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1991
REPORT
OF THE
OFFICERS
OF
CHESHIRE COUNTY



For The Year
Ending December 31, 1991

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TABLE OF CONTENTS

County Officers.....2
County Representatives.....3
Commissioners Report.....4
Treasurer's Report.....6
County Attorney's Report.....32
Registry of Deed's Report.....34
Sheriff's Report.....35
Human Services Report.....38
Westmoreland Complex Report.....40
U.N.H. Cooperative Extension Report...44
S.W.N.H. Fire Mutual Aid Report.....51
Minutes of Delegation Meetings.....53

CHESHIRE COUNTY OFFICERS

COMMISSIONERS

David G. Adams, Westmoreland
Jane P. Lane, Keene
Dale E. Thompson, Rindge

ASSISTANT TO THE COMMISSIONERS

Ellen DeYoung, Swanzey

TREASURER

Roger Conway, Swanzey

ATTORNEY

Edward J. O'Brien, Keene

ASSISTANT COUNTY ATTORNEYS

Bruce E. Reynolds, Peterborough
William M. Albrecht, IV, Keene

SHERIFF

William F. Moffitt, Keene

CLERK OF SUPERIOR COURT

Stillman D. Rogers, Richmond

JUDGE OF PROBATE

Peter S. Espieffs, Keene

REGISTER OF PROBATE

Elizabeth Minkler, Keene

REGISTER OF DEEDS

Evelyn S. Hubal, Keene

HUMAN SERVICES ADMINISTRATOR

Mimi Barber, Keene

MEDICAL EXAMINER

Charles E. Schofield, Keene

SUPERINTENDENT OF FARM, JAIL AND MAPLEWOOD HOME

Patrick McManus, Westmoreland

DIRECTOR OF NURSING SERVICES

Bonnie Carroll, Alstead

PHYSICIANS OF MAPLEWOOD NURSING HOME

Barry L. Stern, M.D., Keene
George Idelkope, M.D., Hinsdale

CHESHIRE COUNTY
1991-1992 REPRESENTATIVES

- District 1 (Alstead, Walpole)
James B. Hogan, RR1 Box 375, Walpole 03608
David A. Young, Box 33 Alstead 03602
- District 2 (Chesterfield, Surry, Westmoreland)
John J. Laurent, RR1 Box 258, Westmoreland 03467
Joann T. Morse, 793 Edgar Road, Spofford 03462
- District 3 (Hinsdale, Winchester)
Kenneth Cole, 579 Warwick Road, Winchester 03470
Irene A. Pratt, 66 Clark Road, Winchester 03470
Eugene W. Clark, 70 Brook Road, Ashuelot 03441
- District 4 (Gilsum, Marlow, Stoddard)
Joseph N. Feuer, P.O. Box 129, Marlow 03456
- District 5 (Dublin, Harrisville, Marlborough, Nelson, Roxbury)
Daniel Burnham, Box 496, Dublin 03444
William Riley, 55 Tolman Pond Road, Marlboro 03455
- District 6 (Jaffrey)
Richard A. Grodin, 30 Prescott Road, Jaffrey 03452
Alfred P. Sawyer, Silver Ranch, Rt. 124, Jaffrey 03452
- District 7 (Troy)
Wayne Kennison, Gap Mt. Rd., Troy 03465
- District 8 (Fitzwilliam, Richmond)
Donald O. Crutchley, Webber Lane, Fitzwilliam 03447
- District 9 (Rindge)
John B. Hunt, 15 Sunridge Rd., Rindge 03461
- District 10 (Swanzey)
Stacey Cole, P.O. Box 55, West Swanzey 03469
David M. Perry, P.O. Box 67, West Swanzey 03469
- District 11 (Fitzwilliam, Richmond, Rindge, Swanzey)
Katherine H. Metzger, Lower Troy Road, Fitzwilliam 03447
- District 12 (Keene Ward 1)
Benjamin J. DePecol, 61 Hyde St., Keene, 03431
- District 13 (Keene Ward 2)
Frederick Mohr, 31 Beech St., Keene 03431
- District 14 (Keene Ward 3)
Thayer H. Kingsbury, 189 Court Street, Keene 03431
- District 15 (Keene Ward 4)
Gertrude Pearson, 445 Park Avenue, Keene 03431
- District 16 (Keene Ward 5)
David M. LaMar, 13 Queens Rd., Keene 03431
- District 17 (Keene Wards 1-5)
Richard L. Champagne, 15 Fox Circle, Keene 03431
Richard F. Doucette, 3 Finch St., Keene 03431
Katherine E. Foster, 59 Maple Avenue, Keene 03431
Margaret A. Lynch, 363 Chapman Rd., Keene 03431

1991 COMMISSIONERS REPORT

Major capital improvements were implemented early in 1991, mainly the signing of a contract for re-roofing of the newer portion of the courthouse as well as an engineering contract for the design of a water supply system for the Maplewood complex, using the Connecticut River as the supply. After many attempts to find a dependable source of ground water through a system of drilled wells, the Commissioners, with the approval of the Delegation, applied for and received matching community block grant monies to be used for the design and construction of a water filtration system and storage tank which will insure an adequate domestic as well as fire protection water supply for the future growth of our Maplewood facility. The Office of State Planning granted Cheshire County \$432,199 toward this project with the County bonding the required balance in the amount of \$500,000 payable over a five year period. Contracts were signed in July in amounts totalling approximately \$732,000 with work proceeding under the joint field supervision of our engineering firm, Provan & Lorber and our Facilities Manager. By years end, the 240,000 gallon storage tank and related piping, etc. was completed as contracted by I. & N. Donahue. The other contract with Scott Construction for the river intake, pumping system, piping, water treatment building and filtration system was approximately 70% complete, with full completion and start up of the system anticipated by early Spring of 1992.

Under the able direction of Ms. Patricia Moore, volunteer effort has been greatly expanded at our nursing home, averaging 550 hours of volunteer effort monthly. An auxiliary has been formed with definite goals established for fund raising toward the purchase of a handicapped bus. A slide presentation has been prepared as a means of presenting Maplewood to the community. Grant monies were received by the Cheshire County Literacy Coalition for the purpose of increasing the availability of literacy material and service to undereducated adults. A computer system and software will be in place so that Ms. Moore and other volunteers can be trained to teach such individuals in reading and writing skills. At the County Association's annual conference, Ms. Moore was honored with the Edna McKenna Award which is given annually to that county employee who has displayed exemplary service to their county and community. Cheshire County can take pride in having employees like Pat who give unselfishly of their time and effort.

Effective October 1, 1991, Pharmacy Services were required to be separated in billing from the Nursing Facilities daily rates for residents. This necessitated the purchase of a computer system and hardware in order to be in compliance. Thanks to the efforts of our Pharmacist, Mark Busch and Wendy Putman, our Data Entry Specialist, all resident, employee, and corrections drug records were imputed so that by year's end this project was fully operational.

In spite of depressed milk prices for a large part of 1991, our farm income exceeded our budgeted revenues. Through tight expense control, namely in the care and feeding of our herd, the county was quite close to a "break even" on our farm operation. Our herd continues to be considered one of the best in the State, with animals sent to auction bringing prices accordingly. Out of twenty (20) herds, Cheshire County was awarded first for Holstein breeding. As part of our agency support, the farm supplied beef and produce in excess of \$2,000 to the Keene Community Kitchen. Continued efforts in the forest management program has provided such needed revenue, along with further long term benefits.

Our correctional facility continues to maintain a high standard of training. Our Assistant Supervisor, Ed Smith has completed instructor training in the use of Cap-Stun and has conducted training sessions for our personnel as well as some local police officers. Fire and escape training sessions have been conducted with excellent results. As available, we continue to house Federal inmates for the added revenue, since our inmate population has been well below capacity.

Administratively, personnel policies have now been combined for both the Keene office and that of the Maplewood Complex - a much needed requirement to insure uniformity within our overall operation. Several other policies have been developed, namely one on "County Investment" and the other on "Conflict of Interest", which is currently being circulated to other Elected Officials for their comments and approval.

All of our employees, both at our Keene offices and at our Maplewood Complex, are to be commended for their dedication and support. It is through their efforts of expense control and innovative approaches to more efficient operation that our county has excelled.

We are also fortunate to have an Executive Committee and a Delegation who are equally understanding and supportive of our recommendations; all of which is essential if our programs are to go forward.

Respectfully submitted,

Dale E. Thompson, Clerk
Cheshire County Board
of Commissioners

TREASURER'S REPORT 1991

Another year has passed and the county is in very good condition, with progress occurring in many areas. The county had a surplus for the year ending December 31, 1991 which shows that everyone is working together to make county government work. As I said in my 1990 report, several new programs have been put into motion and everything is working very well.

In closing, I want to thank everyone at Cheshire County for a job well done and I look forward to serving the county as treasurer for several years to come.

Financial details for 1991 are on the next several pages.

Respectfully,

Roger W. Conway

Treasurer

Cheshire County

County Tax Apportionment

1991

6,410,721

	Proportion of Tax	Amount of Tax
Alstead	0.023453	150,351
Chesterfield	0.067608	433,416
Dublin	0.035802	229,517
Fitzwilliam	0.035010	224,439
Gilsum	0.007668	49,157
Harrisville	0.020083	128,747
Hinsdale	0.037321	239,255
Jaffrey	0.080529	516,249
Keene	0.292652	1,876,108
Marlboro	0.024276	155,627
Marlow	0.010384	66,569
Nelson	0.013464	86,314
Richmond	0.012744	81,698
Rindge	0.068211	437,282
Roxbury	0.004142	26,553
Stoddard	0.030108	193,014
Sullivan	0.007409	47,497
Surry	0.009738	62,428
Swanzy	0.075365	483,144
Troy	0.021970	140,844
Walpole	0.061609	394,958
Westmoreland	0.023464	150,421
Winchester	0.036990	237,133
	-----	-----
	1.000000	6,410,721
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9/5/91
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MASON+RICH

PROFESSIONAL
ASSOCIATION

ACCOUNTANTS
AND AUDITORS

INDEPENDENT AUDITOR'S REPORT

January 31, 1992

Board of County Commissioners
County of Cheshire
Keene, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Cheshire, New Hampshire as of and for the year ended December 31, 1991 as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments". Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

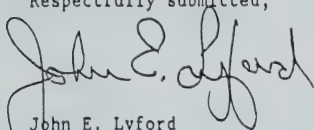
In our opinion, the combined financial statements referred to above present fairly in all material respects, the financial position of the County of Cheshire, New Hampshire as of December 31, 1991 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

TWO
CAPITAL
PLAZA
SUITE 3-1
CONCORD
NEW HAMPSHIRE
03301
FAX: (603) 224-2613
(603) 224-2000

23
HIGH
STREET
PORTSMOUTH
NEW HAMPSHIRE
03801
FAX: (603) 436-3150
(603) 436-0906

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying combining, individual fund financial statements and Schedule of Federal Financial Assistance listed as supporting schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the combined financial statements of the County of Cheshire, New Hampshire. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Respectfully submitted,



John E. Lyford
Certified Public Accountant
MASON & RICH PROFESSIONAL ASSOCIATION
Accountants and Auditors

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 ALL GOVERNMENT FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1991

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Totals (Memorandum Only)</u>
<u>Revenues:</u>				
Taxes	\$6,410,721	\$ -	\$ -	\$6,410,721
Intergovernmental	183,199	77,072	337,658	597,929
Charges for Services	444,235	-	-	444,235
Other	437,263	13,045	-	450,308
Farm	259,737	-	-	259,737
Interest	208,400	6,097	18,460	232,957
Total Revenues	<u>7,943,555</u>	<u>96,214</u>	<u>356,118</u>	<u>8,395,887</u>
<u>Expenditures:</u>				
Current:				
General Government	5,396,585	627,948	-	6,024,533
House of Corrections	817,429	-	-	817,429
Farm	258,077	-	-	258,077
Capital Outlay	80,560	-	706,229	786,859
Debt Retirement	796,494	-	-	796,494
Total Expenditures	<u>7,349,145</u>	<u>627,948</u>	<u>706,299</u>	<u>8,683,392</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>594,410</u>	<u>(531,734)</u>	<u>(350,181)</u>	<u>(287,505)</u>
<u>Other Financing Sources (Uses):</u>				
Proceeds of Long-Term Debt	-	-	500,000	500,000
Operating Transfers In	70,417	536,265	75,919	682,601
Operating Transfers (Out)	(566,630)	(4,662)	(71,864)	(643,156)
Total Other Financing Sources (Uses)	<u>(496,213)</u>	<u>531,603</u>	<u>504,055</u>	<u>539,445</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other (Uses)	98,197	(131)	153,874	251,940
Fund Balances at Beginning of Year	<u>1,042,976</u>	<u>70,746</u>	<u>400,016</u>	<u>1,513,738</u>
Fund Balances at End of Year	<u>\$1,141,173</u>	<u>\$ 70,615</u>	<u>\$553,890</u>	<u>\$1,765,678</u>

The Notes to the Financial Statements are an Integral Part of This Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1991

	General Fund		Special Revenue		Variance Favorable (Unfavorable)
	Budget	Actual	Budget	Actual	
Revenues:					
Taxes	\$6,410,721	\$6,410,721	\$ -	\$ -	\$ -
Intergovernmental	190,190	183,199	(6,991)	-	-
Charges for Services	391,625	444,235	52,610	-	-
Other	419,610	437,263	17,653	13,045	13,045
Farm	234,950	259,737	24,787	-	-
Interest	200,000	208,400	8,400	2,112	2,112
Total Revenues	<u>7,847,096</u>	<u>7,943,555</u>	<u>96,459</u>	<u>15,157</u>	<u>15,157</u>
Expenditures:					
Current:					
General Government	5,657,731	5,396,585	261,146	569,470	(33,205)
House of Corrections	881,562	817,429	64,133	-	-
Prisoners held in Other Institutions	2,000	-	2,000	-	-
Farm	269,015	258,077	10,938	-	-
Capital Outlay	98,529	80,560	17,969	-	-
Debt Retirement	836,994	796,494	40,500	-	-
Total Expenditures	<u>7,745,831</u>	<u>7,349,145</u>	<u>396,686</u>	<u>569,470</u>	<u>(33,205)</u>
Excess (Deficiency) of Revenues Over Expenditures	101,265	594,410	493,145	(536,265)	(18,048)
Other Financing Sources (Uses):					
Operating Transfers In	84,500	70,417	(14,083)	536,265	-
Operating Transfers (Out)	(739,476)	(566,630)	172,846	(4,662)	(4,662)
Total Other Financing Sources (Uses)	<u>(654,976)</u>	<u>(496,213)</u>	<u>158,763</u>	<u>531,603</u>	<u>(4,662)</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other (Uses) (Budgetary Basis)	(553,711)	98,197	651,908	(22,710)	(22,710)

(Continued)

The Notes to the Financial Statements are an Integral Part of This Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1991

	General Fund		Special Revenue
	Budget	Actual	
Adjustments:			
Nonbudgeted Special Revenue Funds Not Included in Adopted Budget	-	-	22,579
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Uses (GAAP Basis) (Note 10)	(553,711)	98,197	(131)
Fund Balances at Beginning of Year	1,042,976	1,042,976	70,746
Fund Balances at End of Year	\$ 489,265	\$ 1,141,173	\$ 70,615
			\$ (131)

This statement presents comparisons of the legally adopted budget (more fully described in Note 1) with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resultant basis, timing, perspective and entity differences in the excess (deficiency) of revenues and other sources of financial resources over expenditures and other uses of financial resources for the year is presented.

