

Sullivan County NH

Type of meeting: Board of Commissioners Public Meeting Minutes
Date/Time: Thursday, October 01, 2009; 3 PM
Place: Remington Woodhull County Complex – 14 Main Street,
Newport NH 03773, 1st Floor Commissioners Conference
Room

Attendees: Commissioner Jeffrey Barrette – Chair & Ethel Jarvis,
Greg Chanis (Commissioner Nelson was absent for this
meeting); Supt. Ross L. Cunningham, Jane Coplan-DOC
Programs Director; Sharon J. Callum (minute taker).

Public attendees: Archie Mountain, The Claremont Villager Staff Reporter

Agenda Item No. 1. County Administrator's Report

Agenda Item No. 1.a. Community Corrections Center

Mr. Chanis noted they would be going with the NH Municipal Bond Bank to attain a loan then a bond.

3:04 Motion: to authorize the County Administrator to submit and sign the application to the NH Municipal Bond Bank.
Made by: Jarvis. Seconded by: Barrette.
Discussion: bond of 10 years would save the most, including refinancing rebates, wall street journal 3% tax-free 10-year bonds. Level principal, declining interest, so total declines. Budget next year \$900,000 – \$950,000. This is just an application to the bond bank; we'll need to get authorization at a future meeting for issuance of bond. We cannot prepay.
Voice vote: All in favor.

Agenda Item No. 1.a. Community Corrections Center - Update

Mr. Chanis distributed a two-page budget spreadsheet on Phase I [Appendix A]. Chanis discussed the: Unit III plumbing chase, ventilation being replaced, where to charge the plumbing cost to as its not within the Phase I budget – the Chair would rather this be charged to the project rather than transferred from another line - no formal decision required at this time; pictures will be provided at their next meeting. Supt. Cunningham indicated they are temporarily closing Unit III for contractors to place: sprinklers, lights, and chase work / plumbing; Merrimack is taking on 12-13 inmates and families will be notified. Chanis will draft letter from Board thanking Cheshire for housing inmates. Chanis distributed a two-page Phase II concrete prime bid list [Appendix B] and recommend going with low bid of Jeremy Hiltz Excavating total \$902,989 / 25 week project; North Branch indicated site work and concrete people have experience with this.

3:15 Motion: to award the Prime site work - concrete contract for Phase II of the Community Corrections Center project to Jeremy Hiltz Excavating Incorporated; to authorize the County Administrator to execute a prime contract with Jeffrey Hilts Excavating for base amount of nine hundred two thousand and nine hundred eighty nine dollars (\$902,989).

Made by: Jarvis. Second by: Barrette.

Discussion: Commissioner Barrette noted, whenever possible, they like to use businesses based in Sullivan County; they would have liked to have used United Construction, but found issues with stated weeks to do site work.

Voice vote: All in favor.

Agenda Item No. 1.b. Unifund Payroll Software Discussion

Mr. Chanis distributed a document [Appendix C] reflecting savings if the County opts for the Unifund payroll software – Option A is the program they are looking at; savings would not be seen until 2010 as it would be a few months before they could change; ADP is based on budgeted and adding 3%; the fee pays for software, implementation of placing the new program on line, and six (6) times clocks; tracking time would be unchanged: one hand punch at the DOC, five at the nursing home facility and none in Newport. Commissioners want Mr. Chanis to install a hand punch for the Newport complex.

3:21 Motion: enter into an agreement with Unifund to purchase their payroll software.

Made by: Jarvis. Seconded. Jarvis

Voice vote: all in favor.

Agenda item No. 1.c. Federal Grant Award Notification: 2nd Chance Act Juvenile Mentoring Initiative \$186,440

Chanis noted this was the program grant opportunity put together by Kevin Warwick of Alternative Solutions Associate Inc., Liz Hennig – SPF/CUFSAP Coordinator and includes mentoring through Big Brothers Big Sisters; it's a three (3) year grant of \$186,440.

3:26 Motion to accept the grant and authorize the County Administrator to sign documents pertaining to the grant.

Made by: Jarvis. Seconded by: Barrette.

Discussion: the Board members requested Mr. Chanis to convey their congratulations to Kevin and Liz.

Voice vote: All in favor.

Agenda Item No. 2 Commissioners' Report

Non Agenda Item October 15th Board meeting change

The Board decided to change the 10/15/09 meeting to 10/22/09 3 PM Unit.

Sullivan County Criminal Justice Coordinating Committee Update

10/1/09 Sullivan County Criminal Justice Coordinating Committee Update
Supt. Cunningham noted they had a low attendance at today's SCCJCC meeting; Dr. Malcolm Smith attended and provided a PowerPoint presentation, which they will be tweaking a little more; began work with UNH in spring on the survey project, worked on three separate areas to get educational assistance; they outlined the programming for the 90 day treatment and philosophies with planning; they anticipate providing a presentation to the Board as they get closer on program design; 10/14 meeting scheduled with Jan Peterson and Marc Hathaway; anticipate approaching the judges in December/January; anticipate next SCCJCC lunch meeting 12/3.

