

## Sullivan County NH

**Type of meeting:** Board of Commissioners, Regular Business Meeting  
**Date/Time:** Tuesday, December 4, 2007; 3 PM  
**Place:** Newport County Complex, Remington Woodhull County Complex, 14 Main Street, 1<sup>st</sup> Floor Commissioners Conference Room

**Attendees:** Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Greg Chanis – *Facilities & Operations Director*; Sharron King – *Registrar of Deeds*; Ted Purdy – *SCHC Administrator*; Becky Trudelle – *SCHC DON*; Marc Hathaway – *County Attorney*; Jan Heighes – *Conservation District Manager*; Seth Wilner – *UNH Cooperative Extension Educator*; Sherrie Curtis – *Human Services Coordinator*; Sheriff Prozzo – *Sullivan County High Sheriff*; Ross Cunningham – *DOC Superintendent.*; and Sharon Johnson-Callum (minute taker).

**Other attendees:** Aaron Aldridge – *Eagle Times Staff Reporter*; State Delegates Peter Franklin, Larry Converse and Suzanne Gottling.

**3:05** The meeting was brought to order by the Chair. Mr. Gil de Rubio led the *Pledge of Allegiance*.

**3:06** *Superintendent Cunningham entered the room.*

The Chair approved going out of order from the agenda, to await the arrival of Commissioner Nelson.

### **Agenda Item No. 2 MRF (Materials Recovery Facility) Update**

Mr. Gil de Rubio noted the Resource Recycling Solutions (RRS) Inc. final report was received and will be posted on the website. Copies were distributed to: Board members, Mr. Chanis and to those in the audience that requested copies. Mr. Gil de Rubio noted RRS MRF report was a comprehensive report on recycling capabilities for county, that Paul Markowitz, ANEI, was heavily involved and that the County should decide on their next steps. His recommendations: form subcommittee to include all four or one and various members of municipality. He noted that Mr. Markowitz anticipates attending a Town of Newport Select Board meeting and a City of Claremont Council meeting to discuss the report, as both municipalities contributed funds. The Board requested meetings to be conducted after the holidays. Mr. Gil de Rubio recommended the Board attend these meetings with Mr. Markowitz.

**3:08** *Commissioner Nelson entered the room*

The Board briefed Mr. Nelson on discussions and the need to form a committee. Mr. Gil de Rubio confirmed, funds for the reports came from: ANEI of \$6,000, \$3,000 County, and \$4,000 each from Claremont and Newport.

Commissioner Barrette noted he's in favor of a sub committee and proposed that the Board members come prepared with a list of names to appoint to the subcommittee when Mr. Markowitz provides the County presentation. Commissioner Nelson concurred, and noted the subcommittee should be tasked to review grant funds to assist in this project. Mr. Gil de Rubio recommend the Board participate in all county area towns and city evening meetings to discuss the program. Mr. Gil de Rubio confirmed he'd contact Mr. Markowitz to book a date and will give him a sub committee member list when he arrives for presentation.

Mr. Gil de Rubio noted this was his last Board meeting as a full time County Manager and thanked the Board, Department Heads/Elected Officials and employees.

3:14 *Mr. Gil de Rubio left the meeting.*

### **Non Agenda Item Q & A**

Commissioner Barrette noted he'd like to open the floor to "Q & A's" regarding the change of management. He noted with the resignation of the County Manager, Mr. Greg Chanis will step in as Interim County Manager. Commissioner Barrette noted Department Heads were called here to talk about this change, discuss, essentially, anything bothering them – to get it out to discuss. He noted there would be organizational changes to go along with this and more to follow. He noted Ted Purdy, SCHC Administrator, and DOC Superintendent, Ross Cunningham, would report directly to the Board. Commissioner Nelson concurred those changes were set in stone, but as far as logistics, it's a "works in progress". Commissioner Barrette noted they are trying to streamline and get things to operate in an efficient manner; will take suggestions; and that there is room for improvement and communication will help. He pointed out that most of the departments will not be effected by the change, such as Cooperative Extension, Sheriff's Office, Registry of Deeds and County Attorney's office, but wanted to bring them into the discussion.

