

County of Sullivan, NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes
Date/Time: Tuesday, December 18, 2012, 3:00 PM
Place: Newport, NH – Remington Woodhull County-State Complex,
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, Greg Chanis – County Manager, John Cressy – Facilities & Operations Director, Ted Purdy – Sullivan County Health Care (SCHC-nursing home) Administrator, Doug Jeffrey - Crescent Lake Regional Sno-riders member, Lionel Chute – Sullivan County Conservation District Manager (arrived later in meeting) and Sharon Callum – Administrative Assistant / Minute Taker.

Other attendees: Archie Mountain – Eagle Times Report / Argus Champion Editor, Jordon Cuddemi – Valley News Reporter, John Cloutier – Delegation Chair / EFC Ex Officio Representing District 10, Jim Grenier – State County Delegate for District 7 / EFC Member, Wayne Leonard – Claremont City (arrived later in meeting), Skip Poronto – Claremont City (arrived later in meeting), Representative Andrew O’Hearne – State County Delegate District 3 (arrived later in meeting), Barbara Poronto – Goshen NH resident (arrived later in meeting).

3:01 The Chair, Bennie Nelson, opened the meeting and led all in the *Pledge of Allegiance*. Introductions were made by everyone in the room.

Agenda Item No. 1. Crescent Lake Regional Sno-riders Club

Mr. Jeffrey distributed a letter from Todd Callum, Trail Administrator for the club, dated December 18, 2012, addressed to the County Commission [Appendix A], which requested permission to continue to use and maintain County property for the snow mobile club. Mr. Jeffrey confirmed the cutting they do includes small limb pruning and larger limbs that may cross the trail. Comm. Callum Jr. noted he was not currently a member of the club, but has a good share of trail crossing his property, and indicated he’d abstain from the vote. Mr. Jeffrey confirmed the portions of the trail crossing County property were by the State Salt Shed and a section off Center Road. It was noted the club attended past Commissioner meetings to attain the same permission.

3:05 Motion: to authorize the Commission to sign the agreement with Crescent Lake Regional Sno-riders. Made by: Barrette. Seconded by: Nelson. Voice vote: both Barrette and Nelson voted in favor, while Comm. Callum Jr. abstained from the vote.

Agenda Item No. 2. Sullivan County Health Care Administrator’s Report, Ted Purdy

Agenda Item No. 2.a. Census

Mr. Purdy reviewed the following reports [Appendix B.1-6]

- ✓ *November 2012 Medicare, Private, Medicaid, HCBC (Respite), Managed Care, and Medicare B Revenue:* Medicaid mix was down - which was good; total Medicare B revenue shows a negative \$900+ variance; total monthly variance is \$51,627

- ✓ *Revenue Review thru 11/30/2012*: Medicaid a little under budget; made up by Private variance, Medicaid Assessment reflects payment in Sep. for FY 1st qtr. – he expects another payment in Jan. when bed tax report is submitted; Med B and A close to budget but a little under; Misc. Income [\$41,956] is due to a settlement and brings us into a positive variance
- ✓ *Sullivan County Nursing Home Quarterly Resident Census*: 138.2 average census; YTD Skilled census at 8.8; Managed Care census at .6; current average census at 139
- ✓ *Summary Admission / Discharge Report 11/1/12 – 11/30/12*: 12 admissions / 10 discharges
- ✓ *Summary Admission / Discharge Report 7/1/12 – 11/30/12*: 57 admissions / 49 discharges
- ✓ *Month-end Aged Analysis*

Agenda Item No. 2.b. Staffing

During the first of the year, an evening Supervisor will transfer to the recently vacated Unit Manager position on Stearns 1. Per Purdy, month-to-date, they've used 300 hours of agency nursing to fill in for vacations and call outs - they've added a couple new staff and should not need agency use, shortly. Comm. Nelson noted, he visits the nursing home frequently as family members are there and he spoke about Purdy's work to set up decentralized dining; he observed men at one table and women at another joking back and forth and has heard no concerns from nursing staff regarding the project, so assumes it's going well. Mr. Purdy confirmed they've settled into routines, every shift is different as residents choose to eat in different areas; they encourage residents to dine communally on their floors; kitchen staff is more involved and interact more with nursing staff and residents with the new system.

Agenda Item No. 3. Department Of Corrections (DOC) Superintendent's Report, Ross L. Cunningham

Agenda Item No. 3.a. Census

The *December 18th, 2012 Daily Report from Sergeant S. Coughlan* [Appendix C] reflecting inmate population, was distributed.

Agenda Item No. 3.b. Staffing

DOC has two Correctional Officer vacancies they are aggressively pursuing.

Non Agenda Item Operations

The jail floor epoxy project is complete and inspected - looks good; a vendor who was part of the renovations within the jail and at the Community Corrections Center (CCC) included repair work at the CCC for no extra charge. They will schedule the Commissioners Compliance tour of the DOC in the near future.

Agenda Item No. 3.c. Ratification of Letter of Support for DOC PREA Grant Application; plus, Authorization to Apply

A copy of the Prison Rape Elimination Act (PREA) grant application *Executive Summary* [Appendix D] was distributed; Kevin Warwick is working on the grant application; draft letters of support are being circulated; application amount will be for \$83,094 and provide funding to support training education and investigations.

3:22 Motion: to authorize submitting the grant application and to authorize the County Manager to execute all documents. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

Agenda Item No. 3.d. Email from Merrimack County DOC Training Coordinator

A copy of a 12/17/12 12:33 PM email from Lenny Okeefe to DOC Secretary Lori Keefe was shared [Appendix E].

Agenda Item No. 4. Facilities & Operations Director's Report, John Cressy

Agenda Item No. 4.a. Review Draft Agreement for State Salt Shed

Mr. Chanis distributed a draft lease agreement between the County and State of NH Department of Transportation, which allows the State to lease County land for their State Salt Shed in Unity [Appendix F.1-6]. The County is awaiting revisions from the State.

3:26 Motion: to authorize the County Manager to sign the amended lease with NH State and execute any and all documents of said lease. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.b. Biomass Project Update

Project is progressing, boiler and turbine ordered, propane submittal complete, they are happy with the site location and truck travel route, and, are now working to define and refine little details to ensure County gets what they want with the price. Cressy noted designers have been very receptive. Chanis indicated the goal is to get as much as possible planned ahead of time in order to avoid future 'change orders', which add to the cost; he cited an example of a possible *change order*: adding a snow-melt system to the pavement for the first 100 feet out from the chip storage - he feels the additional project makes sense. The group discussed this additional project and the parking spots lost in the truck route. Plans are available for view. County will be ready to go out to bid, in spring, for site work. Comm. Nelson questioned if one of the trees, in the area where the truck route crosses, was a 'memorial tree' and requested they check that prior to cutting, if cutting is needed. Cressy will check this out. Cressy showed drawings of building plans. Comm. Nelson also requested they provide a presentation for the nursing home residents and staff, and follow up with tours. Cressy concurred this was a great idea and will do so when they have more firm plans.

Mr. Chanis and Mr. Chute left room.

Non Agenda Item Well House

Mr. Cressy discussed a pipe fitting failure that occurred in the Unity Complex well house; water built up over an 8-10 day period to 4 feet before it was noticed; once discovered, they drained the area, fixed the broken pipe, and will be presenting a phased approach to identify the weakest links in order to avoid this in the future -electrical wiring is at 5 feet, untouched by the built up water.

Non Agenda Item New Well Update

Mr. Cressy noted tests reflect the new well is in a separate aquifer than the others; they are awaiting results on the arsenic and radon testing and once a negative test result is received they can go forth with the permitting process and connection phase.

3:50 Greg Chanis and Lionel Chute returned to the meeting

Agenda Item No. 5.a. Claremont Sewage Line Update

Mr. Chanis spoke about the sewage line running from the SCHC facility in Unity, to the Claremont City treatment plant, the route it takes crossing the Sugar River, and erosion occurring - due to previous year floods. Lionel Chute, Conservation District Manager, discussed 2003, 2008, and 2012 aerial photos of the Sugar River area where the pipe crosses, and changes that have occurred. Chute noted he received copies of the Claremont City pipe plans showing two pipes involved; he spoke about conversations he held with Ed McLaughlin, the farm land owner of the property where the erosion is taking place around the cleanout valve, and how McLaughlin is unable to drive his tractor in that area. Wayne Leonard noted, of the two pipes, only one is in use, the other is a spare - they are unable to determine which pipe is which after it crosses the river. Skip Poronoto indicated the man hole was outside for drainage. Chute determined there was 33% loss of land, and the situation is becoming increasingly vulnerable. Comm. Barrette asked if the spare pipe was shown on plans. Leonard noted '*not clearly identified, we do not know where it terminates on the other side of the river.*' Poronoto noted they tried using a camera to determine this. Leonard indicated they've been involved with FEMA for the last five years; they were going to rip rap the bank, but money available was insufficient for that section. Mr. Chute noted he checked [CDFR] CDBG grants on line and feels they would be appropriate for the project - there are two different ones available: one for emergency and unanticipated event when it's a threat to public health, or, a better fit might be the public facilities grant, which includes funding for water and sewage system improvements. Chanis discussed the draft letter, with attachment - a 1998 agreement between County and City - from County to Claremont City Manager [Appendix G.1-4].

4:02 Representative Andrew O'Hearne joined meeting in progress.

Leonard requested a copy of the aerial photos. Chute will share those and meet with him after the meeting. Comm. Nelson noted the County wants to avoid future problems. Chute noted, in his position, he is a resource for county landowners and municipalities regarding water, soil, and agricultural concerns of interest. Comm. Barrette requested they formalize the County's concerns by sending the letter. Comm. Nelson noted, originally, the sewage line was a bonded project by the County, which, upon completion, placed Claremont City responsible for anything in Claremont, and the County responsible for the Unity portion, per agreement.

4:04 Motion: to ask the County Manager to send the letter to Mr. Santagate to formalize the concern we have been talking about for a few years. Made by: Barrette. Seconded by: Callum Jr. Discussion: Chanis confirmed he would edit the letter to include the pictures, per Board member request. Voice vote: All in favor.

