

County of Sullivan, NH

**Type of meeting: Board of Commissioners Regular Business Meeting
Minutes**

Date/Time: November 1, 2011, 3:00 PM

**Place: Newport, NH – County Administration Building, 14
Main Street, 1st Floor Commissioners Conference
Room**

Attendees: Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr. – Clerk (arrived later); Greg Chanis – County Administrator; John Cressy – Facilities & Operations Director; Sharon Callum (minute taker).

Public Attendees: Archie Mountain – Eagle Times Staff Reporter / Argus Champion Editor; William Hatch – Sugar River Bank, Commercial Lending Vice President; and Representative Charlene Marcotte Lovett – Sullivan County State Delegate District 4 (arrived later in meeting).

3:00 The Chair, Commissioner Bennie Nelson, brought the meeting to order.

Agenda Item No. 1 County Administrator's Report, Greg Chanis

Agenda Item No. 1.a. Tax Anticipation Notes: Signing of Documents
Mr. Chanis distributed a "Tax Anticipation Notes Summary Information" document [Appendix A], illustrating the three banks contacted for interest rate quotes and terms to take out a \$2 million dollar line of credit. The rates received, were as follows:

1. Sugar River Bank @ .45%
2. Lake Sunapee Bank @ .75%
3. Claremont Savings Bank @ 1.01%

Mr. Chanis noted, as Sugar River Bank offered the least percentage rate, he contacted them to attend the meeting with the necessary paperwork for the Board to sign, which would initiate the line of credit for the County Treasurer. Copies of the following documents were distributed:

- Commitment for extension of credit – loan matures 12/31/2011
- Promissory note acknowledgment of amount and type – to be signed by all Commissioners and Treasurer
- Promissory note of repayment – to be signed by all Commissioners and County Treasurer

3:03 Motion: to accept the bid from Sugar River Bank for the tax anticipation note to be signed today. Made by: Barrette. Seconded by: Nelson. Voice vote: all in favor.

3:03 Commissioner Callum Jr. entered the room.

Mr. Chanis reviewed the motion with Commissioner Callum Jr.

Mr. Hatch reviewed all documents [previously bulleted], and the Board signed the documents.

3:10 Mr. Hatch left the room.

Mr. Chanis discussed the spreadsheet in more detail and noted it did not reflect what the County would be make in interest on tax money collected in December.

Agenda Item No. 1.b. DOE EECBG: Records Building Boiler Work Update

Mr. Chanis noted the new boiler, purchased through DOE EECBG funding, is installed, the cement pad was poured, and they need only to reset the propane tanks. Mr. Cressy indicated he met with Newport Town officials prior to the LP tank installation to discuss what the County was doing; old oil tanks were removed and they received a credit for oil left in the tanks.

Agenda Item No. 1.c. State Video Conference RFP Letter Response review and Signing

The Board reviewed the letter and all signed [Appendix B].

Agenda Item No. 1.d. Sullivan County Health Care Window Replacement Project Update

Mr. Chanis distributed a four page floor plan package [Appendix C], which illustrates the 'store front windows' east side of dining room area and the 'patient day room' - the sun room windows; there are 24 sun room windows; they have approximately \$52,000 available for the entire project; the bid from All Seasons came in over \$96,000; All Seasons requested a meeting, which was held, and a recommendation was made, from All Seasons, to split the project: just do the store front windows and include thermal doors, or just do the sun rooms; as the sun rooms are part of the decentralized dining project, if this route was decided upon, they would recommend doing the sun rooms first; the 24 windows equates to \$2,100 per window. Both Commissioner Barrette and Callum Jr. expressed concerns with the high bid received from All Seasons. Mr. Chanis noted, if they did not want to go with All Season, they should, formally, vote to 'reject all bids' based on their disclaimer. Mr. Chanis confirmed the County has until 2013 to use all the DOE EECBG funds, however, they would have had to obligate the funds prior to June 2011 - at this point they may need to apply for a waiver.

3:21 Motion: to reject the bids for the project, as is our right to do so, and proceed to find an alternative way to get the work done at a competitive price. Discussion: Nelson requested Chanis attain information about the waiver. Voice vote: all in favor.

Agenda Item No. 1.e. CDBG Capacity Grant Administrator Service
Copies of the two CDBG Administration proposals received, from the following, were viewed:

1. Donna Lane for \$9,750
2. Gerald Coogan for \$10,500

Mr. Chanis recommended, seeing no appreciable differences, they award the project to Donna Lane.

3:26 Motion: to accept the CDBG Administration proposal from Donna Lane and authorize the County Administrator to execute documents related to the project. Voice vote: all in favor.

Agenda Item No. 1.f. NH State Abandoned Properties Authorization Form
The Board viewed the: post card *Notice* of abandoned properties sent to the County from the State, the *Claim For Abandoned Property* form, and e-mail from Laurie Geer to Sharon Callum [Appendix D] with instructions and notes on who they had contacted at the state. The abandoned property amount is \$103.44, it pertains to American Family Life Assurance – an affiliation of Boston Mutual, and may have something to do with life insurance premiums; they were unable to attain more detailed information over the phone, and need the Commissioners to authorize the Clerk to sign a letter on County stationary that authorizes the County Administrator to sign the Claim for Abandoned Property form.

3:30 Motion: to authorize Clerk of the County Commissioners to sign the authorization letter, authorizing the County Administrator to sign the Claim For Abandoned Property form. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

3:30 Representative Charlene Lovett arrived.