Mr. Wilner noted he had worked with Mr. Gil de Rubio closely on personnel matters, and asked if he should contact Mr. Chanis or Mr. Farrand in the future? Commissioner Barrette noted that was a piece they were working on, a few functions, HR and Facilities & Operations are two examples, but to contact Mr. Chanis and he'll disseminate where they need to go. Mr. Wilner pointed out they had placed a considerable effort into a strategic plan, and asked if this would move forward or shelved? Also, he asked about the budget process, would it be submitted to Mr. Chanis in January? Commissioner Barrette noted they are trying to insure they won't lose time on the budget process; they have not discussed the strategic plan, but will take suggestions.

### **Budget Process Discussion**

Mr. Chanis noted they identified the budget process as a short-term goal. They anticipate creating and starting a budget process that makes sense, that moves along quicker to get it in the hands of the Commissioners and Delegates in a timely manner. Commissioner Nelson noted Mr. Chanis has delegated some of his current Facilities & Operations (F & O) abilities to others in his F & O Department, in order to focus on the budget.

Mr. Wilner noted the budget process is confusing / time consuming and asked what the Board learned from that, which they could improve in the upcoming budget season? Commissioner Jarvis noted they would do it quicker. Commissioner Barrette noted that process really can't change, potential to be more involved so that Department Heads / Elected Officials don't need to bring it to the Board in the initial process; makes sense to combine processes.

Ms. Sharron King pointed out she had been through many budget processes and feels the most effective process was when they combined meetings with the Board and E.F.C. She'd like to see the process return to be less time consuming. Commissioner Nelson questioned why the process changed? Commissioner Barrette noted they extended invitations to the E.F.C. to join the Board when they met with the Department Heads / Elected Officials and County Manager. It was noted meetings were also changed to evenings to accommodate Delegates.

Ms. King noted, at times, she feels she does not receive information she needs to create her budget. Mr. Chanis feels there are two things to improve the budget process: 1) streamline the process and 2) format all budget entries to look all the same / uniform. Ms. King noted her format is clear, clean and simple; but is changed when transitioned from her to the Commissioners.

Mr. Purdy noted he felt it would be helpful for him to hear from the Board on what they anticipate with the new direct relationship. Commissioner Barrette noted day-to-day should not be affected, they would be creating accountability, and open communication: information does not need to be disseminated through anyone else, but for them to pick up the phone and call the Board. Commissioner Nelson feels they were not kept apprised, promptly, of issues that occurred ;they had disagreements with the County Manager, and feels this reporting removes a layer of bureaucracy; policy wise, whether they sit in on staff meetings, their future involvement, they can work that out; they will probably perform his job evaluation. Commissioner Barrette noted, this should lend a greater level of support; if there are policy decisions that need to be made to further support them, it's faster and cleaner to handle with direct communications. They are looking to support them to make their departments the best they can be to help support the other departments. Commissioner Nelson concurred this will be more cost effective.

Sheriff Prozzo introduced himself. He noted those here have worked good as a team together, and for the new Department Heads noted he was free for them to pick up a phone and call; we are here to survive - make best for the County. He runs his department frugally and professionally, as he's done for the past thirteen years.

Ms. King would like to see all come together as a team and feels the dissention between the County Dept Heads, Commissioners, and Delegates needs to go away, so that we can truly make Sullivan County function the way it needs to function, "we are doing a dishonor to it, which is sad. I want to feel inside I can go to Commissioners and Delegates at any time and have not had that comfort zone".

