



Rockingham County Commissioners

Meeting Agenda
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 2, 2019 – 12:00 PM

I. Call to Order / Pledge of Allegiance –Atrium

Commissioner Coyle called the meeting to order 12:05 pm as he and Chrissie Coyle lead the Pledge of Allegiance before several family members, friends and guests, including Governor Sununu, of the newly elected Rockingham County Officials.

II. Oath of Office Ceremony-Atrium 12:05pm

Bella Perrotta beautifully sang the National Anthem.

The Honorable Judge Marguerite Wageling presided over the ceremony, taking oaths to be sworn into office from the following:

Thomas N. Tombarello, County Commissioner
Kevin L. Coyle, County Commissioner
Charles (Chuck) Massahos, High Sheriff
Patricia G. Conway, County Attorney
Cathy Ann Stacey, Register of Deeds
Scott Priestley, Treasurer
Ray Tweedie, Register of Probate

III. Luncheon – Hilton Auditorium 12:30pm

Recess at 12:30pm

Resume Commissioners Conference Room at 1:45pm.

Present:

Commissioner Coyle, Chair
Commissioner St. James, Vice Chair
Commissioner Tombarello, Clerk
Charles Nickerson, Finance Director
Jude Gates, Director of Facilities, Planning & IT
Patricia Conway, County Attorney

Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Alison Kivikoski, Human Resources Director
Stephen Church, Corrections Superintendent
Cathy Stacey, Register of Deeds
Brenda Santos, Sr. Executive Assistant

IV. Board of Commissioners Positions Vote and Liaison Assignments

Moved: Commissioner Coyle moved to appoint Commissioner St. James as Chair. Commissioner Tombarello seconded. Commissioner Tombarello gave compliment to Commissioner Coyle for the outstanding work he has done as Chair. All voted in favor.

Moved: Commissioner St. James moved to appoint Commissioner Tombarello as Vice Chair. Commissioner Coyle seconded. All voted in favor.

Moved: Commissioner St. James moved to appoint Commissioner Coyle as Clerk. Commissioner Tombarello seconded. All voted in favor.

Department Liaisons will be as follows:

Corrections: Commissioner Coyle
County Attorney: Commissioner Tombarello
Engineering and Maintenance Services: Commissioner Tombarello
Finance: Commissioner St. James
Human Resources: Commissioner Coyle
Long Term Care: Commissioner St. James

Registry of Deeds: Commissioner Tombarello
Sheriff: Commissioner Coyle
Delegation: Commissioner St. James

Moved: Commissioner Coyle moved to appoint department liaisons as listed. Commissioner St. James seconded. All voted in favor.

V. Consent Agenda

1. Minutes: December 19, 2018 (Commissioners Office)
To approve December 19, 2018 Meeting Minutes, as these minutes were not completed for approval on December 26, 2018.
2. Minutes: December 26, 2018 (Commissioners Office)
To approve December 26, 2018 Meeting Minutes
3. Warrants (Finance)
To approve Departmental Warrants T180733, T180734, T190012, T190021, T190022, T190023, T190031, T190032, T190041, T190042, T190043, T190044, T190045, T190061 totaling \$633,615.58; Departmental Warrants Entered by Finance T190084, T190085, T190086 totaling \$2,721.19; AP Wire Payments T190082, T190083 totaling \$1,935,286.15; Payroll Warrants 1227MR, 1223MR, 1220MC, 1220MR totaling \$22,716.60; General Ledger Warrants GL18806, GL18818, GL18817 totaling \$3,026.65; Amounts previously approved/authorized by BOC T19009 totaling \$1,278.84; BOC previously authorized payments T181088, T180989 totaling \$22,476.94; Grand Total \$2,621,121.95
4. Population Report (Department of Corrections)
For informational purposes.
5. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Registry of Deeds)
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, and remove from the Capital/Fixed asset list #'s 2052 and 1624 and further items as listed and recommended by the Register of Deeds, to be disposed of accordingly by Engineering and Maintenance Services.

Moved: Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. All voted in favor

VI. Reports

Commissioners Office – Kevin St. James, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted there would be a meeting on Friday discussing issues such as the contracting of the Dupont Group. He said he was handling the e-mails and the mail coming into the office. Charles Nickerson noted the dues payment owed by Rockingham County was mailed. Commissioner Coyle and Commissioner St. James noted they would be in attendance of the Friday meeting.

- Commissioner Liaison Updates

Commissioner Coyle noted the jail was up 10%.

Corrections – Stephen Church, Superintendent

- Pre-Trial Release Program

Stephen Church gave explanation and stated the numbers were down.

Moved: Commissioner Coyle moved that we assign the Pre-Trial Release program solely to the Department of Corrections and the two positions that are there 1 full time and 1 part time, and release the Sheriff's department from responsibility for that program. Commissioner Tombarello seconded. All voted in favor.

- Female Inmate Cost Analysis

Charles Nickerson gave explanation of a prepared cost report he presented, based on actual expenses/direct cost for Rockingham County that would incur with housing female inmates back to Rockingham County. Commissioner Coyle stated, though the cost is significant, we should do what is right and gave recognition to the approximate 10 female inmates currently placed in Hillsborough. Patricia Conway agreed with Commissioner Coyle and gave her reasons for the placement of these individuals in a location preferably Rockingham, making sure they are given proper care and treatment. Discussion ensued with regards to costs, conditions, transporting, attorney client availability, and services the female inmates are receiving where they are currently housed. Discussion ensued. It was agreed to re-discuss in two weeks. Charles Nickerson then handed out a report outlining historical stats.

Human Resources – Alison Kivikoski, Director

- Weight Watchers Meeting for Non-Employees

Alison Kivikoski gave explanation why the non-County employees, such as Glendale and contracted employees of the County should be permitted to participate in the WW program at their own cost, with the Kick-Off workshop on January 9, 2019. She added it was at no risk for the County, and it is an onsite meeting, which makes it a good way to increase the site numbers for the program. It was agreed the non-employees, contract workers of the County shall be permitted to participate in the WW meeting program held here at the County.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request – Reconsideration Letter

Alison Kivikoski asked if this should be reviewed. Discussion ensued.

Moved: Commissioner Tombarello moved to approve reconsideration request from a no longer employed Long Term Care Services employee, an Exception Request (Denied on December 19, 2018). Commissioner Coyle seconded. Further discussion ensued. All voted 0-3-0; Denied.

VII. New Business / Old Business

Steven Woods said there was adequate coverage over the holidays and all was well in his department.

Alison Kivikoski noted the insurance and HSA cards were coming in the mail.

Darin Melanson noted there was a Sheriff assigned 24/7 to watch over a prisoner that was being held at the hospital. Commissioner St. James ask about staffing in the department. Darin Melanson noted they were down three dispatchers.

Cathy Stacey noted all was well in Deeds. She said Jude Gates has agreed to help with the removal of old machines in her department. Cathy asked about the space renovations and how that was going. Commissioner Tombarello noted he will be working on that.

Patricia Conway noted the hiring of the new Assistant County Attorney, leaving her with one position left to be filled.

Jude Gates gave a Happy New Year to everyone and said all is well in her departments.

Stephen Church handed out a report on the VIN project and gave explanation that it was at an almost zero cost to the County. He then noted his inmate count at the jail was at 115.

Commissioner St. James ask if the medical cost of the prisoner being held at the jail was the responsibility of the County. Stephen Church said he was on his own coverage with Medicaid.

Discussion ensued regarding line item transfers.

Charles Nickerson noted good news from Primex, reporting a \$44 thousand decrease in premium for the property and liability insurance coverage. Commission Coyle asked when this was due. Charles responded 45 days. Charles then said his department was continuing with payroll and the processing of the W2's. He stated there may be people not receiving refunds due to tax cuts and taxes withdrawn. Charles concluded his department overview by saying there is a possible candidate with many years of experience for the A/P position.

Commissioner St. James expressed the sad news of the passing of Maureen Barrows and opened a discussion on how to give recognition to her, as she gave many years of service to Rockingham County as Commissioner. It was agreed to continue for further discussion in 2 weeks.

Commissioner Tombarello gave update on the NHAC.

Commissioner Tombarello noted an article in the news, stating meals prepared for Meals on Wheels will be coming from Glendale, here at Rockingham County, beginning March 4th. He was pleased to announce the change because it has been since 1978 the meals have been prepared from agencies in Massachusetts.

VIII. Public Comment

- IDN Discussion –began at 2:41 pm.

Present:

Commissioner Coyle, Chair
Commissioner St. James, Vice Chair
Commissioner Tombarello, Clerk
Charles Nickerson, Finance Director
Commissioner Jeffrey Meyers, NHDHHS
Peter Janelle, IDN 4
Laurie Diggins, RN, IDN4
Jay Couture, Seacoast Mental Health
Dr. Darren Guy, Exeter Hospital/Core Physicians
Sandra Denoncour, IDN6
Celia Felsenberg, CLM Region 4

Major Darin Melanson, Sheriff's Office
Stephen Church, Corrections Superintendent
Brenda Santos, Senior Executive Assistant
Nick Toumpas, IDN 6
Henry Lipman, Medicaid Director
George Maglaras, Commissioner Strafford County
Tory Jennison, Phd, RN, IDN6
Patty Driscoll, Seacoast Mental Health
Greg White, Lampry Health Care
Vic Topo, CLM, Region 4
Peter Evers, Region 2

Commissioner St. James opened the discussion and had people present introduce themselves. He then turned this part of the meeting over to Jeffrey Meyers.

Jeffrey Meyers noted Carroll County had voted on 30% as a minimum and a second part that additional would be provided if need be. He gave acknowledgement of Rockingham County's concerns and stated he believes the IDN and the providers have made a difference, in both substance abuse and mental health, and that the approximate 192 thousand claims that have been processed, about 25 thousand were in Rockingham alone. He further stated he was committed to working with the Counties and was looking at the program and how it could be funded differently for 2019 and that collectively together they could help facilitate this.

Nick Toumpas gave a thank you to the Commissioners for this opportunity and then introduced each person to speak.

Peter Evers spoke of the improvements made in Northwood and the integration of services. He explained a clinician has been provided with medical practices and what they bring and offer individuals, by surveys are proving to be successful. Peter said the encounters are showing overall health issues are improving (behavioral health disorders) and their interventions are preventing higher levels of health needs. With the lack of staffing in the health care system, he said his people were helping with that.

Darren Guy said he develops and helps support initiatives that enhance the outcome health. He has seen IDN's help as a catalyst for change and said it is not about clinical it is about behavior. For him, being able to be at the same table with the same skill sets is helping with the needs of individuals. He said, for instance, working with Seacoast Community Health, is helping us integrated behavioral health into our primary care and who has done this already, best practice brought to the State have been helpful.

Peter Janelle, said Peter Evers gave a fine presentation and what the objectives are and said he would add this as a demonstration process. He then said the governments want us to use Science based practices, and there may be differences, and this is a critical time for intervention for integrated care and increasing capacity and the focus on transition. He is working with eleven organizations we are investing to provide better care.

Celia Felsenberg noted a key piece is to hire a nurse care navigator. She said there is recognition of the many gaps in the healthcare and what happens on the outside medical care. Celia further stated communication is key and she is involved with development and debriefing. She said if we work in silos we are not communicating and we do not get the work done. She is involved with the programs and the initiative, working with the doctors, nurses and medical providers. She gave an example of being proactive with the work of nurse care navigation and how they can identify the high risk individuals to provide better care and access to services. She has integrated care for co-occurring substance and mental health as well. Because the licensed staff that provide services is diminishing, she said they work with our staff in building confidence in training and keeping the work better. She said the IDN has provided us training and opportunity to be connected.

Vic Topo said the two specific conditions are people with co-habit abilities and the people with dual diagnosis, mental and substance are growing. He stated with our approaches we are hitting our strides with these projects and are at a critical juncture with making a difference with these lives.

Greg White stated he works with federally qualified health care services in Newmarket and Raymond and they are a primary care health program. He said the workforce is being challenged because of a highly competitive market. He highlighted the post graduate opportunities for those coming out of school and how the IDN has helped with the expanding of the fellowship primary care workforce. He was pleased to announce they are launching the MAT (Medical Assistance Therapy) and the IDN has allowed the support and funding for that. He said they have help with training of nurses, social workers and medical support staff making them better prepared to serve and helped with the social determinant. He said they have made headway on housing and it is because of the IDN

Patty Driscoll agreed the need for collaboration has been experienced with a focus with the IDN being a workforce. Her staff has had access to free training with CEU's and though she has a budget for training they cannot pay a large salary, and there are certifications and licenses with the training they receive. With the IDN, they are being trained and receiving expertise from the ongoing technical support to sustain what is taught. She went on to say, with the leadership of the IDN they have developed a community care team that help with housing welfare, VNA, medical, behavioral, social determinant of health. She explained IDN has taken a lead to getting people connected with the individual services they need, such as housing, medical care for the homeless, home care and more. She said the IDN staff does not have limits, as they do, and can extend beyond what they can do. She had people that were homeless and are getting housed and medical care, because IDN gets them together and manages the referrals and holds us accountable. She said Seacoast has care transition, and is limited to the towns in Rockingham and IDN allows them to cross the bridge. She spoke on Access re-design.

Nick Toupmas asked Tory Jennison to explain Cherokee. She said it was a network of providers, in the central part of the country working together and they are helping with the strategies to advance integrated care practices for us in New Hampshire. They have figured out if we have resources in the same space we have a better job at getting help to those needing the services. At the agency and at the provider level they do what is needed for the client. She concluded, we have an ongoing technological resource with the Cherokee agency and they help us with this process.

Nick Toupmas further explained. He then said that over the past three years they have been building an infrastructure and in our State there are five key initiative that all 7 IDNs have been working diligently and the hub does the assessment, the five being: Medicaid Care Management, The Granite Advantage Healthcare Program, The State Opioid Response Plan (nine hubs have been set up), the 10 year Mental Health Plan (will be going before legislation for funding) and the Long term Support and services (long term care being off the table).

Jeffrey Meyers said we will be rationing down the programs for 2019 and could function on the \$25 million with Rockingham participating at 30%, explaining State monies as well. He repeated he would like to bring the Counties together to work on the options for the future.

Commissioner Coyle stated, the way you came up with the new distribution of ProShare I and ProShare II was unfair to Rockingham and seven other Counties and that asking for the same percentage as Hillsborough was fundamentally unjust.

Discussion ensued.

Both Commissioners Tombarello and St. James expressed the desire to move forward and see this succeed. Commissioner St. James stated he had confidence in Nick and Peter that Rockingham was going to see its fair share of services.

Laurie Diggins spoke about collective medical technology, EVENT notification system. She gave example of how a person was seen 130 times in emergency rooms and each hospital was not aware of the other's care for this person. She said there are systems being put in place to help with communication, where profiles for people are accessible back and forth with providers.

Further discussion.

Jeffrey Meyers asked that any monies toward IDN funding needed to come from a source other than June 2018 ProShare, as those funds were already matched by the Federal Government

Moved: Commissioner Tombarello moved to request a supplemental appropriation from the Rockingham County Delegation in the amount of \$669,235 for IDN funding. Commissioner Coyle seconded. All voted 2-1-0 (Coyle). Commissioner Meyers expressed his thank you to the Board. Commissioner Meyers then asked if this would be communicated to the Delegation Chair. Commissioner St. James responded yes.

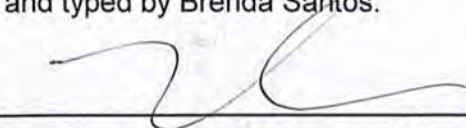
IX. Commissioners Non-Public Session

X. Adjourn

Moved: Commissioner Coyle moved to adjourn at 4:10 pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 9, 2019 – 2:00 PM

Present

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Charles Nickerson, Finance Director
Robin Bernier, IT Manager
Debra Perou, Executive Director-Meals on Wheels
Brenda Santos, Sr. Executive Assistant

Chuck Massahos, High Sheriff
Steven Woods, Long Term Care Services Director
Alison Kivikoski, Human Resources Director
Stephen Church, Corrections Superintendent
Major Darin Melanson, Sheriff's Office
Joanne Carbone, Director of Nursing
Nicholas Toumpas, IDN 6

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 2:01pm.

II. RFP Openings/Awards

- Open: Chaplain Services-January 14, 2019 to January 13, 2022 (Long Term Care Services)
Opened proposals from Kevin Fortier.

Moved: Commissioner Coyle moved to authorize the Director of Long Term Services to review, evaluate the proposals and return with recommendations for Chaplain Services. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda

1. Minutes: January 2, 2019 (Commissioners Office)
To approve January 2, 2019 meeting minutes.
2. Payroll (Finance)
To approve payroll in the amount of \$1,558,701.31 the payroll ending January 5, 2019.

