books aside after the first few months"; "The newsletter helped me remember I'm not alone."

Consumers gained information on safe food practices through consumer calls, food preservation fact sheets and food safety publications. A free service is also offered to test pressure canner gauges. Future efforts are planned to share the latest food safety research in teaching consumers, training food service workers and reducing foodborne hazards in the food production/processing/retail environment.

Money management lessons were reviewed with a married couple referred from Parenting Plus and the evaluation indicated the following: "much of what they learned was helpful" and they indicated that they would "try to balance out our current debt and plan for future expenses/savings"; they would also try to "spend for the moment with the future in mind". Future efforts are planned to provide education so that individuals and families will reduce debt, increase saving, increase confidence in making financial decisions, evaluate choices in relationship to present and future financial goals, and increase financial literacy.

AGRICULTURE

Bruce A. Clement - Extension Educator, Agricultural Resources

Cheshire County Cooperative Extension is the major source of unbiased, research based information, education, and management advice for commercial farmers, home gardeners, part-time farmers, landscapers, commercial horticulturists, and other individual residents of Cheshire County. Our major program emphasis is on improving the sustainability of agricultural businesses in Cheshire County, but we conduct programs and provide information on a broad range of topics.

Some highlights for 2000 programs include:

1. The project at the Maplewood complex is progressing well. This year we finished construction of the fence surrounding the garden and developed a beautiful herb garden. Our Master Gardener Volunteers and COVERT wildlife volunteers have been working with us. Let us know if you'd like a tour of this project.
2. We organized the educational program for the 2000 Monadnock Flower Show. We had over 200 people attend 14 programs on various aspects of gardening.
3. The continuation of our Agriculture Awareness program. We reached over 2000 children and adults with our Cow and Calf to School program, our Sheep Shearing - Wool Education program, and activities we conduct in cooperation with Stonewall Farm.
4. A significant number of other educational programs on such topics as: turf management, forage crops, pesticide recertification, dairy management, beef management, sheep shearing, lambing clinic, pasture walks, farm income tax and home gardening, and dairy goat and dairy sheep farming.

An Open Barn Day at the County Farm that attracted approximately 1,000 people.

6. "Marketing U", a program on how to develop a value-added farm business was held at the Inn at East Hill Farm and was attended by farmers from all over NH. .

NATURAL RESOURCES, FORESTRY AND WILDLIFE

Marshall Patmos - Extension Educator, Forest Resources

The Cheshire County, UNH Cooperative Extension Forestry and Wildlife Program provides educational assistance in forest resources to private woodland owners, primary processors, the general public, organizations and communities of Cheshire County. The delivery of assistance is through individual communication, field visits, group meetings and demonstrations, newsletters, bulletins, news articles and radio.

Multiple-use forest management and planning, including timber sales, intermediate forest practices, fuelwood and wildlife comprise much of the requested assistance provided by the program. Financial and economic aspects of owning and managing woodland are also concerns as are increased awareness and concern for conserving the land base, permanent protection measures and the concept of ecosystem management. Insects and disease, urban forestry and general forest conservation matters are additional types of assistance requested by the people of Cheshire County.

While some assists can be handled by phone or mail, many require a field visit and examination, still others can be addressed through a public forum, meeting or field demonstrations or workshops.

The program also provides assistance to the natural resource management of Cheshire County property in Westmoreland and Chesterfield. In addition to assistance in timber sale, fuelwood production and planning, the resource awareness and public educational program on County ownership continues. Maintaining the 4000 feet of nature and river trails and wildlife habitat demonstration areas are major components of the effort. An invasive plant removal project and an osprey nesting site are also part of the project. Seven natural resource workshops plus Open County Farm Day and the school Conservation Field Day were held at the Westmoreland ownership. More than 1700 people have attended natural resource functions at the County property over the last year. Ben White of Roxbury served in an Americorps position to assist in the natural resource project and participate in some inmate work programs.

Information and educational efforts (news articles, radio, TV, group presentations) are critical components of the program that keep landowners, decision makers and the general public informed about the protection, management and benefits of a healthy forest resource.

Working relationships with other groups and agencies such as the Farm Service Agency, Conservation District, Natural Resource Conservation Service, N.H. Division of Forest and Lands, NH Fish and Game, US Fish and Wildlife Service, N.H. Timberland Owners Association, Society for the Protection of N.H. Forests, Monadnock Conservancy, NH Audubon, the N.H. Tree Farm Program, forest industry and private forestry consultants are important in helping to sustain a healthy forest resource. Referrals and assistance to the private sector and encouragement of its development are important functions of the program.

In 2000, 724 assists were provided including: 253 woodland owners assisted and applying forest stewardship principles involving 5324 acres; 125 insect and disease, and urban forestry assists; 134 finance and tax assists; 86 marketing assists; 23 towns were provided assistance (harvest laws, timber tax, current-use, etc.); 52 assists and referrals to the private forestry sector; 58 information and education (radio, newspaper, presentation, etc.) assists

NUTRITION CONNECTIONS

Christine Lynch - Extension Program Associate

The Nutrition Connection Program is part of the Family and Youth Development component of the UNH Cooperative Extension. The Nutrition Connections Program Associate works with limited resource families and individuals in their homes or in group situations to improve knowledge of nutrition through the use of the Food Guide Pyramid. She also helps participants learn to make informed nutritional and economical choices at the grocery store, and works to help improve cooking and sanitation skills. In addition, the Program Associate is responsible for presenting the Planning Ahead, Staying Ahead budgeting curriculum.

In the 2000 program year, Nutrition Connections reached almost 60 families and individuals in Cheshire County. This included residents at Marathon of Keene and the Keene Transitional Housing Shelters. The 2000 graduation rate was approximately 69%.

Highlights of the year included participation in Stonewall Farm=s Produce for People Program. Grant dollars enabled four area agencies to participate in the farm=s community supported agriculture garden and attend an educational program focusing on how to handle and use fresh produce. Another highlight of the year was a four week nutrition program for seniors presented at the Keene Senior Center, also supported by grant dollars.

In 2000, Nutrition Connections reached over 235 children and youth at the following programs: YMCA After School Programs in Keene, Marlborough, Swanzey, and Sullivan, the Harmony Lane Clubhouse, the ELMM Summer Day Camp, two Summer Youth Work-Study Programs at Keene High School and Monadnock Regional High School, the North Walpole Elementary School, Keene Head Start, and Jaffrey Preschool.

4-H YOUTH DEVELOPMENT

Lauren L. Bressett - Extension Educator, 4-H Youth Development

Andrea C. Sawyer - Extension Program Associate

The Cheshire 4-H youth staff have three major focuses:

- ❖ helping communities assess and address youth issues
- ❖ administering the 4-H club program through the use of volunteers
- ❖ providing research based youth curriculum for school enrichment, after school programs, home school families and other youth groupings

Community involvement this year has been focused around the implementation of the Teen Assessment Project in collaboration with the Monadnock United Way and the Monadnock Action Network with Youth (MANY). The project surveyed 5,576 youth in grades 7-12 in the five School Supervisory Unions in the region – SAU's 1(Conval), 29 (Keene area), 38 (Monadnock), 47 (Jaffrey-Rindge), 60 (Fall Mountain). The results of the survey are being delivered to the public in a variety of ways including: a full report available at community agencies, public libraries, and school; a six newsletter series that will be mailed to parents of teens in the school districts; and community presentations. Over 500 people have attended presentations so far, another 7 are planned, and others are being organized.

Other community involvement had included working with the Monadnock Region Youth Web committee, a variety of MANY projects, the Cheshire County Mentoring project, and organizing a core group to plan a second Community Youth Profile. In addition, training in positive youth development had been done for a variety of organizations.

The Cheshire County 4-H Program served 3008 youth in the county during the 2000 program year. These youth have been involved in 4-H clubs, special interest groups, or school enrichment programs. The enrichment efforts enrich or expand the regular curriculum in areas including:

- Kids on the Block Puppets - understanding personal differences/abilities
- Cow to School - understanding our agricultural heritage and dairy foods production
- Conservation Field Day - exploration of agricultural and natural resource topics
- Ag in the Classroom - exploring agriculture, its products and processes
- Bicycle Safety - safety information, skills, and laws relating to bicycle use
- Forestry - the importance of NH's forests and it's forest industry
- Stream Study - exploration of water quality in local waterways
- Safe at Home - skills for youth to prepare for being home alone
- Talking with TJ - a series on conflict management among students
- Workforce Preparation - exploring careers and developing workforce skills

Many schools participate in more than one of the above programs. All the programs are evaluated regularly and are changed as needed to meet the current needs of the school population. We also provide resource materials to schools upon request in such areas as nutrition, science, safety, and natural resources. We have a number of home school families that also use these programs.

The 4-H Club Program is open to any boy or girl from 5 to 18 years of age. The mission of 4-H is to provide positive experiences for all youth and adults to develop their individual potential as caring

and contributing members of an ever-changing world. Besides citizenship and leadership, the most popular project areas include cultural and heritage arts, animal science, foods and nutrition, natural resources, clothing and textiles, mechanical science, gardening, and photography.

County dollars do not go directly into local 4-H clubs. With county funds the Extension Office is responsible for recruiting and training the volunteers, insuring that youth opportunities are available for all youth, and providing up to date, research based curriculum for use by 4-H clubs as well as other youth groups.

The 4-H Club Program functions because of the 66 volunteer leaders and an additional 312 adults who volunteer for various support roles. There are also two volunteer boards that advise the program and manage the money raised by members and volunteers for the program. This money is used for the events, activities, and awards offered to the members.

As a result of the quality programs managed by the volunteers, Cheshire County has a large number of members and volunteers who are offered experiences and honors beyond the county level. In 2000 Cheshire had:

- 15 participate in the Eastern States Exposition agricultural shows
- 4 participate in New England Center Activities at the Eastern States Exposition
- 8 serve on State Curriculum Committees
- 2 teens attend National 4-H Conference
- 27 teens attend NH Teen Conference
- 3 teens elected to NH 4-H Teen Council
- 3 teens participate in the Agricultural Careers tour to Canada and New York
- 4 adults attend the Northeast Leader Forum
- 2 adults certified in shooting sports
- 5 teens serve on the County 4-H Council

Many clubs are reaching youth who are considered "at risk" such as those from low income families or with learning disabilities or behavioral problems. Because the 4-H program stresses members setting individual goals and achieving at their own rate such children can fit into the program and have equal opportunity to achieve high levels of accomplishment. In some communities guidance counselors refer students to local clubs for enrichment of needed skills. In addition, parents of home schooled children use 4-H clubs to supplement their child's social curriculum and use Extension materials to enrich their home school curriculum.



INDEPENDENT AUDITOR'S REPORT

MASON+RICH

February 28, 2001

PROFESSIONAL
ASSOCIATION

CERTIFIED
PUBLIC
ACCOUNTANTS

Board of County Commissioners
County of Cheshire, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Cheshire, New Hampshire as of and for the year ended December 31, 2000, as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of the County's component unit (Southwestern New Hampshire District Fire Mutual Aid). Those financial statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the component unit, is based on the report of the other auditors.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, based on our audit and the report of other auditors, the combined financial statements referred to above present fairly in all material respects, the financial position of the County of Cheshire, New Hampshire at December 31, 2000 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

Our examination was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying combined and individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the combined financial statements and in our opinion, are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 28, 2001 on our consideration of the County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Respectfully submitted,

Mason + Rich, P.A.

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COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED BALANCE SHEET
 ALL FUND TYPES AND ACCOUNT GROUPS
 DECEMBER 31, 2000

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Totals (Memorandum Only)	
	General	Special Revenue	Capital Projects	Enterprise	Internal Service	Trust and Agency	General	Fixed Assets	Long-Term Debt	Primary Government	Component Unit	Reporting Entity
ASSETS												
Cash and Equivalents	\$3,513,221	\$243,250	\$ -	\$200	\$191,411	\$352,185	\$ -	\$ -	\$ -	\$76,374	\$4,376,641	
Temporary Investments	48,094	-	988,258	-	-	28,597	-	-	-	-	1,064,949	
Accounts Receivable	84,803	-	-	780,561	-	4,509	-	-	-	-	869,873	
Due From Other Funds (Note 3)	1,906,084	3,944	-	139,312	100,095	-	-	-	-	-	2,149,435	
Due From Other Governments	81,197	-	-	-	-	-	-	-	-	-	81,197	
Inventories	-	-	-	45,179	-	-	-	-	-	-	45,179	
Deposits and Prepaids	43,898	-	-	1,333	94,591	-	-	-	-	-	139,822	
Property, Plant and Equipment	-	-	-	4,933,621	-	-	12,257,972	-	-	-	17,191,593	
Net of Accumulated Depreciation)	-	-	-	-	-	-	-	10,706	-	-	10,706	
Amount to be Provided for Sick Pay	-	-	-	-	-	-	-	-	-	-	-	
Amount to be Provided in Future for Retirement of Long-Term Debt	-	-	-	-	-	-	-	-	3,763,551	-	3,763,551	
TOTAL ASSETS	<u>\$5,677,297</u>	<u>\$247,194</u>	<u>\$988,258</u>	<u>\$5,900,206</u>	<u>\$386,097</u>	<u>\$385,291</u>	<u>\$12,257,972</u>	<u>\$3,774,257</u>	<u>\$29,616,572</u>	<u>\$146,062</u>	<u>\$29,762,634</u>	

(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 2000

	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Types			Account Groups			Totals (Memorandum Only)	
	General	Special Revenue	Capital Projects	Enterprise	Internal Service	Trust and Agency	General Assets	Fixed Assets	Long-Term Debt	Primary Government	Component Unit	Reporting Entity	Primary Government	Component Unit
LIABILITIES AND FUND BALANCE														
Liabilities														
Accounts Payable	\$2,689,818	\$32,277	\$ -	\$124,763	\$120,777	\$14,833	\$ -	\$ -	\$ -	\$2,982,468	\$18,470	\$3,000,938	\$2,982,468	\$18,470
Accrued Liabilities	249,506	-	-	517,624	-	-	-	-	-	767,530	-	767,530	767,530	-
Due to Other Funds (Note 3)	99,076	18,721	-	1,817,767	164,449	49,422	-	-	-	2,149,435	12,164	2,161,599	2,149,435	12,164
Deferred Revenues	30,484	-	-	-	-	-	-	-	-	30,484	4,670	35,154	30,484	4,670
Accrued Sick Pay	-	-	-	-	-	-	-	10,706	-	10,706	-	10,706	10,706	-
Due to Specific Individuals and/or Groups	-	-	-	-	-	292,439	-	-	-	292,439	-	292,439	292,439	-
Capital Lease Obligations	-	-	-	500,001	-	-	-	13,551	-	13,551	38,252	51,803	13,551	38,252
Bonds/Note Payable (Note 6)	-	-	-	-	285,226	356,694	-	3,774,257	-	4,250,001	-	4,250,001	4,250,001	-
Total Liabilities	3,069,284	50,998	-	2,960,155	285,226	356,694	-	3,774,257	-	10,496,614	73,556	10,570,170	10,496,614	73,556
Fund Balances														
Contributed Capital	-	-	-	1,787,280	-	-	-	-	-	1,787,280	-	1,787,280	1,787,280	-
Investment in General Fixed Assets	-	-	-	-	-	-	12,257,972	-	-	12,257,972	-	12,257,972	12,257,972	-
Retained Earnings	-	-	-	1,152,771	100,871	-	-	-	-	1,253,642	4,262	1,257,904	1,253,642	4,262
Fund Balance:														
Reserved for Encumbrances	138,785	-	-	-	-	-	-	-	-	138,785	-	138,785	138,785	-
Reserved for Prepaids	43,898	-	-	-	-	-	-	-	-	43,898	-	43,898	43,898	-
Unreserved:														
Designated for Specific Capital Projects	-	-	988,258	-	-	-	-	-	-	988,258	-	988,258	988,258	-
Designated for Specific Purposes	2,425,330	196,196	-	-	-	28,597	-	-	-	2,425,330	18,360	2,443,690	2,425,330	18,360
Undesignated	2,608,013	196,196	988,258	2,940,051	100,871	28,597	12,257,972	-	-	19,119,958	72,506	19,192,464	19,119,958	72,506
Total Fund Balance	55,677,297	\$247,194	\$988,258	\$5,900,206	\$306,097	\$385,291	\$12,257,972	\$3,774,257	\$3,774,257	\$29,616,572	\$146,062	\$29,762,634	\$29,616,572	\$146,062
TOTAL LIABILITIES AND FUND BALANCES														

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS AND DISCREETELY PRESENTED COMPONENT UNIT
 FOR THE YEAR ENDED DECEMBER 31, 2000

	Governmental Fund Types				Fiduciary		Totals		Totals (Memorandum Only) Reporting Entity
	General	Special Revenue	Capital Projects	Expendable Trust	Primary Government	Component Unit	(Memorandum Only) Reporting Entity		
Revenues									
Taxes	\$8,853,493	\$ -	\$ -	\$ -	\$8,853,493	\$ -	\$8,853,493	\$8,853,493	
Intergovernmental	640,016	127,590	-	-	767,606	-	767,606	767,606	
Charges for Services	1,369,313	22,480	-	-	1,391,793	-	1,391,793	2,070,026	
Interest	227,498	11,845	28,813	1,044	269,200	-	269,200	270,680	
Other	477,708	860	-	16,481	495,049	-	495,049	506,801	
Total Revenues	11,568,028	162,775	28,813	17,525	11,777,141	-	11,777,141	12,468,506	
Expenditures									
Current:									
General Government	1,951,281	168,462	-	-	2,119,743	632,472	2,752,215	2,752,215	
Public Safety	2,931,960	-	-	-	2,931,960	-	2,931,960	2,931,960	
Farm	291,184	-	-	-	291,184	-	291,184	291,184	
Human Services	5,180,225	138,844	11,166	-	5,330,235	-	5,330,235	5,330,235	
Capital Outlay	99,759	32,039	-	10,655	142,453	37,763	180,216	180,216	
Debt Service	722,450	-	-	-	722,450	-	722,450	722,450	
Total Expenditures	11,176,859	339,345	11,166	10,655	11,538,025	670,235	12,208,260	12,208,260	
Excess (Deficiency) of Revenues Over Expenditures	391,169	(176,570)	17,647	6,870	239,116	21,230	260,346	260,346	
Other Financing Sources (Uses)									
Operating Transfers In	15,985	179,462	247,281	-	442,728	10,000	452,728	452,728	
Operating Transfers (Out)	(1,269,227)	(15,985)	(7,281)	-	(1,292,493)	(10,000)	(1,302,493)	(1,302,493)	
Total Other Financing Sources (Uses)	(1,253,242)	163,477	240,000	-	(849,765)	-	(849,765)	(849,765)	
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	(862,073)	(13,093)	257,647	6,870	(610,649)	21,230	(589,419)	(589,419)	
Fund Balances, Beginning of Year	3,470,086	211,989	730,607	21,727	4,434,409	47,014	4,481,423	4,481,423	
Fund Balances, End of Year	\$2,608,013	\$198,896	\$988,254	\$28,597	\$3,823,760	\$68,244	\$3,892,004	\$3,892,004	

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 2000

	General Fund			Budgeted Special Revenue Funds			Variance Favorable (Unfavorable)
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	
Revenues							
Taxes	\$8,853,493	\$8,853,493	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental	594,168	640,016	45,848	-	-	-	-
Charges for Services	1,406,753	1,369,313	(37,440)	-	-	-	-
Interest	175,000	227,498	52,498	-	125	125	-
Other	464,191	477,708	13,517	-	860	860	-
Total Revenues	11,493,605	11,568,028	74,423	-	985	985	-
Expenditures							
Current:							
General Government	1,865,522	1,951,281	(85,759)	179,346	168,462	10,884	-
Public Safety	3,184,878	2,931,960	252,918	-	-	-	-
Farm	265,386	231,184	(25,798)	-	-	-	-
Human Services	5,320,012	5,180,225	139,787	-	-	-	-
Capital Outlay	120,485	99,759	20,726	-	-	-	-
Debt Retirement	719,800	722,450	(2,650)	-	-	-	-
Total Expenditures	11,476,083	11,176,859	299,224	179,346	168,462	10,884	-
Excess (Deficiency) of Revenues Over Expenditures	\$17,522	\$391,169	\$373,647	(\$179,346)	(\$167,477)	\$11,869	(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000

	General Fund		Budgeted Special Revenue Funds		Variance Favorable (Unfavorable)
	Budget	Actual	Budget	Actual	
Other Financing Sources (Uses)					
Operating Transfers In	-	\$15,985	\$179,346	\$179,462	\$116
Operating Transfers (Out)	(1,259,612)	(1,269,227)	-	(15,985)	(15,985)
Total Other Financing Sources (Uses)	(1,259,612)	(1,253,242)	179,346	163,477	(15,869)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (Budgetary Basis) (Note 9)	(1,242,090)	(862,073)	-	(4,000)	(4,000)
Adjustments:					
Non Budgeted Special Revenue Funds Not Included In Adopted Budget	-	-	-	(9,093)	(9,093)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (GAAP Basis)	(1,242,090)	(862,073)	-	(13,093)	(13,093)
Fund Balance, Beginning of Year	3,470,086	3,470,086	211,989	211,989	-
Fund Balance, End of Year	\$2,227,996	\$2,608,013	\$211,989	\$198,896	(\$13,093)

This statement presents comparisons of the legally adopted budget (more fully described in Note 1) with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resultant basis, timing, perspective and entity differences in the excess (deficiency) of revenues and other sources of financial resources over expenditures and other uses of financial resources for the year is presented.

