

# HILLSBOROUGH COUNTY

## New Hampshire



## F/Y 2011 ANNUAL REPORT



**HILLSBOROUGH COUNTY 2011  
ANNUAL REPORT**

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## Fiscal Year 2011

### REPORT OF THE HILLSBOROUGH COUNTY BOARD OF COMMISSIONERS

The Board of Commissioner's is pleased to present the fiscal year 2011 Annual Report. Through its employees and elected officials, who have responded efficiently and in cost-effective measures, Hillsborough County has delivered the necessary and required services to the citizens of Hillsborough County while being mindful of the tax burden upon the County taxpayer. As such, we are once again able to report that the County's financial condition remains very strong. This is now the eleventh consecutive year the County's financial position allowed the Board to complete the year without the need to borrow.

The Board continued its efforts toward future plans with the County property. From the insight gained through the Charrette process the prior year, the Board has made steps in order see that full use of existing structures and increased energy independence be sought. In October an energy efficiency review of the County facilities was conducted by the Peregrine Energy Group out of Boston, MA and Breakaway Energy Services, LLC of Portland, ME. This review offered awareness of recommendations for areas where the County can make investments to see savings. The Board, working with those recommendations, approved the expenditure of \$276,840 in April to replace the Heating Plant at the Department of Corrections. While a large initial cost was expended, the County should soon realize the savings.

The Board continued to find common ground with our employees with the ratification of four collective bargaining agreements. Through these agreements the Board has continued its efforts to improve the County's compensation program by eliminating step programs, implementing performance based wage adjustments, and requiring our employees to share in the cost of health care.

The Board welcomed the opportunity to consider Community Development Block Grants for potential use by entities in Hillsborough County. In March the Board authorized County Forester, Jonathan Nute, to go forward with a proposed timber harvest. This will be the first timber harvest the County has done in 40 years. The proposed timber harvest will generate a net income of approximately \$20,000 after a timber tax. With over 389 acres, and a potential harvesting plan, harvesting can be done on a different section of land every 5 or 6 years, with the ability of the proposed site able to be harvested again in 30 years.

In January the Board reorganized as it said thank you and goodbye to Commissioner Michael. R. Clemons and welcomed Commissioner Sandra L. Ziehm. Commissioner Clemons served the County and District 2 well from 2007 to 2011.

In July, the Nursing Home Paperless project went live; it will assist staff to operate more efficiently and capture more of the activities of daily living in the resident medical records.

In October Chief Deputy Durette retired after more than 25 years of service to the County and to the Sheriff's department; he will be missed.

We want to extend our thanks and gratitude again this year for the support and cooperation the County has received from its employees, State Officials, County Officials, the Board of Mayor and Aldermen of Manchester and Nashua, all City and Town Officials and private and public agencies throughout the year. Thank you.

Sandra L. Ziehm, Chairman  
Carol H. Holden, Vice-Chairman & Clerk  
Toni Pappas  
Hillsborough County Commissioners

**HILLSBOROUGH COUNTY**

**2011 Elected Officials**

**Board of Commissioners**

Sandra L. Ziehm, District 2, Chairman	Nashua, NH
Carol H. Holden, District 3, Vice-Chairman	Amherst, NH
Toni H. Pappas, District 1, Clerk	Manchester, NH

**Treasurer**

Robert A. Burns	Bedford, NH
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**County Attorney**

Dennis C. Hogan	Nashua, NH
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**Registrar of Deeds**

Pamela Coughlin	Amherst, NH
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**Sheriff**

James A. Hardy	Pelham, NH
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**FY 2011 Financial Report  
and  
Annual Audit**

<b>Revenue</b>	<b>FY11</b>	
Civil Process		<b>\$641,541</b>
Bailiff Reimbursement		<b>\$533,759</b>
Grants		<b>\$45,121</b>
Juvenile Transports		<b>\$2,508</b>
	5291	
Detail Revenue		<b>\$118,581</b> (profit
Dispatch Revenue		<b>\$108,557</b>
Drug Forfeiture		<b>\$100,773</b>
Siezes		
<b>Total Revenue</b>		<b>\$1,550,840</b>

Respectfully submitted,

James A. Hardy  
Hillsborough County Sheriff

**Hillsborough County Legislative Delegation  
2011-2012**

**Dist. No. 1 (Antrim, Hancock, Hillsborough, and Windsor) (3)**  
Robert A. Fredette, r, Hillsborough (31 Bog Road) 03244  
Holly L. Mecheski, r, Windsor (26 Rocky Ledge Road) 03244  
Marjorie Porter, d, Hillsborough (64 School Street) 03244

**Dist. No. 2 (Bennington, Deering, Frankestown, and Greenfield) (2)**  
Daniel Donovan, r, Hillsborough (PO Box 697) 03442  
Harry Bartlett Hardwick, r, Frankestown (292 Mountain Road) 03043

**Dist. No. 3 (Greenville, New Ipswich, Peterborough, Sharon) (4)**  
James Coffey, r, New Ipswich (PO Box 343) 03071  
Robert Huxley, r, Greenville (108 Crestwood Lane) 03048  
Bruce Marcus, r, Peterborough (139 Carley Road) 03458  
Jim Parison, r, New Ipswich (40 Old Rindge Road) 03071

**Dist. No. 4 (Lyndeborough, Mont Vernon, New Boston, Temple, and Wilton) (4)**  
William F. Condra, r, Wilton (61 Burns Hill Road) 03086  
Frank R. Holden, r, Lyndeborough (53 Old Temple Rd) 03082-5816  
Vacant  
William L. O'Brien, r, Mount Vernon (PO Box 154) 03057-0154

**Dist. No. 5 (Brookline, Hollis, Mason) (4)**  
Jim Belanger, r, Hollis (32 Plain Road) 03049  
Richard B. Drisko, r, Hollis (PO Box 987) 03049-0987  
Jack Flanagan, r, Brookline (4 Sawtelle Road) 03033  
Carolyn M. Gargas, r, Hollis (PO Box 1223) 03049-1223

**Dist. No. 6 (Amherst, Milford)(8)**  
William S. Belvin, r, Amherst (PO Box 27) 03031-0027  
Sean Coughlin, r, Amherst (36 Thornton Ferry Road) 03031  
Gary Daniels, r, Milford (127 Whitten Road) 03055-3228  
Peter T. Hansen, r, Amherst (82 Amherst Street) 03031  
Stephen J. Palmer, r, Milford (8 Border St.) 03055-3800  
Robert H. Rowe, r, Amherst (PO Box 1117) 03031-1117  
Stephen B. Stepanek, r, Milford (PO Box 1015) 03031-3060  
Robert Willette, r, Milford (218 Ball Hill Rd) 03055-3408

**Dist. No. 7 (Goffstown, Weare) (8)**  
John A. Bert, r, Goffstown (7 Bay Street) 03045  
Russell Day, r, Goffstown (73 Wallace Road) 03045-1823  
Larry A. Emerton, r, Goffstown (105 River Ledge Drive) 03045-6632  
John Hikel, r, Goffstown (483 Mast Rd) 03045-5254  
Gary S. Hopper, r 107 Buxton School Road, Weare, NH 03281  
Neal M. Kurk, r, Weare (RR 1) 03281-5412  
Calvin D. Pratt, r, Goffstown (90 Tibbetts Hill Rd) 03045

Mark Warden, r, Goffstown (4 Mountain Ash Lane) 03045  
**Dist. No. 8 (Manchester Ward 1) (3)**  
 Jeff Goley, d, Manchester (1683 River Road) 03104-1645  
 Peter Ramsey, d, Manchester (418 North Gate Rd) 03104-1847  
 Dan Sullivan, d, Manchester (172 Arah St.) 03104-2119

**Dist. No. 9 (Manchester Ward 2) (3)**  
 Mike Ball, r, Manchester (73 Wellington Hill Road) 03104  
 Cam DeJong, r, Manchester (109 Westchester Way) 03104  
 Win Hutchinson, r, Manchester (386 Orange Street) 03104

**Dist. No. 10 (Manchester Ward 3) (3)**  
 Michael D. Brunelle, d, Manchester (1015 Elm Street) 03101  
 Jean L. Jeudy, d, Manchester (134 Calef Road) 03103-6324  
 Patrick Long, d, Manchester (112 Hollis St.) 03101

**Dist. No. 11 (Manchester Ward 4) (3)**  
 Nickolas J. Levasseur, d, Manchester (202 Concord St. Apt. 3) 03104  
 Leo P. Pepino, r, Manchester (73 Walnut St) 03104-4848  
 Kathleen F. Souza, r, Manchester (628 Belmont Street.) 03104-5167

**Dist. No. 12 (Manchester Ward 5) (3)**

Norma Greer Champagne, r, Manchester (233 Tarrytown Road, Apt 17)  
 03103

John G. Gimas, d, Manchester (116 Portsmouth Avenue) 03103  
 Theodoros V. Rokas, d, Manchester (393 Wilson St) 03103

**Dist. No. 13 (Manchester Ward 6) (3)**  
 Benjamin C. Baroody, d, Manchester (1175 Bridge Street) 03104-5703  
 Larry Gagne, r, Manchester (126 Lakeside Dr) 03104  
 William J. Infantine, r, Manchester (89 Windward Lane) 03104-4743

**Dist. No. 14 (Manchester Ward 7) (3)**  
 Kathleen Cusson-Cail, r, Manchester (69 Taylor Street) 03103  
 Patrick Garrity, d, Manchester (82 Norris St.) 03103  
 Ross Terrio, r, Manchester (130 South Cypress Street) 03103

**Dist. No. 15 (Manchester Ward 8) (3)**  
 Thomas Katsiantonis, d, Manchester (45 Glen Bloom Drive) 03109-5062  
 Mark Proulx, r, Manchester (76 Janet Court) 03103  
 Steve Vaillancourt, r, Manchester (161 Faith Lane) 03103-7156

**Dist. No. 16 (Manchester Ward 9) (3)**  
 J Gail Barry, r, Manchester (51 W Elmwood Avenue) 03103-7338  
 Maurice L. Pilotte, d, Manchester (98 Lancaster Avenue) 03103-0907  
 Barbara E. Shaw, d, Manchester (45 Randall Street) 03103-6434

**Dist. No. 17 (Manchester Wards 10, 11, 12) (8)**  
 Thomas L. Beattie, r, Manchester (262 Conant Street Unit 2) 03102  
 Jerry Bergevin, r, Manchester (18 Jackson Street) 03102

**SHERIFF'S OFFICE**

**Fiscal Year 2011**

Jul 09-Jun10 (12 months)

**Transportation**

On Call	202
Superior Court	5,021
District Court	11,989
Local PD	410
Juvenile	232
Misc*	362
IEA	392
REHAB	24
PROBATION VIOLATION	137
Other	
<b>Total Transports</b>	<b>18,769</b>

**Warrants**

Felonies Cleared	550
Civil Cleared	1,132
Maritals Cleared	355
<b>Total Warrants Cleared</b>	<b>2,037</b>

**Civil**

Eviction Orders	1,757
Landlord & Tenant Actions	6,111
Restraining Orders	705
Attachents & Siezures	1,772
In Hand Services	5,599
Other	10,960
<b>Total Writs Served</b>	<b>26,904</b>

**Communications**

Dispatch Calls For Service	<b>21,827</b>
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## Hillsborough County Registry of Deeds

### F/Y 11 Annual Report

The Registry of Deeds generated over 3 million dollars in revenue for fiscal year 2011. Over 19 million in real estate transfer fees were remitted to the New Hampshire Department of Revenue Administration. There were 64,785 documents recorded.