Moved: Commissioner Coyle moved to approve consent agenda. Commissioner Tombarello seconded. All voted in favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he was in Concord yesterday and helped testify. He added there will be a letter going out asking for support in the new officers.

- Commissioner Liaison Updates
- Meals on Wheels Property Rental Agreement Discussion

Commissioner St. James welcomed and introduced Debra Perou, Executive Director for Meals on Wheels. She said there has not been a formal agreement with the County in over 40 years and is presenting one for approval. She explained, there are space issues and she is working with Jude Gates and Warren Street Architects on pricing for the renovation. She hired an attorney to draw up the agreement and is looking for the Board to approve it. Commissioner Coyle said we would have to send to our legal for review and was not sure we should lock in for a 20 year lease. Commissioner St. James noted there should be a \$1/month rent. Jude Gates noted the electricity and the fuel. Commissioner St. James

suggested Debra to bring the agreement before the Delegation this afternoon for recommendation. Debra Perou noted there was an exit clause in the agreement. It was agreed the agreement would be sent to legal and risk and the Delegation. Commissioner Tombarello gave compliment to the work the organization does and again was happy to hear that on March 4th the meals will no longer be made in Massachusetts, but here in Rockingham County. Commissioner St. James asked how much room they plan on adding. Jude Gates said it was one large space, a conference room area.

Engineering & Maintenance Services – Jude Gates, Director

- Block 5 -2019 Agreement

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Agreement between Rockingham County and Block 5 Technologies, the term shall be for 42 months effective January 9, 2019, the new rates will not go into effect until July 1, 2019, risk review recommendations have been made to the agreement, as recommended by the Director of Facilities, Planning and IT, Commissioner Tombarello seconded. All voted in favor.

Finance Office – Charles Nickerson, Director

- Exception Request Pursuant to PPP 6:3

Moved: Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6:3, hire above midpoint, as recommended by the Director of Finance. Commissioner Tombarello seconded. Charles Nickerson said this individual brings many years of experience to the position. Commissioners Coyle, St. James and Tombarello gave challenge. Discussion ensued. All voted in favor.

Human Resources – Alison Kivikoski, Director

- LWOP –Leave of Absence Request (Sheriff's Office)

Alison Kivikoski gave explanation. Chuck Massahos complimented this person's work. Commissioner Coyle asked to clarify why with and without pay. Alison said it was based on a day to day basis.

Moved: Commissioner Coyle moved to approve Leave Without/With Pay Leave of Absence Request for an employee of the Sheriff's Office, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Nursing Strategic Plan for 2019

Steven Woods gave introduction, saying this presented plan is an example of how Joanne Carbone is leading her team. Joanne Carbone said Rockingham County has not had a Strategic Nursing Plan, adding these plans typically run three to five years. She said we have goals and objectives for the departments and will assess them quarterly to see that we are meeting them. Joanne gave a detailed explanation on first initiative, leadership, recruitment, retention, training, education, quality care, evidence based nursing, career ladder advancement, professional certifications and more.

Moved: Commissioner Coyle moved to approve the Nursing Strategic Plan for 2019, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded.

- First Protection Services, Inc.(FPS) Contract

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Contract for Security Services between Rockingham County Rehabilitation Center and First Protection Services, Inc., the term

of three (3) years commencing January 14, 2019, pending risk review, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

V. New Business / Old Business

- Stop Loss Proposal-HM Life Insurance Company

Moved: Commissioner Coyle moved to approve and authorize Alison Kivikoski as plan administrator to sign the Stop Loss proposal from HM Insurance Group, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- Water Treatment Plant 2018 Yearly Report (Engineering and Maintenance Services)

For informational purposes.

Charles Nickerson noted the employer contribution HHS file will be sent to benefits strategy on Friday. He confirmed, the Farmsteads NE project and Donna Lang will be present in two weeks. He then said, this is the first week after the open enrollment selections and will be reflected in each person's pay, suggesting people to review to make sure everything is OK. He said he has reached out to Cheryl Hurley of the Delegation, and there may be a 4th quarter budget review, and added there would be one line item transfer. He anticipates that meeting will be January 25th and if not, possible in early February. Charles shared good news on Primex employment compensation program, the fund performed well in 2017 and we had a \$47 thousand premium holiday and exceeds the 2019 premium invoice adding the County will get a \$14 thousand premium check.

Stephen Church said the inmate count was at 123. He then said he was in Concord, before the criminal justice committee for medical second opinions for inmates.

Jude Gates said they were scheduling final inspections with HHS on the project. She said she was scheduling a meeting with Milestone to gather the numbers for the space allocations and improvements at the Courthouse and will be putting a price together to bring to the Board. Commissioner St. James asked about the POFA's. Jude Gates responded the numbers are still high and DES pulled samples when they were working on the culvert and are continuing with the site investigation.

Debra Perou noted there has been a growth for Meals on Wheels services in the Derry and Seabrook area adding she has not seen this type of increase before.

Commissioner St. James welcomed Chuck Massahos, Rockingham County's newly elected High Sheriff. Chuck Massahos noted the STSA grant has changed its method for reimbursement for the Sheriff's Office. Part of the grant requires the purchase of items that were not budgeted in our 2019, 18month budget. Chuck noted a line item transfer request will be forthcoming to address this change. He then said, the annual expenses associated with this change will not exceed \$8500. Darin Melanson noted the final changes have been made regarding the BJA and are moving onto approval. Chuck said the Sheriff's sale for Michael Gill yielded an approximate poundage of \$40K. Commissioner St. James asked what properties. Both Chuck and Darin responded, Derry and Plaistow. Commissioner Tombarello asked the Sheriff to give an update on the dispatchers. Chuck responded, they have interviewed eight and were down to two hoping they will be brought on board soon, once the process is complete. Discussion ensued.

Alison Kivikoski noted all was well in her department. She wanted to apprise everyone that on the open enrollment transfer, anyone that made a change, there was glitch. She has sent out letters letting those affected be aware. She then said she was working with Kronos on fixing this and that payroll was not affected.

Commissioner Coyle asked Charles Nickerson to explain the deductible and the 18 month plan. Charles Nickerson gave explanation the deductible is in effect for 18 months until the next open enrollment.

Joanne Carbone noted nursing is doing fine and added admissions was at 151. She was delighted to report Short Term is doing really well.

Commissioner St. James noted Steven Woods was seeking a Bid Waiver Request for an ice machine. Steven Woods gave a breakdown of the new machine and the different pricing between Kittredge and Alternative Sales. Commissioner Coyle said he would approve the local company if they would match the lower price. Commissioner Tombarello agreed.

Moved: Commissioner Coyle moved to approve a Bid Waiver to purchase an ice maker in the amount of \$6047 to whatever vendor the Director of Long Term Care Services approves. Commissioner Tombarello seconded. Jude Gates noted this machine was scheduled to be replaced this year. All voted in favor.

VI. Public Comment

Nicholas Toumpas noted he was following up with Department of Corrections regarding the request for training and that Region 4 and Region 6 will be coming in. He then asked Joanne Carbone what role for technology was needed for the evidence based. She gave explanation and said the use of the Pix System is going to be integral. Nicholas Toumpas said there are technologies they are exploring and that he and she could follow up with each other.

Henry Lipman appeared at 3:10pm to attend the Officers Meeting.

Commissioner St. James declared a recess at 3:12 pm to join the Officers Meeting.

Meeting resumed at 5:05 pm.

Board of Commissioner Meeting dates for 2019

It was agreed to change February 6th to February 5th. It was also agreed to have no meeting the week of February 25th through March 1st, 2019. It was agreed Commissioner Coyle will appear telephonically to the February 20th, 2019 meeting. Commissioner Tombarello noted he will not be attending the February 27th or the March 6th Commissioners meetings.

VII. Commissioners Non-Public Session

VIII. Adjourn

Moved: Commissioner Coyle moved to adjourn at 5:08 pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by:



Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 15, 2019 – 10:00am

Present:

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Patricia Conway, County Attorney
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Jessica Tonry, Accounting Manager
Alison Kivikoski, Human Resources Director

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 10:00 am.

II. RFP Openings/Awards

- Award: Chaplain Services (Long Term Care Services)

Moved: Commissioner Coyle moved to award Chaplain Services, term January 14, 2019 to January 13, 2022, to Kevin J. Fortier, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda

1. Minutes: January 9, 2019 (Commissioners Office)
To approve January 9, 2019 Meeting Minutes
2. Warrants (Finance)
To approve Departmental Warrants T190013, T190014, T190064, T190024, T190046, T190047, T190036, T190035, T190088, T190087, T190049, T190050, T190071 totaling \$237,113.91; Departmental Warrants Entered by Finance T190104, T190032, T190105, T190106, T190097 totaling \$288,612.93; AP Wire Payments T190011, T180979, T181095 totaling \$39,403.13; Payroll Warrants 011DR, 0103MR, 0110MR, 0107MR totaling \$7,886.39; General Ledger Warrants GL19027 totaling \$146.00; Amounts previously approved/authorized by BOC T19000, T190001, T190002, T190003, T190004, T190005, T190006, T190007, T190009, T190010, T190011 totaling \$69,314.79; Grant Total \$642,477.15
3. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Long Term Care Services)
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, Ice Cuber- Asset #000000000001442, Crush Ice Machine-Asset #000000000001441, Ice Machine Cuber-Asset #1834, to be removed from the Fixed Asset list and disposed of accordingly by Engineering and Maintenance Services.
4. Population Report January 1, 2019 to January 10, 2019 (Department of Corrections)
For informational purposes.
5. Year End Population Report for 2018 (Department of Corrections)
For informational purposes.

Moved: Commissioner Coyle moved to approve Consent Agenda as written. Commissioner Tombarello seconded. Commissioner Tombarello asked about the condition of these machines and their use. Jude Gates gave explanation and said they were unreparable. All voted in Favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello said there will be a meeting on Thursday at 10 am.

- Commissioner Liaison Updates

Commissioner Coyle noted all was well in the Human Resources department.

Commissioner Tombarello, in speaking with Jude Gates, said they are winding down with construction. She also reported to him, the Fire Marshall was in this week and inspections went well. Commissioner Tombarello was in attendance of the Governor's Ball this weekend and said he and his wife were honored to be part of the celebration.

Commissioner St. James recognized Jessica Tonry's appearance, as she was standing in for the Director of Finance today.

- Maureen Barrows Recognition

Commissioner St. James opened the discussion, as the Commissioners wish to give recognition in honor to the late Maureen Barrows, who served as a Rockingham County Commissioner for many years. Discussion ensued. All agreed to change the name of the Commissioners Conference Room to Commissioner Maureen Barrows Conference Room. Commissioner St. James said he would contact Maureen Barrow's family and asked them for a picture of her, which will be hung in the conference room in memory of her. He then delegated Jude Gates to lead the changes to the room entrance sign and plate for the picture.

Corrections – Stephen Church, Superintendent

- Keefe Commissary Network, LLC. Commissary Services Agreement

Stephen Church gave explanation on how they have been excellent with Rockingham County and services are very good.

Moved: Commissioner Coyle moved to approve and authorize the chair to sign Keefe Commissary Network, LLC Commissary Services Agreement, effective January 1, 2019 and shall continue in effect for a period of five (5) years, the agreement will automatically renew for a successive one-year term thereafter, unless either party to this Agreement gives notice in writing to the other party no later than ninety (90) days prior to expiration, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James asked about using Securus for everything. Stephen Church gave explanation in support of Keefe. All voted in favor.

Finance Office – Charles Nickerson, Director

- A/P Warrant Run Dates-(Replacing February 28, 2019)

Moved: Commissioner Coyle moved to approve additional accounts payable runs for February 21, 2019 and March 7, 2019, and omit the February 28th run, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC-Senior Class Adult Day Services – Rate Increase Request

Moved: Commissioner Coyle moved to approve a proposed increase for the County approved rate for Senior Class Adult Day Services that is already in place, an increase of \$1 (\$59 to \$60) for attendees and \$2 (\$24 to \$26) for the Home Care rate, both effective January 1, 2019, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor

V. New Business / Old Business

- General Obligation Bond

Jessica Tonry said this was Old Business as it was previously approved. Commissioner Coyle asked if the County would receive a premium. Jessica responded yes, and added the interest rate is lower than was expected.

Moved: Commissioner Coyle moved to approve the \$4,395,750 General Obligation Bond, and authorize the Commissioners and the Treasurer to sign all necessary documents, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

VI. New Business / Old Business

Steven Woods said his departments were doing fine and the renovations were going well.

Patricia Conway said one of their lead legal assistant is leaving and added, it will be a great loss. She noted her department was busy with many cases.

Alison Kivikoski noted Steve Arnold will be signing the MOU and Rick Laughton will be coming in for the EMS department as well. She said her department was also working on the changeover with Cigna.

Darin Melanson gave update from meetings with the dispatchers and pending new hires.

Jude Gates said she is working on expansions with Glendale for the March 4th Meals on Wheels start-up date to include the necessary parking for the service vehicles. Jude gave an update on the serveries, saying they are ready to go and will be a nice enhancement. Steven Woods added, it will give the residence more choices, and the way in which the food is presented will be more personal. Commissioner St. James noted the size of the kitchen and the fantastic space, he then asked about the underground tanks. Jude explained the possible changes to include underground tanks making them safer, reducing the amount of tanks needed and decreasing liability, adding an RFP for that work would be going out in February. She noted Palmer has been a great vendor. Commissioner Coyle asked who pays for the gas. Jude responded the County and said we are getting new equipment, and the renovations are not at the County's expense. Commissioner Coyle asked should they not be paying for the electrical and gas. Discussion ensued. Jude said she will track the expenses and report back to the Commissioners at a later date.

Jude also noted she would be visiting the courthouse today to go over the changes.

Stephen Church said the inmate count this week has been between 110 and 125. He met with Judge Delker on risk assessments, classification and the reentry program. He has a meeting with Exeter hospital about electronic medical records and continuity care. Steven noted he will not be here next week and Major Dave Consentino will be here in his place. Patricia Conway told Stephen she would share her contact at Exeter Hospital if he needed that information.

Jessica Tonry said it was busy in Finance and that the W2's should be going out with paychecks soon. Also, 1099's will be issued to vendors prior to month end. Jessica gave notice of February 4th as a start date for the new hire who will be filling the A/P position and was looking forward to her joining their team. She then asked, with the quarterly budget review approaching, if a date has been set for the meeting. Discussion ensued.

Brenda Santos asked if a meeting could be set for February 6th to approve payroll only, as the meeting scheduled for February 5th would be too early to approve payroll for that week. It was agreed Commissioner St. James and Commissioner Tombarello will meet to approve payroll only on the 6th.

Commissioner Coyle noted he received a message that an Oliver, was disrespectful to an Attorney from Portsmouth.

Commissioner Tombarello noted he was asked to sit on the board to hire the new Fire Chief for Plaistow/

Commissioner Coyle opened a discussion regarding NHMA, asking can we get them to come and speak with us on getting a full membership. Alison Kivikoski said we are an affiliate and not a full member. Patricia Conway asked to explain why. Discussion ensued. Both Commissioner St. James and Commissioner Coyle noted they would be attending the NHAC meeting on Thursday.

VII. Public Comment


VIII. Commissioners Non-Public Session

IX. Adjourn

Moved: Commissioner Tombarello moved to adjourn at 10:49am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 23, 2019, 2019 – 10:00am

Present

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
David Consentino, Assistant Superintendent
Becky Jo Burns, Deputy Register of Deeds
Robin Bernier, IT Manager
Brenda Santos, Sr. Executive Assistant
Deborah Descenza, Farmsteads of New England

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Alison Kivikoski, Human Resources Director
Joanne Carbone, Director of Nursing
Donna Lane, CDBG Specialist
Nicholas Toumpas, IDN 6

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order @ 10:01 am.

II. Consent Agenda

1. Minutes: January 15, 2019 (Commissioners Office)
To approve January 15, 2019 Meeting Minutes.
2. Payroll (Finance)
To approve payroll in the amount of \$1,189,756.94, for the payroll ending January 19, 2019
3. Census (Long Term Care Services)
For informational purposes.
4. Job Description –Executive Assistant (Human Resources)
To approve Job Description –Executive Assistant, Human Resources Department.

Moved: Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor

III. Reports

Commissioners Office – Kevin St. James, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Coyle asked if we could not have this added to the agenda each week, maybe once a month. Commissioner Tombarello noted the hiring of The Dupont Group and gave hope that NHAC will be moving in the right direction. Commissioner St. James said Charles Nickerson was added as a voting members for the NHAC. Discussion ensued. Commissioner Coyle noted the proposed budget reflects doubling of the dues amounts.