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN
 RETAINED EARNINGS/FUND BALANCE
 ALL PROPRIETARY FUND TYPES AND DISCRETELY PRESENTED COMPONENT UNIT
 FOR THE YEAR ENDED DECEMBER 31, 2000

	Proprietary Fund Types		Totals		Component Unit	Totals (Memorandum Only) Reporting Entity
	Enterprise Funds	Internal Service Fund	(Memorandum Only) Primary Government			
<u>Operating Revenues</u>						
Charges for Services	\$7,401,642	\$972,577	\$8,374,219	\$136,803		\$8,511,022
Miscellaneous	1,256,209	-	1,256,209	-		1,256,209
Total Operating Revenues	8,657,851	972,577	9,630,428	136,803		9,767,231
<u>Operating Expenses</u>						
General Operating Expenses	9,492,707	809,719	10,302,426	137,325		10,439,751
Depreciation	347,881	-	347,881	-		347,881
Total Operating Expenses	9,840,588	809,719	10,650,307	137,325		10,787,632
Operating Income (Loss)	(1,182,737)	162,858	(1,019,879)	(522)		(1,020,401)
<u>Non-Operating Revenues (Expenses)</u>						
Bad Debt Expense	(54,617)	-	(54,617)	-		(54,617)
Interest	(44,071)	1,504	(42,567)	57		(42,510)
Total Non-Operating Revenues (Expenses)	(98,688)	1,504	(97,184)	57		(97,127)
Net Income (Loss) Before Operating Transfers	(1,281,425)	164,362	(1,117,063)	(465)		(1,117,528)
<u>Operating Transfers In (Out)</u>						
Operating Transfers In	981,765	-	981,765	-		981,765
Operating Transfers (Out)	(132,000)	-	(132,000)	-		(132,000)
Total Operating Transfers In (Out)	849,765	-	849,765	-		849,765
Net Income (Loss)	(431,660)	164,362	(267,298)	(465)		(267,763)
Retained Earnings, Beginning of Year, Restated	1,584,431	-	1,584,431	4,727		1,589,158
Retained Earnings, End of Year	\$1,152,771	\$164,362	\$1,317,133	\$4,262		\$1,321,395

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES AND DISCRETELY PRESENTED COMPONENT UNIT
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

	Proprietary Fund Types		Totals	Component	Totals
	Enterprise Funds	Internal Service Fund	(Memorandum Only) Primary Government		Reporting Entity
Cash Flows from Operating Activities					
Net Operating Income (Loss), Exhibit D	(\$1,182,737)	\$162,858	(\$1,019,879)	(\$522)	(\$1,020,401)
Adjustments to Reconcile Net Operating Income (Loss) To Net Cash Provided by Operating Activities:					
Depreciation	347,881	-	347,881	-	347,881
Change in Operating Assets and Liabilities:					
(Increase) Decrease in Operating Assets:					
Accounts Receivable	143,791	-	143,791	(3,705)	140,086
Inventories	31,586	-	31,586	-	31,586
Deposits and Prepaids	13,439	(94,591)	(81,152)	-	(81,152)
Due From Other Funds	44,021	(163,586)	(119,565)	-	(119,565)
Increase (Decrease) in Operating Liabilities:					
Accounts Payable	(73,938)	120,777	46,839	424	47,263
Due To Other Funds	124,139	-	124,139	-	124,139
Accrued Expenses/Other Liabilities	107,983	164,449	272,432	10,467	282,899
Total Adjustments	738,902	27,049	765,951	7,186	773,137
Net Cash Provided (Used) by Operating Activities	(443,835)	189,907	(253,928)	6,664	(247,264)
Cash Flows From Noncapital Financing Activities					
Operating Transfers In from Other Funds	981,765	-	981,765	-	981,765
Operating Transfers (Out) to Other Funds	(132,000)	-	(132,000)	-	(132,000)
Net Cash Provided (Used) by Noncapital Financing Activities	849,765	-	849,765	-	849,765
Cash Flows From Capital and Related Financing Activities					
Principal Paid on Bonds	(180,291)	-	(180,291)	-	(180,291)
Interest Paid on Bonds	(45,515)	-	(45,515)	-	(45,515)
Acquisition of Improvements and Equipment	(200,260)	-	(200,260)	-	(200,260)
Contributed Capital - State of New Hampshire	20,136	-	20,136	-	20,136
Net Cash Provided (Used) for Capital and Related Financing Activities	(405,930)	-	(405,930)	-	(405,930)
Cash Flows From Investing Activities					
Interest Earnings on Investments	-	1,504	1,504	57	1,561
Net Cash Provided (Used) From Investing Activities	-	1,504	1,504	57	1,561
Increase (Decrease) in Cash and Cash Equivalents	-	191,411	191,411	6,721	198,132
Cash and Cash Equivalents at Beginning of Year	200	-	200	4,766	4,966
Cash and Cash Equivalents at End of Year	\$200	\$191,411	\$191,611	\$11,487	\$203,098
Noncash Transactions					
Provision for Doubtful Accounts	(\$54,617)	\$ -	(\$54,617)	\$ -	(\$54,617)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The accompanying financial statements include the transactions of all funds and account groups of the County of Cheshire, New Hampshire and other governmental organizations included in the County's reporting entity because of the significance or their operations or financial relationships with the County in accordance with the criteria set forth by the Governmental Accounting Standards Board. The funds are established under the authority of the County and their operations as reflected in these financial statements are those under the control of the County. The account groups are those required by financial reporting standards for governmental units.

The Southwestern New Hampshire District Fire Mutual Aid is discretely presented in accordance with GASB No. 14 in the general purpose financial statements. Component units are legally separate organizations for which elected officials of the primary government are financially accountable. The County is considered financially accountable if it appoints a voting majority of the organization's governing body and is either (1) able to impose its will on that organization or (2) there is potential for the organization to provide financial benefits to, or impose specific financial burdens on, the County. The County may be financially accountable if an organization is fiscally dependent on the County. The County Commissioners and Delegation approve the annual operating budgets for the Fire Mutual Aid District and provide the majority of the District's revenues.

The Southwestern New Hampshire District Mutual Aid is a municipal corporation authorized under RSA 154:30-a and provides emergency dispatch and fire mutual aid services for its seventy-four member communities. Separately issued financial statements of the District may be obtained from Southwestern New Hampshire District Fire Mutual Aid, 32 Vernon Street, Keene, New Hampshire 03431.

There are no other component units of the County requiring either blended or discrete presentation.

B. Basis of Presentation

I. Fund Accounting

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equities, revenues and expenditures or expenses, as appropriate. The various funds are grouped in the financial statements in this report into five generic fund types and three broad fund categories as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Governmental Funds

- (1) General Fund - The General Fund is the general operating fund of the County. All general tax revenues and other receipts that are not allocated by law or contractual agreement to other funds are accounted for in this fund. From this fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds.
- (2) Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.
- (3) Capital Projects Funds - Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by special assessment or enterprise operations.

Proprietary Funds

- (4) Enterprise Funds - Enterprise Funds (County Nursing Home) are used to account for operations (a) that are financed and operated in a manner similar to business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.
- (5) Internal Service Fund - Internal Service Funds are used to account financing of goods or services provided by one department to other departments of the County on a cost-reimbursement basis. The County's internal service fund is its Health and Dental Insurance Fund.

Fiduciary Funds

- (6) Trust and Agency Funds - Fiduciary Funds are used to account for assets held by the County as an agent for individuals, private organizations, other governmental units and/or other funds. Trust and Agency Funds include Expendable Trust and Agency Funds. Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency Funds are custodial in nature (assets equals liabilities) and do not involve measurement of results of operations.

II. Account Groups

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

General Fixed Assets Account Group

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

Fixed assets purchased after December 31, 1978 are stated at cost. Fixed assets purchased prior to December 31, 1978 are stated at estimated historical cost. Donated fixed assets are valued at their estimated fair-market value on the date donated.

General Long-Term Debt Account Group

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, they should not be considered "available spendable resources", since they do not represent net current assets. Recognition of governmental fund type revenues represented by noncurrent receivables are deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures of fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

All Enterprise Funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary Fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the estimated useful lives using the straight line method. The estimated useful lives are as follows:

Maplewood Nursing Home Buildings	15-40 Years
Maplewood Nursing Home Equipment	4-25 Years

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

County tax revenues are recognized in the year for which taxes have been levied to the extent that they become available, i.e., due or receivable within the current fiscal year and collected within the current period or within 60 days of year end.

Licenses and permits, charges for services and other revenues are recorded as revenues when received in cash as they are generally not measurable until actually received. Investment earnings are recorded as earned if they are both measurable and available.

In applying the susceptible to accrual concept to intergovernmental revenues (grants, subsidies and shared revenues), the legal and contractual requirements of the numerous individual programs are used as a guidance. There are however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the County; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and nearly irrevocable, i.e., revocable only for failure to comply with prescribed compliance requirements, e.g., equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the criterion of availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt which is recognized when due; and (2) prepaid expenditures.

Proprietary Fund Accounting

The County has implemented Statement No. 20 of the Governmental Accounting Standards Board (GASB), "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting". This Statement provides guidance on the applicability of accounting pronouncements from other standard setting organizations. Under the County's election, its proprietary funds must apply all GASB pronouncements and the following pronouncements issued before November 30, 1989 unless they contradict GASB pronouncements: Statements and Interpretations of the Financial Accounting Standards Board, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee on Accounting Procedures.

D. Budgets and Budgetary Accounting

The County observes the following procedures in establishing the budgetary data reflected in the financial statements:

1. The County Commissioners deliver or mail to each member of the County Convention and to the Chairman of the Board of Selectmen in each town and the Mayor of each city within the County and to the Secretary of State prior to December 1, annually, their operating budget for the ensuing calendar year, together with a statement of actual expenditures and income for at least nine months of the preceding calendar year.
2. Within ten to twenty days after mailing the budget, a public hearing is held on the budget estimates as submitted by the Commissioners.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

3. Twenty-eight days must elapse after the mailing of the operating budget before the County Convention may vote on the appropriations for the ensuing budget period.
4. The County Convention must adopt its annual budget no later than March 31.
5. The final form of the County Budget is filed with the Secretary of State's office and the Commissioner of Revenue Administration no later than thirty days after the budget is adopted.
6. The Commissioners are authorized to transfer budget amounts from department to department. However, any revisions that alter the total expenditures of any fund must be approved by the Executive Committee of the delegation.
7. Except for the payment of judgements rendered against the County, expenditures cannot exceed the total appropriations which the County Convention has voted.
8. The Commissioners may apply to the County Convention for a supplemental appropriation to be made subsequent to the adoption of the annual County budget. The budget reflected in the financial statements includes one supplemental appropriation approved by the delegation in 1999.
9. Budget appropriations lapse at year end except for any outstanding encumbrances or approved appropriation carryovers.
10. Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds (County Extension Service) and the Enterprise Fund (County Nursing Home). The County legally adopts one inclusive budget for the General, Special Revenue and Enterprise Funds.
11. Budgets for Governmental Funds are adopted on a basis consistent with generally accepted accounting principles. Budgets for the Enterprise Funds are adopted on a basis which is not consistent with GAAP. Their budgets are prepared on a spending measurement focus using the modified accrual basis of accounting while the Enterprise Fund is reported on a cost of services measurement focus using the accrual basis of accounting.

E. Deposits and Temporary Investments

Cash and Cash Equivalents

For purposes of the statement of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

Deposits

Deposits are carried at cost plus interest earned to year end. The carrying amount of deposits is separately displayed on the balance sheet as "Cash and Temporary Investments".

At year end the carrying amount of the County's deposits was \$5,288,525 and the bank balance was \$5,109,870. Of the bank balance \$204,127 was covered by federal depository insurance, \$4,332,491 was collateralized by U.S. Government Notes, and \$573,252 was uncollateralized, (\$181,677 General Fund, \$54,182 Special Revenue and \$337,393 Agency).

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Cash and equivalents for the component unit at year end totaled \$76,374. All bank balances of these deposits were insured by Federal Depository Insurance (FDIC).

Temporary Investments

Temporary investments consist of certificates of deposit, repurchase agreements and/or investments in the Public Deposit Investment Pool and are reported at cost, which approximates market value.

The County Treasurer is authorized by State statutes and with the approval of the Commissioners to invest excess funds "in obligations of the U.S. Government, in the Public Deposit Investment Pool established in accordance with RSA 383:22-24, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws or in the State of New Hampshire or in national banks located within the State or the State of Massachusetts".

New Hampshire Public Deposit Investment Pool

The County participates in the New Hampshire Public Deposit Investment Pool established in accordance with N.H. RSA 383:22-24. Total County funds on deposit with the Pool at year end were \$76,691 and are reported as temporary investments on the General Fund (\$48,094) and Trust Funds (\$28,597). Based on GASB Statement No. 3, investments with the Pool are considered to be unclassified. At this time, the Pool's investments are limited to "short-term U.S. Treasury and U.S. Government Agency obligations, State of New Hampshire and New Hampshire municipal obligations, certificates of deposit from A1/P1-rated banks, money market mutual funds (maximum of 20% of portfolio), overnight to 30-day repurchase agreements (no limit, but collateral level at 102% in U.S Treasury and Government Agency instruments delivered to the Custodian of the Pool) and reverse overnight repurchase agreements with primary dealers or dealer banks."

Cash Overdraft

The County's General Fund checking account operates as a sweep account i.e. amounts in excess of the minimum balance are automatically invested in overnight repurchase agreements. Overdrafts at year end are covered by maturing repurchase agreements.

F. Accounts Receivable - Enterprise Fund

Enterprise fund accounts receivable are reported net of an allowance for doubtful accounts of \$475,000.

G. Inventories

Inventories of the Enterprise Funds (County Nursing Home) consist of materials and supplies and are recorded at the lower of cost (first-in, first-out basis) or market.

H. Prepaid Expenses

Prepaid expenses of the General Fund are for prepaid insurance and bond payments. Reported prepaid expenses are equally offset by a fund balance reserve account (reserve for prepaid expenses) as they do not represent "available spendable resources" even though they are a component of net current assets.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

I. Interfund Receivables

Interfund loans receivable (reported in the "due from" asset accounts) are considered available spendable resources.

J. Accumulated Unpaid Vacation and Sick Pay

Statement 4 of the NCGA requires that the current portion of vacation liabilities be reported on the governmental fund balance sheets. The County's accrued accumulated vacation in the General Fund was \$98,684.

At the Nursing Home, vacation may be accrued to one and one-half times the employee's maximum. Any vacation accrued beyond this amount will be forfeited.

At the Nursing Home (Enterprise Fund), employees are allowed to take a given holiday on or after the holiday. Annual accrued holiday time must be taken within sixty days of the new calendar year. Consequently, the Nursing Home accrues accumulated unpaid vacation pay and recognizes the expense in the period the pay is earned. The accumulated accrual at year end was \$187,634.

Sick leave accumulates at the rate of up to ten days per year and may be accumulated to a maximum of sixty days.

Under the current sick leave policy, upon accumulation of sixty days sick leave, all sick leave days over sixty days are paid to the employee at the end of the year, at the rate of one-half day per day accumulated. Employees may not carry over such compensation to subsequent years nor are they eligible to be paid for any unused sick leave time should they terminate their employment. However, when the current sick leave policy was adopted in 1982, accumulated sick leave to that time vested from those employees who were hired prior to 1978.

K. Accrued Liabilities

Accrued liabilities of the Enterprise Fund (County Nursing Home) are comprised of the following:

Accrued Payroll and Related Items	\$323,974
Accrued Vacation and Holiday Leave	187,634
Accrued Interest	<u>6,460</u>
Total Accrued Expenses	<u>\$517,624</u>

L. Deferred Revenues

Deferred Revenue of the General Fund consists of rent from the State for January 2001 received in advance.

M. Total Columns (Memorandum Only) on Combined Statements

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or change in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 2 - PENSION FUND

Plan Description - Substantially all County employees participate in the State of New Hampshire Retirement System (the System), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS). All County full-time employees must participate in the System. The System is divided into two employee groups: Group I which includes all employees except fire fighters and police officers and Group II which is for fire fighters and police officers (Sheriff's Department and Correctional Officers). The New Hampshire Retirement System issues annually a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire.

Group I employees who retire at or after age 60 are entitled to retirement benefits equal to 1.667% of the average of their three highest paid years of compensation, multiplied by their years of service. Earlier retirement allowances at reduced rates are available after age 50 and 10 years of service. Benefits fully vest upon reaching 20 years of service or attaining age 60.

Group II employees who attain age 45 with 20 years or more of service or after reaching age 65 as contributing members are entitled to retirement benefits equal to 2.5% of the average of their three highest paid years of service, multiplied by their years of service, not to exceed 40. Benefits vest ratably beginning after 10 years of service.

The System also provides death and disability benefits. Cost-of-living increases have been periodically granted to retirees by the State Legislature.

