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MERRIMACK COUNTY



Annual Report 1998



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1998 ANNUAL REPORT

MERRIMACK COUNTY BOARD OF
COMMISSIONERS

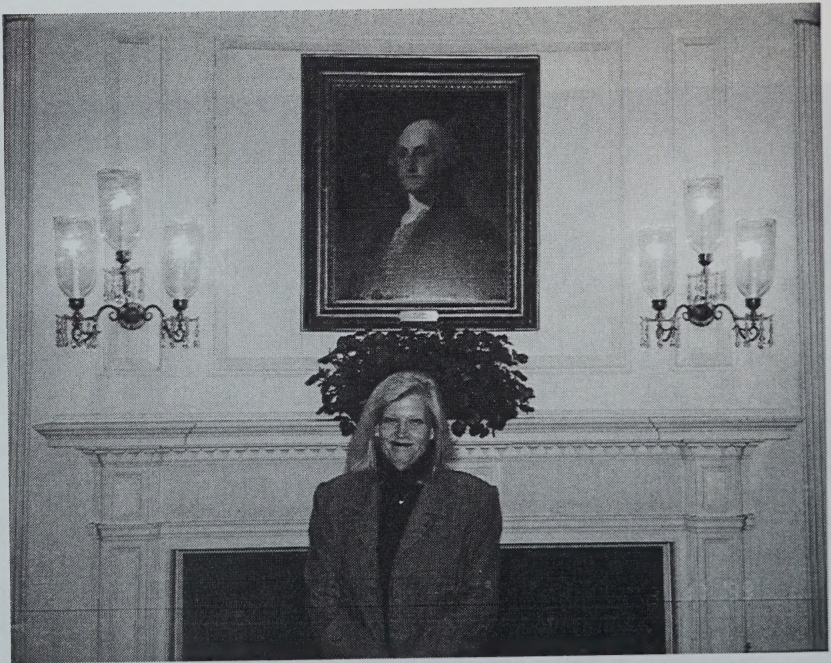
Stuart D. Trachy, Chairman, Franklin
Kenneth L. McDonnell, Vice Chairman, Concord
(January 1998 - March 1998)
Larry J. Boucher, Clerk, Hooksett



January 1, 1998 - December 31, 1998

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MERRIMACK COUNTY BOARD OF
COMMISSIONERS

Katherine D. Rogers, Concord
(June 1998-Present)



January 1, 1998 - December 31, 1998

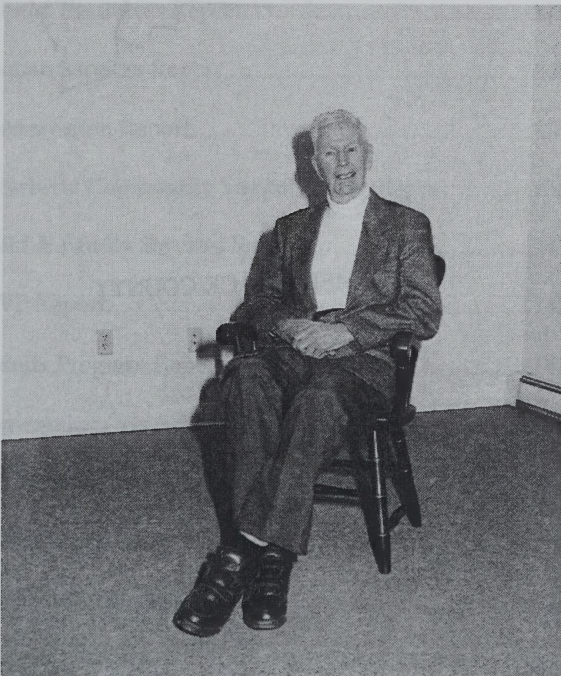
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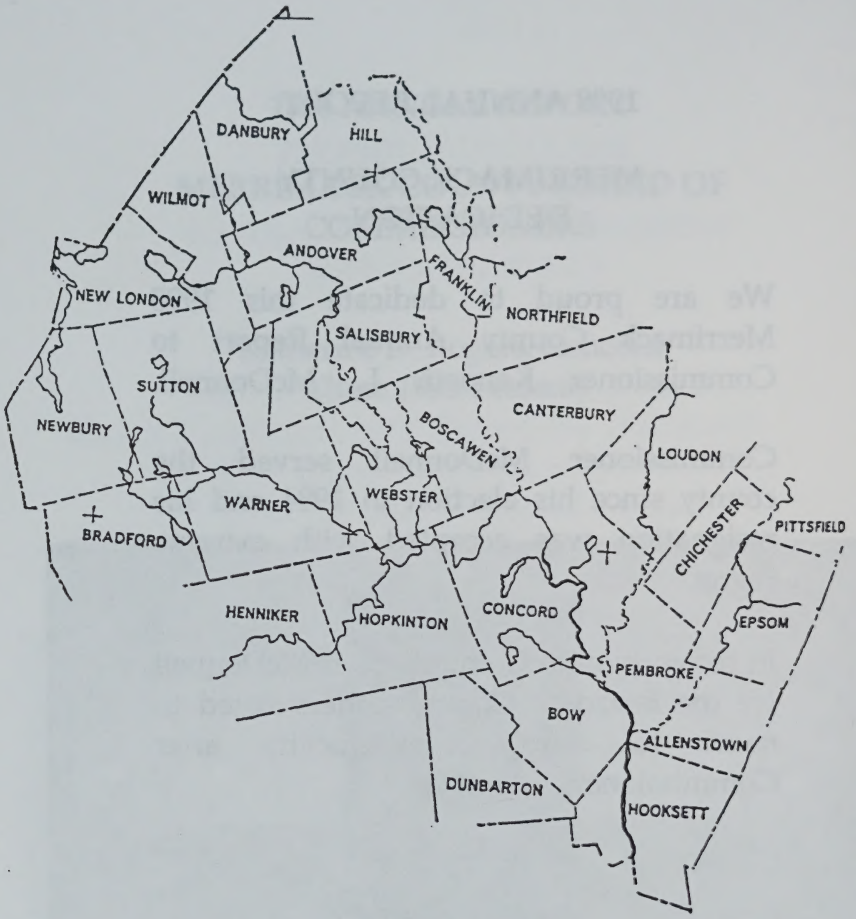
MERRIMACK COUNTY DEDICATION

We are proud to dedicate this 1998 Merrimack County Annual Report to Commissioner Kenneth L. McDonnell.

Commissioner McDonnell served the county since his election in 1984 and his resignation was accepted with extreme regret.

In recognition to Commissioner McDonnell we the Board of Commissioners voted to name to court street facility after Commissioner McDonnell.





MERRIMACK COUNTY

1998 Merrimack County Annual Report

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1997-1998 Oath of Elected Officials: (Left to Right)

Honorable Judge George L. Manias, County Attorney Michael Th. Johnson, Sheriff Chester L. Jordan, Treasurer Charles T. Carroll, Register of Deeds Kathi L. Guay, Deputy Register of Deeds Judith M. Hamilton, Register of Probate Patricia A. Fraser, Deputy Register of Probate Marguerite M. Andrew, Commissioner Stuart D. Trachy, Commissioner Larry J. Boucher and Commissioner Kenneth L. McDonnell

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MERRIMACK COUNTY OFFICERS

(* Elected Positions)

COMMISSIONERS

- *Stuart D. Trachy, Chairman, Franklin
- *Larry J. Boucher, Vice Chairman, Hooksett
- *Kenneth L. McDonnell, Vice Chairman
(Jan-Mar)
- *Katherine D. Rogers, Clerk, Concord
(Jun-Dec)

TREASURER

- *Charles T. Carroll, Concord

COUNTY ATTORNEY

- *Michael Th. Johnson, Canterbury

REGISTER OF DEEDS

- *Kathi L. Guay, Concord

REGISTER OF PROBATE

- *Patricia A. Fraser, Pittsfield

SHERIFF

- *Chester L. Jordan, Contoocook

COUNTY ADMINISTRATOR

Kathleen T. Bateson

HUMAN SERVICES DIRECTOR

Thomas W. Wentworth

HUMAN RESOURCES DIRECTOR

Carol A. Bickert

NURSING HOME ADMINISTRATOR

Thomas P. Matzke

CORRECTIONS SUPERINTENDENT

Carole A. Anderson

JUDGE OF PROBATE

Honorable Richard A. Hampe

CHIEF MEDICAL EXAMINER

Thomas A. Andrew, M.D.

CLERK OF SUPERIOR COURT

William S. McGraw

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MERRIMACK COUNTY DELEGATION MEMBERS OF THE NEW HAMPSHIRE HOUSE OF REPRESENTATIVES

District No. 1 Andover, Danbury, Hill,
Salisbury, Wilmot

William Leber (r)

Earl W. Chandler (r)

District No. 2 Newbury, New London, Sutton,
Warner

Peter Crowell (r)

Alf Jacobson (r)

Avis Nichols (r)

District No. 3 Bradford, Henniker

Barbara C. French (d)

Bernard Lamach (r)

District No. 4 Boscawen

Kenneth Marshall (r)

District No. 5 Bow

Michael Whalley (r)

District No. 6 Hopkinton

Derek Owen (d/r)

District No. 7 Boscawen, Bow, Dunbarton,
Hopkinton, Webster

Eric Anderson (r)

Pat Krueger (r)

Stephen DeStefano (d)

District No. 8 Northfield

Gerard St. Cyr (d)

District No. 9 Canterbury, Loudon,
Northfield, Pittsfield

Roy Maxfield (r)

Stephen Adams (r)

Robert Lockwood (r)

David Larrabee (r)

District No. 10 Chichester, Epsom

Charles B. Yeaton (d)

Mary Ellen Brown (r)

District No. 11 Hooksett

David Hess (r)

Ray F. Langer (r)

Terry Pfaff (r)

District No. 12 Allenstown, Pembroke

Gabriel Daneault (d)

Frank Davis (r)

Thomas Colburn (r)

Gerard Lavoie (r)

District No. 13 Franklin

James Whittemore (r)

Martin Feuerstein (r)

Olive Morrill (r)

District No. 14 Concord - Ward 1

Carol Burney (d/r)

District No. 15 Concord - Ward 2
Jean Wallin (d/r)

District No. 16 Concord - Ward 3
Mary Stuart Gile (d)

District No. 17 Concord - Ward 4
Gloria Seldin (d)

District No. 18 Concord - Ward 5
Elizabeth Hager (r)

District No. 19 Concord - Ward 6
Carol Moore (d)

District No. 20 Concord - Ward 7
Toni Crosby (d)

District No. 21 Concord - Ward 8
Marilyn Fraser (d)

District No. 22 Concord - Ward 9
Katherine Rogers (d)

District No. 23 Concord - Ward 10
Tara Reardon (d)

District No. 24 Concord - Ward A-H
Elizabeth Hoadley (r)
Miriam Dunn (d)
Mary Jane Wallner (d)

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MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING FEBRUARY 2, 1998

Representatives DeStefano, Fraser, Hager, Lockwood, Wallin, Whalley and Whittemore were present.

Register of Deeds:

Representative Whalley presented the Register of Deeds budget and stated his subcommittee made no changes.

Representative Whalley made reference to the \$70,000 in the Imaging System Lease line item and also the \$20,000 in New Equipment. Representative Whalley further stated, Register of Deeds Kathi Guay projected \$50,000 in Revenue and feels the \$20,000 appropriation should reflect in the budget not the \$70,000. Discussion followed.

Representative Wallin asked about the new position created in the Register of Deeds department. Accountant Richard Zack stated that new position is called Computer Technician. Register of Deeds Kathi Guay stated the new Computer Technician was upgraded from a Data Indexer, the Labor Grade for this new position was increased and the position is very essential to her department.

Representative Wallin asked why the Register's Revenue is projected below the 1997 actual. Ms. Guay stated that when putting the budget together she had no idea what the final numbers would be. She further stated the interest rates are down and she would be agreeable to raising the Revenue amount another \$25,000 making the total \$775,000.

Representative Hager made a motion to increase the Register of Deeds Revenue to \$775,000. The motion was seconded by Representative Wallin and in a show of hands of 5 to 1, it carried.

Representative Whalley made a motion to accept the Register of Deeds Budget of \$622,633. It was seconded by Representative Hager and passed unanimously.

Treasurer Revenue:

Treasurer Charles T. Carroll was asked about the Treasurer's Miscellaneous line item. Mr. Carroll stated this is money the County receives from the State Treasurer's office, which represents abandoned property.

Delegation:

Representative Whalley stated that \$500.00 was cut from the Travel line item. Representative Whittemore asked what the mileage rate is for the Delegation. County Administrator Carol Bickert responded that mileage for the Delegation is .22 a mile.

Representative Wallin asked what the mileage is for County employees. Ms. Bickert stated .29 a mile. Representative Wallin asked why the Delegation did not receive the same. Ms. Bickert explained that the Delegation sets the mileage for themselves and it has not been changed in years. Representative Whalley made a motion to change the Travel line item to read \$2,000. The motion was seconded by Representative DeStefano and passed unanimously.

Representative Whalley made a motion to accept the Delegation Budget of \$8,500. The motion was seconded by Representative Fraser and passed unanimously.

Administration:

Representative Whalley stated the subcommittee recommends the Legal Counsel line item of \$25,000 be changed to \$15,000. He said Legal Counsel has been offered by the County Attorney's Office in the past, but that some issues need outside counsel. Commissioner Trachy explained that the County would only seek outside counsel for unionized negotiations as well as personnel issues and the remaining issues would go through the County Attorney's office as noted by County Attorney Michael Th. Johnson in the past. Discussion followed.

Representative Wallin stated she would like to hold off on this line item until the County Attorney's Office can speak to this issue. Representative Hager agreed with Representative Wallin.

Representative Wallin asked about the Recruiting line item. County Administrator Carol Bickert stated this is countywide classified advertising for positions and that the Merrimack County Nursing Home is the highest user of the account in seeking CNA's and RN's. Representative Lockwood noted there is a recruiting line item under the Nursing Home Budget as well.

Representative Hager made a motion to amend the recruiting line item to read \$1,500. The motion was seconded by Representative Wallin and passed unanimously.

Representative Wallin asked what the New Equipment line item consisted of. County Administrator Carol Bickert explained that \$2,000 is budgeted for a lap top computer, \$1,000 for software and upgrades and \$1,500 for computer hardware replacement.

Representative Wallin made a motion to table the rest of the Administration Budget until further explanation can be given on Legal Counsel. The motion was seconded by Representative Whittemore and passed unanimously.

Representative Whittemore asked for clarification on page B-2 and asked what the \$2,000 figure represented. County Administrator Carol Bickert stated that represents overtime.

Treasurer:

Representative Whalley explained the subcommittee changed the Audit line item from \$11,750 to \$6,750 further stating the committee wanted to stay in line with the 1997 actual. Representative Whalley made a motion to accept the new Audit line item of \$5,000. The motion was seconded by Representative Fraser and passed unanimously.

Representative Whalley stated there were no changes in Conference & Education line item, but feels there should be a policy instituted on this issue.

Representative Wallin wanted to know what the \$25,000 under New Equipment would have covered. Accountant Richard Zack explained this would cover the cost of a new computer system for the Finance Department because the existing one will not accommodate the year 2000. Representative DeStefano suggested the County contact Mr. Towle at the State of New Hampshire for discount rates.

Representative Whalley made a motion to accept the Treasurer's Budget. The motion was seconded by Representative Whittemore and passed unanimously.

Concord Complex Maintenance:

Representative Whalley presented this budget and moved its approval. The motion was seconded by Representative Wallin and passed unanimously.

Other/ Misc:

Representative Lockwood asked for clarification on the Sick time buyback policy. County Administrator Carol Bickert explained this new policy went in to effect for January 1, 1997 changing the accrual basis for employees hired from that point on. The Sick time buyback is given to employees at the end of the year. It is one-half of their unused balance.

Representative Whalley moved its approval of this section. The Motion was seconded by Representative Hager and passed unanimously.

Corrections:

Representative Hager asked why line item Other Agencies' Prisoner Holds was down from last year. Corrections Superintendent Carole Anderson stated her population is up and she does not have as many beds to sell.

Representative Whittemore presented the Corrections Revenue and stated there were no changes. Representative Wallin made a motion to accept the Corrections Bureau Revenue of \$50,525. It was seconded by Representative Hager and passed unanimously.

Representative Fraser asked for clarification on the line item Inmate Telephone. Corrections Superintendent Carole Anderson explained, there are pay phones in the day rooms that inmates are allowed to use to make collect calls. Ms. Anderson

further explained the County receives 24% of the collected money from the Telephone Company.

Representative Wallin asked how many prisoners are figured into the line item Other Agencies' Prisoner Holds. Ms. Anderson answered "40 or 50 prisoners a year." Discussion followed.

Representative Whittemore made a motion to accept the total Corrections Revenue budget of \$ 206,025. It was seconded by Representative Fraser and passed unanimously.

Representative Whittemore explained to the Executive Committee that the Corrections Budget indicated 3 new positions and the Board of Commissioners agreed to 2 new positions that will start in March or after the budget is approved.

Representative Hager asked what the Personnel line included. Ms. Anderson stated it includes the two new officers, but does not include her salary change.

Representative Whalley noted that the new Personnel line item would read with changes \$ 1,769,470.

Corrections Superintendent Carole Anderson explained that a new page would have to be printed to add in the salary increase and to deduct \$ 18,763 for the third officer that was originally budgeted.

Representative Whittemore shared with the Executive Committee that the MSU Building on the Corrections campus has been renovated and will need additional staffing.

Corrections Superintendent Carole Anderson added that this was the reasoning behind the additional officers in her budget. The building will house about 22-24 inmates.

Representative Whittemore made a motion to accept the pending Personnel line item of \$1,769,470, which includes 2 additional officers figured at one-third of the year and a salary increase for the Superintendent. The motion was seconded by Representative Hager and passed unanimously.

Corrections Superintendent informed the Executive Committee that a fuel tank needs to be replaced at her facility in 1998 and that Margaret Dyer is putting together a bid list for this project.

Representative Whittemore announced that the Adult Diversion program has moved to the Human Services department and will appear in that budget.

Representative Whittemore made a motion to accept the total Corrections budget excluding the Personnel line item. It was seconded by Representative Hager and passed unanimously.

Representative Whittemore moved the approval of the Merrimack County Academy's budget and the motion was seconded by Representative Hager and passed unanimously.

In other business the Executive Committee made changes to the schedule of the remaining meetings.

Representative Lockwood adjourned the meeting at 12:15 p.m.

Elizabeth Hager

Clerk

Merrimack County Executive Committee

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MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING

FEBRUARY 9, 1998

Representatives Daneault, DeStefano, Fraser, Hess, Lockwood, Wallin and Whittemore were present.

Representative Lockwood appointed Representative Hess as Acting Chairman.

In Representative Elizabeth Hager's absence, Acting Chairman Representative Hess appointed Administrative Secretary Melinda Harrison as Clerk Pro-Tem.

Representative Hess called the meeting to order at 10:05 a.m.

Nursing Home Administrator Tom Matzke opened the meeting with a briefing on some issues within the 1998 Budget. Mr. Matzke also addressed some concerns for the 1999 Budget as well. Mr. Matzke stated he planned on a frozen rate for the 1998 Budget which is the Merrimack County Nursing Home daily rate of about \$105,072 which was projected from the Revenue perspective based on the Medicaid and private clients. Also, Commissioner Morton along with the NH Health Care Association are looking at the Medicaid suit very closely and Counties

should see an increase in their Medicaid rates beginning April 1998.

Mr. Matzke further stated as of January 1, 1998 the Nursing Home has privatized the Pharmacy and Rehabilitation Departments. In closing, Mr. Matzke addressed the 1999 Budget, which would include going to a Case Mix System. Discussion followed.

Mr. Matzke also explained the Capital Improvement Plan that would cover the cost of two oil tanks that need to be removed and replaced. Mr. Matzke also explained the Nursing Home's recent fire that occurred on the 4th floor that is still under investigation, and a bomb scare that occurred last week that is also under investigation. Discussion followed.

Representative Lockwood presented the Nursing Home budget and stated the overall budget is \$13,483,761 which is \$53,987 less than the Commissioners recommendation and \$37,936 less than the 1997 Actual.

Administration: Many discussions on this line item. The subcommittee made no changes.

Debt Service: No changes were made.

Representative Whittemore asked what the County's outstanding debt was. Nursing Home Administrator Tom Matzke stated the Special Care Unit and the first Capital Improvement Plan of

1990 will be paid off in the year 2000.

Medical Director: A reduction of \$140.00 was made to the Longevity line item. Total Medical Director Budget now reads \$124,551.

Purchasing: No changes were made.

Representative Hess asked if the salary increase of 3% was given across the board. Representative Lockwood responded, "yes" in most cases.

Dietary: No changes were made.

Nursing: A reduction of \$12,390 in the Personnel line item and a \$15,000 reduction in the Supplies line item. Bottom line to read \$5,817,450. Discussion followed.

Maintenance: A reduction of \$6,500 was made to Building Repairs, a \$2,000 reduction was made to Supplies, a \$10,000 reduction was made to Fuel, a \$1,000 reduction was made to Care of Grounds and \$1,000 reduction was made to Equipment Repair. Bottom line being \$954,396.