Agenda Item No. 1.g. BIO Mass Feasibility Study for Unity Complex Update

Mr. Chanis noted, Chuck Hersey – former County Forester, arranged for Wilson Engineering to perform a second BIO Mass feasibility study, at no cost to the County; the study is in draft format, and they would like to present the final report to the Board at their Nov. 15th meeting in Unity. The presentation will take between ½ hour to 40 minutes. Chanis and Cressy viewed the draft and are impressed - numbers seem practical.

Agenda Item No. 2. Commissioners Report

Agenda Item No. 2.a. Old Business: Further Discussion Regarding Employee Appreciation Gift Cards (Continued from last meeting)

Mr. Chanis reminded the Board, due to NH Retirement recertification rate changed in July, the County would see a surplus savings on the expense

side; funds to pay for the employee gift cards, as well as funding for the Sanders Wing architectural work, could come from the retirement savings; total estimated gift card cost would be approximately \$3,000: \$20 per card for 300 employees. Chanis distributed a document titled 'Retirement Expense Analysis' [Appendix E]. Comm. Barrette noted he'd support a small item such as this in order to show employee appreciation. Nelson concurred.

3:35 Motion: to expend funds for employee appreciation gift cards from the surplus funds, attached to retirement. Made by: Barrette. Seconded by: Callum Jr. Discussion: Nelson requested a phone call survey be done to attain the best gift card value. Voice vote: all in favor.

Agenda Item No. 2.b. New Business

NH Association of Counties Conference – North Conway

Comm. Barrette discussed his feelings regarding Commissioner Toumpas's presentation at the New Hampshire Association of Counties Conference Commissioners Affiliate meeting on managed care vs. fee for service - he sees no benefit to this, and feels the obligation remains the same. Nelson pointed out, one of the state's that switched to managed care is getting out of it. It was noted, Toumpas noted the State would be working with a third party to administer the managed care. Comm. Nelson noted he attended a conflict resolution seminar presented by NH Primex representative Ty [Gagne], with a nice cross section of commissioners and nursing home staff; the presentation included situations on commissioners micro managing and hostile work environments - Primex receives more claims due to hostile work environments than anything else. Nelson feels the conference price and location worked well, food was fine. Negative comments received: no coffee served throughout the day and rooms were noisy. Positive comments received regarding food served. Comm. Callum Jr. indicated he held a conversation with one of the attorney's from the AG's office, who discussed an issue seen throughout the state on abuses of down loading of confidential documents from leased copier equipment. Mr. Chanis noted he would follow up with the County's IT person to gather his thoughts on the type of risk to the County.

4:00 *Mr. Mountain left the room.*

Agenda Item No. 3. Probable Executive Session Per RSA 91-A:3.II.d. – Discussion Regarding Possible County Building Lease

4:04 Motion: to go into Executive Session per RSA 91-A:3.II.d. to discuss a possible County building lease. Made by: Barrette. Seconded by: Callum Jr. Those in Executive Session included: the three Commissioners, Facilities Director, County

Administrator, Rep. Marcotte Lovett, and minute taker. Roll call vote: all in favor.

4:30 Motion: to go out of Executive Session. Made by: Barrette. Seconded by: Callum. Voice vote: All in favor.

4:30 Mr. Cressy and Ms. Marcotte left the room.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. Oct. 18, 2011 Public Meeting Minutes

4:32 Motion: to approve the 10/18/2011 public meeting minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

Agenda Item No. 4.b. Oct. 18, 2011 4:49 Executive Session Minutes

4:32 Motion: to approve and keep sealed the 10/18/11 4:49 Executive Session Minutes, until a decision whether to go forward or not is made. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

Agenda Item No. 4.c. Oct. 18, 2011 4:55 Executive Session Minutes

4:33 Motion: to approve and keep sealed the 10/18/11 4:49 Executive Session Minutes, to which time we make a decision on whether it's feasible to proceed. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.d.i Oct. 7, 2010 8:10 Executive Session Minutes

4:34 Motion: to release the 10/7/10 8:10 a.m. Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.d.ii. Jan 05, 2011 9:43 AM Executive Session Minutes

4:34 Motion: to release the 1/5/11 9:46 AM Executive Session Minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

Agenda Item No. 4.d.iii. Mar 22, 2011 4:56 PM Executive Session Minutes

4:35 Motion: to release the 3/22/11 4:56 PM Executive Session Minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

Agenda Item No. 4.d.iv. May 3, 2011 3:46 PM Executive Session Minutes

4:35 Motion: to release the 5/3/11 3:46 PM Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

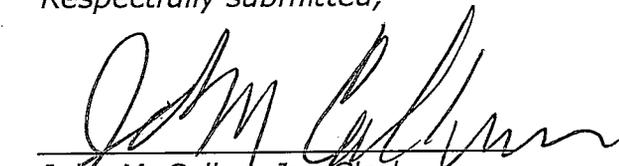
Agenda Item No. 4.d.v. May 3, 2011 4:11 PM Executive Session Minutes
4:35 Motion: to release the May 3, 2011 4:33 PM Executive Session Minutes. Made by: Barrette. Seconded by: Callum Jr. Discussion commenced on whether they should keep minutes sealed until they were able to discuss the issue with the SCHC Administrator. Mr. Barrette withdrew his motion. Mr. Callum withdrew the second to the motion.