Funding Policy - The System is funded by contributions from both the employees and employers. Group I Employees are required by State statute to contribute 5.0 percent of gross earnings up to the Social Security taxable wage limit. Amounts in excess of the limit are at 9.2 percent. Group II employees are required to contribute 9.3 percent of their gross earnings. The employer must, under the same statute, contribute monthly at an actuarially determined rate. The current rate is 2.8% to 3.45% of covered payroll. The contribution requirement for the year was \$620,105, which consisted of \$269,300 from the County and \$350,805 from employees. The County's contributions to the System for the years ended December 31, 1999 and 1998 were \$239,761 and \$219,721 respectively, which were equal to the amount required under State statute to be contributed for each year.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

NOTE 3 - INDIVIDUAL FUND INTERFUND RECEIVABLES AND PAYABLES

The balances at year end were:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 1,906,084	\$ 99,076
Special Revenue Funds:		
County Extension Service	-	18,721
Deeds Surcharge Fund	<u>3,944</u>	<u>-</u>
Total Special Revenue	<u>3,944</u>	<u>18,721</u>
Enterprise Fund:		
Nursing Home	<u>139,312</u>	<u>1,817,767</u>
Total Enterprise Funds	139,312	1,817,767
Agency Funds:		
Sheriff's Escrow and Fees	-	5,310
Register of Deeds	<u>-</u>	<u>44,112</u>
Total Agency Funds	<u>-</u>	<u>49,422</u>
Total Primary Government	2,149,435	2,149,435
Component Unit	<u>12,164</u>	<u>12,164</u>
Total Reporting Entity	<u>\$ 2,161,599</u>	<u>\$ 2,161,599</u>

NOTE 4 - DUE FROM/TO OTHER GOVERNMENTS

Amounts Due From/To Other Governments Include:

Due From Other Governments

General Fund:	
State of New Hampshire	
Victim Witness Grant	\$ 2,116
Prosecutor Grant	6,714
Drug Task Force Grant	11,798
UST Cleanup	1,050
Federal Government	<u>10,445</u>
Total Due From State of New Hampshire	32,123
Due From Various Towns	<u>49,074</u>
Total	<u>\$ 81,197</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 5 - FIXED ASSETS

Changes in General Fixed Assets:

<u>Cost or Estimated Value</u>	<u>Beginning of Year</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance End of Year</u>
Building and Land				
General Government and Jail	\$ 9,877,910	\$ -	\$ -	\$ 9,877,910
Farm	1,091,400	-	-	1,091,400
Equipment:				
General Government and Jail	1,097,133	76,176	161,139	1,012,170
Farm	227,064	16,540		243,604
County Attorney	<u>31,493</u>	<u>1,395</u>	<u>-</u>	<u>32,888</u>
Total	<u>\$12,325,000</u>	<u>\$ 94,111</u>	<u>\$ 161,139</u>	<u>\$12,257,972</u>

Property, Plant and Equipment - (Enterprise Fund) depreciable assets at year end are summarized as follows:

<u>Description</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Depreciated Value</u>
Land and Improvements	\$ 565,334	\$ (217,129)	\$ 348,205
Water System	753,597	(258,585)	495,012
Wastewater System	364,343	(72,003)	292,340
Building and Improvements	5,667,881	(2,519,310)	3,148,571
Vehicles	131,695	(90,804)	40,891
Equipment	<u>1,188,903</u>	<u>(580,301)</u>	<u>608,602</u>
Total	<u>\$ 8,671,753</u>	<u>\$ (3,738,132)</u>	<u>\$ 4,933,621</u>

NOTE 6 - LONG-TERM DEBT

The following is a summary of the long-term debt transactions of the County for the year:

Payable at Beginning of Year	\$4,812,093
Bond Proceeds	-
Proceeds of Capital Lease	-
Bonds Retired	(525,545)
Payments on Capital Lease	(12,802)
Net Change in Accrued Sick Leave	<u>512</u>
Payable at End of Year	<u>\$4,274,258</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Long-term debt payable is comprised of the following issues:

General Long-Term Debt Account Group:

\$4,400,000 - 1997 Assisted Living/Nursing Home Improvements, Due in Annual Installments of \$325,000 to \$310,000, August 1999 to 2012; Interest at 4.50% to 5.10% \$3,750,000

Nursing Home Bonds and Notes Payable:

\$4,223,000 - 1975 Nursing Home Bonds, Due in Annual Installments of \$150,000 to \$100,000 Through November 2005; Interest at 7.20%. 500,001

Total Nursing Home 500,001

Total Bonds and Note Payable \$4,250,001

The annual requirements to amortize all debt outstanding are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2001	\$ 425,000	215,630	640,630
2002	425,000	193,480	618,480
2003	410,000	171,330	581,330
2004	410,000	149,560	559,560
2005	<u>410,000</u>	<u>127,790</u>	<u>537,790</u>
Subtotal	2,080,000	857,790	2,937,790
Thereafter	<u>2,170,001</u>	<u>430,280</u>	<u>2,600,281</u>
Total	<u>\$4,250,001</u>	<u>\$1,288,070</u>	<u>\$5,538,071</u>

Capital Lease Obligation

1999 Lease Payable, Due in Three Annual Payments of \$14,344 Including Interest at 5.85%, final payment Due August, 2001. \$ 13,551

Total Capital Leases \$ 13,551

The following is a summary of the general long-term debt transactions of the component unit for the fiscal year ended December 31, 2000:

	<u>Capital Leases Payable</u>
Balance, Beginning of Year	\$ 51,481
Retired	<u>(13,229)</u>
Balance, End of Year	<u>\$ 38,252</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

General long-term debt of the component unit at December 31, 2000, is comprised of the following individual issues:

<u>Description of Issue</u>	<u>Original Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Interest Rate %</u>	<u>Outstanding at 12/31/00</u>
<u>Capital Leases Payable</u>					
Communications Equipment	\$ 56,187	10/1/98	10/1/04	6.700	\$ 32,975
Gateway Computers	15,927	1/25/99	1/25/01	14.416	<u>5,277</u>
Total					<u>\$ 38,252</u>

The annual requirements to amortize capital leases of the component unit outstanding as of December 31, 2000, including interest payments, are as follows:

Fiscal Year Ending December 31,	<u>Capital Leases Payable</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2001	\$ 12,737	\$ 2,970	\$ 15,707
2002	7,960	1,709	9,669
2003	8,493	1,176	9,669
2004	<u>9,062</u>	<u>607</u>	<u>9,669</u>
Total	<u>\$ 38,252</u>	<u>\$ 6,462</u>	<u>\$ 44,714</u>

NOTE 7 - RESERVES AND DESIGNATIONS OF FUND EQUITY

The County has set up "reserves" of fund equity to segregate fund balances which are not available for expenditure in the future or which are legally set aside for a specific future use. Fund "Designations" have also been established to indicate tentative plans for future financial utilization.

Reserved for Encumbrances - Encumbrances of fund balances of the General Fund are carried forward to the subsequent fiscal year. Encumbrances outstanding at year end are reported as reservations of fund balances since they do not yet constitute expenditures or liabilities.

The amount represents appropriation carryovers as follows:

General Fund:	
Facilities	\$ 5,904
Human Services	130,663
Nursing Home	<u>2,218</u>
Total General Fund	<u>\$138,785</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Designated for Specific Capital Projects - Designated for specific future capital outlay requirements as follows:

Capital Reserves:	
Courthouse	\$ 33,818
Jail	102,848
Nursing Home	477,013
Farm Building	53,352
Farm Equipment	17,971
Waste Water Treatment	27,218
Finance - Computer	71,075
Administration Building	54,823
Legal	27,947
Tank Replacement	64,318
Assisted Living	3,502
Youth Placement	<u>54,373</u>
Total	<u>\$ 988,258</u>

Designated for Specific Purposes - Designated for future expenditures of that fund as follows:

Special Revenues:	
Extension Service	\$ 1,000
Juvenile Incentive Fund	187,124
Deeds Surcharge Fund	<u>8,072</u>
Total Special Revenue	196,196
Trust Funds:	
Heman Chase Expendable Trust	721
Wellington Trust Fund	<u>27,876</u>
Total Primary Government	224,793
Component Unit	<u>49,884</u>
Total Reporting Entity	<u>\$274,677</u>

NOTE 8 - CONTINGENCIES - GRANTS

The County participated in a federally-assisted contract for services with the Department of Health and Human Services, Medicaid (Title XIX) through the New Hampshire Department of Health and Human Services, and various grants through the New Hampshire Attorney General's Office, the Department of Housing and Urban Development (Office of State Planning), and the Department of Education. The contract and the loan/grants are subject to compliance audits by the contractors or grant agencies or their representatives.

The audits of the contract and loan/grant programs for or including the year ended December 31, 2000 have not yet been reviewed by the contractor or grant agencies. Accordingly, the County's compliance with applicable contract requirements will be established at some future date after the contractor's review. The amount if any, of expenditures which may be disallowed by the contracting agencies cannot be determined at this time, although the County expects such amounts if any, to be immaterial.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 9 - BUDGETED DECREASE IN FUND BALANCE-GENERAL FUND

The \$1,242,090 budgeted decrease in fund balance shown on Exhibit C represents fund balance \$1,200,000 budgeted by the County to reduce the tax rate and \$42,090 of prior year encumbrances.

NOTE 10 - LITIGATION

Several suits are pending against the County in connection with various incidents. No provision has been made for the potential loss, if any, in these financial statements. Losses this high are deemed unlikely by County management and management intends to vigorously defend these actions.

NOTE 11 - RISK MANAGEMENT

The County is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County, along with numerous other municipalities in the State, is a member of three public entity risk pools in the State currently operating as a common risk management and insurance program for which all political subdivisions in the State of New Hampshire are eligible to participate. The pools provide coverage for workers' compensation, unemployment and property liability insurance. The County pays annual premiums to the pools for its various insurance coverage.

NOTE 12 - RESTATEMENT OF BEGINNING FUND EQUITY

Beginning Enterprise Fund retained earnings has been restated as follows:

Retained Earnings, as Previously Reported	\$2,034,431
Reserve Uncollectible Accounts - One Year Old	(150,000)
Reserve Uncollectible Accounts - Two Years and Older	<u>(300,000)</u>
Retained Earnings, as Restated	<u>\$1,584,431</u>

NOTE 13 - COMMITMENTS - DIRECT FINANCING LEASE

The County has entered into an agreement with the State of New Hampshire to construct a District Court Building in the Town of Jaffrey on land owned by the State of New Hampshire. The County also agreed to finance the construction of the District Court Building by issuing bonds not to exceed \$2,600,000.

The County has agreed to a direct financing lease agreement with the State of New Hampshire for a term of 20 years following substantial construction of the District Court Building. The semi-annual lease payments the County will receive are to be equal to the annual interest and principal payments on the bond. The State will occupy the District Court Building during the term of the lease and incur all direct costs associated with the building for the entire period of the lease. Upon expiration of the lease, the County has agreed to sell the District Court Building to the State for a purchase price of \$1.00.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

NOTE 14 - INTERNAL SERVICE HEALTH AND DENTAL FUND

During the year, the County established a Health and Dental Insurance Fund (an internal service fund) to account for and finance its self-insurance program. Under this program, the Health and Dental Insurance Fund provides coverage for up to a maximum of \$25,000 annually for each individual plan participant. The County purchases commercial insurance for claims in excess of coverage provided by the fund and for all other risks of loss. Commercial coverage used in the first year was \$10,576.

All funds of the County participate in the program and make payments to the Health and Dental Insurance Fund based on actuarial estimates of the amounts needed to pay prior and current-year claims. The claims liability of \$120,777 reported in the fund at December 31, 2000 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information is available prior to the issuance of the financial statements and the amount of the loss can be reasonably estimated. Changes in the Fund's claims liability amount in fiscal year 2000 were:

	<u>Beginning of Year Liability</u>	<u>Current Year Claims and Changes in Estimates</u>	<u>Claims Payments</u>	<u>Balance at Year-End</u>
Year 2000	\$ -	\$890,066	\$(769,289)	\$120,777

NOTE 15 - BONDS AUTHORIZED - UNISSUED

In May 1996 the County Delegation voted to raise, through issuance of bonds, a sum not to exceed \$2,600,000. This amount is to be appropriated to finance construction of a District Court Facility in the Town of Jaffrey. As of December 31, 2000, these bonds had not been issued.

NOTE 16 - CONTINGENCIES - COUNTY TAXES

The current method of raising school district assessments through property tax assessments in the State has been determined to be unconstitutional. Specifically, the courts determined that the evidence "clearly shows that New Hampshire's property taxation system is constitutionally flawed." County taxes are raised through the same taxation system. Consequently, the current ability of the various communities in the County to assess, collect and remit county taxes for the County tax assessment for the calendar year 2001 is in doubt. In addition, the court decision has impacted on the County's ability to obtain tax anticipation notes (TAN's) for its 2001 budget year.

MINUTES
Executive Committee Review
Of 2000 Commissioners' Proposed Budget
Monday, January 3, 2000
Administration Building – Keene, NH

PRESENT: Reps. Avery, Doucette, Hunt, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Finance Director Knowlton, briefly Mr. Brian McMaster Southwest Regional Planning and Mr. Keith Thibeault, Darren Duffy and Mr. Bill Marcello, Southwestern Community Services, Inc.

The meeting was called to order by Chairman Avery at 9:00 a.m. The following account number was reviewed. **4111 Delegation:** There were no major changes.

CDBG GRANT: The following people were in attendance to answer questions and provide background on the proposed request for Delegation approval of the county applying for a CDBG grant not to exceed \$500,000 to be used for single family housing rehabilitation programs county wide: Brian McMaster, Bill Marcello, Keith Thibeault and Darren Duffy.

After a period of discussion and explanation, Rep. Russell moved that the Executive Committee recommend that the Delegation approve application for this grant at the January 5th meeting in Concord. Motion seconded by Rep. Lynott and passed unanimously.

4230 Department of Corrections: Superintendent Van Wickler, Penny Vitale
Corrections Superintendent Van Wickler answered questions regarding his budget requests. Points raised and issues to be discussed before final approval of this account:

1. Superintendent Van Wickler requested a full-time maintenance person be assigned to corrections to handle "preventive maintenance" of the facility, which is not being done at present.
2. Requested an additional correction officer to replace the officer removed from the floor to do Inmate Program Manager responsibilities. With benefits, this additional officer would cost an additional \$29,000.

4151 Treasurer: Treasurer William Lynch answered questions concerning his budget item Legal Fees.

4152 Computer: Finance Director Knowlton informed the Executive Committee that all of the departments in the county are now connected. The entire year was spent in "up-grading" all departments and the year 2000 will be spent really learning the new software. She stated that a new computer technician, included in the budget, would help manage this system. There are 83 computers operating within the county offices.

Representative Hunt questioned the amount of money requested in **Line 4152.36 (\$24,468)**, a very large increase over the \$11,855.00 budgeted in 1999. Ms. Knowlton answered that this was "only a projection". This item will be reviewed again before finalizing the Executive Committee recommendations to the Delegation.

Account 4155.19 –Personnel Administration, Line 4155.19.99 Tuition Reimbursement:
Discussion followed, Commissioners believe this to be money well spend as a benefit to employees.

4611 - Cooperative Extension Service, 4611.86 Rent: Lauren Bressette, County Administrator for Cooperative Extension in Cheshire County informed the Committee that the anticipated rent increase did not take place and that Line 4611.86 Rent could be decreased to \$19,944, savings of \$590.00. Ms. Bressette requested an additional amount of \$2,300.00 to pay for an Americorps person who would work 1700 hours for Cheshire County Cooperative Extension. This was not requested when Ms. Bressette did her original requests to the Commissioners because it has only recently become an opportunity. Ms. Bressette provided an outline of anticipated duties for an Americorp employee.

4619 Conservation District: Jeff Porter, Chairman of the Board of Supervisors for the Cheshire County Conservation District presented the District's requested budget of \$27,000, which includes a 4% salary increase for Linda Van Alstyne, District Manager. In addition to the \$27,000 request, Mr. Porter asked for additional funds in the amount of \$1,000 for an internship program. Discussion and questions and answers followed. It was also pointed out that Cheshire County Conservation District assisted the County in solving the erosion problems at Maplewood and saved the County a great deal of money in the process.

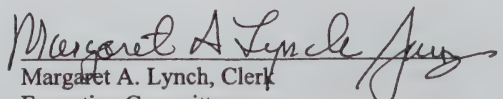
4456.29 Pilot Project: \$15,000 was requested. County Administrator Wozmak reviewed this project and brought the Executive Committee up-to-date on its status. The primary goal is to secure a waiver from the Federal government to have closer control over Medicaid dollars and reach more people at a lower level of intensity, that is, outside of a nursing home environment. A Limited Liability Corporation has been formed to create an entity to enhance that opportunity. The \$15,000 is start up capital. Other agencies, such as Monadnock Developmental Services, Keene Housing Authority and Monadnock Family Services are also involved and have an interest in the Limited Liability Corporation.

Representative Lynch made a motion to tentatively approve the budget items reviewed January 3rd. Motion seconded by Rep. Irene A. Pratt. Discussion followed. It was understood that this does not preclude making changes to the budget items reviewed.

Motion passed unanimously.

The meeting was suspended at 12:00 noon and will reconvene on January 10th at Maplewood Nursing Home.

Respectfully submitted.


Margaret A. Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Cheshire County Delegation
Wednesday, January 5, 2000
State House-Concord, NH

PRESENT: Representatives Avery, Blaisdell, Hunt, Lynch, Manning, Meader, Mitchell, Irene A. Pratt, Richardson, Riley, Robertson, Royce, and Smith.

The Delegation met on January 5th at the State House, during the break between the morning and afternoon sessions.

Having a quorum of 13 members present, acting Chairperson Rep. John Hunt called the meeting to order and explained its purpose.

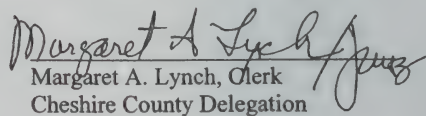
Representative Stephen Avery moved "That the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$500,000 to be used for a county-wide housing rehabilitation program which will make improvements to housing owned and/or occupied by low to moderate-income households; that the Delegation authorize the Commissioners to update the County Housing and Community Development Plan, subject to comment at the public hearing; that the County will accept the grants if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project." The motion was seconded by Representative Margaret A. Lynch, passed on a unanimous roll-call vote.

A brief discussion followed on the question of mileage payments for the County Delegation engaged in County Business.

Representative William Riley moved that the County Delegation members be paid \$.32 a mile for mileage associated with County business. Motion was seconded by Rep. Irene A. Pratt, passed unanimously.

Meeting adjourned.

Respectfully submitted,


Margaret A. Lynch, Clerk
Cheshire County Delegation

MINUTES
Executive Committee Review
Of 2000 Commissioners' Proposed Budget
Monday, January 10, 2000
Maplewood Nursing Home-Westmoreland, NH

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak, Finance Director Knowlton, Maplewood Nursing Home Administrator Beeler and Facilities Manager Meehan.

A quorum being present, Chairman Avery called the Executive Committee Meeting to order at 9:00 a.m.

4411 Maplewood: Maplewood Nursing Home Administrator Beeler and Mrs. Virginia Royce, Nursing Supervisor were present. Mr. Beeler answered questions concerning his portion of the budget. He stated that he was requested to level fund all non-payroll items in his budget and that, for the most part, that is what the budget reflects. Line 4411.38.00-Postage & Line 4411.36.40-Office Supplies reflect a slight increase. Line 4411.03.02 Payroll-Medical Records Secretary has been moved back to the Nursing Account where it had been previously. There is no change in the cost, it is simply relocation. Line 4411.19.00-Continuing Education: Mr. Beeler explained that this amount is for tuition only and that his license requires 40 hours of continuing education every two years and that he usually acquires that through this conference and that this year it is to be held in St. Louis. Line 4411.20.00-Legal Expenses: Rep. Irene A. Pratt questioned the elimination of a cost factor in this line. Mr. Beeler responded that there would be expenses associated with the lawsuit brought by the private nursing homes. Commissioner Daschbach explained that there is a Capital Reserve Fund for legal fees, currently at \$23,000.00. Mr. Beeler pointed out that legal fees is a reimbursable cost to Maplewood. Line 4411.29.00-Outside Services: \$6,900 requested and Commissioners proposed \$5400. Mr. Beeler stated that he had asked for an additional \$1,500 to do criminal background checks for potential new hires and that he hires between 100/150 people in a year. The Commissioners requested that the checks be done through the Sheriff's Department. County Administrator Wozmak stated the Commissioners are contemplating adding back the \$1500 because it appears that the Sheriff's Department cannot provide the same information as the State Police. It was also noted that the County is paying for two (2) SPOT terminals that are unusable for background checks. The information seems to be "off limits" outside of the State Police.

4412-Quality Improvement: Mr. Beeler stated that the cost of Hepatitis B vaccine was up and that this is offered to all County employees.

4413-Nurse Practitioner: Mr. Beeler requested that the hours for the Nurse Practitioner be increased from 20 hours a week to 28 hours a week, which more accurately reflects the actual time she spends at the nursing home. Additional hours also means additional medical billings. This position really pays for itself. Line 4413.19-Continuing Education: \$850 for Nurse Practitioner. Line 4413.70 Travel: \$800 for travel Nurse Practitioner.

Rep. Avery asked for an explanation on these two accounts. Mr. Beeler explained that the \$850 was the cost of the conference for the Nurse Practitioner and the \$800 was the travel cost to the conference. The Nurse Practitioner's license requires 60 hours of continuing education every two years and that she acquires those hours through a conference.