Waste Water Treatment: No changes were made.

Laundry: A reduction of \$1,457 was made to Personnel, a \$500.00 reduction was made to supplies, a \$1,000 reduction was made to Linen and \$1,000 reduction was made to Equipment Repair. Bottom line being \$486,800.

Representative Lockwood stated there is an 11% increase in this line item which is over the 1997 Actual.

Housekeeping: No changes were made.

Pharmacy: Representative Lockwood as well as Nursing Home Administrator Tom Matzke explained that the Pharmacy department is now a privatized operation and run by Neighbor Care, located in Pembroke.

Activities: No changes were made.

Rehabilitation: No changes were made to this line item however, this service now operates in conjunction with Franklin Regional Hospital.

Social Services: No changes were made.

Representative Lockwood made a motion to accept the Nursing Home Budget of \$13,483,761. It was seconded by Representative Wallin and passed unanimously.

Residential Properties: No changes were made.

Representative Whittemore asked what the status was on the sale of County property. Commissioner Trachy stated it is in the process of being surveyed and then figure out what the best subdivision would be.

Representative Lockwood made a motion to accept the Residential Properties budget of \$ 7,600. It was seconded by Representative Fraser and passed unanimously.

Representative Lockwood made a motion to accept the Nursing Home Revenue of \$13,372,154. It was seconded by Representative Fraser and passed unanimously.

Representative Lockwood made a motion to accept the Residential Properties Revenue of \$56,500. It was seconded by Representative Fraser and passed unanimously.

Other Business:

Representative Hess suggested the Delegation should hold informational meetings again this year in the surrounding towns of Franklin and Warner with a final Delegation meeting in Concord. Representative Hess stated he would get back with the Executive Committee at its next scheduled meeting to confirm the meetings.

Representative Hess adjourned the meeting at 11:30 a.m.

Melinda A. Harrison
Clerk Pro-Tem *
Administrative Secretary

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MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING FEBRUARY 13, 1998

Representatives Brown, Daneault, Fraser, Lockwood and Whittemore were present.

In Representative Elizabeth Hager's absence, Chairman Representative Lockwood appointed Administrative Secretary Melinda Harrison as Clerk Pro-Tem.

Representative Lockwood called the meeting to order at 10: 15 a.m.

Representative Brown and Human Services Director Thomas Wentworth presented the Human Services, Adult and Juvenile budgets. Mr. Wentworth explained the Revenue and Expenditures and stated \$2,455,700 represented the 6% incentive funds and the \$137,164 represented the new grant for the Bridge program. Mr. Wentworth further stated that an additional \$25,000 needed to be added into his personnel line item as well as Revenue. The breakdown would be \$5,000 for supplies and \$20,000 would cover the increase in hours for the Franklin Program Manager.

Representative Brown made a motion to accept the Human Services Revenue of \$466,364. It was

seconded by Representative Fraser and passed unanimously.

Grant Agencies:

Representative Brown stated this would be level funded as previous years. Representative Brown further stated a summer meeting would take place to review these agencies to discard any duplication in services.

Representative Brown made a motion to accept the Grant Agencies budget of \$313,191. It was seconded by Representative Daneault and passed unanimously.

Cooperative Extension:

Representative Brown reported that UNH Cooperative Extension has relocated their offices and now occupy a residential property next to the Nursing Home. Representative Brown further stated this office is in need of landscaping and paving and thought it was beyond the scope of her committee, that a more appropriate decision should come from the Executive Committee or the Board of Commissioners. Discussion followed.

Representative Brown explained to the Executive Committee that her subcommittee recommends, based on limited information at the time of consideration, a bottom line of \$262,491. Upon further information and the arrival of Judith Bush, Representative Whittemore made a motion to

accept the Commissioners recommended amount of \$278,447. It was seconded by Representative Daneault and passed unanimously.

Human Services:

Human Services Director Tom Wentworth explained an increase of \$20,000 was added to Personnel to cover potential grants.

Supplies: An increase of \$5,000, bottom line to read \$11,450.

Representative Brown made a motion to accept the Human Services budget of \$8,684,367. It was seconded by Representative Daneault and passed unanimously.

Bridge Grant: No changes were made.

Representative Brown made a motion to accept the Bridge Grant of \$161,959. It was seconded by Representative Whittemore and passed unanimously. Representative Lockwood presented the Merrimack County Sheriff's budget as well as the subcommittee's report from Representative Stephen Adams.

Representative Lockwood stated there were no changes made to the Revenue account of \$638,244. Representative Daneault made a motion to accept the \$638,244. It was seconded by Representative Brown and passed unanimously.

Representative Whittemore asked if the bailiff's reimbursement would change for 1998. Representative Lockwood believed the change would happen in 1999.

Deputy Jack Hannigan representing the Sheriff's office, stated Dispatch Services has been decreased to \$93,430 because the town of Epsom had pulled out. Representative Fraser asked if a replacement had been found. Deputy Hannigan stated not at this time.

Deputy Jack Hannigan also stated Vehicle Replacement had been increased to \$42,800 for 6 new leased vehicles instead of two new purchased vehicles.

Representative Brown stated there had been discussion in the past regarding vehicles for the Sheriff's office, and felt the minutes should reflect the purchase of a van. Representative Lockwood stated it was approved for 6 leased vehicles and that the Sheriff has the final say.

Representative Whittemore asked why there was an increase in Personnel. Deputy Jack Hannigan stated this increase reflected the COPS grant of \$30,000.

Representative Whittemore asked why there was an increase in Outside Services. Deputy Hannigan stated the Sheriff's office needed to hire a negotiator for the Union negotiations.

Representative Daneault made a motion to accept the Sheriff's budget of \$1,174,480. It was seconded by Representative Whittemore and passed unanimously.

Representative Whittemore thought it would be helpful for next year's budget if new salaries as well as old salaries be printed.

Dispatch Services: No changes were made.

Representative Daneault made a motion to accept the Dispatch Services bottom line of \$286,244. It was seconded by Representative Whittemore and passed unanimously.

Representative Lockwood reported on the County Attorney's budget as well as the subcommittee's report from Representative Stephen Adams.

Representative Lockwood noted Revenue was up about \$7,000 since the 1997 actual.

Representative Daneault made a motion to accept the Revenue figure of \$240,550 for the County Attorney's office. It was seconded by Representative Brown and passed unanimously.

Representative Whittemore asked why the increase in Personnel. County Attorney Michael Johnson stated all the attorney's for 1998 are flat funded with no raises expected. However, there are several positions that are annualized as well as

well as the new Bridge Prosecutor that are part of the step-increase process.

Representative Lockwood asked why there is no figure for Longevity. Mr. Johnson stated \$4,040 has been figured for Longevity in 1998. Representative Lockwood further asked why page C-1 had no figures on it. Mr. Johnson stated the only information that is indicated on page C- I is Personnel, Total Operations and Employee Benefits. Mr. Johnson further stated Longevity is included in the Personnel line item of \$820,763. Representative Whittemore asked why this is different from other departments. Mr. Johnson stated the Commissioners prepared there budget marked C-1 and because of the difficulty he had last year with the numbers being submitted erroneously, he decided this year he would only report bottom line figures. Discussion followed.

Representative Daneault made a motion to accept the County Attorney's budget of \$1,066,879. It was seconded by Representative Brown and passed unanimously.

Representative Whittemore asked for clarification on Outside Services. Mr. Johnson stated Outside Services were \$35,000 in 1997 and \$16,716 for 1998 with a reduction of \$18,284.

Representative Fraser asked if the grant totals were included in the Personnel. Mr. Johnson stated "yes".

Representative Lockwood explained that the bottom line figure of \$1,066,879 as stated in the budget books is the same number as stated in the County Attorney's handout. Representative Lockwood further explained there are category differences but the bottom line is what the Delegation will approve. Discussion followed.

Medical Referee: No changes were made.

Representative Daneault made a motion to accept the Medical Referee bottom line of \$50,000. It was seconded by Representative Whittemore and passed unanimously.

Other Business:

Mr. Johnson stated there is an additional \$25,500 that needs to be figured into the budget for security purposes at 4 Court Street. Representative Lockwood explained it would need to go before the Delegation.

Representative Lockwood adjourned the meeting at 1:00 p.m.

Melinda A. Harrison
Clerk Pro-Tem
Administrative Secretary

1998 ANNUAL REPORT

MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING MARCH 6, 1998

Representatives Brown, Daneault, DeStefano, Fraser, Hager, Hess, Lockwood, Wallin, Whalley and Whittemore were present.

Representative Leber also attended the Executive Committee Meeting

Commissioner Trachy gave an overview of the 4th Quarter Financial Report ending December 31, 1997. Commissioner Trachy stated that back in December the surplus figure was \$100,000 but now in March, the surplus figure is \$ 400,000.

Representative Whittemore asked why the Actual for County Attorney was lower than the budgeted amount. County Attorney Michael Th. Johnson stated grants were reassigned to the appropriate departments. Discussion followed.

Representative Hess moved to accept the 4th Quarter Revenue for 1997. The motion was seconded by Representative Wallin and passed unanimously.

Representative Lockwood then moved on to Expenditures for 1997 and made reference to the memo that addressed inter-departmental transfers.

Commissioner Trachy stated that throughout the year as Department Heads are spending down their budgets they may come across unexpected expenditures and also some changes in their line items. Department Heads will then come to the Board and ask for a transfer from one line item to another. The only time the Board of Commissioners would come to the Executive Committee is if there is a need to transfer monies from one Department to another.

Representative Lockwood asked if there were any items in the Administration budget that could be cut. Commissioner Trachy stated that the 1998 Budget has specific items outlined in the proposed expenditures for 1998.

Representative Lockwood asked if there were any items in the Treasurer's budget that could be cut. Accountant Richard Zack explained that the proposed 1998 budget was outlined for the sub-committee and checked with great detail as to how each individual line item was being spent.

Representative Wallin asked about the policy for departments purchasing needs. Commissioner Trachy explained that most all the County departments' order through the County purchasing department located at the Nursing Home.

Representative Fraser moved to accept the Delegation, Administration and Treasurer's expenditures. It was seconded by Representative Whittemore and passed unanimously.

Representative Lockwood asked County Attorney Michael Th. Johnson if he foresees additional cuts in his budget. County Attorney Johnson explained his 1998 budget reflects no new positions, no raises for his staff and also a zero impact on the amount to be raised by taxes and did not see any cuts at this time.

Representative Lockwood asked County Attorney Johnson if there would be another \$23,000 transfer in the Supply and Outside Services line items next year. County Attorney Johnson stated this money was transferred into the New Equipment line item for the Bridge program. This money represents a new camera as well as film and does not feel any transfers will be needed for the 1998 budget.

Representative Lockwood asked Register Kathi Guay if she foresees additional cuts in her budget. Register Kathi Guay stated not at this time.

Representative Whittemore moved to accept the County Attorney and Register of Deeds expenditures for 1997. It was seconded by Representative Fraser and passed unanimously.

County Attorney Michael Th. Johnson explained that there was personnel change in Medical Referee and stated the numbers for the line item could change due to better management.

Representative Lockwood asked Sheriff Jordan if he foresees additional cuts in his budget. Sheriff Jordan stated all of his transfers were completed at year's end and did not foresee additional cuts at this time.

Representative Hager requested Chairman Lockwood to accept further motions at the end of the report and explained motions at the end of every department would create extra reporting as well as typing. This was agreed upon by Chairman Lockwood as well as members present.

Representative Wallin asked why the 1996 Encumbrance under Court Maintenance fell short. Accountant Richard Zack stated the new Security System that had been proposed came in less than anticipated.

Human Services Director Tom Wentworth explained he would require some transfers into the Human Services account due to estimates that were made for some of the State categories.

Corrections Superintendent Carole Anderson explained she did not foresee additional cuts in her budget and that her transfers were at year-end.

Representative Lockwood asked if the Corrections Superintendent had seen an increase in the population. Ms. Anderson stated at this time there are 160 inmates and that she has opened the minimum-security unit and still has 7 people

bunking on the floor. Ms. Anderson further stated she feels the increase in population is here to stay.

Representative Whittemore asked Commissioner Trachy how the sale of County property was going. Commissioner Trachy responded, "they are proceeding with the surveying of the property and will move forward once the survey is complete."

Representative Whittemore asked for clarification on the new policy set by Commissioner Terry Morton with regards to Grant Agencies. Nursing Home Administrator Tom Matzke stated Commissioner Morton is pushing for long term care and does not feel the agencies within the County Budget would be affected, but it is too early to tell.

Mr. Matzke addressed his budget and stated at this time he is under expensed and has 22 employees out on the Family Medical Leave Act and 20 vacant positions available. Mr. Matzke stated he did not foresee any cuts at this time.

Representative Wallin asked if money was saved by privatizing the Pharmacy Department. Mr. Matzke stated, "yes" and added that additional money was also saved by privatizing the Rehabilitation Center.

Representative Whittemore moved to accept the 4th Quarter Financial Report as presented. It was seconded by Representative Whalley and passed unanimously.

Representative Lockwood explained the next item of business would be the Transfer of Appropriations.

Commissioner Trachy stated the amount to be transferred into the Human Services budget is \$365,810. Human Services Director Tom Wentworth explained that in August of 1997 more people were going into nursing homes and a freeze on the rates by Commissioner Morton made the numbers rise tremendously.

Representative Wallin moved to adopt the transfer of appropriations of \$365,810 to be transferred into the Human Services budget. It was seconded by Representative Whittemore and passed unanimously.

Representative Lockwood stated the next item of business would be the 1998 Proposed Budget Changes. Commissioner Trachy stated 1998 increase over 1997 in expenditures is 1.99%. Commissioner Trachy further stated there are some issues pending that would benefit the County. The first is a possible settlement with the NH Health Care Association. Second is, pending legislation that concerns Long Term Care. Commissioner Trachy explained he could not report a final figure until those two issues are resolved.

Representative Hager moved approval to accept the 1998 Proposed Budget Changes. It was seconded by Representative Brown and passed unanimously.

Representative Brown asked if there was a way to set up a Capital Project Fund for surplus money. Accountant Richard Zack stated the Delegation can set this up, and by doing this, the Delegation would have control over the money.

Representative Wallin asked why the Landscaping & Paving line item is under the UNH Cooperative Extension budget and asked if the line item could be moved to the Residential Properties budget. Commissioner Trachy stated "yes, it can."

Representative Wallin made a motion to move Landscaping & Paving of \$20,000 to the Residential Properties budget. It was seconded by Representative Hager and passed unanimously.

Other Business:

Representative Hess announced the Delegation and Public Hearing is set for March 19, 1998 at 7:00 p.m. in rooms 206-208 at the Legislature Office Building.

Sheriff Jordan announced he will be presenting to the Commissioners a decrease in the Dispatch Services of \$27,000.

Representative Wallin made a motion to recommend to the Delegation the 1998 Budget as

presented and amended. It was seconded by Representative Hager and passed unanimously.

Representative Lockwood adjourned the meeting at 11:25 a.m.

Elizabeth Hager

Clerk

Merrimack County Executive Committee

1998 ANNUAL REPORT

MERRIMACK COUNTY PUBLIC HEARING MARCH 19, 1998

Representatives Adams, Anderson, Burney, Colburn, Crosby, Daneault, Davis, DeStefano, Dunn, Feuerstein, Fraser, French, Hager, Hess, Hoadley, Jacobson, Lamach, Langer, Larrabee, Leber, Lockwood, Marshall, Maxfield, Moore, Morrill, Owen, Reardon, Rogers, Seldin, St. Cyr, Wallin, Wallner, Whittemore and Yeaton were present.

Representative Hager read the Public Notice of the meeting.

Representative Hess asked the Delegation, Elected Officials and Department Heads to introduce themselves.

Representative Hess explained the process of the Public Hearing and then recognized Commissioner Trachy to give an overview of the County Budget. Commissioner Trachy stated the 1998 budget has seen a number of changes and at this time shows a decrease of \$175,000 to be raised by taxes. Commissioner Trachy also stated that there is a 3.96% increase over spending from 1997.

Representative Rogers asked Commissioner Trachy about the Personnel changes and if the changes would impact the budget.

Commissioner Trachy explained the Personnel Line Items that were adopted by the Executive Committee included \$50,000 for the Administrator and \$40,000 for the Human Resources Director. The salaries for the new people in the these positions have been agreed upon and because the effective date of these changes is April 6, 1998, there is no need for additional appropriations. Discussion followed.

Representative Lamach asked about the Longevity Pay for County employees. Commissioner Trachy explained that Longevity Bonuses were eliminated for employees hired after January 1, 1997.

Representative Hess asked the Elected Officials if they would like to address the Delegation regarding their budgets.

County Attorney Michael Th. Johnson stated his budget has a zero impact on the amount to be raised by taxes.

Register of Deeds Kathi Guay stated she predicts her department will see a \$200,000 profit.

Sheriff Chet Jordan said he had more arrests and more sexual assault investigations. Mr. Jordan further stated he would endorse more funding for the Department of Corrections and is currently waiting for the Video Arraignment Program to get underway.

County Attorney Michael Th. Johnson stated the Diversion Program has been extraordinarily successful.

Representative Hess asked if any member of the public wished to speak.

Mr. Andy Labrie from the Merrimack Valley Aids Project, Inc. asked the Delegation to approve \$15,000 to help fund the project. The program serves 54 clients and 28 of those clients are from Merrimack County. Mr. Labrie is seeking additional funds because of the cutback in Section 8 housing. Mr. Labrie stated some of these clients are homeless or in risk of becoming homeless. The program has not been able to receive funding from the New Hampshire Housing Authority. Representative Hess told Mr. Labrie the appropriate paperwork needed to be filled out and could possibly be presented at the next Executive Committee Meeting in April or May.

Mr. Scott Hillard, Police Chief from the town of Northfield, spoke in support of the 1998 County Budget.

Representative Anderson, also a selectmen in Bow, said he was in favor of keeping County taxes low.

Representative French thanked everyone for coming to the meeting and stated the turn out was excellent.

Representative Hess closed the Public Hearing at 8:05 p.m.

Elizabeth Hager
Clerk
Merrimack County Delegation

1998 ANNUAL REPORT

MERRIMACK COUNTY DELEGATION MEETING MARCH 19, 1998

Representatives Adams, Anderson, Burney, Colburn, Crosby, Daneault, Davis, DeStefano, Dunn, Feuerstein, Fraser, French, Hager, Hess, Hoadley, Jacobson, Lamach, Langer, Larrabee, Leber, Lockwood, Marshall, Maxfield, Moore, Morrill, Owen, Reardon, Rogers, Seldin, St. Cyr, Wallin, Wallner, Whittemore and Yeaton were present.

Representative Hess opened the Delegation Meeting at 8:15 P.M.

Representative Hager read the Public Notice and called the roll with 33 members present.

Representative Lockwood moved to adopt the budget resolution dated 3/9/98. It was seconded by Representative Whittemore.

Representative Lockwood moved to amend his motion as presented. It was seconded by Representative Adams and adopted unanimously.

Representative Moore moved to add \$15,000 to line seventeen to fund the Merrimack Valley

Aids Project. It was seconded by Representative Hager.

Representative Moore spoke in favor of the Merrimack Valley Aids Project and stated the funding is essential in helping homeless as well as aids patients. Representative Moore also added there are many young children in this program and of the 54 clients 28 are from Merrimack County.

Representative Whittemore moved to table this motion. It was seconded by Representative Lockwood and passed unanimously. Representative Whittemore indicated the request needs to be discussed at the next Executive Committee Meeting.

Representative Wallin asked about the Grant Agencies and the process for reviewing them. Representative Seldin, a sub-committee member of the Grant Agencies, stated because of the short notice given, the committee never met with the individual Agencies and therefore agreed with the Board of Commissioners on level funding. A lengthy discussion followed.

Representative Wallin stated the same Grant Agencies and same funding levels have been found year after year and feels the programs

need to be looked at more closely to see if there is any duplication in services.

Representative Rogers stated she is concerned about the Personnel changes reflected in the Administration section of the 1998 budget and does not support it therefore will vote against it.

Representative Hess stated a vote on the 1998 Budget as amended was in order and asked the Clerk to call the vote. Representative Hager announced the 1998 Budget passed on a vote of 26 to 6.

Representative Hess adjourned the Merrimack County Delegation Meeting at 9:15 p.m.

Elizabeth Hager
Clerk
Merrimack County Delegation

1998 ANNUAL REPORT

MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING APRIL 27, 1998

Representatives Brown, DeStefano, Fraser, Hager, Lockwood, Wallin, Whalley and Whittemore were present.

Representatives Lamach and Leber were also in attendance.

Representative Lockwood opened the Executive Committee at 10:10 a.m.

Representative Lockwood called upon Commissioner Trachy to give an overview of the 1st Quarter Financial Report ending March 31, 1998. Commissioner Trachy stated revenues are flagging a bit behind and expenditures are within the expected range and sees no problems.

Representative Lockwood asked how the new State Medical Examiner was doing. County Attorney Michael Th. Johnson explained he is very impressed with Dr. Andrews and further explained Dr. Andrews is doing an excellent job.

