



Rockingham County Commissioners

Inauguration Oath of Office Ceremony Minutes
Zoom Meeting, 117 North Road ~ Brentwood, New Hampshire
Wednesday, January 6, 2020 @ 10:00 a.m.

A. Call to Order

Commissioner Tombarello called the meeting to order at 10:02 a.m.

1. Pledge of Allegiance

2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors and Divisions have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or www.zoom.us, both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website www.rockinghamcountynh.org

3. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
County Attorney Conway
Register of Deeds Stacey
Register of Probate Tweedie
Sheriff Massahos
Treasurer Priestley
Corrections: Jason Henry
EMS: Jude Gates
Finance: Chuck Nickerson
Human Resources: Alison Kivikoski
Long Term Care: Jason Smith & Donna Roe
Sheriffs Office employees
BOC Office: Chris Maxwell

B. Inauguration Oath of Office Ceremony

Commissioner Tombarello welcomed the Honorable Judge Marguerite Wageling to swear in the elected officials for Rockingham County. Commissioner Tombarello welcomed Commissioner Chirichiello, Commissioner Coyle, County Attorney Conway, Register of Deeds Stacey, Register of Probate Tweedie, Sheriff Massahos, and Treasurer Priestley.

Judge Wageling explained the process and asked the elected officials to raise their right hand and repeat for the oath of office. The documents would be collected electronically by the elected officials and scanned to Judge Wageling for signature.

Judge Wageling said a few words to the newly elected officials and left the meeting at 10:10 a.m.

Commissioner Tombarello opened the floor to the group to say a few words.

The ceremony ended at 10:18 a.m. with the next meeting to be called to order for 10:30 a.m.



Rockingham County Commissioners

Meeting Minutes

Zoom Meeting, 117 North Road ~ Brentwood, New Hampshire
Wednesday, January 6, 2020 @ 10:00 a.m.

A. Call to Order

Commissioner Tombarello called the meeting to order at 10:30 a.m.

1. Electronic Meeting Notice

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2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
County Attorney Conway
Register of Deeds Stacey
Sheriff Massahos
Corrections: Jason Henry
Human Resources: Alison Kivikoski
Long Term Care: Jason Smith
Sheriff: Jim Lussier & Kevin Walsh
BOC Office: Chris Maxwell

B. Organizational Appointments

1. Chair, Vice Chair, and Clerk Appointment

Commissioner Coyle to nominate Commissioner Tombarello as Chair. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello to nominate himself as Vice Chair. Commissioner Tombarello seconded the motion. Voted 2-1, Commissioners Chirichiello and Tombarello in favor. Commissioner Coyle opposed.

Commissioner Tombarello to nominate Commissioner Coyle as Clerk. Commissioner Chirichiello seconded the motion.

Commissioner Coyle noted her disagreement as Clerk citing the optic of sexism and history of women in lower roles. She noted her education as highest on the board along with her experience in county government. Commissioner Coyle stated that New Hampshire RSA 28:1 specifies the role of Chair and Clerk, not a Vice Chair. Commissioner Coyle said she hopes sexism is not the case.

Commissioner Tombarello said that Kevin Coyle mentioned sexism in a telephone call earlier and did his homework noting a prior Male clerk with two female Commissioners as Chair and Vice Chair.

Commissioner Coyle said a prior board is not relevant and the discussion is about this board. Commissioner Coyle expressed concern with a newspaper article citing sexual harassment by a Commissioner with an investigation and report conducted but was not published.

Commissioner Chirichiello noted his qualifications as a state representative and town councilor and that his experience sets him up at vice chair. Commissioner Chirichiello said he does not see it as sexism and was sorry Commissioner Coyle felt that way.

Commissioner Tombarello called for a vote. Voted 2-0. Commissioner Chirichiello and Tombarello in favor. Commissioner Coyle abstained from the vote.

2. Department/Office Liaison Appointment

Commissioner Tombarello explained the duties of a Liaison and the Commissioners discussed departments.

Commissioner Coyle proposed Corrections, Long Term Care, and the County Attorney. Commissioner Tombarello noted that Commissioner Chirichiello wanted all the elected offices. Commissioner Chirichiello proposed Sheriff, County Attorney, Register of Deeds, Treasurer, and Delegation.

Commissioner Coyle said the elected officials should be divided up. Commissioner Coyle said she proposed the County Attorney based on her experience. Commissioner Tombarello said he supports Commissioner Coyle.

Commissioner Tombarello expressed concern with the load of Liaison duties of Commissioner Coyle. He outlined his concern based on that added department. Commissioner Coyle said she is fine with the proposal.

<u>Commissioner Coyle</u>	<u>Commissioner Chirichiello</u>	<u>Commissioner Tombarello</u>
1. Corrections	1. Delegation	1. Engineering & Maintenance
2. County Attorney	2. Register of Deeds	2. Finance
3. Long Term Care	3. Sheriff	3. Human Resources
	4. Treasurer	4. UNH Coop. Extension

3. Union Negotiation Appointment

Commissioner Tombarello noted that Commissioner Coyle would be the representative on the union negotiations team for Legal Assistants and Corrections based on liaison appointments.