Agenda Item No. 4.d.vi. Jun 7, 2011 9:22 AM Executive Session Minutes
Agenda Item No. 4.d.vii. Jul 19, 2011 4:19 PM Executive Session Minutes
Agenda Item No. 4.d.viii. Aug 2, 2011 3:30 PM Executive Session Minutes
Agenda Item No. 4.d.ix. Aug 16, 2011 4:19 PM Executive Session Minutes
Agenda Item No. 4.d.x. Sep 20, 2011 5:15 PM Executive Session Minutes

No motion made at this point on the above minutes.

4:38 Motion: to adjourn. Made by: Barrette. Seconded by: Callum Jr. Voice vote: all in favor.

Respectfully submitted,


John M. Callum Jr., Clerk
Board of Commissioners

JMC/sjc.

Date minutes approved: 11/15/11



Tuesday November 1st, 2011

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA

Location: Newport Remington Woodhull County Complex

14 Main Street, Newport NH 03773

- 3:00 PM – 3:20 PM 1. County Administrator's Report, *Greg Chanis*
- a. Tax Anticipation Notes: Signing of Documents
 - b. DOE EECBG: Records Building Boiler Work Update
 - c. State Video Conference RFP: Letter Response Review and Sign
 - d. SCHC Window Replacement Project Update
 - e. CDBG Capacity Grant Administrator Service Contract Review & Award Decision\
 - f. NH State Abandoned Properties Authorization Form
 - g. BIO Mass Feasibility Study for Unity Complex Update
- 3:20 PM – 3:40 PM 2. Commissioners' Report
- a. Old Business
 - i. Further Discussions Regarding Employee Appreciation Gift Cards
 - ii.
 - b. Any New Business
- 3:40 PM – 4:00 PM 3. Probable Executive Session Per RSA 91-A A:3.II.d. – Discussion Regarding County Building Lease

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- 4:00 PM – 4:15 PM 4. Meeting Minutes Review
- a. Oct 18, 2011 Public Meeting & DOC Tour Notes
 - b. Oct 18, 2011 4:49 PM Executive Session
 - c. Oct 18, 2011 4:55 PM Executive Session
 - d. Review following for unsealing or to keep sealed
 - i. Oct 7, 2010 8:10 AM Executive Session
 - ii. Jan 05, 2011 9:43 AM Executive Session
 - iii. Mar 22, 2011 4:56 PM Executive Session
 - iv. May 3, 2011 3:46 PM Executive Session
 - v. May 3, 2011 4:11 PM Executive Session
 - vi. June 7, 2011 4:22 PM Executive Session
 - vii. July 19, 2011 4:19 PM Executive Session
 - viii. Aug 2, 2011 3:30 PM Executive Session
 - ix. Aug 16, 2011 4:19 PM Executive Session
 - x. Sep 20, 2011 5:15 PM Executive Session

4:15 PM 5. Adjourn meeting

Upcoming Events / Meetings:

- **Nov 8th Tue. Election Day**
- **Nov 11th Fri. Newport County State Complex Closed – Veteran’s Day**
- **Nov 15th Tue. Sullivan County Judicial & Enforcement Strategy Conference**
- **Nov 15th Tue. Next Board of Commissioners Regular Business Meeting**
 - **Time: 3 PM**
 - Place: Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility, 1st Floor, Frank Smith Living Room
- **Nov 24th Thu. & 25th Fri. Newport County State Complex Closed – Thanksgiving Day Holiday**

**Tax Anticipation Notes
Summary Information
November 1, 2011**

Bank	Interest Rate bid
Sugar River Bank	0.45%
Lake Sunapee Bank	0.75%
Claremont savings Bank	1.01%

Calendar Year	Total Amount borrowed	Date of 1st draw
2007	7,750,000	4/19/2007
2008	7,650,000	3/18/2008
2009	5,479,000	5/27/2009
2011	2,281,771	10/13/2010
2012	1,250,000	11/8/2011

Estimated

Fiscal Year	Interest Paid
2007	50,871
2008	105,234
2009	81,896
2010	17,742
2011	1,545
2012	



SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

November 1, 2011

Commissioners Office
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: [commissioners@
sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

County Manager
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: [manager@
sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

Dept. of Corrections
103 County Farm Rd.
Claremont, NH 03743
Tel. (603) 542-8717
Fax. (603) 542-4311
E-mail: [doc@
sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

**Facilities &
Operations Dept.**
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 230
Fax. (603) 542-2829
E-mail: [facilities@
sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

Human Resources
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext. 286
Fax. (603) 542-9214
E-mail: [humanresources@
sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

Human Services
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 210
Fax. (603) 542-9214
E-mail: [humanservices@
sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

Sullivan County Health Care
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511
Fax. (603) 542-9214
E-mail: [nursinghome@
sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

Linda Stewart Dalianis, Chief Justice
New Hampshire Supreme Court
1 Charles Doe Drive
Concord, NH 03301

Dear Chief Justice Dalianis,

We are writing in response to your letter of September 26, 2011, which provided details and a draft Memorandum of Understanding (MOU) related to a proposed partnership between the counties and the court system. This partnership would provide video conferencing capabilities between county houses of correction and various court facilities across the state. On October 18, 2011, the Sullivan County Board of Commissioners met to discuss the details of this proposal. Also in attendance were Greg Chanis, Sullivan County Administrator, Michael Prozzo, Sullivan County High Sheriff and Ross Cunningham, Superintendent of the Sullivan County Department of Corrections. Although the group was generally supportive of the project, there were two areas of concern we would like clarified before authorizing the County Administrator to execute the MOU between Sullivan County and the NH Administrative Office of the Courts (AOC):