Upcoming Events

10/5/09 Board will attend the Langdon Town Select Board Meeting

10/26 & 10/27 County will be hosting the NHAC Conference at the Mt. Washington

Letter from Goshen town distributed [Appendix D].

Agenda Item No. 3 Public Participation

Mr. Mountain requested clarification of the grant dollar amount provided earlier in meeting.

Agenda Item No. 4. Meeting Minutes

Agenda Item No. 4.a. 9/17/09 Public Meeting Minutes

**3:38 Motion: to accept the 9/17/09 minutes as typed.
Made by: Jarvis. Seconded by: Barrette.
Voice vote: All in favor.**

Agenda Item No. 4.b. 9/17/09 4:58 PM Executive Session Meeting Minutes

**3:39 Motion: to accept and permanently seal the 9/17/09 Executive Session minutes.
Made by: Jarvis. Seconded by: Barrette.
Voice vote: All in favor.**

Agenda Item No. 5. County Administrator's Performance Review

The Board tabled the Executive Session planned for the County Administrator performance evaluation.

Agenda Item No. 6. Adjourn meeting

**3:40 Motion: to adjourn meeting.
Made by: Jarvis. Seconded by: Barrette.
Voice vote: All in favor.**

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j.c.

Date signed: 12-3-09



Sullivan County NH, Board of Commissioners
AGENDA

REGULAR BUSINESS MEETING
Thu, Oct 1, 2009, 3 PM

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

- 3:00 PM – 3:25 PM 1. County Administrator's Report
- a. Community Corrections Center
 - o Community Corrections Center Formal Bond Issuance Vote Required (Authorized by County Convention 8/14/09)
 - o Update
 - o Award Bids for Site Work and Concrete – Vote Required
 - b. Unifund Payroll Software Discussion
 - c. Federal Grant Award Notification: 2nd Chance Act Juvenile Mentoring Initiative \$186,440 – Motion to authorize County Administrator to accept and sign future documentations
- 3:25 PM – 3:45 PM 2. Commissioners' Report
- a. FY09 County Annual Report Update: Awaiting both the Commissioners' and County Administrator's reports
 - b. Update from Comm. Nelson on the Sullivan County Criminal Justice Coordinating Committee Meeting held at 1 PM today
- 3:45 PM – 4:00 PM 3. Public Participation
- 4:00 PM – 4:05 PM 4. Meeting Minutes Review
- a. Sep 17, 2009 Public Meeting
 - b. Sep 17, 2009 4:58 PM Executive Session Meeting
- 4:05 PM – 5:05 PM 5. County Administrator Performance Review
Probable Executive Session Per RSA 91-A:3.II.a &
- 5:05 PM 6. Adjourn meeting

State Guaranteed _____ Non-Guaranteed \$6,900,000 Total \$6,900,000

NEW HAMPSHIRE MUNICIPAL BOND BANK

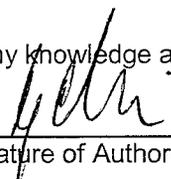
**25 TRIANGLE PARK DRIVE
CONCORD, NH 03301
(603) 271-2595 OR (800) 393-6422**

COUNTY APPLICATION FORM

The undersigned governmental unit (the applicant) hereby requests the New Hampshire Municipal Bond Bank to purchase the following described obligations of the applicant. This application shall not constitute a contract or a commitment to enter into a contract.

I hereby certify that the following information is true and correct to the best of my knowledge and belief.

Dated: October 1, 2009



Signature of Authorized Official

Greg Chanis, County Administrator
Printed Name and Title

PART I - PROPOSED BOND ISSUE

1. Legal Name of Governmental Unit Sullivan County
2. Mailing Address (include street name) 14 Main Street
Newport, NH 03773
3. Prepared by: Name Greg Chanis
Title County Administrator
Telephone number during the day 863-2560
Fax number 863-9314
E-mail Address gchanis@sullivancountynh.gov

 **ORIGINAL**

Name of Applicant: Sullivan County

PART I, PAGE 4

14. Proposed Maturity Schedule: If you are bonding for more than one project, you may list the maturities separately or as one. Attach additional sheets if necessary. Maturities are subject to adjustments.

Please indicate if proposed maturity schedule will be:

Level Principal: X or Level Debt:
 # of Years 10 # of Years

Year Payable	Project #1	Project #2	Project #3	Total
January 15 2011	690,000			690,000
January 15 2012	690,000			690,000
January 15 2013	690,000			690,000
January 15 2014	690,000			690,000
January 15 2015	690,000			690,000
January 15 2016	690,000			690,000
January 15 2017	690,000			690,000
January 15 2018	690,000			690,000
January 15 2019	690,000			690,000
January 15 2020	690,000			690,000
January 15 2021				0
January 15 2022				0
January 15 2023				0
January 15 2024				0
January 15 2025				0
January 15 2026				0
January 15 2027				0
January 15 2028				0
January 15 2029				0
January 15 2030				0
TOTALS	6,900,000	0	0	6,900,000

Note: Annual principal payments of bonds to be sold to the Bond Bank must be in \$5,000 multiples, except for the first payment.

