



# Rockingham County Commissioners

*Inauguration Oath of Office Ceremony Minutes*  
Zoom Meeting, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, January 6, 2021 @ 10:00 a.m.

## A. Call to Order

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

### 1. Pledge of Allegiance

### 2. Electronic Meeting Notice

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

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)

### 3. Attendance

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

## B. Inauguration Oath of Office Ceremony

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

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

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

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

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



# Rockingham County Commissioners

## Meeting Minutes

Zoom Meeting, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, January 6, 2021 @ 10:00 a.m.

### A. Call to Order

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

#### 1. Electronic Meeting Notice

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#### 2. Attendance

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

### B. Organizational Appointments

#### 1. Chair, Vice Chair, and Clerk Appointment

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

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

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

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

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

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

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

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

## **2. Department/Office Liaison Appointment**

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

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

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

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

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

## **3. Union Negotiation Appointment**

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

Commissioner Tombarello offered his assistance in any way needed.

## **4. Joint Loss Safety Committee Appointment**

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

## **5. Educational Assistance Review Committee Appointment**

Commissioner Coyle stated she would represent the committee.

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

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

## **C. Organizational Protocol & Procedures**

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

### **1. Meeting day, time, location**

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

### **2. Weather Emergencies**

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

### **3. Employee Policies RE: COVID-19**

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

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

### **4. Legal Consultation Procedure**

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

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

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

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

### **6. Electronic Signature**

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

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

### **7. Time Off – Personnel with Commissioners as Supervisor**

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

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

#### **D. Public Comment**

No public comments.

#### **E. New Business / Old Business**

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

County Attorney Conway provided a brief update.

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

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

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

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

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

#### **F. Commissioners Non-Public Session**

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

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

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

- **Approval of Payroll**

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

- **Community Development Block Grant Public Hearing**

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

**G. Adjourn**

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

CM 01.06.2021

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

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

### A. Call to Order:

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

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

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

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#### 3. Attendance

In person:

Commissioner Tombarello, Chair

Commissioner Chirichiello, Vice Chair

Commissioner Coyle, Clerk

Human Resources: Alison Kivikoski

BOC Office: Chris Maxwell

Remote:

County Attorney Conway

High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

Long Term Care: Jason Smith

Sheriff: Chris Bashaw & Katherin Mann

### B. RFP Openings & Awards

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

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

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

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

Proposals received from Palmer & Sicard and Williamson Electric.

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

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

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

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

#### 4. Award: Mobile Data Terminals, Sheriff

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

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

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

## **C. Consent Agenda**

### **1. Accounts Payable (approval)**

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

2. **Corrections Population Report** (informational)
3. **Long Term Care Census Report** (informational)
4. **Joint Loss Safety Committee Meeting** (informational)
5. **Minutes: December 30, 2020 and January 6, 2021** (approval)
6. **Contract/Agreement** (signature)
  - a. Lamprey Healthcare Physician Services Agreements (Braun & James)

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

## **D. Reports**

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

#### **a. Commissioner Liaison Updates**

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

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

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

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

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

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

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

#### **d. Legal non public session**

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

#### **a. IGT Agreement Correspondence and Update**

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

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

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

#### **b. Lease Financing Resolution**

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



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

**c. Glendale Agreement Addendum VI**

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

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

**3. Human Resources – Alison Kivikoski, Director**

**a. Years of Service Recognition**

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

**4. Long Term Care Services – Jason Smith, Director**

**a. Personnel non public session**

**E. New Business / Old Business**

Jason Henry provided updates on staffing and testing.

High Sheriff Massahos noted staffing updates.

Register of Deeds Stacey provided brief updates.

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

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

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

**• Exception Request, Sheriff**

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

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

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

**• Female Inmates, Corrections**

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

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

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

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

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

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

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

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

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

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

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Non-Public Session**

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

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

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

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

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

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

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

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

#### **H. Adjourn**

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

CM 01.13.2021

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

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

### A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

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3. Attendance (remote and in person)

In person:

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

Remote:

County Attorney Conway  
Register of Deeds Stacey

High Sheriff Massahos, Richard Sawyer & Chris  
Bashaw

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

LTCS: Jason Smith

### B. RFP Openings & Awards

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

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

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

### C. Consent Agenda

1. Payroll (approval)

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

2. Minutes: January 13, 2021 (approval)

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

### D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

#### a. Commissioner Liaison Updates

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

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

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

## **2. Human Resources – Alison Kivikoski, Director**

### **a. LNA Health Careers On-Site LNA Program**

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

### **b. Personnel non public session**

## **3. Registry of Deeds – Cathy Stacey, Register**

### **a. Deputy Register of Deeds Appointment**

Cathy Stacey explained the purpose of the appointment request.