Ms. Sherrie Curtis noted her main concern is House Bill 2 and the names withheld between State and County, and the important need to have a Commissioner or herself attend those meetings, to be at the table. She noted Mr. Gil de Rubio attended these meetings in the past. Ms. Johnson-Callum pointed out Betsy Miller, NHAC, sends e-mails about the meetings already to the Board members. Commissioner Barrette

directed Ms. Johnson-Callum to place the meetings on Mr. Chanis's calendar and tasked Mr. Chanis to update the Board so that the County has a presence at future meetings. Ms. Curtis noted she had a lot more, but that it was not the place to discuss it.

Representative Peter Franklin noted he could think of things to change: there should be far more openness, transparency. He cautioned about stream lining as there is a statutory difference between the Commission and Delegation, and they need to respect those differences and allow each to do what is required. Hearing of plans for first time, one caution – when you speak of all the agencies, departments reporting directly to you, it would be wise to consider what exactly what that process would be, the danger being one could go to one Commissioner and one to another and may not mesh very well; I suggest you have a policy of how the reporting should be done, it should not be willy-nilly.

Representative Larry Converse noted when the Board met for the previous two budgets representatives had to be in Concord. He was able to attend most meetings and felt the late meetings helped.

Commissioner Jarvis concurred it was hard last year for all, the Delegates are very busy, but all are welcome at the table. Commissioner Nelson concurred with Rep. Franklin on separate deliberations, but to have the presentation from the Dept Heads at the same time. Representative Franklin feels there is a parallel with State and County; Dept Heads go to Governor in 1<sup>st</sup> days of budget and then House in the 2<sup>nd</sup> phase, then the Legislative body in the 3<sup>rd</sup> phase; each body looks at each differently; it's not that we are against each other, but the Commissioners focus is on service more than finance, with Delegation focus on finance - to raise revenues, budget, and make appropriations, we have the final say, that's in statutes, and two meetings apposed to one meeting - I don't think is overly burdened; and, when one body makes a change to a department head, that change goes forward, and, in order, gets looked at again.

There were no further questions. Commissioner Barrette thanked all for attending.

3:41 *Jan Heighes, Becky Trudelle, Sharron King, Peter Farrand, Sherrie Curtis, Suzanne Gottling, and another lady left the room.*

3:41 *Ted Purdy and another lady entered room.*

3:42 *Carl Fitz entered the room with another man.*

## **Agenda Item No. 2 Sheriff's Office Report – MOU with SNHDFMA for tower site**

Sheriff Prozzo briefed the Board members on the former site at Glidden Hill and the current one on Green Mountain. He briefed them on the relationship with Southwestern NH District Fire Mutual Aid, who needed a spot, at no cost. He briefed the Board on current MOU, a three-year contract, and the MOU to be renewed, presented before the Board today. He pointed out that Phil Tirell, SNHDFMA, had already signed the new MOU. The site is used for emergency services throughout and outside county. The parties are working well together and he encouraged the Board to sign the MOU in order to keep the relationship in tact. Those located at the site are: Sheriff's Office, SNHDFMA, Claremont PD, and they are looking to add Claremont Fire and Charlestown.

**3:45 Commissioner Nelson moved to sign the MOU with Southwestern NH District Fire Mutual Aid and the County. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

The Board ratified the MOU and returned the original to Sheriff Prozzo (copy on file with Commissioners Office).

#### **Agenda Item No 4. Department of Corrections Superintendent Report**

##### Agenda Item No. 4.a. Alternative Solutions Associates Inc. Contract Renewal

Superintendent Cunningham noted the contract was presented before them, and noted he'd like to continue the contract for another six months. The second chance grant is still hanging out there. Commissioner Barrette feels if the Commissary Fund has sufficient funds to keep the contract going, that would be sufficient; but would like to have a discussion on the "second chance" grant in the future.