Name of Applicant: Sullivan County

PART II, FINANCIAL INFORMATION

1. County Debt:

Total Debt Outstanding: \$70,674
 (should agree with total principal - page 6)

Total Bond This Issue: 6,900,000

GROSS LONG-TERM DEBT: \$6,970,674

Less:

Amount Self-Supporting
 (User fees applied to debt service) _____

Other Aid _____

NET LONG-TERM DEBT: \$6,970,674

2. Amount of any bonds guaranteed by the State of New Hampshire: _____

3. List short-term debt outstanding as of the date of this application. Temporary loans in anticipation of:

<u>Item</u>	<u>Amount</u>	<u>Original Date of Issuance</u>	<u>Maturity Date</u>	<u>Legal Limit</u>
Taxes or Revenues	<u>1,825,000</u>	<u>05/27/09</u>	<u>12/31/09</u>	1 Year
Bonds	_____	_____	_____	5 Years
Federal Aid	_____	_____	_____	5 Years
TOTAL	_____	_____	_____	

3. Annual Revenues and Expenditures for last three years:

	2008	2007	2006
Receipts	<u>(25,862,586)</u>	<u>(25,291,715)</u>	<u>(23,484,383)</u>
Expenditures	<u>26,483,369</u>	<u>27,529,671</u>	<u>24,549,726</u>
Balance	<u>(620,783)</u>	<u>(2,237,956)</u>	<u>(1,065,343)</u>

4. Tax information and collections for the last five years:

<u>Year</u>	<u>Net Property Tax Levy</u>	<u>Amount Uncollected at each Year End</u>	<u>Amount Uncollected To Date (Including Liens)</u>
2008	10,369,380	3002.64	10,372,382.64
2007	9,283,721	220.02	9,283,941.02
2006	9,433,119	129.03	9,433,248.03
2005	9,433,119	1486.82	9,434,605.82
2004	9,336,760	0.00	9,336,760.00

PART II, PAGE 2

5. List the long-term debt currently outstanding by yearly payment.

Debt Outstanding as of: _____ 12/31/08 X _____ 06/30/09

<u>Year Payable</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	34,623.04	4,463.77	39,086.81
2011	36,051.24	3,035.57	39,086.81
2012			-
2013			-
2014			-
2015			-
2016			-
2017			-
2018			-
2019			-
2020			-
2021			-
2022			-
2023			-
2024			-
2025			-
2026			-
2027			-
2028			-
2029			-
TOTALS	70,674.28	7,499.34	78,173.62

Name of Applicant: Sullivan County

PART II, PAGE 3

6. Authorized but unissued debt. Do not include this bond issue.

<u>Purpose</u>	<u>Amount</u>	<u>Date Authorized</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. After this issue, what prospective financing (including advanced refunding) does the governmental unit anticipate? Please provide a copy of a capital improvement plan for the next five years, if available.

8. Will you need a Bond Anticipation Note for this issue? Already in Place

9. If Yes, please complete the following?

Amount of BAN needed: _____

Date funds needed: _____

Do you want the NH Municipal Bond Bank to serve as financial advisor for this BAN?

Yes ___ No ___

Name of Applicant: Sullivan County

PART II, PAGE 5

10. Please enclose the following reports with this application:

MS-45 for Years Ending 06/30/07, 06/30/08 and 06/30/09 1 Copy Each
Annual Reports for Years Ending 06/30/07, 06/30/08 and 06/30/09 1 Copy Each
Annual Audit for Years Ending 06/30/07, 06/30/08 and 06/30/09 1 Copy Each

11. Are there any other factors, including pending law suits, not shown above that have occurred since the date of your last annual report or financial statements that might significantly affect your revenues, expenditures or overall financial condition?

Yes _____ No X

If Yes, please attach a detailed explanation to this section.

12. Does your community have any mandates for projects (i.e. water & sewer) that are not yet authorized, but will involve incurring significant new debt if passed?

Yes _____ No X

If yes, please attach a brief description of the project, estimated costs, and the schedule.

13. Please provide a description of the community with regard to its size, location, economy, and any important or unique qualities it may have:

13. Describe the Governmental Unit's type of government: (example: Selectmen, Councilmen, etc.)
County Government - County Commissioners and State Delegates

Sullivan County Community Corrections Center - Phase One

North Branch Construction, Inc.