Representative Lamach asked why the equipment repairs line item in the Register of Deed's Department is high. Accountant Zack explained that this was an unexpected problem with the phone system. Representative Lockwood noted that

since the Registrar was away this item would be addressed at the next Executive Committee meeting.

Representative Whittemore asked what the status was on the Security issue at 163 North Main Street. Commissioner Trachy explained that Ms. Guay is working with the Probate office on this issue.

Representative Lockwood asked for clarification on the strip search article that appeared in the Concord Monitor. Corrections Superintendent Carole Anderson stated that this procedure stopped at the Merrimack County House of Corrections back in 1994. Discussion followed.

Representative Wallin moved to accept the 1st Quarter Financial Report. The motion was seconded by Representative Hager and passed unanimously.

Representative Lockwood asked Commissioner Trachy to brief the Executive Committee on Senate Bill 409. Commissioner Trachy stated it is very important that the financial portion of the bill be passed even if the policy section goes to a study group.

Commissioner Trachy stated at a recent Board meeting the Commissioners approved a grant request of \$15,000 from the Merrimack Valley Aids Project depending on the changes in revenues based on Senate Bill 409.

Representative Wallin spoke about her concern relative to the Merrimack Valley Aids Project. Representative Wallin stated that the Delegation had indicated at the most recent Delegation Meeting that the Executive Committee would make a decision at their next meeting. A lengthy discussion took place regarding the policies and procedures for the Grant Agencies.

Representative Lockwood stated the Executive Committee needs to recommend to the Delegation the Elected Officials Salaries and the Delegation must vote before the filing period opens on June 3, 1998.

Commissioner Trachy stated the Commissioners have no recommendations for their said salaries.

Representative Whittemore moved the Executive Committee recommend to the Delegation \$8,000 for Chairman, \$7,500 for Vice-Chairman and Clerk. The motion was seconded by Representative Fraser and passed unanimously.

Representative Wallin moved the Executive Committee recommend to the Delegation \$7,000 for County Treasurer. The motion was seconded by Representative Whittemore and passed unanimously.

Representative Whittemore moved the Executive Committee recommend to the Delegation the Salary Schedule for County Attorney. The motion was

seconded by Representative Fraser and in a show of hands the motion carried 7 yes 1 no.

Sheriff Chet Jordan addressed the Executive Committee and stated the Salary Schedule set for County Sheriff does not coincide with the other Salary Schedules and he is looking for fairness in the process.

Representative Wallin moved the Executive Committee recommend to the Delegation the Salary Schedule for Sheriff. The motion was seconded by Representative Whittemore and in a show of hands the motion failed 3 yes 4 no.

Representative Whalley made a motion to amend the wording of the Sheriff's Salary Schedule. The motion was seconded by Representative Whittemore and in a show of hands the motion failed 2 yes 5 no.

Representative Hager made a motion to table Representative Wallin's motion. The motion was seconded by Representative Fraser and in a show of hands the motion failed 4 yes 4 no.

Representative Whalley moved to establish a sub-committee to study the Sheriff's and Register of Deed's salaries and report back to the Executive Committee before a Delegation meeting in June. The motion was seconded by Representative Fraser and in a show of hands motion passed 7 yes 1 no.

Representative Lockwood appointed Representative Whalley as chair of the sub-committee. The members are Representatives Fraser, DeStefano, Whittemore.

Representative Lockwood adjourned the Executive Committee at 12:10 p.m.

Elizabeth Hager

Clerk

Merrimack County Executive Committee

1998 ANNUAL REPORT

MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING MAY 28, 1998

Representatives Daneault, DeStefano, Fraser, Hager, Hess, Lockwood, Rogers, and Whalley were present.

Chairman Robert Lockwood called the meeting of the Merrimack County Executive Committee to order at 8:30 a.m.

Representative Lockwood stated that the purpose of the meeting was to take action in setting salaries for the Register of Deeds and Sheriff's positions for the next biennium.

Representative Lockwood called upon Representative Whalley, Chairman of the Salary Study Committee to speak on the committee's findings.

Representative Whalley first addressed the Register of Deeds position referring to the Salary Study Committee's minutes of the May 8th meeting. Representative Whalley explained that there was a motion to increase each step for the Register of Deeds by \$2,000 which failed in a 2-2 vote. In a 4-0 motion, the Committee voted to increase each step by \$4,000 and to eliminate the Sixth Step. If re-elected for the next biennium, the Register of Deeds would be at Step 5 at \$46,000 per year.

Representative Whalley moved that the Executive Committee adopt the Salary Study Committee's recommendation for the Register of Deed's salary and to further recommend it to the Delegation. Motion seconded by Representative Fraser.

Further Discussion on the motion:

Chairman Lockwood called upon Register of Deeds Kathi Guay. Ms. Guay praised the Salary Study Committee in all the work that the committee has undertaken.

Ms. Guay expressed to the Executive Committee that as a result of discontinuing the Longevity Bonus back in 1992, any increase she received since then is misleading. For example, a \$2,000 raise was actually \$1,000. Consequently, Ms. Guay stated that she has been \$1,000 behind every biennium. Ms. Guay requested that in consideration of her 24 years of service in addition to comparing her salary to state positions, that this disparity be rectified.

Representative Fraser asked the Register of Deeds if she was asking for an additional \$1,500. Ms. Guay stated "correct, it would compensate for the loss of the longevity bonus and would wipe the slate clean."

Representative Rogers moved to amend the motion to increase Step 5 from \$46,000 to \$47,500. Motion seconded by Representative Fraser.

Discussion followed. In a roll-call vote, motion was defeated 4-4.

In a roll-call vote, the motion to accept the Salary Study Committee's recommendation for the Register of Deed's salary passed unanimously.

Representative Hager stated she would like to discuss the longevity issue with the Delegation. Representative Lockwood responded that this could be looked at a subsequent meeting for a supplemental budget.

Representative Whalley addressed the Sheriff's salary. The new recommended salary range for the Sheriff's position was increased by \$4,000 and eliminated Step 6. If the current Sheriff is re-elected for the next biennium he will be at Step 5 at \$56,000 per year.

Representative Whalley moved that the Executive Committee adopt the Salary Committee's recommendation for the Sheriff's salary and to recommend the Schedule to the Delegation. Motion seconded by Representative Fraser. There was further discussion on the motion.

In a roll-call vote, 7-0 voted in the affirmative. Motion carried.

Representative Whalley made reference to having a copy of the Register of Deed's job description citing some of the responsibilities and duties. Representative Whalley stated that he was not

prepared to distribute the job description at this time.

Representative Lockwood declared the meeting adjourned at 9:00 a.m.

Elizabeth Hager

Clerk

Merrimack County Executive Committee

1998 ANNUAL REPORT

MERRIMACK COUNTY DELEGATION MEETING MAY 28, 1999

Representatives Anderson, Burney, Crosby, Daneault, Davis, DeStefano, Dunn, Feuerstein, Fraser, French, Gile Hager, Hess, Hoadley Kruger, Langer, Leber, Lockwood, Marshall, Morrill, Owen, Rogers, St. Cyr, Wallin, Whalley, Whittemore, and Yeaton were present.

Representative Hess opened the Delegation Meeting at 1: 15 p.m.

Representative Hager read the Public Notice and called the roll with 27 members present.

Representative Lockwood moved to adopt the Salary for Chairman of Board of Commissioners at \$8,000. The motion was seconded by Representative French and passed unanimously.

Representative Lockwood moved to adopt the Salaries for Vice Chairman and Clerk of Board of Commissioners at \$7,500. The motion was seconded by Representative French and passed unanimously. Representative Lockwood moved to adopt the Salary for County Treasurer at \$7,000.

The motion was seconded by Representative French and passed unanimously.

Representative Lockwood moved to adopt the Salary Schedule for the County Attorney as stated. If re-elected Mr. Johnson's salary will be \$68,000. The motion was seconded by Representative French and passed unanimously.

Representative Lockwood explained the Salary Schedule for the County Attorney would stay the same.

Representative Wallin asked if these schedules needed to be adopted every two years. Representative Hess stated "yes." Representative Wallin then asked that the question be divided and that the Salary Schedules be treated separately from the setting of the Salaries.

(Representative Hager left the meeting; Representative Fraser substituted as Clerk).

Representative Lockwood moved to adopt the Salary Schedule for the Sheriff's stated eliminating Step 6 with an increase of \$4,000 per Step. If re-elected, Mr. Jordan's salary will be \$56,000. It was seconded by Representative French. Discussion followed.

A role call vote was requested by Representative Wallin on the Salary Schedule for the Sheriff and war, seconded by Representative Gile. Vote carried 19 "yes" 6 "no".

Representative Lockwood moved to adopt the Salary Schedule as stated for the Register of Deeds eliminating Step 6 with an increase of \$4,000 per Step. If re-elected, Ms. Guay's salary will be \$46,000. The motion was seconded by Representative French and passed unanimously.

Representative Rogers moved to amend the motion to increase." the Register of Deed's salary by \$1,500. It was seconded by Representative Crosby. Representative Hoadley stated she objects to this sort of surprise, and is fearful this kind of action will set a precedent, Representative Rogers and Whalley defended the Salary Schedule. On a voice vote, motion failed 12 "yes" 14 "no".

(Representative Hager returned).

Representative Burney moved to reconsider the amended motion on the Register of Deeds Salary Schedule. The motion was seconded by Representative French. On a standing vote, motion failed 11 "yes" 15 "no".

Representative Lockwood moved that the Salary of Register of Deeds, if re-elected, be set at \$46,000. It

was seconded by Representative Rogers. In a voice vote, motion passed unanimously.

Representative Langer stated he is against both Salary Schedules for Sheriff and Register of Deeds and would like to be recorded as such.

Representative's Owen and Dunn moved to adjourn at 2:46 p.m.

Elizabeth Hager
Clerk
Merrimack County Delegation

1998 ANNUAL REPORT

MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING

AUGUST 6, 1998

Chairman Lockwood opened the Executive Committee Meeting at 10:06 a.m.

In Representative Elizabeth Hager's absence, Chairman Representative Lockwood appointed Administrative Secretary Melinda Harrison as Clerk Pro-Tem.

Chairman Lockwood called the roll and reported the following Representatives were present. Adams, Daneault, Hess, Lockwood, Whalley and Whittemore.

Representative Lamach was also in attendance.

Business Administrator Kathleen Bateson stated there was a correction for the Register of Deeds Revenue and reported the new figure of \$ 493,769.

Representative Whittemore asked why the Revenue for County Attorney was at 31.1%. County Attorney Michael Johnson stated the District Court Prosecution is reported at zero and the revenue for these services are expected to arrive in December.

Chairman Lockwood asked for an explanation on the revenue line item, Tentative Grants under the

Human Services Budget. Business Administrator Kathleen Bateson stated the Tentative Grants were budgeted at \$25,000 with \$5,000 received from the United Way. At the time the budget was passed it was anticipated that \$20,000 would be received from another agency, that may not go through.

Chairman Lockwood asked Nursing Home Administrator Tom Matzke for an explanation as to why the Medicare revenue line item is reflecting 454.00%. Nursing Home Administrator Tom Matzke stated \$24,000 was budgeted using Medicare rate reimbursement. The number of residents however, have been Medicaid eligible, therefore the increase in revenue. The trend is not likely to continue for the remainder of the year. The actual number received is \$109,306. Discussion followed.

Representative Adams asked how the new Special Care Unit is working. Mr. Matzke stated the Special Care Unit is going very well with 50 beds occupied.

Mr. Matzke shared with the Executive Committee that he is concerned about the Nursing Home's future. Discussion followed.

Chairman Lockwood called upon Representative Wallin to address the Executive Committee. Chairman Lockwood wanted the minutes to reflect Representative Wallin was now in attendance.

Representative Wallin is concerned over whether Merrimack County is in business to run the Nursing Home, or whether the Nursing Home is a result of Merrimack County being in business. A lengthy discussion took place on the future developments of the Nursing Home.

Chairman Lockwood suggested that the Nursing Home budget sub-committee meet more often to keep abreast of the future developments of the Nursing Home.

Chairman Lockwood asked if the Special Detail revenue line item of \$13,079 with 654.0% received for the Second Quarter reflect the recent sale of cruisers. Business Administrator Kathleen Bateson stated, "yes" \$7,000 of the money was received from the sale of old cruisers. Captain George Fitts further stated that the additional revenue is for additional police coverage for the town of Webster.

Representative Wallin asked if the Writ Fees line item will decrease since there has been a change in the divorce filing process. Captain Fitts stated, "yes", since last year this line item has decreased approximately \$5,000.

Business Administrator Kathleen Bateson stated the surcharge for the Registry of Deeds is up \$29,519.

Representative Wallin asked why the Residential Properties line item was showing 7.5% received.

Ms. Bateson stated this number reflects rents that have been received and that the County anticipated the sale of this residential property, however due to problems a clear title to the land is not possible. This issue is being researched by the County Attorney's Office.

Representative Hess asked if there were any significant amounts of money that needed to be addressed under Revenue that was not stated in the First Quarter Report. Ms. Bateson explained not at this time.

Representative Lamach asked if Merrimack County pays for legal services provided by the Merrimack County Attorney's Office. County Attorney Michael Th. Johnson stated, "no".

Representative Hess made a motion to accept the Second Quarter Revenue figures. Seconded by Representative Daneault. Motion passed unanimously.

Representative Hess asked if there were any significant amounts of money that needed to be addressed under Expenditures that was not stated in the First Quarter Report. Ms. Bateson explained not at this time.

Representative Lockwood asked about the encumbered amount of \$5,000. County Attorney Michael Th. Johnson stated this money was budgeted for a filming project for the Diversion Programs that has not been completed.

Representative Adams asked Mr. Johnson how the new Medical Examiner was to work with. Attorney Johnson stated that on a scale of 1-10, the new Medical Examiner was a 12 and is very pleased.

Representative Adams asked Nursing Home Administrator Tom Matzke why the Medical Personnel Pool line item was expended at 71.5%. Administrator Matzke stated he is seeing a shortage for C.N.A.'s and has had to go to the Medical Personnel Pool for assistance during the shortage period.

Representative Adams asked about the status on the State and Federal Inmates staying at the correctional facility. Corrections Superintendent Carole Anderson stated currently there are eight or nine State Inmates and seven Federal Inmates. Ms. Anderson further stated that the women inmates are held at the Goffstown facility, which is better equipped to handle female inmates. The unoccupied beds are used by State & Federal inmates.

Representative Hess moved to accept the Second Quarter Expenditure figures. Seconded by Representative Whittemore. Motion passed unanimously.

Representative Lockwood adjourned the
Executive Committee Meeting at 11:00 a.m.

Melinda A. Harrison
Clerk Pro-Tem
Administrative Secretary

1998 ANNUAL REPORT

MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING OCTOBER 27, 1998

Chairman Robert Lockwood called the Executive Meeting to order at 6:35 p.m.

Clerk Representative Hager called the roll with 7 members present.

Representatives Adams, Brown, Daneault, Hager, Hess, Lockwood, Wallin were present.

Chairman Lockwood called upon Commissioner Trachy to address the Third Quarter Financial Report for Nine Months Ended September 30, 1998.

Commissioner Trachy stated the County overall is in good shape and would refer the members to the summary page presented with the report.

Business Administrator Kathleen Bateson stated there are some over expended accounts which have been brought up to date by transfers that were approved by the Board of Commissioners.

Representative Hager asked for a briefing from Nursing Home Administrator Tom Matzke regarding the future of the Nursing Home. Nursing Home Administrator Tom Matzke explained that Nursing Home requests were down

50% and foresees the older population doubling by the year 2007. The average stay at the Nursing Home is six to eight months. Discussion followed.

Representative Hess asked why the Concord Complex Maintenance line item was over expended and asked if this was due to one-time fees. Business Administrator Kathleen Bateson stated yes, there were one-time fees paid up front.

Chairman Lockwood called upon Corrections Superintendent Carole Anderson to respond on Corrections. Ms. Anderson stated everything was going well and the Medical Account was doing very well due to the new position of Physician's Assistant.

Representative Wallin asked if the County supplied insurance for the inmates. Commissioner Trachy stated, no and that it has been explored in the past but is very expensive.

Chairman Lockwood asked why the District Court Prosecution was zero expended. County Attorney Michael Johnson explained monies for this line item come in at the end of December.

Register of Deeds Kathi Guay stated her office has been very busy and with interest rates falling business is booming.

Commissioner Trachy explained that the Residential Property that was to be sold, will not, due to problems with the State of New Hampshire regarding boundaries. County Attorney George Stewart is working on this project and will report back to the Board of Commissioners.

Representative Hess asked for clarification on the Medical Personnel Pool. Mr. Matzke stated this was additional help hired through an agency to alleviate the shortage of C.N.A.'s.

Representative Wallin moved to accept the Statements of Revenue and Expenditures for the Nine Months ended September 20, 1998. Seconded by Representative Hess. Motion passed unanimously.

Other Business:

Chairman Lockwood called upon Commissioner Trachy to present the Auditor's Engagement Letter from Grzelak & Company and Pierson & Grill. Under NHRSA 28:3a, the County needs authority to accept these firms from the Executive Committee.

Representative Hager moved to approve Grzelak & Company and Pierson & Grill to audit the County books for 1998. Seconded by Representative Hess. Motion passed unanimously.

Representative Hess moved to adjourn the Executive Committee Meeting; Seconded by Representative Daneault. Meeting adjourned at 7:24 p.m.

Elizabeth Hager

Clerk

Merrimack County Executive Committee

1998 ANNUAL REPORT

MERRIMACK COUNTY DELEGATION MEETING OCTOBER 27, 1998

Chairman David Hess called the Delegation Meeting to order at 7:35 p.m.

Clerk Representative Hager called the roll with 23 members present.

Representatives Adams, Brown, Burney, Crosby, Daneault, Davis, Dunn, Feuerstein, French, Gile, Hager, Hess, Lamach, Leber, Lockwood, Maxfield, Moore, Nichols, Owen, Seldin, St. Cyr, Wallin, and Yeaton were present.

Chairman Hess announced that he was looking for a member of the Delegation to serve on the Merrimack County Visitation Center Trust Committee.

Chairman Hess called for discussion on Senate Bill 409.

Human Services Director Tom Wentworth addressed the Delegation about the changes in rates in Senate Bill 409.

Nursing Home Administrator Tom Matzke addressed the Delegation about the changes in care that is also addressed in Senate Bill 409.

Lengthy Discussion on Senate Bill 409 took place.

Representative French moved to approve sections Eight and Nine of the Act passed in Senate Bill 409. Seconded by Representative Crosby. Motion passed unanimously with 22 members voting yes.

Other Business:

Commissioner Trachy spoke to how much the Board of Commissioners has enjoyed working with those members of the Delegation who have chosen not to run for re-election. Those Representatives being: Robert Lockwood, Miriam Dunn, Mary Ellen Brown, Stephen Adams and Bernie Lamach. A round of applause was given to mentioned members.

Representative Brown moved to adjourn the Delegation meeting. Seconded by Representative Adams. Meeting adjourned at 8:10 p.m.

Elizabeth Hager
Clerk
Merrimack County Delegation

1998 ANNUAL REPORT

MERRIMACK COUNTY EXECUTIVE COMMITTEE MEETING DECEMBER 9, 1998

Chairman Pro Tem David Hess called the meeting of the Executive Committee Meeting to order at 11:30 a.m.

Clerk Pro Tem Elizabeth Hoadley served as Clerk.

The following representatives were present: Representative Anderson, Chase, Daneault, Fortnam, Fraser, Hess, Hoadley, Langer, Larrabee, Leber, Soltani, and Wallin.

Chairman Pro Tem Hess asked for nominations for the position of Chairman of the Executive Committee.

Representative Leber made a nomination of Representative Langer for the position of Chairperson of the Executive Committee. Seconded by Representative Chase.

Representative Langer spoke of his qualifications for the position of Chairperson of the Executive Committee.

Representative Daneault made a nomination of Representative Wallin for the position of Chairperson of the Executive Committee. Seconded by Representative Fortnam.

Representative Wallin spoke of her qualifications for the position of Chairperson of the Executive Committee.

A ballot vote was taken for the nominations of Representative Langer and Representative Wallin for the position of Chairperson of the Executive Committee. Representative Langer won the nomination in a vote of 7 to 5.

Chairman Langer asked for nominations for Vice-Chairman of the Executive Committee.

Representative Anderson made a nomination of Representative Leber for the position of Vice-Chairman of the Executive Committee.

Seconded by Representative Soltani.

Representative Wallin cast one vote for the nomination of Representative Leber for the position of Vice-Chairman of the Executive Committee.

Chairman Langer asked for nominations for the position of Clerk of the Executive Committee.

Representative Leber made a nomination of Representative Larrabee for the position of Clerk of the Executive Committee. Seconded by Representative Chase.

Chairman Langer moved that Pro Tem Clerk Hoadley cast one ballot for Representative Larrabee.

Chairman Langer stated the next order of business was the approval by the Executive Committee for the County to borrow fourteen million dollars (\$14,000,000) for the year 1999.