Commissioner Tombarello offered his assistance in any way needed.

4. Joint Loss Safety Committee Appointment

Commissioner Tombarello noted because of his liaison to Engineering & Maintenance that he would be represent the committee.

5. Educational Assistance Review Committee Appointment

Commissioner Coyle stated she would represent the committee.

Commissioner Tombarello noted he is a board member for both the New Hampshire Association of Counties and the National Association of Counties.

Commissioner Tombarello said two Rockingham County appointments were filled by Cathy Stacey and Alison Kivikoski. Discussion ensued on the number of appointments available to each county. It was agreed to research and report back.

C. Organizational Protocol & Procedures

Commissioner Tombarello reviewed a document for organizational purposes outlining Commissioner protocol and procedures.

1. Meeting day, time, location

Confirmed meetings will be held every Wednesday at 8:30 a.m.

2. Weather Emergencies

Commissioner Tombarello asked the Human Resources Director to explain the process. Alison Kivikoski spoke on the process working together with Jude and Jason for the needs of staffing versus safety along with the notification process. It was noted this approval would follow the process in place since it is already approved.

3. Employee Policies RE: COVID-19

- a. Employee Travel Guidance Policy
- b. Employee COVID-19 Surveillance Testing Compliance Policy
- c. Mandatory Testing Protocols

Commissioner Tombarello asked the Human Resources Director to explain the process. Alison Kivikoski explained the currently established policies, ongoing changes, and the time urgency.

4. Legal Consultation Procedure

The Commissioners agreed that departments must seek approval from the Commissioner Liaison to contact legal counsel on any new matters, to the extent possible. Further, the Commissioner's Office will be notified by email for billing reconciliation purposes.

5. Entering into Agreement, Contract, MOU, Addendum, Amendment and similar

The Commissioned agreed that pursuant to RSA 28:1b, only the Commissioners are authorized to enter into agreements. All agreements are sent to risk (Primex) for review and recommendation. Legal counsel is used for new agreements or when a previously approved one has changed. The Commissioners (or Chair if only one signature) only signs once the reviews are complete and changes made. The agreement will be placed under the Consent section of the agenda.

If recommended changes are rejected by the vendor, the agreement is brought to a Commissioners meeting for final determination by the Board.

6. Electronic Signature

The Commissioners agreed that the Commissioner electronic signature is on file with the Commissioner's Office only and the signature is applied as follows:

- (1) Meeting item approved by majority where the signed document was part of the packet and reviewed by the Commissioners will have the electronic signature automatically applied. If the document was not part of the packet, the document will be sent by email for Commissioner review and reply email that signature is authorized. No signature applied or requested if Commissioner absent from meeting, abstain, failed to pass, or opposed to motion.
- (2) Correspondence (draft outgoing letters or email) will be emailed for review by the Commissioner(s) and reply email that signature is authorized.
- (3) Agreements satisfactory for signature will be placed under the consent agenda (previously approved) for review and electronic signature automatically applied.
- (4) Commissioner staff related documents must have a motion for the use of electronic signature. Item #1 does not apply and not automatically applied.

7. Time Off – Personnel with Commissioners as Supervisor

Commissioner Tombarello explained the Chair approves time off in the timekeeping system. The below process was reviewed:

- (1) Kronos time off request by employee is submitted and will either be approved or approved by the Chair.
- (2) Employee submits a “meeting” event in Outlook and use the Commissioners group in the address book. The “show as” is selected as “free” and the subject is the employee’s initials with note of full day or half day.
- (3) Commissioners calendar will show the time off for all employees with supervisor as Commissioners.

D. Public Comment

No public comments.

E. New Business / Old Business

Register of Deeds Stacey noted her disagreement with the number of representatives to the NHAC and provided examples.

County Attorney Conway provided a brief update.

Jason Smith provided an update on the weekly testing results and the next round of vaccine dates. Discussion ensued on the vaccine schedule and to work with the NHAC to advocate for employees wanting the vaccine sooner.

Jason Henry provided a brief update and highlighted a plan to remove any Rockingham County female inmates housed at Hillsborough County. Discussion ensued on recent newspaper articles about safety.

Alison Kivikoski noted a clerical error in the ratified collective bargaining agreement for nursing home employees. She explained that shift differentials were missed for activities staff on weekends. She recommended that they be paid in spirit of the agreement and to draft a Memorandum of Understanding (MOU) to make this amendment subject to legal review.

Commissioner Chirichiello asked about funding. Alison Kivikoski noted no issues with funding as the budget reflected these differentials for that class. Commissioner Coyle asked if this should wait pending a draft MOU for review. Alison Kivikoski said moving forward is preferred based on recommendation of legal.