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

## **4. Sheriff – Charles Massahos, High Sheriff**

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

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

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

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

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

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

### **b. Personnel non public session**

## **E. New Business / Old Business**

Jude Gates provided a timeline update on logging.

Cathy Stacey provided an LCHIP update.

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

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

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

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

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

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

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

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

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

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

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

- **Exception Request, Sheriff**

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

- **Exception Request, Human Resources**

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

**H. Adjourn**

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

CM 01.20.2021

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

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes

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

## A. Call to Order

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

### 1. Pledge of Allegiance

### 2. Electronic Meeting Notice

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

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)

### 3. Attendance

Commissioner Tombarello, Chair  
Commissioner Chirichiello, Vice Chair  
Commissioner Coyle, Clerk  
Donna Lane, CDBG Consultant  
Rock Rimmon: Michele Simon  
One Sky Community Services: Billie Toole, Matt Cordaro, and Brian Guptill  
Martin Mistretta  
Finance: Jessie Tonry  
BOC Office: Chris Maxwell

## B. Public Hearings

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

Donna Lane read the following statement:

Community Development Block Grant Project

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

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

## **1. One Sky Community Services Residential Improvements**

Commissioner Tombarello opened the public hearing.

Donna Lane read the following statement:

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

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

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

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

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

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

No questions or comments.

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

## **2. Housing and Community Development Plan**

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

Donna Lane read the following statement:

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

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

No questions or comments.

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

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

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

Donna Lane read the following statement:

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

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

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

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

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

No public comments.

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

### **4. Rock Rimmon Cooperative Infrastructure Improvements**

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

Donna Lane read the following statement:

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

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

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



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

No public comments.

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

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

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

Donna Lane read the following statement:

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

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

No questions or comments.

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

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

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

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

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

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

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

**C. Adjourn**

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

CM 01.22.2021

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

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

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

### A. Call to Order

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

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

In person:

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

Remote:

County Attorney Conway  
High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

HR: Alison Kivikoski, Julie Hoyt

LTCS: Jason Smith

Sheriff: Chris Bashaw, Richard Sawyer, &  
Katherin Mann

### B. RFP Openings & Awards

#### 1. Vehicle Equipment, Sheriff

Proposals received from Adamson Industries and Global.

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

#### 2. Medical Supplies, Long Term Care Services

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

### C. Consent Agenda

1. Accounts Payable (approval)

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

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

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

### D. Reports

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

##### a. Commissioner Liaison Updates

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

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

## **2. Corrections – Jason Henry, Superintendent**

### **a. Glendale November and December Labor Costs**

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

## **3. Human Resources – Alison Kivikoski, Director**

### **a. LNA Apprenticeship Program**

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

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

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

### **c. Personnel non public session**

## **E. New Business / Old Business**

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

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

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

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

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

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

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

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

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

Jason Henry provided staffing and other operational updates.

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

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

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

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

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

#### **F. Public Comment**

No public comment

#### **G. Appointments**

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

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

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

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

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

#### **H. Commissioners Non-Public Session**

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

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

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

- Long Term Care – personnel

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

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

- **Exception Request, Human Resources**

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

#### **I. Adjourn**

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

CM 01.27.2021

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

  
Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes

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

## A. Call to Order

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

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

In person:

Commissioner Chirichiello, Vice Chair

BOC Office: Chris Maxwell

Remote:

Commissioner Tombarello, Chair

Commissioner Coyle, Clerk

County Attorney Conway

High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

HR: Alison Kivikoski

LTCS: Jason Smith

Sheriff: Chris Bashaw, Richard Sawyer, &

Katherin Mann

## B. RFP Openings & Awards

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

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

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

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

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

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

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

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

### 3. Opening: Elevator Maintenance & Inspection (EMS)

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

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

## C. Consent Agenda

### 1. Payroll (approval)

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

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

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

### **3. Adult Day Services – December 2020 (informational)**

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

#### **D. Reports**

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

###### **a. Liaison Updates**

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

##### **2. Corrections – Jason Henry, Superintendent**

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

Jason Henry presented the grant details.