Merrimack County Treasurer Charles Carroll appeared before the Executive Committee. Chairman Langer read the resolution for the tax anticipation notes. The resolution read as follows: "Resolved that, it being anticipated that no more than fourteen million dollars (\$14,000,000) will be needed during the fiscal year ending December 31, 1999 to meet the demands upon the County Treasury, which there is insufficient money to meet, the Merrimack County Treasurer is hereby authorized to borrow an amount not to exceed fourteen million (\$14,000,000) during said year upon the order of the Board of Commissioners pursuant to NH RSA 29:8.

Motion made by Representative Soltani to accept the resolution. Seconded by Representative Larrabee. Motion passed unanimous. Discussion followed. Representative Hess asked the Merrimack County Commissioners to comment on the \$14,000,000 dollars to be borrowed.

Commissioner Trachy stated that \$14,000,000 is needed over the course of the year because Merrimack County does not receive tax money until December 31, 1999.

Representative Fraser asked if the Treasurer knew the interest rates or the Companies involved. Accountant Richard Zack stated this is a competitive bidding process that will take place in January and again in July or August. In 1998 the rate was 3.8% and checking with the financial consultant for the County rates has gone down and may be around 3.1% or 3.2%.

Commissioner Trachy announced that this would be the last Executive Committee Meeting for Treasurer Charles Carroll and as of January 6, 1999 Merrimack County would have a new Treasurer. A round of applause for Treasurer Charles Carroll was given.

Chairman Langer adjourned the meeting at 12:00 p.m.

David Larrabee Sr., Clerk
Merrimack County Executive Committee

1998 ANNUAL REPORT

MERRIMACK COUNTY PUBLIC HEARING AND DELEGATION MEETING

DECEMBER 9, 1998

Chairman David Hess called the Public Hearing to order at 10:00 a.m.

Chairman Hess called for an introduction of the Delegation members, Merrimack County Commissioners, County Department Heads and the Administrative staff.

Chairman Hess appointed Melinda Harrison as Clerk Pro Tem.

Clerk Pro Tem Melinda Harrison read the public notice for the Merrimack County Public Hearing. Chairman Hess asked for members of the public to present oral or written testimony regarding the 1999 Budget as proposed by the Merrimack County Board of Commissioners.

Chairman Hess called upon Commissioner Stuart Trachy to briefly present the estimates for the 1999 County Budget. Commissioner Trachy stated the budget presented represents many long hours of work on behalf of the County Department Heads as well as the Administration Staff. Commissioner Trachy further stated a discrepancy of about \$59,000 in the Grant Agency section of the proposed budget. The \$59,000 is to the good. The proposed 1999 Budget shows a 2.7% increase in Health Insurance premiums, additional staff

for the Department of Corrections applicable to the Minimum Security Unit. Additional personnel will allow the Department to alleviate some of the overcrowding issues. A new method of reimbursement for residents at the Merrimack County Nursing Home prevents us from presenting a clear revenue amount at this time. A bond issue will be proposed to the Delegation which will include Capital Equipment to meet the needs of Y2-K (computers) and to address other equipment issues in several departments. There will be no fiscal impact in the 1999 Budget for issuance of this bond. Discussion followed.

There being no further discussion from the public, Chairman Hess closed the public hearing at 10:30 a.m.

Chairman Pro Tem Robert Lockwood opened the Merrimack County Delegation Meeting following the public hearing.

Chairman Pro Tem Robert Lockwood stated the agenda for the meeting as outlined in the Merrimack County Public Notice of November 30, 1998.

Clerk Pro Tem Melinda Harrison called the roll. A quorum was declared with 35 members present. The following representatives were present. Representatives Anderson, Bouchard, Brewster, Chase, Daneault, Davis, Feuerstein, Fortnam, Fraser, French, Gile, Hess, Hoadley, Jacobson, Kennedy, Langer, Larrabee, Lavoie, Leber, Lockwood, Marple, Maxfield, Moore, Nichols, Owen, Potter, Poulin, Reardon, Rodd, Seldin, Soltani, Virtue, Wallin, Whalley and Yeaton.

Chairman Pro Tem Robert Lockwood stated he would receive nominations for the position of Chairperson of the Delegation.

Representative Nichols nominated Representative David Hess. Seconded by Representative Fraser.

Chairman Pro Tem Lockwood closed the nominations and asked Pro Tem Clerk Melinda Harrison to cast one ballot for Representative David Hess for the position of Chairperson of the Delegation.

Chairman Hess called upon Commissioner Stuart Trachy to present Representative Robert Lockwood a token of appreciation for his many years of service for the community.

Commissioner Trachy stated on behalf of the other Commissioners, he would like to present a resolution that was approved by the Board of Commissioners. A round of applause was given to Representative Robert Lockwood for this award. Also, on behalf of the Merrimack County Board of Commissioners, Commissioner Trachy presented to Representative Lockwood a Merrimack County clock.

Chairman Hess stated he would receive nominations for the position of Clerk of the Merrimack County Delegation.

Representative Maxfield nominated Elizabeth Hager for the position of Clerk of the Delegation. Seconded by Representative Feuerstein. Representative

Kennedy stated he would like to cast one ballot for Elizabeth Hager.

Chairman Hess stated he was under the impression that Representative Hager was not interested in serving as Clerk. Representative Maxfield withdrew his nomination. Representative Feuerstein withdrew his second.

Representative Fraser nominated Elizabeth Hoadley for the position of Clerk of the Delegation. Seconded by Representative Larrabee.

Chairman Hess acknowledged no further nominations.

Representative Wallin moved that Pro Tem Clerk Melinda Harrison be instructed to cast one ballot for Representative Hoadley as Clerk of the Delegation.

Chairman Hess called for nominations for Vice-Chair of the Delegation.

Representative Daneault nominated Representative Wallin as Vice-Chair of the Delegation. Seconded by Representative Whalley.

Chairman Hess acknowledged no further nominations.

Chairman Hess instructed the clerk to cast on ballot for Representative Wallin as Vice-Chairman of the Delegation.

Chairman Hess stated the next order of business is to elect an Executive Committee. Chairman Hess explained the responsibilities of the Executive Committee that consists of twelve members of the Delegation. Based on the ratio of elected Republicans and Democrats, a committee of twelve would be seven Republicans and five Democrats. As officers of the Delegation, Representatives Hess, Hoadley and Wallin will serve on the Executive Committee. The remaining members would be five Republicans and Four Democrats.

Chairman Hess recessed the meeting at 10:50 a.m. for caucus of the Republicans and Democrats respectively.

Chairman Hess asked for nominations for the seven Republican members of the Delegation and five Democrat members of the Delegation to become members of the Executive Committee.

Representative Whalley nominated the Republican members to the Executive Committee as follows: Representatives Soltani, Leber, Langer, Larrabee, Anderson, Hess and Hoadley.

Representative Rodd nominated the Democrat members to the Executive Committee as follows: Representatives Chase, Daneault, Fortnam, Fraser and Wallin.

Representative Hess made a motion that nominations be closed and one vote be cast for all members. The motion was seconded by Representative Fraser. Motion carried by voice vote unanimously.

Chairman Hess stated the next order of business would be the resolution authorizing continuation of expenditures. Chairman Hess read the resolution as follows: Be it resolved, until appropriations for expenses of Merrimack County for the year 1999 are made, departments and agencies are authorized to continue, in 1999, at rates of expenditure authorized for 1998.

Representative Leber made a motion to adopt the proposed resolution. Seconded by Representative French. Motion carried by voice vote unanimously.

Other Business:

Chairman Hess stated that in other business Sheriff Chester Jordan would like to propose to the Delegation approval of \$20,000 to cover the expense of an audio recorder.

Sheriff Chester Jordan explained the \$20,000 is left over from the Dispatch Center's New Equipment line item and the request to purchase a new audio recorder will not exceed the \$20,000. Discussion followed.

Clerk Hoadley read the motion to read as follows: The Merrimack County Delegation approves the transfer of up to \$20,000 from the Capital Reserve Fund to the Merrimack County Dispatch account for the purchase of a Logging Recorder. Subject to approval by the Merrimack County Commissioners. Motion carried by voice vote unanimously.

Chairman Hess adjourned the meeting at 11:15 a.m.

Elizabeth Hoadley
Clerk
Merrimack County Delegation

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MERRIMACK COUNTY BOARD OF COMMISSIONERS

The year 1998 brought many changes to the Board of Commissioners and the Administration Department.

In February the Board appointed Kathleen T. Bateson of Northfield as County Administrator. Ms. Bateson previously served the City of Franklin in a number of leadership positions including school district business administrator, municipal Finance Officer and Franklin City Manager.

Carol Bickert transferred from the County Administrator position to the Human Resources Department as Director.

Because of health reasons, long-time Commissioner Kenneth L. McDonnell resigned from office in March. Commissioner McDonnell served the county since his election in 1984 and his resignation was accepted with extreme regret. The Board of Commissioners voted to name the recently purchased county office building after Commissioner McDonnell.

In May of this year the Judges of the Superior Court named Concord City Councilor and State Representative Katherine D. Rogers to fill out the

unexpired term of Commissioner McDonnell. She wasted no time in delving into areas of interest to her and the Concord area. She proposed to the Board the creation of a Regional Task Force on Affordable Housing.

The following were honored by their respective departments as employees of the year:

Joni Bertolami - County Attorney's Office; Aggie Colby - UNH Cooperative Extension; Dennis Crawford - Sheriff's Department; Melinda Harrison - Administration; Lola Jones - Nursing Home; George Stewart - County Attorney's Office; Richard Zack - Treasurer's Office; Starr Smith - Juvenile Diversion Program; Joyce Martin - Correction's Department.

The 1998 election saw the election of Bernie Lamach from Bradford as Commissioner from District 3. He succeeded Commissioner Larry Boucher who chose to retire from county service after serving as Commissioner, County Treasurer, and as a long-time member of the County Delegation. Long-time County Treasurer Charles Carroll also chose to retire and he was succeeded by Deputy State Treasurer Peta L. Chandler as a result of the 1998 elections.

Respectfully submitted,
Stuart D. Trachy, Chairman

1998 ANNUAL REPORT

1998 MERRIMACK COUNTY EMPLOYEE OF THE YEAR RECIPIENTS



1998 ANNUAL REPORT

TREASURER'S DEPARTMENT

Merrimack County has a double "Aa3" Bond Rating.

At 12/31/98, Merrimack County showed a surplus of \$981,474.

I would like to acknowledge my gratitude and thanks to accountants Richard Zack and Michael Rivard for their outstanding help during the 1998 year.

Our auditors report detailing the County revenues and expenditures for 1998 will be found starting on page 154.

Charles T. Carroll
Treasurer

EDNA C. MCKENNA TRUST FUND

On August 17, 1983, Merrimack County created and established Edna C. McKenna Trust Fund for the primary benefit of residents at the Merrimack County Nursing Home in accordance with laws of the State of New Hampshire, RSA 23:13-22.

During 1998 the following purchases were made:

Gift Shop Resale Items	\$ 20,780.00
Flowers for New Residents	470.00
Fun Fest	1,892.00
Television	189.00
Rockers	300.00
Christmas Party	500.00
Bus Trips	350.00
CD/Stereo System	270.00
Party Supplies	262.00
Other	372.00
TOTAL PURCHASES	\$ 25,385.00

It is with greatest pleasure that we are able to make the residents stay a little happier with the above purchases.

We hope to provide the residents with these extras through the Edna C. McKenna Trust Fund. Donations to this fund will be accepted through Charles T. Carroll, Merrimack County Treasurer, 4 Court Street, Suite 2 Concord, New Hampshire 03301-4306.

Charles T. Carroll, Trustee of Trust Fund

DONORS	AMOUNT
Corrections Canteen	1,265.87
Henniker Rotary Club	300.00
Rotary Club of Bow	250.00
Mr. Art Perrault	150.00
Mrs. Janet Pillsbury	100.00
NH Electric Cooperative	100.00
Paul Deguise	100.00
Mary Pillsbury Brown	100.00
Hobart Pillsbury	100.00
Douglas Frost	100.00
Mr. & Mrs. William Cannan	100.00
Friends of Shirley Whitcher	85.00
Dennis & Marilyn McCarthy	75.00
Mrs. Daniel Donovan	50.00
Natalie Lagasse	50.00
NH State Police Benevolent Asst.	50.00
Norman and Clare Noury	50.00
Noyes Insurance Agency	50.00
Rita Mullin	50.00
Ken and Illene Stern	50.00
Mr. & Mrs. Robert Kirby	50.00
Watts Regulator	50.00

William Rice	50.00
Jean and John Duffett	50.00
James and Rita Irish	50.00
Hilary Cleveland	50.00
Francis Nyquist	50.00
F. W. Adams	50.00
Evelyn Forrestall	50.00
Concord Electric	50.00
Christopher Rice	50.00
Robert Batchelder	35.00
NH Sweepstakes Commission	30.00
Union Leader	30.00
Utilization Management Dept.	30.00
Natalie Wolf	25.00
Paul Genest	25.00
Priscilla Chapter 51	25.00
Leonard Connor	25.00
Linda Snyder	25.00
Louise Muzrall	25.00
Market Dimensions	25.00
Mr. & Mrs. Andrew G. York	25.00
Mrs. Arlene Brown	25.00
Rita Rufo	25.00
Steve and Maureen Noury	25.00
William & Mary Jo McAlduff	25.00
John and Estelle Ford & Family	25.00
John & Doris Saturley	25.00
Joan Lahey	25.00
Janice Jurta	25.00
Jan Couturier	25.00
Florence Woods	25.00
Edith W. Murray	25.00
Diane Burbank	25.00
Constance Sroka	25.00
Cathleen Martone	25.00
Carol Eaton	25.00
Captain J.M. McDowell	25.00
Mrs. Marjorie Moore	20.00
Nora Duval	20.00

Bow School District	50.00
Bert Teague	50.00
Anne Rice	50.00
Adult Diversion Trust	50.00
Robert Smith	50.00
Mildred Kittredge	40.00
Conrad and Joan Hardy	40.00
Barbara Goodhue	30.00
Barbara Lord	25.00
American Legion Auxilliary	25.00
Ruth M. Rufo	25.00
Mary Wood	25.00
Marjorie Kimball	25.00
Merrimack County Nursing Home	25.00
Rita Orcutt	25.00
Rita M. Pillsbury	20.00
Rita Novak	20.00
Rita Novak	20.00
Lorraine Good	20.00
Louisa H. Butcher	20.00
Mr. & Mrs. Fredrick Esch	20.00
Mr. & Mrs. Al Bowen	20.00
Mr. & Mrs. Don Whitcher	20.00
Mr. & Mrs. John Bowen	20.00
Mr. & Mrs. Robert Whitcher	20.00
Mr. & Mrs. William Wilkins & Family	20.00
Ronald Garney	20.00
Betty Drew	20.00
Barbara J. Tucker	20.00
Rita and Jim Irish	20.00
Alice Maltais	20.00
Barbara Wood	20.00
Jean Keyes	15.00
James Jordan	15.00
Hal Posselt	15.00
Felice Belrose	15.00
Elsie King	15.00
Catherine Caouette	15.00
April Morgan	15.00

Winifred Richardson	15.00
Mr. & Mrs. Mark Williams	15.00
Mrs. Rita Norway	10.00
Naida Welch	10.00
Rita Frost	10.00
Rita Novak	10.00
Kenneth Fowler	10.00
Lillian Kurowski	10.00
Lillian Kurowski	10.00
Louisa Butcher	10.00
Margaret Britton	10.00
Mr. & Mrs. Arnold Follansbee	10.00
Mr. & Mrs. William Carpenter	10.00
James and Rita Irish	10.00
Fidelity Rebekah Lodge No. 14	10.00
Eleanor Cross	10.00
Barbara Jacobsen	10.00
Ann Hasbany	10.00
Elva Axelson	10.00
Veronique Desmarais	10.00
Richard Preve	10.00
Activities Department	9.25
John Dole	5.00
James and Rita Irish	5.00
Florence Randall	5.00
Diane Hoitt	5.00
Raymond Gourley	5.00

1998 ANNUAL REPORT

THE OFFICE OF THE MERRIMACK COUNTY ATTORNEY

The Office of the Merrimack County Attorney represents the State and citizens of Merrimack County in the prosecution of all criminal cases that arise in Merrimack County, other than those crimes that carry either the death penalty or sentences of life imprisonment. Thus our office handles a wide spectrum of criminal cases from traffic violations to burglaries, assaults, robberies and negligent homicide. This broad range of cases requires the Merrimack County attorneys to practice in multiple jurisdictions including administrative hearings before state agencies, district courts, probate courts, superior courts and the federal court system. In 1998 alone, the office handled over 2100 cases.

The office's prosecutorial responsibilities begin long before a defendant is arrested. The office provides law enforcement support 24 hours a day, seven days a week (all attorneys and victim-witness coordinators are available by page). Often, attorneys will assist local law enforcement officers with arrest and search warrants and accompany law enforcement to crime scenes.

Additionally, the Merrimack County Attorney's office reviews all criminal felony investigations and prepares the cases for presentation to the Merrimack County Grand Jury. Thereafter, the office represents the State from

arraignment through post-trial hearings. Between the initiation of a case and post trial hearings are numerous pre-trial hearings, trial preparation, jury selection, and trial by jury.

Certain classes of crimes demand an enhanced response. Thus, the Merrimack County Attorney has assigned experienced attorneys to specialize in certain areas. Thus, the office has a drug prosecutor; a prosecutor that specializes in handling sexual assault prosecutions and an attorney assigned to prosecute career criminals.

In addition to specific criminal cases, the office represents the state in various courts (including bail hearings (bail revocation or reduction), fugitive from justice hearings, probation and parole violation hearings, juvenile certification hearings, and habeas corpus hearings.

Many cases have a great impact on the citizens who are involved, either as victims or witnesses. The Merrimack County Attorney's Office has an active Victim/Witness Assistance Program that contacts witnesses and victims and helps them through the often-disruptive process of a criminal case. The program acts as a buffer and explains the criminal justice process to these participants and helps them obtain any needed services including access to restitution and counseling. The victim-witness coordinators have developed specialized expertise to respond with added sensitivity in areas including domestic violence and child sexual assault.

In an effort to take a proactive approach to prevent family violence that often occurs between separated family members during the exchange or visitation of children, the Merrimack County Visitation Centers were established as a division of the Victim/Witness Assistance Program. The Merrimack County Visitation Centers provide a safe, secure and structured location for visitation and exchanges of custody to take place. To provide services countywide, visitation centers are currently located in both Concord and Franklin. It is anticipated that an additional center will open in Henniker in March 1999. The staff at the Merrimack County Visitation Centers also offer referral services to community resources.

Other counties have followed the lead of the Merrimack County Attorney's Office and implemented similar programs throughout the state. The citizens of Merrimack County should be proud to know that the first Victim/Witness Assistance Program in the State of New Hampshire was established by the Office of the Merrimack County Attorney.

Since 1993, the Merrimack County Attorney's Office has provided District Court prosecution for towns participating in the District Court Prosecution Program (currently 21 towns). Prosecution for the towns includes prosecuting adult defendants and the prosecution juveniles through the juvenile justice system in district court. The presence of professional prosecutors in the district courts alleviates the demand placed on police

officers by removing them from contentious and legally complex criminal litigation. Police officers, who formerly would be facing criminal defense attorneys in the courtroom, are back in the communities devoting their energy and expertise in providing public safety services. Through this program, an attorney is available to participating towns 24 hours a day, to provide legal advice as issue arises. Additionally, the attorneys provide ongoing training to law enforcement to enhance the delivery of services by these departments.

The Merrimack County Attorney's Office is also responsible for prosecution of criminal jury trials in the Concord District Court. In Merrimack County, any "Class A" misdemeanor charge that is filed in any of the five district courts [New London, Franklin, Henniker, Hooksett, Concord] can be transferred to the Concord District Court for a jury trial. Merrimack County is one of the two counties in the state that have a district court jury trial project. It should be noted that, in this regard, the Merrimack County Attorney represents the state in cases not only brought by the local towns in Merrimack County, but also all state agencies including but not limited to the NH State Police, Department of Safety, Department of Fish and Game, Department of Weights and Measures, Department of Corrections (New Hampshire State Prison and Department of Probation and Parole), Marine Patrol and the Security Division of the NH Hospital.

The goals of criminal prosecution encompass rehabilitation as a means of public protection. With this in mind, the Office of the Merrimack County Attorney is involved in the development of alternative sanctions in criminal justice. The Merrimack County Adult Diversion Program and Merrimack County "Bridge" Program are county run programs that take non-violent criminal defendants and provide them with a rigorous combination of education, training, counseling, and community service. Through this program, successful participants become invested in their community and are less likely to reoffend. The Office of the Merrimack County Attorney through federal grants developed both of these programs.

The Office of the Merrimack County Attorney also serves as legal counsel to the County Commissioners, County Administration and various County Departments. The Office has represented the County in civil litigation including lawsuits filed by contractors; unfair labor practice charges; unfair labor practice; debt collection; voluntary administration in probate court and EEOC administrative actions. Litigation has occurred in forums ranging from the district courts to the NH Supreme Court. It should be noted that past administrations hired outside counsel at an hourly rate to provide these services at enormous cost to the taxpayers.

Following is a sample of the civil representation provided to the various Departments:

With regard to the County Commissioners, the Office of the County Attorney has provided representation in personnel matters, union contract disputes, sales and purchase of real estate, insurance coverage, compliance with statutes relating to the expenditure of County funds, representation of the County in a Medicaid reimbursement suit brought by the NH Health Care Association, and contracts for services.