Commissioner Chirichiello to approve the payment of weekend shift differentials to applicable activities employees as outlined and recommended by the Human Resources Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

F. Commissioners Non-Public Session

- NH RSA 91-A:3,II (a)

Commissioner Tombarello moved to enter into non-public session at 11:35 a.m. pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Tombarello moved to exit non-public session at 11:42 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Approval of Payroll**

Commissioner Tombarello to approve total payroll expense of \$1,117,216.33 for the pay date of Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Community Development Block Grant Public Hearing**

Chris Maxwell updated the Commissioners on conditional approval grant awards using COVID-19 funds and two applications for funding. Further explained was the need for a public hearing and the next steps in the process through the NH Community Development Finance Authority. It was agreed to hold the public hearing on Friday, January 22, 2021 at 1:00 p.m. by Zoom.

G. Adjourn

Commissioner Tombarello moved to adjourn at 11:47 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 01/13/2021.



Commissioner Kate Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire
Wednesday, January 13, 2021 @ 8:30 a.m.

A. Call to Order:

Commissioner Tombarello called the meeting to order at 8:31 a.m.

1. Pledge of Allegiance

2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors and Divisions have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or www.zoom.us, both using the meeting ID # 580 891 8771.

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3. Attendance

In person:

Commissioner Tombarello, Chair

Commissioner Chirichiello, Vice Chair

Commissioner Coyle, Clerk

Human Resources: Alison Kivikoski

BOC Office: Chris Maxwell

Remote:

County Attorney Conway

High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

Long Term Care: Jason Smith

Sheriff: Chris Bashaw & Katherin Mann

B. RFP Openings & Awards

1. Opening: Medical Supply Prime Vendor, Long Term Care Services

Proposals received from Fora Care, Geriatric Medical, McKesson Medical, and TwinMed.

Commissioner Coyle to authorize the Director to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Opening: Variable Frequency Drive, Engineering & Maintenance Services

Proposals received from Palmer & Sicard and Williamson Electric.

Commissioner Coyle to authorize the Director to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Reject: HVAC System Replacement, Engineering & Maintenance Services

Jude Gates noted the rejection is based on receiving only one proposal and to ensure competitive bidding.

Commissioner Coyle to reject the proposal received and resubmit RFP invitations as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Award: Mobile Data Terminals, Sheriff

Commissioner Coyle to award the mobile data terminals proposal to Connection for an amount not to exceed \$16,647.47 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Commissioner Coyle asked why seven terminals were ordered when only five vehicles were purchased. Chris Bashaw explained that older terminals are obsolete and cannot further be updated. He noted that the purchase is not in conjunction with the newly purchased vehicles.

Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

1. **Accounts Payable** (approval)

List total \$443,560.27, GL \$82.50, Payroll \$66,216.44, AP \$377,261.33

2. **Corrections Population Report** (informational)

3. **Long Term Care Census Report** (informational)

4. **Joint Loss Safety Committee Meeting** (informational)

5. **Minutes: December 30, 2020 and January 6, 2021** (approval)

6. **Contract/Agreement** (signature)

a. Lamprey Healthcare Physician Services Agreements (Braun & James)

Commissioner Coyle to approve the consent agenda. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

D. Reports

1. **Commissioners Office – Thomas Tombarello, Chair**

a. **Commissioner Liaison Updates**

Commissioner Coyle provided an update as she met with all her liaison departments, noting the Corrections census, the County Attorney's office initiatives, and the communication approach of the new Long Term Care Services Director.

Commissioner Chirichiello noted a few updates and deferred to the departments present to provide details.

Commissioner Tombarello noted written updates from his liaison departments. A NHAC update includes an upcoming Zoom meeting with the state representatives.

Commissioner Coyle to approve the consent agenda. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. **Community Development Block Grant (CDBG) Administration of CDBG-CV**

Commissioner Coyle to award the administration services for the Rockingham County CDBG-CV Project to Consultant Donna Lane in the amount of \$16,500. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. **Windham TIF Follow Up (informational)**

d. **Legal non public session**

2. **Finance – Charles Nickerson, Director**

a. **IGT Agreement Correspondence and Update**

Chuck Nickerson provided an update of communications after the county submitted the initial letter to the NHDHHS. He also noted that signing the agreement means that the county should catch up on withheld funds and request that fees/fines be waived.

Commissioner Coyle asked for further clarification on the cost sharing and expenses that the state include in the calculation. Chuck Nickerson expressed concern with the calculation and what is considered expenses to the county. Commissioner Chirichiello asked about the funding from the federal government to state. Chuck Nickerson said that funding from the federal government to the state increased and there is concern of cost shifting to county government. Discussion ensued.

Commissioner Coyle to approve the correspondence to NHDHHS dated January 6, 2021 as written by legal counsel. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. **Lease Financing Resolution**

Commissioner Coyle to approve a resolution declaring intention to reimburse itself from the proceeds of lease financing for equipment dated January 13, 2021 as recommended by the Finance Director.

Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Glendale Agreement Addendum VI

Commissioner Coyle to amend a food service management award with Glendale Senior Dining by adding Addendum VI to the executed agreement dated January 1, 2020, increasing the annual contract amount by \$100,000 to \$3,757,242 as recommended by the Finance Director. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello noted with no inmate labor the current agreement required labor expenses.

3. Human Resources – Alison Kivikoski, Director

a. Years of Service Recognition

Alison Kivikoski noted that employee years of service was tabled due to COVID-19 concerns but feels that an alternative ceremony should resume to recognize the dedicated employees. She recommended smaller recognition by the department head to ensure appreciation and to be shared with photos. Commissioners agreed.

4. Long Term Care Services – Jason Smith, Director

a. Personnel non public session

E. New Business / Old Business

Jason Henry provided updates on staffing and testing.

High Sheriff Massahos noted staffing updates.

Register of Deeds Stacey provided brief updates.

Jason Smith noted testing and vaccine statistics along with details on when surveillance testing could end.

Chuck Nickerson highlighted the emergency rental assistance allocation offered to Rockingham County and the next steps.

Alison Kivikoski noted that the mandated FFCRA paid sick leave ended 12/31/2020 but may continue voluntarily through 1st quarter 2021. Alison Kivikoski does not recommend the voluntary program for 2021 noting research and practice in the area. Further, she noted the practices in place and ways to work absences around needs with flexibility and consistency. Discussion ensued.

• Exception Request, Sheriff

Commissioner Coyle to approve an exception request for a pay rate outside of the range at \$30.62 per hour for a sheriff's office employee (RS) as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Commissioner Coyle asked why this was a walk in request versus on the regular agenda. Chris Bashaw noted this was walked in due to timing as he starts next week. He provided information on his candidates experience and qualifications. Chris Bashaw clarified it was an oversight on their part.

Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

• Female Inmates, Corrections

Commissioner Coyle to suspend the transfer of female inmates to valley street jail and remove the two remaining female inmates as soon as practicable. Commissioner Chirichiello seconded the motion.

Commissioner Coyle noted that two female inmates are housed in the Valley Street Jail and that due to COVID-19 related concerns should be moved for safety. Commissioner Coyle said there are options including other facilities or supervised release and that the Superintendent would be able to manage it.

Jason Henry said no new inmates will be sent to the Valley Street Jail and he is working on moving the final two female inmates out.

Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Memorandum of Understanding to Collective Bargaining Agreement**

Commissioner Coyle to approve a Memorandum of Understanding to the executed Collective Bargaining Agreement as recommended by the Human Resources Director. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Emergency Rental Assistance Program, US Department of Treasury**

Commissioner Chirichiello approve a submission to participate in the Emergency Rental Assistance Program with an estimated award of \$20,503,776. Commissioner Coyle seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Commissioners Organizational Appointments, Protocol & Procedures**

Commissioner Chirichiello to approve the written organizational appointments, protocol and procedures dated January 13, 2021. Commissioner Coyle seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

F. Public Comment

No public comments.

G. Commissioners Non-Public Session

- **NH RSA 91-A:3,II (a)**

Commissioner Coyle moved to enter into non-public session at 9:42 a.m. pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 9:49 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Exception Request, Long Term Care Services**

Commissioner Coyle to approve a leave without pay request for a nursing home employee (TW) with county portion of all benefits to continue until 2/28/2021 as recommended by the Human Resources Director. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **NH RSA 91-A:3,II (e)**

Commissioner Coyle moved to enter into non-public session at 9:50 a.m. pursuant to NH RSA 91-A:3 II (e) legal. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

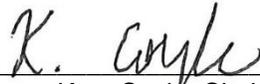
Commissioner Coyle moved to exit non-public session at 9:57 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:57 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 01/20/2021.



Commissioner Kate Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire
Wednesday, January 20, 2021 @ 8:30 a.m.

A. Call to Order

Commissioner Tombarello called the meeting to order at 9:16 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice

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3. Attendance (remote and in person)

In person:

Commissioner Tombarello, Chair
Commissioner Chirichiello, Vice Chair
Commissioner Coyle, Clerk

Remote:

County Attorney Conway
Register of Deeds Stacey

High Sheriff Massahos, Richard Sawyer & Chris
Bashaw

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

LTCS: Jason Smith

B. RFP Openings & Awards

1. Opening: Pay and Classification Audit Consultation Services, Human Resources

Proposals received from DIJ, MRI, Paypoint HR, and Segal.

Commissioner Coyle to authorize the Director to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

1. Payroll (approval)

Total expense \$1,157,096.02 for the pay date of 01/21/2021.

2. Minutes: January 13, 2021 (approval)

Commissioner Tombarello to approve the consent agenda. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Commissioner Liaison Updates

Commissioner Coyle provided liaison updates for County Attorney and Corrections. Also noted for Long Term Care that skilled nursing admissions may be opened pending state approval with two weeks of negative COVID-19 test results. Jason Smith said that the current restrictions on visitors for residents will not change.