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

##### **3. Long Term Care Services – Jason Smith, Director**

###### **a. Lien on Real Property**

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

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

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

##### **4. Sheriff – Charles Massahos, High Sheriff**

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

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

Discussion on the expense and the grant award ensued.

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

###### **b. Personnel non public session (exception request)**

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

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

#### **E. New Business / Old Business**

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

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

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

Alison Kivikoski provided updates including the LNA health careers.

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

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

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

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

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

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

**F. Adjourn**

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

CM 02.03.2021

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

  
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Commissioner Kate Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, February 10, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:30 a.m.

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

In person:

Commissioner Tombarello, Chair

Commissioner Chirichiello, Vice Chair

Commissioner Coyle, Clerk

BOC Office: Chris Maxwell

Remote:

County Attorney Conway

High Sheriff Massahos

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

Human Resources: Alison Kivikoski

Long Term Care: Jason Smith & Janice Demers

Sheriff: Richard Sawyer, Chris Bashaw &

Katherin Mann

### B. RFP Openings & Awards

#### 1. Award: Variable Frequency Drive, Engineering & Maintenance

Commissioner Coyle to award the variable frequency drive proposal to Williamson New England for an amount not to exceed \$5,716.65 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

#### 2. Award: Docking Stations, Sheriff

Commissioner Coyle to award the docking stations proposal to Adamson Industries for an amount not to exceed \$6,076 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

### C. Consent Agenda

#### 1. Accounts Payable (approval)

List total: \$1,450,773.25, Wire \$828,740, Payroll \$34,370.41, Accounts Payable \$587,662.84.

#### 2. Minutes: February 3, 2021 (approval)

#### 3. Census, Long Term Care (informational)

#### 4. Agreement/Contract(s) for signature:

##### a. Healthcare Academy

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

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle provided brief updates for Long Term Care, Corrections, and County Attorney. Commissioner Coyle noted the Registry of Deeds revenues reported for the 2<sup>nd</sup> quarter budget review with appreciation.

Commissioner Chirichiello noted upcoming hearing and bills affecting Rockingham County along with liaison updates.

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

## **b. Adult Day Care Funding**

Commissioner Tombarello noted his outreach to the open day care centers as a follow up from the last meeting. Commissioner Coyle asked if county funding will keep the centers open. Commissioner Tombarello said that the agency needs the funding and was not eligible for federal funding.

Commissioner Chirichiello noted that in his Commissioner District there are no day care centers but a soup kitchen in the area serving seniors. He said due to the virus that folks are staying home and not using adult day care services. He noted that the overall county budget concerns and recommended some of the funding should be reserved. His suggestion was \$2,000 to the soup kitchen.

Commissioners Coyle and Tombarello expressed concern about day care expenses being different from soup kitchens and those services may fall under a non-county special. Chuck Nickerson said there is no line item for the soup kitchen in the non-county budget section and a line item transfer would not work.

Commissioner Coyle noted that the day care centers in Rockingham County benefit the county residents and not by the districts. She recommended \$8,000 to each and \$10,000 in the following quarter.

Commissioner Tombarello noted that the day care centers could serve towns in other districts or areas.

Commissioner Chirichiello expressed concerned with providing funding to those who did not request funds, noting that Easter Seals did not request any funding. Discussion ensued on the merits of the agency and needs.

Discussion ensued on each agency and the funding amounts.

Commissioner Chirichiello to provide \$5,000 to Senior Class and Silverthorne for adult day care funding. Commissioner Tombarello seconded the motion.

Commissioner Coyle suggested using the leftover funds from the closed day care center and reallocate that to the agencies. Further discussion ensued.

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

## **2. Long Term Care Services – Jason Smith, Director**

### **a. Staffing and Mock Survey Agreements: LNA Health Careers (approval)**

Commissioner Coyle to approve a Client Facility Agreement for staffing and a Mock Survey Agreement with LNA Health Careers and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Tombarello seconded the motion.

Commissioner Coyle noted the importance for the mock survey and the catalyst for positive change with that exercise.