Comm. Barrette noted he spoke with Bruce Temple [P.E. / Claremont City Director of Public Works], who suggested they meet the first week in January; he posed the question to the Board of Commissioners: *Should we schedule a meeting or just formalize their concerns on paper?* Chanis expressed concern at scheduling a meeting - feeling the County should not take on Claremont City's responsibility based on the agreement; he noted, he discussed this with the County Attorney, who concurred the agreement is clear on outlining

responsibilities, and the draft letter is sufficient. Comm. Callum Jr. concurred with the County Manager. Comm. Barrette feels a meeting would not be setting precedent, but will go with the consensus; he, again reiterated his concern about the matter and just wants to address the situation sooner than later; he noted concern for possible cost to tax payers if not taken care of. Comm. Nelson agreed if anything happened due to a failed sewage line at the erosion point, it would immediately release sewage into the river, the County would need to truck two loads of sewage a day, and, the end result, would be costlier to both County and the City; he suggested County facilitate finding the funds to fix the issue. Chanis disagreed, stating Claremont should come to the County regarding funds, if it's [CDFA] CDBG funds he was referring to; he noted, the communication between City and County has been cordial and feels the letter is appropriate. Barrette noted, for public sake, both parties have ability to apply to the same CDBG grant funding source.

Lionel Chute, Wayne Leonard, and Skip and Barbara Poronto left the room.

Agenda Item No. 5.b. Unity Complex: Wireless Network Project Proposal Review

Copies of the following were distributed:

1. e-mail between Ted Purdy and Michael Demars of Competitive Computers [Appendix H.1-2]
2. a comparison between Competitive/Key and Red River [Appendix I], and
3. Competitive Computers Inc. quote [Appendix J]

Chanis noted, as the nursing home anticipates installing an electronic medical records system that requires wireless networking in the Stearns Building, and DOC requires a wireless portion, he tasked Purdy and Cunningham to attain quotes for both projects; the document top portion reflects wireless and bottom reflects cabling; quotes arrived virtually identical with Competitive Computers Inc.'s slightly below; Red River uses a Sysco system and relies on central control with access points. Competitive quote uses Arrow system and access points are 'stand alone'. They are more inclined, technology wise, to go with the Competitive Computer Inc.'s system, explaining: 1) if access point goes down, there is nothing in the Arrow hive that will drop the whole thing, whereas, if the Sysco controller goes down, all access points go down together, and 2) interface for managing system with Competitive is more clear to go back in as user. Chanis, Purdy and Cunningham recommend accepting the Competitive Computer Inc. quote. Cunningham & Chanis explained DOC did not budget in FY13 for this, but discussed a spreadsheet distributed at a previous meeting that reflected unreserved fund usage on two potential purchases from the fund. Funding for SCHC will help with, 1) cabling for Kiosk - point of care aspect, 2) four touch screens - each floor, and 2) wireless access for LNA management care - in monitors how and where they are providing care; they will also set up laptop computers for assessments, and in Phase 3, next fiscal year, they will budget for the medication administration system - computers on med carts. Comm. Nelson noted for public sake, in order to attain maximum reimbursement, all health care interaction must be documented. Cunningham noted, his software is arriving with two bar code readers that are used in rounds and facility maintenance; he found that the unit does not operate without wireless - they are moving to an Android device as they have found this to be more workable in the field; they also have medical staff doing med carts; their present pharmacy has bar code readers, therefore, this would assist and enhance the clinical assessments in field.

4:25 Motion: to accept the bid from Competitive Computer for the installation of turn-key wireless at the Sullivan County Health Care and the Department of

Corrections. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 3.e. Update on Van Quotes

Cunningham distributed a "Van Quote" document [Appendix K] illustrating quotes from Grappone Ford and Gateway Motors, for a used Ford E350 12 passenger van. The vehicle at Grappone has 18,000 miles - a 'clean' vehicle and comes with 12 month warranty vs. a used 12 passenger van from Gateway for \$21,000 without warranty - add \$1,500 to attain the extra warranty. Cunningham recommends the \$19,019 quote from Grappone. He confirmed quotes include a \$2,000 trade in value on the green van. Quotes do not include: cage and transfer of lights from the green van to new used van - he recommends they include extra for those charges - labor to transfer the lights will be provided by a County employee.

4:29 Motion: to approve \$20,000 for the expenditures on the 2012 used Ford Econoline Van through Grappone Ford, as outlined [in Appendix K]. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.c. County Tax Update

All towns submitted their County tax warrant amounts by the December 17th deadline. Chanis will be working with the County Treasurer, over the next couple weeks, to create an investment plan. This is the first year the County did not require use of a tax anticipation note to continue operations.

Agenda Item No. 6. Commissioners' Report

Agenda Item No. 6.a.i. Old business: Thu Dec 20th Inmate Children Holiday Event

The County DOC inmate children holiday event occurs Thu., Dec. 20th at the CCC.

Agenda Item No. 6.a.ii. Oath of Office for Newly & Re-elected Officials. Wed. Jan. 2nd 8:30 a.m. Newport County Complex

The Oath of Office for newly elected and re-elected County officials occurs Wed., Jan. 2nd, 8:30 a.m. at the Newport Complex.

Agenda Item No. 6.b.ii. Set January 2013 Commissioner Meetings

The Board set the first meeting of 2013 for 9:00 AM, Jan, 2nd, where they will elect officers and discuss committee appointments.

Agenda Item No. 6.b.i. New Business: Accept \$20,000 Grant & Ratify State of NH DOJ Grant Award 2012RS11 Documents for the Sullivan County DOC Residential Substance Abuse Treatment Program

A copy of the December 3rd, 2012 memo from Attorney General Michael Delaney to Commissioner Nelson [Appendix L.1-3], advising of a newly approved \$20,000 grant available to the County's DOC for inmate substance abuse treatment, was reviewed. This requires a motion to accept and for the Commissioner Chair to sign the contract.

4:33 Motion: to accept the \$20,000 grant from the NH State RSAT program and authorize the Commissioner Chair to execute the document. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Non Agenda Item Other January Commissioner Meetings

The second Commissioner meeting in January is scheduled in Unity for January 15th @ 3PM.

Agenda Item No. 6.b.iii New Business: Authorize CHI MRC Award Application from PH Coordinator

Chanis noted this was the third year Ms. McAuliff applied for the CHI MRC [Community Health Institute Medical Reserve Corps] award. Copies of a letter from Amy Cullum from CHI to the state MRC units, regarding the funding opportunity, and the work plan and budget from the Sullivan County Public Health Coordinator, were distributed [Appendix M.1-4].

4:35 Motion: to authorize the submission of the CHI MRC application as proposed and authorize the County Manger to execute all related documents. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 6.b. New Business

- Thank You From Outgoing Commissioner - Comm. Callum Jr. noted this would be his last meeting, thanked everyone for being supportive during his term, thanked those who voted for him, and noted he hopes the new Delegation and Commission can do what they need to do to keep the County out of trouble. Comm. Nelson thanked him for his service and encouraged him to stayed involved, noting they would hope he would serve on the Land Use Committee should they re-activate it in the future.
- Sullivan County Criminal Justice Coordinating Committee meeting date set for January 17th 11:00 a.m. Ms. Callum confirmed most have responded to indicate the date is good.
- Thank You to Lt. Brookens - Comm. Nelson asked Supt. Cunningham to thank Lt. Brookens for cooking the turkey for the Newport employee's holiday party.

Agenda Item No. 7. Public Participation

Rep. Grenier indicated Delegation Orientation Day tours of the nursing home and jail were very well done and useful; he anticipates attending as many Board meetings as possible. Comm. Barrette noted they operate for the public and appreciate Delegates when they attend their meetings - *'it makes a difference when it comes to budget time'*.

Ms. Callum reminded all of the decorated tree entered for the County at The Common Man's Festival of Trees - voting ends January 1st.

Agenda Item No. 8. Public Meeting Minutes Review

Agenda Item No. 8.a. Nov. 27th, 3:00 PM Public Meeting Minutes

4:42 Motion: to approve minutes of Nov. 27th public meeting, as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 8.b. Dec. 6th, 4:00 PM Public Meeting Minutes

4:42 Motion: to approve the December 6th public meeting minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 8.c. Dec. 6th, 4:05 PM Executive Session Meeting Minutes

4:43 Motion: to approve and release the Dec. 6th 2012, 4:05 PM Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

4:44 Motion: to adjourn. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,

~~John M. Callum Jr., Clerk~~ --- Acting Clerk signing below, is
Board of Commissioners Commissioner Jeffrey Barrette 1/2/2013

JMC/sjc

Date minutes approved:





Tuesday December 18th, 2012
Sullivan County NH, Board of Commissioners

Business Meeting AGENDA – 2nd Revision

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

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:15 PM | 1. | Crescent Lake Region Snowmobile Riders Club,
<i>Doug Jeffrey</i> |
| 3:15 PM – 3:35 PM | 2. | Sullivan County Health Care Administrator's
Report, <i>Ted Purdy</i>
a. Census Review
b. Staffing Update |
| 3:35 PM – 3:55 PM | 3. | Department of Corrections Superintendent's
Report, <i>Ross L. Cunningham</i>
a. Population Census Review
b. Staffing Update
c. Ratification of Letter of Support for DOC PREA
Grant Application; plus, Authorization to Apply
d. Email from Merrimack County DOC Training
Coordinator
e. Update on Van Quotes |
| 3:55 PM – 4:15 PM | 4. | Facilities Director's Report, <i>John Cressy</i>
a. Review Draft Agreement for State Salt Shed
b. Biomass Project Update |
| 4:15 PM – 4:25 PM | 5. | County Manager's Report, <i>Greg Chanis</i>
a. Claremont Sewage Line Update
b. Unity Complex: Wireless Network Project
Proposal Review
c. County Tax Update
d. Any other old or new business |

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



- 4:25 PM – 4:45 PM 6. Commissioners' Report
- a. Old Business
 - i. Thu Dec 20th Inmate Children Holiday Event
 - ii. Oath of Office for Newly & Re-elected Officials, Wed Jan 2nd 8:30 AM Newport County Complex
 - b. New Business
 - i. Accept \$20,000 Grant & Ratify State of NH DOJ Grant Award 2012RS11 Documents for the Sullivan County DOC Substance Abuse Treatment Program
 - ii. Set January 2013 Commissioner Meetings
 - iii. Authorize CHI MRC Award Application from PH Coordinator
- 4:45 PM – 5:00 PM 7. Public Participation
- 5:00 PM – 5:05 PM 8. Meeting Minutes Review
- a. Nov. 27th, 3:00 PM Public Meeting Minutes
 - b. Dec. 6th, 4:00 PM Public Meeting Minutes
 - c. Dec. 6th, 4:05 PM Executive Session Minutes
- 5:05 PM 9. Adjourn meeting

Upcoming Events / Meetings:

Jan 2nd Wed.