1. Regarding the Counties obligation detailed in the MOU, it is our understanding the obligations of the County related to bandwidth and equipment maintenance (after 12 months) are limited to the internet service and equipment at the house of corrections only, and the AOC will be responsible for maintaining adequate bandwidth and the ongoing maintenance of software and hardware located at the various courts.
2. We agree that implementation of this plan may reduce the costs of transporting and controlling prisoners and make courthouses safer. We feel strongly, however, that the full benefits of this program will only be realized if this technology is available at all courthouses in the county. Currently, the majority of transports provided by the Sheriff's Office are related to Claremont District Court. Your letter states the project will include installation of equipment at all courthouses that currently do not have video capability and we are seeking confirmation that this includes the District courts in Newport and Claremont.



SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

Commissioners Office
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: [commissioners@
sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

We applaud the courts efforts in seeking more efficient and cost effective ways to operate and look forward to working with you on implementing this exciting project in Sullivan County.

Best regards,

County Manager
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: [manager@
sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

Handwritten signature of Bennie Nelson in cursive.

Bennie Nelson, Chair
Board of Commissioners

Dept. of Corrections
103 County Farm Rd.
Claremont, NH 03743
Tel. (603) 542-8717
Fax. (603) 542-4311
E-mail: [doc@
sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

Handwritten signature of Jeffrey Barrette in cursive.

Jeffrey Barrette, Vice Chair
Board of Commissioners

**Facilities &
Operations Dept.**
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 230
Fax. (603) 542-2829
E-mail: [facilities@
sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

Handwritten signature of John M. Callum in cursive.

John M. Callum, Clerk
Board of Commissioners

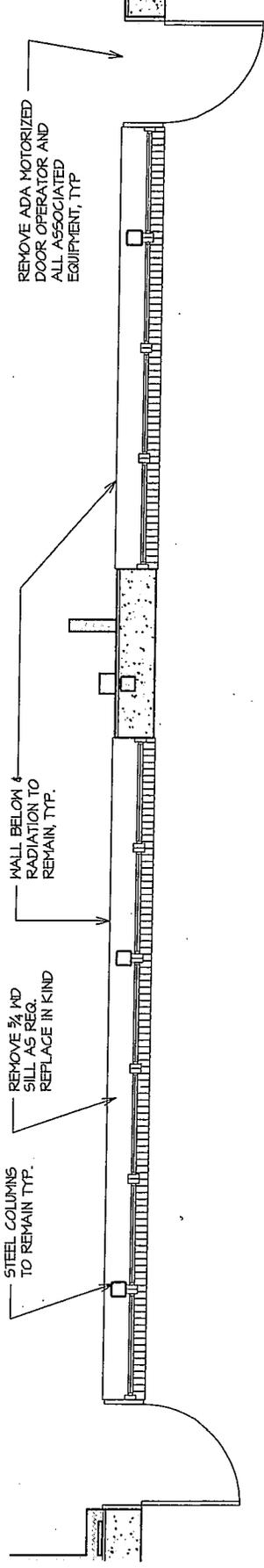
Human Resources
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext. 286
Fax. (603) 542-9214
E-mail: [humanresources@
sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

Human Services
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 210
Fax. (603) 542-9214
E-mail: [humanservices@
sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

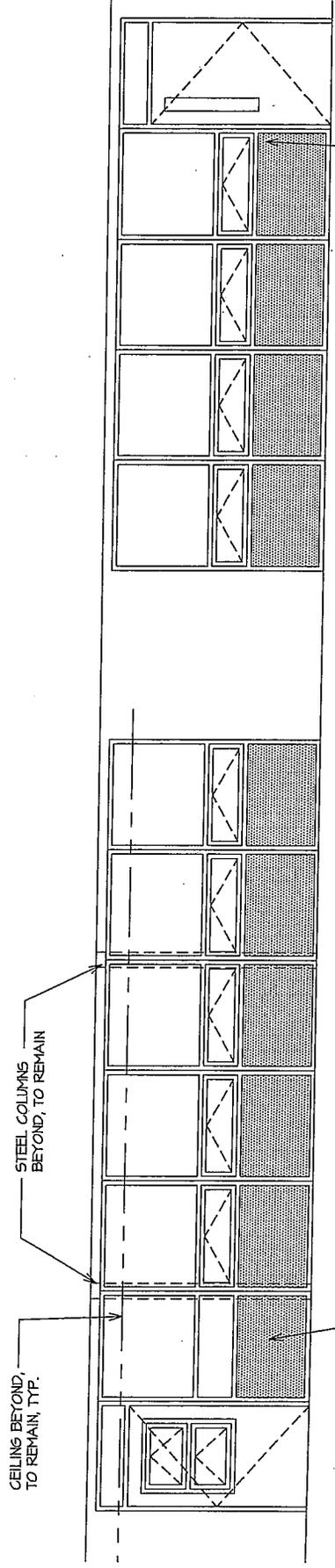
Sullivan County Health Care
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511
Fax. (603) 542-9214
E-mail: [nursinghome@
sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