Description	Original Est.	MTD Cost	JTD Cost	Committed Costs	Cost to Complete	Revised estimate	Variance
CM as Agent	\$ 75,000.00	\$ 15,000.00	\$ 80,580.00	\$ -	\$ 10,000.00	\$ 90,580.00	\$ (15,580.00)
CO-1 Add Bldrs. Risk Insurance	\$ -	\$ -	\$ 17,901.00	\$ -	\$ -	\$ 17,901.00	\$ (17,901.00)
Transportation & Reimbursables	\$ 1,672.00	\$ 347.16	\$ 1,966.87	\$ -	\$ 600.00	\$ 2,566.87	\$ (894.87)
Temporary Water	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ -
Temporary Toilet	\$ 600.00	\$ 360.00	\$ 360.00	\$ -	\$ 240.00	\$ 600.00	\$ -
Project Clean-up	\$ 9,500.00	\$ 4,475.48	\$ 4,475.48	\$ -	\$ 5,024.52	\$ 9,500.00	\$ -
Testing	\$ 7,500.00	\$ 649.00	\$ 1,767.65	\$ 5,732.35	\$ -	\$ 7,500.00	\$ -
Insurance	\$ 16,411.00	\$ -	\$ -	\$ -	\$ 16,411.00	\$ 16,411.00	\$ -
Design Fees	\$ 45,000.00	\$ 3,800.00	\$ 44,120.72	\$ 879.28	\$ -	\$ 45,000.00	\$ -
Water Line ALLOWANCE	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
Temporary Fence	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ -
Asbestos survey / removal	\$ -	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 1,250.00	\$ 5,000.00	\$ (5,000.00)
Misc. County Expenses	\$ -	\$ -	\$ 14,683.24	\$ -	\$ -	\$ 14,683.24	\$ (14,683.24)
Permanent Fence & wire	\$ -	\$ -	\$ -	\$ -	\$ 9,779.00	\$ 9,779.00	\$ (9,779.00)
Pine Hill Construction							
Base Contract	\$ 138,412.00	\$ 56,000.00	\$ 120,500.00	\$ 17,912.00	\$ -	\$ 138,412.00	\$ -
CO-1 ADD Temp. Swale	\$ -	\$ -	\$ -	\$ 960.00	\$ -	\$ 960.00	\$ (960.00)
CO-2 SOG Perimeter Drain	\$ -	\$ -	\$ -	\$ 3,696.00	\$ -	\$ 3,696.00	\$ (3,696.00)
All Seasons Construction Corp.							
Base Contract	\$ 307,945.00	\$ 175,158.19	\$ 212,400.90	\$ 95,544.10	\$ -	\$ 307,945.00	\$ -
CO-1 ADD East Gable Masonry opening	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ 400.00	\$ (400.00)
CO-2 CREDIT 2 Doors	\$ -	\$ -	\$ -	\$ (1,541.69)	\$ -	\$ (1,541.69)	\$ 1,541.69
CO-3 CREDIT deleted windows	\$ -	\$ -	\$ -	\$ (2,963.62)	\$ -	\$ (2,963.62)	\$ 2,963.62
CO-4 CREDIT clean-up roof demo	\$ -	\$ -	\$ -	\$ (4,025.00)	\$ -	\$ (4,025.00)	\$ 4,025.00
CO-5 ADD Rtd attic stair	\$ -	\$ 1,879.00	\$ 1,879.00	\$ -	\$ -	\$ 1,879.00	\$ (1,879.00)
CO-6 CREDIT	\$ -	\$ -	\$ -	\$ (3,473.00)	\$ -	\$ (3,473.00)	\$ 3,473.00
CO-7 ADD Mortise Locks	\$ -	\$ -	\$ -	\$ 1,600.42	\$ -	\$ 1,600.42	\$ (1,600.42)
CO-8 ADD	\$ -	\$ -	\$ -	\$ 943.00	\$ -	\$ 943.00	\$ (943.00)
CO- Credit Int. Paint by inmates	\$ -	\$ -	\$ -	\$ -	\$ (3,962.00)	\$ (3,962.00)	\$ 3,962.00
Quality Insulation, Inc.							