4415 Dietary: Mr. Beeler outlined a few of the changes in his account. The increase in **Line 4415.29.00 Outside Services** reflects a raise for the Dietary Manager, a contract position through the Fitz-Vogt contract. The Fitz Vogt contract has not changed. Mark Downing, the Dietary Director, is also a correctional officer. There are no benefits provided by the County for this position. **Line 4415.51.00 Purchases Food:** Mr. Beeler stated that the \$26,578 increase reflects the addition of the Assisted Living apartments and an increase in prisoners in the House of Correction. **Line 4415.51.15 Purchases Food from Farm:** The decrease reflects the fact that Maplewood does not get as many vegetables from the Farm as in previous years. Mr. Beeler stated that he would like to "get the inmates out of Maplewood, they cause too many problems". Rep. John Pratt asked Mr. Beeler to give the Executive Committee figures on what the Corrections share of **Line 4415.51 Purchases Food** would be; Mr. Beeler will do so. Rep. Russell asked Mr. Beeler to expand on his comment regarding removing the prisoners from working at Maplewood. Discussion followed.

4416 Nursing: Discussion centered on the difficulty in finding qualified people to fill positions constantly opening at Maplewood; questions of comparable wages. Mr. Beeler stated that he believed RN and LPN wages should be increased. Rep. Irene A. Pratt stated that she would encourage salary adjustment to those responsible for the care of patients. Rep. John Pratt asked if a "signing bonus" was reimbursable. Mr. Beeler stated it was 75% reimbursable by the Federal government. **Line 4416.03.06 Payroll-Support Staff:** Mr. Beeler requested a .5 position for unit clerk, denied in Commissioners' recommended budget.

Rep. Avery asked why the RN payroll line had decreased. Mr. Beeler stated that he had converted one RN position to an LPN position on the third floor.

County Administrator Wozmak stated that his office would look into doing a salary survey in the area. Mr. Beeler stated that Maplewood had that information on an hourly rate basis.

Further discussion took place on the "overtime" lines.

4130 Commissioners: Rep. Lynch asked Mr. Wozmak to provide the backup information (the administrator's written comments on his budget requests involving increases). That information will be provided by the next meeting date.

4416.52.00 Uniform Allowance: Rep. Irene A. Pratt questioned this Line. What was requested and why was it denied? Discussion followed. Commissioner Daschbach responded "That the Commissioners did their own reading of the Statute (Ms. Royce had stated that it was their view that uniforms were required to be provided by Statute) and "did not find a single institution that provided uniforms". This topic will be looked at again before the end of budget deliberations.

4417 TLC Unit: Line 4417.29.00 Outside Service-Psych. Clinician: An increase of \$10,000 has been made up in a \$10,000 decrease elsewhere in the budget.

4418 Laundry and Linen: Basically level funded.

4419 Housekeeping: Basically level funded. Mr. Beeler stated that he had requested a 1.0 FTE housekeeper and was granted a .5 FTE. That position will be split between Assisted Living and the new areas.

4420 Pharmacy: \$35,000 increase in **Line 4420.33.00 Purchases-Drugs:** This increase reflects demands by physicians and nurse practitioner. We do bill Medicaid for pharmaceuticals and a great amount is reimbursed. The House of Correction's use of drugs has also increased said Mr. Beeler.

The Assistant Pharmacist's position is currently vacant and Maplewood is now recruiting. The question of lack of benefits associated with this position took place but has not been resolved.

4421 Activities: Minor discussion.

4423 Social Services: Minor discussion.

4423.03.00 Payroll-Staff: An increase reflected in the addition of a .75 FTE Hospice/Social worker.

4424 Occupational Therapy: An increase reflects the second FTE therapist added for full year. Both Physical and Occupational therapists are doing aquatic therapy.

4424.29.00 Outside Services: Discussion centered on Mr. Beeler's request for outside coverage for staff vacations, seminars, and etc. Commissioner Daschbach responded that the addition of the second FTE position was justified by the fact that this addition would relieve the need for outside coverage.

4425 Physical Therapy: Again, increase reflects second FTE for full year.

4425.29 Physical Therapy Outside Services: Same as the situation under **Line 4424.29.00.**

4426 Misc Services For Residents: Line 4426.29 Physicians-Contract: Increase offset by expense cuts.

4426.28 Misc. Phys Bills: Reflects 2% increase for physician's contract.

4439 Assisted Living: Ms. Davis, the administrator of the Assisted Living unit, was present to answer questions. This unit opened in May with one (1) resident and as of Friday, we will have twenty (20) residents. There is a request for the addition of a .5 CNA position to cover the 3:00- to 6:00 p.m. bedtime shift.

4442 LTC Coordinator: Mr. Beeler explained the purpose of this position. This is a contract with the Federal and State governments and they pay 75% of the cost; the County pays 25%.

4301 Farm: Facilities Manager Meehan stated that a small profit was anticipated for 2000. Capitol requests for Farm equipment was reviewed. Rep. Mitchell, who served as chairman of the Farm Study Sub-Committee, noted that the Study Committee fully supports the equipment purchases. Discussion centered primarily on the \$100,000 request for a manure storage unit.

4194 Maplewood Facilities: Facilities Manager Meehan noted that the 10% overall increase is the result of increased electric and fuel costs for the Assisted Living addition. Rep. Russell suggested that "if we don't do uniforms for nurses, maybe we should cut it here", referring to **Line 4194.52.11 Uniforms** at \$3200. Discussion followed. An outline of cost for providing uniforms for all appropriate positions was distributed for review.

4194.29.12 Outside Services: Rep. Jack Pratt asked questions concerning the .5 maintenance person at the House of Correction.

Wastewater Treatment Plant: Rep. Doucette asked about the cost of sludge removal. Mr. Meehan said there would be no cost in 2000 but there could be a cost associated with sludge removal in the future.

Water Treatment Plant: No questions.

Farm Maintenance: No questions.

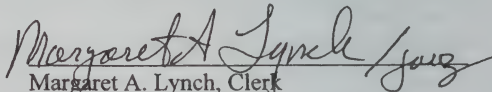
Court House Maintenance: Budget shows a small increase in electricity but a decrease in fuel expenses.

Administration Building: No questions.

Hearing suspended at 12:00 noon and will reconvene on January 24th at 33 West Street, Keene.

Lunch was served to the Executive Committee and a tour of the House of Correction took place at 1:00 p.m.

Respectfully submitted,


Margaret A. Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Budget Reviews
Monday, January 24, 2000
Administration Building-Keene, NH

PRESENT: Reps. Avery, Doucette, Hunt, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Roberts and Russell, Commissioners Davis and Martin, County Administrator Wozmak and Finance Director Knowlton.

Ms. Lauren Bressett, Cheshire 4-H Youth Extension Educator, spoke to the Executive Committee concerning the possibility of securing a grant from Office of Juvenile Justice and Delinquency Prevention for a "Teen Assessment Project". The RFP currently requires that a local unit of government sponsor the application. There is, however, a possibility that the RFP will be changed so that a local unit of government will not be part of the application process. The deadline for application is February 1st, 2000. Discussion followed. Chairman Avery indicated that a special meeting of the Delegation could be called for on January 31, 2000.

Rep. Meader moved that the Executive Committee recommend to the Delegation that: In the event that University of New Hampshire Cooperative Extension at the state is not eligible to apply for the Office of Juvenile Justice and Delinquency Prevention federal grant funds for local Teen Assessment Projects as advertised in the December 1999 RFP, we authorize Lauren Bressett, Cheshire 4-H Youth Extension Educator to apply for these funds for the Monadnock Region Teen Assessment Program. The funds will be used to implement the Teen Assessment Project survey in grades seven through twelve of School Administrative Units 1, 29, 38, 47, and 60; to analyze the data; and to report the results to the participating school districts, the county, and to interested Monadnock region community groups.

The motion was seconded by Rep. Roberts and passed on a voice vote with one "nay" vote by Rep. Russell.

Line 4211 – Sheriff's Department:

Sheriff Foote informed the Executive Committee of requests received from local communities regarding communication problems, securing information from the SPOT terminals at the State Police offices and the Keene Police Department. This problem is especially acute after the Sheriff's office is closed, after 4:30 p.m. There has been a request from 6 or 7 towns that the Sheriff ask the Delegation to approve hiring an additional part-time employee to work in the evenings, Thursday, Friday and Saturday, to access the SPOT terminal to assist the local communities. Sheriff Foote stated that this would be a part-time position: 3 nights a week for 8 hours a night, at a rate of \$10.06 an hour, Step 2, grade 6, for a total of \$12,000 for the remainder of this year and \$15,000 for the full year, including workmen's compensation, unemployment compensation and taxes.

Rep. Avery suggested that this request might be something that the Emergency Communications Committee should look into.

Sheriff Foote requested approval of the replacement of the 1993 van. Discussion followed on the **Equipment Purchase, Line 4211.97**. The Sheriff stated that if the van were purchased outright the cost of replacement van could be reduced to \$46,998.00.

DEEDS:

Line 4193.70.00-Travel: It was noted that the "Commissioners Proposed" on this **Line should read \$2,000.00 not \$3,5000.00.**

Line 4193/29-Outside Services: Ms. Hubal stated that she has requested \$25,000.00 for a feasibility study on space needs for the Register's office.

Line 4193.39-Printing, Binding & Books: Discussion on the restoration of old books. There are 138 volumes that should be restored soon. The cost of restoration is \$1,200 a book.

Rep. Hunt stated that he had a problem with the restoration needs to be updated and that he was willing to take the responsibility of checking on this line. Chairman Avery appointed Rep. Hunt to look into this.

4123 - COUNTY ATTORNEY:

Attorney Burke gave the Executive Committee an update on the activity in the county attorney's office and reviewed his budget and account 4124 – Victim Witness office. A lengthy discussion took place on account number 4125 – Prosecutor Grant. The 1999 budget expended reflects expense for 3 months only.

Commission Martin provided background information on the establishment of this position. Last year the Delegation approved a new county attorney position. The county attorney and Commissioners found a grant in the amount of \$24,563 to offset the cost of this new position. The grant requires that 50% of the attorney's workload must deal with domestic violence cases. The Grant must be applied for every year.

Rep. Lynch inquired if any of Attorney Cleary's expenses were included under the County Attorney's account numbers. Ms. Knowlton will check on this.

Line 4124-Victim/Witness Program: No questions.

Line 4192-Medical Examiner: There was discussion concerning **Line 4292.28-Autopsies.** Attorney Burke reviewed the billing problems in this account.

4219 SWNH FIRE MUTUAL AID:

Mr. Paul Szoc, coordinator of SWNH Fire Mutual Aid, reviewed his budget. Based on personnel changes, account **4219 will decrease to \$367,025.00. Line 4219.11-Life Insurance down to \$1,351.00; Line 4219.13-State Retirement down to \$18,849.00; Line 4219.14-Workers Compensation down to \$4,842.00.** Mr. Szoc asked that **Line 4219.20-Legal Expenses indicate an increase to \$7,000.00, due to the fact that the employees have voted to be a collective bargaining unit and negotiations are required.** In addition, Mutual Aid has had their own audit done on their books. \$2,800.00 has already been spent on legal fees and that does not include auditor's fees.

Line 4219.19-Training: Mr. Szoc stated that 911 system was willing to give Mutual Aid a CAD system (valued at \$50,000) but this would require training 16 employees to use the system. The cost of training is \$625.00 per employee.

Lines 4219.82.01-Radio Repair Shop & 4219.82.02-Radio Repair Deficit: Lengthy discussion on these two accounts followed. Auditors agree that the remaining deficit is \$14,863.00. Under **Line 4219.82.01,** the \$99,709.00 is being paid for through revenue generated.

Commissioner Martin noted that in the past there was a SWNH Mutual Aid budget that was not included in our budget. He further noted that "if we are going to be responsible for the deficit then we need to bring in the expenses of the radio shop so we will know what is going on". Discussion followed on the question of a "stand alone" agency versus a county agency.

Commissioner Martin noted that Mr. Szoc's new budget, handed out today, indicates Line 4219.82.01-Radio Repair Shop increased to \$114,972.00 and asked for an explanation. Mr. John Marechal, former coordinator of SWNH stated that the increase would be offset by income and that the revenue line can also be adjusted.

Commissioner Martin further noted that the \$5,000 increase in Line 4219.19.00-Training and the \$2,000 increase in Line 4219.20.00-Legal Services, was a total of \$7,000.00 increase over the Commissioners' Proposal.

Rep. Hunt discussed the problems with the Revenue page and noted that information is incomplete. He requested that the Executive Committee be provided a balance sheet for this agency and other agencies in the same situation.

Mr. Szoc said they would like to take \$12,000.00 out of Capital Reserve and put new base station radios on Hyland Hill for ambulance and police communication.

Rep. Lynch moved tentative approval of the accounts reviewed on January 10th, and January 24th, with the understanding that changes will be made where necessary. Motion seconded by Rep. Mitchell and passed unanimously on voice vote.


Rep. Hunt informed the Executive Committee that there is an IRS rule dealing with semi-autonomous boards and that if the county provides more than 10% of their revenue, there should also be fiscal control of their expenses. Rep. Hunt stated that we should be getting balance sheets on these organizations.

Rep. Hunt moved that the Executive Committee recommend to the full Delegation that for any organization in which the county has a greater than 25% fiscal role in their budget, a balance sheet must be provided to the county. Motion seconded by Rep. Russell and passed unanimously.

Rep. Hunt requested that balances in Capital Reserve accounts be provided to the Executive Committee.

The meeting suspended at 12:00 noon and will reconvene on January 31, 2000.

Respectfully submitted,


Margaret A. Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Budget Reviews
Monday, January 31, 2000
Administration Building-Keene, NH

PRESENT: Reps. Avery, Doucette, Lynott, Mitchell, John Pratt and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak and Director of Finance Knowlton.

COUNTY ATTORNEY:

County Attorney Burke spoke to the Executive Committee about the Victim's Advocate position, which is partially funded through an Americorp grant. **Total request for this position is \$6,000.00. Commissioners are in favor of the proposal.**

4454-KEENE COMMUNITY KITCHEN, Inc:

Ms. Cambiar informed the Executive Committee that more families were using the party and kitchen for meals. Other agencies relying on the Kitchen has grown. The Kitchen has asked Swanzey for an increase in support. The Kitchen is still negotiating with Marlow. Hinsdale and Winchester will be increasing their contributions.

4453-MONADNOCK SUBSTANCE ABUSE:

Ms. Mangan told the Executive Committee that they had 430 clients in 1998 and 453 in 1999 but they are not requesting a Budget increase in 2000. The funds received are used to supplement clients who cannot afford to pay. Two hundred and twenty-nine (229) of the four hundred fifty-three (453) alcohol abuse clients consist of anyone twelve (12) years or older; sixty-five (65%) are males. The court requires at least ten (10) visits, insurance usually pays for only three (3) visits.

Mr. Mario Cassa's -Acting Out Program is increasing. Acting Out has entered into a contract with SAU#29 (Keene School District) to work with teens on violence prevention called Second Step. This program is to be implemented in grades 7 and 8 in Marlborough.

Rep. John Pratt said that he was interested in an overall picture of what we as a County are doing in the areas of drugs, and sports for teens. Rep. J. Pratt also noted that the county approved \$20,000 in Incentive Funds plus \$60,000 was added to this amount, but he still does not have a clear overall picture of the activities funded by the county.

Commissioner Martin said the County is doing more than ever for the youth, and stated we have always distributed Incentive Funds, which come from the State of NH. He said they could invite Ms. Barber to review the progress of the allocations. Ms. Barber would be able to show where money is saved through the distribution of funds for youth programs. Commissioner Martin will have an update from Ms. Barber for the Feb. 7th meeting. Rep. Avery stated that the Delegation would like to see reporting from the agencies receiving funding.

Rep. J Pratt asked if there were any new programs. Mario Cassa said that there was an increase in violence prevention and parenting skills. They are hoping to receive a grant from the Princess of Wales U.S. for additional youth programs.

4457 KEENE SENIOR CENTER:

Ms. Sayre and Chris Callahan represented this agency. This agency requested \$8,000.00; Commissioners cut it back to \$5,000.00, level funded from last year. The Center will be staying

open later in the evening beginning in March hoping to involve people who are still working. The Center will offer movies, coffee, popcorn, dinners and computers classes etc. The Keene Center has entered into a management program with the YMCA. Chris Callahan from the YMCA is acting as the Executive Director for the Center; the YMCA will submit a report. The Keene Senior Center has been trying to bring back the membership, which split emotionally and territorially over issues. The Center has developed a membership advisory committee. The progress in the last six months has shown there is an upward swing in membership support for the Center. Commissioner Martin, attorney for the Center, gave a brief overview of the Center's upswing.

HCS COMMUNITY SERVICES, INC: Anita Coll & Richard Scales

Funds were requested for Homemaking and Outreach programs. The Homemaking program will assist frail and isolated adults to remain in their homes. The Outreach program will go out and identify people in need that are not enrolled in any program. Outreach will also help with assistance, make references to other agencies such as fuel, home health, insurance coverage, financial stress and public housing. The Homemaking Program is vital in Cheshire County, it can be anything from once a week assistance such as vacuuming, dusting, cleaning or three (3) times a week assisting with mobility shopping, rubbish removal, reading mail, corresponding or checking on client safety. Demands for services have increased and there is a waiting list. County money allows HCS Community Care, Inc. to continue its level of services and training.

Rep. Doucette totally supports this program. He reported that his late wife was enrolled in this program five (5) days a week; without it, he would not have been able to care for her at home.

Rep. John Pratt asked if HCS was the same as Home Healthcare, Hospice & Community Services? Yes, there are three (3) other agencies - Community Care, Visiting Nurses Association Hospice, and Care Temps. All are under HCS. These agencies are separate but there is a consolidated budget. Rep. John Pratt asked to see the funding for the budget for HCS Community Care. He would also like to see what funding HHCS is receiving from all the Towns and City of Keene and just where these funds are being allocated. Rep. J. Pratt stated that the County contributes \$82,000; which is a significant amount of money that needs justification. Rep. J. Pratt said that he needs additional information in order to make a responsible decision.

Commissioner Martin stated that the commissioners shared this concern over funding for this agency. He stated that the programs are vital to keeping the aging in their homes and are helping to reduce the costs of nursing home care.

Commissioner Daschbach stated that it is always a difficult decision to make regarding funding or not funding certain outside organizations. Commissioner Davis said that it would be useful if the Commissioners and members of the Delegation formed some sort of committee to come up with a fair and equitable way of scoring agencies for purposes of funding decisions. Davis said this is an issue that is also heavily debated at the town level, as many organizations seek and receive funds from both the towns and the county. Commissioner Davis offered to chair this committee in the hope that a more balanced process would result. Rep. Avery said that he would welcome any such effort and said that he was sure that a member of the Delegation would be willing to get involved in this development of a better process.

Commissioner Daschbach suggested that Virginia Vidaver return next week and present the Executive Committee with the same information and data on the full budget that she shared with the commissioners. Commissioners will try to reschedule this budget again for February 7th, with Ms. Vidaver in attendance.

MONADNOCK DEVELOPMENTAL SERVICES:

Presenters were Director of Children’s Services Chris Coates, Mr. Bob Barrow, Ms. Sonia Green (respite) and Mr. Alan Greene, director. Mr. Greene made a bid to fund Respite. He stated that they can support one hundred and three (103) families on their \$99,000 budget. Respite has been around since 1982; it allows families to receive a break from their child who has a developmentally disability. Mr. Greene also asked for consideration of a better process in determining which agencies receive funding from the county. Much discussion followed with questions being asked by Representatives John Pratt, Doucette, Lynott and Russell.

Monadnock Developmental Services requested \$88,320.00; Commissioners denied their request.

SOUTHWESTERN COMMUNITY SERVICES-NEW HOPE/NEW HORIZONS:

Mr. William Marcello also requested consideration for a more open process for outside agencies to be heard for funding purposes. Mr. Macello was asked to explain his request. He requested \$25,000,for salaries to find quality workers to provide employment and day support to developmental adults in Cheshire Counts, about 35 clients. Rep. John Pratt asked Mr. Marcello to provide the Executive Committee with a list of the board of directors and a source of funding sheet for their February 7th meeting.