Appendix G.1

No. of pages: 1



P1
 EXISTING STOREFRONT CONDITION PLAN
 SCALE: 1/4"=1'-0"

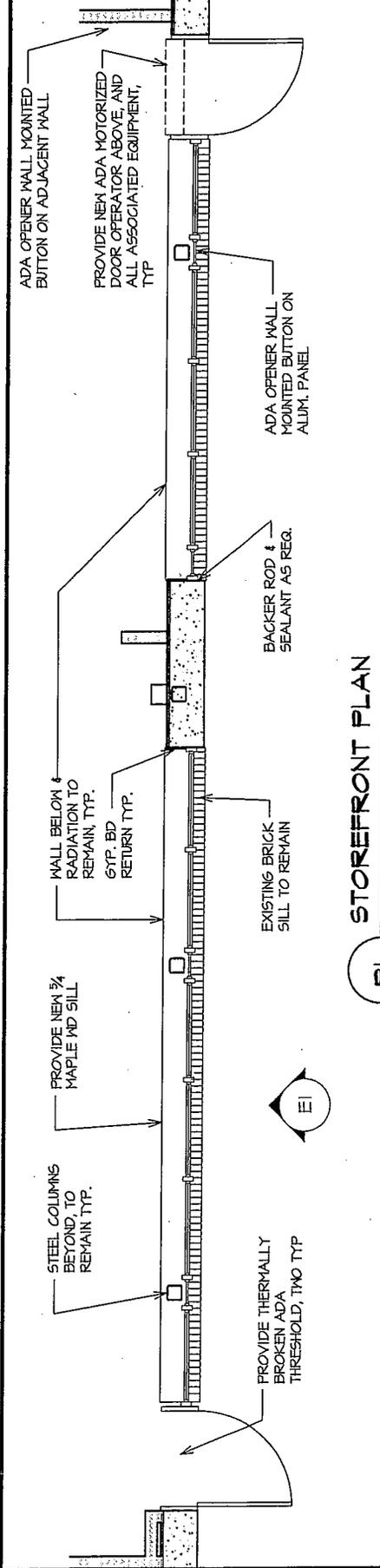


E1
 EXISTING STOREFRONT CONDITION ELEV.
 SCALE: 1/4"=1'-0"