- Commissioner Liaison Updates

Commissioner Tombarello, in speaking with Patricia Conway, said the County Attorney's Office was busy this week and she was proud to report of the success with the outcome of a few significant cases, of which they won.

Commissioner St. James gave recognition to Becky Burns, who was standing in for the Registry of Deeds.

- CDBG-Application: Farmsteads of New England Epping
 - Public Hearing on the Proposed Project-Farmsteads of New England Epping Facility

Moved: Commissioner Coyle moved to open Public Hearing on the Proposed Project-Farmsteads of New England Epping Facility. Commissioner Tombarello seconded. All voted in favor.

Informational packets were made available for the public.

Donna Lane noted the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$500,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

- 1. This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds for renovations to a building to become service space and the addition of two apartments at Redberry Farm, 38 Plummer Road, Epping, New Hampshire. Redberry Farm is owned by Farmsteads of New England, Inc., a 501(c)3 nonprofit human services agency. Farmsteads' mission is to provide individuals who have autism, developmental disabilities, and others with varying abilities the opportunity to live a meaningful and satisfying life in a rural environment and use farming as a vehicle towards that end. The majority of Farmstead's clients are of low and moderate income.*

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage services to meet the needs of the County's residents, such as social services providing various assistance including shelter, meals, child and elder care services. (Short Term Goal & Long Term Goal)

Commissioner Tombarello asked to explain the cost on the 2 apartments. Donna Lane said the downstairs will have changes made for a day area and 2 apartments will be added upstairs. Deborah Descenza explained the daycare services were for people with developmental disabilities and acquired brain disorders. She said it is not assisted living, it is day services. Donna Lane noted they have experience. Charles Nickerson asked about the amount. Donna Lane said close to \$500,000.

Commissioner St. James asked for public comments. There were no public comments.

Moved: Commissioner Tombarello moved to close Public Hearing. Commissioner Coyle seconded. All voted in favor.

- o Public Hearing Residential Antidisplacement and Relocation Assistance Plan

Moved: Commissioner Coyle moved to Open Public Hearing Residential Antidisplacement and Relocation Assistance Plan. Commissioner Tombarello seconded. All voted in favor

Donna Lane noted the following:

Though this is not relevant we have to adopt,

This Plan states in general, that if the County were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

Donna Lane said this project will not require relocation or displacement. Donna noted we are rehabilitating.

Commissioner St. James asked for public comment. There were no public comments.

Moved: Commissioner Tombarello moved to close Public Hearing. Commissioner Coyle seconded. All voted in favor.

VOTING:

Moved: Commissioner Coyle moved to adopt the Residential Antidisplacement and Relocation Assistant Plan. Commissioner Tombarello seconded. All voted in favor.

Moved: Commissioner Coyle moved to approve the submittal of the application AND move to authorize the Chairman, Board of Commissioners to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Commissioners to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto. Commissioner Tombarello seconded. All voted in favor.

- Video Tours-CGI Communications Discussion

Brenda Santos gave updates regarding complaints the office of the Commissioners has received over several weeks, from County businesses about the salespersons representing CGI Communications/Video Tours. Discussion ensued. The Commissioners unilaterally agreed to terminate the contract and send a cease and desist letter. Further discussion in two weeks.

Finance Office – Charles Nickerson, Director

- 2018 Medicare Engagement Letter

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the engagement letter for the 2018 Medicare cost report from Howe, Riley and Howe, PLLC, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Leave With/Without Pay-Leave of Absence (Long Term Care Services)

Alison Kivikoski gave update.

Moved: Commissioner Coyle moved to approve Leave without pay Leave of Absence Request, for a Long Term Care Services employee, as recommended by the Director of Human Resources until January 29th, 2019. Commissioner Tombarello seconded. All voted in favor.

- Memorandum of Agreements
 - Sheriff's Supervisors
 - Sheriff Dispatchers
 - Engineering and Maintenance

Alison Kivikoski noted there would be only two (2) Memorandum of Agreements; the Sheriff's Supervisors and Engineering and Maintenance. She said the Sheriff's Dispatchers Agreement was pending signatures.

Moved: Commissioner Coyle moved to approve the two (2) Memorandum of Agreements and authorize the chair to sign, for the Sheriff's Supervisors and Engineering and Maintenance, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Alison Kivikoski said she is waiting to hear back from Rick Laughton on the Sheriff's Dispatchers Agreement. All voted in favor.

- Weather Emergency Pursuant to Personnel Policies and Procedures 7-5

Moved: Commissioner Coyle moved to approve the weather emergency pursuant to Personnel Policies and Procedures 7-5, for Saturday night January 19th at 11:00 pm ending Sunday night January 20th, 2019 at 11:00 pm, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James asked how the storm affected the coverage in staff. Joanne Carbone said the coverage was fine, noting only one (1) person called out on Saturday and two (2) stayed over with few were out on Sunday. All voted in favor

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Steve Woods announced this candidate is going to be a terrific fit and he was looking for her to start on Monday.

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-3, for a Long Term Care Services new hire employee, as recommended by the Director of Long Term Care. Commissioner Tombarello seconded. All voted in favor.

- Chaplain Services Agreement-January 14, 2019 to January 13, 2022

Moved: Commissioner Coyle moved to approve Chaplain Services Agreement, the term January 14, 2019 to January 13, 2022, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- AMDC Discussion

Steven Woods explained after the transfer, Vintage Grace has no funds at this time. He asked the board if they would consider moving funds. Commissioner Tombarello suggested a field trip. Steven Woods noted they have a lot of internal people and the largest Medicaid population of the AMDC's. Discussion ensued. Commissioner Coyle noted the Hampstead facility may be out shortly and said we should not move all, noting we have already reduced Easterseals by \$5,000. It was agreed a visit to Vintage Grace will take place in the near future. Discussion ensued.

Registry of Deeds – Cathy Stacey, Register

- Appoint Deputy Register of Deeds Pursuant to NH RSA 478:2

Moved: Commissioner Coyle moved to approve the appointment of Becky Jo Burns as Deputy Register of Deeds for Rockingham County pursuant to NH RSA 478:2, as recommended by the Register of Deeds. Commissioner Tombarello seconded. All voted in favor.

Beck Jo Burns left the meeting at 10:39 am.

Sheriff's Office – Chuck Massahos, High Sheriff

- Bid Waiver Pursuant NH RSA 28:8-f
-

Darin Melanson gave explanation on how they reached out to companies and Sig was the only company that warrants their product. He said it was the lowest price and offers the most warranties and limits exposure to high decibel meter. He further explained, Sig had the lowest decibel readings. Commissioner Coyle asked if we had suppressor before and why 10 were needed. Darin responded. Commissioner Coyle questioned why this was not sent out to bid. Discussion ensued.

Moved: Commissioner Coyle moved to approve the Bid Waiver Request pursuant to NH RSA 28:8-f to Sig Sauer, in the amount of \$6,450, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner Coyle noted unless it is a sole source product we need to reduce the amount of Bid waivers in the Sheriff's department. Chuck Massahos noted they did look at three (3) different products, but with the warranty on Sig it was the right thing to do. Commissioner St. James said it should still come out in the RFP process. Chuck Massahos said he agrees with the RFP process and noted agreement with the Commissioners. Commissioner St. James noted awareness should be made in the future and following with the RFP process. All voted 0-3-0, Denied, send out for bid.

- Line Item Transfer

Moved: Commissioner Coyle moved to approve Line Item Transfer in the amount of \$32,000 as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner Coyle stated, this was for salary. Chuck Massahos said the experience of the new hires and the excellent backgrounds will be good for the department. All voted in favor

- Line Item Transfer

Moved: Commissioner Coyle moved to approve Line Item Transfer in the amount of \$8500 as recommended by the High Sheriff. Commissioner Tombarello seconded. Darin Melanson noted this was to purchase equipment needed. All voted in favor.

Treasurer – Scott Priestley, Treasurer

- Appoint Deputy Treasurer Pursuant to NH RSA 29:15

Moved: Commissioner Coyle moved to approve the appointment of Robert J. Troy as Deputy County Treasurer for Rockingham County, as recommended by the County Treasurer. Commissioner Tombarello seconded. Discussion ensued. All voted 2-1-0 (St. James voted No).

IV. New Business / Old Business

Steven Woods gave updates on the repositioning of the nursing staff and the positive impact the changes are making. He said with the reposition the head nurses are covered.

Jude Gate was pleased to report on the progress of the serveries that will be ready soon in dayrooms located in both Blaisdell 1 and Blaisdell 2.

Alison Kivikoski informed the Board, the RFP for the insurance vendor has been issued today. She also said she was working on the LAP agreement for the short term, long term life for the indemnification and asked if it should go out to legal review. The Commissioners agreed the proposed LAP agreement should be sent for a legal review. Commissioner St. James asked for an update with open enrollment. Alison responded all was quiet and that Cigna was still working on the cards.

Darin Melanson said he was working on a MOU to re-allocate and rename one of the stipends for the lead deputy positions and that it should be sent today. At Commissioner St. James's request, Darin gave explanation.

David Consentino noted the internal inmate count was at 127, with the external count at 165. He spoke of the condition of an inmate that is sentenced out of Superior Court for a minimum of 6 months to a year.

Jude Gates said the electric fire pump is being replaced this week, hoping for completion by Friday. She added, this was a big project and will be happy in seeing it done.

Charles Nickerson said the W2's will be attached to the payroll checks for those receiving at work, and mailed to those who received by mail or are no longer employed. Charles then thanked all departments for helping with this week's payroll run and to those that worked on Sunday to get the payroll out.

Commissioner Tombarello noted the County Attorney's office may have a candidate for the Attorney's position.

Nicholas Toumpas was here as a following up from the Delegation meeting last week. He gave a brief highlight of what will be presented before the Delegation at the February 5th public hearing. He said Peter Janelle was working on preparing the information for the meeting and the flow of the presentation. Nicholas noted he himself will not be in attendance for the February 5th meeting. Commissioner St. James said the 36 towns and 1 city have to be notified. Commissioner Coyle noted Brenda Santos was in the process of working on this. Discussion ensued.

Commissioner Coyle asked if we should move the February 5th start time from 10:00 am to 3:00pm, as the public hearing is the same day at 5:00 pm. All Commissioners agreed to move the February 5th, 2019 Board of Commissioners meeting to begin at 3:00 pm.

V. Public Comment

VI. Commissioners Non-Public Session

Moved: Commissioner Tombarello moved to go into nonpublic session pursuant to NH RSA 91-A:3, II (a-l) at 11:17 am. Commissioner Coyle seconded. All voted in favor.

- NH RSA 91-A:3, II (a-l) (Long Term Care Services)
- NH RSA 91-A:3, II (a-l) (Human Resources)

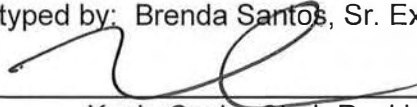
Moved: Commissioner St. James moved to go out of nonpublic session 11:40 am. Commissioner Tombarello seconded. All voted in favor.

VII. Adjourn

Moved: Commissioner St. James moved to adjourn at 11:44 am. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 29th, 2019 – 10:00am

Present:

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Cathy Stacey, Register of Deeds
Chuck Massahos, High Sheriff
(Patricia Conway, present for 10am but had to leave as meeting was delayed.)

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Alison Kivikoski, Human Resources Director
Brenda Santos, Senior Executive Assistant

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 10:36 am.

II. RFP Openings/Awards

- Open: Book Restoration (Registry of Deeds)
Open proposals from Kofile Technologies, INC.

Moved: Commissioner Coyle moved to authorize the Register of Deeds to review, evaluate, the proposals and return with recommendations for Book Restoration. Commissioner St. James seconded. All voted in favor.

III. Consent Agenda

1. Minutes: January 23, 2019 (Commissioners Office)
To approve January 23, 2019 Meeting Minutes.
2. Warrants (Finance)
To approve Departmental Warrants T190015, T190089, T190090, T190025, T190053, T190054, T190055, T190039, T190027, T190072, T190165, T190040, T190057, T190026 totaling \$416,047.31, Departmental Warrants Entered by Finance T190168, T190169, T190164, T190170, T190171, T190172, T190173, T190174, T190175 totaling \$81,817.60; AP Wire Payments T190167 totaling \$1,602,398.00; Payroll Warrants 0117MR, 0118DR, 0124MR totaling \$6,914.75; General Ledger Warrants GL18833, GL19031 totaling \$310.50; AutoPayments-Full amount previously approved by BOC T190009 totaling \$1,278.84; Grand Total \$2,108,767.00
3. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Registry of Deeds)
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, to be disposed of accordingly by Engineering and Maintenance Services.
4. Population Report (Department of Corrections)
For informational purposes.

Legal Invoices (Commissioners Office)
For informational purposes.

Commissioner Coyle asked if the State bill was being paid today. Charles Nickerson said no and explained.

Moved: Commissioner Coyle moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted Human Resources was running smoothly and the inmate count at the jail was 133.

Finance Office – Charles Nickerson, Director

- SAM Entity Registration- Administrator

Charles Nickerson said this used to be the Central Contractor Registration and was replaced several years ago with SAM (Systems Award Management) as the new registration. He explained the entity authorizes someone to be the administrator to receive on behalf of Rockingham County federal awards and grants.

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the information required to activate SAM Entity Registration, appointing Charles Nickerson as Administrator Contact, as recommended by the Director of Finance. Commissioner St. James seconded. All voted in favor

- 2019 Conference and Training Directive Exception Request-Munis Training

Charles Nickerson gave support and value for the training and confirmed it was budgeted for. At the request of Commissioner Coyle, he explained why this individual was not able to attend the prior training in Boston when other members of his staff attended, noting how it would have left his department significantly short staffed.

Moved: Commissioner Coyle moved to approve an exception to the conference and training directive for a Finance Office employee to attend Munis training in Dallas, TX at the 2019 Tyler Technologies user conference (Tyler Connect 2019) as recommended by the Finance Director. Commissioner St. James seconded. Charles Nickerson noted Tyler Technologies does Munis and Kronos does the Workforce Central. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Memorandum of Agreement-Sheriff Dispatchers

Moved: Commissioner Coyle moved to approve Memorandum of Agreement for the Sheriff Dispatchers, and authorize the Chair to sign, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor

- LWOP/WP-Leave of Absence Request (Sheriff's Office)

Alison Kivikoski noted, though this employee is expected to return back next week, she is asking to keep to the 28th of February and will inform the Board of the actual date. Commissioner Coyle noted this is without pay. Alison further said, this employee will pay the employee portion of benefits.

Moved: Commissioner Coyle moved to approve a leave without, Leave of Absence Request for an employee from the Sheriff's Office, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- HM Stop Loss Application for Insurance-Plan Administrator Assignment

Alison Kivikoski said this will generate a contract.

Moved: Commissioner Coyle moved to authorize Alison Kivikoski to sign as Plan Administrator for HM Stop Loss Application for Insurance, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Charles Massahos, High Sheriff

- Updating Drug Forfeiture Bank Account Signatures

Moved: Commissioner Coyle moved to approve the request to update the Office of the Sheriff Asset Forfeiture signature cards, replacing Sheriff Hureau with Sheriff Massahos, all other signatures will remain the same, as recommended by the High Sheriff. Commissioner St. James seconded. Commissioner St. James asked who the other signatures were. Darin Melanson responded, Charles Massahos, the Treasurer and himself.

- Permission to Approve: 2019

Charles Nickerson said it is basically in the absence of the Sheriff.

Moved: Commissioner Coyle moved to approve the Permission to Approve: 2019, as recommended by the High Sheriff. Commissioner St. seconded. All voted in favor. Commissioner St. James asked does the Deputy Sheriff get a vehicle to use while he is working. Darin Melanson said yes.

V. New Business / Old Business

Charles Nickerson reminded everyone, this Friday, February 1st will be the 4th quarter Executive Committee Meeting at 9:00am in the Hilton, and that some of us will be attending the NHAC meeting at the same time in Concord. He noted Jessica Tonry will attend the Executive Committee meeting in his place. He gave reminder to the February 5th Public Hearing and Executive Committee Meeting at 5:00pm to be held in the Hilton Auditorium.

Stephen Church said he met with Judge Delker to discuss risk assessment. Stephen then said, in April, Securus is doing a three-day conference in Dallas on how our software works, covering topics such as human trafficking, drug cartel and subjects of that nature. He added, the cost would be for the hotel stay only and that he highly recommends this conference. In response to Commissioner St. James's inquiry, he said there was no limit to the number permitted to attend, at this time. He will follow up with additional information.