- **Time:**
- Place:

**County Elected Officials: Oath of Office
8:30 AM**

Newport, NH – 14 Main Street, Superior Court
Room

December 18, 2012

County Commission,

Crescent Lake Regional Sno-riders was formed in December of 1972 as a non-profit to promote responsible snowmobiling and to develop a trail system. The club is asking the County Commission permission to use the existing land that it has used for years for trails and to maintain them with yearly trimming for the next 5 years.

Regards,
Todd Callum
Trail Administrator
Crescent Lake Regional Sno-Riders Inc.
865-9828



County Commissioners,

Benjamin Nelson

Jeffrey [Signature]

NOVEMBER 2012

MEDICARE							
	Nov 2011 Compare	Nov 2011 AVG CENSUS	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	333	11	298	10	270	9	28
REVENUE	\$159,232.77		\$144,841.41		\$128,250.00		\$16,591.41
AVERAGE RATE PER DAY	\$478.18		\$486.05		\$475.00		\$11.05

PRIVATE							
	Nov 2011 Compare	Nov 2011 AVG CENSUS	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	439	15	653	22	540	18	113
REVENUE	\$109,355.00		\$169,185.00		\$137,700.00		\$31,485.00
AVERAGE RATE PER DAY	\$249.10		\$259.09		\$255.00		\$4.09

MEDICAID							
	Nov 2011 Compare	Nov 2011 AVG CENSUS	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,351	112	3,242	108	3,330	111	-88
REVENUE	\$497,791.05		\$464,870.38		\$475,191.00		-\$10,320.62
AVERAGE RATE PER DAY	\$148.55		\$143.39		\$142.70		\$0.69

HCBC (RESPIRE)							
	Nov 2011 Compare	Nov 2011 AVG CENSUS	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	5	0	0	0	5
REVENUE	0		\$801.60		\$0.00		\$801.60
AVERAGE RATE PER DAY	\$0.00		\$160.32		0		\$160.32
					\$416.67	per day rate	

MANAGED CARE							
	Nov 2011 Compare	Nov 2011 AVG CENSUS	Nov 2012 Actual	Nov 2012 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	40	1	0	0	40
REVENUE	\$0.00		\$14,000.00		\$0.00		\$14,000.00
AVERAGE RATE PER DAY	\$0.00		\$350.00		\$0.00		\$350.00

	Nov 2011 Compare	Nov 2011 AVG CENSUS	Nov 2012 Actual		BUDGETED		VARIANCE
TOTAL CENSUS	4,123		4,238		\$0.00		
AVERAGE CENSUS	0.0	137.4		141	0	138.0	
	\$766,378.82		\$793,698.39		\$741,141.00		\$52,557.39

MEDICARE B REVENUE							
	ACTUAL		Nov 2012 Actual		BUDGETED		VARIANCE
	\$35,103.27		\$42,273.51		\$43,203.37		-\$929.86
	\$801,482.09		\$835,971.90		\$784,344.37		\$51,627.53
TOTAL MONTHLY REVENUE VARIANCE							\$51,627.53

B.2.

Revenue Review thru 11/30/2012

DRAFT

	Annual Budget	153 Days YTD Budget	YTD	Variance	
Medicaid	5,781,491	2,423,474	2,374,735	(48,740)	
Private	1,675,350	702,270	768,702	66,432	
Insurance	20,000	8,384	30,928	22,544	
Respite (HCBC)	5,000	2,096	2,725	630	
Medicaid Assessment	1,418,025	354,506	313,906	(40,600)	Paid quarterly (1 payment made)
Medicare Part B (Total)	525,641	220,337	214,494	(5,844)	
Medicare Part A	1,560,375	654,075	642,044	(12,031)	
Proshare	1,012,875			-	Paid at end of FY
Net Variance from Operations		4,365,142	4,347,533	(17,609)	
Misc Income	15,000	6,288	48,243	41,956	
Laundry	112,000	46,948	37,981	(8,966)	
Cafeteria	15,000	6,288	11,490	5,202	
Meals	339,164	142,170	141,950	(220)	
YTD Variance	12,479,921	4,566,836	4,587,198	20,363	

Sullivan County Nursing Home
Quarterly Resident Census

Resident Census - FY 13

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE	TOTAL DAYS		
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS	FILLED		
Jul-12	4836	3353	78.19%	559	13.04%	339	7.91%	5	0.12%	29	0.68%	3	0.07%	4288	88.67%
Aug-12	4836	3374	78.74%	633	14.77%	265	6.18%	7	0.16%	6	0.14%	0	0.00%	4285	88.61%
Sep-12	4680	3169	79.78%	610	15.36%	188	4.73%	0	0.00%	0	0.00%	5	0.13%	3972	84.87%
1ST QUARTER	14,352	9,896	78.88%	1,802	14.36%	792	6.39%	12	0.10%	35	0.28%	8	0.06%	12,545	87.41%
Oct-12	4836	3283	78.32%	642	15.31%	252	6.01%	0	0.00%	13	0.31%	2	0.05%	4192	86.68%
Nov-12	4680	3237	76.38%	653	15.41%	298	7.03%	5	0.12%	40	0.94%	5	0.12%	4238	90.56%
Dec-12	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
2ND QUARTER	9,516	6,520	77.34%	1,295	15.36%	550	6.52%	5	0.06%	53	0.83%	7	0.08%	8,430	88.59%
Jan-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Feb-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Mar-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
3RD QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Apr-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
May-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Jun-13	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
4TH QUARTER	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
FY '12 TOTAL	23,868	16,416	78.26%	3,097	14.77%	1,342	6.40%	17	0.08%	88	0.42%	15	0.07%	20,975	87.88%
YTD AVG.		107.3		20.2		8.8		0.1		0.6		0.1		137.1	

Avg
Census

136.4

138.2

Resident Census - FY 12

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE	TOTAL DAYS		
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS	FILLED		
Jul-11	4836	3589	85.60%	483	11.52%	112	2.67%	7	0.17%	0	0.00%	2	0.05%	4193	86.70%
Aug-11	4836	3626	87.21%	494	11.88%	30	0.72%	5	0.12%	0	0.00%	3	0.07%	4158	85.98%
Sep-11	4680	3462	87.12%	419	10.54%	89	2.24%	0	0.00%	0	0.00%	4	0.10%	3974	84.91%
1ST QUARTER	14,352	10,677	86.63%	1,396	11.33%	231	1.87%	12	0.10%	0	0.00%	9	0.07%	12,325	85.88%
Oct-11	4836	3512	82.83%	432	10.19%	294	6.93%	0	0.00%	0	0.00%	2	0.05%	4240	87.68%
Nov-11	4680	3380	81.98%	409	9.92%	333	8.08%	0	0.00%	0	0.00%	1	0.02%	4123	88.10%
Dec-11	4836	3526	82.29%	417	9.73%	340	7.93%	0	0.00%	0	0.00%	2	0.05%	4285	88.61%
2ND QUARTER	14,352	10,418	82.37%	1,258	9.95%	967	7.65%	0	0.00%	30	0.00%	5	0.04%	12,648	88.13%
Jan-12	4836	3491	83.32%	414	9.88%	273	6.52%	0	0.00%	12	0.29%	0	0.00%	4190	86.64%
Feb-12	4524	3272	82.96%	431	10.93%	239	6.06%	0	0.00%	0	0.00%	2	0.05%	3944	87.18%
Mar-12	4836	3413	80.61%	544	12.85%	252	5.95%	6	0.14%	16	0.38%	3	0.07%	4234	87.55%
3RD QUARTER	14,196	10,176	82.28%	1,389	11.23%	764	6.18%	6	0.05%	28	0.23%	5	0.04%	12,368	87.12%
Apr-12	4680	3248	80.72%	513	12.75%	230	5.72%	0	0.00%	30	0.75%	3	0.07%	4024	85.98%
May-12	4836	3333	80.49%	539	13.02%	236	5.70%	0	0.00%	31	0.75%	2	0.05%	4141	85.63%
Jun-12	4680	3110	76.77%	577	14.24%	332	8.20%	0	0.00%	30	0.74%	2	0.05%	4051	86.56%
4TH QUARTER	14,196	9,691	79.33%	1,629	11.74%	798	6.54%	0	0.00%	91	0.74%	7	0.06%	12,218	86.05%
FY '12 TOTAL	57,096	40,962	82.66%	5,672	11.45%	2,760	5.57%	18	0.04%	119	0.24%	26	0.05%	49,557	86.18%
YTD AVG.		111.9		15.5		7.5		0.0		0.3		0.1		135.4	

Avg
Census

134.0

137.5

12=MRA Repl

CI

135.9

CI

CI

CI

134.2

Note: This report includes only the selection criteria listed below.
 Effective Date From 11/1/2012 Thru 11/30/2012
 Status: All
 Sort: AR Type

Summary Admission / Discharge Report

Sullivan County Health Care (SC)
 Admissions (Includes Readmits)

Page 1 of 2
 12/18/2012 9:09 AM
 RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	HM Home	0	1	0
	<i>HCB Subtotal</i>	0	1	0
INS	HM Home	0	0	1
	HP Hospital	1	0	0
	<i>INS Subtotal</i>	1	0	1
MCD	20 Expired in Facility	0	0	4
	AL Assisted Living	0	0	0
	HP Hospital	0	1	1
	<i>MCD Subtotal</i>	0	1	5
MRA	5 Acute care hospital	1	0	0
	HM Home	0	1	3
	HP Hospital	2	3	0
	NH Nursing Home	0	0	0
	<i>MRA Subtotal</i>	3	4	3
PVT	20 Expired in Facility	0	0	1
	5 Acute care hospital	1	0	0
	AL Assisted Living	1	0	0
	HM Home	0	0	0
	NH Nursing Home	0	0	0
	<i>PVT Subtotal</i>	2	0	1
<i>Total</i>		6	6	10

Note: This report includes only the selection criteria listed below.

