

Sullivan County NH

Type of meeting: Board of Commissioners Public Meeting Minutes

Date/Time: Thursday, April 02, 2009, 3 PM

Place: Newport – Remington Woodhull County Complex,
14 Main Street, Newport NH 03773

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; *County High Sheriff* Michael Prozzo; *DOC Supt.* Ross L. Cunningham; and Sharon Johnson-Callum (minute taker)

Public attendees: Archie Mountain – *Eagle Times Staff Reporter*; Suzanne Gottling – *State/County Delegate*; Bill Roach – *Sunapee Town Select Board Member*.

3:02 The Chair brought the meeting to order and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. County Administrator's Report

Agenda Item No. 1.a. Community Corrections Center Construction Management Services RFP Discussion and Selection – Probable Executive Session

The Chair deferred discussion to later in meeting.

Agenda Item No. 1.b. NH State Grant for Parents As Teachers & Strengthening

NH State reduced funding by 13.29% for the FY10 Parents As Teachers and Strengthening Families programs; though the Board ratified documents in December for the original amount, due to the reduction, a motion was needed to approve the County Administrator signing the new Exercise of Option To Renew and Amend document [Appendix A].

3:05 Motion: to approve the County Administrator to sign the document [as noted above].

Made by: Jarvis. Seconded by: Nelson

Voice vote: All in favor.

3:06 Ms. Violette joined the meeting to notarize Mr. Chanis signing the documents.

Agenda Item No. 1.c. NH Fish & Game: Pheasant Stocking 3-Year Extension Approval Form – Review and Ratification

The Board reviewed the 3/24/09 letter from Karen Bordeau, NH State Fish & Game Department Pheasant Program Leader, regarding the new process in place to attain approval to release pheasants on Unity property. Commissioner Jarvis noted the location of this is by the Marshall Pond property, and indicated they have good signage at the spot.

**3:08 Motion: authorize the County Administrator to sign the NH Fish & Game [2009-2011 Landowner Approval form] document.
Made by: Jarvis. Seconded by: Nelson.
Voice vote: All in favor.**

Agenda Item No. 1.d. NH State Pending Litigation Discussion – Probable Executive Session Per RSA 91-A:3.II.e.

The Chair deferred discussions to the end of the public meeting.

Agenda Item No. 1.e. FY10 Budget Review

A copy of the FY10 budget review schedule with Commissioners, County Department Heads, Executive Finance Committee and the County grant applicants was distributed [Appendix C.1-2]. Reviews begin 8:30 AM April 6th in Newport. The Commissioners confirmed they were okay with the schedules.

Agenda Item No. 2. Commissioners Report

Sullivan County Health Care Advisory Panel

Commissioner Jarvis – attended the new Sullivan County Health Care Advisory Panel meeting, held today. Nick Manolis of NH Primex facilitated the meeting, which included a panel of six women and one man, members of the community. One panel member is Tom Donovan, and Commissioner Jarvis spoke to him after –he thought Nick Manolis was great. All panel members were unfamiliar with the facility, had great questions, and Mr. Manolis will send an update to the Commissioners Office next week. They anticipate scheduling their next meeting in May.

Acworth Town Meeting 3/30/09

Commissioners Barrette and Nelson attended Acworth's 3/30 town meeting for a Q&A. Nelson noted there were questions about the DOC budget in general. They both felt the meeting was very informative for both parties.

Agenda Item No. 3. Sheriff's Office

Agenda Item No. 3.a. Highway Safety Grant

Sheriff Prozzo distributed copies of the Contractual Agreement For Highway Safety Project Grant document [Appendix D], which represented a \$1,699.20 grant, 100% funded, to perform six (6) patrols, conducted in June, July and August in a statewide collaboration. The form required the signatures of two Commissioners to accept the grant.

3:16 Motion: to accept the highway safety project grant [\$1,699.20] and to authorize Chairman and another to sign the document.

Made by: Jarvis. Seconded by: Nelson.

Voice vote: All in favor.

Non Agenda Item

Law Enforcement Firing Range

Mr. Chanis and Sheriff Prozzo confirmed an update regarding the plans for the firing range, would be provided at the 4/16 meeting in Unity.

Agenda Item No. 4. Public Participation

Bill Roach, Sunapee Select Board Member – Questioned why the County had not hired a new Finance Director, yet? The Board noted the position was posted, they did not receive any qualified candidates in the first round; they posted again with help from Newport Finance Director, Paul Brown, to adjust the job description and ad, they received applications and narrowed it down to three, one did not show up for the interview and the other two ended up not meeting their needs; therefore, they tabled the issue. Mr. Roach, note his personal opinion, he's disappointed as he feels the position is needed.

Bill Roach – Questioned if the County checked on the availability of stimulus monies for the County Corrections Center construction? He'd like to see the County reduce the taxpayer cost for the facility through other revenue avenues. Mr. Chanis confirmed the County has been in contact with a number of State agencies, they have not been able to identify money for bricks and motor of the facility, there is possible funding for energy efficiency; they have identified grants not associated with stimulus to defray cost of operations for number of years, and are applying for those monies. Roach noted one of the reports indicated there was only nine (9) inmates at the DOC from Sunapee.