The Notes to the Financial Statements are an Integral Part of This Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS
 PROPRIETARY FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1991

	<u>Proprietary Fund Types Enterprise</u>
<u>Operating Revenues</u>	
Charges for Services	\$5,256,859
Miscellaneous	215,988
Total Operating Revenues	<u>5,472,847</u>
<u>Operating Expenses</u>	
General Operating Expenses	5,087,609
Depreciation	169,702
Total Operating Expenses	<u>5,257,311</u>
Operating Income (Loss)	215,536
<u>Non-Operating Revenues (Expenses)</u>	
Interest	<u>(140,040)</u>
Income Before Operating Transfers	<u>75,496</u>
<u>Operating Transfers</u>	
Operating Transfers In:	
From General Fund	(35,554)
From Capital Projects - Nursing Home Capital Reserves	6,109
Operating Transfers (Out)	
To Capital Projects - Nursing Home Capital Reserves	<u>(10,000)</u>
Total Operating Transfers In (Out)	<u>(39,445)</u>
Net Income (Loss)	36,051
Retained Earnings Beginning of Year	<u>885,247</u>
Retained Earnings End of Year	<u>\$ 921,298</u>

The Notes to the Financial Statements are an Integral Part of This Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
STATEMENT OF CASH FLOWS
PROPRIETARY FUND TYPES
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS
FOR THE YEAR ENDED DECEMBER 31, 1991

		<u>Proprietary Fund Types Enterprise - Nursing Home</u>	
<u>Cash Flows from Operating Activities</u>			
Net Operating Income (Loss), Exhibit 4		<u>\$215,536</u>	
Adjustments to Reconcile Net Operating Income (Loss) To Net Cash Provided by Operating Activities:			
Gain on Sale of Equipment		-	
Depreciation		169,702	
Change in Operating Assets and Liabilities:			
(Increase) Decrease in Operating Assets:			
Accounts Receivable	(77,344)		
Inventories	3,180		
Prepaid Expenses	(1,341)		
Deposits	837		
Increase (Decrease) in Operating Liabilities:			
Accounts Payable	(60,468)		
Accrued Expenses/Other Liabilities	121,817		
Retainage Payables	2,583		
Total Adjustments	<u>158,966</u>		
Net Cash Provided (Used) by Operating Activities		<u>374,502</u>	
<u>Cash Flows from Noncapital Financing Activities</u>			
Operating Transfers in From Other Funds	6,109		
Operating Transfers out to Other Funds	(45,554)		
Net Cash Provided (Used) by Noncapital Financing Activities		<u>(39,445)</u>	
<u>Cash Flows from Capital and Related Financing Activities</u>			
Proceeds from Sale of Equipment	-		
Principal Paid on Bonds	(150,000)		
Interest Paid on Bonds	(141,840)		
Acquisition of Improvements and Equipment	(40,634)		
Net Cash Provided (Used) for Capital and Related Financing Activities		<u>(332,474)</u>	
Increase (Decrease) in Cash and Cash Equivalents		<u>2,583</u>	
Cash and Cash Equivalents at Beginning of Year		<u>50,200</u>	
Cash and Cash Equivalents at End of Year		<u>\$52,783</u>	
	Cash	Restricted Cash	Total Cash and Cash Equivalents
Beginning of Year	<u>\$200</u>	<u>\$50,000</u>	<u>\$50,200</u>
End of Year	<u>\$200</u>	<u>\$52,583</u>	<u>\$52,783</u>

The Notes to the Financial Statement are an Integral Part of This Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The accompanying financial statements include the transactions of all funds and account groups of the County of Cheshire, New Hampshire and other governmental organizations over which the County's elected officials exercise oversight responsibility in accordance with the criteria set forth in the National Council on Governmental Accounting (NCGA) Statement No. 3. The funds are established under the authority of the County and their operations as reflected in these financial statements are those under the control of the County. The account groups are those required by financial reporting standards for governmental units.

B. Basis of Presentation

I. Fund Accounting

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equities, revenues and expenditures or expenses, as appropriate. The various funds are grouped in the financial statements in this report into five generic fund types and three broad fund categories as follows:

Governmental Funds

(1) General Fund - The General Fund is the general operating fund of the County. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges, and the capital improvement costs that are not paid through other funds.

(2) Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

(3) Capital Projects Funds - Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by special assessment or enterprise operations.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Proprietary Funds

(4) Enterprise Funds - Enterprise Funds (County Nursing Home) are used to account for operations (a) that are financed and operated in a manner similar to business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fiduciary Funds

(5) Agency Funds - Agency Funds are used to account for assets held by the County as an agent for individuals, private organizations, other governmental units and/or other funds.

Agency Funds are custodial in nature (assets equals liabilities) and do not involve measurement of results of operations.

II. Account Groups

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

General Fixed Assets Account Group

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

Fixed assets purchased after December 31, 1978 are stated at cost. Fixed assets purchased prior to December 31, 1978 are stated at estimated historical cost. Donated fixed assets are valued at their estimated fair market value on the date donated.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

General Long-Term Debt Account Group

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, they should not be considered "available spendable resources", since they do not represent net current assets. Recognition of governmental fund type revenues represented by noncurrent receivables is deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

All Enterprise Funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary Fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the estimated useful lives using the straight line method. The estimated useful lives are as follows:

Maplewood Nursing Home Buildings	15-40 Years
Maplewood Nursing Home Equipment	4-25 Years

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds and agency funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Tax revenues are recognized in the year for which taxes have been levied to the extent that they become available, i.e., due or receivable within the current fiscal year and collected within the current period or within 60 days of year end.

Licenses and permits, charges for services and other revenues are recorded as revenues when received in cash as they are generally not measurable until actually received. Investment earnings are recorded as earned if they are both measurable and available.

In applying the susceptible to accrual concept to intergovernmental revenues (grants, subsidies and shared revenues), the legal and contractual requirements of the numerous individual programs are used as a guidance. There are however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the County; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and nearly irrevocable, i.e., revocable only for failure to comply with prescribed compliance requirements, e.g., equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the criterion of availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt which is recognized when due; and (2) prepaid expenses.

All Proprietary Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

D. Budgets and Budgetary Accounting

The County observes the following procedures in establishing the budgetary data reflected in the financial statements:

1. The County Commissioners deliver or mail to each member of the County Convention and to the Chairman of the Board of Selectmen in each town and the Mayor of each city within the County and to the Secretary of State prior to December 1, annually their operating budget for the ensuing calendar year, together with a statement of actual expenditures and income for at least nine months of the preceding calendar year.

2. Within ten to twenty days after mailing the budget, a public hearing is held on the budget estimates as submitted by the Commissioners.

3. Twenty-eight days must elapse after the mailing of the operating budget before the County Convention may vote on the appropriations for the ensuing budget period.

4. The County Convention must adopt its annual budget no later than March 31.

5. The final form of the County Budget is filed with the Secretary of State's office and the Commissioner of Revenue Administration no later than March 31.

6. The Commissioners are authorized to transfer budgeted amounts from department to department. Any revisions that alter the total expenditures of any fund may be required to be approved by the Executive Committee of the delegation.

7. Except for the payment of judgements rendered against the County, expenditures cannot exceed the total appropriations which the County Convention has voted.

8. The Commissioners may apply to the County Convention for a supplemental appropriation to be made subsequent to the adoption of the annual County budget.

9. Budget appropriations lapse at year end except for any outstanding encumbrances or approved appropriation carryovers.

10. Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds (County Extension Service and Fire Mutual Aid and the Enterprise Fund. The County legally adopts one inclusive budget for the General, Special Revenue and Enterprise Funds.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

11. Budgets for Governmental Funds are adopted on a basis consistent with generally accepted accounting principles. Budgets for the Enterprise Funds are adopted on a basis which is not consistent with GAAP. Their budgets are prepared on a spending measurement focus using the modified accrual basis of accounting while the Enterprise Fund is reported on a cost of services measurement focus using the accrual basis of accounting.

E. Deposits and Temporary Investments

Cash and Cash Equivalents

For purposes of the statement of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

Deposits

Deposits are carried at cost plus interest earned to year end. The carrying amount of deposits is separately displayed on the balance sheet as "Cash" (\$1,090,134) and Restricted Assets - Cash (\$52,583).

At year end the carrying amount of the County's deposits was \$1,142,717 and the bank balance was \$1,279,131. Of the bank balance \$181,564 was covered by federal depository insurance and \$1,097,567 was uninsured and uncollateralized. The uninsured and uncollateralized deposits were held by the General Fund (\$177,912), Special Revenue (\$132,082), Capital Projects (\$531,625) and Agency Fund (\$255,948).

Temporary Investments

Temporary investments at year end consisted of a F.N.M.A. (maturing January 2, 1992) held by the bank in the County's name and reported at cost, which approximates market value.

The County Treasurer is authorized by State statutes and with the approval of the Commissioners to invest excess funds "in obligations of the U.S. Government, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws or in the State of New Hampshire or in national banks located within the State or the State of Massachusetts".

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Cash Overdraft

The County's General Fund checking account operates as a sweep account, i.e., amounts in excess of the minimum balance are automatically invested in overnight repurchase agreements. Overdrafts at year end are covered by maturing repurchase agreements.

F. Investments

Investments of the Agency Funds, (IRC Section 457 Deferred Compensation Plan) are carried at market value (\$486,856). Additional disclosures are not required as the plan is operated by a third party.

G. Inventories

Inventories of the Enterprise Funds (County Nursing Home) consist of materials and supplies and are recorded at the lower of cost (first-in, first-out basis) or market.

H. Restricted Assets

Cash set aside for payment of enterprise fund retainage on Nursing Home roof replacement is classified as restricted assets since its use is limited.

I. Prepaid Expenses

Prepaid expenses of the General Fund are for prepaid maintenance agreements and health insurance. Reported prepaid expenses are equally offset by a fund balance reserve account (reserve for prepaid expenses) as they do not represent "available spendable resources" even though they are a component of net current assets.

J. Interfund Receivables

Interfund loans receivable (reported in the "due from" asset accounts) are considered available spendable resources.

K. Accumulated Unpaid Vacation and Sick Pay

Statement 4 of the NCGA requires that the current portion of vacation liabilities be reported on the governmental fund balance sheets. For County employees, holiday and vacation days can be carried over to a subsequent year. Consequently, the County has accrued accumulated vacation pay in the General Fund.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

At the Nursing Home, vacation may be accrued to one and one-half times the employee's maximum. Any vacation accrued beyond this amount will be forfeited.

At the Nursing Home (Enterprise Fund), employees are allowed to take a given holiday within a period running from thirty days before to thirty days after that given holiday. Normally, the holiday is lost if it is not taken within that time frame, although the Nursing Home administrator may grant exceptions to that rule. Consequently, the Nursing Home accrues accumulated unpaid vacation pay and recognizes the expense in the period the pay is earned. The accumulated accrual at year end was \$92,243.

Sick leave accumulates at the rate of .83 days per month and may be accumulated to a maximum of sixty days.

Under the current sick leave policy, upon accumulation of sixty days sick leave, all sick leave days over sixty days are paid to the employee at the end of the year, at the rate of one-half day per day accumulated. Employees may not carry over such compensation to subsequent years nor are they eligible to be paid for any unused sick leave time should they terminate their employment. However, when the current sick leave policy was adopted in 1982, accumulated sick leave to that time vested for those employees who were hired prior to 1978.

Accumulated unpaid sick pay at year end totalled \$16,030; \$5,160 as long-term (General Fund) and \$10,870 as current (Enterprise Fund).

L. Accrued Expenses

Accrued expenses of the Enterprise Fund (County Nursing Home) are comprised of the following:

Accrued Payroll and Related Items	\$ 87,389
Accrued Vacation and Holiday Leave	92,243
Accrued Interest	21,840
Total Accrued Expenses	<u>\$201,472</u>

M. Capital Lease Agreement - Sheriff's Vehicles

The County General has entered into agreements for the lease of vehicles for the Sheriff's Department. The lease meets the criteria of a capital lease as defined by Statement of Financial Accounting Standards No. 13 Accounting for Leases. Accordingly, \$46,848 has been recorded as equipment in the General Fixed Asset account and the principal balance of the capital lease has been recognized in the General Long-Term Debt account group. As required by the Codification of Governmental Accounting and Financial Reporting Standards, the acquisition of the vehicles and the proceeds from the capital lease were recognized in 1991 with subsequent payments on the capital lease charged to principal and interest expenditures on debt service - capital lease.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

N. Total Columns (Memorandum Only) on Combined Statements

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or change in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2 - PENSION FUND

The County full-time employees participate in a contributory state-wide retirement system under New Hampshire law ("System"), a multiple-employer public employee retirement system. The payroll for employees covered by the System for the year was \$3,356,835; the County's total payroll was \$4,348,100.

County employees are eligible to retire on a service retirement allowance the first day of any month after their 60th birthday. No minimum period of employment is required. The annual retirement benefit received is based on one sixtieth of the average compensation for the three highest paid years times the number of years creditable service. At age sixty-five the benefit is reduced by a portion of Social Security benefits. The system also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute.

Covered employees are required by State statute to contribute 5.0 percent (9.3 for Sheriff's Department) of their salary to the Plan. The County is required by the same statute to contribute the remaining amounts necessary to pay benefits when due. The contribution requirement for the year was \$256,087 which consisted of \$83,378 from the County and \$172,709 from employees; these contributions represented 2.5% and 5.1% of covered payroll respectively.

The amount shown as "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure which is the "actuarial present value of credited projected benefits," is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due and make comparisons among PERS and employers. The System does not make separate measurements of assets and pension benefit obligation for individual employers. The pension benefit obligation at June 30, 1991 (the most recent available) for the System as a whole, determined through an actuarial valuation performed as of that date, was \$1,676,309,803. The System's net assets available for benefits on the date (valued at Market) were \$1,475,827,112, leaving an unfunded pension benefits of \$200,482,691.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Five-year historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's June 30, 1991 annual financial report.

NOTE 3 - INDIVIDUAL FUND INTERFUND RECEIVABLES AND PAYABLES

The balances at year end were:

	Interfund Receivables	Interfund Payables
General Fund	\$263,294	\$ -
Special Revenue Funds:		
County Extension Service	-	4,662
Capital Projects Funds:		
Water Project	-	698
Enterprise Fund:		
Nursing Home	-	209,407
Agency Funds:		
Sheriff	-	13,108
Register of Deeds	-	35,419
Total	\$263,294	\$263,294

NOTE 4 - DUE FROM OTHER GOVERNMENTS

Grants and miscellaneous receivables due from other governments include:

<u>General Fund</u>	
Federal Government	\$ 350
<u>Capital Projects</u>	
Office of State Planning (Water Project)	37,049
Total	\$ 37,399

NOTE 5 - FIXED ASSETS

Changes in General Fixed Assets:

	Beginning of Year	Additions	Deductions	Balance End of Year
<u>Cost or Estimated Value</u>				
<u>Building and Land:</u>				
General Government and Jail	\$8,024,683	\$ -	\$ -	\$ 8,024,683
Construction in Progress:				
Water Project	-	706,299	-	706,299
New Farm Building	785,625	-	-	785,625
<u>Equipment:</u>				
General Government and Jail	526,906	6,166	-	533,072
County Farm	235,180	11,716	-	246,896
Totals	\$9,572,394	\$724,181	\$ -	\$10,296,575

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

Property, Plant and Equipment - (Enterprise Fund) depreciable assets at year end are summarized as follows:

<u>Description</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Depreciated Value</u>
Land	\$ 75,211	\$ -	\$ 75,211
Building and Improvements	4,175,558	(1,527,882)	2,647,676
Equipment	516,119	(387,950)	128,169
Total	<u>\$4,766,888</u>	<u>\$(1,915,832)</u>	<u>\$2,851,056</u>

NOTE 6 - LONG-TERM DEBT

The following is a summary of the long-term debt transactions of the County for the year:

	<u>General Obliga- tion Bonds</u>
Payable at Beginning of Year	\$5,546,026
New Bonds Issued	500,000
Proceeds from Capital Lease	-
Bonds Retired	(700,000)
Payments on Capital Lease	(14,396)
Net Change in Employee Benefits Payable	(20,887)
Payable at End of Year	<u>\$5,310,743</u>

Long-term debt payable is comprised of the following issues:

<u>General Obligation Bonds</u>	
\$4,223,000 - 1975 Nursing Home serial bonds, due in annual installments of \$153,000 to \$100,000 through November 2005; interest at 7.20%	<u>\$1,820,000</u>
Total Nursing Home Bonds Payable	<u>1,820,000</u>
\$2,600,000 - 1978 Court House serial bonds, due in annual installments of \$130,000 through May 1998; interest at 5.50%	910,000
\$880,000 - 1974 House of Corrections serial bonds, due in annual installments of \$45,000 to \$40,000 through November 1994; interest at 6.70%	120,000
\$2,000,000 - Jail Addition serial bonds, due in annual installments of \$200,000 through July 1996; variable interest rate, average rate at 7.155%	1,000,000
\$1,000,000 - County Administration Building serial bonds, due in annual installments of \$100,000 through January 1998; variable interest rate, average rate at 7.029%	700,000
Subtotal	<u>2,730,000</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Subtotal	2,730,000
\$500,000 - 1991 Water Project bonds, due in annual installments of \$100,000 through August 1996; interest at 6.5%	500,000
\$400,000 - 1988 Administration Building Serial bonds, due in annual installments of \$80,000 through January 1994; interest at 7.10%	<u>240,000</u>
Total General Long-Term Debt Account Group	<u>3,470,000</u>
Total Bonds Payable	<u>\$5,290,000</u>

Capitalized Lease

1990 lease payable to Corporation, due in three annual payments of \$16,869 including interest at 8.25%, final payment due August 1992	<u>\$ 15,583</u>
--	------------------

The annual requirements to amortize all debt outstanding are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1992	\$ 800,000	\$ 359,093	\$1,159,093
1993	800,000	301,445	1,101,445
1994	800,000	246,035	1,046,035
1995	680,000	193,315	873,315
1996	<u>680,000</u>	<u>146,035</u>	<u>826,035</u>
Subtotal	3,760,000	1,245,923	5,005,923
1997 - 2007	<u>1,530,000</u>	<u>380,409</u>	<u>1,910,409</u>
Total	<u>\$5,290,000</u>	<u>\$1,626,332</u>	<u>\$6,916,332</u>

Future minimum payments under capital lease consisted of the following at year end:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1992	<u>\$ 15,582</u>	<u>\$ 1,286</u>	<u>\$ 16,869</u>

Interest expense for the year was \$463,970 (\$232,098 on bonds and lease and \$231,872 on tax anticipation notes) and \$141,840 for the general fund and enterprise fund respectively.