A.2
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Sullivan County Community Corrections Center - Phase One							
North Branch Construction, Inc.							
Description	Original Est.	MTD Cost	JTD Cost	Committed Costs	Cost to Complete	Revised estimate	Variance
Base Contract	\$ 71,085.00	\$ 6,600.00	\$ 70,721.00	\$ 364.00	\$ -	\$ 71,085.00	\$ -
Remove Insulation (pine hill)	\$ 22,500.00	\$ -	\$ 22,584.46		\$ -	\$ 22,584.46	\$ (84.46)
KPMB Mechanical & Sprinkler							
Base Contract Sprinkler	\$ 73,700.00	\$ 55,620.00	\$ 62,820.00	\$ 10,880.00	\$ -	\$ 73,700.00	\$ -
Base Contract Mechanical	\$ 380,000.00	\$ 147,342.00	\$ 307,402.00	\$ 72,598.00	\$ -	\$ 380,000.00	\$ -
CO-1 Relocate A/C	\$ -	\$ -	\$ 1,853.50	\$ -	\$ -	\$ 1,853.50	\$ (1,853.50)
CO-2 CREDIT clean-up labor	\$ -	\$ -	\$ (3,600.00)	\$ -	\$ -	\$ (3,600.00)	\$ 3,600.00
CO-3 SECURE rgd'S	\$ -	\$ -	\$ -	\$ -	\$ 1,689.60	\$ 1,689.60	\$ (1,689.60)
co-4 Rework ex. Plumbing (NO)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CO-5 RGD mounting angle	\$ -	\$ -	\$ -	\$ -	\$ 1,062.71	\$ 1,062.71	\$ (1,062.71)
CO-6 Add ventilation @ secure wing	\$ -	\$ -	\$ -	\$ -	\$ 6,403.10	\$ 6,403.10	\$ (6,403.10)
CO-7 CREDIT Cell camera damage	\$ -	\$ -	\$ -	\$ -	\$ (399.00)	\$ (399.00)	\$ 399.00
CO-8 CREDIT HW Piping changes	\$ -	\$ -	\$ -	\$ -	\$ (4,880.00)	\$ (4,880.00)	\$ 4,880.00
Interstate Electric							
Base Contract	\$ 53,310.00	\$ 10,404.00	\$ 12,974.00	\$ 40,336.00	\$ -	\$ 53,310.00	\$ -
CO-1 ADD Upgraded Light fixtures	\$ -	\$ -	\$ -	\$ 1,832.00	\$ -	\$ 1,832.00	\$ (1,832.00)
Contingency							
	\$ 121,484.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,484.00
CONTRACT TOTALS	\$ 1,336,319.00	\$ 481,384.83	\$ 983,639.82	\$ 241,673.84	\$ 43,418.93	\$ 1,268,732.59	\$ 67,586.41
			78%				

Phase II Site Work/Concrete Bid Recommendation
10/1/09

Both the County Administrator and North Branch Construction recommend awarding Phase 2 Site Work/Concrete contract to the low bidder, "Jeremy Hiltz Excavating" (\$902,989.00)

Basis for recommendation;

- **Low bidder by \$6,027.00**
- **Unit cost pricing lower in all categories**
- **Projected time to complete 15 weeks shorter than next highest bidder**
- **Both Site work and Concrete entities have extensive experience on commercial projects of this size**

Motion

Motion to award the Prime Site Work-Concrete contract for Phase II of the Community Corrections Center Project to Jeremy Hiltz Excavating Incorporated and to authorize the County Administrator to execute a prime contract with Jeremy Hiltz Excavating Incorporated for the base amount of Nine Hundred Two Thousand and Nine Hundred Eighty Nine Dollars. (\$902,989.00)

ADP vs. Unifund (In House)
Payroll Comparison
10/1/09

COPY

Fiscal Year	ADP	Switch to Unnifund	Savings
2010	63,000	63,000	0
2011	64,890	41,081	23,809
2012	66,836	41,472	25,364
2013	68,841	13,840	55,001
2014	70,907	14,255	56,652
Estimated 5 yr savings			\$160,826

Sullivan County - Needs Assessment in Payroll and Human Resource Management



Needs assessment:

On site needs assessment for Sullivan County

Conducted with:

Peter, Director (Nursing Home)

Samantha Fletcher, Human Resources Director (Nursing Home)

Melissa, Human Resources (Nursing Home)

Janice Byrd, Payroll (County offices)

Greg Chanis, County Administrator (County offices)

Discoveries:

After an overview of processes with Greg Chanis, County Administrator, Janice Byrd, Payroll Clerk at county offices, and Samantha and Peter at the nursing home relating to their business practices, software limitations, and general workflows I have concluded the following:

- Substantial time saving can be achieved in *auditing of timesheets* of employees
 - The savings to the county is greater than \$142,140 to \$ 180,783 within a 5 year period
 - Automating the counties *leave plans* will save considerable time
 - Automating *shift differentials, union contracts, and salaries* will increase the efficiency, accuracy, and timeliness of said workflows
 - *Automating benefits enrollment* will save considerable time and can be streamlined using the WebSense® portal
 - We can turn the *payroll process* from a keystroke intensive process to much more of an audit function providing better accuracy and efficiency.
 - Human Resource data can be automated and an employee *digital portfolio* created allowing for all employee data to be tracked
 - *Document management* will be automated in a Web-enabled scenario saving interaction inaccuracies with employees and improving communication
 - *Performance evaluations* can be done online saving time
 - *Education tracking, certifications, endorsements* can all be recorded for every employee electronically saving Samantha much needed time in HR
-



BudgetSense Software & Services Proposal

Sullivan County Greg Chanis	Proposal Date:	08/28/09
	Expires On:	11/26/09

BudgetSense Software License	Software Proposed
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- BudgetSense® Payroll Module
- BudgetSense® Human Resources Module
- Time Card Interface

Total Software Estimate: \$ 25,763

Notes: One year software support license is included.
Hardware and operating system/database software are not included in this estimate.