Effective Date From 7/1/2012 Thru 11/30/2012

Status: All

Sort: AR Type

B.S.

Summary Admission / Discharge Report

Sullivan County Health Care (SC)

Admissions (Includes Readmits)

Page 1 of 2

12/18/2012 9:46 AM

RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Readmits</i>	<i>Discharges</i>
HCB	HM Home	1	2	2
	<i>HCB Subtotal</i>	1	2	2
INS	HM Home	0	0	1
	HP Hospital	2	1	1
	<i>INS Subtotal</i>	2	1	2
MCD	1 Private home/apartme	1	0	0
	20 Expired in Facility	0	0	5
	5 Acute care hospital	1	0	0
	AL Assisted Living	2	0	0
	EX Expired	0	0	6
	HM Home	1	1	2
	HP Hospital	1	3	10
	<i>MCD Subtotal</i>	6	4	23
MRA	1 Private home/apartme	0	0	0
	5 Acute care hospital	3	0	0
	EX Expired	0	0	1
	HM Home	0	1	10
	HP Hospital	15	14	3
	NH Nursing Home	1	0	1
	<i>MRA Subtotal</i>	19	15	15
PVT	1 Private home/apartme	1	0	0
	20 Expired in Facility	0	0	1
	5 Acute care hospital	1	0	0
	AL Assisted Living	2	0	0
	EX Expired	0	0	2
	HM Home	1	0	0
	HP Hospital	0	2	4
	NH Nursing Home	0	0	0
<i>PVT Subtotal</i>	5	2	7	
<i>Total</i>		33	24	49

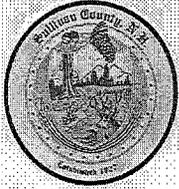
Month-end Aged Analysis

B.L.

Sullivan County Health Care (SC) For the Month of Nov, 2012

Resident (Res #) (Discharge Date)

Type Balance	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Nov/	Balance
Aged Analysis Summary														
HCB	801.60			1,122.24	801.60				961.92				1,896.32	5,583.68
INS	29,432.89	21,938.04	16,291.04	14,347.42	14,800.33	15,338.01	7,302.44	4.35-	9,925.26	4,707.84	9,416.50	544.71	28,729.48	172,769.61
MCD	359,487.54	37,976.45	10,888.16	7,964.58	20,587.10	10,042.66	16,963.83	12,281.80	4,389.21	2,647.05	6,223.44	3,871.98	58,404.36	551,728.16
MCP														
MRA	115,941.41	29,871.47	29,098.08	4,085.72	6,918.15	13,960.05	10,858.37	12,414.59	770.52	44.30	60.07		5,795.76-	218,226.97
MRB	33,819.15	21,186.23	446.55	24.06	213.75	1,263.31	6,540.61	3,104.90	225.73	439.42	1,124.11	644.96	15,628.40	84,661.18
MXA	14,801.02	4,297.73	160.65-	937.48-	217.60-	2,317.48		2,649.50	19.00-	19.00-	5,472.00	3,350.54	1,011.24-	30,523.30
MXB	3,632.83	4,121.43	2,373.63-	1,519.59-	433.14-	94.88-	519.90	114.30-	656.33-	422.81-	155.27	575.72	750.30-	2,640.17
PVT	34,301.05	49,762.56	21,905.07	34,567.93	22,635.33	15,949.60	20,725.69	22,353.41	23,643.58	3,875.90	2,691.93	6,685.31	108,593.42	367,690.78
RES	2,348.72	730.58-	183.48	7,968.51	3,471.17	1,906.35-	769.55	1,400.30	3,760.91	3,475.58	1,517.42	11.28	6,653.20-	15,616.79
PHC													375.00-	375.00-
HST														
PIN														
HSR														
Totals:	594,566.21	168,423.33	76,278.10	67,623.39	68,776.69	56,869.88	63,680.39	54,085.85	43,001.80	14,748.28	26,660.74	15,684.50	198,666.48	1,449,065.64
	41.03%	11.62%	5.26%	4.67%	4.75%	3.92%	4.39%	3.73%	2.97%	1.02%	1.84%	1.08%	13.71%	100.00%



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Sergeant S. Coughlan Date: December 18th, 2012
Subject: Daily Report At: Classification Department
To: Superintendent Ross L. Cunningham

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody	Home Confinement
Male - 39	Male - 16	Male - 0	Male - 7
Female - 6	Female - 3	Female - 0	Female - 2

Total In-House Population: 64 (Home Confinement - 9) In-House Population on 12/18/2011 - 92

Unit Breakdown (included in the above count):

Unit 1 - 19	Male Flex - 9	Female Flex - 2
Unit 2 - 2	Male Treatment - 10	Female Treatment - 0
Unit 3 - 7	Male Work Release - 10	Female Work Release - 3
OBS - 2		

Jail Total: 30 **CCC Total: 34**

CENSUS DATA:

Cheshire Cty	Belknap Cty	Carroll Cty	Weekender
Male - 2	Male - 1	Male - 0	Male - 0
Female - 1	Female - 0	Female - 0	Female - 0
Hillsbor. Cty	NHSP/SPU	Merrimack Cty	
Male - 1	Male - 8	Male - 2	
Female - 0	Female - 0	Female - 0	

Total Census Population: 88 Census Population on 12/18/2011 - 110

Individuals Housed at SCDOC for other Facilities:

Individuals seen by P&P prior to release:

4 Males from NHSP	Males - 0	Females - 0
1 Male from Cheshire County Doc		
Pre-Trial Services Program - Total: 16	Male - 11	Females - 5

1. Executive summary

The Sullivan County Sheriff's Office will contract for consultant services to build and strengthen existing PREA standards and their implementation within the Sullivan County Department of Corrections' two adult facilities.

The consultant will begin by reviewing existing policies and procedures to evaluate the degree to which they:

- Establish a zero-tolerance standard for the incidence of any form of sexual abuse whether consensual or forced;
- Make the prevention of sexual abuse a top priority, utilizing objective classification procedures; and
- Promote professional practice to detect, prevent, investigate, and punish all incidences of rape, sexual abuse, and sexual harassment whether committed by inmates, staff, professionals, community members, service providers, or any other individual with access to the inmate population.

As part of this review, the consultant will meet with officials within the correctional facility who have authority or responsibility to ensure adherence to the PREA Standards.

Subsequent to policy review, the consultant will tour the correctional facility to evaluate:

- The degree to which existing standards are adhered to and/or practiced;
- Facility design, inclusive of staffing patterns, monitoring systems, etc., as it lends to practices consistent with PREA Standards;
- Past and existing investigative files, grievances, or complaints of deviant sexual behavior of any type to evaluate adherence to process and actions, outcomes, or results, whether criminal, organizational, or personnel related; and
- Training and/or orientation for staff, inmates, and/or any other persons who come into contact with the inmate population.

Finally, as needed, recommendations will be made for revisions to policy, procedure, and practice to ensure compliance with PREA standards. These recommendations will include options for sustaining the practical application of the standards and furthering the knowledge gained, through on-going training, audits, and continued oversight by identified staff.

In addition to furnishing the consultant, funding for this project also provides for staff/inmate training and training supplies. The consultant will work in collaboration with Captain Doug Roberts of the Sullivan County Department of Corrections and a representative from the Sullivan County Sheriff's Office. Regular, on-going updates will be directed to the Superintendent of the Department of Corrections and Sheriff. Additionally, progress reports will be provided to the Sullivan County Criminal Justice Coordinating Committee semi-annually and to the County Commissioners annually.

From: OKeefe, Lenny [mailto:lokeefe@mcdoc.net]
Sent: Monday, December 17, 2012 12:33 PM
To: 'rcunningham@sullivancountynh.gov'
Subject: Visit

Appendix E

Sunday I was up in Claremont for my daughter's Nutcracker Show at the Claremont Opera House. I had never been up to your facility so I took a ride up. I was able to actually get a tour of your facility from Officer Bourassa and Cpl. Castillo. First, I would like to say thank you to them for their hospitality. Second I wanted you to know how incredible your jail and staff are. The lay out of your facility is very nice and the staff inside were polite and very hospitable. Cpl. Castillo took great joy in showing me the old sections of the jail and the improvements you have made and the plans that are still to come. It was nice seeing officers I had not seen in a while from the academy and catching up with them.

I was really impressed at how clean your facility was even the older jail section was clean and presentable. Even the dayrooms were clean and quiet a sure sign of a well run facility. Please let your staff know I said thank you and job well done.

Sincerely .

Lt. L. O'Keefe; CJO, CCT, CJM

Training Coordinator

Merrimack County DOC

314 DW Highway

Boscawen NH 03303

603-796-3605

lokeefe@MCDOC.Net

So it is said that if you know your enemies and know yourself, you can win a hundred battles without a single loss.

If you only know yourself, but not your opponent, you may win or may lose.

If you know neither yourself nor your enemy, you will always endanger yourself.

The Art of War-Sun Tzu

-LEASE-

SULLIVAN COUNTY

"LANDLORD"

AND

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

"TENANT"

PATROL SECTION 215
UNITY SALT SHED
#465 SECOND NH TURNPIKE
UNITY, NH

Initial: _____

THIS LEASE AGREEMENT, made between SULLIVAN COUNTY, hereinafter called the "LANDLORD", and THE STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION, hereinafter called the "TENANT".

WHEREAS, the LANDLORD is the owner of the hereinafter described property, which is not immediately required by the LANDLORD and has been requested by the TENANT to lease the property to TENANT on an "as is" basis.

WHEREAS, the LANDLORD is willing to comply with said request, provided that the TENANT, as a condition to the occupancy of said property, joins in the execution of this lease agreement for the purpose of accepting each and every condition herein set forth during the occupancy of said property by the TENANT.

NOW, THEREFORE, THIS LEASE AGREEMENT WITNESSETH THAT:

1. DEMISE OF THE PREMISES

1.01 For and in consideration of the rent and the mutual covenants hereinafter stated, and the acceptance by the Tenant of each and every term and condition herein set forth, the Landlord hereby leases and demises to the Tenant the property located at:

#465 Second NH Turnpike, being a portion of the County's property containing an existing salt and sand storage facility owned and operated by the Department of Transportation. The lease area is approximately the cleared work yard area including storage building, loading ramp and crew rest quarters.