NOTE 7 - RESERVES AND DESIGNATIONS OF FUND EQUITY

The County has set up "reserves" of fund equity to segregate fund balances which are not available for expenditure in the future or which are legally set aside for a specific future use. Fund "designations" have also been established to indicate tentative plans for future financial utilization.

Reserved for Encumbrances - Encumbrances of fund balances of the General Fund are carried forward to the subsequent fiscal year. Encumbrances outstanding at year end are reported as reservations of fund balances since they do not yet constitute expenditures or liabilities.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

The amount of \$8,484 designated on the General Fund represents appropriation carryovers approved by the County Commissioners as follows:

<u>General Government</u>	
Register of Deeds	\$ 951
Courthouse Maintenance	549
Human Services	760
Operating Transfers Out:	
Nursing Home	6,224
Total	<u>\$ 8,484</u>

Designated for Specific Capital Projects - Designated for specific capital project expenditures in future years as follows:

Capital Projects:	
Water Project	\$131,359
Capital Reserves:	
Courthouse	118,943
Jail	68,387
Nursing Home	91,959
Farm Building	10,935
Farm Equipment	81,101
Waste Treatment	10,629
Administration Building	40,577
Total	<u>\$553,890</u>

Designated for Specific Purposes - Designated for future expenditures of that fund as follows:

County Extension Service	\$ 1,000
5% Incentive Fund	75,863
	<u>\$ 76,863</u>

NOTE 8 - DEFERRED COMPENSATION PLAN

The County offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all County employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the County (without being restricted to the provisions of benefits under the plan), subject only to the claims of the County's general creditors. Participants rights under the plan are equal to those of general creditors of the County in an amount equal to the fair market value of the deferred account for each participant.

It is the opinion of counsel that the County has no liability for losses under the plan but does have the duty of due care that would be required of any ordinary prudent investor. The County believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

The plan is administered by a nongovernmental third party which provides financial data to the County annually.

NOTE 9 - HEALTH INSURANCE COVERAGE

During the year employees of the County were covered by a self-funded health insurance plan (the plan). The County contributed \$128.94 to \$320.10 per month per employee and dependents to the plan and employees at their option, authorized payroll withholdings to pay contributions on premiums for dependents. All contributions were paid to a third party administrator. The contract between the County and the third party administrator is renewable annually and terms of coverage and contribution costs are included in the contract.

The County was protected against unanticipated catastrophic individual or aggregate loss by stop-loss coverage carried through Lincoln National Health and Casualty Insurance Company. Stop-loss coverage was in effect for individual claims exceeding \$10,000 and for aggregate loss.

The unfunded claim benefit obligation consisted of \$32,623 in reported claims that were unpaid. It was anticipated that aggregate stop-loss coverage would cover any additional unfunded claim benefit obligation. The remaining unfunded claim benefit obligation would be funded through rate adjustments and the future contributions generated.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
(Continued)

NOTE 10 - CONTINGENCIES

The County participates in a federally-assisted contract for services with the Department of Health and Human Services, Medicaid (Title XIX) through the New Hampshire Department of Health and Human Services. The contract is subject to compliance audits by the contractors or their representatives. The audit of the contract for or including the year ended December 31, 1991 has not yet been reviewed by the contractor. Accordingly, the County's compliance with applicable contract requirements will be established at some future date after the contractor's review. The amount if any, of expenditures which may be disallowed by the contracting agencies cannot be determined at this time although the County expects such amounts if any, to be immaterial.

NOTE 11 - BUDGETED DECREASE IN FUND BALANCE - GENERAL FUND

The \$553,711 budgeted decrease in fund balance shown on Exhibit 3 represents fund balance (\$535,000) budgeted by the County to reduce the 1991 tax rate and \$18,711 of prior year encumbrances approved by the County Commissioners from 1990.

NOTE 12 - LITIGATION

There is a 1983 Civil Rights Action presently pending in the United States Federal District Court for \$2,000,000 in punitive damages. Until such time as this matter is resolved, by settlement or dismissal, it will remain a contingent liability. There is no time period once suit has been filed.

Three suits are also pending against the County in connection with various incidents at the House of Corrections. The County should be covered under liability insurance or indemnification coverage for amounts if any, above the County's deductible.

NOTE 13 - DEFICIT FUND BALANCE

The deficit of the Fire Mutual Aid Fund mainly arises because of expenditures in excess of budget for salaries and related expenses. It is anticipated that this deficit will be eliminated in 1992.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
GENERAL FUND
SCHEDULE OF REVENUES - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 1991

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<u>Revenues</u>			
Taxes	\$6,410,721	\$6,410,721	\$ -
<u>Intergovernmental</u>			
Fire Mutual Aid	128,000	137,302	9,302
State Reimbursement: Bond	3,400	3,513	113
Bailiff Reimbursement	39,800	39,750	(50)
Witness Coordinator Program	18,990	2,214	(16,776)
Farm Program	-	420	420
Total Intergovernmental	<u>190,190</u>	<u>183,199</u>	<u>(6,991)</u>
<u>Charges for Services</u>			
Register of Deeds	260,000	301,190	41,190
Sheriff's Department	65,000	58,280	(6,720)
Reimbursement - Sheriff's Travel	30,000	27,734	(2,266)
Prisoner Reimbursement	36,625	57,031	20,406
Total Charges for Services	<u>391,625</u>	<u>444,235</u>	<u>52,610</u>
<u>Other</u>			
Abandoned Property	-	12,573	12,573
Miscellaneous	10,000	6,735	(3,265)
Courthouse Rental	37,730	37,431	(299)
N.H.M.T. Unemployment Compensation	7,000	1,757	(5,243)
Unified Courts Lease	264,880	266,396	1,516
N.H.M.T. W/C Dividend	100,000	112,371	12,371
Total Other	<u>419,610</u>	<u>437,263</u>	<u>17,653</u>
<u>Farm</u>			
Sale of Timber	-	5,531	5,531
Sale of Milk	170,000	179,974	9,974
Sale of Livestock	8,000	10,063	2,063
Sale of Wood	4,500	3,780	(720)
Cash Produce	350	397	47
Farm Rental	7,000	8,553	1,553
Meat	30,000	21,567	(8,433)
Produce	10,000	27,548	17,548
Other	5,100	2,324	(2,776)
Total Farm	<u>234,950</u>	<u>259,737</u>	<u>24,787</u>
<u>Interest</u>			
Interest	200,000	207,845	7,845
Interest on County Taxes	-	555	555
Total Interest	<u>200,000</u>	<u>208,400</u>	<u>8,400</u>
TOTAL REVENUES	<u>\$7,847,096</u>	<u>\$7,943,555</u>	<u>\$ 96,459</u>

CHESHIRE COUNTY ATTORNEY

ANNUAL REPORT

1991

As County Attorney for the County of Cheshire, I herewith submit the report of the Cheshire County Attorney's Office for the year ending December 31, 1991.

1991 was busy and productive year for the Cheshire County Attorney's Office. The following is a comparison of the work load for 1990 compared to the work load for 1991:

<u>CATEGORIES</u>	<u>NO. OF NEW CASES</u>		<u>NO. OF CASES DISPOSED OF</u>	
	<u>1990</u>	<u>1991</u>	<u>1990-1991</u>	
Felonies	272	288	251	288
Misdemeanors	88	131	124	203
Violations	18	13	24	18
Other	30	20	38	29
Re-entries	157	177	230	319
	<hr/>	<hr/>	<hr/>	<hr/>
	565	629	667	857
URESAs Petitions		35		20
Review/Modifications		25		20
		<hr/>		<hr/>
		60		40
District Court (Keene District and Jaffrey/Peterborough District Court)		35+		35+

The categories mentioned above, entitled Other and Re-entries, pertain to cases on which Motions and Petitions have been filed and the cases have been brought forward for hearings. Motions or Petitions referred to are: Motions to Suppress, Motions in Limine, Motions for Discovery, Motions to Dismiss, Motions to Quash, Motions for Work Release, etc., as well as Petitions for Sentence Reduction/Modification/Suspension, Petitions for Writ of Habeas Corpus, Petitions to Annul Records of Convictions, and etc.

As evidenced by the above entry for 1991 NO. OF CASES DISPOSED OF, the Attorneys in the Cheshire County Attorney's Office spent a great deal of time in the Cheshire County Superior Court, as well as in other Courts in other Counties within the State of New Hampshire when necessary. (It is necessary that the Attorneys travel to other Counties in some cases as the Judges are on rotation and when a case comes up for hearing on specific Motions, such hearings must be heard before the Judge who initially hear the case.)

Further, it has been realized by the Attorneys of the Cheshire County Attorney's Office that, due to the number of Motions being filed, especially Motions to Suppress, Motions to Dismiss, and

Motions for Discovery, that a great deal of research and preparation time is required before hearings are held.

The Office of the Cheshire County Attorney also handles hearings on URESA Petitions, (Uniform Reciprocal Enforcement of Support Actions). The office handles not only the Petitions coming into the State of New Hampshire from other States but also handles the processing Petitions going from the State of New Hampshire, Cheshire County, to other States. Hearings on URESA Petitions are usually heard in the Cheshire County Superior Court at least once a month. Each Petition must be reviewed thoroughly, in many cases contact with the Petitioner (in the other State) must be made prior to any hearing as the Attorney is representing the interests of the Petitioner in such actions. In an number of cases, review hearings are held which requires reviewing the case again, making additional contact with the Petitioner to up-date the records for such review hearings.

As has been noted in the past reports, areas remaining to be of concern in Cheshire County are drugs and sexual assault/abuse. Much has been done in Cheshire County to curb these offenses from happening and we will continue to work for a time when they no longer exist. Hopefully, with hard work and working together with the law enforcement agencies, we will see the time when drugs are not so readily available on the streets and children are not subjected to abuse, whether it be sexual or physical. These are BIG GOALS, but with continued hard work we can reach them and make them a reality instead of just a dream.

Respectfully submitted,
Edward J. O'Brien
County Attorney

1991 DEEDS REPORT

To the Honorable Board of County Commissioners
and the Citizens of the County of Cheshire

I hereby submit my annual report for the year ending December 31, 1991.

The staff in the Registry remains at six (6) full-time employees and one (1) on a part-time basis, although long-term employee Alta Forcier was out on sick time from early November.

Total documents recorded for the year 1991 was 11475 which was about the same as 1990. Recording revenues and transfer tax were \$299300 and \$1251100 respectively.

The project that has been most exciting this past year was the anticipation of the Cheshire County Registry of Deeds acquiring Heman Chase's plan collection. Through the efforts of the New Hampshire Land Surveyors Association, members of the local Bar Association, abstractors, historians and myself, we have been actively seeking to acquire the collection from Haley Whitcomb, who inherited the plans. \$5,000 will be sought through contributions and private donations from local firms and individuals for storage cabinet, microfilm and other supplies to properly house the collection. Like the Samuel Wadsworth collection which was presented to the Registry of Deeds in the 30's, the Chase collection should be an asset to the many lawyers, abstractors and surveyors.

As in the past, the Registry was opened for use by local college classes and the Historical Society in the evenings to minimize any disruption to those that use the Registry during the day.

Though personally it was a very difficult year, my staff and Commissioners' Office helped to make it a successful year and I wish to say at this time, a heartfelt thank you to all.

Respectfully submitted,

Evelyn S. Hubal
Register of Deeds

1991 SHERIFF'S REPORT

To the Honorable Board of County Commissioners and Citizens of Cheshire County:

I would like to begin my yearly report by saying how much I have enjoyed the challenge of overseeing the Sheriff's Department. I have an outstanding group of people that do an excellent job for both myself and the whole County. These people are dedicated to the entire operation of the Department.

We have, in the course of the year, seen more civil actions. This is no doubt brought on by the weakened economy. Let's hope that things will turn around for 1992.

Another area that has increased is the transport of prisoners and alleged criminal offenders. It seems that incarcerated individuals have one reason after another to have to come back to court. A great portion of these transports are to and from the New Hampshire State Prison. Most of our transports consist of a two man detail which does cut down the possibility of any problems.

The Department's statistics, at the end of the report, will give you a sense of the functions of the Department and some insight into the areas of assistance we provide to the taxpayers of Cheshire County.

As in the past years, we are working well with all other law enforcement agencies in the area and state. This will continue as long as I am the Sheriff of Cheshire County.

I would also like to mention the positive feedback that I have received throughout the year from the various Judges that come to the Cheshire County Superior Court on how professional our bailiffs are in handling court matters.

In closing, I would like to state to all the citizens of Cheshire County that I enjoy an excellent working relationship with the County Commissioners: Jane Lane, Dale Thompson and David Adams.

Respectfully,

William F. Moffitt
Sheriff

1991 SHERRIF'S REPORT

The following is a summary of cases investigated, arrests made, etc. during 1991 by the Cheshire County Sheriff's Department:

INVESTIGATIONS		CAPIAS ARRESTS	
Deaths Untimely	18	<u>Superior Court</u>	
Natural	9	Equity Capias	
Suicide	4	Failure to Appear	50
Motor	2	Violation Court Order	10
Accident	2	Show Cause Hearing	4
Infant	1	Criminal Capias	
MV Offender	1	Bench Warrant	1
Missing/Locate Persons	3	Bad Checks	2
Disorderly Conduct	1	Breach of Cond/Release	6
Criminal Trespass	2	Child Custody	1
Criminal Threatening	2	Burglary	6
Bad Checks	7	Conspir. Theft	1
Forgery	1	Criminal Threatening	1
Escape	3	DWI Subsequent	1
Attempted Escape	1	Escape	1
Fraud	2	Forgery	4
Assault	2	Fail. to Appear	1
Sexual Assl/Unfounded	1	Habitual Offender	3
Exploitation/Elderly	1	Simple Assault	5
Tampering Public Records	1	Theft	2
Duties of Public Records	1	Theft by Deception	1
Suspicious Persons	2	Violation/Probation	11
Obscenity	1	Welfare Fraud	1
Burglary	10	Felon in Possession	1
Theft	2	Motion to Detain	3
Theft by Deception	1	Criminal Mischief	1
Police Information	1	Disorderly Conduct	1
Receiving Stolen Property	1	Receiving Stolen Property	1
Drugs:		Sale of Controlled Drug	1
Sale	1	<u>Total Superior Court</u>	122
Possession	3	<u>District Court</u>	
Manufact.	1	Failure to Appear	127
Intent	1	Violation Court Order	135
<u>Total Investigations</u>	<u>71</u>	Bail Jumping	7
		<u>Total District Court</u>	<u>269</u>
		<u>Probate Court - Bench Wrt</u>	1
		<u>Total Arrests</u>	<u>392</u>

1991 SHERIFF'S REPORT

PATIENTS TRANSPORTED TO THE NEW HAMPSHIRE STATE HOSPITAL	35
PRISONERS TRANSPORTED FOR OTHER DEPARTMENT	837
PRISONERS TRANSPORTED FOR CHESHIRE COUNTY SUPERIOR COURT	945

<u>TOTAL TRANSPORTS</u>	<u>1,817</u>
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CIVIL PROCESS SERVED	5,015
SUBPOENAS SERVED FOR THE COUNTY ATTORNEY	711
Total Process Served	<u>5,726</u>

MOTOR VEHICLE REPORT

Motor Vehicle Stops	15
Radar Speeding	2
Assist Motorist	5
Motor Vehicle Warnings Issued	48
D.E.T. Issued	4
Failure to Display Front Plate	1

<u>Total Motor Vehicle</u>	<u>75</u>
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HUMAN SERVICES DEPARTMENT

ANNUAL REPORT 1991

To the Honorable Board of Commissioners and Citizens of Cheshire County: As Human Services Administrator for Cheshire County, I hereby submit my report for the year ending December 31, 1991.