Commissioners denied the funding request of \$25,000 for this program.

WOMEN’S CRISIS CENTER:

The Commissioners approved a request of \$6,000. Ms. Sayre advised the Executive Committee that there has been a 14.6% client increase in '99 over '98. She assured the Committee that Cheshire County money was not being used to provide in services in Hillsborough County.

JUVENILE CONFERENCE COMMITTEE:

This review will be next week when Human Services Administrator, Mimi Barber will appear.

Rep. John Pratt moved to approve changes as presented on the Workman’s Compensation update sheet showing a total decrease of \$88,735.00 in the 2000 budget, with a corresponding adjustment to the Revenue side. Rep. Doucette seconded the motion, voted unanimously.

The meeting suspended at 12:15 p.m., and will reconvene on February 7th, 2000 at 33 West Street, Keene.

Respectfully submitted,



Margaret Lynott, Clerk Pro-tem
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Budget Review
Monday, February 7, 2000
Administration Building – Administration

PRESENT: Representatives Avery, Doucette, Hunt, Lynott, Meader, Mitchell, John Pratt, Roberts and Russell, Commissioners Davis and Martin, County Administrator Wozmak and Finance Director Knowlton.

CORRECTIONS: The Commissioners' "Proposal for Inmate Program Development and House of Correction Expansion" would cost nearly \$8 million. Much discussion followed. Superintendent Van Wickler informed the Committee that an agreement with the Federal government has been in effect since 1950, for the use of 10 beds for Federal prisoners. This agreement is primarily intended to continue our good working relationship with the Federal governmental agencies. Although there is revenue associated with this program, this revenue is not essential for maintaining a good operation.

The HOC Feasibility Study does not address Federal inmates as it is not the intent to build a facility for Federal prisoners. The study and the proposal are limited only to projections for Cheshire County prisoner population growth. Beds would be used for Federal inmates only if space were available.

The Commissioners' \$8 million proposal would add 64 beds and increase programs at the jail and with outside agencies. Rep. John Pratt noted that this proposal also addresses the need for detox center programs for county inmates with alcohol problems.

Rep. Mitchell asked about the average pre-trial population and what could be done to alleviate the numbers. Superintendent Van Wickler answered that the average stay is between 30 and 90 days. Some of the inmates are on work release and 17 have jobs in the community.

Rep. Meader questioned the efforts to use electronic monitoring. Superintendent Van Wickler stated that the county has had electronic monitoring for 8 years and it has only just recently been used. The county needs the cooperation of other agencies to effectively implement electronic monitoring.

Rep. Doucette asked who recommends electronic monitoring? Superintendent Van Wickler stated that a court order is sought after all of the law enforcement agencies that have been involved in the arrest have been consulted for purposes of developing a consensus in favor of electronic monitoring. That recommendation is then jointly presented to the judge.

Rep. John Pratt asked if a halfway house staffed by the House of Corrections would be effective? Superintendent Van Wickler said this would have to be looked into and a policy written.

Commissioner Martin feels that the Commissioners' proposal being presented with an increase of 64 beds would solve the over crowding of the inmate population until 2006. There are 125 beds at the jail now, with an average of 80 beds being used.

Rep. Russell asked about the community-based programs in the Commissioners' proposal and who will pay for them? Superintendent Van Wickler said it is up to the Delegation, either spends \$2,000 a year on programs or \$21,000 per year for each inmate incarceration.

Superintendent Van Wickler said the county could accept Federal monies to build but the county will be obligated to accept Federal prisoners. Without accepting Federal money, we retain the control of the presence of the prisoners and can have them transferred if they are disruptive.

Rep. Hunt questioned what would happen to the commitment if the State took over the prison systems? The Superintendent said that the operation and these initiatives would continue regardless of who was running the facility.

Commissioner Martin informed the Committee that the nearly \$8 million expansion proposed by the Commissioners would compliment alternatives and dove tail with future expansion if needed. Superintendent Van Wickler agreed that the Commissioners' proposal is valid one and provides cooperation with other agencies.

Rep. Lynott **moved**, seconded by Rep. Meader, to recommend to the Delegation that they accept the Commissioners' proposed \$7.8 million House of Correction expansion proposal. On a voice vote, seven (7) representatives were in favor, two (2) voted no.

HCS COMMUNITY CARE, INC.: Ms. Vidaver

Executive Chairman Avery stated that the total budget needs to be presented to the Committee. Ms. Vidaver informed the Committee that HCS was the parent company and HCS Care is an affiliate corporation. Rep. Hunt asked questions about funding deficits and noted the Committee was receiving limited information concerning revenues; he would like to see a balance sheet. Ms. Vidaver said she was reluctant to share information on their balance sheet because it could be misunderstood. Rep. John Pratt said she should share all public documents with the Committee or suffer the consequences. Ms. Vidaver offered to prepare for Rep. Hunt an explanation to the balance sheets and submit this with a balance sheet to Rep. Hunt for his review. Rep. Pratt reiterated his comment that he did not want to see her balance sheets unless everyone could see them in a public light. Rep. John Pratt said that as a non-profit agency, her records should all be public.

MONADNOCK DEVELOPMENTAL SERVICES: Alan Greene

The Executive Committee questioned Mr. Green on the types of activities clients would be receiving with the requested \$88,320. Rep. Roberts questioned why the Commissioners denied this request. Commissioner Davis said they had to draw the line somewhere and stated that he would like to see a form for all non-profit agencies asking for funds. Mr. Greene was asked to submit a balance sheet to the Executive Committee. He responded that he had absolutely no problem submitting as many balance sheets and audit reports as the Committee would like and will forward these to the County Administrator this week.

SOUTHWESTERN COMMUNITY SERVICES, INC.: William Marcello

Mr. Marcello informed the Committee that the request was for salary increases. He informed the Committee that they could not keep or recruit qualified personnel with the present salaries. Their programs include information on employment to adults with developmental disabilities and daily respite services for adults.

Rep. John Pratt asked questions related to last year's budget and their involvement with Monadnock Developmental Services. Mr. Marcello was asked to submit a balance sheet to the Executive Committee. Mr. Marcello said he would be pleased to provide as much financial information as the Committee needed.

HUMAN SERVICES: Mimi Barber

SB409 – Human Services Director Barber gave the Executive Committee an update on this bill.

Rep. John Pratt asked Director Barber what was in the departmental budget the Commissioners were not supporting. Mr. Barber said that Board & Care was \$657,000 in 1999; need \$705,000 in 2000. Rep. Pratt asked Ms. Barber for a 12-month statement; she said the state has not sent one yet. Ms. Barber said that she met with the Commissioners and submitted revised figures for 2000 and that the Commissioners agreed with the proposed revisions.

JUVENILE CONFERENCE COMMITTEE: Ms. Barber explained that this was for first time non-violent offenders. She stated that this was a model program, the first in the State. Ms. Barber went on to describe how the program was funded (50% by county for Keene cases).

CHESHIRE YOUTH PROFILE:

This program works to prevent children from coming into the juvenile justice system. The program seems to be cost effective saving the county \$62,000 in 1999.

COLA:

Commissioner Martin said he would like to keep up with wages and suggested a 2.5% COLA increase in 2000. Rep. Meader made a motion to accept the recommend the 2.5% COLA increase, seconded by Rep. Roberts, unanimously approved.

CORRECTIONS MAINTENANCE PERSONNEL:

Superintendent Van Wickler requested maintenance personnel adding \$17,120 to the 2000 budget. He informed the Committee that there is 50% maintenance person now. Rep. Hunt asked how this person accomplished everything. Superintendent Van Wickler said that the person was able to handle basic essential needs but the House of Correction needs preventative maintenance. Reps. Pratt and Hunt questioned the need for full-time maintenance person even with others providing service.

BACKGROUND CHECKS FOR MAPLEWOOD NURSING HOME EMPLOYEES:

Maplewood Nursing Home Administrator Beeler informed the Committee that the Sheriff could not provide the certification that is needed. Rep. Pratt asked if the background checks had to be certified. Maplewood Nursing Home Administrator Beeler said not at this time, but pending legislation may require it in the future. A suggestion was made to have employees pay \$10.00 for certification. Rep. Hunt recommended splitting the cost, 50% paid by county, 50% paid by the employee.

PAY SCALES:

Commissioners said they were not ready with proposals at this time that may affect the budget.

SHERIFF'S DEPARTMENT PERSONNEL:

Sheriff Foote is requesting the department's part-time secretary monitor the SPOTS terminal at night. There is a safety involved on Thursday, Friday and Saturday evenings. Mutual Aid cannot monitor the terminal because they cannot have access to the information by Federal law.

Equipment: Decrease in equipment of \$8,000.00 by purchasing instead of leasing two (2) vehicles. Committee voted unanimous.

DEEDS:

4193.70.00 Travel- This Line reduced to \$2,000.00.

4193.39.00 – Printing, Binding & Books: Rep. Hunt made a motion to increase this Line from \$25,00.00 to \$50,000 for the restoration of old deed books. Rep. Mitchell seconded the motion. The motion passed on a voice vote, seven (7) yes votes and two (2) no votes.

Rep. John Pratt suggested that \$25,000 of the monies should be used for micro filming documents.

FIRE MUTUAL AID:

4219.19.00 – Training: Rep. John Pratt made a motion to increase Line 4219.19.00 from \$5,000, to \$10,000 and to increase Legal Services to \$7,000.00. The motion was seconded by Rep. Meader, voted unanimously.

Rep. John Pratt moved to accept the revised budget figures of Mutual Aid, as presented and submitted by new Coordinator Paul Szoc, Rep. Roberts seconded the motion, voted unanimously.

COUNTY ATTORNEY:

Rep. Pratt moved to increase Line 4123.03 – Payroll Staff by \$6,000.00. Rep. Roberts seconded the motion. On a voice vote, motion passed with 7 representatives in favor and 2 opposed. This money is to be used for the Americorp Prosecutor Advocate.

COOPERATIVE EXTENSION SERVICE:

A request for \$2,300.00 for an Americorp intern was presented to the Committee. Rep. Lynott made a motion to increase the UNH Extension Budget by \$2,300.00, motion seconded by Rep. Mitchell. On a voice vote, five (5) representatives voted yes, 4 voted no.

MANURE STORAGE UNIT: Commissioner Davis requested \$100,000 be added to the budget - Equipment Purchase, for a manure storage unit. Much discussion followed.

Rep. Pratt made a motion to approve adding \$50,000 for the manure storage unit with matching grants. Motion was not seconded.

Rep. Mitchell supports the purchase of a manure storage unit and informed the Committee that a grant was turned down by WDSCS, no reason was given. Rep. Mitchell said the county has to consider nutrient management.

Rep. Mitchell moved to add \$100,000 to the budget for a manure storage unit, seconded by Rep. Doucette. On a voice vote, five (5) representatives voted yes, four (4) representatives voted no.

February 7, 2000

The County will again apply for a grant of \$100,000 to cover the full cost.

The meeting suspended at 12:30 p.m., and will reconvene on February 14th, 2000 at 33 West Street, Keene.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Margaret Lynott", is written over a horizontal line.

Margaret Lynott, Clerk Pro-tem
Executive Committee
Cheshire County Delegation

MINUTES
Executive Committee Budget Review
Monday, February 14, 2000
Administration Building – Keene, NH

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, Irene A. Pratt, John Pratt, Roberts and Russell, Commissioners Daschbach, Davis and Martin, County Administrator Wozmak and Assistant Finance Director Trombly.

Chairman Avery called the Executive Committee meeting to order at 9:00 a.m., for the purpose of finalizing action on the budget.

OUTSIDE AGENCIES:

4450 – Juvenile Conference Committee: Rep. Lynch moved approval of the Commissioners' Proposed budgeted amount of \$11,800.00. Motion was seconded by Rep. Mitchell and passed unanimously.

4451 – HCS Community Care, Inc.: Rep. Lynott moved approval of the Commissioners' Proposed budgeted amount of \$82,750.00. Motion seconded by Rep. Roberts and passed unanimously.

4452 Women's Crisis Center: Rep. Lynch moved approval of the Commissioners' Proposed budgeted amount of \$6,000. Motion seconded by Rep. Lynott and passed unanimously.

4453 Monadnock Region Substance Abuse: Rep. Meader moved approval of the Commissioners' Proposed budgeted amount of \$7,750. Motion seconded by Rep. Roberts and passed unanimously.

4454 – Keene Community Kitchen Inc.: Rep. Mitchell moved approval of the Commissioners' Proposed budgeted amount of \$7,000. Motion seconded by Rep. Doucette and passed unanimously.

4457 Keene Senior Citizens Inc.: Rep. John Pratt moved approval of the Commissioners' Proposed budgeted amount of \$5,000. Motion seconded by Rep. Roberts and passed by majority vote with one member opposed.

Monadnock Developmental Services: Rep. John Pratt moved that the Executive Committee recommend a budgeted amount of \$15,000 for this Outside Agency. Motion seconded by Rep. Doucette. Discussion followed. Rep. John Pratt said that he did not specify "respite care" with his motion and asked that Monadnock Developmental Services consider New Hope/New Horizons if this grant was approved. Motion was passed unanimously.

New Hope/New Horizons: No adjustment was made to the Commissioners' recommendation on this request. It was noted that the Commissioners' are working toward establishing criteria for use in future considerations relative to the funding of outside agencies and New Hope/New Horizons may apply for funding again in the future.

Commissioner Greg Martin reviewed the Commissioners' recommendation on wage adjustments for LPN's and non-salaried RN's. The proposal changes the grade and steps of LPN's and RN's at the entry level. The LPN's entry level would be at grade 11 and the non-salaried RN's would be grade level 13. Discussion followed.

Commissioner Martin noted that perhaps the county needed to budget for a wage and salary market analysis every 5 years. After further discussion, Rep. Lynott moved that the Executive Committee accept and recommend the Commissioners' proposal to increase wages for all LPN's and all non-salaried RN's by one grade and one step equal to 7.5% for a total increase of \$68,893.00. Motion seconded by Rep. Mitchell and passed unanimously.

ELECTED OFFICIALS COMPENSATION:

Rep. John Pratt provided a comparison chart of the 10 counties compensation levels for elected officials. Discussion followed.

Rep. Lynott moved the salary for the Cheshire County Attorney be set at \$60,000 for the next biennium. Motion seconded by Rep. Doucette and passed on a vote of 6 in favor and four opposed.

Rep. Lynott moved that the Sheriff's salary be raised to \$40,000. Motion seconded by Rep. Doucette and passed on a vote of 9 to 1.

Rep. Lynott moved that the Register of Deeds salary be raised to \$37,000. Motion seconded by Rep. Doucette and passed by a vote of 9 to 1.

Rep. John Pratt moved that the Commissioner's salary be raised to \$9,000. Rep. Lynch seconded the motion and it passed unanimously.

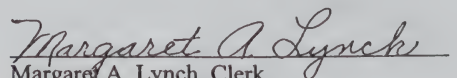
Rep. John Pratt moved that the Treasurer's salary be raised to \$4,500. Motion seconded by Rep. Doucette and passed on a voice vote.

Rep. Lynott moved that the Executive Committee approve and recommend the total Executive Committee Budget in the amount of \$21,389,135.00. Motion seconded by Rep. Meader and passed unanimously.

Rep. Lynott moved that the Executive Committee approve and recommend that the Delegation approve account #3111.00.00 taxes to be raised in the amount of \$8,773,493.00. Motion seconded by Rep. Lynch and passed unanimously.

Meeting adjourned.

Respectfully submitted,


Margaret A. Lynch, Clerk
Executive Committee
Cheshire County Delegation

MINUTES
Public Hearing, Cheshire County Delegation
Mutual Aid Subcommittee
Thursday, February 17, 2000 – Fire Mutual Aid
Keene Public Library – 6:30 p.m.

PRESENT: Representatives Stephen Avery, Daniel Burnhan, John Pratt and Edwin Smith; Commissioners Richard Daschbach, Peter Davis and Gregory Martin, County Administrator Jack Wozmak, Director of Fire Mutual Aid Paul Szoc, Mr. Fred Martin, consultant Fire Mutual Study and members of the public.

Delegation Executive Committee Chairperson Avery convened the meeting at 6:30 p.m.

Rep. Avery gave a short background on the reason for the Fire Mutual Aid study. Two years ago, Rep. Avery was Cheshire County Delegation Chairman and he received several letters from towns in Cheshire county and outside of the county concerning communication problems they were having with emergency communications. Discussion by the Delegation followed; another letter from one of the towns in the county asked if the Delegation would mediate and/or find out if there was a problem and how extensive? If there was a problem, what could be done to fix it? A Public Hearing was held in January 1998, 75 or 80 people attended. A wide range of police concerns and other communications concerns were expressed at this meeting. The County Delegation appropriated money to do a study and survey to look into the situation. After the money was appropriated, the county hired Mr. Martin, to do the survey and study, which was finished in December 1999.

Chairman Avery stated that the county is not looking to take over the emergency communications in Cheshire County or Fire Mutual Aid. The county is interested in finding out what the problems are; and is interested in good emergency community communications to service the people of Cheshire County and the rest of the towns/cities that are served by this system.

Mr. Martin presented a fifteen-minute presentation followed by a question and answer period. Consultant Martin thanked County Administrator Wozmak for his support and help throughout the project.

Delegation Executive Chairman Avery stressed that the county is here to help facilitate, not to take control. The most important thing to remember is that we have a very good system to assist people when they are in trouble and that is our main goal. The county and Delegation wants to be helpful in any capacity they can, especially to the Fire Mutual Board of Directors and anyone involved with the system.

A policeman from Surry, who has been using the system over ten years, acknowledged problems he found with the system. He recommended that all police officers could use some basic training and suggested every emergency respondent should sit in dispatch to help him/her better

understand the system. He also recommended setting up additional sites for antennas in the valleys so that portables can be heard.

Representative Avery introduced Representative Smith, a member of the Fire Mutual Study committee. Representative Smith asked for a show of hands to poll the audience on attendance: (1) selectmen from towns in Cheshire county and representatives from the city of Keene, (2) fire personnel (3) police personnel (4) EMS personnel and (5) representatives from towns outside the county. Rep. Smith noted that only a few years ago towns had only part-time police protection; at present most towns have at least one full-time officer, usually two or three. Fire Mutual Aid is still operating with the same radio equipment when the departments were all volunteer and did not have people full-time people and the general population did not require the services they do today. The Southwestern Fire Mutual Aid was set up under a state statute by the legislature. There are 25 members of the legislature who are ready to make any changes to the statute that you would like to accommodate whatever growth plans or opportunities Fire Mutual Aid might have. The other suggestions and recommendations are still in the talking stage but Rep. Smith feels that this evening's hearing has proved to be a good start.

Rep Burnham, member of the Fire Mutual Aid Study committee introduced himself. Rep. Burnham said the basic decision being talked about tonight is what Fire Mutual Aid can do to improve the system. I'm of the opinion that the Commissioners do not agree that this is a county problem. Can anyone tell me how you would set up a planning system for Mutual Aid to address the problems raised this evening in a reasonable short span of time? A person in the audience suggested FMA has to come up with a funding structure and then come to the Representatives. He suggested utilizing structures that are already in place to see what responses are received. With the new Director of Fire Mutual Aid, Paul Szoc, there may be more interaction between the Board of Directors and dispatch respondents. He suggested that the different personnel using the system make a list of what they want for the system and come back and make a presentation to the boards of the organizations to the county. This is what the police and fire personnel want and how are we going to do it? Rep. Burnham stated that he hopes Fire Mutual Aid will address all the problems brought here this evening and set up a committee to bring everything together.