2. TERM

2.01 The term of this lease shall begin on the 1st day of January 2013 and shall end on the 30th day of June 2023, unless terminated sooner in accordance with the provision of this Lease.

2.02 The Tenant shall notify the Landlord within Ninety (90) days of the ending date of June 30, 2023, that the tenant wishes to enter renegotiations for a new Lease for an additional ten (10) year period beginning July 1, 2013. If the Tenant and the Landlord cannot agree upon a new Lease by July 1, 2013, the Tenant shall surrender to the Landlord the property in accordance with Condition 15.01.

3. RENT

3.01 There shall be no rental fee for this lease.

4. QUIET ENJOYMENT

Initial: _____

4.01 Landlord covenants and agrees that so long as the Tenant is not in default of any of the covenants and agreements of this Lease, Tenant's quiet and peaceful enjoyment of the Premises consistent with normal highway maintenance operations shall not be disturbed or interfered with by the Landlord or any person claiming by or through the Landlord.

5. USE OF PREMISES

5.01 The property shall be used and occupied by the Tenant exclusively as a highway maintenance satellite storage facility, including a salt and sand storage building and loader shelter and a crew rest break building, and transient, incidental storage of other highway maintenance materials.

5.02 The Tenant shall allow unfettered access by the Landlord to the remainder of the Landlord's property utilizing the existing access road through the lease area.

6. MAINTENANCE OF PROPERTY

6.01 The Tenant shall at their own expense maintain the lease area and buildings in a neat, clean and sanitary manner. The Tenant will endeavor to upgrade the existing salt-sand storage building as funding and priorities allow.

7. DAMAGE TO PREMISES

7.01 The Tenant agrees to repair any damage to the property as a result of exercising this lease.

8. ALTERATIONS AND IMPROVEMENTS

8.01 The Tenant shall make no alterations to the property or construct any building or make other improvements on the property without the prior written consent of the Sullivan County Board of Commissioners, or its designee. All alterations, changes, and improvements built, constructed, or placed on the property by Tenant, shall, unless otherwise provided by written agreement between the Landlord and the Tenant, be the property of the Landlord at the expiration or sooner termination of this lease.

9. ENTRY AND INSPECTION

9.01 The Landlord retains the right to enter the premises in the case of an emergency, or to make necessary repair, alterations, improvements, or to supply necessary or agreed services, or when the Tenant has abandoned or surrendered the property, or whenever necessary to determine the condition of the property. The Landlord or its agent shall inspect the property without notice

Initial: _____

at least one (1) time in each calendar year and may request the Tenant make any alterations or modifications to the buildings or lease area to remain in compliance with the lease. Any indication of lease violations shall be grounds for immediate eviction action.

10. ASSIGNMENT AND SUBLETTING

10.01 The Tenant shall not assign this lease, or sublet or grant any concession or license to use the property or any part thereof.

11. UTILITIES

11.01 The Tenant shall be responsible for arranging for and paying for all utility services required on the property.

12. DANGEROUS MATERIALS

12.01 The Tenant shall not keep or have on the premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the property or that might be considered hazardous.

13. HOLDOVER BY LESSEE

13.01 No holdover by Tenant will be permitted. The Landlord and Tenant must execute a new lease upon expiration of an existing lease in order for a Tenant to remain in possession of the property.

14. DEFAULT

14.01 The Landlord shall be the sole judge of what shall constitute a violation of the provisions of the lease, or the failure of the Tenant to otherwise abide by any of the covenants herein contained, and may order a discontinuance of the practices, or the performance of any of the work related to such default by giving the tenant thirty (30) days notice in writing. Failure of the Tenant to comply with the notice shall automatically give the Landlord the right to terminate this Lease Agreement, evict the Tenant, and take full and complete possession of the premises.

15. TERMINATION OF LEASE

15.01 In the event that the Tenant shall default in the observance or performance of any of the Tenant's covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days of written notice by the Landlord to the Tenant specifying such default and requiring it to be remedied then, and in such an event, Landlord may serve a written notice

Initial: _____

of termination of this Lease upon the Tenant and this Lease and the Term hereunder shall terminate and upon such termination Landlord may immediately or at any time thereafter, without demand or notice enter into or upon the Premises and repossess the same.

15.02 Both parties recognize the difficult nature of highway winter maintenance activities in Sullivan County and the Landlord will endeavor to limit invoking Section 15 to between the dates of May 1 and September 1 to allow the Tenant to make suitable alternate arrangements for the Department's highway maintenance requirements.

15.03 If it becomes necessary for the Landlord to institute suit for eviction or damages on account of rental arrears or violation of the terms of this lease, the Landlord shall be entitled to include in such suit for eviction or damages, a claim for attorney's fees and court costs incident thereto, which fees the Tenant hereby covenants and agrees to pay.

15.04 The Tenant may terminate this Lease Agreement at any time by giving at least thirty (30) days notice in writing, specifying in said notice the day (and the time of day) on which possession of the property will be surrendered.

16. SURRENDER OF THE PREMISES

16.01 In the event that the Term or any extension thereof shall have expired or terminated, the Tenant shall peacefully quit and surrender to Landlord the Property together with all improvements and alterations made by Tenant. Tenant shall remove all personal property and shall repair any damage caused by such removal. Tenant's obligations to observe or perform the covenants contained herein shall survive the expiration or termination of this Lease.

17. INDEMNIFICATION AND RELEASE FROM LIABILITY

17.01 The Tenant shall defend, indemnify, and hold harmless Sullivan County, its officers, agents and employees, from and against any and all claims or demands of any nature whatsoever from any person occupying, serving or visiting the property hereby leased, for any damage or injury sustained by said person by reason of the Tenant's failure to keep the Tenant-occupied portion of the property in a safe condition.

18. DISCRIMINATION PROHIBITED

18.01 The Tenant hereby covenants and agrees that no person on the grounds of race, color, national origin, sex or sexual orientation, shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination of the use of the premises and that in the construction of any

Initial: _____

improvements on, over or under such premises and the furnishing of services thereon, no person on the grounds of race, color, national origin, sex, or sexual orientation, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, and that the Tenant shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulation, Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

19. MISCELLANEOUS

19.01 Landlord's Agents. All rights and obligations of the Landlord under this Lease may be performed or exercised by such agents as the Landlord may select.

19.02 Notice. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by registered or certified mail, postdate prepaid, in a United States Post Office.

19.03 Extent of Instrument, Choice of Laws, Amendment, etc. This lease, which may be executed in a number of counterparts, each of which shall have been deemed an original, but which shall constitute one and the same instrument, is to be construed according to the Laws of the State of New Hampshire, is to take effect as a sealed instrument, is binding upon, inures to the benefit of, and shall be enforceable by the parties hereto and their respective successors and assigns, and may be canceled, modified, or amended only by a written instrument executed and approved by the Landlord and Tenant.

19.04 No Waiver of Breach. No assent, by either party, whether express or implied, to a breach of covenant, condition or obligation by the other party, shall act as a waiver of a right of action for damages as a result of such breach, or shall be construed as a waiver of any subsequent breach of the covenant, condition or obligation.

19.05 Unenforceable Terms. If any terms of this Lease or any application thereof shall be invalid or unenforceable, the remainder of this Lease and any application of such term shall not be affected thereby.

19.06 Entire Agreement. This Lease embodied the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof.

19.07 No Waiver of Sovereign Immunity. No provision in this Lease is intended to be nor shall it be interpreted by either party to be a waiver of the State's sovereign immunity.

Initial: _____

F.4.

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

LANDLORD:
BOARD OF COMMISSIONERS
SULLIVAN COUNTY

Date: _____

By: _____
Greg Chanis, County Administrator

TENANT:
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

Date. _____

By: _____
Administrator, Bureau of Right-of-Way

Approved by Attorney General this _____ day of _____ 2012, as to form and execution.

By: _____
Assistant Attorney General

Initial: _____

FS.

From: Alan Hanscom [ahanscom@dot.state.nh.us]
Sent: Tuesday, December 04, 2012 3:52 PM
To: 'John Cressy'
Cc: 'Greg Chanis'
Subject: RE: Unity Salt Shed Lease Agreement

Hi John,

I can see a couple of spots where these may be covered, but this was written more for a building tenant than a rental property, so it's probably not crystal clear.

How about the following modifications?

USE OF PREMISES

5.01 The property shall be used and occupied by the Tenant exclusively as a highway maintenance satellite storage facility, including a salt and sand storage building and loader shelter and a crew rest break building, and transient, incidental storage of other highway maintenance materials. The Tenant shall follow all "Best Management Practices" for salt handling and storage to prevent salt contamination of the property.

DAMAGE TO PREMISES

7.01 The Tenant agrees to repair any damage to the property as a result of exercising this lease, including environmental cleanup resulting from contamination from salt or other material spills.

INDEMNIFICATION AND RELEASE FROM LIABILITY

17.01 The Tenant shall defend, indemnify, and hold harmless Sullivan County, its officers, agents and employees, from and against any and all claims or demands of any nature whatsoever from any person occupying, serving or visiting the property hereby leased, for any damage or injury sustained by said person by reason of the Tenant's failure to keep the Tenant-occupied portion of the property in a safe condition.

17.02 The Tenant shall immediately undertake any clean-up and remediation necessary to restore the lease area following a release of salt or other product to the environment, at no cost to the Landlord.

The next question is a little more awkward to answer, again because the building, loading ramp, etc. are State-owned items on your property. Other than the 'personal property' such as loader, salt, sand and employee break building, what are not hooked to the land, removal of the salt shed it self would result in its demolition and removal, which is fine. It would represent a real value to Sullivan County, perhaps, if the County decided to make use of the building for storage. (This is not unlike wording in a prenuptial agreement. Perhaps by the time we come to blows and are evicted, we will be glad to take an excavator to the building and load it out in a dumpster.) Maybe we can make the following modification:

Original wording:

F.6.

SURRENDER OF THE PREMISES

16.01 In the event that the Term or any extension thereof shall have expired or terminated, the Tenant shall peacefully quit and surrender to Landlord the Property together with all improvements and alterations made by Tenant. Tenant shall remove all personal property and shall repair any damage caused by such removal. Tenant's obligations to observe or perform the covenants contained herein shall survive the expiration or termination of this Lease.