Bill Roach – Asked if they contacted Donna Nashawaty to schedule the Commissioners attending a Sunapee Select Board meeting. Commissioner Barrette confirmed he received a recommendation from Rep. Gottling to wait until after March town meetings, and will be contacting all towns.

Suzanne Gottling – Asked if there was a Sunapee representative on the Sullivan County Health Care Advisory Panel. Mr. Chanis confirmed Reverend Pat Williams, Sunapee Methodist Church, is participating.

Suzanne Gottling – Asked if the Board would be announcing the decision on which firm would be hired as Construction Management Services (CMS) for the Community Corrections Center project? The Chair noted the decision would be announced after an executive session was held for the Board to discuss the final four proposals; the County will act as primary on all contracts and sub contracts; and, the CMS will guide the County through the project.

**3:34 Motion: to go into Executive Session for review of proposed contract services Per RSA 91-A:3.II.c
Made by: Jarvis. Second by: Barrette.
Roll call vote: all were in favor.**

**3:43 Motion: to come out of executive session.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: all in favor.**

**3:44 Motion: to authorize the County Administrator to enter into a contract with North Branch Construction as the construction manager for the Community Corrections Center project.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

Mr. Chanis confirmed he would contact North Branch via telephone.

**3:45 Motion: to go back into executive session for Agenda item 1.d. NHAC State litigation issue, Per RSA 91-A:3.II.e.
Made by: Jarvis. Seconded by: Nelson
Roll call vote: All in favor.**

**3:53 Motion: to come out of executive session.
Motion: Made by Jarvis. Seconded by: Nelson
Voice vote: all in favor.**

There was no formal vote or action required regarding the issue discussed.

**3:54 Motion to go into executive session for a personnel issue Per RSA 91-A:3.II.a & c.
Made by: Nelson. Seconded by: Jarvis.
Roll call vote: All in favor.**

**3:56 Motion to come out of executive session.
Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.**

3:57 Motion: to increase Superintendent's salary [Ross L. Cunningham] to \$78,000 effective pay period 4/11/09.

Made by: Nelson. Second by: Jarvis.
Discussion: the Chair requested it be placed in the note – “in addition to doing an exemplary job, we are putting him to salary level comparable to his peers”.
Voice vote: All in favor.

4:02 Motion amendment: to increase Superintendent’s grade from 26 to 27 [Grade 27 minimum \$55,040 / maximum \$85,042], to bring him into the parameters of the salary.
Made by: Barrette. Seconded by: Jarvis.
Voice vote: All in favor.

Non Agenda Item Sullivan County Health Care Census
Census is currently 145.

Non Agenda Item Cash Flow
Mr. Chanis distributed an analysis he created two months ago; yellow highlighted areas show prediction of \$1.8 million in bank; County has \$1.850, so no need to adjust this at this point as conservative estimate, feeling confident the \$2 Million will be sufficient. The Chair requested an update of the spreadsheet for their next meeting.

Non Agenda Item EFC Meeting / \$2 Million Borrowing Request
Mr. Chanis confirmed the EFC approved the \$2 Million borrowing in anticipation of revenue anticipation notes.

Agenda Item No. 5. Meeting Minutes

Agenda Item No. 5.a. March 19, 2009 Public Meeting Minutes

4:08 Motion: to approve the 3/19/09 public meeting minutes as amended. Made by: Nelson. Seconded by: Jarvis.
Voice vote: All in favor.

4:08 Motion: to approve and seal, for six months, the 3/19/09 executive session meeting minutes.
Made by: Jarvis. Seconded by: Nelson.
Voice vote: All in favor.

4:12 Motion: to adjourn the meeting.
Made by: Barrette. Seconded by: Jarvis.
Voice vote: All in favor.

Respectfully submitted,

Ethel Jarvis
Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date: 4-24-09



Sullivan County NH, Board of Commissioners
Revised - AGENDA

REGULAR BUSINESS MEETING
Thursday, April 2, 2009, Time 3 PM

Place: Sullivan County Newport Complex
14 Main Street, Newport NH 03773 – Commissioners' Conference Room

- | | | |
|-------------------|----|--|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report |
| | a. | Community Corrections Center Construction Management Services RFP Discussion and Selection – Probable Executive Session Per RSA 91-A:3.II.c. & e Personnel/Pending Contract |
| | b. | NH State Grant for Parents As Teachers & Strengthening Families - Revised Exercise of Option To Renew & Amend document reflecting the 13.29% reduction - Need formal motion for County Administrator to sign |
| | c. | NH Fish & Game: Pheasant Stocking 3-Year Extension Approval Form – Review/Ratification |
| | d. | NHAC-State Pending Litigation Discussion – Probable Executive Session Per RSA 91-A:3.II.e. |
| | e. | FY10 Budget Review Schedule for Commissioners, County Department Heads/Elected Officials and Delegation Executive Finance Committee |
| 3:20 PM – 3:40 PM | 2. | Commissioners' Report |
| 3:40 PM – 3:50 PM | 3. | Sheriff's Office Report |
| | a. | Highway Safety Grant |
| | b. | Any other business |
| 3:50 PM – 4:05 PM | 4. | Public Participation |
| 4:05 PM – 4:10 PM | 5. | Meeting Minutes Review |
| | a. | March 19, 2009 Public |
| | b. | March 19, 2009 Executive Session |
| | c. | March 26, 2009 Public |
| | d. | March 26, 2009 Executive Session |
| 4:10 PM – 4:20 PM | 6. | Executive Session Per RSA 91-A:3.II. a & c Compensation / Personnel |
| 4:20 PM | 7. | Adjourn meeting |