Jude Gates said she was dealing with an emergency repair at the fire pump, while in the process of replacing the electric, they discovered it was deteriorating and pieces had fallen into the tank. She asked the company working on it to give a price on the cleaning out. She may have to bring in a Bid Waiver for the emergency repair, as the estimated cost is from \$4,000-\$7,000. She added, the divers were in today to clean out the debris, and all should be working properly by the end of today. She said the Fire Department gave approval to the clean-up and repair. Jude complimented the County's Waste Water Department for their quick thinking and with the exception of the cost, everything is working fine.

Jude then shared a phone call conversation she had with DES, letting her know that Windsor Meadows is being classified as a public water system. She is letting the Board know in advance, Windsor Meadows may be looking for the County to provide water to them. She said they are estimating about 18,000 gallons per day. Discussion ensued. She will continue to forward updates as she receives them.

Jude Gates received an email from Representative John O'Connor, the new chairperson, and feels he will be good to work with as a liaison for her departments.

Cathy Stacey said Deeds was busy and all was well. She had a situation that was well taken care of by the Sheriff's Department and the US Marshalls.

Chuck Massahos said had met with Representative Jackie Cali-Pitts yesterday and they worked several items and the new agenda. He then said, with the hiring process almost complete, there will be a decrease in overtime. Commissioner St. James gave recognition to Chuck's Facebook presence. Chuck responded, they are trying to make the public aware of progress and how the Sheriff's make a difference, and recognizing cautions such as law enforcement on the side of the road. He gave compliment to his crew. Commissioner St. James asked to clarify the MOU for Lead Deputy position stipend Darin Melanson said it is based on the one position at the Courthouse, one person and when they are in that position only.

Alison Kivikoski gave updates from her department with the following: 1. The 1095 forms are anticipated to be issued out to employees on Friday; 2. Motivate Me has been crafted through Cigna and will be sent to everyone at home by mail February 1st; 3. The Personnel Policies and Procedures meetings have been scheduled and they are moving forward on forming committees to give input for revisions and updates. On a final note, she noted the file feed is still working and there is work behind the scenes with Kronos and they will re test again once the date fields are correct.

Steven Woods said he has been invited to participate in a Workforce group in Concord, recommended by DHHS and will give follow-up. He also said, he and Commissioner Tombarello will meet with Vintage Grace on Monday the 4th. Commissioner St. James said he was interested in going.

Commissioner Tombarello arrived at 11:10am. *(He was not present to vote on items above this point.)*

Commissioner Coyle said he may not be in attendance for the February 5th meeting. Both Commissioner Tombarello and Commissioner St. James noted they would be in attendance of the February 5th meeting.

Commissioner Tombarello said, today he met with Jim Boffetti, and George Maglaras and Bob B. regarding NHAC and the cost for the Counties. He said there will be a template formed for Friday's meeting. He added, today was the first meeting and the next will have the Attorney General input and Governor involved. Commissioner Coyle asked for an update on the budget. Discussion ensued.

Both Commissioner St. James and Commissioner Tombarello noted they will attend the Space Allocation Subcommittee Meeting on February 11th at 1:00pm.

Commissioner Tombarello said the land by the Court is not available to the County definitively, as the plan is for a school.

Commissioner St. James relayed a message, the Town of Atkinson is seeking Commissioner Tombarello to attend a meeting

Brenda Santos asked if there should be a response to the apology e-mail from CGI. It was agreed no action would be taken at this time, unless receipt of additional complaints.

VI. Public Comment

VII. Commissioners Non-Public Session

- NH RSA 91-A:3 II (a-l) (Human Resources)

Moved: Commissioner Coyle moved to go into nonpublic session pursuant to NH RSA 91-A:3, II (a-l) at 11:21 am.. Commissioner St. James seconded. All voted

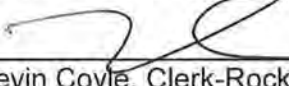
Moved: Commissioner Coyle moved to go out of nonpublic session at 12:10 pm. Commissioner Tombarello seconded. All voted in favor

VIII. Adjourn

Moved: Commissioner Coyle to adjourn at 12:10pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 5, 2019 – 3:00pm.

Present:

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Alison Kivikoski, Human Resources Director

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Brenda Santos, Senior Executive Assistant

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:01 pm.

II. RFP Openings/Awards

- Fire Sprinkler Systems Testing and Inspection (Engineering and Maintenance Services)

Open proposals from: Tri State Fire Protection, LLC

Moved: Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate, the proposals and return with recommendations for Fire Sprinkler Systems Testing and Inspection. Commissioner Tombarello seconded. All voted in favor.

- Elevator Preventative Maintenance/Repairs and State Approved Inspections (Engineering and Maintenance Services)

Open proposals from: Stanley Elevator Co.,Inc. and Embree Elevator

Moved: Commissioner Coyle to authorize the Director of Facilities, Planning and IT to review, evaluate, the proposals and return with recommendations for Elevator Preventative Maintenance/Repairs and State Approved Inspections. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda (address at the end of the meeting)

1. Minutes: January 29, 2019 (Commissioners Office)
To approve the January 29, 2019 Meeting Minutes.
2. Payroll (Finance)
To approve payroll in the amount of \$1,161,317.27, for the payroll ending February 2, 2019
3. Rockingham County Monthly Turnover Report (Human Resources)
For informational purposes only.

Moved: Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. Voted 2-0-1 (St. James abstained).

IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Charles Nickerson arrived at approximately 3:08pm.

Commissioner Coyle reported all was well in the Human Resources department.

Commissioner Tombarello reported he and Steven Woods made a visit to Vintage Grace on Friday. Although the owner was unable to be there, the staff gave them a brief tour and they witness some repairs

such as a new heating system and a ramp. It was agreed Steven will follow up with the owner of Vintage Grace.

Commissioner Tombarello said he is scheduled to speak in Atkinson and Sandown next week at the town meetings.

Commissioner Tombarello noted he sent an e-mail regarding the breakdown on what the cost for the opioid crisis has been over the past year. He is working with the Superintendent on the numbers of which are due by the 22nd of February, as it is likely a settlement will be in the near future. Stephen Church presented a Cost Incurred Document.

As for the NHAC, Commissioner Tombarello noted they have put Stephen Church back on the Executive Committee. He gave further updates and complimented Kate Horgan from the Dupont Group noting the significant showing in activities and correspondence. Though they could not have a quorum for the Commissioners Counsel meeting on Friday, there was a detailed discussion on the House Bills that were relevant and good for the Counties. He gave acknowledgement to Cathy Stacey for her understanding and involvement regarding these Bills. Discussion Ensued.

Finance Office – Charles Nickerson, Director

- Change Order Request-Kronos

Charles Nickerson gave explanation on how this will cut down on edits making it easier for employees and their supervisors, and the no-longer need for print-out documentation. Commissioner Coyle asked how we are paying for this. Charles responded, this is in-line with what has been budgeted for and goes along with the Kronos contract.

Moved: Commissioner Coyle moved to approve Change Order Request to Kronos in the amount of \$5600, for an additional module of our Kronos timekeeping system that was awarded by the Board of Commissioners on October 12, 2016, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Memorandum of Understanding; Stipend (Sheriff's Office)

Alison Kivikoski said this MOU is for the article 8, payment for instructor.

Moved: Commissioner Coyle moved to approve the Memorandum of Understanding for the Teamsters Local #633 of NH Rockingham County Deputies, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James asked for further explanation. Charles Nickerson said it will be for only those pay periods they are assigned. Alison Kivikoski said it is temporary. Darin Melanson gave explanation of the training involvement. Alison Kivikoski also said, it is prorated from December 21st. Discussion ensued. All voted in 2-0-1 (St. James abstained).

- Life Assistance Program Services Agreement

Alison Kivikoski directed attention to Paragraph 5.7, highlighting the legal review recommendation from Attorney Mullen, asking the Board to refer to the clause. Commissioner St. James asked if the change was made to the contract. Alison said no change has been made and the agreement can remain, as long as we are made aware of the clause.

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Agreement for Life Assistance Program Services between Cigna Behavioral and Rockingham County, effective January 1, 2019 and remain in effect from the Effective Date until terminated, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

Steven Woods gave compliment to Marilyn Schreiber for the assistance in covering the temporary gap in the Assistant Director of Nursing coverage in addition to her regular duties.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-4; Step increase, for an employee of Long Term Care Services, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Steven Woods said he was looking for a two (2) week start date.

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-3; New Employee rate for an employee of Long Term Care Services, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Exception Request Pursuant: Shift Pick Up Bonus Policy

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures; Shift Pick-up Bonus Policy, for an employee of Long Term Care Services, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner Coyle noted this is above what she already receives. All voted in favor.

- AMDC Grant Request-Easterseals NH

Commissioner Coyle asked why they were not Medicaid eligible. Discussion ensued. It was agreed after follow-up by Steven Woods, this will be continued to be heard at a later date.

V. New Business / Old Business

Charles Nickerson said there is training for department heads with OpenGov beginning February 21st at 10:00 am. He recommended, those persons who handle the budget for each department should attend. He stated, an e-mail will be going out for login and setting up an account to the departments.

Charles further said, he has a conference call with our NH municipal Bond Council. He will give later updates on what transpires from that phone call.

Charles noted today was the second day with the Finance Department's new employee, the Accounts Payable coordinator, and she may be reached at extension 9416.

Stephen Church said the inmate count was at 130. He will be meeting with the ACLU and looking into stopping all incoming personnel mail and limiting it to electronic, legal mail excluded. He gave explanation.

With a drop in videos, Commissioner Coyle asked about the staffing. Stephen Church said they have one (1) person running them daily with a case manager that fills in when needed. Stephen was pleased to announce, he has received a quote, the cost just under \$2300, for upgrading all the video equipment which will allow for 4-way videos.

Jude Gates said the fire pump tank cistern was repaired last week, a part was missing when they went to reassemble the electric pump, and she is waiting on a new strainer that should be in later this week. They sent a crew of four (4) for the dive crew which will affect the Bid Waiver.

Jude informed the Board she will be filing a retroactive Bid Waiver request for the shipping of two (2) years of accumulated light bulbs. She went on to say, the company that came to pick up the ammonia from Deeds diazo processor machine gave the least expensive quote on taking the bulbs. She will have a Bid Waiver for approximately \$7500.

Jude said in tracking the LP gas, she estimated the consumption of the Nursing Home is up about 43% from last year. She will keep an eye on that. She may look into a transfer next month into Nursing Home electricity as the consumption is up 7%, and only in the Nursing Home, even though there have been improvements. Jude noted there have been LED upgrades, every resident's room has a fan cool unit, and there is a lot more equipment in dietary. She is waiting to hear back from her inquiry to the engineer. . Commissioner Tombarello confirmed the town of Sandown costs are up as well.

Commissioner St. James asked about the repair of the HVC problem in Occupation Health and Micro Mart. Jude said there is a problem with the chillers and that Carrier Corporation is taking care of it, while it remains under warranty. She noted Blaisdell is good but Fernald is not, and the Fernald chiller takes care of OC health and the Micro Mart, adding she will not pay them until the problem is fixed. She has put a temporary moving cooler in OC Health for now.

Darin Melanson gave updates on the Deputy involved accident last night.

Darin Melanson also noted they had two (2) resignations, one being a long time part timer who has not been actively working, and one (1) new hire.

Commissioner St. James gave recognition to the passing of Robert Donovan.

Darin Melanson left the meeting at 3:58pm.

Alison Kivikoski said she is still working on the file feed with Kronos. She noted she has moved the Cigna issue onto Gallagher. With regards to the budget process Alison has a meeting with Steven Woods to work on the wages for the nonunion supervisors and management staff, and will then meet with Jude, then Corrections.

Alison Kivikoski asked if she could have a nonpublic with paperwork she finished from last week

Steven Woods said Corey in housekeeping has resigned and the Housekeeping Supervisor's position is available. He asked for a nonpublic at next week's meeting on re-structuring.

Steven Woods asked for direction with regards to contracts that have an automatic renewal clause. Commissioner St. James said it is a conversation he would like to have in a nonpublic with the Commissioners.

Commissioner Coyle asked who is coming to the meeting tonight, noting he will be there. Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Steven Woods, Stephen Church and Charles Nickerson responded they will be in attendance.

Jude Gates noted she had to give paperwork to Representative Edgar on the Space allocation.

VI. Public Comment

VII. Commissioners Non-Public Session

- NH RSA 91-A:3 II (a-l) (Human Resources)

Moved: Commissioner Tombarello moved to go into nonpublic session pursuant to NH RSA 91-A:3, II (a-l) at 4:04pm.. Commissioner Coyle seconded. All voted in favor.

Moved: Commissioner Coyle moved to go out of nonpublic session at 4:55 pm. Commissioner Tombarello seconded. All voted in favor

Commissioner St. James called a recess at 4:55pm to attend Public Hearing and Executive Committee Hearings at 5:00pm in the Hilton.

VIII. Adjourn

Moved: Commissioner Coyle moved to adjourn at 7:25pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 13, 2019 – 3:00 pm

Present:

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Bill Connolly, Director EMS
Cathy Stacey, Register of Deeds
Brenda Santos, Senior Executive Assistant
Joseph Falzone, 3-Ponds, LLC.

Jude Gates, Director of Facilities, Planning & IT
Alison Kivikoski, Human Resources Director
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Jeff Radcliff, Johnson Controls
Debra Perou, Meals on Wheels Executive Director
Chief Joe Bird, Brentwood Fire Department

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:01 pm

II. RFP Openings/Awards

- Open: Fire Sprinkler Systems Testing and Inspection (Continued from 2 Opening.) (Engineering and Maintenance Services)

Open Proposals from: Johnson Controls, Life Safety Fire Protection, Inc., Hampshire Fire Protection Co., LLC, and Covenant Fire Protection.

Moved: Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Fire Sprinkler Systems Testing and Inspection. Commissioner Tombarello seconded. All voted in favor

- Open: Elevator Preventative Maintenance/ Repairs and State Approved Inspections (Continued from February 5, 2019 Opening) (Engineering and Maintenance Services)

Open Proposals from Otis Elevator Company and Kone Elevator

Moved: Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Elevator Preventative Maintenance/Repairs and State Approved Inspections. Commissioner Tombarello seconded. All voted in favor

- Award: Book Restoration (Registry of Deeds)

Cathy Stacey said Kofile was the only proposed bid and it is the same company they have been using.

Moved: Commissioner Coyle moved to award Book Restoration proposal to the sole bidder Kofile Technologies of Dallas Texas and Essex Vermont in the amount of \$76,689.00, as recommended by Register of Deeds. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda

1. Minutes: February 5, 2019 (Commissioners Office)
To approve February 5, 2019 Meeting Minutes
2. Warrants (Finance)
To approve Departmental Warrants T190016, T190017, T190028, T190029, T190073, T190091, T190108, T190109, T190112, T190113, T190135, T190136, T190138, T190140, T190170 totaling \$508,978.01; Departmental Warrants Entered by Finance T190137, T190179, T190202, T190203, T190204, T190205, T190206 totaling \$104,659.95; AP Wire Payments T190133, T190207 totaling \$178,176.02; Payroll Warrants 0128MR, 0129MC, 0206MR,

0207MR, 0211MR totaling \$8,661.94; General Ledger Warrants GL18844, GL18845, GL19037, GL19040, GL19062, GL19063 totaling \$27,545.97; AutoPayments-Full amount previously approved by BOC T19000, T190001, T190002, T190003, T190004, T190005, T190009, T190010, T190107 totaling \$68,293.48; BOC previously authorized payments T190038, T190100, T190139 totaling \$681,830.48; General Ledger Warrants continued GL19064, GL19065, GL190272 Totaling \$3,558.10; Grand Total \$1,581,703.95..

3. Population Report (Department of Corrections)
For informational purposes.
4. Census (Long Term Care Services)
For informational purposes.
5. FIRST Happenings (Long Term Care Services)
For informational purposes.

Moved: Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

In giving updates for NHAC, Commissioner Tombarello said the steering committee is meeting on Friday and he will attend. In response to Commissioner St. James's question on who would be representing Rockingham, Commissioner Tombarello said Steven Woods.