Revised wording:

SURRENDER OF THE PREMISES

16.01 In the event that the Term or any extension thereof shall have expired or terminated, the Tenant shall peacefully quit and surrender the property to the Landlord. Tenant shall remove all personal property, equipment and highway maintenance materials, including salt and sand. Tenant shall remove all buildings and structures, and regrade, seed and mulch the disturbed area to the satisfaction of the Landlord, unless otherwise agreed to by Landlord and Tenant. The Tenant's obligations to observe or perform the covenants contained herein shall survive the expiration or termination of this Lease.

Maybe this will work. I hope it never comes to this, but you never know as priorities change. Some counties perform all highway maintenance of the major roads....

Let me know how these work for you. I can make the changes in the version now in Concord and see how the wording survives scrutiny there.

Thanks again,

Alan

Alan Hanscom, PE
District Engineer
NHDOT Highway District 2
8 Eastman Hill Road
Enfield NH 03748

(603) 448-2654 Office
(603) 448-2059 Fax
(603) 252-6417 Cell

Driving while using a cell phone reduces the amount of brain activity associated with driving by **37 percent** (Carnegie Mellon)

<http://www.nationwide.com/newsroom/dwd-facts-figures.jsp>

From: John Cressy [mailto:jcressy@sullivancountynh.gov]
Sent: Tuesday, December 04, 2012 3:01 PM
To: Alan Hanscom

Guy Santagate, City Manager
City of Claremont
?????????????
Claremont, NH

December 18, 2012

Dear Mr. Santagate,

I am writing today, on behalf of the Sullivan County Board of Commissioners, in reference to the sewer line which connects the Sullivan County Complex, located in Unity, NH to the City of Claremont's municipal wastewater system. This sewer line is the subject of an agreement, dated July 28, 1998, between the City of Claremont and the Sullivan County Complex.

A portion of this line, located within the boundaries of the City of Claremont, crosses under the Sugar River between Puckershire Road and Washington St. in Claremont. It is my understanding this section of the river has experienced significant bank erosion since the project was completed in 2001. According to the 'Record Drawings' for the project dated July 19, 2002, at the time of project completion, a 'cleanout manhole' structure associated with the sewer line, was located approximately 40 ft. from the edge of the river bank. A visual inspection of the site conducted on December 13, 2012 indicated the same cleanout manhole is now located approximately 15 ft. from the edge of the river bank. I am concerned that any further erosion at the site has the potential to compromise the integrity of the sewer line and negatively impact the Counties ability to continue discharging wastewater from the Sullivan County Complex.

Although I believe staff from the City of Claremont's Department of Public Works is aware of the situation, the purpose of this letter is to respectfully request that you review the various aspects of this issue and advise me of what actions, if any, the City of Claremont has taken, or will take to address this situation. Please do not hesitate to contact me if you have any questions regarding this matter. I can be reached by phone at 603.863.2560 or by email at gchanis@sullivancountynh.gov.

AGREEMENT
BETWEEN
CITY OF CLAREMONT
AND
SULLIVAN COUNTY COMPLEX

July 28, 1998

THE ABOVE CAPTIONED PARTIES AGREE AS FOLLOWS WITH REGARD TO A PROPOSED SEWER LINE CONNECTING THE SULLIVAN COUNTY COMPLEX IN UNITY, NEW HAMPSHIRE WITH THE CITY OF CLAREMONT, NEW HAMPSHIRE'S MUNICIPAL WASTEWATER SYSTEM. THE PURPOSE OF THIS AGREEMENT IS TO ESTABLISH THE BASIS FROM WHICH THE SULLIVAN COUNTY COMPLEX CAN PLAN ITS PROPOSED WASTEWATER SYSTEM. THE FOLLOWING (2) DOCUMENTS ARE INCORPORATED HEREWITH BY WITH REFERENCE.

- 1. 1 PAGE DOCUMENT TITLED "CLAREMONT WASTEWATER TREATMENT FACILITY" LABELED APPENDIX #1 DATED NOVEMBER 18, 1997
- 2. ENGINEERING STUDY DATED JUNE, 1997 TITLED "COMPREHENSIVE WASTEWATER TREATMENT FACILITY EVALUATION FOR SULLIVAN COUNTY COMPLEX" SUBMITTED BY PROVAN & LORBER, INC. TO THE SULLIVAN COUNTY COMPLEX LABELED APPENDIX #2

THE TWO PARTIES AGREE AS FOLLOWS:

- 1. FLOW AND WASTEWATER CHARACTERISTICS OF THE PROPOSED PROJECT SHALL BE AS DESCRIBED IN DOCUMENT #2. ANY DEVIATION GREATER THAN 15% FROM THE PARAMETERS SET FORTH IN TABLE 1 OF DOCUMENT #2 MUST BE DISCLOSED AND DISCUSSED WITH THE CITY OF CLAREMONT (HEREIN AFTER REFERRED TO AS CLAREMONT).
- 2. THE PRECISE DETAILS OF HOW THIS PROPOSED SYSTEM WILL INTERCONNECT WITH THE EXISTING CLAREMONT COLLECTION SYSTEM WILL BE THE SUBJECT OF FUTURE AGREEMENTS BETWEEN THE PARTIES.
- 3. ANY CAPITAL IMPROVEMENTS OR UPGRADES TO CLAREMONT'S WASTE WATER COLLECTION SYSTEM, MADE NECESSARY BY THE CONNECTION OF THE COUNTY'S LINE SHALL BE THE FINANCIAL RESPONSIBILITY OF THE COUNTY. SUCH COSTS WILL BE KNOWN AT THE TIME OF AGREEMENTS REFERENCED IN #2 ABOVE.
- 4. THE PORTIONS OF THE PROPOSED SEWER LINE WITHIN THE BOUNDARIES OF THE CITY OF CLAREMONT WILL BECOME THE PROPERTY OF THE CITY OF CLAREMONT UPON COMPLETION OF THE CONSTRUCTION OF THE SEWER LINE. SULLIVAN COUNTY WILL BE FINANCIALLY RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF THE PORTIONS OF THE PROPOSED SEWER LINE FOUND WITHIN THE

CITY OF CLAREMONT FOR TWELVE (12) MONTHS AFTER COMPLETION OF SAID LINE. DURING THE INITIAL TWELVE (12) MONTHS THE CITY OF CLAREMONT WILL BE RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF SAID LINE (WITHIN CLAREMONT) AND WILL CHARGE SULLIVAN COUNTY FOR THE ACTUAL COST OF SAID REPAIR AND MAINTENANCE. AFTER THE INITIAL TWELVE (12) MONTHS THE CITY OF CLAREMONT WILL HAVE SOLE RESPONSIBILITY FOR THE MAINTENANCE AND REPAIR OF THE PORTION OF THE PROPOSED SEWER LINE FOUND WITHIN THE CITY OF CLAREMONT.

- 5. AFTER COMPLETION OF THE NEW LINE, THE SULLIVAN COUNTY COMPLEX WILL BE ENTITLED TO DISCHARGE WASTEWATER TO CLAREMONT'S SYSTEM SUBJECT TO THE SEWER USE ORDINANCE AND SEWER FEE SCHEDULE OF THE CITY OF CLAREMONT CODE EXCEPT AS PROVIDED FOR IN THIS DOCUMENT. THE COUNTY WILL BE SUBJECT TO THE CITY'S CURRENT IMPACT FEE ORDINANCE AT THE TIME OF CONNECTION.
- 6. ALL PROPERTY AND EQUIPMENT ASSOCIATED WITH THE PROPOSED NEW SEWER SYSTEM WHICH IS NOT LOCATED WITHIN THE BOUNDARIES OF THE CITY OF CLAREMONT SHALL BE THE RESPONSIBILITY OF THE COUNTY WITH RESPECT TO MAINTENANCE AND REPAIR.
- 7. ALL OF THE PROJECT COSTS TO INSTALL THIS PROPOSED NEW LINE BOTH INSIDE AND OUTSIDE OF THE CITY OF CLAREMONT SHALL BE BORNE BY THE SULLIVAN COUNTY COMPLEX.
- 8. A FLOW METER AT THE COUNTY'S PUMP STATION SHALL BE USED TO MEASURE THE AMOUNT OF WASTE DISCHARGED TO THE SYSTEM FOR PURPOSES OF ESTABLISHING BILLING BY CLAREMONT.
- 9. DUE TO THE LENGTH OF THE PROPOSED NEW SEWER LINE, ODOR PROBLEMS MAY RESULT. ANY REMEDIES REASONABLY REQUIRED TO ABATE THIS POTENTIAL PROBLEM OCCURRING AS A RESULT OF THIS NEW LINE SHALL BE THE RESPONSIBILITY OF THE SULLIVAN COUNTY COMPLEX. THE COUNTY AGREES TO HOLD THE CITY HARMLESS FROM ANY AND ALL CLAIMS RELATING TO ODORS EMITTING FROM THE PROPOSED NEW LINE.

PURSUANT TO RSA 53-A STATE OF NEW HAMPSHIRE

- 10. ONCE THE PROPOSED AGREEMENT IS IN PLACE, IT SHALL BE BINDING IN PERPETUITY UNLESS:
 - (A) THE COUNTY SERVES NINETY (90) DAY NOTICE OF ITS INTENT TO DISCONTINUE USE OF THE SERVICE IN WRITING TO THE CITY

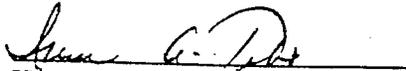
OR

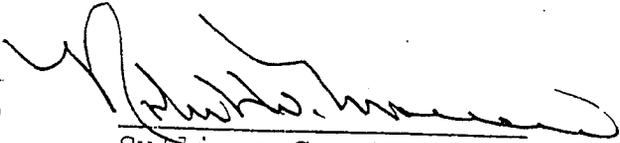
(B) THE CITY MUST DISCONTINUE THE SERVICE IN THE EVENT OF CIRCUMSTANCES BEYOND ITS CONTROL, WHICH RENDER IT UNABLE TO PROVIDE THE SERVICE.