Sullivan County NH, Board of Commissioners
Revised - AGENDA

Upcoming Events:

- **Apr. 3rd, Fri. NHAC Executive Council Meeting**
 - Time: 10 AM. Place: Concord, Primex Building.
- **Apr. 4th & 5th Sat/Sun Claremont Chamber Home / Trade Show**
 - Time: Saturday 10 AM - 5 PM, Sunday 11 AM - 4PM. Place: Claremont Middle School.
- **Apr. 13th, Mon. Public Health Network Government Assessment Meeting - State/County Officials/GSCAHR.**
 - **Time: 5:30 PM.** Place: Newport, 14 Main Street, Remington Woodhull State-County Complex, 1st Floor Jury Assembly Room, 14 Main Street, Newport NH 03773
- **Apr. 16th, Thu. Sullivan County Board of Commissioners Next Meeting.**
 - **Time: 3:00 PM.** Place: Unity, 5 Nursing Home Drive, Sullivan County Health Care Facility (nursing home), 1st Floor Activities Room.

EXERCISE OF OPTION TO RENEW AND AMEND

This Agreement (hereinafter called the "Renew and Amend") dated this 2nd day of April, 2009 by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and Sullivan County, Contract Number 210486, a corporation organized under the laws of the State of New Hampshire, with a place of business at 14 Main Street, Newport, NH 03773 (hereinafter referred to as the "Provider").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated June 27, 2007, Item 245, and previously amended on July 16, 2008, Item 68, the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Section 6 of Exhibit C-1 of the Agreement, the Agreement may be renewed for a period of three additional years, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

WHEREAS, pursuant to the provision of Section 17 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification by the Governor and Council, or amendment;

WHEREAS, the Provider and the Division have agreed to Exercise the Option to Renew and Amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. **Exercise Of Option To Renew and Amend For One Additional Year:**

The Agreement is hereby amended as follows:

Amend Section 1.1 of the General Provisions by replacing Division of Public Health Services with Division of Community Based Care Services.

Amend Section 1.2 of the General Provisions by replacing 29 Hazen Drive, Concord, NH 03301-6504 with 105 Pleasant Street, Concord, NH 03301

Amend Section 1.5 of the General Provisions by replacing 010-090-1387-098-0285 with 010-095-1388-102-0734.

Amend Section 1.6 of the General Provisions by extending the completion date to June 30, 2010.

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$32,950 from \$76,000 to \$108,950.

Amend Sections 1.9 and 1.15 by replacing Mary Ann Cooney, RN, MS with Nancy L. Rollins, Associate Commissioner.

Amend Section 1.10 by replacing 603-271-4501 with 603-271-6110.

Exhibit A – Scope of Services

Replace: Paragraph A., 1. in Section II Minimum Standards of Core Services:

1. The grantee will carry out a work plan focused on Parent and Family education, as described in the program narrative of their proposal. Specifics include:
 - a. Providing the “Strengthening Families Program 10-14” and introducing the “Parent Circle” program for 100 adults and children in Sullivan County; and
 - b. Supporting the “Parents as Teachers” home visiting program for 20 families from Sullivan County.

With:

1. The grantee will carry out a work plan focused on Parent and Family education, as described in the program narrative of their proposal. Specifics include:
 - a. Providing the “Strengthening Families Program 10-14” and introducing the “Parent Circle” program for 75 adults and children in Sullivan County; and
 - b. Supporting the “Parents as Teachers” home visiting program for 17 families from Sullivan County.

4/2/09

Exhibit B – Contract Price

The contract price shall increase by \$32,950 for SFY 2010. The contract shall total \$108,950 for the contract term.

Funding in the amount of \$32,950 is available from 010-095-1388-102-0734, 100% General Funds from the Governor's Commission on Alcohol and Drug Abuse Prevention, Intervention, and Treatment.

2. **Effective Date of Renew and Amend:**

This Renew and Amend shall take effect on July 1, 2009 or the date of Governor and Council approval, whichever is later.