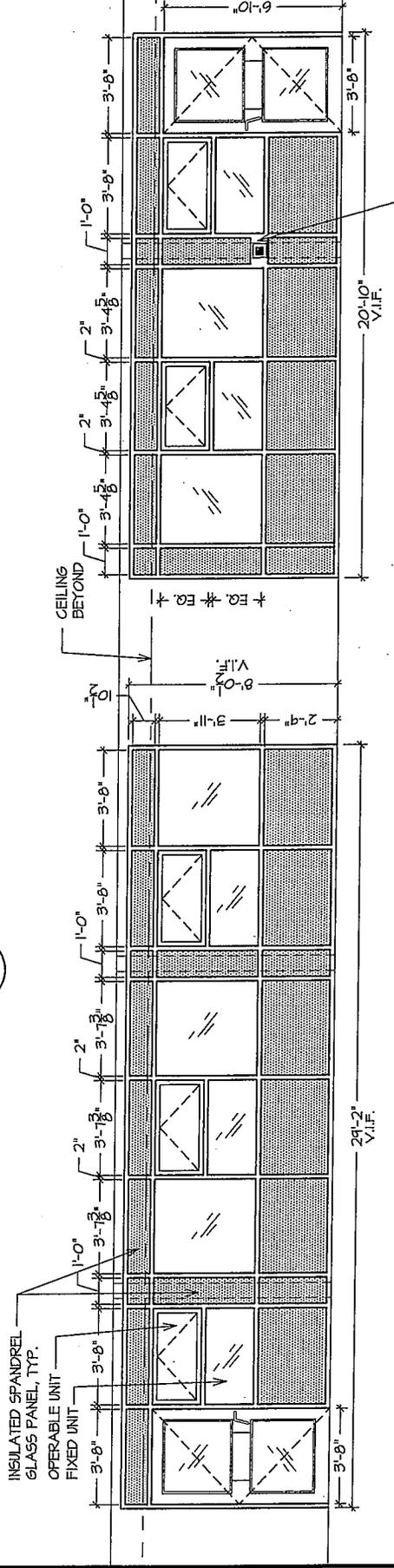
REMOVE ADA MOTORIZED
 DOOR OPERATOR AND
 ALL ASSOCIATED
 EQUIPMENT, TYP

REMOVE EXISTING
 STEEL GLAZING
 SYSTEM
 COMPLETE

Appendix C2



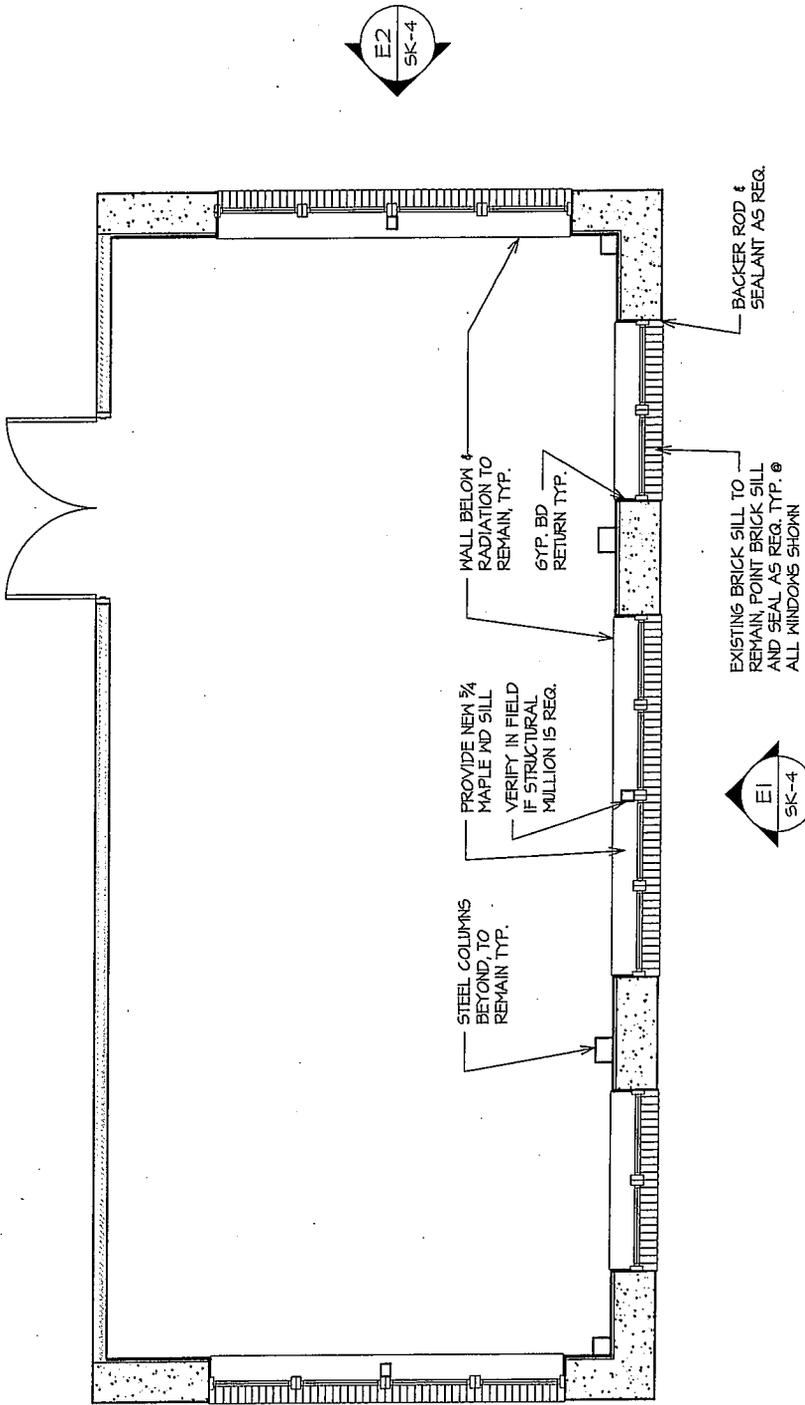
PI
 STOREFRONT PLAN
 SCALE: 1/4"=1'-0"



EI
 STOREFRONT EXTERIOR ELEV.
 SCALE: 1/4"=1'-0"

GENERAL NOTES

1. PROVIDE SPRAY FOAM INSULATION AROUND ALL DOORS, WINDOWS, ETC., WHERE NECESSARY IN EXTERIOR WALLS TO MEET AIR INFILTRATION REQUIREMENTS,
2. PROVIDE BACKER ROD & SEALANT AS REQUIRED AT WINDOWS, ETC., TYP.
3. ALL PAINTS AND ADHESIVES TO BE LOW VOC.
4. PATCH TO MATCH EXISTING AS REQUIRED DUE TO NEW WORK.
5. STOREFRONT SYSTEM BASED ON KAMNEER ENTRY INSULGLAD 560 ENTRANCE & 45IUT W/ DUAL THERMALLY BROKEN FRAME, FLUSH GLAZED OUTSIDE.
6. ALUMINUM DOOR WITH PANELINE EMERGENCY EXIT DEVICE AND CFB PULL
7. VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO FABRICATION.
8. SHOP DRAWINGS TO BE PROVIDED TO OWNER FOR COORDINATION PRIOR TO CONSTRUCTION.
9. PROVIDE GYPSUM BOARD RETURNS AT HEAD & JAMBS, TYP.
10. PROVIDE NEW 3/4" MAPLE SILLS, W/ 3 COATS GLOSS POLY FINISH TYP.
11. INSTALL ALL WINDOWS, FLASHING SEALANT PER MANUFACTURERS RECOMMENDATIONS, TYP.
12. GLASS SPANDREL PANEL BASED ON MAPESPAN OR SIM. R-VALUE MIN. 22



FLOOR PLAN @ PATIENT DAY ROOMS, TYP @ 3 FLOORS

SCALE: 1/4"=1'-0"