Commissioner Chirichiello provided updates for the Registry of Deeds and Sheriff's Office. Commissioner Chirichiello asked that departments review upcoming legislation and report any county impacts.

Commissioner Tombarello noted written updates received from Human Resources, Finance, and Engineering & Maintenance Services.

2. Human Resources – Alison Kivikoski, Director

a. LNA Health Careers On-Site LNA Program

Alison Kivikoski said she has been working with the Long Term Care Director on a careers program and will have a proposed plan for a recommendation at the next meeting.

b. Personnel non public session

3. Registry of Deeds – Cathy Stacey, Register

a. Deputy Register of Deeds Appointment

Cathy Stacey explained the purpose of the appointment request.

Commissioner Coyle to approve the appointment of Becky Burns as the Deputy Register of Deeds, pursuant to NH RSA 478:2, effective January 6, 2021 through January 3, 2023. Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Sheriff – Charles Massahos, High Sheriff

a. Grant Application: Stanton Foundation K-9 Grant, \$27,000

Chris Bashaw explained the highlights of the grant and the personnel that will participate.

Commissioner Coyle to approve the submission of a grant application to the Stanton Foundation for a K-9 grant in the amount of \$27,000 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Commissioner Coyle asked about overtime expenses. Chris Bashaw noted the grant covers overtime during the training period however under regular business it would not incur additional expenses. Richard Sawyer pointed out that additional hourly compensation is given for a dog that lives with the handler. Chris Bashaw said that the schedule would be adjusted accordingly.

Voted 3-0 with Commissioners Chirichiello, Coyle, and Tombarello in favor.

An introduction to the newly appointed Chief Deputy Richard Sawyer was provided.

b. Personnel non public session

E. New Business / Old Business

Jude Gates provided a timeline update on logging.

Cathy Stacey provided an LCHIP update.

The High Sheriff and County Attorney provided brief updates. The County Attorney included a thank you to Engineering & Maintenance and IT Manager Robin Berner for assistance with server issues.

Jason Henry said DHHS will be providing testing today of inmates and noted a grant application coming to a future meeting. He noted COVID-19 related restrictions still in force with operational updates.

Jason Smith updated on COVID-19 vaccinations and testing with pending results. He said the goal is to begin admissions over the weekend if all results are negative. Discussion ensued on increasing the vaccination rate.

Chuck Nickerson noted that a single audit will be required for the period ending 6/2020. He also said that further research is needed on partnering and outreach for the emergency rental grant. Commissioner Chirichiello asked about the administration costs in the grant award. Discussion ensued.

Commissioner Chirichiello requested a write up on the thermal pending legislation to present to our Rockingham County Delegation subcommittee members.

Alison Kivikoski provided updates on staffing and COVID-19 related policies. Discussion ensued about vaccinations. Commissioner Coyle noted a letter from the Rockingham County Commissioners will be sent to the Governor requesting vaccination access to all county employees. Commissioner Chirichiello asked

that the county employees at the courthouse know the Commissioners are working hard to offer access to the vaccine.

F. Public Comment

No public comments.

G. Commissioners Non-Public Session

- **NH RSA 91-A:3,II (a)**

Commissioner Tombarello moved to enter into non-public session at 10:12 a.m. pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:30 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Exception Request, Sheriff**

Commissioner Coyle to approve an exception request to Personnel Policy 8-2 F for a Sheriff's Office employee (GM) as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Exception Request, Human Resources**

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a human resources employee (LF) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:32 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 01/27/2021.



Commissioner Kate Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire
Friday, January 22, 2021 @ 1:00 p.m.

A. Call to Order

Commissioner Tombarello called the meeting to order at 1:03 p.m.

1. Pledge of Allegiance

2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors and Divisions have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or www.zoom.us, both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website www.rockinghamcountynh.org

3. Attendance

Commissioner Tombarello, Chair

Commissioner Chirichiello, Vice Chair

Commissioner Coyle, Clerk

Donna Lane, CDBG Consultant

Rock Rimmon: Michele Simon

One Sky Community Services: Billie Toole, Matt Cordaro, and Brian Guptill

Martin Mistretta

Finance: Jessie Tonry

BOC Office: Chris Maxwell

B. Public Hearings

Commissioner Chirichiello to open the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Donna Lane read the following statement:

Community Development Block Grant Project

Notices and informational documents were available to the public on 01/07/2021 on the website.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility, up to \$500,000 for housing projects, and up to \$500,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons.

1. One Sky Community Services Residential Improvements

Commissioner Tombarello opened the public hearing.

Donna Lane read the following statement:

This is a proposed application to the NH Community Development Finance Authority for up to \$500,000 in 2020/2021 Community Development Block Grant Housing and/or Public Facility funds to support rehabilitation and renovation of residential properties owned by One Sky Community Services. All the residents in these properties have developmental disabilities. The properties are:

- Woodridge House, 14 Woodridge Lane, North Hampton;
- Prescott House, 311 Prescott Road, Epping;
- Newfields House, 40 Newfields Road, Exeter;
- Homecroft House, 78 Dame Road, Newmarket.