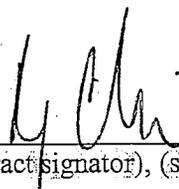
3. **Continuance of Renewal Agreement:**

Except as specifically amended and modified by the terms and conditions of this Renew and Amend, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

STATE OF NEW HAMPSHIRE
Division of Community Based Care Services

By: _____
Nancy L. Rollins
Associate Commissioner

By:  _____
(contract signator), (signator's title)

Sullivan County _____

STATE OF NEW HAMPSHIRE

COUNTY OF SULLIVAN

On this the 2nd day of April 2009 before me, Doireann Violette,
(name of notary)
the undersigned officer, Greg Chanis personally appeared who acknowledged him/herself
(contract signatory)
to be the County Administrator of the County of Sullivan, NH,
(signatory's title) *(legal name of agency)*
a corporation, and that he/she, as such County Administrator, being authorized so to do,
(signatory's title)
executed the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by him/herself as County of the County of Sullivan, NH.
(signatory's title) *(legal name of agency)*
In witness whereof I hereunto set my hand and official seal.

Doireann Violette
Notary Public/Justice of the Peace

My Commission expires:

My Commission Expires December 11, 2012

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: _____
Assistant Attorney General

Date: _____

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of New Hampshire at the Meeting on: _____

OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____

WITH SEAL

CERTIFICATE OF VOTE

I, Bennie Nelson, of County of Sullivan, do hereby certify that:

1. I am the duly elected Commissioner Vice Chair of the County of Sullivan, NH;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation duly held on April 2, 2009;

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the County Administrator is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Greg Chanis is the duly elected County Administrator of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 2, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner Vice Chair of the corporation this 2nd day of April, 2009.

Bennie Nelson

Bennie Nelson, Vice Chair
County of Sullivan, NH Commissioners

(CORPORATE SEAL)



New Hampshire Fish and Game Department

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-1438

www.WildNH.com
e-mail: info@wildlife.nh.gov
TDD Access: Relay NH 1-800-735-2964

March 24, 2009

Dear Landowner,

The New Hampshire Fish and Game Department has made some changes to the process of obtaining your approval to allow us to release pheasants on your property for our pheasant stocking program. Most landowners have graciously allowed us to release pheasants for many years. In an effort to be more efficient, we hope to accomplish this process through the mail. Our preference is to extend your approval to a three year term, to be in effect through December 31, 2011. Please note that you can shorten this term by selecting one of the alternative options specified on the enclosed form that best fits your needs.

Attached is a revised landowner approval form for your signature. Your landowner information has been entered based upon last year's approval form. Please review the information regarding your mailing address and make any required corrections so we can continue to send you Wildlife Journal magazine without any interruptions.

The first signature line on the form is to grant us permission to release pheasants and to treat the information regarding the exact location of your property as confidential information. Please note that the agreement will be in effect through the date you select. Also, release sites have been consolidated under a single signature if you own multiple parcels that you allow pheasant stocking on.

The second signature line provides protection to landowners who do not want their personal information (name, address and telephone number) released to those requesting that information pursuant to Freedom of Information. If you do not sign this line be advised that pursuant to state law, your name, address and telephone number must be released if requested. Please mail the form back in the stamped addressed envelope by May 1, 2009.

Our Landowner Relations Program is available to address any pheasant program-related concerns you may have regarding parking and signage on your property. Charles Miner, the administrator of this program is available to answer your questions and to offer possible solutions to your concerns. He can be reached at 271-3511.

REGION 1

629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
FAX (603) 788-4823
email: reg1@wildlife.nh.gov

REGION 2

PO Box 417
New Hampton, NH 03256
(603) 744-5470
FAX (603) 744-6302
email: reg2@wildlife.nh.gov

REGION 3

225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: reg3@wildlife.nh.gov

REGION 4

15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8798
email: reg4@wildlife.nh.gov

New Hampshire Fish and Game values our relationship with you and we hope these changes meet with your approval. I would be happy to answer any questions or address any concerns you may have regarding these changes to the pheasant release approval process. Please do not hesitate to call me at 603-744-5470 or email me at karen.bordeau@wildlife.nh.gov.

Thank you for allowing us to stock pheasants on your property. Our Department and program participants greatly appreciate your generosity.

Sincerely,



Karen A. Bordeau
Pheasant Program Leader

Encl/2

CC: Steve Weber, Chief, Wildlife Division
Charles Miner, Landowner Relations Program
Martin Garabedian, Colonel, Law Enforcement Division

2009 - 2011 Landowner Approval Form

LAST NAME	FIRST NAME	TELEPHONE:
SULLIVAN COUNTY NURSING HOME 5 NURSING HOME DRIVE	GREG CHANIS / COUNTY ADMINISTRATOR 14 main St.	603 863 2560 EXT 101 542-9511 EXT. 273
UNITY NEWPORT	NH 03743 03713	
<u>LOCATION TOWN</u>	<u>SITE LOCATION</u>	<u>CONSERVATION OFFICER</u>
UNITY	MICA MINE ROAD	31

Our preference is to extend your approval to a three-year term, to be in effect through December 31, 2011. You can shorten this approval by selecting an alternative term and marking "X" in the appropriate box. Landowners will advise the NH Fish and Game Department of any change in pheasant stocking status or change in ownership at least 30 days prior to October 1st.

Through December 31, 2009.

Through December 31, 2010

Through December 31, 2011.