The advances of technology have and will continually benefit the public and users of the Registry of Deeds. On December 10, 2008, Electronic Recording was initiated with great success. Electronic recording is an important and convenient method of recording but still requires the same process for recording any document.

The user's fee has increased our revenue by \$126,667. This money is being utilized for new equipment, optical imaging conversion projects and expanding customer services. These funds reduce my budget.

Pamela D. Coughlin  
Register of Deeds

Income Statement  
2010-2011

### Revenue

Other Fees	1,425,391.28
4% RETT Commission	829,180.44
4% LCHIP Commission	45,881.00
DRA Collected Stamps	17,742.00
Copy Fees	533,928.79
Electronic Payments	467,805.76
Sub Total	3,319,929.27
Less refunds	13.24
Less unpaid deposited items	5,304.88
Total	3,314,611.15
Receivables	50,247.85
Total	3,364,859.00
<b>GRAND TOTAL</b>	<b>3,364,859.00</b>

Carlos E. Gonzalez, r, Manchester (PO Box 154) 03105-0154  
Phil Greazzo, r, Manchester (139 Parker Street) 03102  
Irene M. Messier, r, Manchester (40 New Gate Circle) 03102-5147  
Tammy Simmons, r, Manchester (142 Parker Street) 03102  
Connie Soucy, r, Manchester (496 Coolidge Ave.) 03102  
Matthew Swank, r, Manchester (130 Erie Street) 03102

### Dist. No. 18 (Bedford) (6)

John Cebrowski, r, Bedford (54 Buttonwood Dr) 03110  
John A. Graham, r, Bedford (8 Ministerial Circle) 03110-5729  
Ken Hawkins, r, Bedford (1 Barrington Drive) 03110-5601  
Edward P. Moran, r, Bedford (19 Ministerial Road) 03110-5334  
Keith Murphy, r, Bedford (13 Woburn Abbey) 03110  
Moe Villeneuve, r, Bedford (146 County Road) 03110-6207

### Dist. No. 19 (Merrimack) (8)

Richard W. Barry, r, Merrimack (12 Kyle Road) 03054-4528  
Chris Christensen, r, Merrimack (27 Greatstone Drive) 03054-2342  
Dick Hinch, r, Merrimack 14 Ichabod Dr. 03054  
Jeanine M. Notter, r, Merrimack (19 Whittier Road) 03054  
Tony Pellegrino, r, Merrimack (35 Amherst Rd) 03054  
Lenette M. Peterson, r, Merrimack (1 Elizabeth Drive) 03054  
Kathleen Stroud, r, Merrimack (38 McQuestion Road) 03054  
Joseph Thomas, r, Merrimack (5 Sand Piper Lane) 03054

### Dist. No. 20 (Nashua Ward 1) (3)

Kevin A. Avar, r, Nashua (68 Bartemus Trail) 03063  
Sean McGuinness, r, Nashua (30 Shelburne Road) 03063  
Carl W. Siedel, r, Nashua (4 Thresher Rd) 03063

### Dist. No. 21 (Nashua Ward 2) (3)

Michael A. Balboni, r, Nashua (44 Lochmere Lane) 03063  
Michael McCarthy, r, Nashua (34 Terry St) 03064  
Donald B. McClarren, r, Nashua (39 Monza Road) 03064

### Dist. No. 22 (Nashua Ward 3)(3)

Brian D. Rhodes, d, Nashua (47 Wood St) 03064  
Lucinda Rosenwald, d, Nashua (101 Wellington Street) 03064  
Lisa Scontsas, r, Nashua (24 Courtland Street) 03064

### Dist. No. 23 (Nashua Ward 4) (3)

David E. Cote, d, Nashua (96 West Hollis Street) 03060-3146  
Mary J. Gorman, d, Nashua (44 ½ Amherst Street) 03064-2560  
Timothy Hogan, d, Nashua (22 Hayden Street) 03064

### Dist. No. 24 (Nashua Ward 6) (3)

Michael Buxton, r, Nashua (62 Alder Drive) 03060  
David B. Campbell, d, (10 East Dunstable Road) 03060  
Kenneth N. Gidge, d, Nashua (22 Hayden St) 03060

**Dist. No. 25 (Nashua Ward 7) (3)**

Duane Erikson, r, Nashua (10 Allds Street, Apt 295) 03060

Edith Hogan, r, Nashua (34 Dearborn Road) 03062

Timothy Twombly, r, Nashua (120 East Hobart St) 03060

**Dist. No. 26 (Nashua Wards 5, 8, 9) (10)**

Kevin J. Brown, r, Nashua (175 Searles Road) 03062

Joseph F. Krasucki, r, Nashua (174 Searles Road) 03062

Don LeBrun, R, Nashua (333 Candlewood Park) 03062

Bill Ohm, r, Nashua (18 Mount Laurels Drove, Apt 403) 03062

Barry Palmer, r, Nashua (123 Shore Drive) 03062

Michael T. Reed, r, Nashua (21 Congress Street) 03062

David S. Robbins, r, Nashua (102 Cherrywood Drive) 03062

Peter Silva, r, Nashua (18 Masefield Rd) 03062

James D. Summers, r, Nashua (8 Heidi Lane) 03062

Randall Whitehead, r, Nashua ( 20 Palisade Drive) 03062

**Dist. No. 27 (Hudson, Litchfield, Pelham) (13)**

Robert G. Boehm, r, Litchfield (6 Gibson Dr) 03052-2301

Randy Brownrigg, r, Hudson ( 2 Little Hales Lane) 03051

Lars T. Christiansen, r, Hudson (PO Box 171) 03051-0171

Shaun Doherty, r, Pelham (105 Bush Hill Rd) 03076

Laura J. Gandia, r, Litchfield (3 Chamberlin Dr) 03052

Robert Haefner, r, Hudson (1 St. John Street) 03051

Shawn N. Jasper, r, Hudson (83 Old Derry Road) 03051-3017

George Lambert, r, Litchfield (3 Lydston Lane) 03052

Jonathan Maltz, r, Hudson ( 28 Chagnon Lane) 03051

Lynne Ober, r, Hudson (3 Heritage Circle) 03051-3410

Russell T. Ober, III, r, (3 Heritage Circle) 03051

Andrew Renzullo, r, Hudson (2 Heritage Circle) 03051

Jordan Ulery, r, Hudson (PO Box 15) 03051

**Hillsborough County Nursing Home (HCNH)****Fiscal Year 2011 Annual Report**

Below is a summary of the financial status of the Hillsborough County Nursing Home as of the end of fiscal year 2011, which covered the period 7/1/2010 through 6/30/2011.

The total number of patient days were 102,196 representing an average daily census of 280 patients.

Operating revenues:	
Intergovernmental revenue	\$ 5,830,741
Charges for services	19,901,538
Miscellaneous	<u>337,026</u>
Total operating revenues	<u>26,069,305</u>
Operating expenses	
Administrative	3,229,099
Maintenance and operations	1,058,754
Physical therapy	1,254,399
Dietary	1,983,051
Nursing	14,018,752
Laundry	404,297
Housekeeping	647,716
Physician/pharmacy	604,390
Restorative services	767,832
Social services	361,938
Barber/beauty	39,843
Depreciation	<u>483,309</u>
Total operating expenses	<u>24,853,380</u>
Operating income	<u>1,215,925</u>
Non-operating revenues (expenses):	
Interest revenue	524
Loss on sale of asset	<u>(1,261)</u>
Net non-operating revenues (expenses)	<u>(737)</u>
Operating income	<u>1,215,188</u>

Sincerely,  
Bruce C. Moorehead, NHA  
Administrator

## **GOFFSTOWN COMPLEX**

The maintenance staff at the Goffstown Complex continued their efforts to rehabilitate both the buildings and the grounds of the expansive Goffstown property. The building is in tact and by not letting it fall behind it is ready to be offered out to lease.

Hillsborough County continued its well-known commitment to non-profit agencies by making land available to the Goffstown Youth Football Association, a youth organization that serves the communities of Goffstown, Weare, New Boston, and Dunbarton.

Once again the Southern New Hampshire Services' "Community Gardens" project, located on Hillsborough County property, provided low-income families with space to maintain their own individual garden plots at no cost to them.

The Hillsborough County Inmate Horticultural Program continues to provide the correctional facility with a significant source of freshly grown produce for nothing more than the cost of seeds and soil preparation. The garden has now grown to a full acre in size and is maintained completely using inmate labor. The garden is a welcomed site to taxpayers driving by the Goffstown facility who have previously seen this natural resource unused. It is also a beneficial inmate program that provides workers with immediate gratification and reward for their efforts.

## **CLOSING**

I would like to express my sincerest gratitude and appreciation to the Hillsborough County Board of Commissioners, the Executive Committee, County Delegation, County Attorney's Office, Carolyn Kirby, our legal counsel, the Hillsborough County Business Office, Hillsborough County Sheriff's Office and our most valuable resource – the dedicated, professional men and women of the Hillsborough County Department of Corrections.

David M. Dionne, CLS  
Superintendent

## **Hillsborough County Delegation Meeting Bouchard Building, Goffstown, NH December 9, 2010 6:00 PM**

Present: Representatives: M. Ball, B. Baroody, J. Barry, R. Barry, J. Belanger, W. Belvin, R. Boehm, K. Brown, M. Brunelle, M. Buxton, D. Campbell, J. Cebrowski, N. Champagne, C. Christensen, J. Coffey, W. Condra, D. Cote, K. Cusson-Cail, G. Daniels, R. Day, C. DeJong, S. Doherty, D. Donovan, R. Drisko, D. Erikson, J. Flanagan, R. Fredette, L. Gagne, L. Gandia, P. Garrity, K. Gidge, M. Gorman, J. Gram, P. Greazzo, R. Haefner, P. Hansen, H. Hardwick, J. Hikel, D. Hinch, T. Hogan, D. Hogan, F. Holden, W. Hutchinson, W. Infantine, S. Jasper, T. Katsiantonis, J. Krasucki, N. Kurk, G. Lambert, D. LeBrun, P. Long, B. Marcus, M. McCarthy, D. McClarren, S. McGuinness, H. Mecheski, I. Messier, E. Moran, K. Murphy, J. Notter, L. Ober, R. Ober, W. O'Brien, S. Palmer, B. Palmer, T. Pellegrino, L. Pepino, L. Peterson, M. Pilotte, M. Porter, C. Pratt, A. Renzullo, D. Robbins, T. Rokas, R. Rowe, L. Scontsas, B. Shaw, C. Seidel, P. Silva, C. Soucy, K. Souza, S. Stepanek, K. Stroud, D. Sullivan, J. Summers, R. Terrio, J. Thomas, T. Twombly, J. Ulery, S. Vaillancourt, M. Villeneuve, R. Whitehead, R. Willette. Also Present:

Former Rep. Pilotte, District #16, called the Delegation Meeting to order at 6:05 PM and requested Rep. Seidel, District #20, to lead the Pledge to the Flag. Chairman Pilotte also asked if there would be a moment of silence for Lance Corporal Geary, from Derry NH and Commissioner Clemons mother who recently passed away.