Commissioner Tombarello asked, on the Non County Specials, who will be sitting on that. Commissioner St. James said it has not been discussed. Commissioner Tombarello noted he met with Connie Young of ServiceLink and that she will be looking for Non-County funding. He also met with Commissioner Meyers of DHHS and inquired how much they would be funding toward ServiceLink, and how some of this funding should come out of the IDN. Cathy Stacey gave recognition to the work ServiceLink gives to the community, noting she is on the ServiceLink advisory board for Rockingham County, and how the budget for services have been slashed. She said they fall under Crotched Mountain and they work with a group called Friends of ServiceLink which does fund raising to try and make up the money needed to finance the work being done. Commissioner Tombarello praised ServiceLink on how much they give to the County in services. Discussion ensued. Commissioner Tombarello questioned the funding of \$80,000 that is currently given to Area Homemaker Homehealth Aid and that he will be looking into this. He is an advocate for not funding them because the services are covered in only a few towns. He said, we have agencies like AMDC and Meals on Wheels who are currently helping all of Rockingham County, with ServiceLink serving across the State. Charles Nickerson noted, with regards to Area Homemakers, of the 377 total clients, 122 are from Portsmouth. He said they average about 54.33 hours per client over the course of 3 months.

Jeff Radcliff left the meeting @ 3:15 pm.

- Autopay Auto-renewal Agreements/Contracts Discussion

Commissioner St. James noted, if contracts have and automatic renewal, the Commissioners office should be made aware of the renewal and need to review at a minimum every five (5) years. Commissioner Tombarello gave an example, if we have six (6) agencies in nursing that do not increase their hourly rate and the contract stays status quo, the automatic renewal would be fine. Commissioner St. James said after they have been auto renewed a few times, even if there is no price increase, the contract must go before the Commissioners to verify there are no changes in the contract, and at a maximum term of five (5) years.

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Request Pursuant to NH RSA 28:8-F: Black Dog Divers Inc.

Moved: Commissioner Coyle moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to Black Dog Divers, Inc., in the amount of \$5,830.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello asked if the work needed was complete and if this was less because of the decrease in the number of divers needed. Jude Gates gave a yes to both questions and added, the strainer has been installed, and the tank was back in service and running well. Commissioner Tombarello seconded. All voted in favor.

- Bid Waiver Request Pursuant to NH RSA 28:8-f: New England Disposal Tech., Inc.

Moved: Commissioner Coyle moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to New England Disposal Tech., Inc., in the amount of \$7,375.72, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James asked about the quantity and the amount. Jude Gates said it was a build-up of over three years, we have changed over to the new LED bulbs throughout, and partly an oversight and gave assurance a new process has been put in place to prevent this from happening again in the future. Commissioner Tombarello added it would cost a lot more with Waste Management. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Negotiation Representative- BOC

After a brief discussion, it was decided the Negotiation Representatives would be as follows:

- Sheriff Dispatchers- Commissioner St. James
- Sheriff Deputies- Commissioner Coyle
- Correctional Supervisors- Commissioner Tombarello

- Employee Health Services Update

With New Hampshire experiencing early stages of Hepatitis B, Alison Kivikoski recommended education and a clinic. Steven Woods was in agreement and added it will keep people healthier.

- LWOP/WP, Leave of Absence Request (Long Term Care Services)

Alison Kivikoski asked to table this request as the employee is returning back to work.

- LWOP/WP, Leave of Absence Request (DOC)

At the request of Commissioner Coyle, Alison Kivikoski gave a general reason for this request.

Moved: Commissioner Coyle moved to approve Leave Without/With Pay Leave of Absence Request for a Department of Corrections employee. Commissioner Tombarello seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Brookhaven Hospice Services Agreement: March 1, 2019 to February 29, 2020

Moved: Commissioner Coyle moved to approve Brookhaven Hospice Services Agreement, term from March 2, 2019 to February 29, 2020, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James asked if the changes recommended by Primex have been made. Steven Woods responded no they have not. Commissioner St. James noted with the recommended Primex amendments, all voted in favor.

V. New Business / Old Business

- Meals on Wheels Program-Renovations Update

In response to Commissioner St. James questioning when the Lease Agreement would be complete, Debra Perou said in about a week as her attorney was in the process of making the recommended changes received from the Counties legal counsel. Commissioner Tombarello asked if a date for construction to begin was set. Debra responded as soon as she get permission to give the go ahead, she will give a date. Commissioner Coyle asked if we have to have the delegation involved. Commissioner St. James said the Delegation have to sign the lease but do not have to approve the renovations. Charles Nickerson noted, the improvements do not go on the Counties books, they fall outside of our expense and costs. Commissioner Coyle asked about insurance. Debra Perou responded, the builder will carry insurance, and she has supplied the Certificate of Insurance to the County

Moved: Commissioner Coyle moved to approve construction on room addition and other improvements as presented, to the Rockingham County building located at 106 North Road, Brentwood NH, currently utilized by Rockingham Nutrition & Meals on Wheels, presented by Debra Perou, Executive Director, the renovations at no cost or liability to Rockingham County, pursuant to NH RSA 28:5 and 28:7. Commissioner Tombarello seconded. Commissioner Tombarello asked about the chimney and its purpose. Debra believes it is for the furnace. Commissioner Tombarello noted if it is not needed then removing it should be part of the construction. All voted in favor. Commissioner St. James asked Debra to get the revised proposed lease back to them soon.

Debra Perou asked if one of the Commissioners would act as a liaison for Meals on Wheels, as in the past there has always been one. Commissioner Tombarello volunteered.

- Weather Emergency Pursuant to Personnel Policies and Procedures 7-5 (Human Resources)

Moved: Commissioner Coyle moved to approve Weather Emergency Pursuant to Personnel Policies and Procedures Chapter 7-5, February 12, 2019 beginning at 11:00pm and ending at 7:00 am Wednesday, February 13, 2019, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor

At 3:38 Joe Falzone and Chief Joe Bird arrived.

VI. Public Comment

- The Villages at 3-Ponds: Fire Hydrant Proposal

Commissioner St. James began the discussion, reminding everyone the County has approved two (2) hydrants in lieu of 3 Ponds having to put in a cistern. He asked what the distance would be between the proposed four (4) hydrants. While referring to the blueprint, Chief Bird said the distance between would be 800 to 1,000 feet. Commissioner St. James pointed out, these are all off of one (1) feed and engines carry 1000 feet of hose. Chief Bird responded the intent is to only use one (1) hose at a time, adding there would be a man power issue that would prevent the usage of more than one (1) at a time. Discussion ensued. Commissioner Tombarello asked how this had not become a planning board issue. Chief Bird explained the town makes it his jurisdiction of responsibility as chief of the Fire Department to approve. Commissioner Tombarello said he would be fine with this, based on the word of Chief Bird that no more than one (1) hydrant would be used at a time. Commissioner St. James said he was in agreement of the installation of the four (4) hydrants in lieu of the originally approved two (2). Commissioner St. James said this will have to be negotiated when 3-Ponds looks for additional 38 units.

Moved: Commissioner Tombarello moved to change the previously approved agreement for the installation of fire hydrants at Villages at 3-Ponds and North Road, from two (2) to four (4) at the original cost of \$50,000, not to be expanded to the 2nd phase. Commissioner St. James seconded. Commissioner St. James said he realizes they will not be using any additional water. Commissioner Tombarello said he is in agreement as Chief Bird said they will have only one (1) tap in. Voted. 2-1-0 (Coyle opposed.)

Commissioner Tombarello congratulated Chief Bird on his appointment.

At 3:54pm Chief Bird and Joseph Falzone left the meeting.

VII. New Business

Steven Woods said he is hosting the nursing home affiliate meeting in this room, the Maureen Barrows Conference Room, tomorrow.

Bill Connolly is here for the nonpublic.

Alison Kivikoski asked permission to send the changes the Physician Assistant (PA) is working on in Occupational Health Office to legal for review, as she has extrapolated most of the policies and changes to the medical information required to conform, and would like to roll out a new packet for the pre-placement information that has some medical. Because it is so outdated, Alison said the PA has concerns of the legal entity to some of the questions being asked, adding it has not been touched in 25 years. She said the PA has combined current information and condensed based on today's medical prevalence.

Charles Nickerson said he has sent out the OpenGov e-mail regarding the training taking place on site, given by an individual from OpenGov, on Thursday the 21st. He asked for those people in each department that work on the budget, even if they have not received an e-mail, be invited to attend. Charles noted, there will be training one on one the following week for individuals that are unable to attend on the 21st. He added, e-mails will be going out for the setting up of user accounts, and if there are people that were not on the e-mail and need accounts, he will see that an account is set up for them, once he is informed who they are.

Charles Nickerson said the budget packets will be going out, and by RSA, the operating budgets for the departments must be done by March 31st, and because the 31st is a Sunday, must submit into OpenGov by March 29th. He hopes once the departments see the simplicity with OpenGov, the March 29th deadline will be easy to achieve.

Commissioner Tombarello noted he will not be at the March 6th meeting.

Jude Gates said they have almost completed the wiring for the rest of the equipment for Glendale. Jude was in attendance for the Space Allocation Sub Committee meeting on Monday, and has been asked to pull together the paperwork for a re-presentation from Warrenstreet, look at that study and have another meeting, adding Representative O'Connor is looking to meet with department heads.

Commissioner St. James, in reference to the Space Allocation meeting, said the delegation asked for someone to let the property owners of South and 125 know we are not interested in purchasing the land. He then said, they are looking to move forward to the building for County Attorney, Deeds, Sheriff, and Corrections, and have authorized Warrenstreet to present a realistic number. Commissioner St. James noted, he asked Warrenstreet to do a feasibility study on green issue and run the numbers on energy choice, which will prompt an RFP and eventually go out to design.

Commissioner Tombarello noted, if both 3-Ponds' additional 38 units and the condos look into tying into our water, adding the proposed building for the County, we have to look into what we are doing in the future.

Commissioner Tombarello said the cost of renovations at the courthouse is extremely high, especially if we are anticipating being out of there in four (4) years. Commissioner St. James agreed \$68,000 is not what they would agree to spend. Jude Gates asked for a conservative number from Milestone while looking at a worst case scenario for two (2) offices with walls and a door at the end, plus six (6) cubicle. Jude asked do we ask the State first and then send the RFP. Discussion ensued. Commissioner Coyle said we should ask the State first and then send out an RFP. Commissioner St. James suggested a meeting with Patricia Conway and see if alternative changes could be made. Jude asked if she should go to Pat and see if she can pare down. It was agreed she will. Commissioner Tombarello said we should speak to the State first.

Stephen Church said the inmate count was at 140.

Alison Kivikoski gave updates on the scale and clock for the employee gym, noting she will be purchasing the clock.

VIII. Commissioners Non-Public Session

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

Moved: Commissioner Coyle moved to go into nonpublic session pursuant to NH RSA 91-A:3,II (a) personnel. At 4:23 pm Commissioner Tombarello seconded.

Moved: Commissioner Coyle moved to go out of nonpublic session pursuant to NH RSA 91-A:3,II (a) personnel at 5:03pm Commissioner Tombarello seconded. All voted in favor.

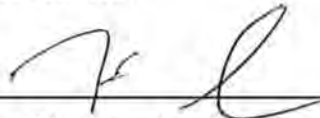
IX. Adjourn

It was decided the February 20th Board of Commissioners meeting time will be changed and will begin at 11:00am.

Moved: Commissioner Coyle moved to adjourn at 5:05pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: _____



Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 20, 2019 – 11:00am.

Present:

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Patricia Conway, County Attorney
Cathy Stacey, Register of Deeds
Becky Jo Burns, Deputy Register of Deeds
Jim Scamman, Granite Group Benefits

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Alison Kivikoski, Human Resources Director
Joanne Carbone, Director of Nursing
Brenda Santos, Sr. Executive Assistant
Nicholas Toumpas, IDN 6

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 11:01am.

II. RFP Openings/Awards

- Open: Fuel Contract Rockingham County Complex (Engineering and Maintenance Services)
Open proposals from Energy North Inc., Palmer Gas and Oil, Sprague Operating, Ferrellgas

Moved: Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Fuel Contract Rockingham County Complex. Commissioner Tombarello seconded. All voted in favor.

- Open: Insurance Consultant Services (Human Resources)

Opened proposals from Hays Companies, Granite Group Benefits, Locton Companies, USI Insurance Services and Gallagher Benefit Services, Inc.

Moved: Commissioner Coyle moved to authorize the Director of Human Resources to review, evaluate the proposals and return with recommendations for Insurance Consultant Services. Commissioner Tombarello seconded. All voted in favor.

- Open: RCSO Special Detail Uniforms (Sheriff's Office)

Opened proposals from Police Survival Equipment Inc.

Moved: Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals and return with recommendations for RCSO Special Detail Uniforms. Commissioner St. James seconded

- Open: Rifle Suppressors (Sheriff's Office)

Opened proposals from Arms Unlimited, AU Inc., Primary Arms LLC, Atlantic Tactical, Inc., Botach Tactical

Moved: Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals and return with recommendations for Rifle Suppressors. Commissioner Tombarello seconded. All voted in favor.

- Award: Replacement Detention Doors (Engineering and Maintenance Services)

Moved: Commissioner Coyle to award Replacement Detention Doors proposal to Exactitude Hardware Consultants, in the amount of \$71,422, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda

1. Minutes: February 13, 2019 (Commissioners Office)
To approve February 13, 2019 Meeting Minutes
2. Payroll (Finance)
To approve payroll in the amount of \$1,173,217.17, for the payroll ending February 16, 2019.
3. Warrants (Finance)
To approve Departmental Warrants T190030, T190074, T190092, T190117, T190118, T190119, T190142, T190181, T190220, T190230 totaling \$814,598.73; Departmental Warrants Entered by Finance T190246, T190247, T190248 totaling \$4,838.67; AP Wire Payments T190011 totaling \$4,130.00; Payroll Warrants 0214MC, 0214CR, 0218MR totaling \$8,725.07; General Ledger Warrants GL18855, GL18856, GL18857, GL19076, GL19077, GL19101 totaling \$1,169,151.03; BOC previously authorized payments T190141, T190132 totaling \$11,030.14; Grand Total \$2,012,473.64
4. Legal Invoices (Commissioners)
For informational purposes.

Moved: Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the NHAC Steering Committee meeting went well and the next meeting will be March 8th. Stephen Church, responding to the e-mails about the bi-laws, noted the bylaws give direction to the affiliates and do not give much to the Commissioner's Counsel.

- Commissioner Liaison Updates

Commissioner Coyle said it has been busy Human Resources this week and he will be meeting with Alison later today.

Commissioner Tombarello, in speaking with Jude Gates, said they were getting help from Corrections with the auger in the Biomass for a few hours, until the auger was repaired.

Commissioner St. James asked if he should have Sheehan and Phinney be part of the current negotiation meetings. It was agreed they were not needed until the end. Commissioner St. James noted Alison Kivikoski will send notices. Alison confirmed the consensus would be to keep the dates in line with meeting date.

County Attorney's Office – Patricia Conway, County Attorney

- Bid Waiver Pursuant to NH RSA 28:8-a

Patricia Conway gave reasoning for this request in a high profile sexual assault case while preparing for trial. She gave an overview of the particulars of the witness and the need for this expert to educate the jury on how the witness will testify. Patricia explained, her department reached out to 5-6 people that were potentially qualified in this rare expertise, and this was the closest in terms of geographic location. She further explained they have deadlines and must have disclosure by March 1st, another reason for not going out to RFP.

Moved: Commissioner Coyle moved to approve Bid Waiver Request pursuant to NH RSA 28:8-F to Lisa M. Rocchio, PhD, in the amount of \$9,000, as recommended by the County Attorney. Commissioner Tombarello seconded and asked for clarification on mileage. Commissioner St. James asked for a follow up on the final amount once the trial is over. Patricia Conway said she anticipates it will be closer to \$5,000 and agreed to the follow up. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Blood Draw Program Proposal (Employee Health Services vs. Occupational Health)

Alison Kivikoski said, Kristen the PA in Occupational Health, while diligently going through and updating files, has seen consistency in the TB testing with the current skin test method and the returning for verification in the second visit, with some dating back to 2015. She would agree with Kristen's recommendation and move to the one time blood draw at a cost of about \$105, compared to the current test of about \$34.76. Alison noted the cost would fall into the Occupational Health line. It was agreed, Alison will bring this before the Board at a later date with a cost breakdown comparison.

- Longevity Policy Pursuant to Personnel Policies and Procedures Discussion

Alison Kivikoski spoke of an e-mail she received from Becky Burns, a Registry of Deeds employee, recommending proposals to the Longevity Policy and Earned Time Cash-Out. Alison felt this was a good time for discussion before the Board, as the policies have not been finalized and we are going into the next budget cycle. She said Becky is here to explain that e-mail and her proposal, beginning with her Longevity request. Becky gave pay scale history and cost of living adjustments that were made. Becky then spoke of the 12 step program and the lack of results. She spoke on the 2% bonus that is not reflected towards retirement. She spoke on insurance cost reduction, sick pools and earned time, and the changes they have had to make while working over 30 years. Becky thought it would be a nice gesture to increase the percentage for the people that have worked these long years, noting the last increase was in 2004. Cathy Stacey expressed her support in Becky's proposal and gave recognition to her 40 years of service to the County. Cathy made the reminder that last year, it was determined this subject would be part of the next budget. Discussion ensued. Commissioner Tombarello said we should take this under advisement. Commissioner St. James asked Alison Kivikoski and Charles Nickerson to streamline this and present the numbers in time for the budget.