The Human Services Department is responsible for meeting the needs of the elderly, the disabled, the infirm, and the youth of the county who qualify for certain state mandated programs.

For those individuals receiving monetary assistance, the cost of these programs is shared with the state on a 50-50 basis. This year approximately 374 persons received payments at a cost of \$345,793, to the County.

The cost for these individuals residing in nursing homes and eligible for the Medicaid Program is split three ways, with the federal share being 50%; state share being 19.25%; and county share being 30.75% after deduction of any personal income available to the resident. The county expended \$2,775,387 as its share of the costs for approximately 421 individuals during 1991.

The county shares with the Division for Children and Youth Services the costs of certain court-ordered services provided to the juvenile and/or family at a 25% (county) 75% (state) ratio. Some of these services include: foster homes, residential treatment facilities, confinement at the Youth Development Center, in-patient psychiatric facilities, legal counsel, clothing, transportation, diagnostic evaluations, counseling, parent aide, family service aide, case management, intensive tracking and supervision, and medical and dental care.

During 1991, there were 280 active cases (cases involving payment/expenses) and the cost to Cheshire County totalled \$754,387.

For the past few years, the ten counties within the state have been receiving monies from the Division for Children and Youth Services known as 5% Incentive Funds which are used to fund programs at the local level designed to prevent out-of-home replacement of juveniles. Toward the end of 1991, we received approximately \$76,000 in 5% Incentive Funds. Awards were made to the following agencies to fund programs during 1992: Monadnock Family Services (community based program designed to provide parent education and support groups for parents of young children, as well as parents of pre-teens and adolescents); Juvenile Conference Committee (court diversion of first-time, non-violent offenders), and an Information/Referral Program for CHINS diversion); Home Health Care and Community Services (respite services to poverty-level "at risk" families; RISE (early intervention program serving developmentally delayed children 0-3); Earn-It (victim restitution program which arranges work situations for juvenile offenders, ages 12-18 to enable the youth offender to pay for damages he has caused and to make amends with the community); Monadnock Family Services

Challenge Program (designed to provide children of dysfunctional families the opportunity to use music as a medium for emotional expression and an outlet for creative energies); J u v e n i l e Conference Committee Law Related Education (a 12-week course providing a target group of first-time offenders with sound information with which to increase an understanding of the law and its impact on their daily lives); Antioch Psychological Services Center (a program providing intensive team-based psychosocial intervention to families considered to be "at risk"); The County Human Services Department remains a vital link between the courts, the Division for Children and Youth Services, and the providers of court-ordered services for juveniles.

Respectfully submitted,

Mimi Barber
Human Services Administrator

**MAPLEWOOD NURSING HOME, COUNTY FARM
AND DEPARTMENT OF CORRECTIONS**

I respectfully submit herein the annual report of the Cheshire County Maplewood Nursing Home, County Farm and Department of Corrections for the period of January 1, 1991 through December 31, 1991.

As we reflect upon 1991, certain trends continue to manifest themselves in services to Cheshire County's long-term care residents at Maplewood. More treatments, more special care plans and heavier resident case loads for Registered and Licensed Nurses and the Certified Nursing Assistants were evident. The degree of confusion and aggressive behavior on the special care unit (Floor III), further challenged Maplewood's professional nursing staff. Factors such as family satisfaction, resident complaints, numbers of nosocomial infections, frequency of skin areas, etc., indicate that Maplewood maintains a high level of resident care.

The Admission Committee are more acutely attuned to potential candidates and their needs that could overtax Maplewood's ability to give quality care. Registered nurse(s) visited prospective residents at the hospital, other nursing home, or private resident(s), as appropriate placement. Maplewood Nursing Home can only expect more seriously ill admissions and, subsequently, will need to provide more intensive care to its residents in the future.

Maplewood's Registered Pharmacist met the increased demands for medication(s) as prescribed by the in-house or attending physician(s) for the Home's residents. As part of the Pharmacy regimen, drug interactions and compatibility with other auxiliary procedures being planned for the residents' care were closely evaluated. A recent federal regulation (OBRA) has now separated Pharmacy services from the Nursing Facility's Daily Cost Rate and is now billed as a separate service for the residents.

Social Services continues to lend support to residents, present or prospective, and the pre-admission visits were made and the pre-admission screening (form 276C) was utilized in accordance with the new OBRA guidelines for appropriate placement of mentally retarded applicants. Various outside agencies (i.e., Monadnock Developmental Services, Monadnock Worksource, Living Networks, Home Health Care and Community Services) were used by Social Services in the discharge planning process.

The Multiple Sclerosis and Related Diseases Support Service, Monadnock Hospice, Maplewood Clergy, area funeral homes, area hospitals' social services staff, Social Security Administration and Veterans' Administration were utilized as resources in addressing the needs and issues of the resident population.

The Occupational Therapy, Physical Therapy and Activities department functioned for the benefit of the residents successfully during the past year.

Occupational Therapy continues its programs of evaluations and teaching of activities of daily living skills and the prevention of contractures of upper extremities for the residents.

Occupational Therapy has an excellent working relationship with nursing and other professional staff and has been a valuable contribution to the care planning sessions. Aside from daily activities, Occupational Therapy has been involved in the clinical training of OT students from the Vocational Tech., Claremont, NH.

Physical Therapy has maintained an active treatment program. The Registered Physical Therapist has been involved with inservices for the staff and an ongoing employee health and fitness program. Physical Therapy also has been involved in the clinical training of PT students from the Vocational Tech, Claremont, NH.

Activities programs have continued on the Resident floors; these programs providing more duress activities for the residents.

The Volunteer Coordinator was very successful in building a large complement of volunteers. The public relations aspect of this work enhances the reputation of Maplewood, as well as the obvious benefits to the residents and staff from the many hours of work the volunteers have contributed. The Cheshire County Auxiliary initiated in 1990, has made the public more aware of what Cheshire County, its facilities, have to offer the citizens of the county. This has been done through talks/slides presentations throughout Cheshire County. The Auxiliary, furthermore, has begun a fund-raising project to purchase and maintain a wheel-chair lift van for the County.

VOLUNTEERISM
-1991-

	Volunteer Hours	No. of Volunteers	Full-Time Employee Equivalency (FTE)	Monetary Contribution As Related To FTE Hourly Wage
TOTAL	6459	864	3.1	\$47,040.00
MONTHLY	538	72	3.1	\$ 3,920.00

Ancillary departments maintained the essential support to ensure the integrity of services to the Maplewood residents. The Dietary Department provided nourishing and appealing meals daily; this being quite an accomplishment in consideration of the number of meals.

MEALS SERVED

	Residents	Staff	Dept. of Corrections	Admin	Guests	Special Functions
TOTAL	160,800	39,236	74,460	497	124	1,271
DAILY	13,400	3,270	6,205	41	10	106

The Maintenance Department addressed and resolved without disruptions several major project:

1. Kitchen and Laundry repairs.
2. Boiler System, Department of Corrections.

3. Major oil leak, Boiler #2, Nursing Home.
4. Water Treatment Plant to provide adequate and reliable source of treated water from Connecticut River for Maplewood (County) Complex.

Because of the caliber and training of the Maintenance personnel, much of the work on the major projects was accomplished (along with daily maintenance activities) by the in-house maintenance staff.

Environmental Services (Housekeeping and Laundry) allows Maplewood to enjoy the reputation of upholding high standards of cleanliness for the residents and the facility. Over 75,000 square feet of floor space is "cared for" daily. Laundry processes over 436,000 pounds per year.

LAUNDRY POUNDAGE

	Residents	Dept. of Corrections	Farm
Total	372,698	57,297	8,303
Average Daily	31,058	4,775	692

Support from Administration and Finance is ever-present. Finance not only controls and monitors the essential functions of Accounts Payable/Receivable and Personnel with computer assistance but also dedicates itself to education and training, not only its own staff but also for the other departments at the Cheshire County Complex.

The Administrative support given by the Administrative Assistant, the secretaries, and the receptionists at the Cheshire County Complex, however immeasurable, complements the dedication and commitment of the staff to the overall mission of Maplewood.

During the year, there were forty (40) residents admitted to the Nursing Home; forty-five (45) discharges to acute care institutions, of which thirty-seven (37) were readmitted. There was one (1) discharge to the individual's (private) residence; there was one (1) discharge of other nursing homes. Overall there were 53,320 resident days for a 97.4 percent occupancy.

YEARLY COMPARISON

	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991
Discharges to Hospital	47	46	48	33	44	28	33	40	43	45
Discharges to Home	09	08	01	04	03	03	00	02	02	01
Discharges to Other Nursing Homes	02	03	05	03	01	03	02	00	01	01

Deaths	26	36	37	38	48	43	51	42	40	37
Re-admissions										
From										
Hospital	41	38	46	28	36	23	24	30	36	37
Admissions	39	50	44	50	51	48	53	45	42	40

The nursing home took full advantage of the purchasing affiliations it had with three group purchasing associations. These vendors, allowed the facility to enjoy discounted prices resulting in substantial savings.

The annual survey conducted by the State Department of Health resulted in an excellent rating. Only with the continued growth, development and cooperation of all the staff, working as a team, can we obtain such high recognition. A note of thanks is extended to Maplewood's medical staff, the clergy, volunteers, visitors and all of Maplewood's supporters who enter the front doors on behalf of the residents.

The County Farm continues to be a leader in milk production. Total milk shipped for the year of 1991 was in excess of 1,400,000 pounds. Two (2) registered Holsteins were auctioned in 1991. The County Farm retains an average of 129 head of registered Holsteins; 56 to 58 of these milking daily. The herd size is down 12 head over 1990, an 8.5% drop in the size of the herd. This reduction in size allowed for continued high production while improving in the efficiency and cost-effectiveness of operations.

The County's Department of Corrections has an average daily population of 58.8 in 1991 versus 75.4 in 1990. The drop in the average daily population is a "phenomenon" experienced throughout the state in 1991.

- Average age of inmate 29.3 years
- Average length of stay 13.3 days
- Total # of Bookings for year 1616

The Department of Corrections has the capacity to house seventy-four (74) inmates; the House of Corrections to house sentenced inmates, the jail to house pretrial detainees. The Department provides for the separate management of inmates by classification to include level of custody required, housing assignments and participation in correctional support and rehabilitation programs.

The Corrections Supervisor and Assistant Supervisor attended several professional educational programs; these programs resulting in recertifications as instructors for training in the use of PR24, Defensive Tactics, and certification for CAP-STUN II. As certified instructors, training was provided for not only Cheshire County Department of Corrections professional staff, but also for police officers from Troy, Richmond, Jaffrey, Rindge, Swanzey and Keene.

Respectfully submitted,
Patrick McManus, Administrator

1991 ANNUAL REPORT

CHESHIRE COUNTY COOPERATIVE EXTENSION

COURT HOUSE ANNEX
33 West Street PO Box 798
Keene, NH 03431
352-4550

Organized to be an innovative educational outreach program of the University of New Hampshire, Extension with its unique arrangement between Federal, State and County government, continues to provide relevant, timely, research-based programs to the people of Cheshire County.

A thirteen member advisory council, made up of county residents representing major program areas, provides guidance to assure that programs meet the needs of county residents in addition to addressing state and national concerns.

Extension Educators provide assistance through educational workshops and courses, radio shows, newspaper articles, 4-H Clubs, Homemaker Groups, personal visits to farmers and woodland owners, field tours, newsletters and bulletins.

The start of the transition period for Cooperative Extension was 1988. Responding to the shifting needs of the state, Extension is reorganizing to better accommodate a changing New Hampshire.

Natural resources, agriculture, youth development, and family development will continue as fundamental base programs while new interdisciplinary approaches will increase efficiencies. Issues programming, interaction between traditional disciplines and across county lines are all part of Extension's reorganization to help deal with critical public concerns such as water quality, solid waste and youth at risk.

Please call or visit us.

MEMBERS OF THE CHESHIRE COUNTY EXTENSION COUNCIL

1991

Elaine Burroughs, Alstead, Chair

Lee Sawyer, Jaffrey, Vice Chairman

Russell Harkay, Westmoreland, Secretary

Judy Willett, Keene, Treasurer

Ruth Schenck, Keene

Dave Adams, Troy

Wayne Rathburn, Marlborough

David Kennard, Marlborough

Ann Bridge, Keene

Maureen Bigelow, Surry

Fred White, Keene

Wayne Young, West Swazey

County Delegation

David LaMar, Keene

COUNTY EXTENSION EDUCATORS

Linda M. Elliott, C.H.E.	Extension Educator, Family Development & County Extension Coordinator
Bruce Clement	Extension Educator, Agriculture Resource
Marshall Patmos,	Extension Educator, Forest Resource
Christine Lynch,	EFNEP Program Associate
Andrea Chickering,	4-H Associate Educator
Lauren Bressett,	4-H & Youth Development (part-time)
Support Staff	Diane DuGray
	Diana Fiorey

FAMILY DEVELOPMENT

Linda M. Elliott, C.H.E.

Extension Educator, Family Development

The Family Development program of the Cheshire County Cooperative Extension helps people of all ages and income levels to learn new skills and apply new knowledge toward better living. The program assists people in the areas of food and nutrition, human development, and family resource management. Each year the educational program focus is determined through the use of advisory committees and surveys, which identify problems and concerns in Cheshire County.

The Extension Educator, Family Development conveys information in a variety of ways. There are 930 individual contacts per year from people seeking general information and solutions to specific problems. A bi-monthly newsletter, Extension reaches approximately 950 Cheshire County families with timely information in all areas of Home Economics. The Cradle Crier, a newsletter for parents of firstborn, is also available for distribution. Currently 212 new mothers are taking advantage of the newsletter, which covers growth and development during their baby's first year of life. Sixty-six (66) families are also benefitting from the quarterly newsletter, Toddler Tales, which focuses on children ages 12 months to 2 years. Efforts continue, in cooperation with other health agencies, to reach all new parents with this valuable information.

Seven hundred and eighty-nine Cheshire County families benefitted from a variety of public workshops, demonstrations, and informational meetings on nutrition, weight loss through behavior modification, finances, consumer issues, stress management, aging, recycling, cholesterol and parenting.

Eight appearances on WKBK Open Mike generated approximately 200 requests for information on a variety of topics.

A seven week series entitled "Financial Empowerment for Women" was attended by 36 Cheshire County women. Seven volunteers were trained as workshop leaders for this program. The series was co-sponsored by UNH Cooperative Extensions and the American Association of Retired Persons (AARP). It was also supported by Keene Senior Citizens, Southwestern Community Services, NH Division of Elderly and Adult Services, the Keene Chapter of AARP, and Cheshire County Extension Homemakers.

The Extension Family Development program also works in cooperation with the 9 Extension Homemaker groups located throughout Cheshire County. The Homemaker groups meet monthly to work on community projects and present educational programs sponsored by the Extension Educator, Family Development. This fall, approximately 205 volunteers were trained in topics on Food Safety, dealing with difficult people, calcium-rich foods, aging, and managing retirement income and assets. Each leader, in turn, plans to train at least another 10 people back in their community, reaching an additional 2050 families. Nine homemakers donated school supplies, good quality used clothing, and equipment to the Beech-Street After School Program in Manchester. This model program, titled Y.O.U. (Youth Opportunities Unlimited), provides after school care, education enrichment experiences, and peer counseling for limited income students ages 6-12. representing five homemaker groups. This close relationship between volunteers and professionals help make it possible for current research and information to reach the general public.