Rep. Pilotte announced the first order of business is the election of a temporary chairman. Motion by Rep. Kurk, District #7, second by Rep. Ulery, District #27, to elect former Rep. Pilotte, as temporary Chairman of the County Convention. On a voice vote motion adopted.

Chairman Pilotte appointed Rep. Gail Barry, District #16, as temporary clerk. Chairman Pilotte stated that each member has signed in so there will not be a roll call unless requested. Chairman Pilotte declared a quorum present with 87 members.

Chairman Pilotte stated that all motions are to be submitted in writing and presented to the Clerk and only Delegation members may address the Convention unless specifically called upon.

Chairman Pilotte stated that before we begin, I would like to address some questions about the organizational methods used at prior organizational meetings and the method proposed for this organizational meeting.

Let me state first and foremost, that the Delegation has the absolute right to elect its officers and Executive Committee from any member of the body. Any delegate may be nominated and elected if it is the will of the majority.

However, from a historical perspective, prior County Conventions have seen wisdom in ensuring fair representation from both the political and geographical diversity that comprises Hillsborough County. This attempt to provide a cross section of representation in leadership has been helpful in fulfilling the obligations of the Executive Committee and Delegation.

The result has been so-called “Gentleman’s Agreements” to rotate the chairmanship and officers of the Delegation and Executive Committee between the 2 cities and the conglomerate of towns. Likewise the “Agreements” allocate the representation on the Executive Committee based on geographical and political affiliation. In some years, the use of Commissioner Districts has been applied to determine the rotation of officers and make up of the Executive Committee.

The “Gentlemen’s Agreement” is not binding on this body. This body may agree to accept or reject proposed orders of the day and any particular suggestion as to the determination of officers and make up of the Executive Committee. However, I would remind each member that the decision to participate on the Executive Committee or as an Officer can be a demanding and time-consuming venture. Quorums are necessary. Time commitments are essential and decorum is essential. Please consider whether or not you or your nominees can meet the commitment.

secure inmate telephone system, recordings and call detail reports from the inmate visiting room communication system, and a number of other sources of data and inmate records.

In addition to providing an investigative resource to the facility and outside law enforcement agencies, the inmate telephone service is also a modest source of revenue for the Department. In fiscal year 2011, the inmate telephone system generated approximately \$305,894.

A significant responsibility for the Support/Clerical Department is the screening of all incoming inmate mail, as well as the processing of all outgoing inmate mail. Staff members must remain diligent with these responsibilities, as there are some who seek to introduce contraband into the facility via the United States Postal Service.

In fiscal year 2011, staff members screened a total of approximately 72,895 individual pieces of incoming inmate mail. This mail was broken down into the following categories:

ITEM DESCRIPTION	TOTAL NUMBER
Personal Correspondence	7,359
Legal Correspondence	1,532
Newspapers	1,098
Magazines	2,339
Packages	1,098
Mail Rejections – Contraband	2,339

In fiscal year 2008, the following approximate inmate work hours were logged:

General Housekeeping:	26,246 hours
Laundry Service:	18,407 hours
Floor Care	2,144 hours

#### **MAINTENANCE DEPARTMENT**

As the facility approaches the twenty-two-year mark, the maintenance staff is continually challenged by the needs of a physical plant that is open twenty-four hours per day, seven days per week. Industry standards compare the aging of a correctional facility over the course of one year, with that of a similarly sized regular public facility over the course of seven years. Additionally, the inmate population presents its own set of challenges to our commitment of maintaining the safety and security of the inmates, staff members, volunteers, attorneys, and the entire Hillsborough County community.

The following maintenance work hours were logged in fiscal year 2011:

Preventative Maintenance:	1,882 hours
Emergency Maintenance:	223 hours
Routine Work Orders:	2,347 hours
Inmate Workers:	3,336 hours

In addition to repairs and maintenance performed by correctional facility staff members, there were no major projects performed.

#### **SUPPORT/CLERICAL DEPARTMENT**

Local, state and federal law enforcement agencies frequently request a variety of valuable information and data maintained routinely at the correctional facility. This information is routinely used in on-going investigations, as well as during the course of sentencing convicted offenders. Information requested includes: recordings and call detail reports from the

If we adhere to the Gentleman's Agreement the following would be the political and geographical distribution for the Executive Committee and Officers of the Convention.

Chairman - Nashua  
Vice-Chairman – Towns  
Clerk – Manchester

Manchester:	Democrat	2	Republican	4
Nashua:	Democrat	1	Republican	4
Towns	Democrat	0	Republican	10

Chairman Pilotte announced that the Republicans have the majority so the Chairman, Vice-Chairman and Clerk will be made up of the Majority Party and the Executive Committee will consist of 21 members.

Chairman Pilotte stated that if anyone has issues with the Gentlemen's Agreement to please advise the body.

Motion by Rep. Vaillancourt, second by Rep. Jasper to follow the Gentlemen's Agreement. On a voice vote motion adopted.

Chairman Pilotte stated that the Executive Committee will consist of 21 members, and that the number of members on the Executive Committee from Manchester, Nashua and the Towns be in proportion to the number of their state representatives (to wit: Manchester, 6; Nashua, 5; and towns, 10) and that the number of Republican and Democratic members from Manchester, Nashua and the Towns be in proportion to the number of Republican and Democratic State Representatives representing the respective areas (to wit: Manchester, 2 Democrats and 4 Republican; Nashua, 1 Democrat and 4 Republican; and the towns, 10 Republicans, 0 Democrats) and be nominated by their respective area and that the officers of the Convention be from the party garnering the majority of State Representatives in the County (to wit: the Republican party) and that Nashua caucus of the majority party nominate the Chairman, and the Town caucus of the majority party nominate the Vice-Chairman and Manchester caucus of the majority party nominate the Clerk.

Chairman Pilotte requested that a motion be made for the nominations for the Executive Committee to include the officers from each District.

Rep. Silva, District #24, stated that Carl Seidel, District #20, has been nominated for Chairman, Rep. Dee Hogan, District #25, Rep. David Robbins District #26, Rep. Randy Whitehead, District #26 and Rep. Ken Gidge, District #24 are the nominees from Nashua.

Rep. Messier, District #17, stated that Rep. Gail Barry, District #16, has been nominated as Clerk of the Executive Committee, Rep. Larry Gagne, District #13, Rep. Steve Vaillancourt, District #15, Rep. Win Hutchinson, District 9, are the nominees from Manchester.

Rep. Baroody, District #13, stated that the Democrats have nominated Rep. Patrick Long, District #10, and Rep. Pat Garrity, District #14.

Rep. Robert Rowe, District #6 stated that the nominees from the Towns are Rep. Jordan Ulery, District #27, who has been nominated as Vice-Chairman, Rep. Russell Day, District #7, Rep. William Belvin, District #6, Rep. Dick Hinch, District #19, Rep. Moe Villeneuve, District #18, Rep. Jim Belanger, District #5, Rep. Neal Kurk, District #7, Rep. Steve Stephanek, District #6, Rep. Steve Palmer, District #6, Rep. John Cebrowski, District #18.

Motion by Rep. Kurk, second by Rep. Belvin to close the nominations and the Chairman be instructed to cast one ballot for the slate of nominations. On a voice vote motion to accept the nominations was adopted unanimously.

Rep. Pilotte introduced the Department Heads and Elected Officials that are here: Sheriff Hardy, Commissioner Pappas, newly elected Commissioner, Sandra Ziehm, Marcia Castonguay, Hillsborough County Delegation Coordinator Attorney Kirby, Legal Counsel, Mr. Greg Wenger, County Administrator, Erin Casey, Clerk in the Delegation Office and Mr. Dan Reidy, Administrator UNH Cooperative Extension.

Temporary Chairman Pilotte relinquished the gavel to the new

## **FOOD SERVICE DEPARTMENT**

The Food Service Department continues its efforts at providing a quality meal service for the entire inmate population while minimizing the impact on Hillsborough County taxpayers. In fiscal year 2011, approximately 642,281 were served to inmates at an average cost of \$.098 per meal. This represents an approximate increase of \$0.06 per meal. This increase is attributable due to the U.S. Government re-evaluating the surplus food items and removed the facility off of the list. If there is any extra surplus they would then offer it to us but it is a case by case basis. Now we are only buying on the open market.

The Food Service Department augmented the employee workforce by logging approximately 83,234 inmate work hours.

## **HOUSEKEEPING DEPARTMENT**

The Housekeeping Department's responsibilities are often taken for granted at the correctional facility. The staff is frequently complemented on the overall appearance of the facility and takes great pride in maintaining the high level of cleanliness. Although this standard has become the "norm" at the facility, it is now approaching the twenty-one-year mark and the efforts have increased accordingly.

The Housekeeping Department also maintains the inventory of all inmate clothing supplies, linens, and bedding. The average daily inmate population of 513 inmates prevents sufficient storage space at the correctional facility and requires the Department to maintain adequate stock of these items at the Goffstown Complex. The challenges of meeting the needs of an ever-changing inmate population on a daily basis continue to be met head on.

In addition to only 2 full-time staff members, the Housekeeping Department is augmented by the use of inmate workers.

tinue the program past the original end date of September 30, 2011. In fiscal year 2011, fifty-two (52) inmates graduated from this program.

## **OPERATIONS DIVISION**

### **COMMISSARY DEPARTMENT**

The inmate commissary is designed to allow inmates with the means, to purchase a variety of goods from an outside vendor. Items available for purchase include personal hygiene supplies, letter writing and postage supplies, supplemental (non-issued) articles of clothing such as athletic footwear, under-shirts, briefs/boxer shorts, stockings, and a wide variety of food products. In an effort to reduce operational overhead, a single staff member assigned to the inmate commissary is augmented by the use of inmate labor to provide this service to an average daily inmate population of 513 inmates in fiscal year 2011.

A modest commission on goods purchased from the commissary vendor is returned to the department and totaled \$115,906.00 in fiscal year 2011. The funds from these commissions are used to purchase inmate educational and recreational supplies, holiday gift bags used to raise the spirits of inmates during the holiday season and the office supplies needed to sustain the commissary operation.

It is important to note that while the inmate commissary service is provided to those inmates who have the means to purchase these items, those inmates who do not have the means are provided with all of their daily necessities of food, shelter, and clothing at no charge. These inmates are also provided with postage and letter writing material to maintain contact with their family, friends, attorneys, and the court system as needed. In fiscal year 2011, approximately 11,101 "indigent bags" were provided to inmates at no cost to them.

Chairman of the Hillsborough County Delegation/Executive Committee, Rep. Carl Seidel from Nashua.

Chairman Seidel thanked former Rep. Pilotte for all his hard work during his tenure on the Executive Committee, especially the last two years as serving as Chairman. Chairman Seidel presented former Chairman Rep. Pilotte with gifts from the Department Heads, Elected Officials and members of the Executive Committee. Former Rep. Pilotte graciously accepted the gifts and thanked everyone for their help and assistance over the past two years.

Chairman Seidel recognized Rep. Shaw for a motion.

Motion by Rep. Shaw, second by Rep. Kurk, consistent with RSA 24:2-b to authorize the executive committee to fill a vacancy that may occur in the membership of the executive committee, with a member of the county delegation to fill the vacancy for the un-expired term. The Executive Committee would continue to respect the agreements that are in place where vacancies are filled according to the party and area where the vacancy occurs. On a voice vote motion adopted unanimously.