I, the above-stated landowner, grant permission to the New Hampshire Fish and Game Department to use the above-stated town(s) and site location(s) as pheasant release site(s), with the understanding that the Fish and Game Department will treat the information regarding the exact location of the pheasant release site(s) as confidential information. I understand that the Fish and Game Department may release general information regarding towns and road names in which pheasants are released and the corresponding number of release sites.

Landowner Signature

Date

Department Employee

Date

Print Employee Name and Title

I, the above-stated landowner, request that the NH Fish and Game Department not release my name, address, or telephone number for solicitation or commercial purposes.

Landowner Signature

Date

SULLIVAN COUNTY NH**Board of Commissioners' – FY10 Budget Review Schedule****Place: Newport – 14 Main Street, Commissioners' Conference Rm.**

Date / Department		Time of Day
Apr 6 – Monday		
DOC	Ross: L. Cunningham – Supt.	8:30 a.m. – 10:00 a.m.
County Treasurer	Dave French - Treasurer	10:00 a.m. – 10:30 a.m.
Cooperative Extension	Seth Wilner – Educator / Co. O.M.	10:30 a.m. – 11:00 a.m.
County Auditors	Greg Chanis –Cnty Administrator	11:00 a.m. – 11:15 a.m.
County Administrator	Greg Chanis –Cnty Administrator	11:15 a.m. – 11:25 a.m.
Court House	Greg Chanis –Cnty Administrator	11:25 a.m. – 11:35 a.m.
Woodhull County Complex	Greg Chanis –Cnty Administrator	11:35 a.m. – 11:45 a.m.
Emergency Reserve	Greg Chanis / Commissioners	11:45 a.m. – 11:55 a.m.
Apr 10 – Friday		
County Attorney	Marc Hathaway - Attorney	8:30 a.m. – 9:00 a.m.
Victim Witness Program	Cindy Vezina - Coordinator	9:00 a.m. – 9:30 a.m.
Conservation District	Jan Heighes – District Manager	9:30 a.m. – 10:00 a.m.
Facilities & Operations	Heather Presch – Facilities Assistant Director	10:00 a.m. – 11:00 a.m.
Sheriff's Office	Michael Prozzo – County Sheriff	11:00 a.m. – 11:30 a.m.
		12 Noon – 1:00 p.m.
Cnty. Grants Fund 10	Commissioners	1:00 p.m. – 1:30 p.m.
Fund 24 Grants	Greg Chanis – Cnty Administrator	1:30 p.m. – 2:00 p.m.
Human Resources	Peter Farrand – Director	2:00 p.m. – 2:30 p.m.
Apr 13 – Monday		
County Grant	See detailed interview schedule	8:30 a.m. – 1:30 p.m.
Apr 17 – Friday		
S.C. Health Care	Ted Purdy - Administrator	All Day
Apr 20 – Monday		
Payroll	Janice Bryk – Clerk I	8:30 a.m. – 9:00 a.m.
Commissioners	Greg Chanis –Cnty Administrator	9:00 a.m. – 9:30 a.m.
Registry of Deeds	Sharron King - Registrar	9:30 a.m. – 10:00 a.m.
Human Services/Incentive Funds	Sherrie Curtis	10:00 a.m. – 10:30 a.m.

Agenda Disbursed via e-mail 3/31/09.

To: Board of Commissioners, Delegation Executive Finance Committee, and Department Heads / Elected Officials
This schedule was adopted as work session meeting minutes at the [enter date here] meeting.