All residents are of low and moderate income. Proposed improvements include, but are not limited to, remodeling client rooms, roofing, appliance replacement, energy saving measures.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage a balanced, diverse, safe and sanitary housing supply which meets the needs of all age and income groups in the region. (Short-term goal).

CDDFA has made a recent decision to adjust their calendar year to mirror HUD's July-June fiscal year calendar which has caused what would have been the first round of 2021 HUD funds to now result in a third round of 2020 HUD funds, so this request is from the 2020/2021 CDBG funding.

Commissioner Tombarello asked the Board of Commissioners and public if there were any public comments.

No questions or comments.

Commissioner Chirichiello to close the public hearing. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

2. Housing and Community Development Plan

Commissioner Coyle to open the public hearing. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Donna Lane read the following statement:

The County's Housing and Community Development Plan identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding Rockingham County's housing and community development objectives and actions.

Commissioner Tombarello asked the Board of Commissioners and public if there were any public comments.

No questions or comments.

Commissioner Chirichiello to close the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

3. Residential Antidisplacement and Relocation Assistance Plan for One Sky Community Services Residential Rehabilitation Project

Commissioner Tombarello to open the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Donna Lane read the following statement:

The Residential Antidisplacement and Relocation Assistance Plan for the rehabilitation and renovation of residential properties located at:

- Woodridge House, 14 Woodridge Lane, North Hampton;
- Prescott House, 311 Prescott Road, Epping;
- Newfields House, 40 Newfields Road, Exeter;
- Homecroft House, 78 Dame Road, Newmarket.

These are all are One Sky Community Services properties. Temporary relocation will be within the building, to a trailer on site, or to other One Sky properties. One Sky will pay all relocation expenses. The project will follow the Uniform Relocation Act.

Commissioner Tombarello asked the Board of Commissioners and public if there were any public comments.

Commissioner Chirichiello asked about repairs involving mold, asbestos, and lead. Donna Lane said an environmental review plan will be followed to properly address those items.

No public comments.

Commissioner Chirichiello to close the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

4. Rock Rimmon Cooperative Infrastructure Improvements

Commissioner Chirichiello to open the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Donna Lane read the following statement:

This is a proposed application to the NH Community Development Finance Authority for up to \$500,000 in 2020/2021 Community Development Block Grant Public Facility funds for water and/or septic improvements at Rock Rimmon Cooperative, 112 Long Pond Road, Danville, NH. The 93 unit, community owned, manufactured housing park is primarily occupied by low and moderate income households.

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage water and wastewater systems that meet DES regulations. (Short-term and Long-term goal).

CDDFA has made a recent decision to adjust their calendar year to mirror HUD's July-June fiscal year calendar which has caused what would have been the first round of 2021 HUD funds to now result in a third round of 2020 HUD funds, so this request is from the 2020/2021 CDBG funding.

Commissioner Chirichiello asked about the water source, testing, and treatment. Discussion on well water testing and treatment that meet state standards. There was discussion on working shared leach fields and the number of failed ones.

No public comments.

Commissioner Tombarello to close the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

5. Residential Antidisplacement and Relocation Assistance Plan for Rock Rimmon Cooperative Infrastructure Improvements

Commissioner Chirichiello to open the public hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Donna Lane read the following statement:

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. This project does not anticipate displacement or relocation.

Commissioner Tombarello asked the Board of Commissioners and public if there were any public comments.

No questions or comments.

Commissioner Coyle to close the public hearing. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Commissioner Chirichiello to approve the submittal of the One Sky Community Services Proposed Residential Rehabilitation CDBG Application and vote to authorize the Chair, Board of Commissioners to sign and submit the application, and upon approval of the CDBG application, authorize the Chair, Board of Commissioners to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Commissioner Chirichiello to adopt the Housing and Community Development Plan. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Commissioner Coyle to adopt the Antidisplacement and Relocation Assistance Plan for the One Sky Community Services Project. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Commissioner Coyle to approve the submittal of the Rock Rimmon Cooperative Proposed Infrastructure Improvement Project CDBG Application and vote to authorize the Chair, Board of Commissioners to sign and submit the application, and upon approval of the CDBG application,

authorize the Chair, Board of Commissioners to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Commissioner Coyle to adopt the Antidisplacement and Relocation Assistance Plan for the Rock Rimmon Cooperative Infrastructure Improvement Project. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

C. Adjourn

The meeting was adjourned at 1:28 p.m.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 02/03/2021.



Commissioner Kate Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire

Wednesday, January 27, 2021 @ 8:30 a.m.

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:33 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice
3. Attendance

In person:

Commissioner Tombarello, Chair
Commissioner Chirichiello, Vice Chair
Commissioner Coyle, Clerk
BOC Office: Chris Maxwell

Remote:

County Attorney Conway
High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

HR: Alison Kivikoski, Julie Hoyt

LTCS: Jason Smith

Sheriff: Chris Bashaw, Richard Sawyer, &
Katherin Mann

B. RFP Openings & Awards

1. Vehicle Equipment, Sheriff

Proposals received from Adamson Industries and Global.