Motion by Rep. Stepanek, second by Rep. Kurk, consistent with RSA 24:2, this Convention designates the Executive Committee to act as a Subcommittee to consider the budget, and other matters, and make recommendations to the Convention. On a voice vote motion adopted unanimously.

Motion by Rep. Belvin, second by Rep. Gagne, consistent with RSA 24:9-ee that members of the Convention shall be paid \$25.00 per day, plus \$.51 cents per mile beginning in January 1, 2011 or the approved Federal rate for travel to and from meetings for actual attendance at the County Conventions and Executive Committee Meetings. Rep. Kurk proposed an amendment to the original motion to reduce the per diem to \$20.00 per day, seconded by Rep. Belvin. Rep. Kurk stated that he thinks its important that the members of the County Convention make a statement to the voters of the County that we are taking a cut also.

Rep. Kurk also clarified the mileage rate by stating that the members of the County Convention will be paid whatever the federal rate is. In response to a question Rep. Seidel stated that when anyone is asked to attend a meeting they will be paid, such as, Board of Commissioners meetings, Subcommittee meetings, etc. Rep. Jasper clarified by reading portions of RSA 24:9-f, which states that members will be provided compensation for attendance at meetings of the convention, members of

subcommittees, study committees and committees of investigation as determined by their respective County Conventions for the discharge of their official business plus an allowance for travel expenses at the rate set for attendance at meetings. On a voice vote the amendment was adopted.

Chairman Seidel stated that a vote will now be taken on the original motion as amended. On a voice vote motion adopted unanimously.

Motion by Rep. Jasper, second by Rep. Kurk, to adopt the Robert's Rules of Order of Parliamentary Procedure and that those rules shall govern the Hillsborough County Delegation and Executive Committee Meetings. On a voice vote motion adopted. Chairman Seidel noted that Rep. Jasper will be the Parliamentarian.

Motion by Rep. Ulery, District #27, second by Rep. Kurk, consistent with RSA 28:8-d to authorize the Executive Committee and the Board of Commissioners to enter into agreements for the use of county owned property with the following restrictions: The use of county owned property be approved for no longer than 6 months, no more than one (1) acre of land, and no more than 25,000 square feet of building space, be leased and that the county be indemnified for any use. On a voice vote motion adopted unanimously.

Chairman Seidel stated The Hillsborough County Delegation has adopted the practice of having members of the Delegation serve on Budget Subcommittees. After the Board of Commissioners have completed their F/Y 2011 Budget recommendations (no later than May 10, 2011), the Budget Subcommittees meet with each elected official/or department head to review their budget requests and vote recommendations to be made to the full Executive Committee for adoption. In the March/April timeframe, members of the Delegation will be contacted to determine whether they want to participate and to make their requests for Budget Subcommittee assignments.

He also noted a Handbook of Statutes pertaining to Hillsborough County will be available from the Delegation Office, please see Mrs. Castonguay for a copy.

Also a Handbook outlining the various county departments and their functions will also be available sometime during the month of January.

## **LIVING ON THE OUTSIDE**

Another program designed to help incarcerated individuals develop their skills which will prepare them for their return to their community. The group meets 2 hours each week, for five weeks and focuses on subjects such as the mistakes one has made in their lives, rebuilding the bridges in one's life, creating a positive attitude on life, planning your day, resume writing, and a guide to successful employment. This program was successfully completed by approximately nineteen (19) inmates, in fiscal year 2011 for both men and women.

## ***RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT)***

In October 2005, the HCDOC was awarded a grant in the amount of \$19,264 to implement a "Jail Based Residential Substance Abuse Treatment Program." The grant was awarded by the Bureau of Justice Assistance, U.S. Department of Justice and administered by the New Hampshire Department of Justice.

The HCDOC contracted the services of a Licensed Alcohol and Drug Counselor (LADC) and began this twelve-week in-house treatment program in March 2006. The program focuses on cognitive behavior skills and relapse prevention. Program topics include the "Disease Concept of Addiction, Physiological Effects of Alcohol and Drugs, HIV, AIDS, and Hepatitis, Guest Speakers from the Division of Employment Security, and Spirituality."

In October 2007, the HCDOC was awarded \$11,000 to continue the program. The reason for the decrease is because of demographics. HCDOC originally was awarded the sum of \$19,264 in hopes of offering this program to the men and women incarcerated at the facility. Because of the demographics, there were not enough women sentenced to fulfill the requirements to run a program.

The HCDOC was advised that the grant period would be extended through June 2011, thus allowing the HCDOC to con-



Additionally, there are a number of programs offered to inmates on an intermittent schedule that are designed to improve life skills. A brief synopsis of these programs follows along with attendance statistics for fiscal year 2011.

### ***PUTTING THE BARS BEHIND YOU***

This program is designed to prepare inmates for return to society with an eye toward obtaining employment. The program initially helps inmates to identify their skills, strengths and career goals. Later on it provides instruction in developing resumes, completing applications and the interview process. The program was not offered in fiscal year 2011.

### **HOUSES OF HEALING**

A faith-based program with a principle focus to teach inmates in means and ways to cope with stress, improve relationships with family members, and "...learn how to experience greater peace, inner power and freedom." The group meets for two hours, weekly, for twelve weeks. In fiscal year 2009, a total of thirteen (13) inmates participated in this program. In fiscal year 2010 and 2011 this program was not offered to the inmates due to volunteer's non participation.

### **THRESHOLDS AND DECISIONS**

Inmates must complete homework assignments and meet attendance requirements to complete the program. In the past year, a total of twenty-two (22) inmates met the requirements for graduation from this program.

### **NURTURING PARENTING PROGRAM**

This program is designed to help incarcerated individuals develop parenting skills. The group meets for 1 and 1/2 hours each week for sixteen weeks and focuses on subjects such as raising a healthy baby, quality childcare, and discipline. The program was completed, successfully, by approximately twenty (20) inmates.

Chairman Seidel introduced the Delegation Coordinator, Marcia Castonguay, who works in the Delegation Office. Chairman Seidel explained the position of the Delegation Coordinator noting that her position is to serve the representatives. Her primary role is to act as liaison between the Board of Commissioners/Department Heads and the Executive Committee. She is also the budget coordinator for Subcommittees, Executive Committee and the Delegation portion of the budget. Chairman Seidel explained the importance of communication, especially regarding attendance at Executive Committee Meetings and Delegation Meetings, noting that it is important if there is a meeting planned that a quorum be present so business can be accomplished. The Executive Committee normally meets on the fourth Friday of the month and members will be notified of upcoming meetings. Also, the Executive Committee will be meeting on Friday December 17, 2010 at 9:00 AM. He stated that Delegation meetings will be kept to a minimum but sometimes things come up we have no control over such as Sale of Property, Capital Reserve issues, Collective Bargaining Agreements, Supplemental appropriations and the Budget.

Chairman Seidel requested that the new Executive Committee stay after this meeting for a few announcements.

In response to a question by Rep. Vaillancourt regarding the status of the Union Contracts, Mr. Wenger stated that there are five contracts up for negotiations this year, Department of Corrections AFSCME and Teamsters, the County Attorneys Teamsters contract, and the Nursing Home Chemical Workers Union. Mr. Wenger stated that a message will be sent to the bargaining units regarding the deadline

Motion by Rep. Vaillancourt, second by Rep. Ulery to adjourn at 6:45 PM. On a voice vote motion adopted.

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Rep. Gail Barry, Clerk	Date
Hillsborough County Executive Committee	

Approved on January 28, 2011

**Hillsborough County Delegation Meeting  
Bouchard Building, Goffstown, NH  
June 23, 2011 6:00 PM**

Present: Representatives: K. Avar, M. Ball, B. Baroody, G. Barry, R. Barry, J. Belanger, J. Burt, B. Belvin, R. Boehm, K. Brown, D. Campbell, J. Cebrowski, C. Christensen, L. Christiansen, J. Coffey, W. Condra, K. Cusson-Cail, G. Daniels, R. Day, S. Doherty, D. Donovan, L. Emerton, D. Ericson, J. Flanagan, R. Fredette, L. Gagne, L. Gandia, C. Gargas, P. Garrity, K. Gidge, J. Gimás, J. Goley, M. Gorman, P. Graham, P. Greazzo, R. Haefner, P. Hansen, H. Hardwick, K. Hawkins, J. Hikel, D. Hinch, D. Hogan, F. Holden, W. Hutchinson, W. Infantine, S. Jasper, J. Jeudy, J. Krasucki, N. Kurk, G. Lambert, D. LeBrun, P. Long, B. Marcus, D. McClarren, S. McGuinness, I. Messier, E. Moran, K. Murphy, J. Notter, L. Ober, R. Ober, W. O'Brien, S. Palmer, B. Palmer, J. Parison, L. Peterson, L. Pepino, M. Pilote, M. Porter, M. Proulx, A. Renzullo, D. Robbins, R. Rowe, L. Scentsas, B. Shaw, C. Seidel, C. Soucy, P. Silva, K. Souza, S. Stepanek, K. Stroud, R. Terrio, J. Thomas, T. Twombly, J. Ulery, S. Vaillancourt, M. Villeneuve, R. Whitehead. Also present: Comm. Ziehm, Holden, Pappas, Sheriff Hardy, C. Beaulac, M. Rioux, C. Kirby, E.A. Robinson, J. O'Mara, B. Moorehead, D. Hogan, M. Castonguay, L. Stonner, K. Rickrode, D. Dionne, G. Wenger, approximately 40 members of the public.

Chairman Seidel, (District #20) called the County Convention to order at 6:05 PM and requested the audience to say the Pledge to the Flag.

Chairman Seidel declared a quorum present noting that all Representatives need to sign in, this will serve as an attendance list for payment of mileage.

gious, and self-help programs to increase their chances of success upon release and return to the community better prepared to face their own challenges.

The Hillsborough County Department of Corrections continually recruits volunteers from the community to provide a variety of rehabilitative and self-help services to the inmate population. We are extremely grateful to these volunteers and would like to acknowledge their efforts at this time. Currently we have a total of 101 volunteers who provided a total of 5,800 hours of service at the facility.

Listed below are the daily/routine programs that are offered to the inmate population and the number of inmates who participated in them during fiscal year 2010:

<b>PROGRAM</b>	<b>PARTICIPANTS</b>
Adult Basic Education/ESL (42 student enrollment)	835
Alcoholics Anonymous	1,325
Anger Management	109
Breaking the Chains of Addiction	532
Catholic Bible Study	348
Christian Bible Study	3,607
Finding God	51
General Equivalency Diplomas (GED) Earned	97
GED Classes (English and Spanish)	2,238
Jehovah Witness Bible Study	11
Law Library / Educational Services	2,347
Narcotics Anonymous	316
Protestant Bible Study (Spanish)	66
Special Education Services (Tutoring)	4
Twelve Step Program (Men / Women)	364

The Hillsborough County Department of Corrections gratefully accepts partial funding of this program by the New Hampshire Department of Health and Human Services in partnership with the Hillsborough County Incentive Fund Program.

#### **INMATE TEMPORARY RELEASE PROGRAM**

N.H. RSA 623:1 gives the Correctional Superintendent the authority to approve "temporary releases from custody" for inmates, "...because of the imminently approaching death or funeral of a member of his immediate family or for other imperative and extraordinary purpose, including treatment, counseling or rehabilitation programs, for a period not exceeding 72 hours..." In fiscal year 2011, a total of 27 inmates were authorized temporary releases from custody for a variety of reasons included in N.H. RSA 623:1. Each of these inmates completed their temporary releases without incident.