- Earned Time Holiday Cash Out (July) Discussion

Alison Kivikoski began by saying, this was in the County Policies before and has since been removed, and we have done a two (2) week cash out over the past two (2) years. Becky Burns proposed a three (3) week cash out and referenced policies of the past and the banking of earned time. Cathy Stacey said, employees have been doing what they are asked to do and forced to put earned time into pools. Becky gave the history on policies on banking hours and compared them to the current policies of using or losing. Charles Nickerson noted, the Commissioners have approved exceptions for people that have excess earned time. Commissioner Coyle noted, he would prefer not to put into policy, but to leave at the Commissioners discretion, as there have been some good and some bad years. Commissioner St. James requested of Alison Kivikoski and Charles Nickerson to prepare a spreadsheet reflecting past and proposed, and as we move into the budget season, asked for the report to be completed in about one month.

Becky Burns left at 11:42 am.

- Repurpose/Regrade Position (Long Term Care Services)

Moved: Commissioner Coyle moved to approve the following position changes as recommended by the Director of Human Resources and Director of Long Term Care Services:

- Repurpose Position Grade 5 Laundry Supervisor and regrade to Grade 2 Floor Maintenance Tech effective March 31, 2019.
- Retitle Position Grade 5 Floor Maintenance Supervisor to Grade 5 Floor Maintenance and Laundry Supervisor.

Commissioner Tombarello seconded. All voted in favor.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3 (Long Term Care Services)

Alison Kivikoski said, though this reflects a demotion, the rate of pay for this employee is grandfathered in and will remain the same. Discussion ensued.

Moved: Commissioner Coyle moved to approve the Exception Request Pursuant to Personnel Policies and Procedures 6-9 for a Long Term Care Services employee, recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Tombarello seconded and noted this position goes back to the regular rate with change in personnel. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Resident Custom Rate

Steven Woods explained this request was rare, the rate being lower than Medicaid, but they pay for their own medications. In response to Commissioner Coyle asking if this is not approved, would the resident have to move to another location. Steven said no. Charles Nickerson said the difference would become a write off.

Moved: Commissioner Coyle moved to approve a custom rate of \$5,121.90 per month for February 14, 2019 to December 31, 2019, for a resident who has become ineligible for Medicaid services, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted 2-1-0 (Coyle opposed).

- Adult Medical Day Care Grant Request-Silverthorne Adult Medical Day Center

Moved: Commissioner Coyle moved to approve Adult Medical Day Care Grant, five (5) requests from Silverthorne Adult Medical Day Center, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. It was agreed to prepare an update to the monies status to the Delegation (Representative Hoetzel and Cheryl). Upon Commissioner Coyle's question regarding the Derry facility's spending of the monies, Commissioner Tombarello said they have done renovations. All voted in favor.

- Line Item Transfer

Moved: Commissioner Coyle moved to approve Line Item transfer in the amount of \$530,000 LTC Capital Project, to the following: \$262,000 for NH Therapy Service Contract, \$186,000 PPS Service Contracts, \$12,000 Oxygen, and \$70,000 to Nursing Medical Supplies, pending Delegation approval, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

Commissioner St. James asked about the revenues. Charles Nickerson said Medicare A revenues are trending towards 150%, because of the success of the rehab wing. Charles further noted, the Medicaid census is down to about 82% with the Rehab turning it back from almost 90%.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Steven Woods retracted this Exception Request.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-3 for a Long Term Care Services Employee, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Amendment to RFP-Wound VAC & Air Mattress Rentals (01/01/2016-12/31/2018)

Moved: Commissioner Coyle moved to approve amendment to RFP Wound VAC and Air Mattress Rentals a term January 1, 2016 to December 31, 2018 (awarded to these two vendors on December 30, 2015), to expiration date of March 31, 2019, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

Sheriff's Office – Charles Massahos, High Sheriff

- Law Enforcement Terrorism Prevention Program Grant Award

Moved: Commissioner Coyle moved to approve and authorize the Chair, the Finance Director and the High Sheriff to sign the Law Enforcement Terrorism Prevention Program (LETPP) Grant, the award amount of \$3,407.96, as recommended by the High Sheriff. Commissioner Tombarello seconded. All voted in favor.

- Equitable Sharing Agreement and Certification, 2018

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Equitable Sharing Agreement and Certification, 2018, as recommended by the High Sheriff. Commissioner Tombarello seconded. All voted in favor.

- Exception Request Pursuant to Personnel Policies and Procedures 6-15

Moved: Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-14, for Union and Sworn Administrative Deputies, as recommended by the High Sheriff. Commissioner Tombarello seconded. All voted in favor.

V. New Business / Old Business

Charles Nickerson reminded everyone of the OpenGov training date of February 21, 2019 at 11:00 am. He said to e-mail Jessie or himself if there needs an account set up for those that did not receive an e-mail, as everyone is welcomed.

Charles Nickerson noted an employee has left their department in A/P, leaving an open position to be filled.

Stephen Church said he has given dates for the space allocation meeting and is waiting for a confirmation. He said he will have a few contracts presented for the next meeting, Securus and Hillsborough County Corrections. Stephen gave further updates on contracts and RFP's

Stephen Church noted his inmate count was at 140. He then gave compliment to the County Attorney's and the Sheriff's in their role in helping with cases that are coming up.

Jude Gates said the biomass auger was down and should be back up and running today.

Jude Gates noted she has seen a 40% increase in the plastic plate supplier, adding she was seeing pricing increases for metal and plastic overall which will affect our budget, and will be going back on that award.

Patricia Conway said they have a lot of applicants for the assistant position. She will be attending a panel discussion in Portsmouth on child abuse. At Commissioner St. James's request, she said there has been no updates on bail reform. Patricia gave updates on the County Attorney's meeting yesterday on bail reform and the presenting of the statistics such as the 60% increase from the Sheriff department regarding warrants. Darin Melanson gave examples of how habitual offenders have the increase effect on warrants. Discussion ensued.

Steven Woods said there was an IDN meeting tomorrow.

Commissioner Tombarello asked about the new security company. Jude Gates said they are doing well and walking a lot. She does not have the comprehensive report as of today, but was pleased to report they appear to work professionally and do what they should be doing.

Charles Nickerson said the letter requesting the IDN amount has been received and he will be adding this item to the next meeting agenda.

VI. Public Comment

Chuck Massahos and Darin Melanson left the meeting at 12:25pm.

Nick Toumpas was here to ask that he and Peter Janelle be placed on a future meeting. He will be presenting a comprehensive quarterly update on the actions they individually and collectively are taking on behalf of Rockingham County, of which today he gave a brief overview. Commissioner Tombarello asked if there was a possibility on giving funding to ServiceLink. Nick said ServiceLink was in the frontline. It was agreed Nick will contact Brenda Santos in coordinating a date to appear before the Board.

VII. Commissioners Non-Public Session

Moved: Commissioner Coyle moved to go into nonpublic session pursuant to NH RSA 91-A:3,II (a) personnel at 12:32 pm. Commissioner Tombarello seconded. All voted in favor.

Moved: Commissioner Tombarello moved to go out of nonpublic session pursuant to NH RSA 91-A:3,II (a) personnel at 12:45 pm. Commissioner St. James seconded. All voted in favor.


Commissioner Tombarello noted he will not be at the March 6th meeting as he will be attending the NHAC conference.

VIII. Adjourn

Moved: Commissioner St. James moved to adjourn at 1:09 pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 6, 2019 – 4:00pm.

Present

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Patricia Conway, County Attorney
Chuck Massahos, High Sheriff
William Palleschi

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Julie Hoyt, Senior Human Resources Generalist
Brenda Santos, Senior Executive Assistant

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:58pm.

Commissioner Tombarello appeared by telephone at 4:00pm.

Finance Office – Charles Nickerson, Director

- IDN Funding Accounts Payable Warrant T190257

Moved: Commissioner St. James moved to approve Warrant # T190257, in the amount of \$669,235.00 for IDN funding, having been approved by the Rockingham County Convention on February 5, 2019. Commissioner Tombarello seconded. Commissioner Coyle said you are buying a long term debt. Voted 2-1-0 (Coyle voted no)

Commissioner Tombarello asked if anyone would be in attendance to the NHAC meeting on Friday. He said he would forward the proposed budget that he receives from the Dupont Group.

Commissioner Tombarello left the meeting at approximately 4:15 pm.

II. RFP Openings/Awards

- Open: Grease Trap and Lift Station Service (Engineering and Maintenance Services)

Opened proposals from: Stewart's

Moved: Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Grease Trap and Lift Station Service, and to accept the proposal from Stewart's received on March 5, 2019 @ 1:17pm. Commissioner St. James seconded. Commissioner Coyle questioned the motion. Jude Gates responded, his reason for the late filing with the County was because he did not receive the RFP information. All voted in favor.

- Open: Wound VAC and Low Loss Air Mattress Rentals April 1, 2019 to March 31, 2022 (Long Term Care Services)

Opened proposals from: Joerns Healthcare, and H & R Healthcare

Moved: Commissioner Coyle moved to authorize the Director Long Term Care Services to review, evaluate the proposals and return with recommendations for Wound VAC and Low Loss Air Mattress Rentals, term April 1, 2019 to March 31, 2022. Commissioner ST. James seconded. All voted in favor.

- Award: Elevator Preventive Maintenance, State Inspection and Repair (Engineering and Maintenance Services)

Moved: Commissioner Coyle moved to award Elevator Preventive Maintenance, Inspection and Repair proposal to Embree Elevator for the period of April 1, 2019 to March 31, 2020, in the amount of \$1,399.00 per month and for the stated rates for work assigned outside of the annual work, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Award: Fire Sprinkler Testing and Service (Engineering and Maintenance Services)

Moved: Commissioner Coyle moved to award Fire Sprinkler Testing and Service proposal to Hampshire Fire for the period of April 1, 2019 to March 31, 2020, in the amount of \$5,700 and for the stated rates for work assigned outside of the quarterly/annual work, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor

- Award: Fuel Contract (Engineering and Maintenance Services)

Moved: Commissioner Coyle moved to award Fuel Contract proposal to Haffner's Energy Group for Diesel fuel at \$2.69/gallon, for the period of April 1, 2019 to March 31, 2020, and to award the contract for ULS #2 fuel, small and large drops at a fixed cost of \$2.569/gallon and LP Gas at a fixed cost of \$1.60/gallon for the period of April 1, 2019 to March 31, 2020 to Palmer Gas & Oil, as recommended by the Director of Facilities, Planning and IT. Discussion ensued regarding replacement tank project e.g., who owns the fuel tanks, etc. It was agreed a vote on that aspect of the RFP will be discussed at the next meeting. Commissioner St. James seconded. All voted in favor.

- Award: RCSO Special Detail Uniforms (Sheriff's Office)

Moved: Commissioner Coyle moved to award RCSO Special Detail Uniforms proposal to Police Survival Equipment Inc., in the amount not to exceed \$5,738.85, as recommended by the High Sheriff. Commissioner St. James seconded. Commissioner Coyle asked if this was in the budget. Darin Melanson responded yes. All voted in favor.

- Award: Rifle Suppressors (Sheriff's Office)

Moved: Commissioner Coyle moved to award Rifle Suppressors proposal to Atlantic Tactical, in the amount not to exceed \$573.40 per unit, the bid will remain in effect until June 30, 2019, as recommended by the High Sheriff. Commissioner St. James seconded. Commissioner St. James noted the bid amount is less than the proposed bid of January 23, 2019. All voted in favor.

III. Consent Agenda

1. Minutes: February 20, 2019 (Commissioners Office)
To approve February 20, 2019 Meeting Minutes.
2. Payroll (Finance)
To approve payroll in the amount of \$1,189,845.18, for the payroll ending March 2, 2019.
3. Warrants (Finance)
To approve Departmental Warrants T190018, T190075, T190093, T190122, T190123, T190124, T190126, T190127, T190186, T190187, T190221, T290222, T190223, T190238, T190239, T190240 totaling \$679,413.02; Departmental Warrants Entered by Finance T190254, T190255, T190256 totaling \$49,459.83; AP Wire Payments T190232, T190253, T190233 totaling \$1,704,238.02; Payroll Warrants 0222CR, 0221MR, 0228CR, 0301CR, 0214CR totaling \$9,064.45; General Ledger Warrants GL19104, GL19105, GL19135, GL19136 totaling \$9,002.48; Amounts Previously approved/authorized by BOC T190009 totaling \$1,278.84; Grand Total \$2,452,456.64
4. Legal Invoices (Commissioners Office)
For informational purposes.
5. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Commissioners Office)
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, as recommended by the Commissioners Office.
6. Surplus Equipment Request Pursuant to NH RSA 28:8-a and Asset Removal (Sheriff's Office)
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, and Asset Removal, and authorize the chair to sign the title of the 2016 Ford Explorer, asset #2217, VIN #1FM5KXXXXXXX37158 over to Primex. Commissioner St. James asked if the cruiser would be stripped for parts and kept for County purposes. Chuck Massahos responded yes. Chuck Massahos said he found the NADA value of \$13,625.00 Primex was allowing was less than what he researched to be. It was agreed the Surplus Request and Asset Removal are approved. It was agreed the endorsement of the Title would be addressed pending the proof of a higher NADA book value at the next meeting.

Moved: Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner St. James noted he gave the changes to the minutes to Brenda. Commissioner St. James seconded. All voted in favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner St. James noted he met with Stephen Church, Nick Toumpas and Bob F____, to discuss transitional housing. He said there will be another meeting with someone from the Cape and if anyone is interested in attending please let him know.

Corrections – Stephen Church, Superintendent

- Hillsborough County Department of Corrections-Female Prisoner Housing Contract

Moved: Commissioner Coyle moved to approve the Hillsborough County Department of Corrections-Female Prisoner Housing Contract, the term beginning March 14, 2019 and no expiration date, as recommended by the Corrections Superintendent. Commissioner St. James seconded. In response to Patricia Conway, Stephen Church said there are no changes with the Agreement. All voted in favor.

- Securus Agreement-Amendment

Stephen Church spoke of the changes to include the simple use of swipe cards, TTY, tablets and more. Commissioner St. James asked if the fees were comparable. Stephen responded yes.

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Securus Technologies Agreement Seventh Amendment to the Agreement approved on May 24th, 2012, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Assistant County Attorney-New Hire, Pursuant to NH RSA 7:33-f

Moved: Commissioner Coyle moved to approve the hiring Attorney Thomas Chesnard as an Assistant County Attorney, pursuant to NH RSA 7:33-f, the request approved from the Attorney General on February 28, 2019, as recommended by the County Attorney. Commissioner St. James seconded. Patricia Conway said he took a pay cut moving here. All voted in favor.

- Equitable Sharing Agreement & Certificate January 1, 2018 to December 30, 2018

Patricia Conway noted she spoke with Jude Gates about the space allocation costs and suggest to use this to move the renovations. Commissioner St. James said \$68,000 is more than we should put into a facility we do not own or intend to stay in. Discussion ensued. Commissioner St. James said it should be closer to \$25,000. Jude Gates said she could put out to RFP as is, using the plan we have. It was agreed the space allocation project would be sent to bid.

Moved: Commissioner Coyle moved to review, approve and authorize the Chair to sign the Equitable Sharing Agreement & Certification – January 1, 2018 to December 30, 2018, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Training Information

Julie Hoyt introduced the live webinars and the trainings that will be coming soon. She noted there will be scheduling available at the Courthouse for those employees so they will not have to drive to North Road to attend.

- LWOP Leave of Absence Request (Department of Corrections)

Commissioner St. James said this is moved to a nonpublic. (There was a brief discussion in nonpublic session, and this was tabled to next week's meeting.)

- Weather Emergency Pursuant to Personnel Policies and Procedures 7-5, March 4, 2019

Moved: Commissioner Coyle moved to approve Weather Emergency pursuant to Personnel Policies and Procedures 7-5, Monday, March 4, 2019 beginning at 6:00 am and ending at 8:00 am, as recommended by the Senior Human Resources Generalist. Commissioner St. James seconded. All voted in favor

Long Term Care Services – Steven Woods, Director/Administrator

- Hospice Services Agreement-Brookhaven Hospice, LLC (March 1, 2019 to February 29, 2020)

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Hospice Services Agreement-Brookhaven Hospice, LLC, for the term March 1, 2019 to February 29, 2020, as recommended by the Director of Long Term Care Services, pending risk review. Commissioner St. James seconded. All voted in favor.