Commissioners Jarvis noted this was a problem with grants, that the Board must accept the grant before the funds are received; this is where they will cut down to two layers – Commissioners and Department Head. She indicated this has been a major problem with some grants, that they were never approved by the Board and appeared suddenly in the system. Commissioner Nelson & Barrette noted they did not agree with her last comment. Ms. Johnson-Callum pointed out each grant is different; with some contracts you have to expend before receiving reimbursement, with other grants you receive a certain percentage up front. She also noted all grants handled by the County were approved by the Board, as well as notarized. The Sheriff began to insert a comment and Commissioner Jarvis noted she was not speaking to the Sheriff about his grants as he brings everything to them. Ms. Johnson-Callum further explained, if a grant is approved after the Delegation passes the fiscal budget, the grant still needs to be entered through the BudgetSense software in Fund 24; however, the "budget" columns on reports [from BudgetSense] will not reflect "budget" amounts, but do reflect expenses and revenues. She noted, with grants entered into the system after the Delegation sets the budget, the contract dollar amount budgeted is entered into the title line - so that the information is clearly seen on reports. Ms. Johnson-Callum noted with grants she handles, she keeps a separate excel workbook to reflect: each grant separately on a sheet and grant revenues incoming and expenses are separated on that spreadsheet. She noted there has been much said during public meetings about the \$154,000 the auditors noted was a deficit of grants in the "Management Letter". She pointed this was noted in the Special Revenue Fund and she found the "Special Revenue Fund" not only includes capital, but grants and encouraged them to question the auditors.

Commissioner Jarvis questioned a \$3,066 amount paid to Kevin Warwick from a \$31,246 grant. Superintendent Cunningham confirmed he would research that; he pointed out that the grant funds are a separate project from the contract he was discussing. Commissioner Jarvis noted the County had a \$154,000 grant deficit stated in the '07 audit. She asked about Commissary account. Superintendent Cunningham noted revenues going into the Commissary account are from inmate telephone fees, to benefit inmate programs. The funds fluctuate, but he ran projections and it would accommodate the contract. Commissioner Jarvis questioned why the funds do not go

through the budget? Superintendent Cunningham noted funds in the Commissary are inmate monies, not tax payer funds.

**3:58 – 4:04** Commissioner Barrette made a motion to authorize Superintendent Cunningham to sign the contract with Alternative Solutions Associate for the period effective Jan 1, 2008 through June 30, 2008 [Contract Total \$16,800]. Commissioner Nelson seconded the motion. Discussion: it was confirmed the Commissary funds help provide programming to benefit inmates to reduce recidivism. Cunningham confirmed there was a committee in the county working with the Juvenile Justice Program. Commissioner Nelson noted Mr. Warwick has been working with DOC staff on various projects. Representative Franklin noted *“grants outside budget are not being done properly and they should talk to auditors”*. *“if you have a grant you are now applying for, the agency/state puts it in the budget, if the grant does not come through it does not exist, without income there is no expenditure. You are putting the cart before the horse. Grants in past have not been monitored properly, funds from different grants are commingled. The county in it’s budget has some of the grant agencies. New one began months ago, SPF, don’t understand, and wished the county...”* Barrette and Nelson noted there are two issues: money from Commissary and a separate possible grant. Rep. Franklin accused them of co-mingling funds from different grants, and funds from different programs. Jarvis requested copies of the grant spreadsheets Johnson-Callum spoke of earlier. Chair noted there was a motion on floor. Cunningham will be tracking the progress on the project. Cunningham confirmed with the new grant they submitted an application, but had not heard on it’s approval. A voice vote was taken. The motion carried, unanimously.

Representative Franklin provided Melanson Heath & Co., P.C. telephone number to Commissioner Jarvis.

#### **Agenda Item No. 4. Per Diem rates / new jail project**

Per response to discussions with Commissioner Barrette, Supt. Cunningham distributed a sheet pertaining to inmate bed rate / costs. Cost for beds:

- \$89.97, per inmate day bed cost (based on \$2,881,479 budget - \$90,000 projected revenue ÷ average of 85 days including THU ÷ 365 days),
- \$63.73 per inmate per day bed cost (full capacity) (based on: based on \$2,881,479 budget - \$90,000 projected revenue ÷ 125 beds ÷ 365 days,
- \$49.36 per inmate per day bed cost (based on: \$3,800,000 budget - \$809,000 projected revenue ÷ 165 beds ÷ 365 days).