#### **HEALTH CARE FOR HOMELESS VETERANS (New)**

Health Care for Homeless Veterans is a federal program that was implemented in 2011. It has been designed for veterans (current and past) with Traumatic Brain Injury (TBI) and Post-Traumatic Stress Disorder (PTSD). The basis for this program is to counsel the veteran status inmate for 6 months while incarcerated and will take care of them once they are released. The established goal is to engage these individuals before they become homeless. In fiscal year 2011, a total of 13 enrolled and participated in this program.

#### **REHABILITATION AND SELF-IMPROVEMENT PROGRAMS**

Although the Hillsborough County Department of Corrections certainly understands the need for the incarceration of individuals who cannot conform to the standards of today's society, we also believe that these periods of incarceration need not be the simple "warehousing" of offenders. Inmates are encouraged to enroll in educational, reli-

Chairman Seidel stated that since this is a meeting of the Hillsborough County Legislative Delegation, members of the Delegation are to be seated, if extra seats are available, members of the public may be seated. Only members of the Delegation are eligible to address the Convention and make motions. All budget amendments shall be submitted to the Clerk of the Delegation in writing and shall specify the appropriate line item, and the maker of the motion will state their name and district. Motion forms are available at the front table. For the record, the maker of the motion will state their name and district.

Chairman Seidel noted the Proposed F/Y 2012 budget has been reviewed by the Board of Commissioners, seven separate Subcommittee's and the Executive Committee. Approximately 75 members of the Delegation participated in the budget process. The Executive Committee met for two (2) days to review Subcommittee recommendations.

Chairman Seidel stated that Rep. Jasper (District #27) has been designated as Parliamentarian of the Hillsborough County Delegation.

Motion by Rep. Belvin (District #6), second by Rep. Hutchinson (#9) to authorize the Hillsborough County Board of Commissioners to accept any funds made available to Hillsborough County during F/Y 2011 and to deposit the same in the general fund or any fund otherwise designation by the provider's terms. On a voice vote motion adopted unanimously.

Motion by Rep. Barry (District #10), second by Rep. Day (District #7) pursuant to RSA 273-A to approve the cost items associated with the Collective Bargaining Agreement between Hillsborough County Nursing Home and County Attorney Teamster 633. There was a brief discussion regarding all the contracts, noting that two were recommended by the Executive Committee and two were not recommended by the Executive Committee. Rep. Jasper distributed information regarding all the contracts which shows the increased cost for the health insurance and programs that are available by employee group. Also on the handout information regarding the increased cost for health insurance which will be incurred by all employees, the increases for retirement and FICA contribu-

tions. Lengthy discussion ensued regarding the pros and cons of approving the contracts. On a show of hands motion adopted 43 ayes, 28 nays.

Motion by Rep. Ulery (District 27), second by Rep. Cebrowski (District # 20) pursuant to RSA 273-A to approve the cost items associated with the Collective Bargaining Agreement between Hillsborough County Department of Corrections and the AFSCME Local 3657. On a show of hands motion adopted, 52 ayes, 24 nays.

Motion by Rep. Robbins (District #26), second by Rep. Burt (District #7) pursuant to RSA 273-A to approve the cost items associated with the Collective Bargaining Agreement between Hillsborough County Nursing Home and International Chemical Workers Union Local 1046C. On a show of hands motion fails 39 ayes, 44 nays.

Motion by Rep. Robbins, second by Rep. Belanger pursuant to RSA 273-A to approve the cost items associated with the Collective Bargaining Agreement between Hillsborough County Department of Corrections and Teamsters Local 633. Discussion ensued regarding the pros and cons of the contract. On a roll call vote motion fails, 31 ayes, 57 nays.

Motion by Rep. Baroody, second by Rep. Garrity requesting a roll call vote. On a show of hands motion to call the roll on the CBA Teamsters Local 633 adopted 53 ayes, 37 nays.

Ayes: Rep. Fredette, Porter, Coffey, Flanagan, Gargas, Emerton, Goley, Jeudy, Long, Pepino, Baroody, Infantine, Garrity, Proulx, G. Barry, Pilotte, Shaw, Gonzalez, Messier, Moran, C. Christensen, Seidel, Gorman, Campbell, Gidge, Brown, Robbins, L. Christensen, Gandia, Jasper.

Nays: Rep. Donovan, Hardwick, Marcus, Parison, Condra, Holden, O'Brien, Belvin, Daniels, Hansen, Palmer, Rowe, Stepanek, Burt, Day, Hikel, Kurk, Ball, Hutchinson, Souza, Gimás, Gagne, Cusson-Cail, Terrio, Vaillancourt, Greazzo, Souch, Cebrowski, raham, Hawkins, Murphy, Villeneuve, Barry, Hinch, Notter, Peterson, Stroud, ThomasAvard, McGuiness, McClarren, Ericson, Ho-

The Hillsborough County Department of Corrections gratefully accepts partial funding of this program by the New Hampshire Department of Health and Human Services in partnership with the Hillsborough County Incentive Fund Program.

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Health Care for Homeless Veterans is a federal program that was implemented in 2011. It has been designed for veterans (current and past) with Traumatic Brain Injury (TBI) and Post-Traumatic Stress Disorder (PTSD). The basis for this program is to council the veteran status inmate for 6 months while incarcerated and will take care of them once they are released. The established goal is to engage these individuals before they become homeless. In fiscal year 2011, a total of 13 enrolled and participated in this program.

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Although the Hillsborough County Department of Corrections certainly understands the need for the incarceration of individuals who cannot conform to the standards of today's society, we also believe that these periods of incarceration need not be the simple "warehousing" of offenders. Inmates are encouraged to enroll in educational, religious, and self-help programs to increase their chances of success upon release and return to the community better prepared to face their own

## **ADMINISTRATIVE HOME CONFINEMENT PROGRAM**

The Hillsborough County Department of Corrections has developed a strong focus on offender rehabilitation and reintegration back into the communities. AHC classification is the lowest security level of offender programs within the HCDOC. It is in this program that the offender is either electronically monitored or restricted to home confinement while residing in suitable housing. The AHC program allows for both the community and the offender to benefit. The community benefits because the offender returns with a higher degree of stability, thus re-establishing themselves as a more productive member of the community. The offender benefits through opportunities to gain and maintain fulltime employment, attend community programs and receive support of family and friends. In fiscal year 2011, ninety-nine (99) inmates were returned to the community through this program.

## ***OPERATION IMPACT PROGRAM***

This program truly exemplifies the community spirit instilled in all HCDOC staff members. It is a drug and alcohol awareness program intended to provide the youths of our community with a snapshot of life within a correctional facility and the stark realization of the effects of incarceration on the individual and his/her family. It includes a tour of the correctional facility and a question and answer period with prescreened inmates. The program allows inmates the opportunity to share their life experiences with participants in the hope that they will learn from the mistakes of others.

In fiscal year 2011, the Operation Impact message was delivered to 370 participants from twenty-five (25) different schools and youth organizations. Operation Impact is now a standard component of several high schools social studies curricula.

Several colleges in New Hampshire have also made a practice of including the Operation Impact program with their criminal justice related courses.

gan, Twombly, Krasucki, LeBrun, Palmer, Silva, Whitehead, Boehm, Doherty, Haefner, Lambert, Ober, R. Ober, Renzullo, Ulerly.

Motion by Rep. Vaillancourt (District #15), second by Rep. Burt (District #7) to reconsider the motion regarding the two contracts that were not approved. On a voice vote motion fails.

Motion by Rep. Twombly (#25), second by Rep. Burt to reconsider the Nursing Home CBA International Chemical Workers Union Local 1046A. Brief discussion ensued. On a show of hands motion fails for reconsideration 37 ayes, 46 nays.

Motion by Rep. Ulerly, second by Rep. Hinch (District #19) to approve the Proposed F/Y 2012 Hillsborough County Budget as proposed by the Executive Committee for a total appropriation of \$84,748,485 and that the sum of \$44,118,969 be raised in county taxes. This motion is not voted on until all amendments are complete.

Motion by Rep. Vaillancourt, (District #15), second by Rep. Kurk (District #7) to amend the Executive Committee Proposed F/Y 12 Budget to increase the Contingency Account 4199, Line 7010, Salaries/Wages by \$7,002 to cover the cost of the CBA between the Hillsborough County Attorney and Teamster Local 633, which includes secretarial, clerical and professional employees. On a voice vote motion adopted.

Motion by Rep. Ulerly, second by Rep. Kurk, to amend the Executive Committee Proposed F/Y 12 Budget to increase Contingency Account 4199, Line 7010, Salaries/Wages by \$25,449 to cover the cost the CBA between the Hillsborough County Department of Corrections and AFSCME Local 3657. On a voice vote motion adopted.

Motion by Rep. Barry, (District #16) second by Rep. Hinch to amend the Executive Committee Proposed F/Y 12 Budget to increase the County Attorney Revenue, Line 3509, by \$84,144. This is grant money to cover the costs of the Domestic Violence Assistant County Attorney position. On a voice vote motion adopted.

Motion by Rep. Belanger, second by Rep. Gagne, to amend the Executive Committee Proposed F/Y 12 Budget to put \$1.00 in the County Attorney Budget, 4123, line 7010, for the Domestic Violence Assistant County Attorney position. On a voice vote motion adopted.

Motion by Rep. Cebrowski, second by Rep. Hinch, to amend the Executive Committee proposed F/Y 12 budget to put \$84,144 in Contingency, 4199, in Salary/Wage Line 7010 for the Domestic Violence Assistant County Attorney. On a voice vote motion adopted.

Motion by Rep. Kurk, second by Rep. Jasper to amend the Executive Committee Proposed F/Y 12 Budget to increase the Bed Assessment, in Nursing Home Administration, Line 7299, by \$58,000. On a voice vote motion adopted.

Motion by Rep. Vaillancourt, second by Rep. Kurk to amend the Executive Committee Proposed F/Y 12 Budget to increase the Surplus Revenue, Line 4000, by \$100,000. This will offset the expenses that were approved earlier this evening, including the bed tax, CBA;s for the County Attorney Teamsters Local 633 and the Department of Corrections AFSCME.

Motion by Rep. Gidge, second by Rep. Gorman, to reinstate the Family Intervention Program in the Department of Human Services by appropriating \$366,363 to the Contingency Fund. This is to reinstate 5.5 full time equivalent social worker positions and funding this program using surplus funds. On a voice vote motion fails.

Motion by Rep. Whitehead, amend the Executive Committee Proposed F/Y 12 budget Contingency Account 4199, Salary Line 7010 by \$15,000 and to increase surplus revenue, 4123 by \$15,000. This is for unanticipated expenses related to the County Reorganization and the surplus is to offset the costs. On a voice vote motion fails.

Motion by Rep. Long, second by Rep. Kurk to amend the Executive Committee Proposed F/Y 12 Budget to waive the mileage money for this evenings meeting on June 23, 2011. On a voice vote motion fails.

## **COMMUNITY SERVICE PROGRAM**

The HCDOC Community Service Program was created to provide towns and municipalities of Hillsborough County with a labor force to complete projects that would otherwise go undone due to limited resources and shrinking budgets. The success of the program is readily apparent, as it has now expanded to include a variety of non-profit organizations, as well as, most Hillsborough County agencies.