Professional Services - Unifund Standard Implementation Plan*	Services
Technical / IT Services:	\$ 390
<i>Network engineer assigned to project. Services include pre-installation consult, hardware specs review, installation of application and database software, setup of database backup plan, train client staff on basic admin functions, etc.</i>	
Project Management Services:	\$ 3,000
<i>Includes preinstall consult, project planning, conversion analysis, and periodic executive reviews, etc.</i>	
Application Training & Setup Services:	\$ 14,000
<i>Comprehensive application training project includes setup guidance, application training, parallel testing, and live processing support.</i>	
Continuing Services Allowance: Hours @ \$155/hr = 24	
<i>Additional training services for follow-up projects after the initial go-live process. (I.e. contracts, report reviews, etc)</i>	
Data conversion services estimate:	
<i>Allowance for data conversion services. Actual scope of work to be documented after analysis of available source data formats</i>	
Travel Expense Allowance (estimated)	\$ 1,400
<i>Allowance for mileage, tolls, lodging and meals (if applicable)</i>	
Total Services Estimate:	\$ 18,790

Total Solution Proposal:	\$ 44,553
Net Solution Proposal:	\$ 44,553

Multi-year Financing Options:	Factor:	Yearly Payment:
Estimated annual payment for 3 year finance lease		\$ -
Estimated annual payment for 4 year finance lease		\$ -
Estimated annual payment for 5 year finance lease		\$ -
<i>(note: payments are estimated, actual rates may vary)</i>		

Professional Services - Standard Implementation Plan

The professional services quoted on the previous pages provide pricing for the delivery of a standard level of training and technical services required to complete your implementation project. The time allotted to application training generally assumes that any given topic will be covered in detail in one education activity. Occasionally, the normal level of bundled services may not be sufficient to accommodate your needs due to extraordinary circumstances, and additional services fees via a change order may apply.

Examples of Extraordinary Circumstances Include:

- A significant increase in the head count of staff to be trained, above what was initially estimated
- Multiple business entity organizations that ultimately decide not to be trained or configured at the same time
- Turnover of key staff members at client site, requiring the repetition of training for replacement staff
- Additional training and or consulting due to client difficulties with comprehension or strategic management changes
- Additional consulting and or conversion engineering due to poor, incomplete, untimely record and or data integrity
- Client's untimely cancellation of consultative appointments and or client staff unavailability during project sessions
- Client's choice to re-plot implementation plan mid-stream that requires extra services not factored into project estimates
- Additional software modules being purchased above what has been proposed herein
- New third party integration requirements not initially specified
- I/T services beyond normal setup and configuration are required, ie. unboxing of new servers, setup of operating system, Citrix installation, etc.

Implementation Project Plan By Milestone Achievement

The professional services quoted herein will be structured with a project plan that defines the activities needed to be taken by both parties in order to achieve a successful system transition. Service dollar amounts will be assigned to key project milestones and once the identified training tasks for each milestone are completed, then the appropriate value will be invoiced for payment. If any above mentioned extraordinary circumstances occurs, then a change order for additional fees to be paid may apply.

Examples of milestones are: IT software installation, Project Management, Data Conversion, Security Go - Live, Purchasing Go - Live, Accounting Go - Live, Accounting Wrap Up / Fixed Assets Go - Live, Payroll / HR Maintenance, Payroll Parallel, Payroll Processing Go - Live, Post Payroll / HR, Accounts Receivable Go - Live, Warehouse Go - Live, Exports / Imports Go - Live

Ongoing Services

Annual Software Support Agreement - Year 2*	\$ 7,795
<i>Includes full support services, eService center access, documentation, software enhancements, etc.</i>	

*** What does the Annual Software Support Agreement cover?**

- Central Support Services:**
- Telephone Assistance (Mon-Fri 8am-5pm)
 - Diagnostic services to correct any errors in the software or documentation
 - Documentation Upgrades as necessary
 - Product Alerts & Technical Bulletins
- Enhancements and Updates:**
- Software changes necessitated by operating system changes initiated by vendors such as Microsoft
 - New Releases of the Unifund application software
 - Error Corrections
 - Improvements to the software per Unifund's discretion
 - Improvements required by state regulatory agencies
- Unifund eService Center - Secure access:**
- Client self-service access to create and track resolution of support cases
 - Online meeting center to conduct web-based training or diagnostic support
 - Online knowledge base allows clients to search for historical support case resolutions
 - Download center for software updates
 - E Newsletter
 - Online chat forum

Why Should I Invest in the Optional Complete Care Services?