FY 10 County Grant Applicant Schedule

TIME	GRANT APPLICANT	REPRESENTATIVE
APRIL 13 TH - Monday		
8:30 AM – 9:00 AM	LAKE SUNAPEE AREA MEDIATION <ul style="list-style-type: none"> ➤ FY '10 Request \$ ➤ FY '09 Allocation: \$ 7,500 ➤ FY '08 Allocation: \$10,000 ➤ FY '07 Allocation: \$10,000 ➤ FY '06 Allocation: \$10,000 	Rebecca Morley Program Director
9:00 AM – 9:30 AM	COMMUNITY ALLIANCE OF HUMAN SERVICES: COMMUNITY <u>TRANSPORTATION SERVICES</u> <ul style="list-style-type: none"> ➤ FY '10 Request: \$40,000 ➤ FY '09 Allocation: \$ 38,000 ➤ FY '08 Allocation: \$38,000 ➤ FY '07 Allocation: \$38,000 ➤ FY '06 Allocation: \$28,000 ➤ FY '05 Allocation: \$24,000 	Director of Community Transportation – Lisa Paquette Barbara Brill Executive Director of CAHS
9:30 AM – 10:00 AM	COMMUNITY ALLIANCE OF HUMAN SERVICES: <u>FAMILY SERVICES DEPT.</u> <ul style="list-style-type: none"> ➤ FY '10 Request: \$31,000 ➤ FY '09 Allocation: \$23,250 ➤ FY '08 Allocation: \$30,500 ➤ FY '07 Allocation: \$29,500 ➤ FY '06 Allocation: \$27,000 ➤ FY '05 Allocation: \$20,000 	Director of Family Services Dept. – Julie Carson Barbara Brill Executive Director of CAHS
10:00 AM – 10:30 AM	CLAREMONT SOUP KITCHEN: <ul style="list-style-type: none"> ➤ FY '10 Request: \$20,000 ➤ FY '09 Allocation: \$20,000 ➤ FY '08 Allocation: \$20,000 ➤ FY '07 Allocation: \$15,000 ➤ FY '06 Allocation: \$10,000 ➤ FY '05 Allocation: \$10,000 	Janet Bunnell Program Director
10:30 AM – 11:00 AM	Good Beginnings of Sullivan County <ul style="list-style-type: none"> ➤ FY '10 Request: \$30,000 ➤ FY '09 Allocation: \$22,500 ➤ FY '08 Allocation: \$20,000 ➤ FY '07 Allocation: \$20,000 ➤ FY '06 Allocation: \$20,000 ➤ FY '05 Allocation: \$15,000 	Ellie Tsetsi Executive Director
11:00 AM – 11:30 AM	NEWPORT FOOD PANTRY <ul style="list-style-type: none"> ➤ FY '10 Request: \$ 10,000 	Rich Chappell Program Director
11:30 AM – 12:00 PM	TURNING POINTS NETWORK (Fka: WOMEN'S SUPPORTIVE SERVICES) <ul style="list-style-type: none"> ➤ FY '10 Request: \$55,000 ➤ FY '09 Allocation: \$50,000 ➤ FY '08 Allocation: \$55,000 ➤ FY '07 Allocation: \$55,000 ➤ FY '06 Allocation: \$40,000 ➤ FY '05 Allocation: \$40,000 	Deborah Mozden Executive Director

(With Previous Years Approved Allocations)

APRIL 13TH – MONDAY – NEWPORT COUNTY COMPLEX
Monday – April 13, 2008 – County Grant Application Interview Agenda

12 Noon – 1 PM

LUNCH BREAK

1:00 PM – 1:30 PM

RSVP / THE VOLUNTEER CENTER:
Thresholds & Decision Program

Teresa Volta,
Program Director

- **FY '10 Request: \$2,276**
- FY '09 Allocation: \$ 1,000
- FY '08 Allocation: \$ 1,000
- FY '06 Allocation: \$ 1,000

1:30 PM – 2:00 PM

NCTV10 & CCTV Inc. Collaboration

Jeff Nintzel
*NCTV10 Program
Executive Director*
and
Keith Druhl, CCTV Inc.
Executive Director

- **FY '10 Request: \$ 8,480**

APPENDIX D
COPY

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
117 Manchester Street
Concord, NH 03301

Date Received	Project Number
Date Approved	PSP and Task # 09-12, 03

Part I

1. Project Title Sullivan County Sheriff's Statewide DWI Hunter Patrols	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant	
A. Name of Agency Sullivan County Sheriff's Department	B. Address of Agency PO Box 27, 14 Main Street Newport NH 03773
C. Government Unit (Check One) <input type="checkbox"/> State <input type="checkbox"/> City/Town <input checked="" type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit Sullivan County Sheriff's Department 14 Main Street, PO Box 27 Newport, NH 03773

4. Contract Duration A. Contract Period Start Date: June 1, 2009 Termination Date: September 15, 2009	Functional Area K8 - 410 Alcohol SAFETEA-LU CFDA# 20.601 Program Title Alcohol Traffic Safety & Drunk Driving Preven Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$1,699.20	\$1,699.20			
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$1,699.20	\$1,699.20			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100% (\$1,699.20)</u>

Part II

BUDGET AND PERSONNEL DATA		
a. Personnel Services (OVERTIME DWI HUNTER PATROLS) Salary: 1 officer x 6 hours/patrol x 6 patrols X \$40.00/hour Payroll-related deductions: \$1,440.00 x 18 percent *See Proposed Solution (page 3) for explanation of pay rates & actual patrol dates	\$1,440.00 259.20	\$1,699.20
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense		
e. Contractual Services		
Total		\$1,699.20

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Michael Prozzo	2) Title Sheriff, Sullivan County Sheriff's Department	3) Address 14 Main Street Newport, NH 03773
4) Signature 		5) Telephone Number 863-4200
B. Authorized Official		
1) Name Jeffrey Barrette	2) Title Chairman, Sullivan County Commissioners	3) Address 14 Main Street Newport, NH 03773
4) Signature 		5) Telephone Number 863-2560

Part IV (For HSA Use Only)

1. Approval Date	2. Signature & Title
3. Federal Funds Obligated by this Agreement: \$	
Peter M. Thomson, Coordinator NH Highway Safety Agency	

**SCHEDULE A
GENERAL PROJECT INFORMATION**

Description of Project

STATEMENT OF PROBLEM/NEED: Sobriety checkpoints and overtime enforcement patrols conducted by law enforcement agencies throughout the state are effective in increasing the safety of motorists using the roadways. Although the number of fatal motor vehicle crashes has fluctuated, the percent of alcohol-related fatalities increased in 2006. Alcohol and drug impairment continue to be a factor in personal injury and fatal crashes.