In fiscal year 2011, the Community Service Program was sent to forty-eight (48) different agencies in twenty-eight (28) different municipalities throughout Hillsborough County. Additionally the Program completed projects for non-profit agencies such as Goffstown Junior Baseball and New Hampshire Special Olympics.

The Community Service Program logged a total of 20,414 inmate hours during fiscal year 2011. The HCDOC looked forward to expanding this program in fiscal year 2012 for the continuing benefit of various municipalities and non-profit agencies, as well as, the rehabilitative effects experienced by participating inmates.

## **WORK RELEASE PROGRAM**

This program allows non-violent, minimum-security offenders the opportunity for gainful employment outside of the correctional facility. It instills a sense of personal responsibility and work ethic, and helps to reduce the recidivism rate by releasing an individual back to the community with job skills and experience that they might not receive otherwise. Additionally, it allows inmates the opportunity to provide for their families outside of the facility, while they complete their periods of incarceration under this classification.

In fiscal year 2011, thirty (30) inmates were returned to the community with gainful employment as a result of this program.

nity we are hidden behind a secure perimeter – which most of the public appreciates. In FY ‘11’ we again made it a point to take advantage of any and all opportunities to meet and interact with the public.

Some of the more memorable events, but certainly not limited to:

The recruit (officer candidate) training program. The public enjoys seeing the recruit classes running in formation early in the morning down the streets of Manchester while singing cadence.

The Cigna Healthcare Road-race in which (14) officers ran in formation and sang cadence.

Participation in the Special Olympics Torch Run in which (40) officers ran in formation and sang cadence from the Bedford, NH town line to the Manchester Police Station. Also, (11) officers continued the run to the NH State House in Concord, NH.

Participation in the Special Olympics Winter Games torch Run in which (21) officers ran in formation and sang cadence from Hudson P.D. to Alvirne High School, in Hudson, NH.

Participation in the 4<sup>th</sup> Annual Manchester PD Memorial 5K Road Race in Honor of Manchester Police Officer Michael Briggs, approximately (33) officers ran in formation and sang cadence.

## **PROGRAMS DIVISION**

### **REHABILITATION AND SELF-IMPROVEMENT PROGRAMS**

Although the Hillsborough County Department of Corrections certainly understands the need for the incarceration of individuals who cannot conform to the standards of today’s society, we also believe that these periods of incarceration need not be the simple “warehousing” of offenders. Inmates are encouraged to enroll in educational and self-help programs to increase their chances of success upon release and return to the community better prepared to face their own challenges.

Motion by Rep. Kurk, second by Rep. Hinch to approve the Hillsborough County Executive Committee Proposed F/Y 2012 Budget as amended for a total appropriation of \$84,923,081 and to designate \$2,100,000 of the final surplus figure upon closing of the County records for F/Y 2010 for the purpose of reducing the County tax rate and that the sum of \$44,109,421 be raised by County taxes. On a voice vote motion adopted.

Motion by Rep. Hinch, second by Rep. Long to adjourn at 8:40.

\_\_\_\_\_ Date Approved: \_\_\_\_\_

Rep. Gail Barry, Clerk  
Hillsborough County Executive Committee

### **Hillsborough County Executive Committee Public Hearing Bouchard Building, Goffstown NH June 21, 2011**

Present: Representatives: Rep. Seidel, Ulery, Barry, S. Palmer, L. Gagne, P. Garrity, B. Shaw, S. Vaillancourt, K. Gidge, D. Robbins, D. Hinch, R. Fredette, P. Hansen, B. John, J. Hikel, J. Jeudy, W. Infantine, K. Cussion-Cail, M. Pilotte, C. Soucy, L. Peterson, J. Thomas, S. Doherty, D. Erickson: Also Present: Com. Holden, Pappas, Sheriff Hardy, D. Hogan, County Attorney, T. Flygare, C. Kirby, J. O’Mara, B. Moorehead, E. A. Robinson, D. Reidy, M. Castonguay, G. Wenger, and approximately 110 members of the public.

Chairman Seidel called the Public Hearing to order at 6:00 PM and opened with the pledge to the flag.

Chairman Seidel stated the purpose of the meeting is to accept public comment on the following:

Pursuant to RSA 273-A, to consider the approval of the proposed Collective Bargaining Agreement between Hillsborough County Department of Corrections and AFSCME Local 3657 (cost items only).

Pursuant to RSA 273-A, to consider the approval of the proposed Collective Bargaining Agreement between the Hillsborough County Nursing Home and International Chemical Workers Union Council/UFCW, Local 1046C (Nursing Home Supervisory Personnel) (cost items only).

Pursuant to RSA 273-A to consider the approval of the proposed Collective Bargaining Agreement between the Hillsborough County Attorney's Office and Teamsters Local 633 (secretarial, clerical, and professional employees) (cost items only).

Pursuant to RSA 273-A to consider the approval of the proposed Collective Bargaining Agreement between the Hillsborough County Department of Corrections and Teamster Local 633 (Supervisory Personnel for cost items only,

Pursuant with RSA 24:13-c, to consider the approval of the Hillsborough County Executive Committee Proposed F/Y 2012 Budget.

Those wishing to speak should fill out public comment cards and submit them to the Clerk, Rep. G. Barry.

#### Introduction of Budget Subcommittee Chairman:

Rep. Kurk	Subcommittee A	Nursing Home
Rep. Ulery	Subcommittee B	Dept. of Corrections/ County Complex
Rep. Hinch	Subcommittee C	Sheriff Department
Rep. Cebrowski	Subcommittee D	Human Services/Special Projects
Rep. Seidel	Subcommittee E	Register Deeds UNH Coop. Extension Conversation District County Convention

## TRANSPORT TEAM

This team provides the facility with the ability to safely transport inmates outside of the secure perimeter. Each transport team member successfully completes required training courses that have been deemed pertinent to an officer working within a community. Hillsborough County continues to receive positive feedback from an array of professional organizations, stating they are more than satisfied with the service this team has provided.

### INMATE TRANSPORT ANALYSIS

<b>Jul</b> (26)	<b>Aug</b> (24)	<b>Sept</b> (26)	<b>Oct</b> (31)	<b>Nov</b> (51)	<b>Dec</b> (49)
<b>Jan</b> (32)	<b>Feb</b> (17)	<b>Mar</b> (14)	<b>Apr</b> (22)	<b>May</b> (15)	<b>Jun</b> (22)

**TOTAL 329**

## OFFICER CANDIDATE ACADEMY

The Training Division graduated (1) In-house Academy Class, advancing (13) officer candidates. The In-house Academy consists of approximately (41) specialized training courses involving approximately (21) instructors. The academy is an approximate 160-hour program in which a group of individuals, with limited or no experience, develop into a knowledgeable and physically prepared team under the direct guidance of qualified supervisors. Officer Candidates must earn the opportunity to graduate by successfully completing numerous quizzes, a mid-term examination, and a final examination as well as achieving pre-determined physical fitness standards.

## PUBLIC RELATIONS

In Corrections, we are faced with the obvious dilemma – how to demonstrate our professional abilities and demeanor to the citizens we help keep safe. Unlike other law enforcement organizations that are physically stationed within the commu-



139 inmates were tested for HIV, Hepatitis B, Hepatitis C,  
and other sexually transmitted diseases  
110 inmates were provided reading glasses

## **TRAINING DIVISION**

### **STAFF TRAINING**

Training and staff development is a continued focal point of this facility. The department realizes that the only true method to enhance the operations of all the divisions within the Hillsborough County Department of Corrections is through effective training opportunities. This year's training hours totaled 17,461.5 hours (458 courses totaling hours 8,478.25 and 8,983.25 officer candidate hours).

### **MENTAL ILLNESS TRAINING**

To ensure instructions remain relevant and pertinent to daily situations, the candidates in the 43<sup>rd</sup> Academy received training in "Managing Inmates with Mental Illness". The course was facilitated by Ms. Susan Mead from the Greater Nashua Mental Health Clinic.

### **CRITICAL INCIDENT DRILLS**

To ensure that the facility is prepared for critical incidents Hillsborough County Department of Corrections' staff conducted hundreds of emergency drills throughout the fiscal year. In FY '11' the staff conducted (817) Emergency Drills involving (1,435) Officers

#### **CRITICAL INCIDENT DRILL ANALYSIS**

<b>Procedure</b>	<b># of Procedures</b>	<b># Officers Involved</b>
Fire	287	515
Escape	322	623
Lock-down	208	297

Rep. Stepanek    Subcommittee F    Commissioners/  
Business Office  
Human Resources  
Computer  
Information Systems  
County Revenue/  
County Debt  
Insurance

Rep. Gail Barry    Subcommittee G    County Attorney/  
Medical Referee  
Law Library

Chairman Seidel Introduced the Elected Officials and Department Heads:

#### **Elected Officials**

<u>Toni H.</u> Pappas	Chairman, Board of Commissioners
Carol H. Holden	Vice-Chairman, Board of Commissioners
Michael Clemons	Clerk, Board of Commissioners
Dennis Hogan, Esq.	County Attorney
James Hardy	County Sheriff
Pamela D. Coughlin	Registrar of Deeds

#### **Department Heads**

Gregory Wenger	County Administrator
Matt Esty	Chief Deputy Sheriff, Sheriff Office
Carolyn Kirby, Esq.	Legal Counsel
Bruce Moorehead	Administrator, Nursing Home
James O'Mara	Superintendent, Department of Corrections
Daniel Reidy	Cooperative Extension
Ellen Ann Robinson	Human Services Administrator
Marcia Castonguay	Delegation Coordinator

Chairman Seidel stated there were seven Subcommittees this year consisting of approximately 75 Delegation Members. These various subcommittees met with the department heads in order to thoroughly go over their proposed F/Y 12 Budget. The Executive Committee met for two full days to review the Subcommittee recommendations. Chairman Seidel stated that the full Delegation will meet on Thursday, June 23, 2011 to vote on the budget, he also noted that immediately following this meeting the Executive Committee will be meeting to finalize and take up any issues brought up tonight at the Public Hearing.

Chairman Seidel requested that Mr. Wenger give a brief presentation on each of the Contracts that are up for approval.

Mr. Wenger stated that there are four (4) Collective Bargaining Agreements (CBA) that will be brought before the Delegation for approval. They are as follows:

**Hillsborough County Department of Corrections and AF-SCME Local 3657 Tentative Agreement**

Wages: 1% merit increase on anniversary date for satisfactory performance during 2011-12 only

Boots: Seventy dollar (\$70.00 annual boot allowance for maintenance employees during 2010-11.

Holidays: Employees have a choice between using ML King Day or their birthday as a holiday. This is not an additional holiday.

Sick and Personal Days: Effective July 1, 2011, employees will be entitled to 11 sick days and 4 personal days.

Shirts: Reduce number of Long-sleeve shirts to two.

Side Bar on Uniforms: Effective upon ratification of the agreement by the Union and the Commissioners, the Superintendent will modify the facility policy to authorize short-sleeve shirts without ties year-round. Nothing herein shall be construed to limit the Superintendent's discretion to reinstate long-sleeve shirts and ties or to impose any other requirements regarding uniforms.