Unifund recommends that its clients to annually budget for additional continuing services to help them maintain their peak operational performance related to their BudgetSense® system. By creating an annual budget allotment for these services, it is easier for your organization to undertake such additional services, without having to go back to your board for additional approvals. Continuing services may include the following:

Complete Care Services - Professional Development

Frequently, clients experience turnover or other organizational changes that create the need for additional training or consulting services on a recurring basis. Staff turnover, changes in staff responsibilities, and ongoing needs to improve efficiencies all create the need for professional development services. The amount of change your organization can absorb in a given time frame, like a fiscal year, may necessitate a plan of annual training and consulting that enables your entity to continue to improve efficiencies and productivity on a continuous pursuit of your target of peak performance. Additionally, there are critical events that you execute only periodically, such as, budget development, calendar year end, or other like events that we offer to you additional consulting services.

Unifund recommends that you budget annually funds to support your professional development needs.

We suggest: \$ 1,860

Complete Care Services - I/T Services Plan:

Unifund® offers a pre-paid I/T Services retainer contract for organizations that may wish to supplement their internal technology resources. I/T retainer contracts provide on-call, or scheduled network engineering services. Estimate includes package of pre-paid I/T services. Services may be delivered remotely, via web access or onsite. Additional travel expense would apply for onsite services.

I/T Retainer Services Might Include:

- Installation of BudgetSense® software updates
- Network operating system upgrades or service pack installs
- Desktop updates or performance checks
- New workstation/printer setup
- System back up integrity testing

Unifund recommends that you budget annually funds to support your I/T platform support needs.

We suggest: \$ 1,800

Fiscal Year End Rollover Services:

The process to close one fiscal year and open the next can be a daunting task if not done correctly. Many accounting and systematic issues come into play that could create turmoil for you if the fiscal year rollover, with it's required steps and data decisions, does not go smoothly or completely. For that reason, Unifund offers an annual consulting service to help guide you through the process to a successful and painless fiscal year transition. We provide to you one on one consulting that empowers you to create the new year database, add any new general ledger accounts needed, scrub purchase encumbrances carry forward treatments, set new payroll work calendars and salary schedules, create and manicure position control data, evaluate and test your system parameter settings, start prepping for the budget process, and lastly, validate your database maintenance scripts to assure that your new fiscal year is being backed up every day. Since you are doing all of these fiscal year end decisions and tasks only once a year, if you choose to do it alone, then you may forget or omit a key step in this important process that may cause you confusion and system troubles. For these reasons we urge you to plan and budget for our fiscal year end consulting services.

We suggest: \$ 1,200

Unifund® Policy on Travel Expenses:

Unifund® will bill the client for reasonable travel expenses incurred during the implementation project.

Travel expenses may include :

- Mileage - at current IRS mileage rate - for round trip travel.
- Lodging & Meals - at mid-rate business class motels. Per diem limit of \$85/per person for meals.
- Airfare - if applicable, charged at actual cost
- Rental car, if applicable, charged at actual cost (in lieu of mileage expense)
- Implementation training materials, such as, binders, copier expenses, etc.

C.6

TimeClock Plus™
by Data Management, Inc.
3322 Loop 306, San Angelo, TX 76904
325 223-9500 fax: 325 223-9104
sales@timeclockplus.com

Quote No.	Customer#	Quote Date
182561	162155	08/26/2009

CUSTOMER
Sullivan County Greg Chanis 14 Main St Newport, NH 03773-1548

Rep	Entry	Method of Shipment	Method of Payment
HIRT	HIRT	N/A	American Express

Stock No.	Ordered	Description	Unit Cost	Total
22-401	1	TimeClock Plus 6.0 Professional	10,295.00	10,295.00
	1	—Shift Differential		
	1	—Automation Utility Module (6.0 Only)		
	1	—Approaching Overtime Notifier Module (6.0 Only)		
	1	—AutoImport Module (Version 5 & 6)		
	1	—BudgetSense (Export Module)		
	8	—Professional Services Virtual On-Site Support (Per hour)		
	300	—6.0 Professional Employee Licenses		
44-200	6	BIO 200 Series Ethernet Pin Punch	3,100.00	18,600.00
		—Biometric Employee Verification		
		—Includes 1 year Parts and Labor Warranty		
		—Optional Extended Maintenance Available (Ask about 3-year EMAs if interested)		
99-204	1	Systems Support Contract (Standard)	3,251.40	3,251.40
		—12 Months of Premium Technical Support		
		Optional: 3 Year Overnight Replacement on hardware \$630/clock 2 Days of On-Site Training \$3400 plus travel expenses		
		S&H to be determined at time of order		

Valid for 14 days. Expires 09/09/2009.
DO NOT PAY. THIS IS NOT AN INVOICE.



Subtotal: 32,146.40
S & H: 0.00
Tax: 0.00
Total: 32,146.40



261 North Highway 101
Solana Beach, CA 92075
Ph. 858.259-4794 Fax 858.259.7076

October 1, 2009

LEASE/PURCHASE PROPOSAL
for
SULLIVAN COUNTY, NH

LESSEE: SULLIVAN COUNTY, NH

LESSOR: LEASING INNOVATIONS, INCORPORATED

TYPE OF LEASE: The Lease will be a NET Lease where the Lessee will be responsible for all costs and expenses directly or indirectly related to the use, possession, operation and repair of the equipment including but not limited to, taxes, maintenance and insurance.