The Office has represented the Merrimack County Nursing Home with regard to guardianships of residents, disputes with residents over board and care, disputes with suppliers, and contracts with service providers.

With regard to the Department of Corrections, the Office has provided legal services involving prisoner complaints, disputes with the union, insurance coverage, and responding to Habeas Corpus petitions in both state and federal courts.

The Department of Human Services has requested services for the Diversion Program in drafting forms to use with clients, creation of a Trust Fund, reviewing insurance coverage issues and drafting contracts for service providers.

The Merrimack County Attorney takes pride in the services that it provides to the citizens of Merrimack County. The present administration has always had, and maintains, "an open door" approach in its interactions

with all citizens. The County Attorney welcomes any inquiries or responses regarding the office.

Respectfully submitted,
Michael Th. Johnson

1998 ANNUAL REPORT

OFFICE OF THE SHERIFF MERRIMACK COUNTY

Steady, positive growth and increased community involvement were the hallmarks of 1998 for the Merrimack County Sheriff's Office. We experienced a marked increase in the number of requests for assistance by local towns in Merrimack County assistance in town policing, investigations, etc., while assisting in searches in several communities for the best qualified candidates to head town law enforcement. Our increased presence and interaction in county communities should be perceived as a positive. Get the word out - as the question of late seems to be "what does county government do (for me)"? In 1999, we plan to bring the Merrimack County Sheriff's Office's role in county government to the forefront.

I offer my sincere appreciation to all of the county agencies that assisted the Office of the Sheriff to make 1998 a successful year. The County Delegation has my gratitude for their efforts and continued support relative to budget issues. We were able to maintain operating costs and still provide the citizens of Merrimack County with efficient, professional services.

Noteworthy appointments, awards and events of 1998 included the following:

- In January 1998, Deborah Aulabaugh was promoted to Assistant Court Security Supervisor. In March, Neal Stone was promoted to Detective Sergeant and in June, Wayne Robie and Richard Workman accepted positions as full time court security officers.

- Deputy Dennis Crawford was recognized as Sheriff's Employee of the Year by the Merrimack County Commissioners for his program of providing quality firearms training on a minimal budget.

- Support Services Secretary, Linda Hoyt, Dispatcher Donna Stockman, Court Security Officer Allan Barrington, and Deputy Sheriff Paul Montray were presented with Outstanding Achievement awards by Sheriff Jordan, in recognition of their meritorious service to the county, at a ceremony held in the county court house.

- Under the Department of Justice's Universal Hiring Program Community Oriented Policing Services (COPS) grant, we hired Philip Soule Jr. as deputy sheriff. Mr. Soule is an experienced officer, formerly with the Franklin Police Department. In March, we were also awarded a supplemental COPS grant award for two additional officers. The grant awards total \$225,000. over a three-year period for all three officers, and provides for 75% of total salaries and benefits.

- Lease/purchased a 1998 Ford #-350 van for prisoner transport, which has a Havis-shield two cell prisoner module installed in the van. The van has facilitated the transport of prisoners to the district courts, especially, which represent 45.8% of all transports in 1998.
- In 1997, the Merrimack County Sheriff's Office formed an Investigative Unit, in conjunction with the Merrimack County Attorney's Office. Its primary focus is to assist local communities with increased cases of domestic violence and sexual assault. The Unit also assisted local police agencies in the investigation of internal affairs matters, and background checks for prospective officers. The number of cases investigated in 1998 is 105; 46 sexual assaults, 31 Correction Center crimes, and 28 other (internal investigations, backgrounds). Currently, we are looking to expand the unit to three members.

Community programs included:

- DARE drug awareness and prevention programs in three communities; Webster, Dunbarton and Chichester.
- Participation in the Hillsboro/Henniker Regional Domestic Violence Council. its purpose is public education and awareness on what comprises domestic violence, and what information and help services and programs are available.
- TRIAD/Concord Area SALT Council (Seniors and Law Enforcement Together) again offered a senior

citizen educational series. Topics included Home and Apartment Security, Personal Security, Telemarketing and Home Repair Scams. Through the SALT Council, the Merrimack County Sheriffs Office sponsored the Vial of Life Program. The vial of life contains personal and medical information and is kept readily accessible in the home in case of emergency or crises. An informative brochure outlining services and agencies involved in the program was prepared and will be available early in 1999.

- Participated in a Merrimack County Joint Resolution with the Merrimack County Attorney and Commissioners, to support the national Operation ABC 1998 Mobilization: America Buckles Up Children.
- Hosted MAD Mobile - Mother's Against Drunk Driving, in December to kick off a safe and sober holiday season.

Community Activities included:

- Members of the Sheriff's Office participated in the Merrimack County Nursing Home's "Fun Fest", which included Rotary Clubs in the county. Officer activities included traffic, crowd control, and safety. Activities included safety equipment displays, health screening and information booths by local area health organizations, a TRIAD information booth, hay rides, entertainment and a cookout.

- Captain George Fitts was Parade Marshal and facilitator of the annual Police, Firefighters, and Emergency Rescue Memorial Parade in Boscawen and Penacook during May.
- Sheriff Jordan was chairman of the 1998 March of Dimes' Jail and Bail Program.
- Deputy Craig Saltmarsh and Sheriff Jordan participated in the Special Olympics 1998 Law Enforcement Torch Run.
- Provided police services to the town of Webster from March through August while a new chief was selected and assisted in the reorganization of the police department.
- Conducted numerous background checks and provided assistance to local police departments in Merrimack County in the selection of chiefs of police and officers. This activity is vital to the integrity of the law enforcement community.
- Participated in the Central New Hampshire Region Testing Program with 17 other law enforcement operations for recruitment of qualified officers. The program was instituted to consolidate costs in recruitment and provide consistency in testing procedures. Tests administered are certified as job related and defensible in lawsuit actions, thus reducing liability.

- Hosted a one-day seminar with the US Marshal Service on Court Room Security issues for all Sheriff's Offices in New Hampshire.
- Conducted two, 40-hour Dispatch schools, offered on a statewide basis. The first was held at Police Standards and Training Council in the spring, and the other, was held at Hesser College in the fall. Our classroom instruction is well known throughout the state and both were well received and attended.

Office activities included:

- Video Arraignment Program was in full operation during 1998. The purpose of video arraignment is to allow the arraignment of prisoners without the increased liability of transport to and from the courts, and the corresponding security issues. Our staff performed 367 video arraignments for the period of March through December. In 1999, after training, the video arraignment program will be administered by the County Corrections facility staff.
- Sheriff Jordan was reappointed to the National Sheriffs' Association's Budget and Audit Committee, which reviews expenses for the national association's 10+ million dollar budget. He was also reappointed to the Accreditation, Detention and Corrections, Court Security and Membership Committees.
- Sheriff Jordan was elected Third Vice President of the New Hampshire Association of Chiefs of Police at their annual conference held in June. This is the

first step of several before becoming the president of the association.

- To keep our Dispatch Center at the cutting edge of technology, we replaced our logging recorder with a state-of-the-art digital virtual disc system for recording of all incoming calls and radio traffic. Since all phone calls and radio calls are recorded it reduces our liability by providing a backup of the information, easily accessible for investigations, etc., and provides an excellent quality assurance tool for monitoring activities in the Dispatch Center.
- Replaced hardware and software programs not in compliance with the Y2K issue. We are upgrading systems and continue testing procedures to bring the Office into compliance with Y2K issues.
- Accreditation - in 1998 we pursued state accreditation in levels 1, Liability Issues, and 11, Management and Personnel. During an on-site review, several issues arose which will require explanation and definition from the state accreditation board through Police Standards and Training Council before we can proceed with accreditation activities. The Merrimack County Sheriff's Office is the first sheriff's office in the state to pursue accreditation and, as a sheriff's office, we have unique and different law enforcement responsibilities and services with relation to other law enforcement agencies. As an active member of the New Hampshire Police Accreditation Coalition, we were responsible for the on-site organization of a two-day New England regional winter conference on

training in CALEA standards.

- The Merrimack County Sheriff's Office arrived on the Information Highway with the development of our web page and established an e-mail account. This is an important step in networking with other law enforcement agencies in the state.

1998 STATISTICS

Warrants Received increased by 11.4% from the 1997 reported figure. **Arrests** from civil and criminal warrants also increased by 2.3% from the 1997 figure. In 1998, the increase of warrants received was attributable to a trend of increased outstanding public debt. The increase in arrests was attributable to aggressive efforts of deputies working to reduce the backlog of warrants.

Civil Process Revenues broke a 5-year upward trend and decreased by 3.2% in 1998. We attribute such decrease to a reduction in writs received and served.

Civil Process Served decreased by 7.3% in 1998. This decrease is attributed to good economic times, i.e., when the economy is good, and inflation low, civil processed received is reduced; less writs, less revenue.

Revenues from Court Bailiff Services a) **Concord District Court Contract** revenues remained at the same level as in 1996, when the contract was renegotiated, i.e., \$40,000. b) **Merrimack County Superior Court** revenues were increased during 1998

by 6.2%. Legislation introduced to expand Sheriffs Office jurisdiction into the district courts was overturned by the state supreme court. Discussions continue regarding the increased per diem rate and unfunded mandates for court security.

Prisoner Transports decreased by 7.4% during 1998. The anticipated decrease was projected last year as the video arraignment program came into fruition. We processed 367 video arraignments in 1998. Transports to and from superior court (mandated) constituted 37.5% of total transports; transports to and from the district courts represented 45.8%; while other prisoner transports (i.e., probate court, correctional facility, medical, I. E.A., etc.) conclude transports at 16.7% of the total.

Fleet Management a) **Repair costs** doubled in 1998. While we replaced five of the eleven fleet vehicles and added a van through lease-to-own option, the vehicles were not available until June, half of the year had elapsed and six of the original vehicles were above 100, 000. miles and required numerous repairs to keep the fleet roadworthy and in safe operating condition. We implemented a lease-to-own option plan to replace aging vehicles as a more cost-effective method of fleet management. b) **Fuel costs** decreased by 18.2% during 1998, due in part to the operation of new, fuel efficient replacement vehicles, and in part to the decline of prisoner transports, as well as a market reduction in the price of fuel.

Cruiser Mileage increased by 4.8% in 1998. Contributing factors to this increase include the spread of prisoner transports and extradition's throughout the state and the northeast area, and the service of civil process requiring more time and travel to complete. Also contributing was the increased number of warrant arrests in 1998.

Respectfully submitted,
Chester L. Jordan
High Sheriff

1998 ANNUAL REPORT

UNH COOPERATIVE EXTENSION, MERRIMACK COUNTY

Cooperative Extension is an active component of Merrimack County, representing a strong tradition of partnership between the county, state and federal government. It brings to county resident's research-based information and education in two broad program areas: Natural Resources and Family, Community and Youth.

The Cooperative Extension Office move to their very own office space has certainly been a highlight of this past year. With very adequate accommodations engineered and built by the Merrimack County Nursing Home Maintenance Department, we have quickly become settled in our new quarters. We appreciate the efforts from so many directions in the county who have supported our new quarters and our move. Many thanks to all of you.

Strengthening New Hampshire Communities Initiative

Merrimack County Cooperative Extension staff continues to support the efforts of our communities through the following activities: supported coordinating meetings and facilitated a community celebration one year after the Pittsfield Community Profile, supported and facilitated a Community Profile in Henniker, provided resources about after-school programs, family violence coalitions, land management, natural resource plans,

facilitated the Merrimack County Youth Profile, conducted youth development and youth resiliency training's and provided support to community efforts when the community agenda fit with our subject matter expertise.

**Agricultural Resources - David Seavey,
John Porter**

In response to changing agriculture in Merrimack County, Extension educators find that conservation of natural resources is an important component. With a growing number of novice landowners with small acreage but many needs and questions as they manage their environments, UNH Cooperative Extension is there to answer phone requests (approximately 5,891 agriculture and gardening questions in 1998), hold demonstration meetings for commercial farmers and the public, provide fact sheets and newsletters, speak to groups, work with roadside marketing operations and provide many other supports.

Conservation of natural resources is an important component involving field research and demonstrations in land application of sewage, sludge, school athletic field development, and town beautification projects. Involvement in the Suncook River Watershed Project and town planting projects supports and protects natural resources.

Tourism, integrated pest management, an expanded Master Gardener program, and water quality education efforts have also reached county residents.

**4-H and Youth Development - Deborah Cheever,
Nancy Evans**

The mission of 4-H is helping youth to acquire knowledge, develop life skills and to form attitudes that will enable them to become self-directing, producing and contributing members of society. Youth in Merrimack County were involved in club projects in the areas of plant science, animal science, consumer education, textiles and clothing, money and resource management, foods, food preservation and health, self-care, and leadership development. Volunteers supported the youth activities and projects. An additional 4,000 youth were reached through school enrichment programs, camps and short term special interest courses and projects. Along with the Pittsfield Steering Committee 4-H Educators planned, organized and implemented the Teen Assessment Project to 326 middle and high school students.

**Forestry, Wildlife and Water Resources
Timothy Fleury**

Merrimack County is predominately forested. 492,000 of the county's 599,000 acres are covered in trees. This accounts for 82% of the total land area. With a population of more than 120,000 people, it is the third most populous county in the state. This interplay of people and trees results in an active interest by county residents in issues related to their natural surroundings.

Woodlot owners have shown a great deal of interest in the Forest Stewardship Program. Forest

Stewardship encourages people to care for all the resources on their land timber product cultural and historical resources; wildlife and fisheries; water; aesthetics; recreation; rare plants and animal communities.

The ice storm of January 1998 made a major impact on the activities of the county forester. Educational programming, publications, fact sheets, inspections of damage, news releases, radio interviews, information sessions, workshops and attending FEMA Disaster Relief meetings were all part of the activities to support county residents hit by the storm.

One-on-one woodlot visits, radio, newspaper, phone calls and group meetings are ways that the UNH Cooperative Extension Forest Resources program meets the needs of the county's 2,465 residents.

Family Development

**Judith Bush, Kathleen Jaworski,
Deborah Luppold, Marilyn Sullivan**

Information and increased knowledge about parenting, family resource management, budgeting, healthy lifestyles, good nutrition, food safety, and food preservation have reached many county residents. Classes, newspaper articles, television shows, radio, individual contacts (telephone), and fact sheets are methods, which reach more than 13,000 citizens. A total of 310 volunteers have participated in Family Development programs through NH Celebrates Wellness teams, teaching Family Focus parenting programs, and providing

group leadership for financial programs. A total of 6,348 parents received parent education information through classes and direct educational materials.

Working with County Government

As an active component of Merrimack County government, Cooperative Extension staff supports the County in the following ways:

- ❖ In the Academy Program, many of the "life skill" classes are taught by Extension educators. These classes cover personal, money and time management skills; nutrition and food safety issues; parenting and family relationship issues; and gardening.
- ❖ Master Gardeners support the gardens that surround some county buildings by planting and maintaining the areas.
- ❖ The Forester works with the Commissioners in management of County forestland.
- ❖ The Family Development educator works with the County Attorney's office in their community work with the district courts and family violence issues.

These are but a few of the many highlights of Extension's ongoing programs in Merrimack County. UNH Cooperative Extension is "Helping You Put Knowledge and Research To Work."

Respectfully submitted,
Judith J. Bush, County Office Administrator

1998 ANNUAL REPORT

MERRIMACK COUNTY REGISTRY OF DEEDS

The Merrimack County Registry of Deeds had a tremendous record breaking year during 1998. We experienced a significant increase in the volume of documents recorded during the year, which resulted in substantial revenue to the County.

We saw a significant increase in the number of refinances and new mortgages that had decreased during the last two years. This was due to the lowering of interest rates and it also appears to have had an impact on the number of sales of real estate.

We are continuing with a number of projects that have been ongoing for the past several years and have added a few new ones. We have completed the input of over eighty years of pre computer era index into our computer system and the conversion of those indexes to optical disk. The ongoing project of scanning the older documents to disk is continuing smoothly. We have backtracked to the mid 1960s and now have those documents available on disk. We have optically scanned our original plans into the imaging system going back to the early 1960's.

We continue to offer the indexes and documents for sale on optical disks. We are confident that this will help alleviate some of the overcrowding. We also offer an on-line modem service for index inquiry for current year information. The Title companies, banks, and attorneys using the above systems can complete most of their title work in their office before coming to the Registry to update and record.

We have continued with the restoration and repair of the older historical volumes of records that are in need of repair. We have also continued to address some of the older plans that are in need of restoration and repair.

We have also continued our paper recycling efforts and I would like to express my appreciation to the Tobey School for their continued assistance with this program.

The volume of records increased significantly compared to last year and we continued to bring in substantial revenue to the county. In 1998, the Registry of Deeds collected \$4,651,089.00 in real estate transfer tax, which was paid over to the state of New Hampshire. The county received a four- percent commission on the total tax, which amounted to \$185,942.84 in revenue to the county. The amount collected for recording fees was \$715,334.17, copy fees \$147,811.55 and interest of \$6,859.04 for a total of \$1,055,947.60 paid over to the County Treasurer. Total collected including the surcharge account was \$1,124,177.60

In 1995 we initiated through legislation, a surcharge fee on documents being recorded. The purpose of the surcharge is to ensure funding for the lease, purchase or rental of equipment in the Registry of Deeds. This surcharge helps to eliminate the need to appropriate significant funds through the budget for equipment.

This account has saved the taxpayers of Merrimack County thousands of dollars. In 1998 we collected \$68,230.00 in surcharge fees that was used for paying the lease of optical imaging equipment.

I would like to again thank my staff for their continued outstanding job that they do in ensuring that the real estate records for Merrimack County are efficiently and accurately received and maintained.

Shown below is a breakdown of the conveyances, mortgages, and miscellaneous instruments recorded during the years 1984-1998. The miscellaneous category includes instruments such as discharges, liens, leases and other like documents.

Year	Convey	Mortg	Sub.Tot	Misc	Total
1984	5,322	4,890	10,212	8,083	18,295
1985	6,652	6,685	13,337	10,976	24,313
1986	9,059	10,262	19,321	16,187	35,508
1987	7,759	10,931	18,690	17,382	36,072
1988	6,266	8,420	14,686	14,267	28,953
1989	5,671	7,055	12,726	12,616	25,342
1990	4,780	5,085	9,865	11,733	21,598
1991	5,008	4,135	9,143	11,533	20,676
1992	5,305	5,816	11,121	13,645	24,766
1993	5,490	6,515	12,005	14,194	26,199
1994	5,841	5,332	13,022	11,332	24,354
1995	5,893	4,566	10,459	13,351	23,810
1996	5,831	5,521	11,352	12,751	24,103
1997	5,601	5,582	11,183	13,972	25,155
1998	6,954	9,031	15,985	17,955	33,940

Respectfully Submitted,
 Kathi L. Guay
 Register

1998 ANNUAL REPORT

MERRIMACK COUNTY NURSING HOME

The year of 1998 faced many changes in long term care. The minimum data sets established by the Health Care Financing Administration which represents the full assessment of each resident at MCNH has been automated changing the focus and complexity of the survey process. The survey process is pre-determined based on Oscar Reports and Quality Indicators. The nursing home statistics are compared with nursing homes in the state, region and nation.

New regulations to RSA 151 require all employees to wear formal identification which readily discloses name, licensure status and staff position. Our facility has complied with this new law.

Stricter security measures were instituted to provide a safer environment for our residents and staff. Security cameras, door alarms, employee background checks and a formal sign-in program for visitors are now in use.

On site child day care was established in collaboration with Cherished Moments Day Care Center. This service is available for first and second shift employees, seven days a week including holidays.

Claudia Messier, RN, BSN, began her role as Long Term Care Coordinator in April. She is responsible

for counseling and assessing individuals seeking nursing home placement in any facility within Merrimack County.

Significant activities during the year included:

*Resident's participation in the Boscawen Old Home Day Parade.

*Annual Fun Fest with the Rotary Clubs of Merrimack County.

*Residents participated in an Art Exhibit and received a congratulatory letter from N.H. Senate Majority Leader.

* Residents and Staff participated in the Alzheimer's Memory Walk.

* Spring Fling, Harvest, Snowbound and Sweetheart Dances.

*Annual Auxiliary Christmas Store.

*Annual Christmas Parties funded by generous donations by the Kiwanis Club, organizations and various companies throughout Merrimack County.

*Bus trips - fall foliage, apple picking, state parks, viewing Christmas lights in neighboring towns.

*Lola Jones, Executive Housekeeper, was honored at the County level as Employee of the Year. Lola is a dedicated and conscientious employee of 32 years.

We are fortunate to have a large group of dedicated, loving employees who enjoy serving our Senior Americans. Our goal remains one of providing the highest quality of care and service to all.

Respectfully submitted,
Thomas P. Matzke
Administrator

1998 ANNUAL REPORT

MERRIMACK COUNTY NURSING HOME AUXILIARY

There are over 90 volunteers who through their generous efforts positively enrich the psychosocial aspect of residents lives everyday at Merrimack County Nursing Home. With volunteers from various surrounding communities, they offer residents companionship, socialization, spirituality through visitation, special activities and entertainment. Many departments including Recreation/Rehab, Dietary and Nursing Services focus on creating the best possible environment that's adaptable to each resident's needs. Volunteers help ran the Gift Shop, Library, income tax preparation, recycling programs, special holiday programs and Funfest (an annual resident-focused day of fun) for the resident's benefit.