GENERAL NOTES

1. DAY ROOMS ARE EXPOSED TO HARSH AFTERNOON SUN THE RESULT IS THE INDOOR AIR TEMP INCREASES DUE TO SOLAR GAIN. THE INTENT FOR THE WINDOW REPLACEMENT IS FOR THE NEW GLAZING TO HAVE A LOW SHGC LESS THAN 0.2718, WITH A U-FACTOR BETWEEN 50-40, AND THE VT BETWEEN 51 - 60.
2. PROVIDE GLAZING SAMPLES: CLEAR, TINTED GRAY, GREEN, ETC. FOR OWNER / ARCH TO REVIEW. INCLUDE PERFORMANCE RATINGS FOR EACH.
3. REMOVE EXISTING ALUMN. WINDOWS PREP MASONRY OPENING FOR NEW WINDOWS AS REQ.
4. PATCH TO MATCH EXISTING AS REQUIRED DUE TO NEW WORK.
5. GLAZING SYSTEM BASED ON KAWNEER AA900 ISOWEB AWNING AN FIXED.
6. VERIFY ALL DIMENSIONS AND QUANTITIES IN THE FIELD PRIOR TO FABRICATION.
7. PROVIDE GYPSUM BOARD RETURNS AT HEAD & JAMBS, TYP.
8. PROVIDE NEW 3/4" MAPLE SILLS, W/ 3 COATS GLOSS POLY FINISH TYP.
9. INSTALL ALL WINDOWS, FLASHING, SEALANT PER MANUFACTURERS RECOMMENDATIONS, TYP.

Appendix C.4

224 MAIN ST. PO BOX 1500
NEW LONDON, NH 03257
PHONE: 603.526.9347
© 2011 SULLIVAN PERSON ARCHITECTURE, INC.
ALL RIGHTS RESERVED

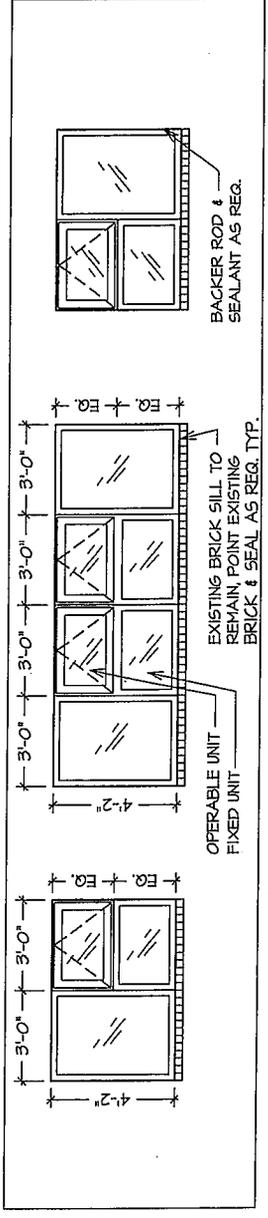


SULLIVAN COUNTY
HEALTHCARE
COUNTY FARM ROAD

Date: 02/16/11
Job No. 1103
Drawn by: AM

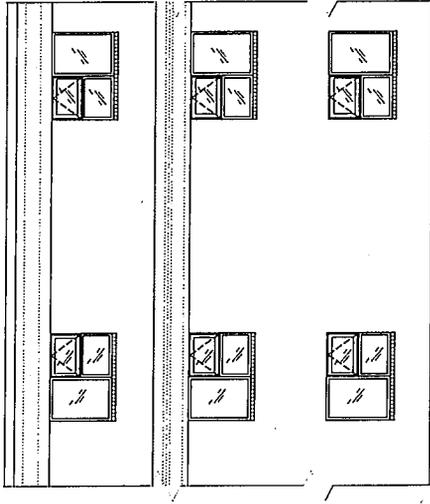
SK-4

No. of pages: 1



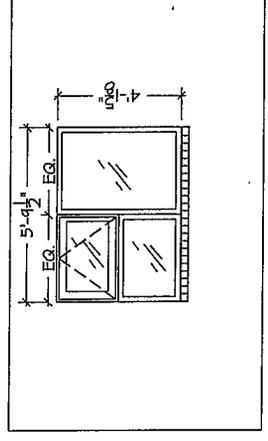
E1 EXTERIOR ELEVATION AT DAY ROOMS, TYP @ 3 FLOORS

SCALE: 1/4"=1'-0"



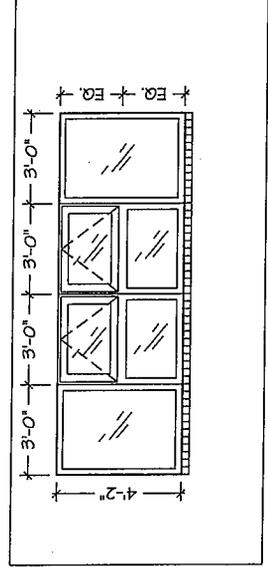
E4 EXTERIOR DETAIL ELEVATION AT PATIENT ROOMS, TYP

SCALE: 1/8"=1'-0"



E3 EXTERIOR ELEVATION AT PATIENT ROOMS, TYP

SCALE: 1/4"=1'-0"



E2 EXTERIOR ELEVATION AT DAY ROOMS, TYP @ 3 FLOORS

SCALE: 1/4"=1'-0"



NOTICE

According to a report filed with the State Treasury, property is being held to which the addressee of this mailing appears to be entitled. The property has been delivered to, and is being held by, the Abandoned Property Division at the address on the front of this card. Typically, such property is reported to Treasury after an account has been inactive for a statutory period and is therefore, presumed to be abandoned. Property most commonly reported includes bank accounts, wages, utility deposits, insurance payments, refunds, stocks, mutual funds, dividends, etc. **(NOT REAL ESTATE)**.

The properties are turned over to the State Treasury to be held until claimed by the rightful owner.