Another audience member said an answer to Mr. Burnham's suggestion, would be to let the Southwestern New Hampshire District Fire Mutual Dispatcher bill the user for the services they would require in the process. An example would be if our town wants just fire dispatch, the coordinator goes to his Board of Directors and says our town wants fire dispatching, population of 500, tax base is \$5.00, how much is the charge? Going on to other towns who want more services, have larger populations and etc., how much are we going to charge? Fire Mutual Aid Director Szoc goes to his Board of Directors with this information and asks how much are we going to charge each town? This probably would allow the funding that would be required to keep constant upgrading of the system. Fire Mutual Aid Director Paul Szoc, said we already have a system that is working, it needs improvement, and our radio system needs upgrading. A committee should be formed; we have radio personnel in the area that have knowledge and can offer us ideas. Director Szoc has attended police meetings and offered his cooperation in any direction they wished to take. Decisions need to be made by the Fire Mutual Aid Board of Directors. Meetings with EMS, police, county, and everyone involved to find out how they want

to fund the operation and how much more money is needed should take place. All this information needs to be gathered and a decision needs to be made.

The fire chief from Peterborough suggested replacing some of the members on the Board of Fire Mutual aid. He suggested the Cheshire County Police Chiefs Association ask for a volunteer to be on the board to work on some of the issues. He noted that all sectors should work together, no matter how long it takes in order to move forward.

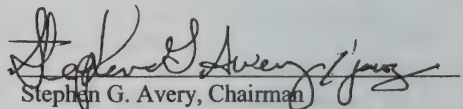
Coordinator Szoc was asked to put a time frame on solving the problems. He said he was just getting over the budget period. He suggested there would be long range and short range goals, anywhere from 2 months to five years. Rep. Avery asked if he would come back in 6-months and make a presentation to this same group. Coordinator Szoc answered in the affirmative.

County Administrator Wozmak said that what the county needs is a plan, funding is a non-issue. If there isn't a consensus that comes out of this group the funding question is irrelevant. We need to agree on how we will address the problems and changes will take place. The money is the easiest part; getting a consensus from this group and all the users is the biggest challenge. It is not the county's responsibility to identify the problems. If the county does not hear what the agreed upon plan is, there is nothing they can respond to with funding.

It was noted that the Fire Mutual Aid Board of Directors had shared problems with the county within the last ten years and apparently had submitted a 10-year plan. Fire Mutual Aid was successful in getting Capital Reserves started to cover some of the issues as a result of this plan. County Administrator Wozmak said maybe that plan offers some good suggestions that can serve as a foundation to come forward with this new effort. He asked to see a copy of this 10-year plan. There were no elected officials in the room who recalled seeing the plan.

Rep. Avery thanked Mr. Martin for coming to the meeting and everyone who came to the hearing, especially the people who volunteered comments and suggestions. Rep. Avery feels that this meeting provided a better idea of the problems involved and where the committee should go from here. This committee will hold a follow-up meeting in September of 2000 to discuss the results of these planning efforts.

Respectfully submitted,



Stephen G. Avery, Chairman
Mutual Aid Study Committee of the
Cheshire County Delegation

MINUTES

Delegation Budget Hearing Monday, March 13, 2000 Cheshire County Superior Court Building

PRESENT: Representatives Avery, Batchelder, Burnham DePecol, Doucette, Hunt, Leraudeau, Lynch, Lynott, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Riley, Roberts, Rose, Royce, Smith, Zerba.

Chairperson Jack Pratt called the meeting to order at 7:48 PM to review and adopt the 2000 budget and to discuss any other matters to come before the delegation. Delegation Clerk Rep. Peg Lynch called the attendance roll call. A quorum is present.

Representative Royce was asked by the Chairperson to provide a report on HB305a, a bill to allow a lease agreement between the State and the County, who would build the courthouse for the Jaffrey/Peterborough District Court. This bill was amended to include a State Police barracks. Amendment was accepted. Bill was accepted by the Senate Budget Committee and will be going to Senate Finance Committee for vote within the next couple of weeks.

The Chairperson reported that he had accepted a resignation from Rep. Rose from Southwestern Mutual Aid Board. Rep. Smith has agreed to replace Rose as the Delegation's Representative on the board.

Chairperson Pratt then turned the meeting over to the Chairperson of the Executive Committee, Rep. Avery, to present the Executive Committee's version of the Commissioners' 2000 Budget. Avery presented the changes made by the Executive Committee to budget:

- 4123.03.0 Funding for Americorp increased by \$6000.00. County Attorney Ed Burke spoke to the increase explaining it was for a Victim Witness Assistant. Attorney Bill Cleary joined office Oct. 1st as an additional Assistant County Attorney under a grant to prosecute domestic violence cases;
- 4193.39.0 Deeds budget was increased by \$ 25,000.00 for book restoration. Rep. Hunt thinks books should be taken better care of. Rep. Doucette asked if this increase included pay an increase for Register of Deeds. Rep. Avery said no;
- 4211.03.0 Sheriff's staff line was increased by \$ 11,975.00. Rep. Avery explained it would be used for weekend coverage at the SPOTS terminal the Sheriff's Office. Currently there is no weekend evening coverage. This coverage was requested by several of the towns in the county;
- 4211.97.0 Reduction for purchase of Sheriff vehicles by \$8002.00 to reflect current estimates.
- 4219.02.0 Decrease payroll for Dispatchers by \$ 4308.00 to reflect current changes requested by the Mutual Aid Coordinator.
- 4219.10.0 Adding to Social Security the amount of \$ 1751.00. as a result of a supervisor changing from Group two to Group one, at the request of the Mutual Aid Coordinator;
- 4219.11.0 Miscellaneous insurance expense reduction by \$ 14.00, at the request of the Mutual Aid Coordinator.
- 4219.13.0 Retirement expense reduction by \$ 704.00, at the request of the Mutual Aid Coordinator.
- 4219.14.0 Workers Comp Expense reduction by \$ 414.00, at the request of the Mutual Aid Coordinator.

- 4219.19.0 Training for Computer Aided Dispatch system was increased by \$ 5000.00, at the request of the Mutual Aid Coordinator.
- 4219.20.0 Increase for collective bargaining negotiation by \$2,000.00, at the request of the Mutual Aid Coordinator.
- 4301.97.0 Manure storage area increase of \$ 100,000.00;
Rep. Mitchell, Chairperson of the Farm Study Committee was asked to speak to this adjustment. He stated that the County would contribute \$ 40,000.00 and \$60,000.00 would come from grants. He suggested it might need to be \$150,000.00. He has sent a letter to Senator Smith for financial assistance. David Putnam, Farm Manager, said the additional money is needed for a better system than originally considered. After closer consideration he realized the original plan would not work. Rep. Mitchell stated that if the plan calls for an additional \$40,000.00 he would like to table the project. Rep. Lynch asked Commissioner Martin if once the budget is voted on with the money in it, is it true that the money couldn't be backed out. And is it true we cannot raise money through taxes that we are not going to use? Commissioner Martin agreed saying there is an RSA on this. Rep. Rose asked if we could use concrete bunkers. Mr. Putnam said no. Rep. McGuirk made a **MOTION** to remove \$100,000.00 from capital budget. Rep. Zerba seconded the motion. After discussion, Rep. Royce asked to move the question. Upon a voice vote, the **MOTION** was passed unanimously. Representative Hunt then made a **MOTION** to add \$40,000 to the Capital Budget for the manure storage system. Rep. McGuirk seconded the motion. Upon a voice vote, the **MOTION** was passed unanimously;
- 4411.29.0 Additional \$1500.00 for background checks. Administrator Jim Beeler stated that the background checks would be for new hires only, not existing employees;
- 4415.36.0 Increased by \$2500.00 for dietary uniform allowance at Maplewood.
- 4416.52.0 Increased nursing uniform allowances by \$11,080.00 as a benefit to be more competitive in the job market. Rep. Jack Pratt agreed that there should be a uniform allowance;
- 4417.52.0 Increased uniform allowance for T.L.C. unit by \$ 1320.00.
- 4419.52.0 Increased housekeeping uniform allowance by \$ 2800.00.
- 4439.52.0 Increased assisted living uniform allowance by \$ 400.00.
- 4441.29.0 Increased by \$2000.00 to fix data conversion problem.
- 4441.55.0 Decreased Human Services APTD by \$50,000.00.
- 4441.56.0 Decreased Human Services Intermediate Nursing Home Care by \$100,000.00 with the concurrence of the Human Services Administrator.
- 4441.58.0 Increased Human Services – Board and Care of Children by \$ 65,000.00 at the request of the Human Services Administrator.
- 4460.00.0 Increased the Outside Services section to provide funding to Monadnock Developmental Services of \$15,000.00, a first time request by this agency. Rep. Jack Pratt stated that MDS had requested \$ 88,320.00 and that New Hope New Horizons had requested \$25,000.00. Executive Committee proposed \$15,000.00 to MDS and they could direct what amount they feel appropriate to New Hope New Horizons. Rep. Jack Pratt requested Commissioner Peter Davis draft a questionnaire form for outside agencies to complete when requesting money distribution to make the process of accessing these funds fair and equitable. Rep. Smith said the present system of funding outside agencies is unfair. He felt that picking out just one agency was not right. Rep. Zerba said that he felt it was premature to fund new organizations given that the Commissioners would be proposing a more equitable way to make decisions on outside agencies. Rep. Smith made a **MOTION** to remove the MDS \$15,000 until the

Commissioners report back as to the process that will create a level playing field. Rep. Zerba seconded the motion. Upon a roll call vote, the **MOTION** failed 7/15. Voting in favor of removing the \$15,000 were Avery, Hunt, Roberts, Rose, Royce, Smith and Zerba. Voting in opposition to removing the \$15,000 were Batchelder, Burnham, DePecol, Doucette, Lelandeau, Lynch, Lynott, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Richardson and Riley. As a final statement, Chairperson Pratt said that next year he intends that the procedures be drastically changed. Rep. Hunt stated that a consistent policy is needed.

- 4611.85.0 There was a decrease in rent to Coop Extension at the request of the Extension Service.
- 4611.02.0 Increased Coop Extension Services Administration for Americorp position by \$2,300.00.

With the concurrence of the Commissioners, the Executive Committee increased wage lines by \$68,893.00 total for LPN & non-salaried RN's reflecting one grade & one step increase to respond to market conditions. Commissioner Martin said this was necessary to attract more nurses and improve entry-level rates.

Decreased all workers comp expense lines based on actual billing.

- 3371.00.0 Increase Fire Mutual Aid revenue line by \$ 14, 863.00 to offset radio repair shop deficit funding. Commissioner Martin stated this would be a wash item. If we take on the expenses of the radio shop then we would also show revenue from the shop. This line would be at same break even amount.

The commissioners requested a \$125,000.00 increase to Human Services line Mimi Barber responded that the Nursing home rates have increased by \$4.00 per day and we have no choice but to pay them. Approximately \$51,000.00 is a carry over from 1999 billing not yet received. **MOTION** to increase line 4441.56.00 by \$125,000.00. So moved by Rep. Irene Pratt. Seconded by Mitchell. Vote taken to increase by \$125,000.00. Upon a voice vote, the **MOTION** was approved unanimously.

Rep. Avery **MOVED** that the delegation accept the budget presented by the executive committee in the amount of \$ 21,469,135.00. Rep. Lynott seconded the motion. Upon a roll call vote, 21 representatives voted to accept the budget, Rep. Rose voted against the motion. **MOTION** passed.

Rep. Avery **MOVED** to approve revenue account # 311.00 of taxes to be raised of \$ 8,853,493.00. Upon a roll call vote, 21 representatives voted to accept the budget. Rep. Rose voted against the motion. **MOTION** passed.

Rep. Avery stated that the executive committee proposed raising salaries of elected officials as follows:

County Attorney	\$ 53,208.00	to	\$60,000.00
Sheriff	\$ 35,858.00	to	\$40,000.00
Registry of Deeds	\$ 34,000.00	to	\$37,400.00
Commissioners	\$ 8400.00	to	\$ 9,000.00
Treasurer	\$ 3780.00	to	\$ 4,500.00

Rep. Peg Lynch said that they should move the Registry of Deeds salary from a 7% increase to 10%. Rep. Lynott explained how increases were calculated. A comparison was made to other counties. We are

in about the middle of all counties. It was not done by actual per cents. Rep. Lynch moved to amend the Deeds salary from 7% to 10% making the new salary amount \$38,170.00. The **MOTION** to amend was seconded Mitchell. Upon a voice vote, the **MOTION** to amend was passed unanimously. Rep. Jack Pratt asks for a roll call vote on all officials' increases to salaries. Upon a roll call vote, the **MOTION** on all the elected officials' salary changes was passed with 20 votes in favor. Rep. Manning and Rose voted against the **MOTION**.

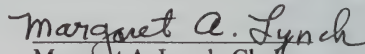
Rep. Avery made a **MOTION** to raise and appropriate sum not to exceed 7.8 million for construction and equipping of an addition to Cheshire County House of Correction and County Jail located in the town of Westmoreland, NH as well as financing an upgrade to the existing building. Such funds should be raised through bonds or notes pursuant to the provisions of RSA 28 and RSA 33 as amended, to authorize County Commissioners to issue, negotiate, sell and deliver notes or bonds and to determine the rates of interest there on and the maturity of any items there of and to take any actions or pass any other vote relative there to. Lynch seconded the motion. Rep. Avery said the executive committee voted on this and the vote was in favor 7-2.

Rep. Jack Pratt asks for discussion. After a lengthy debate, Chairperson Jack Pratt asks for a vote to end the debate and move the question. After a voice vote the **MOTION** to move the question passed unanimously.

Rep. Peg Lynch read the **MOTION** a second time. In favor of motion is aye and against is no. Clerk Peg Lynch called the roll. Upon a roll call vote there were 14 votes in favor of the bond and 8 votes against the bond. Voting against the motion were Batchelder, Burnham, Manning, McGuirk, Meader, Irene Pratt, Richardson and Rose. **MOTION** received a majority vote but did not meet 2/3's vote requirement required by law for bond votes. There was discussion as to whether the new statute that changes the 2/3rds requirement to 60% was applicable to the county. Because of this, a **MOTION** was made by Rep. Hunt to table the vote until the law could be researched. Seconded by Rep. Burnham. The motion to table the vote was passed with one opposition vote by Mitchell.

Rep. Jack Pratt asked for any other business to come before the Delegation. There being none, Rep. McGuirk moved to adjourn. Hunt seconded the motion. Upon a unanimous voice vote, the meeting was adjourned at 9:20 PM.

Respectfully Submitted,


Margaret A. Lynch, Clerk
Cheshire County Delegation

MINUTES

Public Hearing on House of Correction/Jail Expansion
Monday, March 13, 2000, 7:00 P.M.
Cheshire County Superior Court Building

PRESENT: Representatives Avery, Batchelder, Burnham DePecol, Doucette, Hunt, Lerandeanu, Lynch, Lynott, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Riley, Roberts, Rose, Royce, Smith, Zerba.

Chairperson Jack Pratt called the meeting to order at 7:00 PM

Rep. Jack Pratt opened the Public Hearing by stating that the County Commissioners, with a vote of 2-1, passed the Inmate Program and Expansion proposal dated December 7, 1999. Copies of this proposal were distributed at this meeting, as well as at previous meetings. He stated that Commissioners Martin and Davis voted for and Commissioner Dashbach voted against. Pratt invited comments from Commissioner Dashbach regarding his reasons for opposing the proposal.

Commissioner Dashbach explained why he hoped the delegation would vote against the proposal and review it again in the future. He used examples of square footage comparisons for the new booking area (1500 sq. ft.) to the size of the courtroom (700 sq ft), compared kitchen and laundry area to the size of the Maplewood area.

Commissioner Martin explained why the delegation should vote for the expansion stating overcrowding and more room for programmatic areas. The thought would be to drive down the inmate population in the future by developing programs in house. However, Martin explained that in order to develop the programs, more space was needed.

Rep. Jack Pratt asked for questions from the delegation and the public.

Rep. Rose agreed with Comm. Dashbach.

Citizen Don Barady also agreed with Comm. Dashbach and asked how long the study took. Comm. Martin told him 6 months.

Rep. Lynch asked if there were any law suits against us. Commissioner Martin responded that in the past there were several but at this current time, none. The expansion could ward off any potential lawsuits.

Comm. Dashbach commended Supt. Van Wickler saying that he has managed the facility well and that his vote against the proposal was no reflection on him or his staff.

Rep. Manning asked if cooking and laundry could be separated out. Also asked how many inmates were Federal Prisoners. Comm. Martin said that separation was a possibility and that it is being done that way now at Maplewood. Supt. Van Wickler answered that 10 is the maximum Federal Prisoner we would hold at that at present time we have 6.

Rep. DePecol questioned how long after inmate programs are begun before the population would be reduced. Commissioner Martin explained that more program space would be needed for the programs first. As to when the population would be reduced would depend on the programs that are developed and the degree to which they are accepted by the sentencing authorities. Martin also reiterated that none of the elements of the proposal is in response to or to house more federal inmates.

Rep. Riley asked if current population of 91 included weekend inmates and wanted to know where they sleep. Supt. Van Wickler said the count does not include weekend inmates and that they currently have to sleep in the multipurpose room/gymnasium.

Rep. Lynott asked if the larger booking area was for holding cells as well. Supt. Van Wickler stated it was premature to discuss square footage. We are looking only at a footprint right now.

Rep. Jack Pratt asked if there were any more questions from the general public.

Susan Harris of Westmoreland, asked if the cap of 10 Federal Prisoners would increase if expansion goes through. Superintendent Van Wickler explained that the jail is not being built for Federal Prisoners.

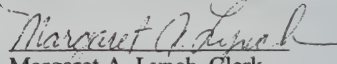
John Harris of Westmoreland, quoted page 4 of the proposal. He feels that there is a plan to build this expansion to drastically increase the number of federal prisoners and feels it is a drastic mistake to build this expansion stating safety and security of the neighborhood, etc.

Rep. Avery asks Supt. Van Wickler to speak. He cited the statute that relates to the holding of Federal Prisoners and our obligation to take them. He also stated that there was absolutely no intent to increase the number of federal prisoners.

Karen LeDoux of Westmoreland questioned size in proportion to the existing buildings, cost of roads, tower, personnel and other expenses relative to the expansion. Commissioner Martin does not agree with some of the expenses cited in the proposal such as the tower, access roads etc. Funds will have to be included in the budget for maintenance of new and larger program areas. Because it is not clear what the building will look like, it is not clear what it will cost to operate it, Martin said.

At 7:40 PM Rep. Jack Pratt closed the Public Hearing and noted that the Delegation will be voting on the request for a bond issue at their meeting this evening, immediately following this Public Hearing.

Respectfully Submitted,


Margaret A. Lynch, Clerk
Cheshire County Delegation

MINUTES

Executive Committee First Quarter Budget Review Monday, May 22, 2000 Basement, 33 West Street

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, Roberts, Russell; Commissioners Daschbach, Davis, Martin; Jack Wozmak, Mr. Beeler, Sheryl Trombly and Terry Warren, Secretary to the Commissioners.

Chairperson Avery called the meeting to order at 10:05 AM to review the first quarter of the 2000 budget and to discuss any other matters to come before the Executive Committee.

Representative Avery began a review of the budget page by page.

Page 1

0.3371.00.0 Representative Avery questioned the budget balance amount for Fire Mutual Aid. Sheryl Trombly explained that the majority of revenue is received at the beginning of the year.

Page 3

0.3405.03.00

Representative Avery questioned whether we were selling more livestock, the quarter's revenue being so high. Commissioner Davis stated that the sale of livestock is done a limited number of times a year, and this reflects that sale.

Representative Avery questioned the status of the manure storage area, Representative Mitchell stated that this is still being discussed within the farm committee.

Page 14

0.4155.29.00 Representative Avery stated that the outside services budget looked to be right on target.

Page 15

.04193.16.00 Representative Mitchell questioned the Dental Insurance budget balance and Sheryl Trombly stated that it is because of turnover in that department.

0.4193.39.0

Rep. Avery asked about the book restoration money that was appropriated and the status of that project. Mr. Wozmak stated that the Register of Deeds would be beginning this project in the very near future and that the bookbinding costs were expected to be somewhat lower than the initial quote because Deeds have negotiated with a new supplier.