Extension Family Development programs are open to all interested persons regardless of race, color, national origin, religion, sex, age or handicap. To reach as many people as possible, sessions are scheduled free of charge in the daytime and again in the evening in communities throughout Cheshire County.

EFNEP

Christine Lynch
EFNEP Extension Program Associate

The Expanded Food and Nutrition Program is run under the Home Economics component of the Cooperative Extension. The EFNEP Program Associate works with low income families in their homes to improve the Homemaker's knowledge of nutrition through the use of the six food groups. EFNEP also helps the Homemaker make wise nutritional and economical choices at the grocery store, works to help improve cooking and sanitation skills, understand packaging and nutrition labeling, understand unit pricing, use proper canning and freezing techniques, improve budgeting information, and provides nutrition counseling during pregnancy and feeding information for the infant.

Clients are also referred to appropriate agencies. In 1991, the EFNEP program reached 63 families in individual and group instructions. New groups were started at Keene High School and Thayer High School this year. 360 youth participated in a six week program through the Keene Parks and Recreation Summer Program. The group instructions also included a weekly food activity.

AGRICULTURE

Bruce A. Clement
Extension Educator, Agriculture Resource

Agriculture remains a significant economic force in Cheshire County. Recent census data shows that we have over 250 full and part-time farms with total sales of over \$13 million dollars. Approximately forty of these farms are full-time with sales of \$50,000 or more and another 65 are significant part-time farms with sales of over \$5,000 per year.

The Cheshire County Extension is the major source of unbiased, research based information, education, and management advice for these commercial farmers and home gardeners, part-time farmers, landscapers, commercial horticulturists, and other individual residents of Cheshire County. Our major program emphasis is on improving the competitiveness and profitability of agricultural businesses in Cheshire County, but we conduct programs and provide information on a broad range of topics.

Some of our most recent programs include:

- A project to reestablish the Farmers' Market in downtown Keene
- A program to reduce the amounts of pesticides used on Cheshire County farms. This program is called IPM, Integrated Pest Management, and has been put in practice on over 25 farms in Cheshire County.
- Programs on home food production including an annual fruit pruning demonstration and presentations on home fruit and vegetable productions.
- A program to measure the amount of Nitrogen in corn land to more accurately determine fertilizer needs. Over 600 acres in Cheshire County were tested in 1991 resulting in reducing of Nitrogen to our cropland. This saves the farmer money and helps ensure a cleaner environment.
- An "Intensive Pasture Management" program to help dairy and livestock farmers make greater use of their grass resource and improve their profitability.

NATURAL RESOURCES, FORESTRY

Marshall Patmos
Extension Educator, Forest Resource

The UNH Cooperative Extension Forestry Program provides educational assistance in forest resources to private woodland owners, primary processors, organizations and communities of Cheshire County. The delivery of assistance is through individual field visits, group meetings and demonstrations, newsletters, bulletins, news articles and radio.

Multiple-use forest management including timber sales, intermediate forest practices, fuel-wood, and wildlife comprise much of the assistance provided by the program. The financial and economic aspects of owning and managing woodland continue to be major concerns. Increased awareness and concern for conserving the land base is evident with many landowners requesting assistance with land preservation and conservation easement information. Insects and disease, urban forestry and general forest conservation concerns are additional types of assistance the program is requested to provide. While some assists can be handled by phone or mail, many require a field visit and examination.

Information and educational efforts (news articles, radio, group presentations) are critical components of the program that keep landowners, decision makers and the general public informed about the benefits of the healthy, managed forest resource.

Working relationships with other groups and agencies such as the Conservation District, Soil Conservation Service, N.H. Division of Forest and Lands, N.H. Timberland Owners Association, Society for the Protection of N.H. Forests, the N.H. Tree Farm Program, forest industry and private forestry consultants are important in helping to promote the sound management of the forest resource. Referrals and assistance to the private sector and encouragement of its development is an important function of the program.

In 1991 - 944 assists were provided involving 12219 acres, including

- 108 Woodland exams involving 8017 acres
- 254 Landowners performing 1023 acres of woodland improvement work
- 272 Insect and disease, and urban forestry assists
- 132 Finance and tax assists
- 115 Marketing assists
- 22 Towns were provided assistance
- 69 Assists and referrals to the private sector
- 72 Information and education (radio, newspaper, presentation, etc.) assists

4-H YOUTH DEVELOPMENT

Lauren L. Bressett
Extension Educator, 4-H & Youth Development

Andrea Chickering
Extension Program Associate

The Cheshire County 4-H Program served 57% of the youth in the county during the 1990 program year (we reached 77% of the youth age 5-18). Four percent of the youth are enrolled in regular 4-H clubs and 47 percent are reached through school enrichment and group programs.

The enrichment programs reached 10,382 youths with programs including:

- International 4-H Youth Exchange
- Kids on the Block Handicapped Puppets
- Cow to School
- Conservation Field Day
- Embryology
- Bicycle Safety
- Blue Sky Below My Feet

We also provide resource materials to schools upon request in such areas as nutrition, science, safety, and natural resources.

The 4-H Club Program is open to any boy or girl who is at least 8 years old by January 1 of the project year. They may be in 4-H until they are 18 years of age. Children under 8 may be Associate Members if the leader accepts younger children. The mission of 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing members of society. The county 4-H clubs had 361 youth enrolled in long and short term projects with the most popular projects in order of enrollment being:

CITIZENSHIP
LEADERSHIP
ARTS AND CRAFTS
HORSE
FOOD AND NUTRITION

CLOTHING AND TEXTILES
WOODWORKING
DAIRY
PHOTOGRAPHY
GARDENING

There are currently organized clubs in the following towns:

ALSTEAD
MUNSONVILLE
RINDGE
STODDARD
WINCHESTER

MARLOW
SWANZEY
WESTMORELAND
HINSDALE
KEENE

SURRY
JAFFREY
FITZWILLIAM
WALPOLE
MARLBOROUGH

We also have youth from Greenville, Milford, Troy, Landgon, Gilsum, Richmond, and Sullivan involved in the program through clubs outside of their town.

The club program is aided by 113 volunteers serving as 4-H leaders and an additional 282 adult volunteers serving in other capacities. There are also three volunteer boards that advise the program and manage the money raised by members and volunteers for the program. The 4-H Foundation had income of \$1643 and an additional \$9000 was raised by the 4-H Leaders Association. They approved a budget of \$6485 for 1991-1992 in scholarships and awards to leaders and members for recognition and for various trips to 4-H events. The 4-H Horse Leaders' Association raises about \$4000 annually to fund various horse activities and as scholarships to various activities.

As a result of this support and support from the State 4-H Foundation for National opportunities, Cheshire County had:

- 35 participate at Eastern States Exposition
- 6 serve on State Curriculum Committees
- 3 teens serve on the NH Teen Council
- 21 teens attend NH Teen Conference
- 3 teens elected to NH Teen Council
- 2 on NH Horse Judging team
- 1 on NH Horse Quiz Bowl team
- 1 on NH Dairy Quiz Bowl team
- 2 teens attend National conference
- 2 teens on NH Forestry team
- 2 teens attend National 4-H Congress
- 5 teens attend National Citizenship Forum
- 1 team and 1 adult attend Canadian National 4-H conference

The UNH Extension also cooperates with other agencies in planning and presenting programs. Some of the agencies worked with include the Keene State College, Monadnock Family and Mental Health Services, State Department of Education, State Department of Safety, Police Department, and the United Way.

1991 ANNUAL REPORT

SOUTHWESTERN NEW HAMPSHIRE DISTRICT FIRE MUTUAL AID SYSTEM

32 Vernon Street, P.O. Box 443
Keene, New Hampshire 03431-0443
352-1291

We are a public safety agency organized under New Hampshire RSA 154.30, our System's membership represents 65 member fire departments and districts in Vermont, New Hampshire, and Massachusetts.

As the Coordinator, my duties include: Responsibility for the operation of the emergency communications center; Administering the radio maintenance facility; Provide advice, assistance, and preplanning to area fire departments; And establish policies and procedures for all emergency communications in the system.

The Dispatch Center is located in the Keene Fire Station. During the business week, we have scheduled a Supervisor and two dispatchers on duty from 8:00 AM to Midnight, with minimum manning at all times of two personnel.

Paul Szoc of Keene is the Communications Supervisor on the day shift, and David Carter of Dublin is the Evening Supervisor. There are eight full time dispatchers and four part time personnel, working 12 hour shifts. All of them are either current or former members of area public safety groups and represent many of the communities served. They are: Walter Kesek, Saxtons River, VT; Barbara Johnson, Keene, NH; Philip Tirrell, Lempster, NH; David Whipple, Swanzey, NH; Joseph Sangermano, Dublin, NH; Neal Collier, Keene, NH; James Young, Gilsum, NH; Michael Burke, Peterborough, NH; Winston Wright, Fitzwilliam, NH; Robert Cunningham, Fitzwilliam, NH; William Nichols, Antrim, NH; and Paul Hebert, Walpole, NH.

This Facility dispatches for 51 fire departments and districts, 27 police departments, and serves 11 ambulance groups. In 1991, the following statistics were recorded:

Telephone calls	133,944
Radio calls	633,154
Police incidents	18,868
Fire incidents	4,443
Medical emergencies	6,157

Our communications area extends in approximately a 50 mile radius, requiring radio sites in Keene, Westmoreland, Winchester, Greenfield, Lempster, and Peterborough N.H.

The Radio Repair Shop employs one technician, Michael Maguire of Newfane, VT. It is completely self supported, receiving no public funding. Income is earned from radio repairs for the municipalities we serve, which pay for the salaries, benefits, and operating expenses. At the same time, our hourly rate and cost of parts represent a significant savings to these customers.

The Dispatch Center also monitors central station alarms for Honeywell Protection Services, currently there are over 2,000 monitored. Revenues earned from this function are used to reduce the annual district assessments.

While by law, we can assess each community for our services, Cheshire County has assisted us with the annual funding for all of the area served. Each community is assessed a proportionate share of our annual expenses, based on fair market property valuations provided by the states of Vermont and New Hampshire and by the services rendered. Those assessments outside of Cheshire County, plus any additional income earned, is then returned to the County as revenue. Last year, the System returned revenue to the County equal to one third of the annual budget.

Sincere thanks to our personnel, membership, Board of Directors, the City of Keene, Cheshire County Delegation and Commissioners for the continued support.

Respectfully submitted,

Chief John S. Marechal
Coordinator

M I N U T E S

Cheshire County Delegation Meeting
State House
January 2, 1991

PRESENT: Reps. Burnham, Champagne, Clark, K. Cole, Crutchley, DePecol, Doucette, Feuer, Foster, Grodin, Hogan, Hunt, Kennison, Kingsbury, Laurent, Lynch, Metzger, Pearson, Pratt, Riley, Sawyer, Spear, Young.

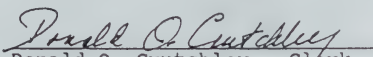
Chairman Foster convened the meeting at 2:55 P.M.

Rep. Foster explained to the Committee the purpose of the brief meeting was regarding granting approval to the Commissioners to apply for, accept and spend federal funds for the water supply system at Maplewood.

Rep. Foster made a motion to authorize the Cheshire County Commissioners to apply for, accept and spend federal funds for the purpose of making improvements to the Water Supply System at the Maplewood Complex, Westmoreland, New Hampshire. Rep. Pearson seconded the motion; voted unanimously.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,


Donald O. Crutchley, Clerk
Cheshire County Delegation

ED/jp

M I N U T E S

CHESHIRE COUNTY EXECUTIVE COMMITTEE

Budget Review

Saturday, January 19, 1991

Administration Building

PRESENT: Representatives Crutchley, Doucette, Foster, Kennison, LaMar, Laurent, Lynch, Metzger, Pearson, Perry, Spear; Commissioners Adams, Lane and Thompson; Assistant DeYoung.

At 9:00 a.m., Chairman Pearson convened the meeting, explaining that individuals from the various Agencies requesting monies from the county be allowed to speak to their requests, after which time, members of the Executive Committee would be allowed to ask questions. It was decided at this time also to review Maplewood Complex on Saturday, February 2nd.

Cheshire County Conservation District--At 9:15, Ms. Linda VanAlstyne, District Manager, Mr. Richard Calkins, Treasurer and Mr. Thayer Fellows, Secretary spoke to their requests. It was explained that the full request of \$17,000 would be to cover the District Manager's salary, aside from the fact the district in the coming year will have to provide this individual with health benefits. Rep. LaMar questioned why the Commissioners recommended funding at \$15,000 when the request was for \$17,000. Commissioner Thompson explained that due to the economic situation the Board of Commissioners thought it was only fair to the taxpayers of Cheshire County to keep funding at the same level as last year whenever possible.

Southwestern N.H. District Fire Mutual Aid--At 9:45 a.m., Chief John Marechal, Mr. Scott Collier, City of Keene Fire Department, Mr. Carl Russell, Fire Chief of Marlborough Fire Department and President of the Organization, met with the Representatives. Chief Marechal passed out a fact sheet indicating the territory served by Fire Mutual Aid, along with the number of employees required to support the system. He also distributed a statistics sheet indicating calls received and transmitted in the year 1990. Chief Marechal went through the Budget line by line. Much discussion followed. Mr. Marechal indicated he requested from the county \$399,942.00 and the Commissioners proposed an allocation of \$375,130.00. The bulk of the decrease by the Board of Commissioners was line 2, which is payroll. Commissioner Thompson explained again due to the economic situation in the county, county employees will only be receiving somewhere between a 2-5% maximum increase. Rep. LaMar questioned Chief Marechal as to what his Organization would do if they did not receive the full amount requested from the county. Chief Marechal suggested that if the county did not fund his full requested amount, it possibly could come from Honeywell revenues which are returned to the county.

Deeds--At 11:25, the Register of Deeds, Evelyn Hubal joined the Representatives to discuss her Budget request for the coming year. She explained that on line 86, **Equipment Purchase**, \$16,290.00 was requested but denied by the Board of Commissioners. \$1,500.00 of this amount was for a computer to replace a typewriter. Since then, a typewriter from the Commissioners' Office has been given to Mrs. Hubal to replace the broken typewriter. The remainder of the \$16,290.00 request was for an eight-month rental period and maintenance on an optical disk. This item is not critical in the operation of her office, however, would save time and space. Mrs. Hubal reported to the Representatives her 1990 revenue was \$309,861.57.

Commissioners' Office--Commissioner Thompson reviewed the budget request for the Commissioners' Office, explaining there were no significant increases or requests over last year.

Treasurer--Commissioner Thompson explained it was basically the same as last year with the addition of \$1,500 to his Budget on a legal expense line to cover costs of Bond Counsel during TANS process.

Delegation--Same as last year.

Litter Grant--Same as last year. This account is merely a wash, funded by the State and administered by the county.

Medical Examiner--Same request as last year.

Capital Outlay Reserves--Commissioner Thompson explained the Capital Reserve Accounts indicating that the Commissioners would eventually like to see the Administration Building which has an assessed valuation of \$1,000,000 have a reserve account built up to roughly \$200,000 or 20% of its assessed value. The Courthouse reserve account will be tapped this year for a reroofing project which is planned for the Spring of 1991. Maplewood reserve account will decrease by \$7,700.00 in 1991 for the purpose of a copy machine. Farm Reserve Account: \$13,000.00 will be taken out of this account for the purchase of a manure spreader.

Debt Service--Commissioner Thompson explained the county will be going to bid for \$5,000,000 Tax Anticipation monies in February; however, he feels the rates will be higher than last year.

Administration Building--Commissioner Thompson reviewed the Administration Building Budget explaining the decrease in outside services, line 29 was the snow removal contract, line 70 Budget request Building Maintenance was for additional countertop in the Registry of Deeds and storage in the Extension Service. These items are not a priority at this time.

Sheriff's--At 1:15, Sheriff Moffitt joined the Representatives to discuss his Budget. After reviewing his Budget line by line and answering several questions, Sheriff Moffitt related to the Representatives he was comfortable with an adjustment in the 4140.02 line "Payroll - Deputies" which has been increased from \$158,753.00 to \$179,090.00. This is to include overtime pay in lieu of compensatory time which on occasion left his department short-handed. He was comfortable with the total budget of \$421,345.00 - up from \$401,008.00 which was the published amount in the Commissioners' proposed budget.