To request a claim form or to seek further information, Please contact our office:
Tel. (603) 271-2619, 271-1402, 271-2649, 271-1495 or (800) 791-0920 (In NH Only):
Website: www.state.nh.us/treasury

Please refer to the **ID number above your name** when making an inquiry.

Thank you!
Catherine A. Provencher
State Treasurer

Appendix D.1

Brian Regan, Esq.
DIRECTOR

The State of New Hampshire
TREASURY DEPARTMENT
ABANDONED PROPERTY DIVISION
25 CAPITOL ST. ROOM 205
CONCORD, NEW HAMPSHIRE 03301-6312
(603) 271-2619 or (800) 791-0920

Catherine A. Provencher
STATE TREASURER



CLAIM FOR ABANDONED PROPERTY

SULLIVAN COUNTY
ATTN: SHARON KELLAM
14 MAIN STREET
NEWPORT NH 03773

<u>PROPERTY DESCRIPTION</u>		<u>REPORTING COMPANY</u>	<u>REPORTED OWNER</u>
Type:	PREMIUM REFUNDS ON INDI	AMERICAN FAMILY LIFE ASSURANCE	SULLIVAN COUNTY (PA)
Acct #:	00000002079900089	1932 WYNNTON ROAD	
Amount:	\$103.44	COLUMBUS GA	C/O ATTN JANICE BRYK 14 MAIN STREET NEWPORT NH 03773
Year Reported:	2010	Holder ID: 12814	PID: 691769 CID: 229703 MAV

PLEASE PROVIDE TO OUR OFFICE THE FOLLOWING INFORMATION TO VALIDATE YOUR CLAIM:

Proof of federal ID number.

Two authorized signatures are required. One should give written authorization on company letterhead to the second employee. The second should have their signature notarized below, and provide copies of personal identification (i.e. drivers license or signed employee ID card).

If the company had a name change, please submit supporting documentation.

If the company is no longer doing business, please submit proof of ownership.

PLEASE HAVE SIGNATURE NOTARIZED BELOW

Under penalties of perjury I certify that the information provided on this claim form is true, correct and all supporting documents presented are original or true unaltered copies of the original documents. Upon payment of this claim said claimant(s) will hold harmless and indemnify the New Hampshire State Treasurer, officers and employees from any damages, claims or losses of any kind resulting from payment of the above described property to claimant.

Claimant(s) Signature and Telephone # [Signature]
Greg Chanis, County Administrator

Subscribed and sworn to before me this 24th day of November 20 11

Notary Public [Signature] My Commission Expires November 11, 2012

ATTACH DOCUMENTATION TO COMPLETED AND NOTARIZED CLAIM FORM AND MAIL TO THE ABOVE ADDRESS



Appendix D3

SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

November 1, 2011

Commissioners Office
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: [commissioners@
sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

The State of New Hampshire, Treasury Department
Abandoned Property Division
25 Capitol Street, Room 205
Concord NH 03301-6312

County Manager
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: [manager@
sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

Re: PID 691769 Sullivan County CID 229703

Dept. of Corrections
103 County Farm Rd.
Claremont, NH 03743
Tel. (603) 542-8717
Fax. (603) 542-4311
E-mail: [doc@
sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

Dear Customer Service Representative:

Please consider this letter a request from the Sullivan County Board of Commissioners to authorize Greg Chanis, County Administrator, to sign the *Claim For Abandoned Property* form, on PID# 691769 CID#229703 Account Type Premium Refunds, Account #2079900089 in the amount of \$103.44.

Facilities & Operations Dept.
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 230
Fax. (603) 542-2829
E-mail: [facilities@
sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Callum".

John M. Callum, Clerk
County of Sullivan, NH
Board of Commissioners

Human Resources
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext. 286
Fax. (603) 542-9214
E-mail: [humanresources@
sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

Tel. 603.863-2560
Fax. 603.863-9314
Email: commissioners@sullivancountynh.gov

Human Services
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 210
Fax. (603) 542-9214
E-mail: [humanservices@
sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

Sullivan County Health Care
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511
Fax. (603) 542-9214
E-mail: [nursinghome@
sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

Sharon Callum

From: Laurie Geer <laurieg@sullivancountynh.gov>
Sent: Monday, October 31, 2011 11:03 AM
To: 'Sharon Callum'
Attachments: postCardNotice.pdf; ClaimForm.pdf

Sharon,

Please see attached PDF documents pertaining to a claim for abandoned property. I have called the 1-800-791-0920 number and they indicated that the signatures should be the Commissioners and the County Administrator. The form also gives these instructions that two authorized signatures are required, one should give written authorization on company letterhead (which they indicated it should be the Commissioners) to the second (which they indicated that it should be Greg) and the second needs to be notarized (**Please see instructions on the form**).

Once this is done copies should be made, and the originals mail it out to the following:

The State of New Hampshire
Treasury Department
Abandoned Property Division
25 Capitol St. Room 205
Concord, NH 03301-6312

I also asked what it pertained to and they gave me a check #409771395 and said the date was August 20, 2005 and the abandoned property/money was sent in 2010 and a telephone number to call AFLAC so I am waiting for a call back from AFLAC which is the reporting company that sent the information/money to the Treasury Department, so I can find out which employee this pertains to so when we receive the money I will know who it needs to be returned to. All this for a messily \$103.44 ☹

Thank you,

Laurie Geer

Payroll Clerk
Sullivan County Health Care
5 Nursing Home Drive
Unity, NH 03743