- Hospice Services Agreement-Compassus-Greater Hampton (March 1, 2019 to February 29, 2020)

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Hospice Services Agreement-Compassus-Greater Hampton, for the term March 1, 2019 to February 29, 2020, as recommended by the Director of Long Term Care Services, pending risk review. Commissioner St. James seconded. All voted in favor.

- OnSite Dermatology, LLC Agreement (March 6, 2019 to March 5, 2022)

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the OnSite Dermatology, LLC Agreement, for the term March 6, 2019 to March 5, 2022, pending risk review, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

V. New Business / Old Business

- Training Seminar: Securus Summit 2019

Moved: Commissioner Coyle moved to approve Securus Summit 2019 Training Seminar, to send five (5) staff members from the Department of Corrections from April 8-10, 2019, Securus is picking up the cost of air travel, transportation, registration and meals, the County is responsible for the cost of the hotel, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

VI. Public Comment

William Palleschi, a resident of Brentwood who resides on Prescott Road began to speak before the Board at 4:17pm. He was here to address the problems he has been experiencing with people that are using the County hill for sledding which is located by the water tower. He spoke of the parking, blocking and turning around in his driveway. He said it is an inconvenience for him and his family's privacy. He said loose dogs are coming into his yard as well, and went on to say his house is directly across from the hill. Commissioner Coyle asked how would we be able to help him and would he propose no sledding. William felt the permission to use the hill was relatively new to the County. Commissioner St. James noted it has been an activity for the past six years of his being with the County. Discussion ensued. Charles Massahos suggested a sign be placed in his driveway to state no U-Turns in driveway, and suggested William should speak with the Brentwood Police Department. The Commissioners agreed to look at the location and further discuss.

William Palleschi left the meeting at 4:43pm.

On behalf of one of the new physicians, Steven Woods as if he would be permitted to use the employee gym. Julie Hoyt said if you allow him you would have to open up to the other contracted employees. Commissioner Coyle said we will make a vote at next week's meeting.

Patricia Conway noted the starting of the new victims advocate.

Commissioner Coyle suggested a sign stating to be courteous to our neighbors should be put up near the sledding area. Commissioner St. James added, and a do not turn around sign for Mr. Palleschi's driveway. It was agreed Brenda will send an e-mail to Mr. Palleschi informing him of the sign decisions, and she will ask him if he would want the U-Turn sign, before we have one installed on his property. It was agreed there is benefit to the town and the community in allowing the sledding.

Julie Hoyt said they have interviews from the response to the Benefits RFP.

Charles Massahos and Darin Melanson left the meeting at 4:57 pm.

Jude Gates in referencing the space allocation, noted she will be attending a tour with Belknap County and the bus will be leaving at 12:00 noon.

Stephen Church gave updates from his meeting with the ACLU, stating they are ready to sue the Counties, and Rockingham was not included in that decision. He is working on the policies and will present them when they are completed. He will meet with them again in two weeks.

Stephen Church gave updates on an inmate and his medical conditions.

Charles Nickerson reminded everyone to look at OpenGov and to ask either Jessie or he for additional training if needed. He said it will standardize the budget submissions and the formats will help with the itemized line items as well.

Charles Nickerson said they are working on the application for Self-Insured Workers Compensation with DOL, which is due at the end of the month. He noted they will be submitting the letter of engagement with Select Actuarial Services, noting they have been easy to work and are keeping home price at \$4500 to do the actuarial opinion. He will need a modification to the current working, with the change in the fiscal period.

Charles noted he has completed putting in the costs for the opioid suit. He was able to come up with good estimates, totaling \$37.6 million, while working with all the departments. He said they went through solid benchmarks to reach the allocations.

Brenda Santos gave updates on the letter to Donna Lane for the CDBG Farmsteads of NE Grant.

Commissioner St. James said he would not be attending the March 12, 2019 meeting. Discussion ensued. It was agreed to move the March 12, 2019 meeting to March 13, 2019, with the start time of 4:00pm.

VII. Commissioners Non-Public Session

- NH RSA 91-A:3,II (a-l) (Long Term Care Services)

Moved: Commissioner Coyle moved to go into Nonpublic Session pursuant to NH RSA 91-A:3,II (a-l).I) at 5:10pm. Commissioner St. James seconded. All voted in favor.


Moved: Commissioner St. James moved to go out of Nonpublic Session pursuant to NH RSA 91-A:3,II (a-l). @ 5:32 pm. Commissioner Coyle seconded. All voted in favor.

VIII. Adjourn

Moved: Commissioner Coyle moved to adjourn at 5:52 pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 13, 2019 – 5:30pm

Present

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Robin Bernier, IT Manager
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Jessica Tonry, Accounting Manager
Alison Kivikoski, Human Resources Director

I. Call to Order / Pledge of Allegiance

| Commissioner Tombarello called the meeting to order at 5:28pm.

II. RFP Openings/Awards

- Open: Access Control/Driscoll Building (Engineering and Maintenance Services)
Opened proposals from Heisecurity

| **Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Access Control/Driscoll Building. Commissioner Tombarello seconded. All voted in favor

- Open: Medicare Claim Submissions and Revenue Management (Long Term Care Services)
Opened proposals from eSolutions Revenue Cycle Management Technology, Ability Network, Inc., On the Money LLC, American Exchange, Talisman Solutions, Inc., STAT Medical Consulting Inc.

| **Moved:** Commissioner Coyle moved to authorize the Director Long Term Care Services to review, evaluate the proposals and return with recommendations for Medicare Claim Submissions and Revenue Management. Commissioner Tombarello seconded. All voted in favor.

- Award: Grease Trap and Lift Station Service (Engineering and Maintenance Services)

| **Moved:** Commissioner Coyle moved to award the Grease Trap and Lift Station Service proposal to J and S Development Crop. Dba Stewarts Septic Service, for the period of April 1, 2019 to March 31, 2022 at a cost of \$600 per grease trap pumping and \$475 per lift station plumbing, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda

1. Minutes: March 6, 2019 (Commissioners Office)
To approve the March 6, 2019 meeting minutes.
2. Warrants (Finance)
To approve Departmental Warrants T190076, T190094, T190146, T190150, T190190, T190191, T190224, T190225, T190226, T190244 totaling \$118,072.21; Department Warrants Entered by Finance T190276, T190277 totaling \$4,226.74; AP Wire Payment T190011 totaling \$4,130.00; Payroll Warrants 0307C, 0307MR totaling \$1,563.02; General Ledger Warrants GL19146, GL19149, GL19150, GL19153 totaling \$363,725.34; AutoPayments-Full amount previously approved by BOC T190000, T190009, T190003, T190001, T190004, T190005, T190010, T190107, T190006 totaling \$68,964.15; BOC previously authorized payments T190241, T190243 totaling \$63,321.38; Grant Total \$624,002.84.
3. Population Report (Department of Corrections)
For Informational purposes.
4. Surplus Equipment Pursuant to NH RSA 28:8-a (Long Term Care Services)

| Commissioner St. James was not present at this agenda item.



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 13, 2019 – 5:30pm

Present

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Robin Bernier, IT Manager
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Jessica Tonry, Accounting Manager
Alison Kivikoski, Human Resources Director

I. Call to Order / Pledge of Allegiance

| Commissioner Tombarello called the meeting to order at 5:28pm.

II. RFP Openings/Awards

- Open: Access Control/Driscoll Building (Engineering and Maintenance Services)
Opened proposals from Heisecurity

| **Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Access Control/Driscoll Building. Commissioner Tombarello seconded. All voted in favor

- Open: Medicare Claim Submissions and Revenue Management (Long Term Care Services)
Opened proposals from eSolutions Revenue Cycle Management Technology, Ability Network, Inc., On the Money LLC, American Exchange, Talisman Solutions, Inc., STAT Medical Consulting Inc.

| **Moved:** Commissioner Coyle moved to authorize the Director Long Term Care Services to review, evaluate the proposals and return with recommendations for Medicare Claim Submissions and Revenue Management. Commissioner Tombarello seconded. All voted in favor.

- Award: Grease Trap and Lift Station Service (Engineering and Maintenance Services)

| **Moved:** Commissioner Coyle moved to award the Grease Trap and Lift Station Service proposal to J and S Development Crop. Db a Stewarts Septic Service, for the period of April 1, 2019 to March 31, 2022 at a cost of \$600 per grease trap pumping and \$475 per lift station plumbing, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. All voted in favor.

III. Consent Agenda

1. Minutes: March 6, 2019 (Commissioners Office)
To approve the March 6, 2019 meeting minutes.
2. Warrants (Finance)
To approve Departmental Warrants T190076, T190094, T190146, T190150, T190190, T190191, T190224, T190225, T190226, T190244 totaling \$118,072.21; Department Warrants Entered by Finance T190276, T190277 totaling \$4,226.74; AP Wire Payment T190011 totaling \$4,130.00; Payroll Warrants 0307C, 0307MR totaling \$1,563.02; General Ledger Warrants GL19146, GL19149, GL19150, GL19153 totaling \$363,725.34; AutoPayments-Full amount previously approved by BOC T190000, T190009, T190003, T190001, T190004, T190005, T190010, T190107, T190006 totaling \$68,964.15; BOC previously authorized payments T190241, T190243 totaling \$63,321.38; Grant Total \$624,002.84.
3. Population Report (Department of Corrections)
For Informational purposes.
4. Surplus Equipment Pursuant to NH RSA 28:8-a (Long Term Care Services)

| Commissioner St. James was not present at this agenda item.

To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, and Asset Removal #'s 247, 248, 249.

| **Moved:** Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor.

IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted the jail count was at 136.

Commissioner Tombarello noted the 10 Counties would be attending a breakfast hosted by the DuPont Group and that he and Steve Woods would be in attendance. He also said, he and Steve would be touring the Merrimack Nursing Home facility.

- Maureen Barrows-Discussion Table to March 20, 2019 meeting.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report (March 7, 2019)

| **Moved:** Commissioner Coyle moved to approve Inmate Administrative Transfers Report dated March 8th, 2019, for inmate booking # 20190569, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. All voted in favor.

Commissioner St. James arrived at 5:36pm.

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-3, for a new Victim Witness Advocate, as recommended by the County Attorney. Commissioner Tombarello seconded. All voted in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Line Item Transfer

Moved: Commissioner Coyle moved to approve Line Item Transfer from line item #11300017 53502 Boiler Plant Equipment-Non-Expendable, in the amount of \$6,500, to line item #1130001753501 Boiler Plant Equipment-Expendable, pending Delegation approval, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Jude Gates withdrew the line item transfer request and gave explanation.

- Old Business: Palmer Gas and Oil (Engineering and Maintenance Services)

Jude Gates said we will not own the tanks. Commissioner Tombarello asked if they transfer the unused gas. Jude Gates explained how the unused gas would be transferred to the new tanks.

Moved: Commissioner Coyle moved to approve an amendment to the Fuel Contract Awarded to Palmer Gas on March 6, 2019, award amended to a five (5) year term of LP Gas and the tank removal and replacement of LP tanks, at no cost to the County, with a fixed rate each year, noting risk review has been completed, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

Finance Office – Charles Nickerson, Director

| Commissioner St. James was not present at this agenda item.

- Select Actuarial Services Engagement-WC Actuarial Study

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the proposed engagement from Select Actuarial Services to perform Actuarial Review of the Self-Insured Workers' Compensation Fund for Rockingham County, the fee in the amount of \$4,500, as recommended by the Director of Finance. Commissioner St. James seconded. Commissioner St. James asked if finance checked with KMS Actuaries for services. Jessie Tonry noted they have been working with Select Actuarial Services for many years and noted she would have to follow up on the answer regarding KMS. Commissioner St. James noted this item is tabled pending research into KMS and their services.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

Moved: Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4, for a Long Term Services employee, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- AMDC Grant Request-Senior Class Adult Day and Home Health Services

Moved: Commissioner Coyle moved to approve Adult Medical Day Care Grant Request from Senior Class Adult Day and Home Health Services, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Hospice Services Agreement-Merrimack Valley Hospice, Inc.

Commissioner Tombarello asked the Commissioners if they were interested in having Hospice located in the new building. Steven Woods gave a brief highlight to the many services Hospice does here at the County.

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign Hospice Services Agreement with Merrimack Valley Hospice, Inc., term March 1, 2019 to February 29, 2020, noting risk review is completed, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Medical Director and Physician Services Agreement-Amendment Exhibit B

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign Amendment to the Medical Director and Physician Services Agreement to delete and replace Exhibit B, Dr. Patricia Pangan is no longer providing services to RCRNC (with her last day being February 28, 2019) and is being replaced with Dr. Robert Kelly, effective March 1, 2019, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- RiverWoods Exeter Continuing Care Retirement Community (CCRC) Agreement Letter

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the Agreement Letter from RiverWoods Exeter, requesting that Rockingham County Rehabilitation and Nursing Center (RCRNC, as their primary choice) at times when RiverWoods may be fully occupied; RiverWoods Exeter will pay for the care of its residents while at RCRNC that is not reimbursed by Medicare and/or other insurance plans, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Donation Approval

Moved: Commissioner Coyle moved to approve to accept items being donated by Ms. Joan Cranton, Maureen Barrow's sister, estimated total value of \$1,228.83 as outlined, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

Jude Gates noted she had the completed sign with her for Maureen Barrows Conference Room.

- Letter of Thank You to Rockingham County

Sheriff's Office – Chuck Massahos, High Sheriff

- Exception Request

Moved: Commissioner Coyle moved to approve Exception Request, not a part of the Personnel Policies and Procedures, for an employee of the Sheriff's Office, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

- Endorsement of Title to Primex-Asset #2317, 2016 Ford Explorer

Commissioner Coyle asked why we had to go through Primex and not the driver's insurance company. It was noted, Primex will seek reimbursement from the other insurance company. Darin Melanson noted they are giving us the clean value, and in addition to this offer for the vehicle, they will pay for the emergency equipment to be removed from the totaled vehicle and installed into the new vehicle, as well as covering the actual cash value for the emergency equipment that needs to be replaced. T

Moved: Commissioner Coyle moved to authorize the Chair to endorse the Title of the 2016 Ford Explorer, affixed asset #2317, VIN ##1FM5KXXXXXXX37158 over to Primex for a payment in the amount of \$12,625 to the County, having been declared Surplus on March 6, 2019, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

V. New Business / Old Business

- Old Business: County Contract Employees use of the County Gym.

Alison Kivikoski explained if we end up with a claim we may want to revisit. She noted they will be signing an agreement. She said she does not feel there would be an issue with this for now.

Moved: Commissioner Coyle moved to authorize the County contracted employee's permission to use the County Employee Gym, pending training, as recommended by the Long Term Care Services Director. Commissioner Coyle asked what defines contracted. Alison Kivikoski said, vendors, Glendale, physicians, rehab personnel and hairdressers. Commission St. James seconded. Jude Gates noted, Human Resources notifies her department when these contracted employees are no longer working with the County, and their ID's /pass into the gym will be disabled at that time. All voted in favor.

Jessica Tonry appeared, representing the Finance department. She noted it was budget time and the submissions into OpenGov are going well, and will be locked and prepared for the Commissioners

Stephen Church noted the jail count was at 136. He said, as far as the Association of Counties, he met the police standards in training, and is working on the writing of protocols to the police academy.

Jude Gates said all was well in her departments and that she was working on the budget. She said the RFP for the space allocation should be going out next week.

Robin Bernier noted, IT will do a maintenance check next Wednesday for about 4 hours at 4:00pm. In doing this, we should see faster service with the servers. She then said the PA system at the Hilton is being worked on with change to a system that assigns channels automatically, and will alleviate the pushing of buttons.

Commissioner St. James asked if the name on the employee name tags could be put on both sides. He explained security reason for this when identity of a person is needed. Jude Gates noted she will check into this and give an update at a future meeting.

Darin Melanson said his last day working with the County would be at the end of the month. Darin gave updates on the interviews for the dispatcher positions.

Alison Kivikoski said they are finishing up our 3rd party interviews for benefits administrator.

Alison Kivikoski asked for a nonpublic.

Steven Woods said it has been difficult tracking staff and the lack of new hire applicants. Commissioner Tombarello gave explanation of Cheshire how they work the agency pricing. He said they take the lowest and the highest and use the average, no negotiating. Commissioner Coyle asked how many beds are currently filled. Stephen Woods said 162 with our new cap at 176 if we close one unit (due to the lack of staffing).