Rep. Spear asked if year-end figures were available. The Commissioners assured her rough figures would be available next week.

It was the consensus of the group to wait until all budget requests have been heard before making a decision on any one request. One Saturday morning will be earmarked for just that purpose.

Chairman Pearson recessed the meeting at 2 p.m. to reconvene the meeting on Saturday, January 26th, at which time review of outside agencies will be on the Agenda.

Respectfully submitted,

Donald O. Crutchley, Clerk

M I N U T E S

Cheshire County Delegation Executive Committee
Recessed Session
Saturday, January 26, 1991

PRESENT: Representatives Crutchley, Doucette, Foster, Kennison, LaMar, Laurent, Pearson, Perry, Spear. Rep. Burnham also joined the group. Commissioners Adams, Lane and Thompson; Assistant DeYoung.

I. Home Health and Community Services--At 9:15, Virginia Vidaver and Susan Ashworth joined the Commissioners to review their Budget. After much discussion and many questions by the Representatives in attendance, Rep. Pearson requested that an organizational chart, along with a wage scale, be forwarded to the Representatives to assist them in their decision making. Ms. Vidaver will forward the requested information.

II. Community Kitchen--At 10:15, Ms. Mindy Cambiar, accompanied by Ms. Mary Jensen, joined the Representatives to explain her Budget request. She indicated that the Kitchen requested \$3,000.00 of the Commissioners. However, the Commissioners propose to provide the Kitchen with \$2,000.00 in produce and beef in lieu of cash. Ms. Cambiar went on to explain that the Kitchen is looking for a permanent location to either lease or rent to allow them to operate from. This would also lend the opportunity to provide meals seven [7] days a week instead of the current four [4]; also if a building were to become available. they would like to enter into a business venture of some sort, thus providing those individuals who frequent the kitchen an opportunity to pay for their meals.

III. Monadnock Region Substance Abuse Services, Inc.--Mr. Lindsay Freese, Executive Director joined the Representatives at 10:30. He explained that the need for an increase in Budget request was there, however, in light of the economic climate, they are keeping the request to \$5,750.00 - the same as they requested last year.

IV. Keene Industrial Development Corporation-- Mr. Jack Dugan and Mr. Jay Kahn joined the Representatives at 11:05. It was explained to the group that the \$22,000 which they are requesting would specifically be used to implement a focused county-wide promotional marketing effort to attract new industry to the advantages and benefits of doing business in the Monadnock Region.

V. Women's Crisis Services of the Monadnock Region--At 11:30, Ms. Karen Wagner, Administrative Director, along with Board Chairman Carolyn Nicholson and Vice Chairman, Maggie

Madden of the Women's Crisis Services of the Monadnock Region, joined the Representatives. Karen spoke on behalf of the Agency and updated the Representatives on the services the Agency offers. She also listed accomplishments achieved in 1990. Ms. Wagner explained that there is a satellite office in Peterborough and Outreach Programs through the WIC Program in Winchester, Hinsdale and Jaffrey.

VI. Cheshire County Extension Service---Mrs. Linda Elliott, Director of Extension Services, presented her Budget to the Representatives at 2:30. She explained to the group the increase in the **staff salary line** was due to a secretary who will be on six weeks' maternity leave this Spring, at which time extra help will be required to fill in while she is out. Rep. LaMar questioned of the total Budget what percentage of the Budget was funded by the State and what percentage by Federal and what percentage by County. She will get those figures to Representative LaMar. Mrs. Elliott also distributed the 1990 Annual Report of the UNH Cooperative Extension.

VII. Youth Services of the Monadnock Region--Board members Kathy Oliver, Jane Beecher and Mr. Mario Cossa, M.A. Acting Out Director, joined the Representatives at 1:00 p.m. to discuss their request of \$10,000 from the County. \$8,000 of this \$10,000 was to support the direct costs of the Acting Out Program and \$2,000 for indirect administrative costs re: rent, telephone, etc. The purpose of the Acting Out Program is to provide its participants with an intensive theatre training/therapeutic experience. Acting Out provides an important service to the schools and communities through its issue-orientated audience inter-active improvisational theatre presentations. These performances provide sound information on alcohol and drug abuse, sexual abuse, teen pregnancy, and sexually transmitted diseases.

At 12:15, Rep. Pearson recessed the meeting until next Saturday, February 2nd, at which time the Maplewood Complex will be reviewed.

Respectfully submitted,

Donald O. Crutchley, Clerk

ED/jp

M I N U T E S

Cheshire County Executive Committee Meeting Saturday, February 2, 1991 Administration Building

PRESENT: Representatives Pearson, Spear, Perry, Laurent, Crutchley, LaMar. Commissioners Lane and Thompson; Assistant DeYoung; Administrator McManus.

Rep. Pearson convened the meeting at 9:10 a.m.

Mr. Patrick McManus, Administrator of the Maplewood Complex, met with the Representatives this day to review and discuss the 1991 Budget requests for the Home, House of Corrections and Farm.

5100 - Maplewood Administration: The question was asked regarding **line 12 -Health Insurance**, why the increase in amount requested. It was explained that the county realized a twenty-five [25] per cent increase in the premium this year. **Line 03 Payroll Staff:** 1990 budgeted figure was \$54,773..1991 department request is \$29,058. The question was raised as to why the decrease in administrative staffing. Mr. McManus explained that due to shifting of positions, the individual who kept the medical records, is now budgeted under the Nursing budget. **Line 26 Dues, Memberships and Subscriptions:** Rep. Perry questioned if the dues were essential for all the Organizations. Rep. Pearson questioned whether it is customary for the county to pay an individual's dues and subscriptions to magazines. Mr. McManus explained that some "Dues" are necessary costs in many cases as they are required for recertification for the position by law.

5101 - Finance Accounting--Line 86, Equipment Purchase - question was raised as to why the department requested \$2,535.00 and Commissioners proposed \$8,000.00. It was explained that, of that \$8,000.00, \$7,700.00 would be from the the Capital Reserve for a photo-copier.

5130 - Dietary: Commissioner Thompson explained that this cost center was one of three that would be reduced due to staffing adjustments and the money from these adjustments would be placed in the Sheriff's Deputy Salary line to compensate for overtime pay which had been miscalculated. The bottom line of this cost center would be adjusted from \$699,933. to \$691,546.. The lines that would be affected by this change would be **line 03 Payroll** from \$118,673.to \$111,445., **line 10 Social Security** from \$19,696.to \$19,143., **line 14 Workers' Comp.** from \$19,953.to \$19,393.and **line 15 Unemployment Comp.** from \$889 to \$843.

5140 - Nursing--The bottom line in this budget has increased by eleven [11] per cent. This increase is due to an additional three [3] CNA's and 1.6 Nursing Supervisor position. The reason

for this additional staff are to meet the OBRA demands. **Line 23 CNA Testing**, This is a new line item \$3,200 which is a figure for CNA testing which is mandated by the State.

5150 - Plant Operations--Line 65 Fuel: The department request of \$75,056. was based on the September fuel prices that have been adjusted to today's oil prices. Commissioner Thompson explained additional monies will be needed in this cost center for Water Treatment Plant Permits which have increased from \$600 to \$1,200 per year.

5160 - Laundry and Linens--This is one of the other cost centers which have been adjusted from \$231,129. to \$226,422. **Line 44 Drapery Replacement** - Department request was for \$3,000. Commissioners proposed \$2,000 but in light of the economic climate, this line will be deleted entirely, thus reducing the bottom line on this cost center by \$2,000.

5180 - Pharmacy--Line 42 - Drug Purchases: Administrator McManus explained last year's budgeted amount was insufficient, due to an eighteen [18] per cent increase in the purchase price of drugs. In 1991, an attempt will be made to purchase a larger amount of generic brands whenever possible and as long as they are not detrimental to the resident. **Line 71, Dentist Contract:** Mr. McManus explained to the Representatives that this \$2,500. figure is a low figure taking into consideration that on October 1, 1990, the counties became responsible for the repair of resident's teeth who were in their facilities. **Line 69 Physician's Contract,** Rep. LaMar questioned who the doctors are who are under contract with the Nursing Home. Mr. McManus advised they are Dr. Stern, Dr. Ballou, Dr. Schofield and Dr. Idelkope.

5190 - Activities--Line 42 Religious Expense, Mr. McManus was asked to explain what services were offered for the residents. Administrator McManue indicated that this figure includes the salary for the Chaplain who is under contract and a stipend for a Priest. **Line 57 Miscellaneous Services for Residents:** It was explained that this \$2,000. was for Cable TV and Telephone. **Line 03 Payroll Staff:** 1990 budgeted amount was \$52,869.00; 1991 is \$60,678.00. Mr. McManus was questioned why the increase in this line? Mr. McManus explained that a position is now held by a CNA who also works in "Nursing" when required. Mr. McManus was asked how many of the residents participate in the activity programs offered and it was explained that about 65% take a part.

5194 - Volunteer Services--Rep. Spear questioned why was the Volunteer Services split out from the Activities Department. Mr. McManus explained that the position was formerly a part time position but with the formation of an Auxillary which has currently 40 members whose goal is to raise funds for the residents needs (i.e., a wheel chair accessible van, etc.) along with the extensive types of services being offered, the position has evolved into a full time position.

5195 - Social Services--The question was raised, "what is the difference between "Social Services" and "Activities"? It was explained that "Social Services" deal mainly with the residents families, guardianships and is in charge of all admissions.

5196 - Occupational Therapy- This is the third cost center which was reduced .The adjustments that were made are as follows, total cost center was reduced from \$67,415 to \$60,172. **Line 03 Payroll** was reduced from \$24,629 to \$18,389; **Line 10 Social Security**, \$3,700 to \$3,530. **Line 14 Workers' Comp.** \$ 4,060 to \$3,576 and **Line 15 Unemployment Comp.** from \$134.to \$92. Mr. McManus explained that **line 01 Payroll Occupational Therapist** will be reduced because the budget reflects a full-time position and this will be reduced to a part-time position.

6100 JAIL This budget is up 7% from 1990 - the largest portion of the increase is realized in **line 42 - Medical Counseling** which is up from \$6,100 in 1990 to \$15,000 in 1991.

7100 - County Farm--**line 86 - Equipment Purchase:** This is for due the purchase of a manure spreader which will be purchased from Capital Reserve Funds.

Respectfully submitted,

Donald O. Crutchley, Clerk

ED/jp

M I N U T E S

Executive Committee Recessed Session
February 9, 1991 - 9:00 a.m.
Administration Building

PRESENT: Representatives Crutchley, Doucette, Foster, Kennison, Laurent, Lynch, Metzger, Pearson, Perry, and Spear. Commissioner Lane; Assistant DeYoung. Briefly, Stephen Pinard, Maintenance Supervisor, Attorney Edward O'Brien, and Human Services Administrator Mimi Barber.

Rep. Pearson convened the meeting at 9:00 a.m.

A brief discussion ensued amongst the Representatives regarding how to reduce the bottom line of the budget. Commissioner Lane explained that on Tuesday, Treasurer Conway went to bid for \$5,000,000 Tax Anticipation Notes for the year 1991 and based on the results of that bidding, the county could reduce line 9100.91 "interest on tax anticipation notes" by \$50,000. Commissioner Lane also indicated a reduction on the Victim Witness Coordinator position, as that position has not been filled as yet and it could reduce the budget by January and February salaries at this time. She also indicated that the Occupational Therapist position at Maplewood which has been budgeted as a full-time position, will be reduced because it is now a two-day per week position. There will also be a reduction in Human Services of approximately \$111,000, which Mrs. Barber will address later in the morning. Mrs. DeYoung handed out organizational charts which she had received from the Home Health Care and Community Services earlier in the week.

4160 - Courthouse Maintenance--At 9:00 a.m., Mr. Stephen Pinard joined the Representatives to review the Courthouse maintenance budget. The Administration maintenance budget had been previously reviewed on January 19. Going through the Courthouse maintenance, Rep. Spear questioned why there was a large increase on line 4160.29 - **Outside Services**. Mr. Pinard explained this was due to an increase in the Honeywell contract. Rep. Spear then requested, [if it could be made available] the total amount of monies paid to Honeywell Company in the year. This would include the Maplewood Complex. Mr. Pinard did not have an answer at this time. Commissioner Lane said this figure would be available at next week's meeting. Mr. Pinard also explained that 4160.65 - **Fuel** was a high figure as it was based on September oil prices.

4110 - County Attorney--At 9:45, Attorney O'Brien met with the Representatives to review his budget. Attorney O'Brien explained to the Representatives that line 4110.26 - **Dues, Memberships and Subscriptions** for \$850.00 will not be a

sufficient amount as updates and supplements on State laws and RSA's are required to keep his office library current. Line 4110.42 - Expert Witness - This money was needed as it was explained it would be required in some child abuse cases, i.e., Psychologist. etc. Mr. O'Brien informed the Representatives his office is still without a Victim Witness Coordinator but he was interviewing applicants at this time and said the position would be filled sometime in March.

4190 - Human Services--At 10:30, Mrs. Barber met with the Representatives. At this time she presented them with revised projected 1991 amounts in the following categories: Old Age Assistance, line 54 was increased from \$63,500.00 to \$68,500.00. Line 55 - Aid to the Permanently and Totally Disabled - was reduced from \$324,300.00 to \$299,000.00. 4190.56 - Intermediate Nursing Care could be reduced from \$2,900,000.00 to \$2,800,000.00. The Board and Care of Children would be increased from \$850,000 to \$859,000. She also explained that these changes reflect a decrease of \$111,300.00 from her original request. She also presented the Representatives with rationale supporting these revisions.

At 11:45, Representative Pearson adjourned the meeting.

Respectfully submitted



Donald O. Crutchley, Clerk

ED/jp

M I N U T E S

Executive Committee
Cheshire County Delegation
Saturday, February 16, 1991
Administration Building

PRESENT: Representatives Pearson, Spear, Lynch, Foster, Kennison, Doucette, Crutchley, Laurent, LaMar. Later, Rep. Burnham; Commissioners Adams, Lane and Thompson; Assistant DeYoung.

Rep. Pearson convened the meeting at 9:00 a.m., at which time, updated revenue and expense sheets were distributed to the Representatives, along with a breakdown of Honeywell service charges as requested at last week's session. Commissioner Thompson spoke to the revised revenue and summary sheets updated to 11/91, reduction of budgeted retirement amount, reduction from Human Services Department, reduction of the debt service, reduction of a portion of the Victim Witness Coordinator salary for unfilled position for two [2] months reducing the "Occupational Therapy" line from a full-time position to part-time position would amount to approximately \$183,786.00. However, the following additions should be considered: Treasurer--An additional \$754.00 insurance; Delegation--\$330 for secretarial services; Plant Operations--\$1,200 additional for State licenses, and the Jail increased by \$1,540.00.

Discussion followed as to whether to vote the bottom line of each cost center or go through the budget line by line. It was decided to start with each individual line and if not successful in reducing the budget enough then the Representatives could go back and cut line items which affect all cost centers "i.e., Dues and Subscriptions, Continuing Education, etc.".

Rep. Laurent made a motion to eliminate the employees Cost of living Increase [COLA] which is 2% from the budget. Rep. Lynch seconded the motion; voted unanimously.

Discussion was had over the employees' merit increase. It was explained by the Commissioners that several employees have already received merit increases in 1991 as annual evaluations are performed and merit increases are received on an individuals anniversary date. Rep. Lynch made a motion that, effective December 31, 1991 no merit increases shall be granted to an employee until the annual budget has been passed, at which time such increase would then be retroactive to individual's date of evaluation. Rep. Kennison amended the motion indicating that former motion be effective December 31, 1991 and to include all future budgets Rep. Doucette seconded the motion; voted unanimously.

4100 Commissioners--It was agreed to adopt the bottom line of this budget, which after adjustments in "Retirement" and "COLA" would be \$88,462.

4101 Treasurer--An additional \$754.00 should be added to this cost center under line #4101.94 for insurance, bringing the bottom line to \$5,959.

4103 Delegation--It was agreed to increase this cost center by \$340.00 on line 4103.03 Payroll Staff to cover Secretarial Services. Bottom line will be \$5,880.