- 11. THE FINANCING FOR THE INITIAL PROJECT OF INSTALLING ALL SEWER FACILITIES AND LINES SHALL BE THE SOLE RESPONSIBILITY OF THE SULLIVAN COUNTY COMPLEX. FOLLOWING THE INITIAL CONSTRUCTION AND START-UP PHASE, THE COUNTY SHALL BE A CUSTOMER OF THE CLAREMONT SEWER DEPARTMENT, SUBJECT TO THE SAME ORDINANCES AND SCHEDULES AS OTHER CUSTOMERS OF THE SEWER DEPARTMENT.
- 12. IN THE EVENT THAT THE PROPOSED AGREEMENT BETWEEN THE COUNTY AND THE CITY OF CLAREMONT IS DISSOLVED, THE COUNTY SHALL HAVE NO FURTHER RESPONSIBILITY TO THE CITY IN THIS MATTER AND THE CITY SHALL CLOSE A VALVE WHICH SHALL BE INSTALLED AT THE TIME OF INITIAL CONSTRUCTION AT THE BOUNDARY LINE BETWEEN THE CITY OF CLAREMONT AND THE TOWN OF UNITY.
- 13. ALL PROPERTY WHICH IS LOCATED WITHIN THE CITY OF CLAREMONT, WHICH IS PART OF THIS PROPOSED SEWER PROJECT, TO INCLUDE PIPES, PUMPS, STRUCTURES AND EASEMENTS, SHALL BECOME THE PROPERTY OF THE CLAREMONT SEWER DEPARTMENT UPON COMPLETION OF THE PROJECT. ALL OTHER PROPERTY INVOLVED IN THIS PROJECT, NOT LOCATED WITHIN THE CITY OF CLAREMONT, SHALL BE THE PROPERTY OF THE SULLIVAN COUNTY COMPLEX.

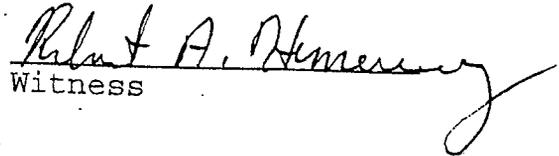

City of Claremont

7/28/98
Date


Witness


Sullivan County

8/31/98
Date


Witness

Sharon Callum

From: Ted Purdy <tpurdy@sullivancountynh.gov>
Sent: Tuesday, December 18, 2012 9:55 AM
To: Sharon Callum
Subject: FW: Wireless
Attachments: Sullivan County Wireless Proj 15x5_Promo 5% Final.pdf

From: Michael Demars, MCSE [<mailto:mdemars@competitivecomputers.com>]
Sent: Monday, December 17, 2012 3:16 PM
To: 'Ted Purdy'
Cc: Greg Chanis; John Cressy; Ross Cunningham
Subject: RE: Couple Questions

Please find the attached updated/consolidated quote attached.
 I have included Key Communications numbers and eliminated the fiber optic modules from our numbers.
 I got approval from Aerohive to extend the 5% discount until noon on December 20th (I need your PO by end of day on the 19th to ensure I can get my PO to Aerohive under that wire).
 Terms would be \$15,000 (SCHCF) and \$8,400 (SCHC) deposit for materials within 2 weeks of your PO issuance.
 Work to begin within 10 days of PO issuance.
 Balance payable NET 30 upon completion of work.

Key is fine with having CCI acting as General Contractor for this project. I am doing this as an added service at no charge. We will work closely with Key to ensure the combined efforts result in a successful project at both facilities.

We are thrilled to be close to moving forward with this project. If the Commissioners need me to provide any information in order to support their decision don't hesitate to pass that back to me.

Sincerely,

Michael Demars

From: Ted Purdy [<mailto:tpurdy@sullivancountynh.gov>]
Sent: Friday, December 14, 2012 2:02 PM
To: Michael Demars, MCSE
Cc: Greg Chanis; John Cressy; Ross Cunningham
Subject: RE: Couple Questions

Attached are the quotes we are working from. Your quote includes the 1 year HiveManager support. The Key quote (SCHC #4) removes the fiber interconnects.

Thanks, Ted

From: Michael Demars, MCSE [<mailto:mdemars@competitivecomputers.com>]
Sent: Friday, December 14, 2012 1:38 PM
To: tpurdy@sullivancountynh.gov
Subject: Couple Questions

Do you know if you would be going with the quote for 1, 3 or 5 years of HiveManager & Support?

Do you know if the fiber interconnects are going to be done or removed?

H.2

Thanks

Michael Demars
President/Owner
Competitive Computers, Inc.
(603) 542-5109 x121

mdemars@competitivecomputers.com

Find out what we can do for your data center...

Watch this 2 minute video to learn more

<http://www.youtube.com/watch?v=fWqn3hwNn1A>

Appendix I.

Wireless Comparison

as of 12/17/2012

	Competitive/Key	Red River
SCHC Wireless	23,970	28,363
DOC Wireless	13,344	12,975
Battery Backup	665	745
	<u>37,979</u>	<u>42,083</u>
SCHC Cable	17,682	15,643
DOC Cable	8,773	6,866
	<u>26,455</u>	<u>22,509</u>
Totals	64,434	64,592



Competitive Computers, Inc.

"IT Infrastructure Solutions Since 1987"

160 North Street o Claremont, NH 03743 o (603) 542-5109 o Fax (603) 543-6562 o CompetitiveComputers.com



Sullivan County Aerohive Wireless Quote w/15x5 5% Promo 1YR HMOL December 17, 2012

PN	Description	Qty.	Price	Ext. Price
SC Health Care Facility				
AP121	Indoor Plenum Rated 2 radio 2x2 802.11 a/b/g/n, 10/100/1000 USB w/o PS	31	\$574	\$17,794
AP121	Indoor Plenum Rated 2 radio 2x2 802.11 a/b/g/n, 10/100/1000 USB w/o PS	6	-\$574	-\$3,444
HMOL-1YR-AP100	1YR HiveManagerOnline Express for 100 series AP, includes 8x5 Phone Support, software subscription, and customer portal access	31	\$76	\$2,356
AP330	Indoor Plenum Rated 2 radio 3x3:3, 802.11a/b/g/n, 2 x 10/100/1000 USB w/o PS	1	\$949	\$949
HMOL-1YR-AP300	1YR HiveManagerOnline Express for 300 series AP, includes 8x5 Phone Support, software subscription, and customer portal access	1	\$105	\$105
GS724TP-100NAS	Netgear 24 Port Gigabit Switch with PoE	5	\$410	\$2,050
Estimated Labor*	Includes: <ul style="list-style-type: none"> • Programming/configuring each unit with Public & Private access via HMOL • Onsite Installation - Hang Access Points and make end connections. • Verify signal coverage to all designated areas <p>*Labor is estimated only, a network and deployment plan is required to be performed to refine the all project details and provide a more accurate cost projection, requires an onsite survey and meeting with officials.</p>			\$4,160
KEY Wiring	Key Communications Wiring Materials & Labor Per Proposal #2011959 Cat-6 Data Installation For Aerohive Wireless and Smartcharts with Copper Backbone 46 New Single Jack Network Locations Copper Backbone/ Interconnects Between 5 Central Switch Locations Competitive Computers to GC this Work			\$17,682
Estimated Total Healthcare Wireless Project:				\$41,652
SC Correctional Facility				
AP121	Indoor Plenum Rated 2 radio 2x2 802.11 a/b/g/n, 10/100/1000 USB w/o PS	19	\$574	\$10,906
AP121	Indoor Plenum Rated 2 radio 2x2 802.11 a/b/g/n, 10/100/1000 USB w/o PS	4	-\$574	-\$2,296
HMOL-1YR-AP121	1YR HiveManagerOnline Express for 100 series AP, includes 8x5 Phone Support, software subscription, and customer portal access	19	\$76	\$1,444
GS724TP-100NAS	Netgear 24 Port Gigabit Switch with PoE	2	\$410	\$820
Estimated Labor*	Includes: <ul style="list-style-type: none"> • Programming/configuring each unit with Public & Private access via HMOL • Onsite Installation - Hang Access Points and make end connections. • Verify signal coverage to all designated areas <p>*Labor is estimated only, a network and deployment plan is required to be performed to refine the all project details and provide a more accurate cost projection, requires an onsite survey and meeting with officials.</p>			\$2,470
KEY Wiring	Key Communications Wiring Materials & Labor Per Proposal #2011962 Cat-6 Data Installation For Aerohive Wireless with Copper Backbone 19 New Single Jack Network Locations Copper Backbone/ Interconnects Between 2 Central Switch Locations Competitive Computers to GC this Work			\$8,773
Estimated Correctional Facility Project:				\$22,117
UPS650	Optional APC UPS650 battery backup for switches and Access Points (5 Health & 2 Corr)	7	\$95	\$665
Total Project Estimate:				\$64,434
NOTE	Current Promotional Bundles Valid through End of Bus. Day, December 19th			



NOTE: Prices and availability subject to change. Quote is guaranteed for 15 days only for items in stock on the date quoted.



Van Quotes

Grappone Ford	
Ford E350 12 passenger van	32,929
	369
	-2000
Total	\$ 31,298.00
warranty for new:	
3yr/36,000 bumper to bumper	
5yr/60,000 powertrain	
5yr/60,000 roadside assistance	
Used 2012 Ford Econoline Wagon	\$ 19,019.00
Warranty:	
12 month/12,000 comprehensive limited (500 components)	
7 yr/100,000 powertrain limited	

Gateway Motors	
Ford E350 2013 12 passenger van	\$ 28,050.24
Ford E-350 2013 15 passenger van	\$29,181.24
Used 2012 E350 12 passenger van	\$21,000
Used 2012E350 15 passenger van	\$25,000
warranty on used van would be approximately \$1500 - \$2000	

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

Appendix L.1

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

MICHAEL A. DELANEY
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

December 3, 2012

Commissioner Bennie Nelson
Sullivan County Dept. of Corrections
14 Main St.
Newport, NH 3773

RE: Residential Substance Abuse Treatment Grant Program

Dear Commissioner Nelson:

I am pleased to inform you that funding in the amount of \$20,000 has been approved by the Governor and Executive Council. Enclosed with this letter you will find a grant award document. Please sign and return the original to the RSAT Grant Coordinator, Johanna Houman, keeping a copy for your records. This award document contains your grant number, program start date, and program end date.