**HEATH SERVICES DIVISION**

The Health Services Department continues its efforts to provide comprehensive cost effective medical and mental health services to the inmate population. An aging population, neglected medical conditions, an increase in the population of those with mental illness as well as the continued increase in the cost of health care are challenges we continue to resolve.

The following demonstrates the services and comprehensive care provided.

40 inmates required inpatient hospitalization for a total of 139 days  
There were 215 specialty consults  
18 inmates required outside diagnostic testing, (ultrasounds, CAT Scans, MRI's and Echocardiograms to name a few)  
There were 329 medical transports  
6 inmates required outpatient surgery  
82 inmates required Emergency Room visits  
Nurses triaged and provided intervention for 8,298 inmate sick call requests  
Nurses provided admission physical/mental health intakes on 3,821 inmates  
Nurses administered 3,753 TB tests to inmates  
The Physician examined/treated 176 inmates for chronic illnesses  
The Physician examined/treated 320 inmates for acute illnesses  
2098 inmates received physicals  
The Dentist examined/treated 469 inmates  
The Psychiatrist examined/treated 195 inmates  
The Psychologist examined 370 inmates  
The Mental Health Clinicians saw 2,497 inmates  
There were 728 suicide/behavior watches  
There were 379 detoxification watches  
There were 39 HIV positive inmates  
80 In-house X-rays were done on inmates  
4 In-house EKG's were done on inmates

**DEPT. OF CORRECTIONS—SECURITY DIVISON****FY 2011 STATISTICAL RECAP**

	<u>%</u>	<u>2010-11</u>
<i>Men Serving Sentence</i>	29%	53,105
<i>Women Serving Sentence</i>	33%	6,840
<i>Men Awaiting Sentencing</i>	71%	128,060
<i>Women Awaiting Sentencing</i>	67%	13,863
<i>Male Lease Bed Inmates</i>	0%	-
<i>Female Lease Bed Inmates</i>	1%	137
<i>Prisoner Days (Men)</i>	(Total pre-trial and sentenced)	181,165
<i>Prisoner Days (Women)</i>	(Total pre-trial and sentenced)	20,840
<i>Largest Census Day</i>	6-Nov	636
<i>Lowest Census Day</i>	6-Apr	480
<i>Escapes/Walk-aways</i>		0
<i>Total Amount Processed - Male</i>		5,772
<i>Total Amount Processed - Female</i>		1003
<i>Average Daily Population H.O.C.</i>		513
<i>Average Daily Admissions - Male</i>		16
<i>Average Daily Admissions - Female</i>		3

	<u>%</u>	<u>ADP</u>	<u>Total Days</u>
<i>County Inmates</i>	10 0%	513	201,868
<i>Lease Bed Inmates</i>	0%	0	137

202,005

202,005

**Hillsborough County Department of Corrections and Teamsters Local 633** for supervisory employees.**This Contract includes** a One year contract with:

1% merit increase based on satisfactory performance on employee's anniversary date during FY11-12.

Ten percent cap on increase in NNEBT health insurance premiums for FY 11 – 12

Reduce number of long sleeve shirts to two.

Side Bar on Uniforms:

Also a number of editorial changes. The cost of the Contract would be \$20,429.

**Hillsborough County Attorney and the Teamsters Local 633**

includes all of the above noting that the cost of the CBA for FY 12 is \$7,002. Mr. Wenger also stated that the special conditions applicable to Nashua will cease upon and employee's relocation to Manchester as determined on an individual basis by the County Attorney. Once the Manchester Courthouse reopens, the Nashua conditions will be null and void.

**Hillsborough County Nursing Home and International Chemical Workers**

Term: 1 year agreement expiring Jun 30, 2012

Wages: Performance increase of 1.0% for FY 12 will be given on the employees anniversary date provided the employee has received a satisfactory performance evaluation.

Sick Leave/Personal Days: Employees may use up to 5 days of accrued sick leave as personal days (currently 4).

Weekend Coverage: The Staff Development Coordinators will be included in the weekend nursing supervision rotation and will be eligible for the \$3.00 per hour weekend differential for weekend hour worked as a supervisor.

Exempt and Non Exempt Positions: All Exempt and Non-Exempt positions will be listed in the contract with the disclaimer that this does not preclude the County from establishing classifications for new positions or changing classifications to reflect changes in duties.

Time Clock/Time Cards: All non-exempt employees shall utilize the time clock. Exempt employees shall file time cards supplied by the County.

Unexcused Absences: employees who are absent and have not notified their supervisor for more than consecutive work days shall be deemed to have quit unless extenuating circumstances existed as determined by the administration.

Sick Leave: Employees who use 3 or more consecutive sick days shall provide an MD note prior to returning to work or collecting sick leave pay.

Applying for Leave: Employees who are absent from work for more than 5 consecutive workdays and have not applied for leave or presented evidence justifying their absence shall be deemed to have quit.

Clothing Allowance: Change reimbursement date from December to August.

Holidays: In the absence of volunteers to work holidays, the assignment will be made in accordance with a rotating list of employees based on seniority.

Wage Rate Review: Employees may request a wage re-adjustment in the event a new hire in the same position with comparable experience, training and education has a higher wage. A request for re-adjustment should not be unreasonably denied.

Chairman Seidel stated that the public will now have time to speak, each speaker will have 3 minutes and he asks that decorum be maintained during the public comments.

There were over 25 speakers on the variety of subjects in the FY 12 Budget during the public hearing which includes the Contracts, St. Joseph's Community Center, the County Attorney's Office Domestic

Violence Prosecutor, the Hillsborough County Department of Corrections Community Services Program, the ADDE program along with the Family Intervention Program in Human Services Department which is being unfunded in FY 12.

Mr. Moorehead spoke in support of the Nursing Home Contracts; Mr. Craig Birch spoke in support of the Cooperative Extension; Mr. Ed. Sapienza spoke in support of the Department of Correc-

## **REPORT OF THE HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS**

The Hillsborough County Department of Corrections continues bring quality correctional services to the citizens of our county and to the inmates.

The following annual report was developed from the summaries produced by the divisions within the department – Security, Health Service, Training, Programs and Operations – noting accomplishments and highlights of fiscal year 2011.

pened. Bouley owed money to a friend of Taylor Whiting, who threatened Bouley to pay up. Bouley, wielding a wooden dowel, and Santos rushed into Taylor Whiting's apartment. Whiting stood and met Bouley's charge. As the two men struggled, Santos snuck close and stabbed Whiting in the back and side then snuck away. "It was physically impossible for Bouley to stab Whiting in the back while struggling with him for the wooden dowel," said Assistant County Attorney Catherine Devine during her closing argument. She prosecuted the case with Assistant County Attorney Kent Smith. The charge carries a possible sentence of 7½ to 15 years in the N.H. State Prison. Santos is currently being held at the Hillsborough County House of Corrections awaiting sentencing.

**State v. Peter Gibbs:** In November, 2010, after a jury trial, Peter Gibbs was convicted of Armed Robbery, Burglary and Criminal Restraint. He received a sentence of 21 to 42 years in the N.H. State Prison. The charges stem from when Gibbs and a co-defendant entered the home of the 80 plus year old victim in the middle of the night. They tied up the victim at gunpoint, ransacked the house, and stole valuable collections of coins and baseball cards. Although they fled to Maine, Gibbs and his co-defendant had a falling out and Gibbs ran out of gas with a defective taillight, bringing him in contact with law enforcement. Gibbs' jailhouse confession to a witness willing to travel to Nashua and testify about his awful deed sealed his fate. The case was prosecuted by Assistant County Attorneys Catherine Devine and Michele Battaglia.

We look forward to the anticipated re-opening of the Superior Court in Manchester in October, 2011 along with another year of hard work, clear communications, positive reflection and change. We thank the many dedicated and professional county employees, especially the County Commissioners, the Business and Delegation Offices, the Sheriff's Office, the Department of Corrections and the Computer Information Systems Department, who consistently support our efforts in countless ways.

tions Union Contracts;  
Rep. Maurice Pilotte, spoke in support of the Contracts and the Delegation Coordinator Position;  
Ms. Micheline Barriere spoke in support of the Nursing Home Contracts;  
Ms. Ann Creswell spoke in support of the Nursing Home Contracts;  
Ms. Linda Little spoke in support of the Nursing Home Contracts;  
Ms. Carol Turgeon spoke in support of the Hillsborough County Nursing Home and the Residents and also in support of the Chemical Workers Contract;  
Mr. Buddy Donghay spoke in support of the Hillsborough County Department of Corrections Contract and the Community Services Program;  
Mr. Sean Trombly spoke in support of the Hillsborough County Cooperative Extension;  
Ms. Meghan Brady thanked the Board of Commissioners and the Executive Committee for their support of the St. Josephs Community Services.  
Mr. Thomas Clow spoke in support of the Community Corrections Program;  
Ms. Christine Hague spoke in support of the Community Corrections Program;  
Ms. Janet Brown spoke in support of the Community Corrections Program;  
Mr. Jason Hoch spoke in support of the Community Corrections Program;  
Ms. Patricia Perkins spoke in support of the Nursing Home Contract, against the Budget;  
Mr. Guy Scaife spoke in support of the Department of Corrections Community Corrections Program;  
Ms. Shirley Gordon spoke in support of the Nursing Home Contract;  
Attorney Dennis Hogan spoke in support of the Domestic Violence Coordinator.  
Mr. George Lambert spoke in support of the Department of Corrections Community Corrections Program;  
Rep. Peter Hansen spoke.  
Ms. Kristen Taylor spoke in support of the Domestic Violence Prosecutor and the County Attorney Office;  
Ms. Kathy Warnock spoke in support of the Human Services



stand committed as well as a consecutive suspended sentence of 10 to 30 years. Zawadzki pled guilty to five counts of Second Degree Assault and one count of Criminal Restraint. The victim in this case was 5 years old at the time the crimes were committed on August 17, 2009 in Manchester, NH. The defendant was the live-in boyfriend of the victim's mother. On the evening the crimes were committed, the defendant was left alone to care for the child for three hours, during which time he assaulted her repeatedly. The defendant was convicted of hitting the child in her face, abdomen, legs and also applying force to her genital area. The defendant was also convicted of confining the child in a clothes dryer exposing her to the risk of serious bodily injury. The child was discovered with bruises covering her body as well as an injury inside of her mouth and a bruise to her genital area. Manchester Police investigated this child abuse case. The case was prosecuted by Assistant County Attorney Jennifer Sandoval.

**State v. James Remillard:** James Remillard, age 20, pled guilty on June 10, 2011 to Negligent Homicide and Vehicular Assault. He was sentenced to one year at the Hillsborough County House of Corrections and a consecutive 3 ½ to 7 suspended state prison sentence. He must also complete 200 hours of community service and lost his license for a minimum 7 years. He will be supervised on probation for 2 years. The crimes occurred on May 8, 2010, when the defendant drove a motor vehicle at a speed of at least 70 mph on Old Hancock Road in Antrim, N.H. which has a speed limit of 30 mph. The defendant lost control of the vehicle and collided with a tree. The defendant had two female passengers in the vehicle at the time. One of the passengers was killed in the collision and the other was seriously injured. The case was prosecuted by Assistant County Attorney Jennifer Sandoval.