He noted this was presented as an FYI for future jail project discussions.

Superintendent Cunningham reminded the Board the S.C. Criminal Justice Coordinating Committee voted to move forward with the jail project. Commissioner Jarvis and Barrette discussed the figure used for the bed count. Commissioner Barrette noted what he learned at Strafford was that their operating costs are significantly lower than anticipated, partially due to the design; what struck him as he reviewed the operating

budget was the little man time used; the young age of the facility; and construction cost for beds was significantly lower than what Sullivan was looking at. He would like to meet with a Stafford Commissioner who was on board during their County's three different phases, before moving forward. Commissioner Nelson requested the meeting be booked after Christmas. Mr. Hathaway discussed the SCCJC vote to go forward and that the current proposal does not reflect individual opinions; there's always room for tweaking; in the long term – Sullivan County jail is an inefficient structure, costly to manage by staff given structure, current facility is inadequate with programming space; the structural inefficiency rises safety conditions with inmates and staff, and he strongly recommended the Board move forward. Commissioner Barrette noted they were looking at the viability, that they can "throw this against the wall but it wont stick; need more research to move to next phase". Mr. Hathaway noted his goal is to keep the momentum on the project going forward as he and Supt. Cunningham view it as a critical situation and pointed out the problems at the jail are not going away. Commissioner Barrette confirmed he'd book the appointment with the Stafford Commissioner. Sheriff asked if the SCCJCC could participate in that meeting. Commissioner Barrette concurred; he wants to hear about the construction process and see if there is anything they have overlooked to reduce costs.

#### Agenda Item No. 4.c. Sergeant Promotion

Superintendent Cunningham noted Corporal Mellish was promoted to Sergeant on November 16<sup>th</sup> and presented a certification for the Board to sign. He would schedule a certificate presentation later. Commissioner Jarvis questioned if the promotion was funded. Superintendent Cunningham noted this was a vacant position. In response to Rep. Franklin, Supt. Cunningham confirmed there were three Sergeants and one Lieutenant - Director of Programs Doug Roberts.

#### Agenda Item No. 4.d. Classification update

Superintendent Cunningham thanked the Board for allowing him to send three DOC staff, John Milliken, Daniel Gokey, and Kenneth Howard, to the Colorado training. The three are expected back by the end of week.

#### Agenda Item No. 4.e. Academy update

Supt. Cunningham again thanked the Board for allowing DOC to send two to Merrimack County to attend the Academy; the two are entering their 2<sup>nd</sup> week to be certified.

#### **Agenda Item No. 5. County Manager Report**

Mr. Chanis thanked the Board for their confidence in him to take on the position of Interim Manager. Mr. Chanis thanked Mr. Gil de Rubio for his support for the last three years with the projects they worked on for the county. He noted a short-term goal for him was to create a budget efficient for everyone and wants to improve communications with Delegates, Commissioners and staff - to make it easier for all. He confirmed his door is open and would love to talk to anyone about the process.

## **Agenda Item No. 6. Commissioners Report**

Agenda Item No. 6.a. Decide on date for first meeting of the Board in January.

**4:25 Commissioner Barrette moved to reschedule the January 2008 Board meetings (due the upcoming holidays) to : [First meeting of the month] January 8<sup>th</sup> at 3 p.m. in Newport and [Second meeting of the month] January 22<sup>nd</sup> at 3 p.m. in Unity. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*4:26 Mr. Farrand left the meeting.*

### **Agenda item no. 8 Review FY 08 revenues for any adjustments**

Commissioner Jarvis pointed out Mr. Purdy already submitted FY 07 / 08 Medicaid, Private and Medicare A data regarding the revenues. Mr. Purdy discussed the data / census the projections were based on, noting, this was a conservative projection, pretty much taking receipts year to date and moving forward.