A Summary of Expenditures Report has been included for your first expenditure filing. If you require one, an electronic version of the Report is available upon request. Your State Coordinator will be providing you with instructions for filing the report, as well as other important information about the grant program.

Congratulations on your award and thank you for your interest in the grant program. Should you have any questions concerning your grant award, please contact Johanna Houman via e-mail at Johanna.Houman@doj.nh.gov or by phone at 271-7820.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Delaney".

Michael A. Delaney
Attorney General

MAD/jsh
Enclosures

DEC 12 2012

L2

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD			
Agency Name:	Sullivan County Dept. of Corrections	Vendor No.:	177482-B001
Program Name:	Substance Abuse Treatment	Amount:	\$ 20,000.00
Grant Start Date:	11/14/2012	State Grant Number:	2012RS11
Grant End Date:	9/30/2014	Federal Grant Number:	2011-RT-BX-0043
Appropriation No.:	02-20-20-201510-4475-072-500574		
Head of Agency	Project Director	Fiscal Officer	
Bennie Nelson Commissioner 14 Main Street Newport, NH 03773 603-863-2560	Jane Coplan Program Director 103 County Farm Road Claremont, NH 03743 603-542-8717 x438	Greg Chanis County Administrator 14 Main Street Newport, NH 03773 603-863-2560 x101	
Federal Grant Name:	Residential Substance Abuse Treatment		
Federal Agency:	United States Department of Justice		
Bureau/Office:	Office of Justice Programs - BJA		
CFDA Number:	16.593		
Purpose of Grant:	Substance abuse treatment programming.		
Financial Requirements:	See signed Program Conditions and Guidelines. Proper documentation for all federal and match expenses is required.		
Match Requirements:	Minimum 25% Cash or In Kind Match (33% of Federal Dollars) Match must be spent on program allowable activities.		
Reporting Requirements:	Quarterly Financial reports Annual performance report and audit Adherence to State and Federal guidelines and conditions		
Approval	Program Agency	NH Department of Justice	
Name	<i>Bennie Nelson</i> Bennie Nelson	<i>Rosemary Faratra</i> Rosemary Faratra	
Title	Commissioner	Director of Administration	
Date	<i>12/19/13</i>		
All terms of this grant award are not valid unless signed by both authorized parties.			



To: Registered Regional Medical Reserve Corps (MRC) Units in NH
 From: Amy Cullum
 Date: November 26, 2012
 Re: Subcontracts to Support MRC Development

On behalf of the NH Department of Health and Human Services, the Community Health Institute (CHI) is executing a subcontract with each of the 15 regional New Hampshire Medical Reserve Corps units. Activities under this subcontract should support the ongoing recruitment, training, and deployment of the MRC volunteers.

Funds in the amount of \$6,000 for regional MRC units will be made available. Awards will be contingent on the submission of an approved budget and workplan, developed in accordance with the guidelines laid out in this document.

Subcontract award and reporting timeline:

Activity	Deadline
Submission of application documents	Applications will be accepted on a rolling basis Final deadline: January 30, 2013
Funds awarded	Late January 2013, pending G&C approval
Programmatic and financial reports	July 15, 2013

Next steps:

1. Complete the workplan, detailing your proposed activities, with your proposed timeline and measures for these activities. Include submission of a final programmatic and financial report as an activity in your workplan. *(Note that filling out the Outcomes column of the workplan will fulfill the programmatic reporting requirement.)*
2. Complete the budget form.
3. Return your proposed budget and workplan to the address in the left-hand margin or acobb@jsi.com by January 30, 2013. Materials will be reviewed on a rolling basis, so the sooner you return your materials, the sooner you will receive the subcontract documents.

On approval of your workplan and budget, you will receive the necessary documents and a subcontract, two copies of which must be signed and returned to CHI.

Please contact Alyson Cobb at acobb@jsi.com or 603-573-3319 with any questions.

Sincerely,
 Amy Cullum

501

South Street

Second Floor

Bow

New Hampshire

03304

Voice: 603.573.3300

Fax: 603.573.3301

A Division of

JSI Research & Training

Institute, Inc.

A Nonprofit Organization



M.2

**Community Health Institute
Subcontracts to Support Medical Reserve Corps Development
January 2013 (pending G&C approval) – June 30, 2013
Agency: Greater Sullivan County MRC**

Instructions: Fill in the name of your agency above, and regional activities, date/person responsible, and evaluation measure under each function below. You do not need to include activities under all 4 functions.

CDC Capability 15: Volunteer Management Function 1: Coordinate volunteers		
	Date/Person Responsible	Evaluation Measure
The Greater Sullivan County Public Health Network intends to utilize the CHI minigrant to sustain a part time MRC Volunteer Coordinator. Thomas DeMasi will work 15 hours per week from Jan 15 through June 30 th , a duration of 22 weeks. Thomas will be responsible for utilizing NH Responds along with our own database to track and manage volunteers. Thomas' job description is attached which covers his duties in volunteer management and coordination.	Jan 15 2013 Thomas DeMasi	Thomas' performance evaluation. Number of entries in NH RESPONDS. Weekly Tweets and web updates. Email communication. Number of volunteers in attendance at trainings and events.
Current Status: (to be filled in for final programmatic reporting)		

CDC Capability 15: Volunteer Management Function 2: Notify volunteers		
Regional Activity	Date/Person Responsible	Evaluation Measure
Please see Thomas' Job Description attached.	Thomas DeMasi & Jessica Rosman	
Current Status: (to be filled in for final programmatic reporting)		

CDC Capability 15: Volunteer Management Function 3: Organize, assemble, and dispatch volunteers		
Regional Activity	Date/Person Responsible	Evaluation Measure
Thomas will maintain routine communications with volunteers. He will organize two quarterly meetings and at least two regional MRC trainings. He will utilize NHRESPONDS to dispatch volunteers.	Quarterly meetings in January, April. Two trainings between Jan and June. / Thomas D.	Attendance roster for meetings, trainings, events. NH RESPONDS logs.
Current Status: (to be filled in for final programmatic reporting)		

CHI 2013 Minigrant Budget with Justification - Greater Sullivan County

Date Submitted: 12/17/2012

Total Salary/Wages	\$ -
Employee Benefits	\$ -
Consultants	\$ 4,950.00
Equipment: Rental	\$ -
Equipment: Repair & Maintenance	\$ -
Equipment: Purchase/Depreciation	\$ -
Supplies: Educational	\$ -
Supplies: Office	\$ -
Travel	\$300.00
Occupancy	\$ -
Telephone	\$ -
Postage	
Audit and Legal	\$ -
Insurance	\$ -
Marketing/Communications	\$750.00
Indirect	\$ -
Other: Printing	

The Greater Sullivan County Public Health Network intends to utilize the CHI minigrant to sustain a part time MRC Volunteer Coordinator. Thomas DeMasi will work 15 hours per week from Jan 15 through June 30th, a duration of 22 weeks. At \$15 per hour this totals \$4950. Thomas will be responsible for utilizing NH Responds along with our own database to track and manage volunteers, organizing trainings and meetings and sustaining volunteer engagement. Thomas' job description is attached which covers his duties in volunteer management and coordination.

Thomas will travel to one MRC meeting each month in Concord, at 100 miles x .55. Thomas will also travel to at least two events or trainings in the region (estimate of 40 miles r.t.)

Web page server cost is minimal. \$20, plus order brochures and pens.

N.Y.

MEMORANDUM OF AGREEMENT:

POSITION DESCRIPTION – Updated 12/17/2012

POSITION TITLE: Medical Reserve Corps Assistant (contractor)

REPORTS TO: Public Health Network Coordinator

DETAILS:

This is an unbenefited position via subcontract status. The contractor will not be paid through Sullivan County payroll system. Contractor will complete W9 form and will submit invoice for reimbursement bi-weekly. The position offers a pay rate of \$15.00 per hour and effective January _____ 2013, the position will be up to **15 hours per week**, through January 1, 2013. The position will be funded by CHI MRC MINIGRANT award through the Public Health Network, with Sullivan County NH as fiscal agent.

SKILLS:

This position involves skills in: Program planning and policy development; Communication; Community Relations and Volunteer Sustainability; Project Management; Basic health and safety sciences; Health Services Organization, and Analysis and epidemiology skills.

RESPONSIBILITIES:

Primary Role:

Contribute to development of Greater Sullivan County Medical Reserve Corps and other public health volunteers including:

1. Plan for volunteer engagement, primarily to sustain membership of MRC Volunteers.
2. Follow MRC Sustainability Plan and make amendments to Sustainability Plan as needed.
3. Learn and utilize NHRESPONDS database for volunteer tracking and event management.
4. Monitor MRC email and social media updates to Twitter and Facebook.
5. Scheduling and deployment of volunteers,
6. Develop and maintain volunteer documents and forms.
7. Schedule quarterly meetings. January and April.
8. Develop training schedule, obtain instructors and venues for at least two trainings before June 30 2013.
9. Regular MRC member and volunteer communications
10. Conduct events, including MRC orientations and graduations.
11. **Other duties as assigned**

POSITION REQUIREMENTS:

EXPERIENCE:

At least 2 years' experience with community health organizations, practice, and services.

SKILLS:

Greater Sullivan County Public Health Network
Fiscal Agent: Sullivan County, New Hampshire

Able to work well and effectively communicate with people by phone, email, or in person
Clear public speaking ability – effectively present to a group.
Able to work with standard office equipment: telephone, fax machine, photocopier
Able to use Microsoft Word, Excel, PowerPoint, email
Word processing, writing skills suitable for professional and informational publications
Database management: data entry, basic statistical analyses
Able to efficiently multi-task
Physical Requirements: sight, speech, hearing, touch, grasp, finger dexterity.

WORKING CONDITIONS:

Working conditions are normal for an office environment.
The incumbent does not supervise others.

**I have read and understand the Job Description / Agreement, for the Medical Reserve
Corps Assistant contract position. The position will begin on _____ (date)**

Signature of consultant

Date

PRINT NAME

ADDRESS

CITY, STATE, ZIP

EMAIL

TELEPHONE #1 / TELEPHONE #2

Signature of Public Health Network Coordinator

Date

Signature of Sullivan County Administrator

Date

Greater Sullivan County Public Health Network
Medical Reserve Corps Assistant