The MCNH Auxiliary, in existence since 1959, is a unique group of volunteers who help to provide many of the "extras". They conduct fund-raising projects in order to provide monthly resident birthday parties, foliage bus trips, an annual Christmas store, as well as having purchased over \$24,000.00 worth of items, such as the beauty shop and outside Gazebo area, since 1961!

Merrimack County Nursing Home volunteers add services valued at more than \$100,000.00 per year, here while helping to support staff in their efforts to

provide the highest quality of care to residents while connecting them with members of the community.

Please contact Merrimack County Nursing Home's Volunteer Services at 796-2165, or 224-2284, ext. 242 for more information.

Respectfully submitted,

Kathy Goodwin
Activity/Volunteer Coordinator

1998 ANNUAL REPORT

MERRIMACK COUNTY DEPARTMENT OF CORRECTIONS

The Department of Corrections continues to offer significant programs to the inmate population in the area of chemical dependency. Some program such as AA and NA are conducted on a weekly basis by volunteers. Other programs such as Alcohol and Drug Awareness, Relapse Prevention and Anger Management are co-facilitated by the department's Licensed Alcohol/Drug Abuse Counselor (*LADAC*) and the department staff psychologist. Over 325 inmates participated in individual counseling. Riverbend Community Mental Health works with the Department of Corrections in meeting the needs of inmates who require crisis intervention given the volatile nature of the incarcerated population. As the population at the jail continues to climb this service becomes more and more important to this population.

Classes for certification for the general education diploma or GED are offered once a week, and a certified teacher is available for one-on-one tutoring for inmates that need additional assistance in preparing for testing for the GED. This year seven inmates earned a GED.

The Training Department continues to be the nucleus from which our highly professional correctional officers emerge. Five officers hired in 1998 successfully completed basic training at the

New Hampshire Association of Counties Academy. These officers received an additional 65 hours of in-service training at the facility.

Sergeants, corporals, and members of the Special Response Team in addition to their regular training were certified in OC foam spray. SRT members also trained with N. H. State Prison C.E.R.T. during 1998 and did a demonstration of cell extractions for N. H. DCYS in Manchester.

The Merrimack County Corrections industry earns revenue by selling cordwood (sold over 110 cords), hay (sold 9000 bales), and a recycling operation is now in its second year of operation and is an appropriate work detail for inmates during the winter months. We continue to strive to impact inmates in a positive way by instilling a strong work ethic. The Corrections industry is operated under the direction of Sgt. David Hassett. He has done an excellent job expanding that program by keeping the inmates in a structured setting but holding them accountable for their behavior at the same time. It is an objective of the Department of Corrections and the Corrections Industry Program to cut down on idle time, and Sgt. Hassett has achieved a good balance.

Merrimack County Academy is funded through the N.H. Department of Corrections. This alternative sentencing program is a very tough and demanding program which will supplement or replace a period of incarceration at Merrimack County Department of Corrections for a period of incarceration for up to

12 months or at the N.H. State Prison for a period of incarceration anywhere from one to four years in duration. Length of sentences depend on the crime committed, but violent or sex offenders are not eligible for this program. Suspension of the sentences is based on successfully completing the Academy Program, which is then followed by probation for a period of anywhere from one to three years. Merrimack Academy has received 19 referrals to date with twenty-four people having successfully graduated from the program. At a cost of over \$20,000 a year for a one-year incarceration, twenty-four graduates from the Academy is a substantial savings to the taxpayer of Merrimack County and the State of New Hampshire. Participants also completed over 4,000 hours of community service.

The mission of the Department of Corrections is to protect the citizens of Merrimack County and the State of New Hampshire. That task is being accomplished and while we hold individuals in custody we offer significant programs to them such as Alcohol/Drugs Awareness, Relapse Prevention and Anger Management to name just a few of the programs offered at the facility.

The inmate population continues to increase at an alarming rate, which is not surprising, since that appears to be the trend throughout the country. This high population is costly and brings with it a significant number of special management problems.

The Department of Corrections processed into the facility over 2,000 people. All of these people needed the services of the Department of Corrections and many of them required additional monitoring for the sake of safety.

Respectfully submitted,
Carole A. Anderson
Superintendent

1998 ANNUAL REPORT

MERRIMACK COUNTY HUMAN RESOURCES

The Human Resources Department is a three-person operation, which manages wages, benefits, personnel data and the application of policies and procedures for over 600 employees of the County. In April of this year I was re-appointed as Human Resources Director after serving as County Administrator for six years. Human Resources Assistant Sara Lewko located in the Concord Office and Personnel Assistant Darla Randlett at the Nursing Home are two exceptional individuals who provide professional services to the the Human Resources operation.

One of the more important responsibilities of the Human Resources Department is the on-going administration and maintenance of the County's benefits program. In general, these benefits include:

- ◆ Health Insurance
- ◆ Dental Insurance
- ◆ Sick Leave
- ◆ Accumulated Annual Leave
- ◆ Short-Term Disability
- ◆ 11 or 12 Paid Holidays
- ◆ NH State Retirement Plan
- ◆ Health Insurance for Retirees
- ◆ Section 125 Plan

- ◆ Differentials
- ◆ Deferred Compensation
- ◆ Uniform Allowance
- ◆ Tuition Assistance
- ◆ Longevity

NOTE: Eligibility for benefits vary based on employment status.

Benefit Fairs were held at three County locations in November where employees had the opportunity to learn more about their benefits and to meet with company representatives.

The cost of providing and maintaining these benefits is substantial to the County. Health Insurance rates for Matthew Thornton subscribers increased 7.15% and Healthsource advanced 1.5% for the 1998 plan year. The County continues to pay 90% for a single plan; 85% for 2-person plan and 80% for a family plan.

Negotiations for the first time contract continued throughout the year between the County and the International Chemical Workers Union on behalf of nursing home unit employees.

Longevity Bonus Awards were distributed based on the following years of service:

\$500 5-9 Years	\$700 10-24 Years	\$1,000 15-19 Years	\$1,200 20+Years
102 Employees	58 Employees	35 Employees	30 Employees

I would like to offer recognition and sincere thanks to all of the dedicated employees of Merrimack County and to take the opportunity to thank the Board of Commissioners, County Administrator Kathleen Bateson, and the Department Heads of Merrimack County for their continued support and valued assistance throughout 1998.

Respectfully submitted,
Carol A. Bickert
Human Resources Director

1998 ANNUAL REPORT

MERRIMACK COUNTY HUMAN SERVICES DEPARTMENT

The County of Merrimack is responsible for providing the local match for three state programs that assist elderly and disabled residents, as well as a fourth that serves children and families through any of the five district courts located within the county. In each instance the state makes the initial payment and bills the county the following month for a percentage of program costs as established by the New Hampshire legislature.

Old Age Assistance (OAA) and Aid to the Permanently and Totally Disabled (APTD) provide money payments to residents to make up the difference between their monthly income and \$508, which the state has established as the minimum income level. A total of 150 residents received OAA, while 608 received APTD during the year. Intermediate Nursing Care (INC) pays the balance of costs for nursing home residents on Medicaid, after their monthly income is applied. A total of 748 people were assisted during the year. Finally, the Board and Care of Children program served an average of 290 families per month with payments to vendors for court ordered services such as counseling and out of home juvenile placements.

Merrimack County awarded \$250,000 to twenty-six agencies or schools to provide prevention programs to children and families. The money for these

awards is funneled through the county by the state Division for Children, Youth and Families. A seven-member panel familiar with local needs make recommendations on awards, which are then approved by the Merrimack County Board of Commissioners.

Grants to agencies providing services to elderly and/or low-income residents of the county were in excess of \$288,000. Many of these grants enable people to live for extended periods of time in their own homes by providing homemaker services, meal on wheels, and transportation. In addition, a grant was made to the Merrimack County Conservation District for \$26,000 and to the UNH Cooperative Extension Service for \$278,000.

Under the juvenile statutes, and acting as an agent of the state, Merrimack County is responsible for collecting reimbursement from parents whose children have incurred expenses to the juvenile justice system. This year we collected \$49,277. The county receives credits for 36.25% of that amount, or \$17,863. Finally, the county received credits from the state for over \$50,000 as a result of liability disputes on state billing for categorical assistance programs.

1998 marked the first full year of the Merrimack County Diversion Center. Diverting youth from the juvenile justice system and adults from jail are the main goals of the center. However, the center does much more with a multitude of programs and services available to our clients and the public at

large. From prevention to rehabilitation, from community service to victim restitution, from life skills classes to community based substance abuse services, the staff of the Diversion Center attempts to address the issues that brought people to our programs in the first place.

Diversion programs keep police on the streets, not in court, and they lower the population at the Merrimack County House of Corrections. They also give children and adults a second chance.

240 youth offenders and their families were served in our Juvenile Court Diversion Program. Approximately half were referred by local police departments, avoiding court involvement. The remainder was ordered to the program by one of the five district courts to perform community service assignments. In addition, several Firesetter Intervention classes were held in Concord and Franklin to address the issue of juvenile fire safety. We continue to expand our prevention efforts by scheduling presentations to 5th and 6th grade classes throughout the county. Children are given information about laws that affect them, the juvenile court system, and their responsibility to make good decisions. Seven Challenge courses, dealing with substance abuse issues including education and self-assessment were conducted this year as well as five anger management classes.

The Adult Diversion Program received 82 referrals this year and graduated twenty-two. A total of \$10,122 was collected for victim restitution, while an

additional \$9,034 was assessed to clients in program fees.

The increase in referrals can be attributed to the heightened awareness among the law enforcement community of pretrial diversion and of the continued success rate among the graduates of Adult Diversion. In 1998 we began assisting district courts within Merrimack County by offering to place and supervise court-ordered referrals in community service assignments. Additionally, we have added misdemeanor diversion to our list of services. Adult Diversion participants performed over 11,500 hours of community service to local agencies, towns, and other non-profit entities.

The Bridge Program, targeting older juveniles and young adults who have committed serious offenses, has greatly reduced the strain on adult diversion. The program focuses on the client's educational and vocational needs, substance abuse prevention and citizenship responsibilities, and is more appropriate to the teenage client than the adult program.

Finally, we would like to thank the many volunteers who serve on our advisory boards for their dedication, concern and commitment. Also a special thanks to the many community service work site supervisors who provide mentoring and guidance to our clients.

**1998 CATEGORICAL
ASSITANCE PROGRAMS
BY CITY/TOWN**

CITY/TOWN	OLD AGE ASSIST.	AID PERM & TOTALLY DIS	INTERMED NRS. CARE	1998 TOTAL EXPENSES
ALLENSTOWN	\$ 2,993	\$ 21,621	\$ 230,338	\$ 254,952
ANDOVER	3,245	8,236	109,043	120,524
BOSCAWEN	2,211	16,490	201,754	20,455
BOW	512	2,878	215,543	218,933
BRADFORD	233	9,729	34,125	44,087
CANTERBURY	1,586	1,843	26,375	29,804
CONCORD	26,695	199,184	2,212,064	2,437,943
DANBURY	4,104	5,745	33,754	43,603
DUNBARTON	436	2,261	27,330	30,027
EPSOM	237	13,180	205,544	218,961
FRANKLIN	14,059	63,040	892,888	969,987
HENNIKER	1,081	8,097	98,046	107,224
HILL	0	6,541	17,340	23,881
HOOKSETT	2,975	18,492	400,452	421,919
HOPKINTON	695	4,031	156,689	161,415
LOUDON	38	11,339	119,476	130,853
NEWBURY	618	1,482	49,846	51,946
NEW LONDON	162	6,701	199,678	206,541
NORTHFIELD	5,496	23,438	121,345	150,279
PEMBROKE	1,326	12,780	175,464	189,570
PITTSFIELD	114	23,754	141,734	165,602
SALISBURY	0	1,727	53,772	55,499
SUTTON	455	3,555	38,499	42,509
WARNER	1,381	11,019	76,780	89,180
WEBSTER	142	552	77,655	78,349
WILMOT	1,302	1,633	31,060	33,995
TOTALS	\$ 72,096	\$ 484,364	\$ 5,975,5640	\$6,532,020

Respectfully submitted,
Thomas W. Wentworth
Human Services Administrator

1998 ANNUAL REPORT

MERRIMACK COUNTY CONSERVATION DISTRICT

Continued support from Merrimack County allowed the Merrimack County Conservation District (MCCD) to continue to offer various programs to residents of the county and try some new ideas. The Legislators level funded the District with an operating budget of \$26,000. The Board of Supervisors thanks the County for recognizing the work the District does for the citizens of Merrimack County.

During 1998, MCCD assisted over 500 county residents, provided educational materials to over 300 elementary school students and 150 high school students. Through our partnership with the Natural Resource Conservation Service approximately \$350,000 worth of conservation projects were completed in Merrimack County.

This year the MCCD continued work with Lake Sunapee Protective Association to address nonpoint source pollution in the Lake Sunapee watershed. Various workshops were held during throughout the year around the county. Pond Design and Construction and Maintenance at Apple Hill Farm, Concord, were well attended. A Site Specific Soil Mapping at New Boston Fairgrounds was offered to town officials in Merrimack and Hillsborough counties. A meeting was also held to assist the NH Dept. of

Environmental Services review and assess watersheds in Merrimack County under the Clean Water Action Plan.

This years-Annual Meeting was held at Alan's of Boscawen. Over forty people attended to see slide presentation and artifacts from Australia and New Zealand.

The district manager assisted the NRCS staff in a workload analysis and time management project. This project should show what types of work we do, how long it takes to do it right, and see just how many people are needed here in New Hampshire.

New this year was offering flower garden seed packets to homeowners. This project was well received and we look forward to offering this service again. Also new was the creation of our web page. Our address is www.nh.nrcs.usda.gov/Merrimack.htm. Stop by and check us out.

We continue to support the Lake Sunapee Protective Association and the work they strive for, the updating of the Merrimack and Belknap soil survey, and the NH ENVIROTHON program.

The Annual Plan of Work was reviewed and updated to fit current needs and assessments.

The District continues to offer Soil Potential Index for Current Use farmland, assistance with Minimum Impact Agricultural and other Wetland Applications, USGS topographic maps, soil information, and other natural resources services.

**Administrative Funds Spent During 12 Months
Ending December 31, 1998**

Payroll	\$ 21,658.98
Federal taxes	1,657.31
Unemployment	184.78
Workers Comp, General Liability	372.00
Bond insurance	100.00
Insurance	1,063.33
Training	764.56
Dues 835.00	
Supplies	200.54
Postage	300.47
Programs	<u>3,493.47</u>
	\$ 30,630.44

1998 ANNUAL REPORT

RIVERBEND COMMUNITY MENTAL HEALTH

Founded in 1963, Riverbend Community Mental Health is driven by its mission: to offer individuals in their own community a full range of responsive and accessible mental health services. This vision promotes hopefulness and self-determination; marshals appropriate resources to provide personalized care; and cultivates partnership with family, employers, and other providers. We view our clients as partners in a process that inspires a fuller, more balanced, and enhanced quality of life.

Riverbend's 260 employees served more than 5,000 people last year, including 993 children, 455 adults with serious mental illness, 2,423 in outpatient counseling programs, and 1,036 adult emergency services visits. The community-based non-profit agency serves Merrimack County and surrounding communities, providing a full range of quality outpatient and residential services for individuals, families, and businesses. Riverbend is affiliated with Capital Region Health Care.

Riverbend programs include outpatient counseling services in Concord, Henniker, New London, and Franklin; 24-hour emergency mental health services; specialized services for children and families; the

Parent-Child Centers parenting education and family support services, community support, vocational and residential services for adults with serious and persistent mental illness; elder mental health services; a therapeutic art studio and "Heart and Soul" shop (which sells consumer-produced art); and employee assistance programs. Funding for Riverbend programs comes from fees for services, third party reimbursements, government contracts, foundation grants, United Way support, and donations.

Prior to the mid-1980's, states mental health funds were available to pay for counseling for people in need. In that year, the state elected to limit its mental health dollars to services for adults with serious mental illness and, to a lesser extent, for children and elders. This left a major gap in assistance for many people, especially adults who do not qualify as severely or chronically mentally ill. Many people with serious needs were suddenly ineligible for state help.

At that time, Merrimack County assumed a leadership role in helping meeting this community need. In 1985, the County first allocated funds to Riverbend (then named Central New Hampshire Community Mental Health) for counseling services for people who were uninsured, lacking in financial resources, or ineligible for state assistance.

County funds continue to be a critical element in helping Riverbend assist people who need special assistance. In recent years, Riverbend has undertaken specific projects to address unfunded community needs and prevent potentially expensive future interventions (such as hospitalization and out-of-home placements). 1998 projects were as follows:

1. Family Violence Prevention and Intervention: Services were implemented for batterers and victims (including children who witness family violence).

2. Reducing Recidivism in *County* Corrections. Many individuals sentenced to the Merrimack County House of Corrections have mental health difficulties identified during incarceration, but due to a lack of insurance and financial resources, they often do not receive needed services upon release. We offered assessment, counseling, medication management, and treatment of anger management.

3. Parenting Skills Training We offered six to eight week parenting skills training courses in locations throughout the County. A RAND Corporation study ("Diverting Children from a Life of Crime: Measuring Costs and Benefits") found that parenting training was one of the most cost-effective, long-term approaches to reducing crime.

4.Children with Challenging Behaviors_ Offerings included school-based substance abuse prevention services, consultation to schools (to help keep difficult children in school rather than being referred to expensive out-of-home placements), after school programs for seriously emotionally disturbed youth, groups for children with eating disorders, and respite services for children from troubled families.

Diversion funds support our highly successful Parent-Child Centers program in Concord, Penacook, Pittsfield, and Franklin. Merrimack County has also played a leadership role in assisting Riverbend and other community organizations to obtain federal Community Development Block Grant funds for public facility capital improvements. The County recently assisted Riverbend in receiving these federal funds for the planned addition to our Twin Rivers Counseling program in Franklin.

To conclude, Riverbend is committed to meeting the County's mental health needs, and the support of Merrimack County has enabled us to innovatively and effectively respond to human needs.

The County's commitment to helping fill critical service gaps is making an important difference in the lives of many citizens.

Respectfully submitted,

Dale K. Klatzker, Ph.D.
President and CEO

1998 ANNUAL REPORT

CHILD AND FAMILY SERVICES

For 149 years, Child and Family Services has been dedicated to children and families as a statewide, private, nonprofit agency. The mission statement of the agency is:

"Child and Family Services is an independent nonprofit agency dedicated to advancing the well-being of children by providing an array of social services to strengthen family life and by promoting community commitment to meet the needs of children. "

Our social work staff provides behavioral healthcare/social services to families. The family focused and children's mental health services build upon individual and family strengths. Counseling services strengthen the health of the community by assisting families overcome the debilitating stresses associated with substance abuse, the losses connected with death, separation and divorce, economic hardships and other social / mental health issues which weaken the family structure and impede a child's healthy development. Within this program we provide parent education courses. Throughout the year, evening courses are held to accommodate the needs of working parents. Parents learn the skills necessary to address the challenge of creating an effective parent-child relationship that can grow in an atmosphere of love, understanding, cooperation and respect. Pre-Natal counseling is decision-making counseling for individuals facing

unplanned pregnancies and services to parenting teens. If adoption services are requested, we work with the young woman (or couple) to assist in that process. If parenting is the chosen option, we offer counseling on early childhood issues. **Education/Support** includes a variety of group formatted services such as a Divorce and Separation Seminar. **Community Consultation Collaboration** consists of speakers, consultants and films that are available to interested area groups. Child and Family Services actively collaborates with many community organizations. CFS staff is active with the Concord Children's Initiative (Success By Six), the Community Health Assessment Committee, the Twin Rivers Resource Council (Franklin) the Community Care Network of Twin Rivers (Franklin), and Health First Family Care Center the Community Provider Network of Central NH.

Counseling fees are adjusted to family size and income. No one is refused service on the basis of an inability to pay. This makes the Counseling Center a unique service, we remain an affordable option for families and children who need behavioral health care services but lack adequate incomes or insurance.

The adjustable fee scale addresses the special needs of low & moderate income and insured or under insured families.

Respectfully submitted,
Thomas W. O'Connor, Jr.
Senior Vice President

1998 ANNUAL REPORT

MERRIMACK COUNTY RETIRED AND SENIOR VOLUNTEER PROGRAM

The Merrimack County Retired and Senior Volunteer Program provides services to the senior population and to area non-profit agencies and state offices. Through the recruitment and placement of senior volunteers, an important segment of the population is provided with the opportunity to remain active by contributing their skills and talents in solving community problems. Each RSVP volunteer is a direct provider of services through their assigned agency.

The program acts as a clearinghouse for more than 500 senior volunteers and the needs of more than 100 non-profit agencies and state offices. The volunteers are from all economic, educational and social backgrounds. They are able to utilize their varied skills and talents to meet a wide variety of community needs.