EQUIPMENT: Unifund BudgetSense Plus Timeclock System

EQUIPMENT LOCATION: Newport, NH

EQUIPMENT COST: \$76,699.00

LEASE TERM: 3, 4 and 5 Years. See below.

PAYMENT AMOUNT AND STRUCTURE: (I) Three Annual Payments of \$28,035.00. First payment due upon software delivery, subsequent payments due October 15th, 2010, and 2011.

(II) Four Annual Payments of \$21,860.00. First payment due upon software delivery, subsequent payments due October 15th, 2010, 2011, and 2012.

(III) Five Annual Payments of \$18,260.00. First payment due upon software delivery, subsequent payments due October 15, 2010, 2011, 2012, and 2013.

PURCHASE OPTION: Lessee owns the equipment at the end of the Lease Term.

TITLE: As long as no default or non-appropriation exists, title to the equipment is with the Lessee with Lessor granted a security interest.

NON-APPROPRIATION: Non-Appropriation language found in Section 7 of the Lease

TAX STATUS: This proposal is prepared on the understanding that the Lessee is a governmental entity within the meaning of Section 103 of the Internal Revenue Code

BANK QUALIFIED: Entity must be 'Bank Qualified' and not have issued in excess of the allowable 10 million dollars of debt in the fiscal year for which this financing will take place.

08

PREPAYMENT: Lessee will have the option during the term of the Lease and upon 30 days written notice to Lessor to prepay the rents and other obligation under the Lease by payment of the applicable balance amounts on the applicable Concluding Payment Schedule, with no penalty for early termination.

COMMITMENT PERIOD: This proposal and rate will remain valid for 30 days. All documentation and vendor funding must be completed within 30 days of this proposal. If closing extends beyond 30 days, then rate will be adjusted consistent with any increases in like term U.S. Treasury Rates as of actual date of close.

THIS PROPOSAL IS SUBJECT TO THE RECEIPT AND REVIEW OF THE LESSEES FINANCIAL STATEMENTS. IF YOU WISH LEASING INNOVATIONS, INCORPORATED TO PROCEED WITH THE SENDING OF DOCUMENTATION, PLEASE SIGN BELOW AND FORWARD TWO MOST RECENT YEARS ANNUAL REPORTS OR FINANCIAL STATEMENTS ON THE LESSEE TO LII AT THE ABOVE LISTED ADDRESS. IN THE EVENT THAT DOCUMENTATION IS SENT TO LII, AND THE LESSEE DECIDES TO NOT TO PURCHASE THE NOTED EQUIPMENT, LII SHALL IMPOSE A MINIMUM OF \$700.00 FEE WHICH BY SIGNING THIS PROPOSAL LESSEE AGREES TO PAY SHOULD THEY DECIDE NOT TO UTILIZE LII SERVICES TO FINANCE PROPOSED EQUIPMENT OR EQUIPMENT OF LIKE VALUE.

AGREED AND ACCEPTED BY:

SULLIVAN COUNTY, NH

BY: _____

Option Chosen:

TITLE: _____

_____ I _____ II _____ III

DATE: _____

EMAIL ADDRESS TO SEND LEASE DOCUMENTS TO: _____

NAME AND TITLE OF AUTHORIZED SIGNOR: _____

Board of Selectmen
PO Box 68
Goshen, NH 03752
Town of Goshen

Appendix D.
COPY

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

10/1/00

September 29, 2000

Dear s Superintendent Cunningham:

The Goshen Board of Selectmen would like to extend our sincere thanks to you, your staff, and inmate details that have assisted Goshen's various departments and organization's over the past several months.

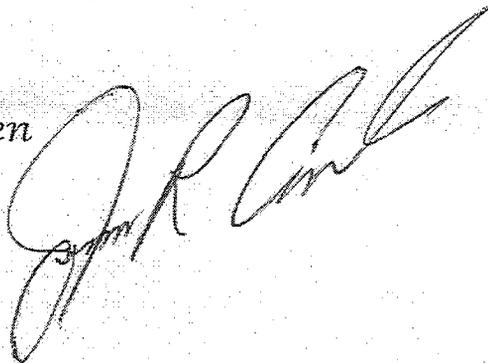
We are grateful and appreciate the detail assistance and enjoy the fruits of their labor.

Thank you all who assisted and participated as we look forward to future collaboration.

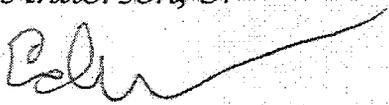
Sincerely

Board of Selectmen

James Carrick



Ed Andersen, Sr



Clark Wamsley