Commissioner Coyle to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

2. Medical Supplies, Long Term Care Services

Commissioner Coyle to award medical supplies prime vendor proposal to Geriatric Medical from 02/01/2021 to 01/31/2022 for an amount not to exceed \$390,000. Further, it is understood that McKesson or TwinMed may be used as a substitute for out of stock items from the prime vendor. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

C. Consent Agenda

1. Accounts Payable (approval)

List total: \$6,564,417.66, Wires \$1,787,606.24, GL \$2,092,119.23, Payroll \$113,722.54, Previously approved \$1,670,848, AP \$900,121.65

2. Minutes: January 20, 2021 (approval)
3. Agreements, Contracts, Other for Signature
 - a. Administrator of Record, Long Term Care Services
 - b. Project ECHO Training Program Agreement, Long Term Care Services
 - c. Audit Letter Requests, Finance
 - d. Stericycle Service Agreement, Long Term Care Services

Commissioner Coyle to approve the consent agenda. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked about the accounts payable list total. Chuck Nickerson explained the items that increased the total. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Commissioner Liaison Updates

Commissioner Coyle provided updates for Corrections, Long Term Care, and County Attorney's Office. Commissioner Chirichiello noted the grant award for the sheriff's office and his visit to the Registry of Deeds.

Commissioner Tombarello noted written updates from Finance, Human Resources, and Engineering & Maintenance Services.

2. Corrections – Jason Henry, Superintendent

a. Glendale November and December Labor Costs

Commissioner Coyle to approve Glendale Dining Service November 2020 labor cost total of \$12,776.40 and December 2020 for \$13,202.28 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

3. Human Resources – Alison Kivikoski, Director

a. LNA Apprenticeship Program

Commissioner Coyle to approve Apprentice LNA as a temporary non benefits eligible position at an hourly rate of \$13.33. Further to approve payment of tuition fees and materials not to exceed \$1,850 per enrolled student. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

b. Position Title Change: Manager of Quality & Risk Management

Commissioner Coyle to approve a position title change and job description from Quality Improvement & Staff Development Manager to Manager of Quality & Risk Management as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

c. Personnel non public session

E. New Business / Old Business

• Walk in #1: Grant Award, Sheriff (Stanton Foundation K-9 Grant, \$27,000)

Commissioner Coyle to approve a grant award to the Stanton Foundation for a K-9 grant in the amount of \$27,000 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Chris Bashaw explained the K9 will be available and funding from the grant will be coming next week. Commissioner Coyle asked if the grant award has any different language from the application. Chris Bashaw said it is the same language. Discussion ensued about overtime costs and grant funding.

Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Chuck Nickerson provided updates on the single audit along with the need to discuss planning for the emergency rental program. He asked that advertising be held until a plan is in place to avoid disruption. A brief highlight of the program was provided to the attendees.

There was discussion about COVID-19 inmate testing at corrections.

Register of Deeds Stacey provided updates on postage increases and changes to deposits due to bank closure. She highlighted staffing updates from openings to recruitment and requested not posting the position and use the current pool of applicants. She said there were 70 applications, some unqualified, but some qualified and some interviewed with reference checks. Commissioner Coyle asked how many were interviewed initially and if they remain interested. Register of Deeds Stacey said 11 were interviewed but does not know available as she did not reach out to any applicants until approval from the Board. Commissioners agreed not to post.

Jason Smith noted the current virus testing and discussion ensued on vaccinations and next steps for admissions to open.

Alison Kivikoski provided updates on recruitment and upcoming meetings to explore options.

Jason Henry provided staffing and other operational updates.

Commissioner Coyle to approve the Merrimack County inmate transfer as recommended by the Superintendent. Commissioner Chirichiello seconded the motion.

Commissioner Coyle noted interpretation of RSA 30:B 21, specifically the next meeting and feels that any deadline does not apply as law supersedes any internal organizational procedures. Commissioner

Chirichiello noted the authority of the Superintendent per the statute and noted the "shall" of the Commissioners. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

- **Walk in #2: Bid Waiver, EMS (\$14,000)**

Commissioner Coyle to approve a bid waiver to American Ultraviolet Company for \$14,000 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

F. Public Comment

No public comment

G. Appointments

1. Gallagher Benefit Services: Insurance Review Presentation (8:30a-9:00a)

Representatives from Gallagher Benefit Services in attendance: Chad Pook, Gary Fornari, & Brian Carlson.

A presentation with slides was provided outlining insurance history and future predictions.