	2001	2002	2003	2004	2005	2006	2007
Fatal Motor Vehicle Crashes	124	117	116	158	156	116	122
Persons Killed (Fatalities)	142	127	127	171	166	127	129
Alcohol-Related Fatalities	46	46	47	52	53	44	41
Percent Alcohol-Related Fatalities	32.4	34.6	37.0	30.4	31.9	34.7	31.8
Total Crashes Reported	38,893	40,190	41,843	39,555	40,885	34,801	33,553
Total Injuries Reported	15,323	15,835	16,486	15,585	15,965	13,712	13,220

An analysis of fatal crash statistics indicates that the greatest number of alcohol-related crashes occurs during the summer months. There is a need for state, county, and local law enforcement agencies to partner in conducting concurrent, intensified DWI Hunter enforcement patrols and sobriety checkpoints. This type of coordinated, team patrol-effort will allow saturated DWI Hunter patrols and/or sobriety checkpoints to be conducted statewide.

PROPOSED SOLUTION: In an effort to combat the DWI problem, the Sullivan County Sheriff's Department will hire, on an off-duty basis, an officer to work six (6), one-man overtime DWI Hunter saturation enforcement patrols (6-hour shifts) on the following identified evenings and during those times (8.00 PM – 3.00 AM) when the drunk driver is felt to be most prevalent. It is understood that the Sullivan County Sheriff's Department will work with state, county, and local law enforcement agencies and the NH Highway Safety Agency to conduct concurrent DWI Hunter patrols on June 12-13, 2009; July 24-25, 2009; and August 21-22, 2009. Adherence to all traffic laws, including the state's occupant protection law, will be monitored and enforced. **It is understood that these patrols will be conducted on an overtime basis and officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate.**

ANTICIPATED RESULTS: As a result of the saturated DWI Hunter patrols and sobriety checkpoints to be conducted concurrently by state, county, and local law enforcement agencies, numerous vehicles will be stopped resulting in the apprehension of alcohol and drug impaired drivers, greater public awareness of the alcohol and drug impaired driving issue, and a reduction in serious motor vehicle crashes, deaths, and injuries.

ADDITIONAL CONTRACT CONDITIONS: It is agreed that the **"Overtime Selective Traffic Enforcement Program Report" forms (HS-200) reflecting enforcement activity will be FAXD TO THE NH HIGHWAY SAFETY AGENCY DURING THE EACH WEEK FOLLOWING THE JUNE 12-13, 2009; JULY 24-25, 2009; and AUGUST 21-22, 2009 weekend DWI Hunter patrol periods**

New Hampshire's Child Passenger Safety law is a primary law. A driver should be stopped for violating RSA 265:107-a which requires that all vehicle occupants under the age of 18 riding in a motor vehicle must be restrained and properly fastened in a safety belt and children under the age of 6 must be restrained and properly secured in an approved child passenger safety seat. It is agreed that whenever a stop is made during a patrol supported by this agreement, action will be taken to enforce the state's child passenger safety law.

In accordance with federal Executive Order 13043, the recipient of these funds is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles.

See attached Addenda for additional information that is hereby made a part of this contractual agreement.

OVERTIME SELECTIVE TRAFFIC ENFORCEMENT PROGRAM REPORT

NAME & RANK: _____ PROJECT NUMBER: _____

POLICE DEPARTMENT: _____ PROJECT TITLE: _____

SHIFT DATE: _____

START TIME: _____ END TIME: _____

TOTAL NUMBER OF PATROL HOURS: _____

HSA USE ONLY			
AUTHORIZED BY: _____			
RATE OF PAY	X	HOURS WORKED	= TOTAL
_____	X	_____	= _____

PLEASE SEE INSTRUCTIONS ON REVERSE SIDE.

VIOLATIONS	WARNINGS		SUMMONSES		ARRESTS	
	*Youth	Adult	*Youth	Adult	*Youth	Adult
DRIVING WHILE INTOXICATED (report additional information on back of this form)						
ILLEGAL POSSESSION - ALCOHOL						
ILLEGAL POSSESSION - DRUGS						
ILLEGAL TRANSPORTATION						
OPEN CONTAINER						
OPERATION AFTER REV./SUSP.						
SPEEDING						
OTHER MOTOR VEHICLE VIOLATIONS						
OTHERS (PEDESTRIAN, BICYCLE, ETC.)						
RED LIGHT/STOP SIGN VIOLATIONS						
CHILD RESTRAINT VIOLATIONS						