Page 19

0.4294.65.15 Rep. Avery stated that half the budget for fuel is already spent. Commissioner Martin stated that this is a result of the increase in fuel costs.

Page 21

- 0.4198.00.13 Representative Avery questioned the \$15,000 expenditure in the contingency WWTP budget. Jack Wozmak and Commissioner Martin clarified that it is our share of expenses for the flood damage from Hurricane Floyd, the balance of the funds coming from federal funds.

Page 24

- 0.4211.97.00 Representative Avery noted the amount for Sheriff's equipment which has not been spent this quarter. Mr. Wozmak stated that it is because the automobiles were not available, and the amount will be spent after the first quarter. The Sheriff's Department will be getting better automobiles at the same cost to the County, as originally quoted.

Page 25

- 0.4230.03.28 Representative Doucette questioned if there was just one physician at the HOC, and Sheryl Trombly and Commissioner Martin confirmed there was just one.

Page 32

- 0.4454.00.00 Representative Doucette questioned why there were no expenditures for the Community Kitchen. Commissioner Martin stated that they will receive \$2000 in funds, and the balance will be in produce.

Representative Lynch questioned why there was little expenditure for the quarter to outside agencies. Sheryl Trombly stated that the money was distributed after the preparation of the first quarter budget.

Page 34

Commissioner Martin stated that with the capital improvements, it is too early to know the expenses. He stated that a door in the HOC needs to be replaced, but will be put in the contingency budget as an unexpected item.

Page 39

- 0.4411.20.0 Representative Mitchell questioned the expenditure of \$268 for legal expenses, as no funds were budgeted. Commissioner Martin stated that most legal expenses were combined. Mr. Beeler stated that the use of an outside attorney was needed for a personnel matter.

Page 42

- 0.4415.51.15 Representative Avery questioned the expense for purchased food in the farm budget. Sheryl Trombly said that it is the charge for bringing our beef to slaughter.

Mr. Beeler clarified that purchases – food does not reflect the true budget. January was charged to the 1999 budget, and March was not yet put in the budget. Therefore, Dietary will be under budget for 2000.

- 0.4416.36.42 Mr. Beeler called the committee's attention to the fact that gloves were taken out from Supplies and given their own line item at nursing's request. MNH is changing over to a latex free environment because of allergies, and the expense for the change can be noted by being a separate line item.

0.4420.02.0 Representative Doucette questioned whether we have two pharmacists. Mr. Beeler stated that we had two, but the part time pharmacist left for a full time position and the part time job is not yet filled. Representative Avery asked if the manager is okay without help, Mr. Beeler stated that he is. Representative Avery asked what procedure there is when the pharmacist is ill, and Mr. Beeler stated that the Director of Nursing is authorized to get meds in that situation, but only for a short period of time, probably no more than two days.

Representative Avery asked whether there is anything the Commissioners or Mr. Wozmak wish to make the committee aware of. Mr. Beeler stated that Maplewood nursing salary budget line is running about 9% over the budget this quarter as a result of using a higher level of staff to fill in areas where needed. Representative Doucette asked if there is a temporary agency in Keene. Mr. Beeler stated that there are three agencies, but that the pay is about double what we pay to regular employees.

At 10:40 AM, Representative Avery made a motion to move to go in to non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The Motion was approved upon a voice vote of the Executive Committee. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Executive Committee unanimously voted to return to regular session at 11:08 AM.

The meeting was adjourned at 11:15 AM.

Respectfully Submitted,


Margaret A. Lynch, Clerk

FARM COMMITTEE MEETING
JUNE 16, 2000

Present: Rep. McKim Mitchell, Commissioner Pete Davis, Rep. Dan Burnham, Dave Putnam, Bob Simons, Jack Wozmak, Barry King, Marshall Patmos, Bruce Clement

Also present: Ron Desrosiers, Natural Resources Conservation Service; Rob Riendeau, Water Plant Operator (briefly)

Absent: Rep. Smokey Smith

Meeting commenced at 8:35 am and adjourned at 10:15 am.

Subject: Manure Storage

Highlights: Mr. Mitchell and Mr. Wozmak viewed the manure storage system at the University of New Hampshire. UNH has 120 milkers and 80 heifers and calves. UNH originally had a dry system and retrofitted to a wet system about 10 years ago. UNH's system was poorly designed, they have odor problems, the fields that they spread manure on are 4 – 5 miles away from the storage system. Other problems include a retrofit from a dry system with equipment that is more complicated than expected; gravity flow does not flow properly; methane digester broken; labor intensive.

Action: Determined that we need a system that is designed correctly with room for growth.

Subject: Manure Laying

Highlights: Every day it takes 2 men, 2 tractors, and 2 spreaders 10 hours to spread manure over 12 acres. Using a wet system the potential is there for one person to cover 30 acres a day. Another opportunity with a wet system is for one man to spread and another man to plow in tandem. This would reduce odor and get the nutrients into the ground quicker. Mr. King observed wet manure being spread in the morning at Gooddrums Crossing. He did not find the odor to be unbearably offensive. This manure was not from storage.

Subject: Wet System Design

Highlights: Ideally the tank would be 92' in diameter 12' deep and would hold approximately 700,000 gallons. Cubic feet vary from design to design. Best to use highest figure.

Subject: Grant Availability

Highlights: Anticipate \$165,000 available statewide in the 319 Grant. Cheshire County was denied the grant as we did not address water pollution.

Action: Look into other sources of grant money to include but not limited to: Monadnock Charitable Fund, other options at NRCS.

Subject: Contaminated Well

Highlights: Questions arose about the contaminated well. Rob Riendeau addressed the meeting stating that he was aware that the well was taken off the main supply line in approximately 1992. He has not seen any paper trail stating why the well was taken off line. He will have the well tested for nitrates. The hydrant has to be repaired prior to testing. Taking a sample from the blow-off is a possibility.

Action: Maintenance and the Farm will work together in repairing the hydrant. Mr. Riendeau will have the well tested and forward the results to Mr. Wozmak.

Subject: Milk House Waste

Highlights: Currently all milk house waste empties into the wastewater plant. When there is a milk spill it takes the wastewater plant approximately 2 weeks to get the dissolved oxygen readings back to normal.

Action: Incorporate milk house waste into manure storage system

Subject: Conservation Plan

Highlights: Plan for the Farm to be here for a long time. In the event that it is not, the land should be protected.

Action: Marshall Patmos is currently working on an up-to-date conservation plan for the Farm.

Items to be worked on prior to next meeting:

- Obtain figures for dry and wet manure storage system
- View farms that are similar in size for how they handle manure storage
- Test well for nitrates
- NRCS to work on grant

Next meeting will be August 7, 2000 at 8:30 am at Maplewood Nursing Home.

Respectfully Submitted,
Heather Dixon

MINUTES

Executive Committee Second Quarter Budget Review Monday, August 21, 2000 Basement, 33 West Street

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, Roberts, Russell, Pratt; Commissioners Daschbach and Davis; County Administrator Wozmak, Nursing Home Administrator Beeler, Facilities Manager King, Farm Manager Putnam, Sheriff Foote, Terry Warren, Secretary to the Commissioners.

Chairperson Avery called the meeting to order at 10:00 AM to review the second quarter of the 2000 budget and to discuss any other matters to come before the Executive Committee.

Representative Avery began a review of the budget page by page.

Page 2

0.3404.10.0 Representative Lynch questioned the NH Proshare funds amount, which is not budgeted as income, although a large amount is received. Administrator Wozmak stated that these funds are never budgeted since the amount cannot be counted on. This year, the funds may be used for contingency purposes such as repair of the microwave tower, silo repair, hurricane damage, etc, but the Commissioners have yet to finalize their recommendations.

Representative Lynch questioned the attachment issue, such as when the state attaches a home. After taking their portion for an individual's care, do they pay the county back a share? Commissioner Daschbach stated that we receive a credit, which shows up in Human Services budget.

Page 2

0.3404.24.25 Representative Lynch asked what "Med B contra revenue" was. Administrator Beeler stated that sometimes we are not able to collect the full 100% of charges, so this is booked as gross revenue and then do a "contra" entry to indicate what the amount is after the offset.

Page 6

0.4123.20.00 Representative Lynch stated that she understood legal expenses were going to be put together under one umbrella. Administrator Wozmak stated that the legal funds are within the Legal Capital Reserve Account.

Page 11

0.4150.29.0 Representative Lynch asked whether a Finance Director has been found yet. Administrator Wozmak stated that although many resumes have been reviewed, none of the applicants have met the criteria. Representative Lynch asked if the salary is too low for the job, and Administrator Wozmak stated that it is a possibility but as the job has only been offered to

one individual, who rejected it based on pay, it may be premature to conclude that the pay is too low.

Page 15

0.4194.01.11 Representative Lynott asked whether the position of facilities manager is the one vacant now. Commissioner Daschbach stated that it is not vacant any longer, and if you want to review the details of that, we can go into a nonpublic session.

Nonpublic session: At 10:22, the **Representative Avery moved to go into nonpublic session** to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was **approved by a yes vote of Representatives Lynch, Doucette, Lynott, Meader, Mitchell, Pratt, Roberts, Russell and Avery.** As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. **The Representatives unanimously voted to return to public session at 10:30 AM.**

0.4194.05.11 Representative Lynch questioned overtime under facilities. Administrator Wozmak stated that maintenance had to work at the HOC because of items that had been flushed down the drain by inmates.

Page 16 & 17

0.4194.88.11 Representative Lynch asked why the repairs are over budget. Facilities Manager

0.4194.97.14 King stated that there were an unusual amount of repairs needed, especially in the kitchen.

Page 18

0.4194.82.15 Representative Lynch asked why the repair expenses are over budget for the farm. Commissioner Davis said that again the equipment is old and required repairs such as the truck and the milk line. Representative Lynch noted that if the equipment repair budget lines are consistently being exceeded, perhaps these lines should be funded at a higher level.

Page 21

0.4198.00.13 Representative Lynch questioned where the money is coming from for the WWTP contingency. Administrator Wozmak stated that the costs are related to Hurricane Floyd and we received about 80% of the costs from several federal government disaster fund sources. Traditionally, we do not budget contingencies, we post them in the next cycle.

Page 21

0.4198.82.34 Representative Lynch asked where the contingency repair expense was incurred. Administrator Wozmak stated that there were about \$12,200 worth of repairs to the microwave, \$8,368.70 was posted by June 30. We had a series of problems, which required months of work to fix problems in several areas. There has been a microwave equipment repair line added to the 2001 budget for the ongoing maintenance of the microwave.

Page 24

0.04212.02.00 Representative Lynch asked what happens if the Task Force grant line keeps increasing. Will the department stay within budget and what where does the money come from if they go over budget. Sheriff Foote stated that this grant amount is based on a different fiscal year and includes another grant, which expired in May.

Page 25

0.4230.05.00 Representative Meader asked for comment from the Commissioners on staffing problems at the HOC. Commissioner Davis stated that he had spoken to Superintendent Van Wickler about this problem, and the new advertising response has been slow but he has brought on three new people. Commissioner Daschbach stated that what has been happening is that we train them, and then they move on to other locations.

Page 27

0.4301.76.00 Representative Avery asked how the farm is doing. Commissioner Davis stated that costs and expenses are up. The price of milk is higher, but the increase does not flow down to the farmers. Representative McKim Mitchell also added that the rain would affect the price of grain and feed next year.

Page 30

0.441.58.02 Representative Lynch asked whether we have spent any of the Youth Profile funds, or is it spent and just not showing up in the budget. Representative Irene Pratt stated that the committee is meeting this afternoon and requests will be reviewed at that time.

Page 42

0.4416.05.00 Representative Lynch asked about the overtime and per diem budget for nursing staff.
0.4416.07.01 Administrator Beeler replied that there are just not enough nursing personnel available to hire.

Administrator Beeler stated that they are continuing to have to use expensive help to fill in on schedules. Administrator Beeler advised the committee that the Association of Counties Nursing Home Affiliates would be looking for sponsors for a bill that will allow the use of medication technicians in New Hampshire. The med techs will be able to be able to do much of the work a LPN can do. Representative Avery reminded Administrator Beeler that the deadline for the filing of new legislation is September 13.

Representative Lynch asked about the new position in the budget for the nursing staff which was added. Administrator Beeler stated that he received permission to take an existing RN position and upgrade it to a 7-3 day supervisor position and that it was pretty close to being budget neutral. Administrator Wozmak stated that it was a new title, not an increase in FTE.

Commissioner Daschbach advised the Committee that the position did not alter the budget line. Representative Lynch requested that the Commissioners put in a procedure where the Executive Committee make the decision on an emergency basis, rather than wait for a delegation meeting.

Representative Avery voiced his concern about using employees for double shifts. Administrator Beeler stated that the census might have to be reduced because of the lack of personnel. Representative Lynch asked if the proshare funds could be used to pay for training or education programs. Representative Lynott suggested that the employees borrow the money from the County for training and work off a percentage of the load. Administrator Wozmak stated that it would be helpful to have a brainstorming session for ideas for funding a nursing education program.

0.4420.02.0 Representative Doucette asked whether a part time pharmacist has been hired. Administrator Beeler stated that there is still only one pharmacist and relief coverage problems still exist.

Commissioner Daschbach advised the Committee that Commissioner Martin requested his absence be excused because of a long-distance mediation requiring his presence.

Representative Avery asked about the silo damage. Farm Manager Putnam stated that we have initially settled with the insurance company for \$20,000, and \$4600 may not be covered for the concrete floor. We are waiting for a quotation from the contractor for this work.

Representative Lynch commented that she had a good time at the Farm Day on July 1.

Representative Meader asked about the jail expansion study. Administrator Wozmak said that there was a meeting on August 14, and there will be another meeting on August 28. Charles Michal did a presentation for the committee and he felt that the present site is not a good one for expansion. The next meeting there will be a discussion of where a new jail can be built and whether or not it should be done. Representative Mitchell stated that it would be irresponsible to spend money for a structure that has a life span of only ten years. Therefore, other sites will be looked at and the Committee will report their findings to the Commissioners and the Delegation.

The meeting adjourned at 11:34 AM.

Respectfully Submitted,


Margaret A. Lynch, Clerk

MINUTES
Farm Committee Meeting
8:30 AM, September 11, 2000
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives McKim Mitchell, Ed. Smith; Commissioner Peter Davis; County Administrator Jack Wozmak; Barry King, Terry Flood, Dave Putnam, Bob Simons, Ben White; Marshall Patmos, Bruce Clement, UNH Cooperative Extension; Ron Desrosiers, NRCS; Terry Warren, Secretary to the Commissioners

Representative Mitchell opened the meeting at 8:44 AM.

Dave Putnam described the silo damage from the rain in June. It was determined that it was more cost effective to build a new silo. The insurance company settled for \$20,000, there is \$4600 for the floor, which has not been paid by the insurance company. We are waiting for an estimate to submit to them.

Representative Mitchell asked if there is any business to be brought before the delegation, as there is a meeting next week. Dave Putnam stated that a seven-day recorder had to be purchased for the bulk tank and was not approved by the Commissioners. The recorder verifies when the cleaning is done, and can be used when a federal inspection is done and this information is required. The recorder will be purchased next year.

Ron Desrosiers made a presentation completed by NRCS. He handed out a topography survey, which was completed in order to determine an area for a wet and dry storage structure. (Handout incorporated into minutes) The estimated cost for a liquid manure storage system, which would be a circular, poured in place concrete structure of 106 feet in diameter, and 12 feet high, would be \$146,359. When full, it would contain 726,091 gallons of waste. This figure includes the pit and the handling system for getting the manure into the pit, but it also requires a truck which would run around \$45,000. Dave stated that we would not be purchasing a truck, we would convert one of the trucks we have.

The cost of a dry manure storage system, 100 feet by 165 feet stacking pad with 4 foot push walls is \$99,390. When stacked 6 feet high, this facility will store 85,331 cubic feet of waste. With this system, provisions are required to collect effluent from liner and land apply or treat. This system would collect rain water therefore would need a roof over the system. This system would not require a tank truck.

Dave Putnam had some questions regarding the dry storage system.

1. How is it kept dry? Unless we cover the dry system, it will not remain dry. How many nutrients would be left from rain from leaching through? There is approximately 40 inches of rain a year, which would leach through, to the ground water, requiring a liner. Effluent from the liner would have to be collected or directed to the wastewater treatment plant. Dave stated that the whole idea is to take the barn off the wastewater treatment plant, so we do not want to have this run off having to be processed by the waste water treatment plant.
2. Wouldn't we have to add the cost of a bucket loader to the dry system costs? Yes, at a cost approximately \$52,000. We have just purchased one, and it would now be

MINUTES
Farm Committee Meeting
8:30 AM, September 11, 2000
Maplewood Nursing Home, Westmoreland, NH

doing twice the amount of work we planned. Wouldn't additional equipment have to be added to the original costs? Ron agreed it would.

3. Ron Desrosiers stated that there is an ageconomist in Vermont who sent him some articles about the cost of equipment and the depreciation cost, the nutrient retention in a solid system Vs liquid. He asked her if she would do a case study on the county farm, and she said she would be willing to do that if we were interested. Representative Mitchell asked the committee members on their thoughts on having the economist do a report. Commissioner Davis asked if soil modification costs and management plans could be incorporated into the economist's report.

Bruce Clement made a motion that we request the ageconomist look in to the following alternatives; liquid manure storage, dry manure storage, composting and field staking on a modified site, Commissioner Davis seconded the motion, motion passed unanimously.

Dave Putnam stated that he is neutral on all these choices but he is asking that we get something that works rather than experimenting with a system.

Dave will look into possible sites for the manure storage system.

Bruce Clement and Dave Putnam will look into two or three farms the committee can visit to see how they deal with manure storage. Committee members will give suggestions of locations for site visits to Bruce. The county bus can be used for the site visits. Everyone will meet at MNH on October 23 at 8:00 AM. Representative Mitchell will stop by a farm he passes in Concord, Massachusetts, and see what they have and let Bruce know if it is a place to visit.

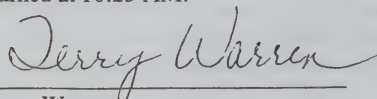
The Delegation will be requested to roll over the \$40,000 matching funds allocation to the 2001 budget. We will not go for a grant at this time, as we are not ready to go start the process.

Representative Mitchell asked if there is any other business to be brought before the Committee.

Commissioner Davis stated that Monadnock Conservancy was contacted and have we followed up with them. Marshall Patmos stated that he has talked to them and they are still very interested. He will contact them and invite them to the next meeting.

Water Analysis -- Pump was run for about five hours and a water sample was obtained and tested and the water is not contaminated.

There being no further business, the meeting was adjourned at 10:25 AM.



Terry Warren
Secretary to the Commissioners

Minutes subject to approval at the next meeting.

MINUTES
Delegation Committee Meeting
Monday, September 18, 2000
Cheshire County Superior Court Building

PRESENT: Representatives Avery, Burnham, Doucette, Lynott, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Robertson, Rose, Russell, Zerba; Commissioners Daschbach, Martin, Davis; Superintendent HOC Van Wickler; Asst. Finance Director Trombly; County Administrator Wozmak; Tim Murphy, Southwest Region Planning Commission; Mimi Barber Director Human Services; Terry Warren, Secretary to the Commissioners

Chairperson Jack Pratt called the meeting to order at 7:04 PM to amend the 2000 Budget by the addition and allocation of "Proshare" revenue; to vote on a CDBG proposal for watershed hazard mitigation planning, and to discuss such other matters as may come before the Delegation. Rep. Stephen Avery called the attendance roll call. A quorum was present.

Representative Zerba made a motion, seconded by Representative McGuirk, that the Cheshire County Delegation amend the 2000 budget by the addition of \$422,478.00 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or "PSP" or "Proshare" as follows:

- 1. \$151,500 to Account 4441.56.00, Intermediate Nursing Care**
- 2. \$213,840 to Account 4441.56.01, Related Health Costs**
- 3. \$57,138 to Account 4441.58.00, Board and Care for Children**

Commissioner Martin explained that the funds are not budgeted because they cannot be anticipated. **Upon a voice vote, the MOTION was passed unanimously.**

Representative Lynott made a motion, seconded by Representative Mitchell, that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in the amount of \$14,185 to be used for watershed based hazard mitigation planning; that the Delegation authorizes the Commissioners to expend up to \$3,547 in matching funds as required; that the County will accept the grant if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project.