*4:29 Mr. Chanis left the room to get copies for Mr. Franklin.*

*4:30 Ms. Cynthia Sweeney entered the room.*

The Board asked how Mr. Purdy was settling in as the new Administrator. Mr. Purdy indicated all is going well; he has been warmly received by the community and staff; is looking forward to strategizing with the Board; and, is reviewing various staffing models. Commissioner Jarvis indicated she was shocked at how low the LNA count was and referred them to Page 8-9. She indicated this was the lowest she'd seen this department. Mr. Purdy confirmed they have 59.

#### External Care Coordinator status:

Mr. Purdy noted: an ad was placed in the paper; they have candidates in house, but have not checked references; Mr. Farrand has one interview scheduled for tomorrow, which he'll participate in. In the interim, they have a nurse handling the duties of this position, they are receiving positive comments from various referral sources on their good assessment skills - which is one part, the other dynamic is marketing and public relations; overall they have created a presence in the hospitals. He confirmed census increased from 127 to 132. Commissioner Jarvis requested revenue projections be provided to the Board on a monthly basis.

### **Agenda Item No. 8. Review FY08 Revenues for any adjustments**

Commissioner Barrette pointed out they reviewed revenues already with the Registrar of Deeds, Sharron King, and determined they were "right on track" and have now just reviewed the Sullivan County Health Care revenues.

### **Agenda Item No. 7. Public Participation**

Commissioner Jarvis invited Mr. Carl Fitz and another gentleman, "Bob", to the table.

Mr. Fitz introduced himself, reviewed a history of his career in food services. He recently sold his business and started another business that provides management support. They are not interested in managing, but providing support to the management team and are local and small. With their experience they could identify if the County is paying the right price and is in the right purchasing group. Mr. Fitz can be reached at 603.526-6784. Mr. Fitz and Bob distributed a sheet that provided an overview of their services to the Board members.

Rep. Peter Franklin noted he was glad to hear the Board is thinking of the upcoming budget; concerned about FY 08 budget, 1<sup>st</sup> question – do we have an finished audit? Commissioner Jarvis noted they were planning to schedule an Exit Interview, but was unsure of the status. Ms. Johnson-Callum pointed out a formal letter was still required from the Board as a response to the auditor's questions presented at a previous meeting. Rep. Franklin noted that response needed to come from the County Manager. Commissioner Jarvis negated his comment to say they were wrapping it up and would have it out to the auditors soon. Rep. Franklin requested details of the resignation received from the County Manager. Per Commissioner Jarvis's request, Mr. Chanis made copies and distributed them to Rep. Franklin, Gottling and Converse.

Cynthia Sweeney, County Treasurer, noted she just took another \$100,000 off the line of credit and anticipates \$350,000 next Wednesday, and feels she won't have to touch the line of credit after that. She noted there is a State check that must go out this week; they borrowed money for the state check and payroll. Commissioner Jarvis noted when taxes arrive and they pay off the line of credit they should have 3 million. Ms. Sweeney concurred.

Mr. Aaron Aldridge pointed out Mr. Purdy provided the Board with revenue projections, showing a deficit of 1.4 million at end of year; "Now that the Board is taking a direct supervisory role, what are you doing to curb this deficit and spending?" Commissioner Barrette discussed the conservative revenue projection approach, filling the External Care Coordinator position to help fill the beds, and their goal to rebuild the reputation.