Since 1973, RSVP has worked throughout the county updating the volunteer needs of our permanent associated agencies and are always assessing placements in new agencies. New volunteers are recruited and placed to replace those members who have withdrawn from the program due to illness, death, change of residence, employment or other reasons. We enroll people who are 55 years of age or older. The majority of members are over 70 years old.

RSVP volunteers are never paid for their services, but the program is supportive in terms of insurance and limited mileage reimbursement. Automobile insurance is carried on all volunteers who drive their own automobiles to and from their volunteer assignments. Accident insurance and liability insurance are carried on all volunteers enrolled in the program.

RSVP volunteers make tremendous contributions to the non-profit agencies and state offices. Each year, 80,000 hours of volunteer service are provided through placements in nursing homes, schools, hospitals, libraries, museums, day care centers, senior centers, nutrition sites, health care agencies, environmental agencies and various state offices.

In addition to more than 500 active volunteers who are placed in regular assignments, RSVP sponsors a countywide Telephone Reassurance Service for elderly, handicapped or homebound individuals. During the past year, the program has placed 43 volunteers in the America Reads Challenge, a national initiative that places RSVP volunteers in school classrooms from kindergarten through third grade. Volunteers work one on one or in small groups to improve reading and literacy skills.

For additional information about the Merrimack County Retired and Senior Volunteer Program, contact the office at 121 South Fruit Street, Concord; telephone at 224-3452 or email at rsvp@conknet.com

Respectfully submitted,
Nancy Spater, Executive Director

1998 ANNUAL REPORT

JUNIOR/SENIOR FRIENDS PROGRAM COUNTY OF MERRIMACK GRANT

The Junior/Senior Friends Program provided a strong level of service to the community throughout 1998. We made 20 new matches, and maintained 75 active matches in the program. The Junior/Senior Friends Program served 12 communities in Merrimack County and served over 100 children.

Throughout the year, we continued with the planning process to offer additional volunteer opportunities to those who wanted to work with children but could not make the intensive commitment to become a Senior Friend. In the fall, we had a few volunteers who began assisting in the after-school homework club at Walker Elementary School in Concord. These volunteers are working one on one with kids to assist them with their homework assignments. Our goal is to increase the number of volunteers, and to also explore the possibility of working with other Concord area schools.

Additionally, our collaboration with St. Paul's School in Concord has successfully resulted in a partnership where St. Paul's students will serve as mentors and be matched with a child. We have set up a program where St. Paul's students, during their Junior and Senior years will be matched as a Senior Friend. We have developed a process for screening, training, and supervising these student mentors.

The matches will meet one day each week for a few hours, and the Junior Friends will be brought to the St. Paul's campus, where the visits and activities will take place. To date, 4 St. Paul's students have been trained, and will be matched the first of the year. This is a program that we see great potential to grow in the future.

The Advisory Council of the Junior/Senior Friends Program continued to focus on recruitment of volunteers as well as fundraising efforts. Last June, the Advisory Council held a golf tournament fundraising event for the Program. This first tournament was a success, and raised nearly \$2,000 for the program. The Council plans to hold the event again this coming June, with the goal of doubling the number of teams that participated as well as the amount of money raised.

Respectfully submitted,
Laurie Kidder
Director of Volunteer Services

1998 ANNUAL REPORT

MERRIMACK COUNTY HOMEMAKER PROGRAM

Goals and Objectives of Program:

To secure and maintain maximum independence and dignity in a home environment for older individuals capable of self care with appropriate supportive services.

To remove individual and social barriers to economic and personal independence for older individuals.

To provide a continuum of care for the vulnerable elderly.

Services include:

Grocery Shopping	Meal Preparation
Laundry	Light Housekeeping
Limited Personal Care	Companionship
Errands	

Referral Sources Include:

Hospital Personnel	Doctors
Social Workers	Friends
Families	Clergy
Clients	

Eligibility:

This service is available to all Merrimack County residents financial assistance is available to these clients who are income eligible.

Sources of Payment:

Federal, Title XX and Older American Act monies, Merrimack County monies which match the Federal dollars, private insurance and private pay, client contributions and individual donations.

The following three agencies provided service to 274 residents of Merrimack County towns from January 1, 1998 through December 31, 1998.

Concord Regional Visiting Nurse Association
P.O. Box 1797, 250 Pleasant Street
Concord, New Hampshire 03302-1797
Telephone: (603) 224-4093 or 1-800-924-8620
Contact Person: Anne H. Mellin Vice President of Home Care

Allenstown	Epsom	Concord
Pembroke	Boscawen	Henniker
Contoocook	Penacook	Bow
Hooksett	Dunbarton	Pittsfield
Canterbury	Hopkinton	Chichester
Loudon		

Lake Sunapee Community Health Services
An affiliate of Lake Sunapee Region Visiting
Nurse Association 290 County Road, P.O.
Box 2209 New London, New Hampshire
03257 Telephone: (603) 526-4077
Contact Person: David B. Wilson

Andover	New London	Bradford
Sutton	Danbury	Wilmot
Newbury	Warner	
	Springfield	

Visiting Nurse Association of Franklin
75 Chestnut Street Franklin, New Hampshire
03235 Telephone: (603) 934-3454
Contact Person: Marilyn Avery

Franklin	Hill	Salisbury
Webster	Northfield	

If you know someone who needs Homemaker
services, please call us. Thank you for your support
and confidence in our program.

Respectfully submitted,
Anne H. Mellin
Vice President of Home Care

1998 ANNUAL REPORT

NEW HAMPSHIRE MEDIATION PROGRAM, INC.

This year the NE Mediation Program worked with 132 children and their families providing mediation services to assist them in resolving family conflict. Of these families mediation was unable to assist five in resolving the conflict or in helping them identify a more appropriate service through their own resources.

In addition to working directly with families the program staff conducted two peer mediation training programs in Merrimack County schools, trained 20 mediators as volunteers for parent-child and family mediation, and presented conflict resolution seminars to many community groups throughout the county.

As the result of work done by the NH District Court Committee formed to address juvenile issues in the courts we became the grantee agency for a Victim offender Mediation Program. This program allows victims and offenders of property crimes to face each other, with the support of trained mediators, and discuss the crime and its' impact. An agreement for restitution is negotiated between the parties and becomes a part of their diversion contract or court disposition. As a part of restorative Justice, this program allows the victim to have a role in the solution to the case and allows the offender to

understand that their act was more than an insurance claim.

Thank you for your support of this program and children and families in Merrimack County.

Respectfully submitted,

Rose M. Hill
Executive Director



GRZELAK AND COMPANY, P. C.

CERTIFIED PUBLIC ACCOUNTANTS

Laconia Office (603) 524-6734
FAX (603) 524-6071

MEMBERS
American Institute of Certified
Public Accountants (AICPA)
New Hampshire Society of
Certified Public Accountants
AICPA Division for CPA Firms—
Private Companies Practice Section

INDEPENDENT AUDITOR'S REPORT

To The Commissioners
County of Merrimack, New Hampshire

We have audited the accompanying general-purpose financial statements of the County of Merrimack as of and for the year ended December 31, 1998, as listed in the table of contents. These general-purpose financial statements are the responsibility of the County of Merrimack management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

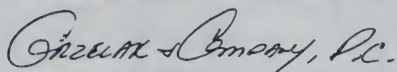
Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. The County of Merrimack has included such disclosures in Note 8. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the County of Merrimack's disclosures with respect to the year 2000 issue made in Note 8. Further, we do not provide assurance that the County of Merrimack is or will be year 2000 ready, that the County of Merrimack's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the County of Merrimack does business will be year 2000 ready.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the County of Merrimack as of December 31, 1998, 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.

P.O. BOX 8 • LACONIA, NEW HAMPSHIRE • 03247

Our audit was conducted for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The individual and combining fund financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of the County of Merrimack. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general-purpose financial statements taken as a whole.



GRZELAK AND COMPANY, P.C., CPA's
Laconia, New Hampshire

February 12, 1999

Exhibit A
COUNTY OF MERRIMACK, NEW HAMPSHIRE

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 As of December 31, 1998

ASSETS	Governmental Fund Types			Proprietary Funds		Fiduciary Funds		Account Groups		TOTALS Memo Only
	General Fund	Special Revenue Funds	Capital Projects Funds	MCHH Enterprise Fund	Trust and Agency Funds	General Long-Term Debt	General Fixed Assets			
Cash and Cash Equivalents	\$ 125,854	\$ 1,335	\$ -	\$ 250	\$ 656,060				\$ 783,499	
Restricted Cash	-	-	-	-	-				-	
Accounts Receivable	191,291	-	-	1,039,403	25,591				1,256,285	
Allowance for Doubtful Accounts	-	-	-	-	-				-	
Investments	1,648,289	-	-	31,014	1,210,907				2,890,190	
Due from Other Governments	-	73,397	-	-	-				73,397	
Due from Other Funds	1,796,142	44,514	-	9,385	57,914				1,907,955	
Interest Receivable	-	-	-	-	-				-	
Inventory	-	-	-	195,221	-				195,221	
Other Current Assets	-	-	-	14,961	-				14,961	
Restricted - Equipment Bonds	-	-	-	-	-				-	
Property and Equipment, Net	-	-	-	4,594,419	-			\$ 9,242,503	13,836,922	
Restricted Fixed Assets	-	-	-	-	-				-	
Other Assets	189	-	-	-	-				189	
Amount to be Provided for Retirement of General Long-Term Debt and Other Obligations	-	-	-	-	-			\$ 220,685	220,685	
TOTAL ASSETS	\$ 3,761,745	\$ 119,246	\$ 40,399	\$ 5,844,254	\$ 1,950,472	\$ 220,685	\$ 9,242,503	\$ 21,179,304		

The notes to financial statements are an integral part of this financial statement.
 Exhibit Page - 1

LIABILITIES																
Accounts Payable	\$	176,209	\$	857	\$	-	\$	269,185	\$	1,008	\$	447,259				
Cash Overdraft	-	-	-	-	-	-	-	-	-	-	-	-				
Accrued Expenses	2,481,652	-	-	-	-	-	893,107	-	-	-	3,374,759	-				
Deferred Revenue	22,649	-	-	-	-	-	-	-	-	-	22,649	-				
Due to Other Governments	-	-	-	-	-	-	-	-	360,583	-	360,583	-				
Due to Other Funds	50,931	-	75,894	-	1,036,219	-	679,994	-	64,916	-	1,907,954	-				
Due to Individuals/Groups	-	-	-	-	-	-	-	-	1,430,861	-	1,430,861	-				
Other Current Liabilities	33,830	-	-	-	-	-	-	-	-	-	33,830	-				
Current Portion Long-Term Debt	-	-	-	-	-	-	-	-	-	-	-	-				
Tax Anticipation Notes	-	-	-	-	-	-	-	-	-	-	-	-				
Bond Anticipation Notes	-	-	-	-	-	-	-	-	-	-	-	-				
Capital Lease Obligations	-	-	-	-	-	-	-	-	-	-	-	-				
Compensated Absences	-	-	-	-	-	-	-	-	-	\$	17,073	-				
General Obligation Long - Term	-	-	-	-	-	-	-	-	-	\$	203,612	-				
Debt - Bonds and Notes	-	-	-	-	-	-	1,050,000	-	-	-	1,050,000	-				
TOTAL LIABILITIES	2,765,271	76,751	1,036,219	2,892,286	1,857,368	220,685	8,848,580	17,073	203,612	1,050,000	8,848,580	1,050,000				
FUND EQUITY																
Contributed Capital	-	-	-	-	-	-	858,650	-	-	-	858,650	-				
Retained Earnings	-	-	-	-	-	-	2,083,318	-	-	-	2,083,318	-				
Investment in General Fixed Asset	-	-	-	-	-	-	-	-	-	9,242,503	-	9,242,503				
Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-				
Reserved	15,000	-	-	-	-	-	10,000	-	-	-	25,000	-				
Encumbrances	-	-	-	-	-	-	-	-	-	-	-	-				
Unreserved	-	-	-	-	-	-	-	-	-	-	-	-				
Designated	981,474	42,495	(995,820)	-	-	-	-	-	93,104	-	121,253	-				
Undesignated	-	-	-	-	-	-	-	-	-	-	-	-				
TOTAL FUND EQUITY	996,474	42,495	(995,820)	2,951,968	93,104	-	9,242,503	-	-	12,330,724	9,242,503	12,330,724				
TOTAL LIABILITIES AND FUND EQUITY																
	\$	3,761,745	\$	119,246	\$	40,399	\$	5,844,254	\$	1,950,472	\$	220,685	\$	9,242,503	\$	21,179,304

The notes to financial statements are an integral part of this financial statement.
Exhibit Page - 2

Exhibit B
COUNTY OF MERRIMACK, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 For the Year Ended December 31, 1998

	Governmental Fund Types			Fiduciary Funds Expendable Trust Funds	TOTALS
	General Fund	Special Revenue Funds	Capital Projects Funds		
REVENUES					
Taxes	\$ 13,781,004	\$ -	\$ -	\$ -	\$ 13,781,004
Intergovernmental	564,196	495,351	-	-	1,059,547
Charges for Services	1,824,112	67,452	-	65,384	1,956,948
Miscellaneous	274,956	17,992	2,718	33,718	329,384
	16,444,268	580,795	2,718	99,102	17,126,883
OTHER FINANCING SOURCES					
Operating Transfers In	474,074	383,760	274,628	-	1,132,462
Proceeds from Sale of Bonds	474,074	383,760	274,628	-	1,132,462
TOTAL REVENUES AND OTHER FINANCING SOURCES	16,918,342	964,555	277,346	99,102	18,259,345

The notes to financial statements are an integral part of this financial statement
 Exhibit Page - 3

EXPENDITURES

Current

Administration	333,784	-	-	-	333,784
Treasurer	145,694	-	-	-	145,694
Delegation	5,325	-	-	-	5,325
County Attorney	864,000	-	-	-	864,000
Register of Deeds	555,838	72,000	-	-	627,838
Sheriff's Department	1,113,717	-	-	-	1,113,717
Dispatch	249,459	-	-	-	249,459
Medical Referee	44,485	-	-	-	44,485
Maintenance of Courthouse	293,347	-	-	-	293,347
Human Services	8,380,714	-	-	-	8,380,714
Corrections Department	2,942,151	-	-	70,231	3,012,382
Corrections Academy	53,497	-	-	-	53,497
Residential Properties	38,652	-	-	-	38,652
Grants	313,191	-	-	-	313,191
Miscellaneous	-	892,553	-	29,599	947,538
Debt Service - Principal	365,585	-	-	31,448	397,033
Debt Service - Interest	15,699,439	964,553	-	61,047	16,820,656

OTHER FINANCING USES

Operating Transfers Out

	650,276	3,424	-	-	653,700
	650,276	3,424	-	-	653,700

TOTAL EXPENDITURES AND OTHER FINANCING USES

	16,349,715	967,977	61,047	95,617	17,474,356
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EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES

	568,627	(3,422)	216,299	3,485	784,989
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CHANGE IN RESERVES

	2,238	-	-	-	2,238
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UNRESERVED FUND BALANCE

CHANGE, NET	570,865	(3,422)	216,299	3,485	787,227
BALANCE (DEFICIT) - January 1	410,609	45,917	(1,212,119)	89,618	(665,975)
BALANCE (DEFICIT) - December 31	\$ 981,474	\$ 42,495	\$ (995,820)	\$ 93,103	\$ 121,252

The notes to financial statements are an integral part of this financial statement.

COUNTY OF MERRIMACK, NEW HAMPSHIRE

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET (GAAP) AND ACTUAL - GOVERNMENTAL FUND TYPES WITH ADOPTED BUDGETS
For the Year Ended December 31, 1998**

	General Fund			Special Revenue Funds		
	Budget	Actual	Variance	Budget	Actual	Variance
REVENUES			Favorable or (Unfavorable)			Favorable or (Unfavorable)
Taxes	\$ 13,781,004	\$ 13,781,004	\$ -	\$ -	\$ -	\$ -
Intergovernmental	525,800	564,196	38,396	641,164	495,351	(145,813)
Charges for Services	1,421,843	1,824,112	402,269	50,000	67,452	17,452
Other	326,500	274,956	(51,544)	-	17,992	17,992
	16,055,147	16,444,268	389,121	691,164	580,795	(110,369)
OTHER FINANCING SOURCES						
Operating Transfers In	-	474,074	474,074	-	383,760	383,760
Proceeds from Bonds	-	-	-	-	-	-
	-	474,074	474,074	-	383,760	383,760
TOTAL REVENUES AND OTHER FINANCING SOURCES	16,055,147	16,918,342	863,195	691,164	964,555	273,391

The notes to financial statements are an integral part of this financial statement.
Exhibit Page - 5

EXPENDITURES

Current

Administration	322,781	333,784	(11,003)	-	-	-
Treasurer	150,936	145,694	5,242	-	-	-
Delegation	9,000	5,325	3,675	-	-	-
County Attorney	939,004	864,000	75,004	158,520	-	158,520
Register of Deeds	552,701	555,838	(3,137)	70,000	-	(2,000)
Sheriff's Department	1,156,635	1,113,717	42,918	72,000	-	-
Dispatch	258,944	249,459	9,385	-	-	-
Medical Referee	50,000	44,485	5,515	-	-	-
Concord Complex Maintenance	312,382	293,347	19,035	-	-	-
Human Services	8,737,947	8,380,714	357,233	430,344	-	430,344
Corrections Department	2,957,211	2,942,151	15,060	-	-	-
Residential Properties	53,918	53,497	421	-	-	-
Grants	27,600	38,652	(11,052)	-	-	-
Miscellaneous	313,191	313,191	-	-	-	-
Debt Service - Principal	137,820	-	137,820	278,457	892,553	(614,096)
Debt Service - Interest	376,709	365,585	11,124	-	-	-
OTHER FINANCING USES	16,356,679	15,639,439	657,240	937,321	964,553	(27,232)
Operating Transfers Out	200,000	650,276	(450,276)	-	3,424	(3,424)
	200,000	650,276	(450,276)	-	3,424	(3,424)
TOTAL EXPENDITURES AND OTHER FINANCING USES	16,556,679	16,349,715	206,964	937,321	967,977	(30,656)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	(501,532)	568,627	1,070,159	(246,157)	(3,422)	242,735
CHANGE IN RESERVES	-	2,238	2,238	-	-	-
BALANCE - January 1	427,847	410,609	(17,238)	-	45,917	45,917
BALANCE - December 31	\$ (73,685)	\$ 981,474	\$ 1,055,159	\$ (246,157)	\$ 42,495	\$ 288,652

The notes to financial statements are an integral part of this financial statement.

Exhibit D
COUNTY OF MERRIMACK, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
RETAINED EARNINGS - PROPRIETARY FUND TYPES
For the Year Ended December 31, 1998

	MCNH <i>Enterprise</i> Fund
OPERATING REVENUES	
Charges for Services	\$ 12,028,811
Intergovernmental Revenues	-
Other	1,688,018
	<u>13,716,829</u>
OPERATING EXPENSES	
Administration	2,946,771
Purchasing	53,197
Dietary	1,579,132
Nursing	5,567,926
Maintenance	893,658
Water Treatment Plant	18,438
Laundry and Linens	464,650
Housekeeping	647,082
Pharmacy	19,000
Recreation	184,050
Rehabilitation	351,364
Social Services	107,661
Medical Director	116,415
Depreciation	391,594
	<u>13,340,938</u>
OPERATING INCOME (LOSS)	375,891
NON-OPERATING REVENUES (EXPENSES)	
Interest Expense	(64,423)
Loss on Disposal of Assets	(67,320)
	<u>(131,743)</u>
INCOME (LOSS) BEFORE OPERATING TRANSFERS	244,148
TRANSFERS IN (OUT)	<u>(470,650)</u>
NET INCOME (LOSS)	(226,502)
Add Back: Depreciation on Contributed Capital	21,636
Less: Change in Budgetary Reserves	(10,000)
RETAINED EARNINGS - January 1	2,298,184
RETAINED EARNINGS - December 31	<u>\$ 2,083,318</u>

The notes to financial statements are an integral part of this statement.
Exhibit Page - 7

Exhibit E
COUNTY OF MERRIMACK, NEW HAMPSHIRE
COMBINED STATEMENT OF CASH FLOWS - PROPRIETARY FUND TYPES
For the Year Ended December 31, 1998

		Proprietary Funds
		MCNH Enterprise Fund
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating Income(Loss)	\$	375,891
Adjustments:		
Depreciation		391,594
Changes In Assets and Liabilities:		
Accounts Receivable		(1,212)
Inventories and Prepaids		(6,837)
Other Assets		-
Accounts Payable and Accrued Expenses		198,528
Deferred Revenue		-
Due to Other Governments		-
Due to Other Funds		(196,594)
Other Liabilities		-
<i>Net Cash (Used for) Provided By Operating Activities</i>		761,370
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds (Purchases) of Investments		-
<i>Net Cash (Used for) Provided By Investing Activities</i>		-
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Operating Transfer In (Out)		(470,650)
Noncapital Debt Proceeds (Payments)		-
<i>Net Cash (Used for) Provided By Capital and Related Financing Activities</i>		(470,650)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Fixed Asset (Purchases) Disposals		(1,297)
Capital Debt Proceeds (Payments)		(225,000)
Interest on Capital Debt		(64,423)
Contributed Capital, net		-
<i>Net Cash (Used for) Provided By Investing Activities</i>		(290,720)
NET INCREASE (DECREASE) IN CASH		-
CASH BALANCE - January 1		250
CASH BALANCE - December 31	\$	250

The notes to financial statements are an integral part of this statement.
 Exhibit Page - 8

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the County of Merrimack, New Hampshire (hereinafter referred to as the "County" or "Government") have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units, except as disclosed. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the GASB's generally accepted accounting principles applicable to the County, and the County's conformity with such principles, are described below. These disclosures are an integral part of the County's financial statements.