Commissioner Coyle said, with regards to NHAC, the increase is substantial and we will have to decide if we will continue to be a member. Commission St. James questioned the \$2500 for a directory and that it was not necessary. He said the blue book has useful information. Commissioner St. James said he has a hard time justifying why we should pay \$20,000 to The DuPont Group to run the conference. Discussion ensued.

VI. Public Comment

VII. Commissioners Non-Public Session

Moved: Commissioner Coyle moved to go into Nonpublic Session pursuant to NH RSA 91-A:3,II (a-l) at 6:22 pm. Commissioner St. James seconded. All voted in favor

- NH RSA 91-A:3,II (a) Personnel - (Department of Corrections)
- NH RSA 91-A:3,II (a) Personnel (Commissioners Office)

Moved: Commissioner Coyle moved to go out of Nonpublic Session pursuant to NH RSA 91-A:3,II (a-l) at 7:20 pm.

VIII. Adjourn

Moved: Commissioner Coyle moved to adjourn at 7:20pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: _____


Kevin Coyle, Clerk-Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 20, 2019 – 8:30am

Present:

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
Stephen Church, Corrections Superintendent
Patricia Conway, County Attorney
Robin Bernier, IT Manager
Stacey, Register of Deeds
Chuck Massahos, High Sheriff

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Alison Kivikoski, Human Resources Director
Lieutenant Kevin Walsh, Sheriff's Office
Cathy Brenda Santos, Senior Executive Assistant
Bob and Theresa McGuigan

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:36am.

II. Public Comment

- POW/MIA Chairs of Honors-Bob McGuigan

Bob McGuigan and his wife Theresa McGuigan appeared representing Rolling Thunder seeking to have a POW/MIA Chair of Honor memorial set up and displayed at Rockingham County. He explained the typical Memorial Chair is painted black with the POW/MIA insignia in white and a plaque or letter is usually included to explain its purpose to remind everyone of the over 90,000 POW/MIAs still missing since WWI. He said the seats are usually Black. The chairs have been installed in the NH State Capital, Town Halls in Goffstown, Derry, Salem, Londonderry, Epping, Salisbury, Belmont, and others as well as Memorials on town properties in Auburn and Hooksett. He presented sample pictures of the memorials and how they appear, as well as a sample chair. He believed setting a memorial of this would be special to many of the residents here. Commissioner Tombarello, though not a Veteran himself, he believed this was a good thing, noting they have set one up in Sandown. Commissioner Coyle said, while he was on the Town Counsel in Derry, they set one up there as well. The Commissioners noted this was a good thing to do and thanked Bob and Theresa for their presentation. Steven Woods said we have many locations and could find a nice place for this within the Nursing Home. Commissioner St. James said we will begin collecting the materials and will call Bob to finalize. Bob and Theresa left the meeting at approximately 8:57 am.

III. RFP Openings/Awards

- Open: Generator Testing/Inspections (Engineering and Maintenance Services)
Open proposals from Kraft Power Corp., Scherbon Consolidated Inc., TriState Generators, FM Generator, Inc., Power Up Generator/Gemini Electric, Inc., Powers Generator Services

Moved: Commissioner Coyle to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Generator Testing/Inspections. Commissioner Tombarello seconded. All voted in favor.

- Award: Wound VAC and Low Air Loss Mattress Rentals (Long Term Care Services)

Moved: Commissioner Coyle moved to Award-RFP Wound VAC and Low Air Loss Mattress Rentals proposal, term April 1, 2019 to March 31, 2022, not to exceed \$50,000 annually, to H & R Healthcare of Lakewood, NJ, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

IV. Consent Agenda

1. Minutes: March 13, 2019 (Commissioners Office)
To approve March 13, 2019 Meeting Minutes.
2. Payroll (Finance)
To approve payroll in the amount of \$1,183,367.17, for the payroll ending March 16, 2019.
3. Census (Long Term Care Services)
For informational purposes.
4. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Engineering & Maintenance Services)
To Approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, and Asset Removal, as outlined, to be disposed of accordingly by Engineering and Maintenance Services.

Moved: Commissioner Coyle moved approve the Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor.

V. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello gave updates from the meeting in Concord he attended with Attorney General McDonald, Commissioner Meyers, Jane Young and Jim Boffetti, noting the State has gotten involved in the opioid lawsuit. He said it was a work in progress, with no date set for a future meeting. Commissioner Tombarello noted, Jim Boffetti spearheaded the meeting and believes there will be a settlement before going to trial.

Commissioner Coyle noted he and his wife will be taking over as prosecutors for Plaistow, and he was not aware Danville decided to not contract with the County.

- Maureen Barrows – Staff Contribution

It was noted the personal contributions collected from the staff will be sent to the David Barrows Adventure Fund, C/O of the NH Charitable Foundation, in memory of Maureen Barrows.

Corrections – Stephen Church, Superintendent

- Medical Contract Extension-Prime Care Medical, Inc.

Stephen Church said this is a six month extension of the same contract, adding they will now provide MAT, defining MAT as, we pay for the cost of medication and they administer everything else. He expressed the importance for locations needed for the methadone patients and the transporting to the facilities. He will be visiting Franklin County in Massachusetts, to learn about a program they have been doing long enough and will provide the cost associated. He said Rockingham could potentially be the first County in New Hampshire to adopt such a program. Commissioner St. James asked what the anticipated amount of proposals will be once the RFP is sent out next week. Stephen said about three (3) and suspected Prime Care will be the preferred.

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the PrimeCare Medical, Inc., Annual Cost-of Living Increase-2019 Health Services Agreement and accept the stipulations to the offering of a zero percent increase for the first six months of contract year 2019 (through June 30, 2019), as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. All voted in favor.

County Attorney's Office – Patricia Conway, County Attorney

- VOCA Grant

Moved: Commissioner Coyle moved to approve and authorize the County Attorney to apply for the VOCA grant (Victims of Crime Act Grant), the award this year is the same as last year, \$50,000 and a 20% match is still required, as recommended by the County Attorney. Commissioner Tombarello seconded. All voted in favor.

Finance Office – Charles Nickerson, Director

- Select Actuarial Services Engagement-WC Actuarial Study

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the proposed engagement from Select Actuarial Services to perform Actuarial Review of the Self-Insured Workers' Compensation Fund for Rockingham County, the fee in the amount of \$4,500, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Regrades/Repurpose of Positions/New Positions:
 - (2) New Position; Receptionist Part Time (24 hours/week) (LTC)

Moved: Commissioner Coyle moved to approve request for Personnel (New Position); two (2) Receptionists, Part Time/24 hours weekly, for the Long Term Care Administration department, effective date of hire July 1, 2019, as recommended by the Director of Human Resources and the Director of Long Term Care Services, pending Delegation approval. Commissioner Tombarello seconded. All voted in favor.

- Status Change; Per Diem Receptionist to Part Time Receptionist (24 hours/week) (LTC)

Moved: Commissioner Coyle moved to approve request for Personnel Status Change, from Per Diem Receptionist to Receptionist (Part Time/24 hours/weekly), for the Long Term Care Administration department, effective date of hire July 1, 2019, as recommended by the Director of Human Resources and the Director of Long Term Care Services, pending Delegation approval. Commissioner Tombarello seconded. All voted in favor.

- Transfer Position; LNA Full Time in LTC to LNA Full Time in Assisted Living (LTC)

Moved: Commissioner Coyle moved to approve request for Personnel Transfer of Position; from Nursing LNA to Assisted Living LNA, for the Long Term Care Services/Assisted Living department, effective date of hire July 1, 2019, as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- (2) New Positions; Dispatcher (Full Time) (Sheriff's Office)

Kevin Walsh said, with the FCC they have added a new channel and this channel will be day and evening shifts. He said they did over 170,000 calls for services last year. Commissioner Coyle asked, has the call volume increased 20 %. Lt. Walsh responded, 7%. Commissioner Coyle noted they will not be covering the larger towns such as Derry and Londonderry, but will cover the smaller towns that will not pay for the services. Charles Massahos gave updates on the new hires and the need for additional help to give better coverage. Commissioner St. James noted, there was no forwarning of these positions to the Board. Discussion ensued. Commissioner Tombarello noted, with the next request this will be a total of three (3) new positions in one (1) department. He then said he would support one (1) with the Deputy Sheriff. Commissioner St. James moved to table. Commissioner Tombarello seconded. Commissioner St. James asked for a packet showing the breakdown and reason for the need. Commissioner Coyle said, when the new frequency was proposed, there was no talk of additional staff. All voted in favor to table further discussion.

- (1) New position; Sheriff Deputy (Full Time) (Sheriff's Office)

Darin Melanson said we have had a 65 % increase in felony warrants, and they have moved a deputy from Scripts into working on that, but there remains the increase. He explained the lack of staff and the needs of the department, for example: when warrants are located out of state, they need to use two (2) deputies as these are felony warrants; the opioid crisis; and increase in cases going up 60-100. Commissioner Coyle noted, he does not have a list of where the deputies are assigned and the work load and that this information needs to be presented. Commissioner St. James suggested to table for further

discussion. Charles Massahos noted, we have only one (1) Sergeant on the drug team and this position would be part of that team. Commissioner Coyle moved to table. Commissioner Tombarello seconded. All voted to table.

Long Term Care Services – Steven Woods, Director/Administrator

- Authorization to Hire Nursing Staff Above Mid-Point from 02/16/2019 to 08/15/2019

Moved: Commissioner Coyle moved to approve an authorization to hire Nursing Staff above mid-point without prior approval, from February 16, 2019 to August 15, 2019, hiring offers for LNA's, MNA's, LPN's, RN's, Nursing Supervisors and Unit Managers, without prior approval from the Board for a period of six (6) months, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded and asked for explanation. Steven Woods said, this was to help in not delaying the hiring of staff. Steven said, it was identical to the prior motion. All voted in favor.

- Staffing Incentive Bonus – Nursing Department; 03/20/2019 to 09/19/2019

SW said if they pick up four (4) shifts in a thirty (30) day period, this new incentive will help in filling the gaps, and using our staff which is preferred to the using of contract agencies. Commissioner Coyle noted, with a Union we would not be able to do this. Steven added, they could have no call outs for those days. Charles Nickerson said we could not do individual rolling automatically and it will have to be the responsibility of each departments to keep track. Alison Kivikoski suggested using the calendar month.

Moved: Commissioner Coyle moved to approve the Staffing Incentive Bonus, Nursing Department, effective April 1, 2019, 2019 to September 30, 2019, eligibility as outlined, as recommended by the Director of Long Term Care Services, this will be tracked monthly Commissioner Tombarello seconded. All voted in favor.

- Update from AMDC
All agreed to table.

- AMDC Agency Request for Additional Funding-Senior Class Adult Day & Home Health Services
All agreed to table.

- AMDC Grant Request- Easterseals New Hampshire

Moved: Commissioner Coyle moved to approve Adult Medical Day Care Grant request from Easterseals New Hampshire, dated March 7, 2019, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

Commissioner St. James asked Steven Woods to prepare an AMDC budget for the next meeting (March 26, 2019).

- LWOP Leave of Absence Request

Moved: Commissioner Coyle moved to approve LWOP Leave of Absence request for a Long Term Care Services employee, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Release of Lien-RTL

Moved: Commissioner Coyle moved to approve the Release of Lien, property location 2 Parklane Road, Hampstead, NH 03841, recorded in Rockingham County Registry of Deeds- Bok 5611, Page 0052, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor

- Thank You Letter

Sheriff's Office – Charles Massahos, High Sheriff

- Line Item Transfer

Darin Melanson said, Charles Nickerson recommended this, as a vehicle was damaged and we need to get reimbursement in this fiscal year

Moved: Commissioner Coyle moved to approve Line Item Transfer # 161*54100; Delegation Contingency in the amount of \$35,000, to #151*53502; Sheriff-Non Exp. Equipment, as recommended by the High Sheriff. Commissioner Tombarello seconded. Charles Nickerson said, because of GASB 42 you have separate insurance proceeds from dollar line of the Sheriff's revenue, and because the money is not in their budget, we are using the contingency line, and that is why he proposed this. Commissioner Tombarello noted the \$12, 625 plus additional reimbursed the County will receive from Primex. In response to Commissioner Tombarello, Charles noted the additional costs will be submitted and billed to Primex, adding once the transfers are complete, we would be in line. Commissioner St. James asked who was assigned to the vehicles. Charles Massohos said he was not here to explain that information. Commissioner Coyle noted, this information has been requested in the past. Discussion ensued. Darin Melanson said we are not asking to buy an additional car but to replace a car. Commissioner Coyle said if you want to replace, we want a list. Commissioner Tombarello said we are in charge of the tax payer's money and we are asked to manage the company, we have to manage the spending. All voted 0-3-0. Denied.

VI. New Business / Old Business

Patricia Conway gave updates on the success of a significant case and how Kristen did a wonderful job, adding it was evident she worked with the Police department and it was a good investigation. Patricia noted, Kristen came from Merrimack County a few years ago.

Darin Melanson said the amendment on the bill Charles Massohos went to Concord for, thankfully did not go through. He explained, the bill said no to restraints when transporting of IEA's, adding, if it passed we would have to have two (2) deputies per transport due to no restraint. Darin said, Portsmouth, Derry, Exeter and some from DOC are the primary IEA transports.

Cathy Stacey said it is worth watching the documentary about NH "God knows where I am".

Cathy Stacey said the accounts coordinator position is available again and posted, as the current person is moving out of the area. Cathy said the revenues are down in Deeds. Commissioner Coyle said your revenues are still on target, which is good. Cathy concluded with, as the Deeds affiliate, we have been successful with defeating some bills.

Alison Kivikoski said, they were on the second path with the Personnel Policies and Procedures with the advisory team, and it was going well with good ideas.

Jude Gates noted, Saverino is running the water line bypass. She said, the excavator accidentally snagged a line and they will need to repair it. She explained, it was an aerial line and quite possibly was due to the sun in his eyes. Jude said they wanted to do more drilling and were thinking they would have to blast, but Jude said no because of the liability of the water tower.

Stephen Church said the inmate count is up. He noted, he will be going out for bids on the Medical and the video arraignment equipment. He also said, he will have a new Hillsborough contract back before the Board for approval, because Hillsborough's legal counsel recommended a 3 year contract and not one that was open ended.

Charles Nickerson said budgets... budgets...budgets....., and reminded everyone that next Friday is the deadline for submissions. He will e-mail a time that is convenient to go over the wages. Charles said the wages will be draft numbers. He wants to meet with each department. He said the child advocacy center bowl a thon went well and the Shamrockers won as we were destined to win. Charles thanked Alison for going over the new hiring process for the AP position with him.

Commissioner Tombarello noted, he and Steven Woods had breakfast at the delegation meeting, and it went well. He said, it was nice to hear what all the Counties are doing. He was happy to say, Rockingham was a role model, ie the Biomass plant an all we do as a County. He was glad to meet all the Nursing

Home Administrators and listen to what good they do for the Nursing Homes. He attended a safety meeting here at Rockingham County, led by Martha Breen. .

Commissioner St. James noted, he attended a planning meeting on the collective buying of electricity of the towns within Rockingham County. He gave a brief breakdown on the proposals and the options to piggy back to Constellation, and once that expires we would go out to bid. He explained, if we were able to purchase with 20 other towns, we could benefit. Commissioner Tombarello noted, Sandown uses White Collins, saving the town about \$3,000/year.

It was noted the future Board of Commissioners meetings will begin at 8:30 am.

VII. Commissioners Non-Public Session

Recess at 10:10am.

Moved: Commissioner Coyle moved to go into Nonpublic Session pursuant to NH RSA 91-A:3,II (a-l) @ 10:14 am Commissioner Tombarello seconded. All voted in favor

- NH RSA 91-A:3,II (a) Personnel (Department of Corrections)

Moved: Commissioner Coyle moved to go out of Nonpublic Session pursuant to NH RSA 91-A:3,II (a-l) @ 12:29pm. Commissioner Tombarello seconded. All voted in favor

Moved: Commissioner Coyle moved to seal March 20, 2019 nonpublic meeting minutes. Commissioner St. James seconded. All voted in favor.

- Exception Request Pursuant to PPP 6-10 (Sheriff's Office)

Commissioner St. James noted tabled to another week.

- Exception Request Pursuant to PPP 6-4 (Department of Corrections)

Moved: Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4, wage adjustment for five (5) Non-Union Department of Corrections staff, as reflected on the request, effective date is May 12, 2019, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. All voted in favor

VIII. Adjourn

Moved: Commissioner Coyle moved to adjourn at 12:45pm. Commissioner Tombarello seconded. All voted in favor

Minutes taken and typed by Brenda Santos:

Received by: _____

Kevin Coyle, Clerk-Rockingham County Commissioners