

The County of Hillsborough  
New Hampshire

County Delegation  
Officers

Chairman  
Nelson Allan, Nashua

Vice Chairman  
John Gibson, Merrimack

Clerk  
J. Gail Barry, Manchester

County Delegation  
Office

329 Mast Road, Suite 104  
Goffstown, New Hampshire 03045

Tel: 627-5631  
Fax: 621-1462

Coordinator  
Marcia Rusch



September 19, 2006

**LEGAL NOTICE**

**COUNTY CONVENTION**

The Hillsborough County Legislative Delegation will meet in CONVENTION on Tuesday September 26, 2006, immediately following the House Session in Concord, NH for the following purpose:

1. Consistent with RSA 24:10-a, to consider the Memorandum of Understanding between UNH Cooperative Extension and Hillsborough County.
2. And any other business to come before the Delegation.

Rep. Gail Barry, Clerk  
Hillsborough County Delegation

MUL City and State Edition

Paul Brassard, Manchester  
Robert F. Chabot, Manchester  
Peter Cote, Nashua  
David Essex, Antrim  
Ruth Ginsburg, Nashua  
Bill Golding, Manchester

**Executive Committee**

Shawn Jasper, Hudson  
Claudette Jean, Nashua  
Neal M. Kirk, Weare  
Robert Mead, Mont Vernon  
Maureen Mooney, Merrimack  
Edward Moran, Bedford

Lori Movsesian, Nashua  
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Robert Rowe, Amherst  
Barbara Shaw, Manchester  
Stephen Stepanek, Amherst  
Robert Wheeler, Goffstown



UNIVERSITY of NEW HAMPSHIRE  
Cooperative Extension



MEMORANDUM OF UNDERSTANDING  
Between the  
University System of New Hampshire  
and  
Hillsborough County Convention and Commissioners

Whereas, UNH Cooperative Extension has been charged by the Smith-Lever Act, enacted May 8, 1914, and amended by the Congress of the United States, and other federal legislation and the proper State authorities, with the organization and maintenance of Extension outreach programs and with the administration of public funds appropriated for such purposes; and

Whereas, the New Hampshire General Court, by Joint Resolution on March 17, 1915, authorized and empowered the trustees of the University of New Hampshire to receive the grants of money appropriated under the Smith-Lever Act, and to organize and conduct Extension work in accordance with the terms and conditions expressed in said act; and

Whereas, Hillsborough County has appropriated county funds in partnership with state and federal funds for this purpose; and

Whereas, UNH Cooperative Extension has always sought the guidance and counsel of local citizens in the conduct of its educational programs;

Therefore, be it resolved that with a view to continuing the policy of local guidance, the Board of Trustees of the University System of New Hampshire and the Hillsborough County Convention and Commissioners do hereby enter into an agreement to recognize the Hillsborough County Cooperative Extension Advisory Council as the sponsor, guide, and advisory group of Extension work in said county in accordance with the Statement of Operating Procedures for County Extension Advisory Councils, as may be amended from time to time, to be filed with the County Commissioners and the Board of Trustees of the University System of New Hampshire.

With a view of securing understanding, economy, and efficiency in administrating Cooperative Extension work in Hillsborough County, The Board of Trustees of the University System of New Hampshire and the Hillsborough County Convention and Commissioners hereby execute the following memorandum of understanding in accordance with RSA Chapter 24:10a:

- I. UNH Cooperative Extension, contingent upon and consistent with the level of County support for Extension work, including funding, facilities, and as otherwise set forth in Section II, below, agrees, within the constraints of available resources:
  - A. To conduct educational outreach programs within Hillsborough County, based upon identified needs within the county.
  - B. To employ and provide administration and supervision of each Extension professional staff member assigned to the Extension program within the county.
  - C. To provide a share of the salaries of County Extension professional staff and all fringe benefits.
  - D. To make available University subject matter specialists for planning, implementing and conducting educational programs in Hillsborough County. And, to make available publications, electronic networks, and other information resources and staff in support of County Extension programs.
  - E. To provide professional development for UNH Cooperative Extension professional and support staff members located in counties.
  - F. That the County Cooperative Extension Advisory Council and County Extension Office Administrator shall be accountable to the County Commissioners for the expenditures of county funds appropriated for Cooperative Extension programs.

- II. The Hillsborough County Convention and Commissioners, contingent upon and consistent with the level of University of New Hampshire support to their outreach mission through UNH Cooperative Extension, agree:
- A. To continue to give consideration to the support of UNH Cooperative Extension, as is its current practice.
  - B. To ensure that county government will afford full and timely opportunities for communication with UNH Cooperative Extension.
  - C. To provide a representative of the County Convention and Commissioners to serve on the County Cooperative Extension Advisory Council.
- III. UNH Cooperative Extension and the Hillsborough County Convention and Commissioners agree:
- A. That the duties and responsibilities of the council will be in accordance with the Statement of Operating Procedures for County Extension Advisory Councils.
  - B. That the County Cooperative Extension Advisory Council and County Extension Office Administrator shall develop an annual budget for submission to the County Commissioners in time for suitable consideration. After the County budget is finalized, the County Extension Advisory Council shall oversee the expenditure of, and account for all, County appropriated funds.
- IV. This Memorandum of Understanding may be revised by mutual agreement set forth in writing and signed by both parties, or canceled by either party to the agreement on at least six months written notice to the other party. No statement in this Memorandum should be construed as being contrary to or at variance with the laws of the United States or the state of New Hampshire.

This Memorandum of Understanding shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2006, and shall expire six years later unless sooner renewed by written agreement signed by both parties.

Date: \_\_\_\_\_ by \_\_\_\_\_  
Chair, Hillsborough County Commissioners

Date: \_\_\_\_\_ by \_\_\_\_\_  
Chair, Hillsborough County Delegation

Date: \_\_\_\_\_ by \_\_\_\_\_  
Dean and Director, University of New Hampshire  
Cooperative Extension

Date: \_\_\_\_\_ by \_\_\_\_\_  
President, University of New Hampshire

Date: \_\_\_\_\_ by \_\_\_\_\_  
Vice Chancellor for Financial Affairs and  
Treasurer, University System of New Hampshire

# TITLE II COUNTIES

## CHAPTER 24 COUNTY CONVENTIONS

### Meetings

#### Section 24:10-a

##### **24:10-a County Programs; University of New Hampshire Cooperative Extension. –**

I. The state recognizes the county extension advisory council as the local sponsor of cooperative extension programs in the counties working in collaboration with the university of New Hampshire.

II. Cooperative extension shall, through its county outreach centers, take full advantage of communication technologies and distance-learning capabilities to bring university-based research and knowledge to the citizens of New Hampshire.

III. The chancellor, university system of New Hampshire, or designee, acting as the agent of the university system of New Hampshire trustees, shall negotiate the revision of the existing memorandum of understanding between the university system of New Hampshire trustees and the county convention relative to the support and operations of the university of New Hampshire cooperative extension programs in the counties. The revised memorandum of understanding shall be negotiated and adopted in 1995 and reviewed every 6 years.

IV. The county convention may raise and appropriate funds to supplement state, federal, and other funds for the support of the university of New Hampshire cooperative extension programs provided to the counties. The sums appropriated and any other funds that become available shall be expended through the county extension advisory council which shall be authorized to sponsor and guide this educational work in collaboration with the university of New Hampshire. If such council ceases to exist, the sums appropriated may be expended by any other administrative entity legally established for the purposes indicated by the Smith-Lever Act.

**Source.** 1995, 134:4, eff. May 24, 1995.