4110 County Attorney--This cost center will be decreased by \$7,630, the Victim Witness Coordinator's salary and benefits for two [2] months, along with the cost of living adjustment and the retirement adjustment, bringing the bottom line to \$216,462 for Attorney's Department. 120 Deeds--The bottom line of this cost center with adjustments made in the COLA and Retirement, thus bringing the bottom line to \$225,330.

4140 Sheriff's Department--It was agreed to adjust line 4140.02 Payroll - Deputies from \$158,753.00 to \$179,090.00, along with the adjustments and the cost of living and Retirement, thus bringing the bottom line to \$415,855.

4150 Medical Examiner--Adopt the bottom line of \$20,000.

4160 Courthouse Maintenance--Adopt the bottom line of \$245,337 to indicate adjustments made in the Retirement and Cost of Living.

4170 County Administration Building Maintenance--Rep. Spear questioned what was 4170.65 Fuel budgeted figure based on. Commr. Thompson said \$1.08 per gallon. The bottom line of \$41,693.00 was adopted for this cost center.

4190 Human Services--It was agreed to adopt this cost center in the amount of \$4,176,131 with the adjustment of \$111,300.00 in line 54, 55, 56, and 58, along with the COLA and Retirement adjustment.

Outside Agencies--Discussion ensued around the Outside Agencies. Rep. Lynch made a motion the \$2,000 for Keene Industrial Development Corporation be removed from the Budget. After much discussion, Rep. Laurent seconded the motion. Motion passed by a vote of 5-4 with four [4] against. Rep. Foster then made the move to adopt the Commissioners' proposal for Outside Agencies, with the deletion of \$2,000.00 for KIDC. Rep. Lynch seconded the motion; eight [8] voted for, one [1] against. Adopt amount of \$102,350 for Outside Agencies.

4222 State Roadside Clean-Up Grant--Was unanimously voted to adopt \$20,000.00 Commissioners' proposed. This is a State-funded program and the money will be reimbursed.

MAPLEWOOD COMPLEX

5100 Administration--It was agreed to cut \$1,000 on line 35 "Recruitment" along with the adjustments to be made in COLA and Retirement, bringing the bottom line of this cost center to \$150,459.

5101 Finding of Accounting--It was voted to adopt this budget as presented by the Commissioners, with the adjustments to be made in COLA and Retirement, bringing the bottom line to \$271,159.

5180 Dietary--The bottom line on this cost center had already been reduced to \$691,546.00 for adjustments made in line 3 Payroll - Assistant Supervisor and Cooks, line 10 Social Security, line 14 Workers' Comp., and line 15 Unemployment Comp., with the adjustments voted today in the COLA and Retirement the bottom line shall be \$681,960.

5140 Nursing--It was agreed to adopt this cost center bottom line after the adjustment in COLA and Retirement had been made for a total of \$2,495,840.

5150 Plant Operations - Maplewood--It was agreed to add \$1,200 to line 29 "Outside Services" to cover the increase in state permits. After the COLA and Retirement adjustments are made, the bottom line should be \$500,340.

5160 Laundry and linen--The bottom line on this cost center has been changed to \$226,422.00. Rep. Spear made a motion to delete line 44 "Drapery Replacement" \$2,000. Rep. Foster seconded the motion; voted unanimously. It was voted with the adjustments in COLA and Retirement, the bottom line of \$219,770.

5170 Housekeeping--It was unanimously voted to adopt the bottom line which indicates the COLA and Retirement adjustment \$284,689.

5180 Pharmacy--It was agreed to adopt the bottom line of \$225,488 reflecting the adjustment in COLA and Retirement.

5190 Activities--Bottom line of \$109,341. was adopted, which reflects the COLA and Retirement adjustments.

5194 Volunteer Services--With the adjustments in the COLA and Retirement, the bottom line of \$26,906 was adopted.

5195 Social Services--Unanimous consent to adopt the bottom line of \$58,982 which reflects COLA and Retirement.

5196 Occupational Therapy--Much discussion was raised regarding the elimination of the position of full-time Occupational Therapist. Rep. Foster made a motion this cost center be adjusted on line 3 "Payroll - Assistant Physical Therapist" by reinstating the position to full-time. Rep. Lynch seconded the motion. Discussion followed. The motion was defeated by a vote of 7-2. With the adjustment in COLA and Retirement, the bottom line of \$40,248 was voted.

5197 Physical Therapy--It was unanimously agreed upon to adopt bottom line of \$116,979. which reflects the COLA and Retirement adjustments.

6100 County Jail and House of Corrections--The grand total of \$885,427. which reflects the COLA and Retirement adjustment was adopted.

7100 County Farm--Rep. LaMar questioned what would happen to our County Farm operations if line 46 "Breeding, Testing and Registration" were deleted. It was explained to him by Commissioner Adams that we could very well be out of the dairy business at the end of the year. It was then unanimously agreed upon to adopt the bottom line of \$285,445. reflective of the COLA and Retirement adjustments.

8362 Cooperative Extension Service--It was agreed to adopt the Commissioners' proposed figure of \$158,375.

9080 South-West N.H. Fire Mutual Aid--After much discussion with this Department's budget, Rep. Crutchley made a motion to level-fund this Agency to \$263,489.00. Rep. Laurent seconded the motion; discussion followed. Rep. LaMar was not in favor of level-funding this organization but made a motion that he would accept the Commissioners' proposed budget amount of \$373,815.00. Rep. Doucette seconded the motion; voted unanimously.

9100 Debt Service--The bottom line of \$1,376,965.00 was voted to reflect the decrease of \$50,000.00 on line 91 "Interest on Tax Anticipation Notes".

9200 Capital Reserve Funds--Rep. Spear made a motion to reduce the Commissioners' proposed \$90,000.00 for Capital Reserve Funds by \$30,000.00, to a minimum of \$60,000.00. Rep. Crutchley seconded the motion; voted unanimously. It will be left to the Commissioners' discretion which funds will be reduced.

9384 Cheshire County Conservation District--It was unanimously voted to accept the Commissioners' proposed amount of \$15,000 for this Agency. Voted unanimously.

At this point, Rep. Laurent made a motion the county contribute \$10,000 toward the town of Westmoreland for the reconditioning of the town bridges leading to the Nursing Home. Rep. Kennison seconded the motion. Discussion followed. Three [3] were in favor of the motion; three [3] were against it, two [2] abstained; motion died.

Rep. Spear made a motion that the Executive Committee adopt the amount of \$13,835,101 as the bottom line of for the 1991 Budget with \$6,367,519. as the amount to be raised by taxes. Rep. Foster seconded the motion; voted unanimously.

Respectfully submitted,

Donald O. Crutchley, Clerk

ED/jjp

MINUTES
CHESHIRE COUNTY DELEGATION MEETING

Administration Building, March 18, 1991 7:p.m.

A meeting of the Cheshire County Delegation was held in Keene on the above date with the principal item on the Agenda being the adoption of the County Budget for 1991.

The meeting was called to order by Representative Foster, Chairperson of the Delegation with the following Representatives present: Burnham, Champagne, Clark, Kenneth Cole, Crutchley, DePecol, Doucette, Feuer, Foster, Grodin, Hogan, Hunt, Kennison, Kingsbury, LaMar, Laurent, Lynch, Metzger, Morse, Pearson, Perry, Pratt, Sawyer, Spear.

MINUTES OF 12-12-90: Rep. Cole made a motion to accept the minutes of 12/12/90 as printed, Rep. Hunt seconded the motion, voted unanimously.

COMMR. THOMPSON NEWSPAPER ARTICLE: Chairperson Foster spoke to the recent newspaper article written by Commr. Thompson which was recently published in the Keene Sentinel which relates to the responsibilities and duties of County Government.

PANCAKE BREAKFAST: Commissioner Lane informed the Representatives and guests present of the upcoming pancake breakfast the county will be hosting on April 13th in conjunction with County Government Week, April 6-13, 1991. After the breakfast a program will be held for the citizens of Cheshire County presented by all County Elected Officials. Further details of the breakfast will appear in the newspaper on March 23rd.

BUDGET REVIEW:

COMMISSIONERS-4100: Voted on motion by Rep. LaMar, seconded by Rep Crutchley to approve amount of \$88,462.

TREASURER-4101: Rep. Hunt made a motion to accept amount of \$5,959, Rep Crutchley seconded the motion, voted unanimously.

DELEGATION-4103: Moved by Rep. Kingsbury, seconded by Rep. Feuer that \$5,880 be approved for this account.

COUNTY ATTORNEY-4110: Voted affirmatively on motion by Rep. Hunt, seconded by Rep. Lamar to approve \$216,462. VICTIM WITNESS COORDINATOR: Rep Hunt made the motion to accept \$29,804 this account, seconded by Rep. Laurent, voted unanimously. TOTAL COUNTY ATTORNEY COST CENTER: Rep. Hunt made the motion to accept \$246,266 for this cost center, seconded by Rep. Laurent, voted unanimously.

DEEDS-4120: Rep Cole made a motion to approve the sum of \$225,330 seconded by Rep. Kennison. Affirmative vote.

SHERIFF-4140: On motion by Rep Grodin, seconded by Rep. Hunt it was voted to approve amount of \$415,855.

MEDICAL EXAMINER-4150: Motion made by Rep. Kennison, seconded by Rep. Laurent to accept amount of \$20,000. Voted unanimously.

COURT HOUSE-4160: Voted on motion by Rep. Laurent, seconded by Rep Crutchley to adopt amount of \$245,337 for this account.

COUNTY ADMINISTRATION BUILDING-4170: Rep Feuer moved, seconded by Rep. Doucette to accept amount of \$41,693 for this cost center.

HUMAN SERVICES-4190-01 THRU 4190.92: The question was raised by Rep. Grodin the reason for the increase in this cost center this year. Explained by Commissioner Thompson it was due to extra mandated costs in lines 4190.54 (Old Age Assistance), 4190.55 (Aid to Perm. Total Disabled), 4190.56 (Intermediate Nursing Care) by the state. Rep. Kingsbury moved that the amount of \$4,073,781 be adopted for lines 01 thru 92. Rep Laurent second ed the motion, voted unanimously.

HUMAN SERVICES-OUTSIDE AGENCIES-4190.59 THRU 4190.69: Rep. Spear made a motion that \$2,000 be added to line 4190.68 Keene Industrial Development Corp. Rep. Champagne seconded the motion.

Rep Spear spoke to her motion with discussion to follow. Rep. LaMar suggested that all potential increases to this budget should be placed on the board with a final vote on each to take place after the bottom line of the budget has been determined. A vote was then taken on Rep. Spears motion to increase line 66 by \$2,000. Fourteen voted in favor, nine opposed, motion passed. Rep LaMar moved to approve the total amended amount of \$4,178,131 seconded by Rep Grodin, voted unanimously

STATE ROADSIDE CLEANUP GRANT-4222: Rep Crutchley made a motion which was seconded by Rep. Kingsbury to adopt the amount of \$20,000. for the State Roadside Cleanup Grant, voted unanimously.

MAPLEWOOD ADMINISTRATION-5100: Voted on motion by Rep. Crutchley, seconded by Rep. Laurent to approve sum of \$160,459.

FINANCE/ACCOUNTING-5101: Rep. Kennison made a motion to approve the sum of \$271,159 for this account. Rep. Crutchley seconded the motion; voted unanimously.

DIETARY-5130: Rep. Kennison moved, seconded by Rep. Crutchley, to accept the amount of \$681,960 for this account.

NURSING-5140: Moved by Rep. Crutchley, seconded by Rep. Hunt, to adopt the amount of \$2,495,840 for this cost center. Voted unanimously.

PLANT OPERATIONS-5150: Rep. Pearson made a motion that \$10,000 be reduced from this cost account line 65-Fuel and transferred to the Capital Reserve Account, 9200.97-Courthouse, to increase that cost center by \$10,000. Rep. Feuer seconded the motion. Discussion followed and it was explained by Commissioner Thompson that the budgeted amount was based on September oil prices which are currently substantially less and therefore the budgeted amount is not required at this time. Rep. Hunt made a motion to reduce the bottom line in this cost center by \$10,000, for a total amount of \$490,340. Rep. Laurent seconded the motion; voted unanimously.

LAUNDRY AND LINEN-5160: Rep. Crutchley moved, seconded by Rep. Kennison, that the sum of \$219,770 be adopted; voted unanimously.

HOUSEKEEPING-5170: Moved by Rep. Kennison, seconded by Rep. Crutchley, voted in the affirmative, the amount of \$284,689.

PHARMACY-5180: Rep. Crutchley made a motion to amend the Pharmacy line, 5180.71-Dentist Contract, by adding \$10,000 to cover costs of mandated dental care for residents. This line would then be increased from \$2,500 to \$12,500. Rep. Hunt seconded the motion; voted unanimously. Rep. Kennison made a motion to adopt the bottom line for this cost center at a total of \$235,488. Rep. Laurent seconded the motion; voted unanimously.

ACTIVITIES-5190: Rep. LaMar made a motion to adopt the amount of \$7,000 for this cost center to cover religious expense and miscellaneous services for residents. Rep. Crutchley seconded the motion; voted unanimously.

ACTIVITIES-5193: Rep. Kennison moved, seconded by Rep. Doucette to adapt the sum of \$109,341 for the total for this cost account.

VOLUNTEER SERVICES-5194: Voted on motion by Rep. Crutchley, seconded by Rep. Kennison, to adopt the amount of \$26,906 for this account.

SOCIAL SERVICES-5195: Voted affirmatively on motion by Rep. Kennison, seconded by Rep. Hunt to approve \$58,982 for this cost account.

OCCUPATIONAL THERAPY-5196: Motion to accept the bottom line of \$40,248 was made by Rep. Crutchley. Rep. Laurent seconded the motion. Rep. Pratt spoke to the motion requesting that the position of Occupational Therapist be funded as a full-time position by adding \$16,890 to that line. Rep. Burnham questioned how much time would be required for it to become a full-time position. Chairperson Foster requested Rep. Laurent to take the Chair, allowing her to speak in favor of Rep. Pratt's motion. After much discussion, Rep. LaMar made a motion to

increase line 5196.01-Occupational Therapist from \$12,480 to \$27,752. It was then explained to Rep. LaMar, by increasing line 5196.01, would warrant increases in lines 5196.10-Social Security, and line 5196.14, Workers' Comp. Rep. LaMar amended his motion to increase line 5196.01 to \$27,752, line 5196.10-Social Security to \$3,501, and line 5196.14-Workers' Comp. to \$2,829. Rep. Lynch seconded the motion; voted unanimously. Rep. Grodin moved to approve the amended amount of \$57,138, seconded by Rep. Crutchley; voted unanimously.

PHYSICAL THERAPY-5197: Rep. Kennison made a motion to accept the bottom line of \$116,979 for this cost center. Seconded by Rep. Lynch, voted unanimously.

COUNTY JAIL & HOUSE OF CORRECTIONS-6100: Rep. Pearson made a motion to accept the amount of \$881,427, seconded by Rep. LaMar, for the total sum for this cost center. Rep. Cole asked the question, why was there such an increase in health benefits. It was explained by Commissioner Thompson the increase was due to additional individual's coming on to the county policy, along with an across the board increase in health benefits for all employees of 25% in the year 1991.

FARM-7100:Rep. Champagne made a motion to adopt the sum of \$285,445 for the Farm Account. Rep. Laurent appealed to the Delegation to add an additional \$12,000 to the total budget amount to be given to the Town of Westmoreland to assist them with the repair of town bridges. which are serving the County as they are frequently traveled by employees and visitors to the House of Correction and Maplewood Nursing Home. Much discussion followed Rep. Laurents presentation regarding the setting of a precedent if the Delegation should agree to assist one town with repairs.

Rep. LaMar made a motion to increase the bottom line of the 1991 Cheshire County Budget by \$12,000. to assist the Town of Westmoreland with the repair of town bridges. Seconded by Rep. Kingsbury. The decision was then made to vote on this item in a closed ballot format. Rep's LaMar, Doucette, DePecol, Pearson, and Champagne signed the motion and a closed ballot was held. The ballots were read and the vote was 11 for with 10 against the motion. Chairperson Foster voted against the motion creating a tie vote which left the motion null and void.

Discussion continued on this item with Rep. Hunt then making a motion to donate \$6,000 to the town of Westmoreland for the repair of town bridges. Motion died for the lack of a second.