A. THE REPORTING ENTITY

The County of Merrimack operates under the Delegation - Commissioner form of government and provides County services as authorized by state statutes. As required by GAAP, specifically *Statement #14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity"*, these financial statements are required to present the County of Merrimack (the "primary government") and its "component units" (if any).

A *primary government* is defined by the GASB as any state government or general-purpose government. Additionally, a primary government may also consist of a special-purpose government (such as a school district) that meets all of the following criteria: (a) it has a *separately elected* governing body; (b) it is *legally separate*; and (c) it is *fiscally independent* of the other state and local governments.

A *component unit* is defined by the GASB as a legally separate organization for which the *elected officials of the primary government are "financially accountable."* The primary government is financially accountable if it *appoints a voting majority* of the organization's governing body and (1) it is able to *impose its will* on that organization or (2) there is a potential for the organization to provide specific financial *benefits* to, or impose specific financial *burdens* on, the primary government. A primary government may also be financially accountable if an organization is "*fiscally dependent*" on the primary government. *Fiscal independency* is defined by the GASB as the ability to complete certain *essential fiscal events* without substantive approval by a primary government; (a) determine its budget without another government having the authority to approve and modify that budget, (b) levy taxes or set rates or charges without approval by another government, and (c) issue bonded debt without approval by another government.

B. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The County has created several types of funds and a number of discrete funds within each fund type. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures/expenses. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. Funds are classified into three broad fund categories: *Governmental, Proprietary and Fiduciary funds*.

Each fund category, in turn, is further divided into separate fund types described as follows:

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

Governmental Funds

Governmental funds are used to account for most of a government's programs and activities, including the collection and disbursement of earmarked moneys (special revenue funds), and the acquisition or construction of general fixed assets (capital projects funds) or the accumulation of resources for the payment of principal and interest (debt service funds). The general fund is used to account for all activities of the government not accounted for in some other fund. The presentation format of the general-purpose financial statements includes all governmental fund types; funds with account balances or transaction activity for the year ended December 31, 1998 are clearly identifiable.

Proprietary Funds

Proprietary funds are used to account for activities *similar to those found in the private sector*, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the County (internal service funds).

The Merrimack County Nursing Home is accounted for through an Enterprise Fund. Although the Nursing Home Enterprise Fund is designated as self-supporting, a significant component of its income and funding may come in the form of a subsidy from the General Fund on an annual and recurring basis.

Fiduciary Funds

Fiduciary funds are used to account for the *assets held on behalf of outside parties*, including other governments, or on behalf of other funds within a government. When these assets are held under the terms of a formal trust agreement, either a pension trust fund, a non-expendable trust fund or expendable trust fund is used. The terms "non-expendable" and "expendable" refer to whether or not a government is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the government holds on behalf of others.

Account Groups

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, GAAP requires that capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are to be reported in the General Fixed Assets Account Group.

All purchased fixed assets are to be valued at cost where historical records are available and at an estimated historical cost where no historical records exist.

Donated fixed assets are to be valued at their estimated fair market value on the date received.

Public domain ("infrastructure") general fixed assets consisting of parking lots, walkways, curbs and gutters, drainage systems and lighting systems are not required to be capitalized, as these assets are immovable and of value only to a government.

Assets reported in the general fixed assets account group are not depreciated.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

Long-term debt is recognized as a liability of a governmental fund primarily when due. For other long-term obligations, including compensated absences, only that portion *expected to be financed from expendable available financial resources* is reported as a fund liability of a governmental fund. The remaining portion of such debt and other obligations are reported in the General Long-Term Debt Account Group.

The General Fixed Asset and Long-Term Debt Account Groups are not "funds." They are concerned only with the measurement of financial position and not with results of operations.

C. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a *current financial resources measurement focus*. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds and non-expendable trust funds are accounted for on a *flow of economic resources measurement focus*. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. *Fund equity* (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both *measurable and available*). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Licenses and permits, fines and forfeits and miscellaneous revenues, are recorded as revenues when received in cash. General property taxes and investment earnings are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except principal and interest on debt service and other long-term obligations, which are recognized when due to be paid.

The accrual basis of accounting is utilized by proprietary fund types and non-expendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded when incurred.

The County may report *deferred revenue* on its combined balance sheet when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the government before it has a legal claim to them (such as grant moneys). In subsequent periods, when both revenue recognition criteria are met, or when the County has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

D. BUDGETS

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary system in accordance with various legal requirements which govern the County's operations. The County budget is formally acted upon at the County Convention. The County's General Fund Budget is on an annual basis which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations.

At year end, all unencumbered "annual" appropriations lapse. Other appropriations which have a "longer than annual" authority (such as special warrant or capital related activities) may carry over at year end if the governing body intends to continue or complete the special purpose for which the funds were established.

State legislation also requires *balanced budgets* and in most cases, the use of some portion of the beginning General Fund unreserved fund balance to reduce the amount of taxes to be raised. For the year ended December 31, 1998, \$410,609 was used to reduce taxes.

E. ENCUMBRANCES

Encumbrances accounting is utilized in the governmental funds to account for commitments relating to unperformed contracts for goods and services. Encumbrances outstanding at year end are reported as reservations of fund balance and do not constitute expenditures or liabilities of the governmental fund, but are carried forward to supplement appropriations of the succeeding year.

F. CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash and equivalent accounts include amounts in demand and savings account deposits as well as short-term investments (such as certificates of deposits) with a maturity date within three months of the date acquired by the County. Investments, if any, are stated at cost (for equity instruments) or amortized cost (for debt instruments).

Supplemental disclosure of cash flow information for the Merrimack County Nursing Home Enterprise Fund are as follows:

Cash paid for interest	\$64,423
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COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

G. DUE TO AND DUE FROM OTHER FUNDS

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which the transactions are executed. *Quasi-external transactions* are accounted for as revenues, expenditures or expenses. Transactions that constitute *reimbursements* to a fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Nonrecurring or permanent transfers of equity are reported as *residual equity transfers*. All other interfund transfers are reported as *operating transfers*. **Individual interfund balances at December 31, 1998 were as follows:**

<u>Fund</u>	<u>Due From</u>	<u>Due To</u>
General Fund	\$ 1,796,141	\$ 50,931
Special Revenue Funds	44,514	75,894
Capital Project Funds	9,385	1,036,219
Enterprise Fund	-	679,994
Trust and Agency Funds	57,914	64,916
	<u>\$ 1,907,954</u>	<u>\$ 1,907,954</u>

H. INVENTORIES

Inventories in the Merrimack County Nursing Home Enterprise Fund, under the accrual basis of accounting, are valued at the lower of cost (first-in, first-out basis) or market.

Inventories of the General Fund are accounted for utilizing the *purchase method*. Under this method, inventories are recorded as expenditures when purchased. When material (significant), General Fund inventory amounts are to be reported as General Fund assets and equally offset by a fund balance reserve.

I. FIXED ASSETS

Fixed assets and accumulated depreciation (as applicable), of Merrimack County were as follows:

	<u>GFAAG</u>	<u>Enterprise Fund</u>
Land	\$ -	\$ 20,000
Buildings and improvements	7,999,966	8,966,822
Moveable equipment	1,242,537	1,411,457
	<u>9,242,503</u>	<u>10,398,279</u>
Less: accumulated depreciation	-	5,803,860
	<u>\$ 9,242,503</u>	<u>\$ 4,594,419</u>

Fixed assets of the Merrimack County Nursing Home Enterprise Fund, a Proprietary Fund Type, are valued at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. Depreciation expense for the year ended December 31, 1998 was \$391,594. The estimated useful lives are as follows:

Buildings and improvements	10 - 30 years
Movable equipment	3 - 15 years

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

FASB #62, "Capitalization of Interest Costs in Situations Involving Certain Tax-Exempt Borrowings," concludes that constructed assets financed with the proceeds of tax-exempt debt should include capitalized interest only to the extent that interest cost exceeds interest earned on related interest-bearing investments acquired with the proceeds of the related tax-exempt borrowing. The fixed assets reported include \$81,800 in capitalized interest expense.

J. COMPENSATED ABSENCES

County employees are sometimes entitled to certain *compensated absences* based, in part, on their length of employment. Compensated absences that *are expected* to be liquidated with expendable available financial resources are reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of compensated absences that are *not expected* to be liquidated with expendable available financial resources are reported in the *general long-term debt account group* (and no expenditure is reported for these amounts). In accordance with provisions of Statement of Financial Accounting Standards No. 43, Accounting for Compensated Absences, no liability is recorded for non-vesting accumulated rights to receive compensatory time benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that is estimated will be taken as "terminal leave" prior to retirement. Compensated absences of the Merrimack County Nursing Home Enterprise Fund are included in accrued expenses as a fund liability.

K. LONG-TERM OBLIGATIONS

Long-term obligations of the County are reported in the General Long-Term Debt Account Group. Expenditures for debt service and other long-term obligations (including compensated absences) are recorded when they are due, or when they are expected to be liquidated with the expendable available financial resources of a governmental fund. Long-term debt of the Merrimack County Nursing Home is reported, net of current portion, in the Enterprise Fund in accordance with generally accepted accounting principles.

L. FUND EQUITY

For *governmental funds*: the *unreserved fund balances* represent the amount available for budgeting future operations; the *reserved fund balances* represent the amounts that have been legally identified for specific purposes and are not appropriate for expenditure; and the *designated fund balances* represent tentative plans for future use of financial resources. For *governmental and other funds*, equities can be *reserved for endowments* (the principal balances of non-expendable trust funds plus any unspent income balances), *reserved for encumbrances* (commitments relating to unperformed contracts for goods and services), *reserved for continuing appropriation* (commitments relating to unperformed non-lapsing appropriations) or *reserved for inventory* (recorded at year end, if material, under the purchase method) or *prepaids*. For *proprietary funds*, fund equity is comprised of retained earnings and contributed capital.

At December 31, 1998 there were deficits of \$36,219 and \$1,000,000, in the Dispatch Communications and Administration Building Capital Projects Funds, respectively. The deficits are the result of the application of generally accepted accounting principles regarding revenue recognition.

M. MEMORANDUM ONLY - TOTAL COLUMNS

The combined general-purpose financial statements include total columns that are described as memorandum only. Data in these columns do not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Interfund transactions have not been eliminated from the total column of each financial statement.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Deposits and Investments. The County Treasurer is authorized by State Statutes to invest excess funds, with the approval of the Commissioners, in obligations of the United States Government, in savings bank deposits or certificates of deposit of banks incorporated under the laws of the State of New Hampshire, or in national banks located within the states of New Hampshire or Massachusetts. **For the year ended December 31, 1998, the County was in compliance with these applicable deposit and investment state laws and regulations.**

Risk Management. The County is exposed to various *risks of loss* related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County purchases commercial insurance coverage for all general insurance risks, property liability risks and for the protection of assets.

Claims, Judgments and Contingent Liabilities

Grants and Funding Sources. Amounts received (in the current or past years) or receivable from grantor and funding agencies (federally assisted Medicaid) are subject in later years to review and adjustment by grantor agencies, principally the federal and state governments. At such time, any disallowed claims, including amounts already collected, may constitute a liability of the County and the applicable funds. **At December 31, 1998 the County believes that disallowed expenditures, if any, based on subsequent review will not have a material effect on any of the individual funds or the overall financial position of the County.**

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

3. CASH AND INVESTMENTS

Deposits. At December 31, 1998, the carrying amounts and bank balances with financial institutions of the County's cash deposits are categorized by "credit risk" as follows:

Category 1 Deposits that are insured by the Federal Deposit Insurance Corporation (FDIC) or collateralized by securities held by the County (or its agent) in the County's name.

Category 2 Deposits that are uninsured and collateralized by securities that are held by the pledging institution's trust department (or agent) in the County's name.

Category 3 Deposits that are uninsured and uncollateralized or collateralized by securities that are held by the pledging institution's trust department (or agent) but not in the County's name.

	Category			Carrying Amount	Bank Balance
	1	2	3		
General Fund	\$ 30,111	\$ -	\$ -	\$ 125,854	\$ 30,111
Special Revenue Funds	16,826	-	-	1,335	16,826
Capital Projects Fund	-	-	-	-	-
Proprietary Fund	-	-	-	250	-
Trust and Agency Funds	318,489	-	305,615	656,060	624,104
	<u>\$ 365,426</u>	<u>\$ -</u>	<u>\$ 305,615</u>	<u>\$ 783,499</u>	<u>\$ 671,041</u>

Investments. *Investments* made by the County, including "repurchase agreements," if any, are summarized below. The investments that are represented by specific identifiable investment securities are classified as to "credit risk" by the three categories described below.

Category 1 Investments that are insured or registered, or securities held by the County (or its agent) in the County's name.

Category 2 Investments that are uninsured and unregistered, with securities that are held by the counterparty's trust department (or agent) in the County's name.

Category 3 Investments that are uninsured and unregistered, with securities that are held by the counterparty, or by its trust department (or agent) but not in the County's name.

	Category			Carrying Amount	Market Value
	1	2	3		
U.S. Government Securities	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Paper	1,211,997	-	-	1,211,974	1,088
Repurchase Agreements	1,655,994	-	-	1,647,202	1,655,994
	<u>\$ 2,867,991</u>	<u>\$ -</u>	<u>\$ -</u>	<u>2,859,176</u>	<u>1,657,082</u>
Investment in New Hampshire Public Deposit Investment Pool				31,014	31,014
				<u>\$ 2,890,190</u>	<u>\$ 1,688,096</u>

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

4. LONG-TERM DEBT

General Obligation Debt

The County can issue general obligation debt instruments to provide funds for the acquisition and construction of major capital equipment, infrastructure and other facilities. General obligation debt instruments are "direct government obligations" and consequently are a pledge of the full faith and credit of the County. General obligation debt instruments currently outstanding, and reported in the General Long-Term Debt Account Group or in the Merrimack County Nursing Home Enterprise Fund, are as follows:

<u>Purpose</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
<u>Nursing Home Enterprise Fund</u>			
Nursing Home Equipment	1/07/2000	6.15-6.40%	\$ 150,000
Special Care Unit	11/15/2004	5.50-5.90%	900,000
Total			<u>\$ 1,050,000</u>

Annual debt service requirements to maturity for general obligation debt reported in the Long-Term Debt Account Group and Enterprise Fund are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999	\$ 225,000	\$ 57,862	\$ 282,862
2000	225,000	45,056	270,056
2001	150,000	34,500	184,500
2002	150,000	26,100	176,100
2003	150,000	17,550	167,550
After	150,000	8,850	158,850
	<u>\$ 1,050,000</u>	<u>\$ 189,918</u>	<u>\$ 1,239,918</u>

Capital Lease Obligations

The County is obligated under certain leases accounted for as capital leases. The leased assets are recorded in the General Fixed Assets Account Group and the related obligations are accounted for in the General Long-Term Debt Account Group. The following is a schedule of the future minimum lease payments under the capital leases, together with the net present value of the minimum lease payments as of December 31, 1998.

<u>Year</u>	
1999	\$ 5,170
2000	5,169
2001	5,169
2002	4,738
After	-
Total Payments	<u>20,246</u>
Less: Interest at the County's implicit rate of interest	<u>3,173</u>
Present Value of minimum lease payments	<u>\$ 17,073</u>

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

Changes in Long-Term Liabilities

During the year ended December 31, 1998, the following changes occurred in liabilities reported in the General Long-Term Debt Account Group:

	<u>1/1/98</u>	<u>Additions</u>	<u>Reductions</u>	<u>12/31/98</u>
General Obligation Debt	\$ -	\$ -	\$ -	\$ -
Capital Lease Obligations	20,571	-	3,498	17,073
Compensated Absences	183,022	20,590	-	203,612
	<u>\$ 203,593</u>	<u>\$ 20,590</u>	<u>\$ 3,498</u>	<u>\$ 220,685</u>

5. PENSION PLAN

Plan Description. The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

Funding Policy. Plan members are required to contribute 5.0% of their covered salary and the County is required to contribute at an actuarially determined rate. The County's contribution rates for the year ended December 31, 1998 were 3.14% for Group I Employees, 2.48% for Group II Policemen, and 4.87% for Group II Firemen, as applicable. The County contributes 65% of the employer cost for Group II employees and the State contributes the remaining 35% of the employer cost. The County contributes 100% of the employer cost for Group I employees of the County (if applicable).

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending December 31, 1998, 1997, and 1996 were \$455,137, \$407,845, and \$339,510, respectively, equal to the required contributions for each year.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

6. 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.

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 of the County in an amount equal to the fair-market value of the deferred account for each participant.

It is the opinion of the County 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 non-governmental third parties which provide financial data to the County quarterly.

7. POST-RETIREMENT HEALTH AND DENTAL CARE

The County provides certain health and dental care benefits for retired employees. Participation is based on (1) enrollment effective upon the date of retirement, (2) meeting age requirements, and (3) vesting in the NHPERS. The cost of providing this benefit for the fiscal year ended December 31, 1998 was \$102,352.

COUNTY OF MERRIMACK, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
December 31, 1998

8. YEAR 2000 COMPLIANCE ISSUE

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the county's operations as early as fiscal year 1999.

The County has completed an inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue and that re necessary to conduct county operations. Department plans for dealing with the year 2000 issue have been adopted. Based on the inventory and plans, the county is in the remediation stage. The county has taken the following measures to achieve year 2000 compliance (year 2000 compliance meaning a system will correctly handle both the conversion, or "rollover" to the 21st century dates and all dates thereafter.):

Financial reporting and payroll system - The county is currently replacing its entire financial reporting and payroll system. \$85,500 is committed in the 1999 budget for replacing this system.

Nursing Home - The medical records software in use at the Nursing Home has been guaranteed by the vendor to be year 2000 compliant. An internal audit has shown that approximately 20 work stations are currently non-compliant. Funds are included in a capital equipment bond approved by the delegation in March, 1999 for replacing this equipment before the end of 1999.

Corrections Department - The Corrections Department computer system will be completely replaced in 1999 with compliant equipment.

Sheriff's and Dispatch Center - Computer workstations are in the process of upgrade and will be compliant by year end. The Sheriff is currently seeking vendor assurance of compliance for system software and the entire Dispatch system.

Register of Deeds - The system vendor for the Register of Deeds has provided assurance of year 2000 compliance.

County Attorney - All hardware and software currently in use is year 2000 compliant.

Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the county is or will be year 2000 ready, that the county's remediation efforts will be successful in whole or in part, or that parties with whom the county does business will be year 2000 ready.

1998 Merrimack County Annual Report

MERRIMACK COUNTY DIRECTORY

Board of Commissioners	228-0331
Fax:	224-2665

Chairman

Stuart D. Trachy

4 Court Street, Suite 2

Concord, New Hampshire 03301-4306

Vice-Chairman

Larry J. Boucher

4 Court Street, Suite 2

Concord, New Hampshire 03301-4306

Clerk

Katherine D. Rogers

4 Court Street, Suite 2

Concord, New Hampshire 03301-4306

County Treasurer	228-0331
Fax:	224-2665

Charles T. Carroll

4 Court Street, Suite 2

Concord, New Hampshire 03301-4306

Business Administrator	228-0331
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Kathleen T. Bateson

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Concord, New Hampshire 03301-4306

County Attorney	228-0529
Fax:	226-4447

Michael Th. Johnson

4 Court Street

Concord, New Hampshire 03301

Sheriff	225-5583
Fax:	225-5630

Chester L. Jordan

163 North Main Street

Concord, New Hampshire 03301

Human Resources Director	228-0331
Fax:	224-2665

*Carol A. Bickert
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Concord, New Hampshire 03301-4306*

Register of Deeds	228-0101
Fax:	226-0868

*Kathi Guay
163 North Main Street
Concord, New Hampshire 03301*

Nursing Home Administrator	796-2168
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*Thomas Matzke
Merrimack County Nursing Home
325 Daniel Webster Highway
Boscawen, New Hampshire 03303*

Corrections Superintendent	796-2107
Fax:	796-2915

*Carole Anderson
Merrimack County Department of Corrections
326 Daniel Webster Highway
Boscawen, New Hampshire 03303*

Human Services Director	225-5445
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*Thomas Wentworth
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Concord, New Hampshire 03301*

UNH/Cooperative Extension	225-5505
Fax:	796-2271

*Judith Bush, Coordinator
Merrimack County Cooperative Extension
327 Daniel Webster Highway
Boscawen, New Hampshire 03303*

Conservation District	223-6023
Fax:	224-8260

*Ann M. Titus, District Manager
Merrimack County Conservation District
10 Ferry Street, Box 312
Concord, New Hampshire 03301*