*Youth: under 21 years of age

TOTAL NUMBER OF TIMES A PRELIMINARY BREATH TEST (PBT) DEVICE WAS USED

TOTAL NUMBER OF VEHICLES STOPPED

TOTAL NUMBER OF VEHICLES VISUALLY CHECKED FOR CHILD RESTRAINT LAW VIOLATIONS

TOTAL NUMBER OF PEDESTRIAN/BICYCLE CONTACTS

I, _____, REQUEST PAYMENT AT THE RATE OF \$ _____ PER HOUR FOR WORK PERFORMED DURING MY OFF-DUTY TIME AS A MEMBER OF THIS PATROL.	I CERTIFY THAT OFFICER _____ WORKED AS A MEMBER OF THE PATROL ON (DATE) _____ _____ SUPERVISING OFFICER
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**ADDENDUM TO THE APPLICATION
FOR HIGHWAY SAFETY PROJECT GRANT**

NON-DISCRIMINATION PROVISION: The applicant agency agrees that, as a condition to receiving approval of this application, it will comply with all Federal statutes and implementing regulations relating to non discrimination. These include but are not limited to:

a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, national origin, and limited English proficient persons (and 49 CFT Part 21); b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ss 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ss 794), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); d) the Age Discrimination Act of 1975, as amended (42 U.S.C. ss 6101-6107), which prohibits discrimination on age; e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1979 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; g) ss 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ss 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

PROJECT REPORTS: It is agreed that quarterly reports will be made to the NH Highway Safety Agency for one year summarizing the progress being made in implementing the project and identifying any problems being encountered. A final report will be made upon completion of the project.

PROJECT TERMS: All purchases and expenditures under this project will be subject to audit procedures satisfactory to Federal regulations. It is understood that no monies provided under this project will be used for the replacement of any existing equipment which currently meets Federal Highway Safety Standards. If any existing equipment is sold or traded during the project period, in order to reduce the actual outlay of funds for equipment which is provided under this project, the proceeds will be applied in pro-rated amounts to the Federal and local shares of the costs of the project.

PROCUREMENT AND EQUIPMENT COST: State agencies receiving federal funds for the purchase of equipment are required to process orders through the Division of Plant and Property Management in accordance with state regulations. Items of equipment requiring testing and certification to verify their accuracy (i.e. breath testing devices and traffic control radar) must be selected from the State approved devices.

AUDIT REPORTS: The grantee agrees to provide the NH Highway Safety Agency with a copy of the audit report including this project which was conducted under provisions of Circular A-133 - Audit of State and Local Governments and Non-Profit Organizations.

PROJECT INVENTORY: Equipment purchased under this project shall remain in use for the purposes for which it is provided throughout the useful life of the equipment. An annual inventory of each item of equipment having a useful life of more than two years and a cost of five hundred dollars (\$500.) or more will be provided to the NH Highway Safety Agency during the period in which it is in use. Before such equipment is disposed of, either by trade-in or write-off, authorization will be obtained from the Highway Safety Agency, acting as agent for the National Highway Traffic Safety Administration.

PROJECT CREDIT: All publications, public information or publicity released in conjunction with this project shall state that "this project is being supported in part through a grant from the NH Highway Safety Agency with federal funds provided by the National Highway Traffic Safety Administration, US Department of Transportation", or words to that effect.

CERTIFICATIONS

Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The applicant agency certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the applicant agency is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

NH Highway Safety Agency
Pine Inn Plaza, 117 Manchester Street
Concord, NH 03301-5101
Telephone 603-271-2131

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FEDERAL REGULATIONS

CIRCULAR A-87 (Revised May 1995). This Circular provides principles for determining the allowable costs of programs administered by State, local and federally-recognized Indian tribal governments under grants from and contracts with the Federal Government. They are designed to provide the basis for a uniform approach to the problem of determining costs and to promote efficiency and better relationships between grantees and the Federal Government. The principles are for determining costs only and are not intended to identify the circumstances nor to dictate the extent of Federal and State or local participation in the financing of a particular project. They are designed to provide that federally-assisted programs bear their fair share of costs recognized under these principles except where restricted and prohibited by law.

COMMON RULE (49 CFR Part 18) (Effective October 1988). This rule establishes the Uniform Administrative Requirements for Grants and Cooperative Agreements and Sub-awards to state and local governments and Indian tribal governments. Administrative rules set forth include:

- 18.10 Forms for Applying for Grants
- 18.11 State Plans
- 18.20 Standards for Financial Management Systems
- 18.21 Payment
- 18.22 Allowable Costs
- 18.23 Period of Availability of Funds
- 18.24 Matching or Cost Sharing
- 18.25 Program Income
- 18.26 Non-Federal Audits
- 18.30 Changes
- 18.31 Real Property
- 18.32 Equipment
- 18.33 Supplies
- 18.34 Copyrights
- 18.35 Sub-awards to Debarred and Suspended Parties
- 18.36 Procurement
- 18.37 Subgrants
- 18.40 Monitoring and Reporting Program Performance
- 18.41 Financial Reporting
- 18.42 Retention and Access Requirements for Records
- 18.50 Closeout

CIRCULAR A-133 (June 1997). This Circular establishes audit requirements for State and local governments that receive Federal aid, and defines Federal responsibilities for implementing and monitoring those requirements.

Further information concerning these Circulars may be obtained by contacting the Financial Management Branch, Budget Review Division, Office of Management & Budget, Washington, DC 20503. Telephone 202-395-4773.