Tim Murphy from Southwest Regional Planning Commission reviewed the CDBG fund, which would be used for a watershed based hazard mitigation planning. **Upon a voice vote, the MOTION was passed unanimously.**

Commissioner Daschbach advised the Delegation that the jail study report has been distributed and will be reviewed and discussed by the Commissioners at this Wednesday meeting. Representative Rose made a statement that he hopes we are continuing to look in to alternative sentencing. Representative Robertson mentioned the availability of the Latchis building and using it for alternative sentencing inmates. Chairman Pratt asked the Commissioners to take this under consideration.

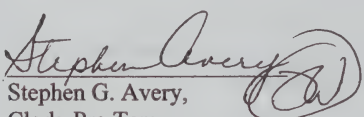
Commissioner Daschbach announced to the Delegation that Mark Busch, the pharmacist at MNH has resigned and his last day will be October 2, and that Unicare has been contracted to take care of filling prescriptions for MNH. There will not be an additional cost to the County for using Unicare. Representative Irene Pratt requested additional information about Unicare and the amount of time they will be on site at the facility. Commissioner Daschbach stated that Unicare serves nine nursing homes in New Hampshire. They will have a database of the prescriptions used by the clients at MNH. Chairman Pratt asked that an insert be added to the copy of the minutes.

Chairman Pratt reminded the delegation that there was a Delegation Mutual Aid Sub-Committee meeting after this meeting.

Delegation Chairman Pratt recognized the presence of Sheryl Trombly, Assistant Finance Director, who has recently returned from maternity leave after the birth of her son Zackery. Chairman Pratt also recognized Corrections Superintendent Rick Van Wickler.

Chairman Pratt asked if there was any other business to come before the Delegation. There being none, Representative Avery moved that the meeting be adjourned, Representative Mitchell seconded, voted unanimously. Meeting ended at 7:35.

Respectfully Submitted,


Stephen G. Avery,
Clerk, Pro Tem

MINUTES
Public Hearing, Cheshire County Delegation
Mutual Aid Subcommittee
Thursday, September 18, 2000 – Fire Mutual Aid
Jury Assembly Room, Cheshire County Courthouse – 7:30 p.m.

PRESENT: Representatives Stephen Avery, Daniel Burnham, County Administrator Jack Wozmak, Director of Fire Mutual Aid Paul Szoc, members of the Board of Directors of Southwestern NH Fire District Mutual Aid and members of the public.

Delegation Executive Committee Chairman Avery convened a hearing at 7:30 p.m.

Rep. Avery gave a short background on the reason for the Fire Mutual Aid study. He turned the meeting over to Scott Talbot, a member of one of the committees created by SWNHFDMA to study the issues raised in the Martin AG report. Mr. Talbot presented a lengthy slide show and lecture about the work done by the committee and spoke about the available technology that the Mutual Aid Board of Directors should consider as they plan for the future of the mutual aid dispatch center.

Representative Daniel Burnham asked if the committee's proposal had been accepted. Mr. Talbot said that the work of the committee was not a proposal, but merely the record of the discussions they had. Sheriff Foote answered that both the Board and the police agencies were a long way from reaching a decision on what should be done. He said that these reports were very preliminary and that much more discussion would be necessary before a consensus could be presented to the Delegation.

Representative Burnham asked if it looked like it would be possible to settle differences of opinion about dispatch services and related problems at the Board level. The President of the Mutual Aid Board said that these reports were a good base to start from. He said that the Board would be taking a very hard look at these reports.

Representative Burnham asked when the Board would be ready to make recommendations to the Delegation. The President said that the beginning of the year might not be enough time for a through evaluation of the reports but that he expected that short-term budgetary requests would be available for inclusion in the 2001 county budget cycle.

Commissioner Daschbach stated his opinion that it is not the role of the Commissioners to substitute their judgment for that of the Mutual Aid Board and that he expected that the Commissioners would pass through any Mutual Aid requests to the Delegation.

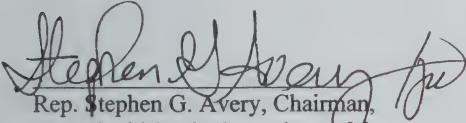
John Manning, Treasurer of the Mutual Aid Board of Directors said that the Board was examining the fee structure so that pricing of services might be sufficient to engage in capital plan funding. The pricing structure has been the same for a long time and needs to be re-evaluated.

Jaffrey Police Chief Pelio said that he felt that the dispatch should be run by the county as a government entity, rather than by a private board. Fitzwilliam Fire Chief Prigge and Mr. Manning said that SWNHFDMA is an independent organization, established by statute, as a municipal corporation, and thus, was not a private board.

Chairman Avery asked if there was any more questions or debate on the work of the Mutual Aid Committees. Avery concluded the meeting by extending his thanks to all those who worked so hard on producing the reports. The Delegation will look forward to receiving the recommendations of the Board of Directors of Mutual Aid, concluded Avery.

The hearing was adjourned at 8:45PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Stephen G. Avery". The signature is written in dark ink and is positioned above the typed name.

Rep. Stephen G. Avery, Chairman,
Mutual Aid Study Committee of the
Cheshire County Delegation

MINUTES
Executive Committee Third Quarter Budget Review
Monday, October 30, 2000
Basement, 33 West Street
Keene, NH 03431

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Roberts, Russell, John Pratt, Irene Pratt; Commissioners Martin and Davis; County Administrator Wozmak, Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Farm Manager Putnam, Sheriff Foote, Register Hubal, Alan Greene MDS, Terry Warren, Secretary to the Commissioners.

Chairperson Representative Avery called the meeting to order at 10:30 AM to review the third quarter of the 2000 budget and to discuss any other matters to come before the Executive Committee.

Representative Avery thanked Representatives Lynch and Lynott for their service on the committee. These two representatives are not seeking reelection.

Commissioner Martin gave an overview of the third quarter budget and advised the committee that this year there will probably not be a surplus as there had been in previous years.

Representative Avery began a review of the budget page by page.

Page 2 0.3404.01/02

Representative John Pratt questioned why revenues for MNH Room and Care is coming in under budget. Commissioner Martin mentioned that census is not on target because more clients are on Medicaid.

Representative Irene Pratt asked about the Federal holds at the HOC and whether that number was staying constant. Commissioner Martin responded that the maximum number is 10, but this has been down about half, averaging 4-5 at any given time.

Representative John Pratt asked if the revenues are down for both the jail and the nursing home, are the costs down also. Commissioner Martin stated that they are not.

Page 3 0.3405.08.00

Representative Avery questioned Farm Revenues, and whether we are going to meet what is budgeted. Commissioner Davis replied that it is expected the farm will meet the revenue projections.

Page 5 0.4110.38.00

Representative Doucette questioned the fact that postage is over budget. Administrator Wozmak noted that we would be doing a reallocation of the costs to the Commissioner's budget.

Page 6 0.4123.36.38/40

Representative Doucette questioned the supply line being over budget. Commissioner Martin stated that the bottom line is within budget.

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Executive Committee Third Quarter Budget Review
Monday, October 30, 2000
Basement, 33 West Street
Keene, NH 03431

Page 9 0.4130.00.00

Commissioner Martin advised the committee that the Commissioners are going overbudget because of the costs from the jail study committee.

Mr. Alan Greene from MDS was invited to speak to the Executive Committee on a proposal to use county facilities for MDS clients. MDS was renting the old daycare building on the hill near Maplewood. We have hired replacement farm staff that will be using the house. MDS request is to either allow MDS to rent Blood Farm or build a structure on county property.

Representative Doucette asked how many years MDS has rented county property. Mr. Greene replied that it has been a couple of years. Representative Doucette asked Administrator Beeler how he feels about having this type of person living there. Administrator Beeler stated that he is comfortable considering how the program is supervised. Representative John Pratt asked what happened w/ the daycare center. Commissioner Davis stated that it ceased operation couple years ago when there was not enough interest and started costing money rather than supporting itself. Representative John Pratt asked if it was no longer used as a recruitment tool. Administrator Beeler stated that it was subsidized quite heavily for only a couple of employees.

Representative Lynch remembers the bill that resulted in individuals being released from the facility in Laconia to become the responsibility of local agencies. She asked what will happen if you do not have this house. Mr. Greene stated that it is his responsibility to find a place for these people. He would have to go elsewhere but feels county property is ideal. Representative John Pratt asked if leaving the farmhouse was voluntary. Mr. Greene stated that new farm help was moving into the house. Representative Avery asked what is the Commissioners stand. Commissioner Martin stated that the former daycare building is ideal for the farm because it is right across the road from the farm. Commissioner Martin stated that the Commissioners have not reached a consensus and are looking to the Executive Committee for feedback on the MDS issue.

Representative Lynch made a motion that the executive committee urge the Commissioners to work with MDS in placing residents on County property, seconded by Representative Russell, voted unanimously. Representative Russell wanted it on record that he feels the Commissioners can handle this.

Page 11 0.4150.00

Representative John Pratt stated that Finance seems to be a bit behind, will this be made up. Commissioner Martin responded that it would probably not be made up. There has been a concentrated effort to collect on our past due billing, but does not feel we will make it up.

Page 14 0.0.4193.01

Representative John Pratt questioned that health insurance and binding have not been expended. Reduced health insurance has been because of the number of staff turnover, the bills for binding have not been received yet. May actually go over about \$1,000.

MINUTES
Executive Committee Third Quarter Budget Review
Monday, October 30, 2000
Basement, 33 West Street
Keene, NH 03431

Commissioner Martin credited Evelyn Hubal for the revenues she is bringing in. Register Hubal brought in for the Executive Committee to see one of the books that have been re-bound.

Page 15 0.4194.81.13

Representative John Pratt asked about the building repair line. Mr. King stated that it is just timing on the billing, because they have just spent about \$4,000 but may wind up with a surplus.

Page 18 0.4194.80.20

Representative Avery questioned whether the surplus would continue. Mr. King said that this is for seasonal costs and is expected to be expended.

Representative Avery asked Sheriff Foote if there are any expenditures that will increase the bottom line since they are under budget. The Sheriff spoke about the radio upgrade that is expected from the state in the next 18 months. The County will need to contribute approximately \$100,000.00. Representative Avery asked how would this affect the overall communications with FMA. Sheriff Foote stated that the grant addresses the sheriff's department only. Representative John Pratt asked about the weekend dispatch that was approved, and how is it working out. Sheriff Foote stated that it is working out well.

Sheriff Foote brought up his request for new software. He would like to use unused 2000 budget salary funds to buy this software. Representative Lynch asked how much was needed, the Sheriff replied that he needed \$10,000 initially and \$1,500 annually. Commissioner Martin noted that The Commissioners requested him to wait until 2001, but advised him that he could come to the executive committee if he wants to spend it now. Representative Avery stated that waiting five months is a long time.

Representative Lynch made a motion that the Sheriff be allowed to spend up to \$10,000 for computer software to be taken from payroll surplus, seconded by Representative John Pratt, voted unanimously.

Representative Lynch asked about the deficit for the farm. Farm Manager Putnam stated that he feels that it will be close but will be under \$15,000. Representative John Pratt asked about the salary line going over budget. Commissioner Martin replied that there was a new hire and we had to negotiate the salary, which was higher than the previous employee.

Page 25 0.4439.01

Representative John Pratt asked about the Assisted Living, manager overage. Commissioner Martin stated that it was because of temporary coverage needed before we had permanent coverage, but we are recognizing higher revenues than expected.

0.4438.07./03

Representative Pratt questioned the per diem CNA line being way up. Administrator Beeler stated that they are doubling up on CNA because they cannot find LPNs.

MINUTES
Executive Committee Third Quarter Budget Review
Monday, October 30, 2000
Basement, 33 West Street
Keene, NH 03431

Page 29 0.4459.00.00

Representative Lynch suggested that we obtain a copy of the Millennium Minutes for our archives. Commissioner Martin stated that they are in the process now and will be completed by the end of the year. Rep. Avery said he would speak to Ellen Avery about getting copies of the tapes.

Page 34 0.4194.72.11

Representative John Pratt asked how much is the fuel crisis going to affect us. Facilities Manager King stated that we pre-buy and are paying only one cent more than wholesale. Next year they have included a 25% increase to the fuel lines.

Representative Lynch asked if there has been any discussion with towns to buy cooperatively. Commissioner Davis replied that there has been some talk among towns, but not on county level. Administrator Wozmak stated that there has been some discussion with other counties, but it would be something for regional selectmen to discuss.

Representative John Pratt asked how we are doing with the self-insurance. Finance Director Trombly stated that we are going to spend what we have paid in to it, we will not have a surplus to put toward next year's budget. Representative Pratt would like to see a comparison of the numbers and was there a saving.

Page 44 0.4420.0

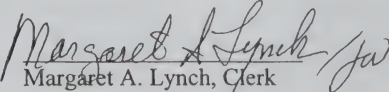
Representative Lynch asked whether we are having any luck with hiring a pharmacist. Administrator Beeler explained that we have contracted with Unicare to provide our pharmacy services and they are doing an excellent job. Representative Avery asked if we are saving money with the service, and Administrator Beeler advised that we are not saving money with this service.

Commissioner Martin announced to the Executive Committee that the Commissioners have promoted Sheryl Trombly to the vacant position of Finance Director. The committee congratulated Sheryl.

Representative John Pratt asked about the dates for the December and January meetings. Chairman Avery announced that the delegation meeting will be held on December 18, and at that time, officers and committee members will be elected.

There being no further business, the meeting adjourned at 12:10 PM.

Respectfully Submitted,


Margaret A. Lynch, Clerk

MINUTES
Cheshire County Delegation
Organizational Meeting
Monday, December 13, 2000, 7:00 PM
Jury Assembly Room, 12 Court St.
Keene, NH 03431

PRESENT: Representatives Allen, Avery, Batchelder, Burnham, Edwards, Emerson, Espieffs, Fairbanks, Hunt, Lambert, Manning, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Russell, Smith, Weed, Zerba; Commissioners Martin and Davis and Daschbach; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Farm Manager Putnam, Sheriff Foote, Register Hubal, HOC Superintendent Van Wickler, HOC Ex. Assistant Vitale, Human Services Director Barber, Computer Coordinator Putnam, Jane Shapiro, Cheshire Medical Center, Terry Warren, Secretary to the Commissioners.

ABSENT: Representatives DePecol, Dexter

Chairman Pratt called the meeting to order at 7:00 PM.

Members of the delegation introduced themselves and the number of terms they have served. It was determined that a quorum was present. Representative Pratt introduced the Commissioners. Commissioner Daschbach introduced the elected officials and county employees present.

Representative Manning made a motion to nominate the following representatives: Rep. Stephen G. Avery, Chairman Delegation, Rep. McKim Mitchell, Vice Chairman Delegation, Rep. Barbara Hull Richardson, Clerk; Rep. John N. Pratt, Chairman Executive Committee, Rep. H. Charles Royce, Vice Chairman Executive Committee, Rep. Barbara Hull Richardson, Clerk Executive Committee; Executive Committee Members, Representatives Ronald G. Russell, Irene A. Pratt, Chandler Fairbanks, David R. Meader, Roger Zerba, McKim Mitchell, Stephen Avery, and Susan Emerson. Representative McGuirk seconded, voted unanimously.

Representative Pratt thanked the delegation for their attendance, work and cooperation received.

Representative Pratt then yielded the chair over to new Delegation Chairman Avery.

Delegation Chairman Avery made the following Committee appointments:

Mutual Aid Study Committee: Representatives Avery, Burnham, Allen, Edwards, and Espieffs

Farm Committee: Representatives Mitchell, Burnham, and Smith

Jail Study Committee: Representatives Manning, Mitchell, Weed, Batchelder, Irene Pratt, Richardson, Fairbanks

Mutual Aid Board: Representative Smith

Personnel Board: Representatives Avery, Mitchell, and Richardson



MINUTES
Cheshire County Delegation
Organizational Meeting
Monday, December 13, 2000, 7:00 PM
Jury Assembly Room, 12 Court St.
Keene, NH 03431

Chairman Avery recognized Jane Shapiro from Cheshire Medical Center. She invited the delegates to a legislator's lunch and information session on Monday, January 29 at 12:30. This is sponsored by a local taskforce concerned about the dental care for children in their areas.

Representative Mitchell gave a brief report on the program visited in Seattle that addressed the needs of the mentally ill. He has drafted legislation to establish a committee to study this program for use in Cheshire County.

There being no further business, the meeting adjourned at 7:35 PM.

Respectfully Submitted,


Barbara Hull Richardson, Clerk 

Signed 1/2001

**PUBLIC HEARING
MINUTES
Cheshire County Delegation
Monday, December 13, 2000, 7:30 PM
Jury Assembly Room, 12 Court St.
Keene, NH 03431**

PRESENT: Representatives Allen, Avery, Batchelder, Burnham, Edwards, Emerson, Espiefs, Fairbanks, Hunt, Lambert, Manning, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Russell, Smith, Weed, Zerba; Commissioners Martin and Davis and Daschbach; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Farm Manager Putnam, Sheriff Foote, Register Hubal, HOC Superintendent Van Wickler, HOC Ex. Assistant Vitale, Human Services Director Barber, Computer Coordinator Putnam, Jane Shapiro, Cheshire Medical Center, Terry Warren, Secretary to the Commissioners.

ABSENT: Representatives DePecol, Dexter

Chairman Avery called the meeting to order at 7:36 PM.

Commissioner Martin gave an overview of the budget to the Delegation. The bottom line is that there is an increase of 9.76 % in taxes to be raised although the overall budget is up only .6%.

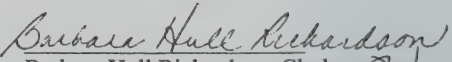
Although no funds have been apportioned to the alternative sentencing program, the Commissioners support the program.

Commissioner Davis reviewed the expense side of the budget. Human services have increase by 11 %; COLA increase is 2.5 % and merit increases at 2.5%; health insurance increases by \$205,000.

Commissioner Daschbach reviewed the revenue side of the budget. Revenue for the farm is \$30,000 higher than last year. He reviewed the revenue loss in the pharmacy, which is offset by the expenses incurred. PT and OT both are down in revenue, but with no staffing cutbacks. This is a result of our only being able to bill for qualified residents, determined by their "potential for improvement."

There were no questions from the public, and there being no further business, the meeting adjourned at 8:15 PM.

Respectfully Submitted,


Barbara Hull Richardson, Clerk *BH*

Signed 1/2001

MINUTES
Executive Committee Meeting
Monday, December 13, 2000, 8:30 PM
Jury Assembly Room, 12 Court St.
Keene, NH 03431

PRESENT: Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Royce, Zerba; Commissioners Martin, Daschbach and Davis; Finance Director Trombly, Treasurer Bill Lynch, Terry Warren, Secretary to the Commissioners.

ABSENT: Representative Russell.


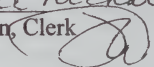
Chairman Avery called the meeting to order at 8:25 PM.

Representative Royce made a motion to adopt the schedule as presented for the 2001 Budget meetings in January and February, Representative Zerba seconded, voted unanimously.

Representative Mitchell made a motion to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners, to come before the Executive Committee of the Cheshire County Delegation to seek authorization to borrow in anticipation of taxes, an amount not to exceed \$9.5 million dollars for the 2001 budget year, January 1, 2001 to December 31, 2001. Seconded by Representative Avery, voted unanimously.

There being no further business, the meeting adjourned at 8:35 PM.

Respectfully Submitted,


Barbara Hull Richardson, Clerk 

Signed 1/2001

Cheshire County Commissioners
33 West Street
Keene, NH 03431

University of New Hampshire Library
Special Collections Department
18 Library Way
Durham, NH 03824-3592