**State v. Stephen Peront:** In November, 2010, a jury convicted the defendant of four counts of Aggravated Felonious Sexual Assault; one count of Attempted Aggravated Felonious Sexual Assault and one count of Sexual Assault. The victim in this case was a member of the defendant's biological family. She testified during the trial describing five years of sexual abuse that began when she was 10 years old. These crimes occurred at the family's home in Manchester, N.H. The defendant testified at the trial and denied that he ever sexually abused the girl. The defendant was sentenced on May 4, 2011 to a total of 20 to 80 years at the N.H. State Prison. The case was prosecuted by Assistant County Attorney Jennifer Sandoval.

**State v. Jason Lafrance:** On January 28, 2011, Jason Lafrance was sentenced to 4 to 10 years in the N.H. State Prison on drug charges. He also

## **HILLSBOROUGH COUNTY EXECUTIVE COMMITTEE CONTINGENCY FUND REPORT**

***F/Y 2011***

***Contingency Appropriation***

*\$1,812,784*

### **Sheriff's Office (Detail)**

4217-7130	Retirement	\$ 9,852
4217-7010	Salaries	\$ 40,000
4211-7970	New Equipment	\$ 35,978
4219-7010	Salaries	\$ 10,000
4219-7100	Social Security	\$ 29,149

### **Nursing Home Admin.**

4411-7970	New Equipment	\$ 25,272
4414-7011	Nursing Overtime	\$150,000
4411-7120	NH Health Ins	\$ 34,009
4413-7120	NH Dietary	\$ 34,000
4411-7970	NH New Equipment	\$229,688

### **Register of Deeds**

4193-7010	Deeds Sal./Wages	\$ 51,763
4193-7100	Deeds Social Security	\$ 3,960
4193-7130	Deeds Retirement	\$ 4,742
4193-7120	Deeds Health/Acc	\$ 23,000

### **Business Office**

4130-7290	County Commissioners	
	Other/Fees	\$ 36,040
4230-7970	Corrections New Equip	\$ 276,840
4230-7970	New Equipment	\$ 99,100

### **Manchester Court House**

4196-7960	Buildings	\$24,500
4196-7960	Buildings	\$69,500
4196-7960	Buildings	\$27,500

**Total Contingency Expenditure**

**\$121,489**

## 2011 Annual Report of Hillsborough County Conservation District

The District Board of Supervisors set priorities and goals for programs and assistance in an Annual Plan of Work. The following highlights of our activities and programs for 2011 are based on that Work Plan. (Details are available in the District office.)

Various schools and towns borrowed the Non-Point Source Pollution Watershed model to demonstrate at events.

Gro-Labs, portable greenhouse models, are currently set-up in schools throughout the County thanks to a grant from the Moose Plate program.

Worm Factory Bins are currently set-up in schools throughout the County to assist with the education on soil, waste and recycling.

The 2010 Annual Meeting was held at the Milford Town Hall on June 22<sup>nd</sup>. James Clark from Goffstown, was awarded Cooperator of the Year status. The Third Grade Team from Peterborough Elementary (Betsy Gordon, Carter Judkins, Janice LaRoche and Jenny Dark) were recognized as Teachers of the Year. Commissioner of Agriculture Lorraine Merrill, spoke on Keep Local Farms.

Spring & Fall Fundraising Packages mailed and emailed to County residents.

Offered a Hands-On Web Soil Survey Workshop to environmental professionals.

Assisted with an Erosion Control Workshop for environmental professionals.

Held Local Work Group meeting with local producers and other conservation organization representatives to identify current natural resource needs, set priorities and provide feedback on NRCS programs.

Received a NH Charitable Foundation grant to redesign the HCCD website with Wetherbee Creative & Web (Derry, NH) as the designer.

Managed a cover crop trial project with producers in the County.

Assisted with helping local farmers' complete DES agricultural

felony offenses for Hillsborough County. Grant funding for this position has been exhausted and the position will be eliminated going into the next fiscal year. The County Attorney's Office was fortunate to bring Attorney Perkes, with his valuable knowledge and experience regarding gang and gun related offenses, on staff to fill a vacant Assistant County Attorney position.

Federal funding also has been maintained by the Office to assist in the prosecution of domestic violence crimes. The Hillsborough County Domestic Violence Unit endures in its effort to review and prosecute these difficult cases aggressively through its comprehensive attention to the victim and aggressor, thereby reducing the commission of more grave acts of violence. The Domestic Violence Unit works closely with the Manchester Police Department, YWCA Crisis Center and New Hampshire Department of Corrections in holding the perpetrators accountable and providing necessary support to the victims and families caught up in this traumatic situation. An Assistant Hillsborough County Attorney was assigned to the Domestic Violence Unit since its inception in 1996. In calendar year 2010, the Unit, headed by Assistant County Attorney Rose-Marie Balboni, handled 893 criminal offenses involving approximately 809 victims. Due to current budget reductions and limited grant funding, the fate of both the Domestic Violence Prosecutor and The Domestic Violence Unit hang in the balance.

The Office of the Hillsborough County Attorney continues to work closely with the Child Advocacy Center of Hillsborough County ("CAC"), both in Manchester and Nashua. The CAC brings a multidisciplinary philosophy to the investigation of child abuse investigations. Prosecutors and victim/witness advocates from the County Attorney's Office participate in the interview process of the victim just as the investigation begins. The interviews are conducted at the CAC with the multidisciplinary team observing the interview through a closed circuit television. Criminal investigations are then reviewed and monitored with a team approach, inviting police investigators, DCYF staff, medical/mental health providers, victim/witness advocates and prosecutors to share information and collaborate toward a thorough search for the truth and a successful prosecution. The CAC conducted 498 interviews with the assistance of the County Attorney's Office in calendar year 2010.

The following are samples of noteworthy cases prosecuted in fiscal year 2011 in the Northern District of Hillsborough County.

**State v. Eric Zawadzki:** On June 30, 2011, Eric Zawadzki, age 31, was sentenced to a total of 10 to 40 years at the New Hampshire State Prison



REPORT OF THE  
HILLSBOROUGH COUNTY ATTORNEY  
FOR FISCAL YEAR 2011

In November, 2010, Dennis C. Hogan was elected by the citizens of Hillsborough County to succeed Robert M. Walsh, as the Hillsborough County Attorney. County Attorney Hogan was sworn into office January 5, 2011.

County Attorney Hogan is responsible for the prosecution of all non-homicide felony and misdemeanor offenses committed in Hillsborough County. The County Attorney also has oversight responsibility over all law enforcement efforts in the county as the chief law enforcement official in the county.

The Office of the County Attorney employs twenty-two attorneys, six victim/witness advocates, two part-time investigators, one paralegal, three law clerks and thirteen support personnel. The staff is currently housed in four locations, three in Nashua and the Domestic Violence Unit in Manchester. Attorneys Maureen F. O'Neil for the Northern staff and Patricia M. LaFrance for the Southern staff provide management assistance to County Attorney Hogan as First Assistant County Attorneys. Catherine McNaughton serves as the Director of Victim-Witness Services, a role she has held since 1985. The Office of the Hillsborough County Attorney is directed by Office Manager Mary Rioux. A noted departure from the office is Attorney Roger "Rusty" Chadwick, Jr. who served as First Assistant for the Southern staff.

In calendar year 2010, the Office of the Hillsborough County Attorney reviewed 2,341 cases filing 2,653 felony and misdemeanor charges in Hillsborough County Superior Court, Northern District and 2,155 felony and misdemeanor charges in Hillsborough County Superior Court, Southern District. County Attorney Hogan and his staff provided around the clock legal consultation and assistance to all of the county's law enforcement agencies and reviewed the circumstances surrounding all untimely deaths that occurred in the county.

The Office of the County Attorney continued with its involvement in the Project Safe Neighborhoods ("PSN") federal grant. This providing Hillsborough County with an additional experienced attorney to prosecute serious felony crimes involving gang related offenses, gun violence and illegal gun use committed in Hillsborough County and across the state. Receipt of the grant is made possible with the support of United States Attorney John Kacavas and New Hampshire Attorney General Michael Delaney. During calendar year 2010, PSN Attorney Kenneth Perkes prosecuted 56 serious

permit applications for projects.  
Provided public relations assistance to NRCS with their seasonal high tunnel contracts.  
Assisted in locating local farms to participate in a free energy audit through NH DRED.  
Partnered with NH Farm to School to offer a NH Food Day event at Great Brook School in Antrim.  
Held a successful 6<sup>th</sup> Grade Conservation Field Day at Beaver Brook Association for Nashua schools.  
Contracted with USDA NRCS through a Contribution Agreement to perform administrative duties as needed  
Provided soil maps, aerial photographs, topographical maps, wetland inventory maps, flood plain maps, and outreach or conservation information assistance to inquiring individuals in Hillsborough County  
Calculated Soil Potential Index (SPI) ratings for residents looking for tax incentives for their current use efforts  
District Manager served as President, then Vice President for the Conservation District Employees Association of New Hampshire

**District Staff**

**Kerry Rickrode, District Manager**

**Mailing Address**

Chappell Professional Center  
468 Route 13 South  
Milford, NH 03055

**Office Location**

Same as Mailing Address

**Telephone**

603.673.2409 ex. 100

**Fax**

855.428.0333

**Email**

[kerry.rickrode@nh.nacdnet.net](mailto:kerry.rickrode@nh.nacdnet.net)

**Web Site**

[www.hillsboroughccd.org](http://www.hillsboroughccd.org)

**Office Hours**

8:00am - 4:30pm, Monday - Friday

## **UNH Cooperative Extension,** **Hillsborough County** **2011 Annual Report**

With the support of the Hillsborough County Commissioners and Delegation, Cooperative Extension has been delivering research based training and education that enhances the quality of life and improves local economies for its residents.

Fifteen county based staff at the Hillsborough County Complex and several state specialists delivered programming in Community & Economic Development, Natural Resources, Youth & Family and Food & Agriculture.

The Extension forestry program provides education and technical assistance to forest landowners in the wise use of their forest resources for income production, recreation, wildlife, aesthetics, and watershed management. Some of this year's accomplishments include the examination of 2,074 acres of forest land with 43 landowners, and 38 presentations and tours for 562 adults and 685 youth. Natural Resource Stewards reported volunteering more than 9,000 hours in 89 communities across the state, 22 of which were in Hillsborough County.

4-H staff provided volunteer training and management to over 160 adult volunteers, providing over 5,400 hours of service to youth in 4-H clubs throughout the county. Grants and services to these programs exceeded \$150,000 last year.

The Center for Disease Control estimates 76 million illnesses, 325,000 hospitalizations and 5,000 deaths annually from foodborne illness. In Hillsborough County, more than 600 adults attended programs that teach food service workers proper food handling and ways to reduce foodborne illness. Partnerships include the NH Food Bank, Southern NH Services, local health departments, school food service programs, farmer's markets and child care providers.

Over 360 families and 1,150 youth learned skills for healthy eating and activities as part of the federal Expanded Food & Nutrition Education Program.

Between 2002 and 2007 the number of farms in Hillsborough County has grown by 28% to 615, generating a market value of products of 17 million dollars. Nearly 1000 people attended 32 commercial agriculture meetings in Hillsborough County to learn technical information and best practices in the farming community.

Learn more about Extension and our local county offices through the Extension web site: [extension.unh.edu](http://extension.unh.edu), or contact me, Dan Reidy, County Relations Manager, at [dan.reidy@unh.edu](mailto:dan.reidy@unh.edu), or by phone: 641-6060.