Rep Champagne made a motion to increase the bottom line of the budget by \$10,000 as a donation to the Town of Westmoreland for repair of bridges accessing the House of Corrections and Maplewood Nursing Home. Rep. Pearson seconded the motion. Motion carried by a vote of 15 for and 5 against. Rep Grodin then made a motion to increase the bottom line of the Farm Account by \$10,000 to \$295,445, seconded by Rep. Hunt, voted unanimously.

COOPERATIVE EXTENSION SERVICE-8360: Rep. LaMar moved, seconded by Rep. Hunt to approve the sum of \$161,135 for this account. Voted unanimously,

SWNH FIRE MUTUAL AID-9080: Moved by Rep. Kennison, seconded by Rep. LaMar to approve recommendation of \$375,130. Voted unanimously.

DEBT SERVICE INTEREST ON THE TANS LOAN-9100: The sum of \$265,000 was approved on motion by Rep. Kennison, seconded by Rep. LaMar.

INTEREST ON BONDED DEBT-9120: amount of \$411,965 was approved by the Delegation on motion by Rep. Champagne and seconded by Rep. Lynch .

PRINCIPAL ON BONDED DEBT-9170: Motion by Rep. Laurent, seconded by Rep. Champagne to approve the amount of \$700,000; voted unanimously.

TOTAL DEBT SERVICE-Moved by Rep. Champagne, seconded by Rep. Doucette, approved the sum of \$1,376,965. So voted.

CAPITAL RESERVE FUNDS-9200: Motion was made by Rep. Kennison to add \$10,000 to line 97 Courthouse Capital Reserve Fund, for a total line

of \$10,000 - money to be transferred from the Maplewood Plant Operations fuel line, Seconded by Rep. Laurent; so voted. Rep. LaMar made a motion to adopt the amended bottom line for this cost account to \$70,000. Rep. Kennison seconded; so voted.

CHESHIRE COUNTY CONSERVATION DISTRICT-9384: Rep. LaMar moved, seconded by Rep. Hunt to adopt the amount of \$15,000. So voted.

REVENUE- It was moved by Rep. Kennison, seconded by Rep. LaMar, voted unanimously, that the amount of \$6,410,721 be raised by taxation to balance the 1991 Cheshire County Budget.

It was voted on motion by Rep. Feuer, seconded by Rep. Lynch, that a total figure of \$14,878,066 be approved as the 1991 budget.

OTHER--A. Maplewood Nursing Home Water Supply: Rep. Crutchley made a motion that the County Commissioners be authorized to make an application for a \$1,130,172 bond to cover the cost of Maplewood Nursing Home water supply improvements. Rep. Kennison seconded the motion; voted unanimously.

Chairperson Foster adjourned the meeting at 9:35.

Respectfully submitted,


Donald O. Crutchley, Clerk

ED/jp

M I N U T E S

Cheshire County Executive Committee
First Quarter Budget Review, May 22, 1991
Administration Building

Chairman Pearson opened the meeting, with the following Representatives present: Crutchley, Doucette, Kennison, Laurent, Lynch, Metzger, Pearson, Perry and Spear.

The Cheshire County Executive Committee met this evening to review the county's first quarterly report of the 1991 budget. Several questions were raised due to the amount of money spent in the first quarter on certain lines, i.e., purchase of office supplies, dues and subscriptions, insurance. It was explained by Commissioner Lane it was due to timing - as many items are budgeted for and paid for on an annual basis. Overall, the budget appears to be on target with no areas for concern at this time.

A tentative meeting has been scheduled for early August to review the second quarter figures.

There being no further business, the meeting was adjourned at 8 p.m.

Respectfully submitted,


Donald O. Crutchley, Clerk

ED/jp

MINUTES PUBLIC HEARING
JUNE 17, 1991
CHESHIRE COUNTY COURT HOUSE

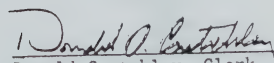
PRESENT: Reps. Champagne, Clark, S. Cole, K. Cole, D. Crutchley, Depecol, Doucette, Feuer, Hunt, Kennison, Kingsbury, Lynch, LaMar, Laurent, Morse, Pearson, Perry, Riley, Spear; Commrs. Lane, Thompson; Treasurer Conway; Assistant DeYoung; Facilities Manager Isakson; Mr. Ray Brewer, WKNE Radio.

Vice Chairman Laurent, on request of Chairman Foster opened the Public Hearing at 7: p.m. and asked if there were any public comments on the bond issue for the Maplewood Nursing Home Water Supply Improvements project.

Commissioner Thompson gave a brief overview of the project and answered a few minor questions regarding the project.

With no further comment and upon motion made by Rep. Riley, seconded by Rep Kennison, Vice Chairman Laurent adjourned the Public Hearing at 7:15 p.m.

Respectfully submitted,


Donald Crutchley, Clerk
Cheshire County Delegation

CHESHIRE COUNTY DELEGATION
MEETING MINUTES
JUNE 17, 1991

PRESENT: Reps. Champagne, Clark, Stacey Cole, Kenneth Cole, Crutchley, Depecol, Doucette, Feuer, Hunt, Kennison, Kingsbury, Lynch, LaMar, Laurent, Pearson, Perry, Riley, Spear; Commrs. Lane and Thompson; Treasurer Conway; Assistant DeYoung; Facilities Manager, Dick Isakson; Mr. Ray Brewer, WKNE Radio.

Vice Chairman Laurent, on request of Chairman Foster declaring a quorum convened the Meeting of the Delegation at 7:15.

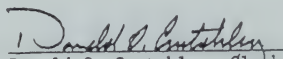
Representative LaMar moved that the County Commissioners be authorized to make an application for a \$500,000 bond to cover the cost of Maplewood Nursing Home Water Supply Improvements. Rep Kennison seconded the motion, voted unanimously by a roll call vote as follows voting in favor.

Representatives Champagne, Clark, S. Cole, K. Cole, Crutchley, Depecol, Doucette, Feuer, Hunt, Kennison, Lynch, Kingsbury, LaMar, Laurent, Morse, Pearson, Perry, Riley, Spear.

No Further business, Rep. Feuer moved the meeting be adjourned, seconded by Rep. Riley.

Meeting adjourned at 7:25 p.m.

Respectfully Submitted,


Donald O. Crutchley, Clerk
Cheshire County Delegation

M I N U T E S

Cheshire County Executive Committee Meeting
2nd Quarter Budget Review
Wednesday, August 28, 1991
Administration Building

PRESENT: Representatives Crutchley, Doucette, Foster, Kennison, Laurent, Lynch, Metzger, Pearson, Perry and Spear.

Rep. Pearson opened the meeting at 11:00 a.m. and began review of the 2nd Quarter Cheshire County Budget, page by page. She questioned why lines 14 and 15 **Workers and Unemployment Compensation Funds**, were over extended at this point. It was explained a large portion of the premiums are paid in the early part of the year and it is merely a matter of timing.

Account 4111 Victim Witness Program: A question was raised why a Coordinator had not been hired to replace Mary Mello who left the position after 8 months on the job in December. Discussion as to the value of a position that has been vacant this long. Rep. Pearson suggested we reserve further discussions until the Delegation meeting to follow, at which time it will be an agenda item.

Account 5100 - Maplewood Administration: A question was raised as to why outside services were so high. Commissioners explained it was a typewriter contract and additional copy costs over the designated amount in the service contract on the copy machine.

Chairman Pearson suggested recessing this meeting until after the Delegation meeting scheduled for 11:30 is completed.

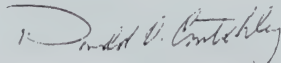
At 12:30 Chairman Pearson recalled the Executive Committee to session to continue the Six Month Budget Review.

Account 5130 - Dietary: A question was asked why 5130.6 was so over budget. Mr. McManus explained a seminar was charged to that line which should have been charged to 5130.22, **Continuing Education**.

Account 5197 - Physical Therapy: A question was raised why no money was budgeted on this line but \$167.30 was expended. It was explained that it was an advertisement for a vacant position which was not anticipated this year.

There being no further business, Chairman Pearson adjourned the meeting at 1:15.

Respectfully Submitted,



Donald O. Crutchley, Clerk
Cheshire County Delegation

M I N U T E S

Cheshire County Delegation Meeting
Wednesday, August 28, 1991
Administration Building

At 11:30 a.m., Chairperson Foster called the meeting to order with the following Representatives present: Kenneth Cole, Stacey Cole, Crutchley, DePecol, Doucette, Feuer, Foster, Grodin, Hogan, Kennison, Laurent, Lynch, Metzger, Pearson, Perry, Riley and Spear.

Chairperson Foster distributed agendas for the meeting and asked that the Victim Witness Coordinator's position be added to the agenda.

I. Commissioners' Redistricting: Representatives received from the Commissioners Office copies of the Commissioners' proposed redistricting plan for their review prior to today's meeting. Rep. Pearson made a motion to accept the Commissioners' proposed redistricting plan. Rep. Lynch seconded the motion, followed by a lengthy discussion from the various Reps. over the territory covered in one (1) of the districts. It was explained by Commissioner Lane the size of one (1) district over another is governed by population and not by geography. After further discussion, the motion passed by a vote of ten (10) in favor and six (6) opposed.

II. Resuscitation Policy: At the request of Rep. Foster, the Representatives were also sent a copy of the county's policy as to the non-availability of certain medical procedures. After much discussion, the question was raised by Rep. Grodin why there was so much discussion over a policy the Delegation had no jurisdiction over when all in attendance are aware that county policies are established by the Commissioners. The role of Representatives is to appropriate the funding for the county.

III. Victim Witness Coordinator Position: Discussion regarding this position which began during the Executive Committee Budget Review Session continued. It was explained by Commissioner Thompson that the position has been vacant for eight (8) months after having been filled for only eight (8) months. Commissioner Thompson also went on to state that there are no statistics available to prove or disapprove the value of the position in winning cases. Rep. Laurent agreed with Commissioner Thompson and questioned the value of the position and further stated that the burden to the taxpayers[as state funding for this position is expected to be eliminated next year]. should be taken into consideration and the position possibly eliminated. Chairperson Foster requested Rep. Laurent to take the Chair to enable her to speak on the subject.

Rep. Foster explained her concern for the victims without the aid of a Coordinator to familiarize them with the system. She also stated that Attorney O'Brien cannot be forced to fill the position if he chooses not to and she is not willing to give the position up just yet.

IV. **Budget:** Rep. Foster asked the Representatives if they would be interested in having Cliff Smith of the United Way Agency speak to the group and give them the United Way's criteria in deciding which agencies to fund. Rep. Grodin did not see the need to meet with Mr. Smith and questioned if it was in the best interests of the county to fund agencies that are also funded by the United Way. Rep. Laurent suggested the county go out of the business of funding agencies altogether.

V. **Deeds Transfer Tax:** Commissioner Thompson spoke to RSA 78B:2 effective June 1990 wherein no transfer tax is imposed on noncontractual transfers. This ruling is costing the counties and the state a sizeable amount of potential revenue. The suggestion was for lawmakers to consider a rule change during the next Session. Rep. Stacey Cole inquired if Mrs. Hubal, Register, would be able to prepare documentation, indicating the number of documents being processed as gift transfers. Commissioner Thompson assured him that as soon as the information was available, it would be forwarded to the Representatives for their review.

There being no further business, the meeting was adjourned at 12:30, at which time the Executive Committee continued their six-month Budget Review.

Respectfully submitted,


Donald O. Crutchley, Clerk

ED/jp

M I N U T E S

Cheshire County Executive Committee Meeting
Monday, December 16, 1991
Jury Assembly Room, Courthouse

PRESENT: Reps. Crutchley, Doucette, Foster, Kennison, LaMar, Laurent, Metzger, Pearson, Perry. Commissioners Adams, Lane and Thompson, Treasurer Conway.

Chairman Pearson opened the meeting at 6:30 p.m.

I. BUDGET REVIEW:

Chairman Pearson reviewed the 9-month 1991 Budget figures, page by page, department by department; all the figures seemed to be right on line. Several questions arose regarding various line items that appear to be over or under budgeted at this nine month point. It was explained by Commissioner Thompson that in most instances it is merely timing with some payments made in the early part of the Budget year and others paid in the end of the Budget year, thus causing these particular lines to appear at this point to be over or under budgeted.

II. TREASURER'S REQUEST:

Roger Conway, County Treasurer, personally appeared before the County Executive Committee to seek authorization to borrow in anticipation of taxes an amount not to exceed 6.5 million dollars for the 1992 budget year. Rep. Pearson, Chairman of the Executive Committee, recognized a motion by Rep. Laurent, seconded by Rep. Kennison, that in order to provide funds which will be needed by the 1992 fiscal year to meet demands upon the county treasury, the County Treasurer is authorized to borrow an amount not to exceed 6.5 million dollars under RSA 29:8 in the anticipation of revenues to be collected for the 1992 fiscal year. The vote was unanimous.

III. OTHER:

A. Quarterly Reviews--It was the recommendation of Chairman Pearson and several other members of the Executive Committee that the "close of the quarter figures" be given to them and reviewed as soon as they are available in 1992.

B. 1992 Budget Review--It was the consensus of the Committee to meet the first four (4) Saturdays in January to review budget request by Department Heads and Outside Agencies.

At 7:30 p.m., Rep. Pearson adjourned the meeting.

Respectfully Submitted,

Donald O. Crutchley, Clerk

M I N U T E S

Delegation Meeting/Public Hearing
Monday, December 16, 1991
Jury Assembly Room, Courthouse

PRESENT: Reps. Burnham, Champagne, Clark, Kenneth Cole, Crutchley, DePecol, Doucette, Fueur, Foster, Hogan, Kennison, Kingsbury, LaMar, Laurent, Metzger, Pearson, Perry, Pratt, Riley, Sawyer, Young.

The Public Hearing was convened at 7:30 p.m. with Commissioners Lane and Thompson giving an overview of the Budget. It was explained that due to mandated costs in the Human Services Department by the State, the Budget has increased as it has. Removing the mandated costs, the amount to be raised by taxes would be only \$14,000 or 2/10 of one (1) per cent. With no further questions from the public, the meeting was turned over to the Delegation Chairperson, Katherine Foster.

I. MINUTES:

Katherine Foster asked for approval of the August 28, 1991 delegation meeting minutes. Rep. LaMar made a motion, seconded by Rep. Doucette, voted unanimously to accept the minutes as printed.

II. SUSAN SPEAR'S REPLACEMENT:

Rep. Foster spoke to replacing Rep. Spear's seat on the Executive Committee as it was vacated earlier in the year when Rep. Spear moved to New York. Rep. Kingsbury made a motion to nominate Dan Burnham to replace Rep. Spear. Rep. Doucette seconded the motion. Rep. Pearson questioned why fill the position this evening when there would be a special election the next day to fill her seat on the delegation. Rep. Metzger felt it should be done this evening as the individual who would be elected tomorrow would not have the experience to serve on the Executive Committee. Rep. Pearson then made a motion to nominate Rep. Feuer from Marlow to fill Rep. Spear's seat. Rep. Young seconded the motion. Rep. Pratt moved that the nomination be closed. Rep. Kingsbury seconded the motion. A ballot vote was then taken with eleven (11) voting for Rep. Burnham and eight (8) for Rep. Feuer. Rep. Burnham by majority vote was elected to fill Rep. Spear's seat until the end of the term.

III. WITNESS COORDINATOR POSITION:

Rep. Pratt questioned the salary and grade of the Witness Coordinator. Rep. Champagne questioned the current status on the hiring of the Coordinator. Commissioner Thompson indicated that it was Mr. O'Brien's responsibility to fill the position and they should contact Mr. O'Brien for any information on the filling of that position.

IV. RESUSCITATION POLICY:

Rep. Foster indicated there would be a rule forthcoming regarding resuscitation policies.

V. EDUCATING HANDICAPPED CHILDREN:

Rep. Riley indicated he has a Bill in the House this year regarding the towns' financial liability in educating handicapped children in their towns.

VI. RETIREMENT CHANGES:

Rep. Champagne submitted information regarding a potential Bill that may be forthcoming which would have an impact on Group II participants.

VII. NURSING HOME BILL:

Rep. Foster informed the Committee that she and Rep. Pratt would be introducing a Nursing Home Bill whose context would be extended "in-home" care.

The meeting was adjourned at 8:30 p.m. with the next meeting to be held sometime in March, 1992, at which time the 1992 Budget would be adopted.

Respectfully Submitted,

Donald O. Crutchley, Clerk

ED/jp