Commissioner Jarvis read through: Mr. Gil de Rubio's resignation, what the cost was and the Commissioners' expression of appreciation to Mr. Gil de Rubio. Mr. Hathaway noted the figures were reached as a result of the negotiations of the Board, and took into consideration a 2002 employment contract that provided for 9 months severance package with varying options to Mr. Gil de Rubio. Mr. Hathaway's charge was to carry out the negotiations. He noted the cost represents ½ of default position in employment contract; the Board approved the vote 6-7 weeks ago; the breakdown is out of the various line items in the budget, to ensure the payment of the severance package comes out of the appropriate line items. Representative Franklin feels there is nothing Mr. Gil de Rubio is entitled to after a certain amount of years. Mr. Hathaway negated Mr. Franklin's comment, noting there were varying options and that the general default position was if he was terminated after a certain amount of time. Rep. Franklin questioned if Mr. Gil de Rubio was provided health and group life? Mr. Hathaway pointed out Mr. Gil de Rubio is on site until December 7<sup>th</sup>, remains fully employed until January 1<sup>st</sup>, and is available to the County Commissioners. Mr. Hathaway noted Mr. Gil de Rubio would do anything he can for the county to make the transition work. Rep. Franklin asked if, after January 1<sup>st</sup>, benefits continue? Mr. Hathaway confirmed benefits cease and those amounts represent compensation: 4.5 months salary, health, dental and life; as of 1/1/08 Mr. Gil de Rubio's employment is severed from county and he will

be paid all monies owing to him; in addition, he'll receive a severance package approved by the Board. Rep. Franklin questioned if those lines would be substantially depleted? Mr. Hathaway noted the lines would be reduced by the figure presented on 1/1/08 and the amounts reducing the lines would be as if Mr. Gil de Rubio were paid to May 2008. Rep. Franklin then noted, "so we are paying Chanis for the rest of the year on that one month?" Mr. Hathaway pointed out there is a different structure to be developed and it was not his expectation there would be an additional expenditure of money, other than Mr. Chanis's current salary. Commissioner Barrette noted they appointed Mr. Chanis to the position pending negotiations and they have not set forth anything as of yet. Rep. Franklin noted he "wanted to make clear what is available; wanted to hear Hathaway's explanation that there is 1 month ½ in the budget after the severance package is given." Mr. Hathaway noted there are other line items available in the County budget other than those monies described, such as the County car, in the negotiations; whatever remains will probably be greater than those lines on the sheet in Mr. Franklin's hand. In response to a question regarding the car, it was noted the car will be returned on the 7<sup>th</sup> of this month, unless Mr. Chanis and Mr. Gil de Rubio discuss otherwise; Mr. Gil de Rubio will return all other property to the county on 1/1/08, before he receives the compensation check. Rep. Franklin asked if there is any reference to computer records. Mr. Hathaway noted there was no specific mention on records, but they made arrangements with the County computer technician to not remove items from the computer. Rep. Franklin noted he has unanswered questions over the past year or more and is concerned they will lose information from the County Manager's laptop, specifically regarding grants and Genesis. Mr. Hathaway expects full cooperation with Mr. Gil de Rubio and Mr. Chanis and has full confidence Mr. Gil de Rubio will treat County property with the professionalism it deserves. Mr. Hathaway confirmed any material removed from the County Manager's computer would be done so under the supervision of the County; return of property will be under the discretion of Mr. Chanis. Representative Franklin noted there was a financial matter concerning how the car has been handled as a benefit. "My understanding is that it has not been handled properly, there is an expense for when a car is used for official business, for instance when commuting, and must be included as income, and entitled to the County to collect." Mr. Hathaway noted the County was to provide a car or pay Mr. Gil de Rubio a certain dollar amount; going forward, it was not part of the negotiations. Rep. Franklin questioned, "There are answers I need, I've been asking, and who should I be asking those?" Mr. Hathaway pointed out the Interim County Manager is on board now and Mr. Gil de Rubio remains the County employee and he takes his pledge, of complete cooperation, at face value. Mr. Chanis confirmed he would also give complete cooperation; he requested Mr. Franklin to give him a few days to get his feet on ground, give time with Board to review his role, and then he'd be happy to look at specific questions.