Commissioner Coyle to recess the meeting at 10:17 a.m. for a non meeting with counsel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

Commissioner Coyle to reconvene the meeting at 10:45 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

H. Commissioners Non-Public Session

- NH RSA 91-A:3,II (a)
 - Human Resources – personnel

Commissioner Tombarello moved to enter into non-public session at 10:45 a.m. pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 11:04 a.m.. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- Long Term Care – personnel

Commissioner Tombarello moved to enter into non-public session at 11:05 a.m. pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 11:09 a.m.. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Exception Request, Human Resources**

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a stipend end date (DR). Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

I. Adjourn

Commissioner Coyle moved to adjourn at 11:11 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 02/03/2021.



Commissioner Kate Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire
Wednesday, February 3, 2021 @ 8:30 a.m.

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:31 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice
3. Attendance (in person and remote)

In person:

Commissioner Chirichiello, Vice Chair

BOC Office: Chris Maxwell

Remote:

Commissioner Tombarello, Chair

Commissioner Coyle, Clerk

County Attorney Conway

High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

HR: Alison Kivikoski

LTCS: Jason Smith

Sheriff: Chris Bashaw, Richard Sawyer, &

Katherin Mann

B. RFP Openings & Awards

1. Award: Pay and Classification Audit Consultation Services (Human Resources)

Alison Kivikoski presented the four proposals received and recommended two for consideration.

Discussion of the approval process was reviewed considering audit funding comes from the Delegation budget.

Discussion on vendor qualifications, services, cost, past services, and efficiencies.

Commissioner Tombarello to approve the award for audit services to Paypoint HR for an amount not to exceed \$49,750 with funding pending approval from the executive committee as recommended by the HR Director. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

2. Opening: Fire Sprinkler System Testing & Inspection (EMS)

Proposals received from Capital Fire Protection, Hampshire Fire Protection, Johnson Controls, and Tri State Fire Protection.

Commissioner Coyle to authorize the Director to review, evaluate the proposals and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

3. Opening: Elevator Maintenance & Inspection (EMS)

Proposals received from Eagle Elevator, Embree, and Otis Elevator.

Commissioner Coyle to authorize the Director to review, evaluate the proposals and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

C. Consent Agenda

1. Payroll (approval)

Commissioner Coyle to approve total payroll expense of \$1,068,527.56 for the pay date of February 4, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

2. Minutes: January 22, 2021 and January 27, 2021 (approval)

Commissioner Coyle to approve the minutes of the January 22, 2021 and January 27, 2021 Board of Commissioners meetings. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

3. Adult Day Services – December 2020 (informational)

Commissioner Tombarello asked for an update on funding for the next meeting. Discussion ensued about the need for services and communities.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison Updates

Commissioner Coyle provided a brief update for the County Attorney's Office, Corrections, and Long Term Care. Commissioner Chirichiello noted he would defer to his liaison department heads present to comment under new business any updates. Commissioner Tombarello noted written updates were received from his departments.

2. Corrections – Jason Henry, Superintendent

a. Grant Application: NHDOJ, Residential Substance Abuse Treatment (RSAT), \$30,163

Jason Henry presented the grant details.

Commissioner Coyle to approve a grant application to the NH Department of Justice for \$30,163 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

3. Long Term Care Services – Jason Smith, Director

a. Lien on Real Property

Commissioner Coyle to place a lien on real property pursuant to RSA 166:20 for money owed to Rockingham County as recommended by the Director. Commissioner Chirichiello seconded the motion.

There was discussion on the amount of the lien and interest charges.

Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

4. Sheriff – Charles Massahos, High Sheriff

a. Bid Waiver: East Coast K-9, \$8,000

Commissioner Coyle to approve a bid waiver to East Coast K-9 in the amount of \$8,000 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Discussion on the expense and the grant award ensued.

Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

b. Personnel non public session (exception request)

Discussion ensued on the request and if it should be addressed in a public or non public session. Commissioner Coyle felt this should be a public session item. Commissioner Chirichiello noted that right to know law authorizes a non public session for the hiring of an employee.

Commissioner Coyle to approve an exception request to personnel policy 6-3 for a sheriff's office employee (MS) as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion, voted all in favor.

E. New Business / Old Business

Register of Deeds Stacey provided brief updates including acknowledgment of a 35 year anniversary for Paula Adam.

County Attorney Conway gave updates on pending cases including a recent press release.

Jason Smith noted weekly virus updates on testing results and vaccinations.

Alison Kivikoski provided updates including the LNA health careers.

Chuck Nickerson's updates included the upcoming quarterly budget review. Also noted, he will obtain further details from community action and other agencies that handled 1st round of emergency rental funds. Discussion ensued on the grant program.

The Sheriff's Office, Jude Gates, and Jason Henry provided brief updates.

- **Bid Waiver: Power & Process Inc., \$7,500 (EMS)**

Commissioner Coyle to approve a bid waiver to Power & Process Inc. in the amount of \$7,500 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

A recess was declared at 9:48 a.m. for a non meeting with counsel.

The meeting was reconvened at 10:41 a.m.

F. Adjourn

Commissioner Coyle moved to adjourn at 10:41 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 02/10/2021.



Commissioner Kate Coyle, Clerk