Commissioner Jarvis noted they had a 30 day out with Landmark Solution and with 1/1/08 being the end of the Contract questioned if a letter was sent to them? Mr. Purdy confirmed he mailed a letter last Friday. The minute taker confirmed a copy was e-mailed to the Board.

**5:32 Commissioner Barrette moved to go into Executive Session for a personnel issue [Per RSA 91-A:3.ii.a & c]. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

The group recessed.

- 5:40 The group returned from their recess. Those in Executive Session were: Commissioner Jarvis, Nelson & Barrette; Greg Chanis; Ted Purdy; Ross Cunningham; Peter Farrand (joined later in meeting) and Sharon Johnson-Callum (minute taker).
- 5:59 *Mr. Farrand, per request of the Board, joined the Executive Session.*
- 6:16 **Commissioner Barrette moved to come out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**
- 6:17 *Mr. Chanis, Mr. Farrand, Superintendent Cunningham and Mr. Purdy left the meeting.*

**Agenda Item No. 1. Meeting Minutes**

Agenda Item No. 1.a. October 25, 2007 Special Meeting Minutes

- 6:19 **Commissioner Barrette moved to approve the October 25, 2007 Special Meeting Minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.b. Oct. 25, 2007 3:14 Exec. Sess. – Litigation Issue

- 6:32 **Commissioner Barrette moved to approve and seal the Oct. 25<sup>th</sup> 3:14 Exec. Session minutes until the pending issue is resolved. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.c. Oct. 25, 2007 4:38 Exec. Session – Personnel Issue

- 6:33 **Commissioner Barrette moved to approve and unseal the Oct. 25<sup>th</sup> 4:38 Executive Session minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.d. Oct. 30, 2007 3 PM Public

- 6:33 **Commissioner Barrette moved to approve the October 30<sup>th</sup>, 2007 meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.e. Nov. 8<sup>th</sup>, 2007 Public

- 6:34 **Commissioner Barrette moved to approve the Nov. 8<sup>th</sup> public meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.f. Nov. 8<sup>th</sup> Executive Session

**6:34 Commissioner Barrette moved to approve and seal permanently the Nov. 8<sup>th</sup> Executive Session meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.g. November 14, 2007 4 PM Special Public Meeting with Sullivan County Health Care Dept. Heads

**6:35 Commissioner Barrette moved to approve the Nov. 14<sup>th</sup> meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.h. Nov. 15<sup>th</sup> Special Meeting

**6:35 Commissioner Barrette moved to approve the Nov. 15<sup>th</sup> meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.i. Nov. 15<sup>th</sup> Executive Session

**6:36 Commissioner Barrette moved to approve the Nov. 15<sup>th</sup> executive session meeting minutes and keep sealed until after the issue is resolved. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.j and k Nov. 20<sup>th</sup> 3 PM Public and Executive Session

Commissioner Barrette confirmed he'd draft a memo to the Board and update the minute taker so that minutes could be reviewed at the next meeting.

Agenda Item No. 1.l. Nov. 26<sup>th</sup> Public/Executive Session

**6:36 Commissioner Barrette moved to approve and unseal the November 26<sup>th</sup> minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.m. Nov. 28<sup>th</sup> Public/Executive Session

Minute taker has not received draft from Clerk.

Agenda Item No. 1.n. Nov. 30<sup>th</sup> Public/Executive Session

**6:37 Commissioner Barrette moved to approve and release the November 30<sup>th</sup> Public/Executive Session meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 1.o. Dec. 3, 2007 Public/Executive Session

- 6:37 Commissioner Barrette moved to approve and release the Dec. 3<sup>rd</sup> Public/Executive Session meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.
- 6:38 Commissioner Barrette moved to adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

*Respectfully submitted,*

  
Jeffrey Barrette, Clerk  
Board of Commissioners

JB/s.j-c.

Date signed: 1/18/08