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

### **b. Annual Compliance Work Plan (approval)**

Commissioner Coyle to approve the annual Compliance Policy and Plan for Long Term Care as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

### **c. Exception Request (approval)**

Commissioner Coyle to approve an exception request to personnel policy 6-3 (DR) for a nursing home employee as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

## **E. New Business / Old Business**

Jason Smith provided an update on testing results this week and coordination of the next steps for opening admissions. Commissioner Chirichiello asked about admissions considering COVID-19 testing. Jason Smith noted the additional protocols for new resident testing and quarantine.

County Attorney Conway provided an update on court trends regarding mental health.

Jason Henry noted a completed audit without deficiencies and an upcoming vaccination clinic.

Jude Gates had a brief staffing update.

Chuck Nickerson noted federal funding and other updates including pay date changes.

High Sheriff Massahos noted local support for law enforcement and donations and will be establishing a foundation to support department needs through donations. Richard Sawyer followed up on the County Attorney's conversation about mental health and the effects on law enforcement.

#### **F. Public Comment**

No public comments.

A recess was called at 9:41 a.m. for a non meeting with legal counsel.

The meeting was reconvened at 10:02 a.m.

- **Presentation from Nick Toumpas and Peter Janelle RE: IDN**

An update to the IDN program was provided including background information, current status, and next steps.

#### **G. Commissioners Non-Public Session**

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

Commissioner Coyle moved to enter into non-public session at 10:53 a.m. pursuant to NH RSA 91-A:3 II (a) personnel and (e) legal. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 11:10 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle to seal the (e) legal session non public meeting minutes indefinitely. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

#### **H. Adjourn**

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

CM 02.10.2021

Minutes approved by the Board of Commissioners on 02/17/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, February 24, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:30 a.m.

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

In person:

Commissioner Tombarello, Chair  
Commissioner Chirichiello, Vice Chair  
Finance: Chuck Nickerson  
BOC Office: Chris Maxwell  
Remote:  
Commissioner Coyle, Clerk  
County Attorney Conway (9:05a)  
High Sheriff Massahos

Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
Human Resources: Alison Kivikoski  
LTCS: Jason Smith & Michele Melanson Schmitt  
Sheriff: Richard Sawyer & Katherin Mann  
PayPoint HR: Rick Campbell & Karin Campbell  
Public: Jessica DuQuesne and Mark K.

### B. RFP Openings & Awards

#### 1. Open: HVAC Replacement (HR building), Engineering & Maintenance

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

### C. Consent Agenda

#### 1. Accounts Payable (approval)

List total: \$2,877,758.51, Wires \$ 1,785,846.24, GL \$119.00, Payroll 14,036.49, AP \$ 1,077,756.78

Commissioner Coyle to approve the accounts payable totals as presented. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Minutes: February 17, 2021 (approval)

#### 3. Adult Day Care Payments January 2021 (informational)

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

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle provided brief updates and noted the meeting item of hiring bonuses and her support to attract staff and reduce outside staffing. Commissioner Chirichiello noted pending legislation and that his liaison departments are present to discuss. Commissioner Tombarello requested an extension to the Lead Abatement Request for Proposals until March 8, 2021 for submissions with an opening of March 10, 2021. The Commissioners agreed to the extension.

#### 2. Human Resources – Alison Kivikoski, Director

##### a. Nursing Sign-On Bonus (approval)

Commissioner Tombarello and Commissioner Coyle noted support for this increased bonus to be competitive and fill open positions with county employees.

Commissioner Coyle to approve the sign-on bonus program as outlined and recommended in the memorandum dated 02/18/2021. Commissioner Chirichiello seconded the motion.

Commissioner Chirichiello asked about the licensed staffing duties listed and Jason Smith provided an explanation. Commissioner Chirichiello asked for an update to the LNA Training Program. Alison Kivikoski provided an update on the interested candidates and the next steps. Discussion ensued on additional information for the current class content and the upcoming classes.

Discussion ensued on the expenses of outside agency staffing.

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

**b. Exception Request (approval)**

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

**c. Personnel non public session**

**3. Long Term Care Services – Jason Smith, Director**

**a. Adult Medical Day Care (AMDC) Grant: Silverthorne Center (approval)**

Commissioner Chirichiello noted he would not be voting on this request due to a conflict.

Commissioner Coyle to approve a grant to Silverthorne Center for an additional client as recommended by the Director. Commissioner Tombarello seconded the motion. Voted 2-0-1, Commissioners Coyle and Tombarello in favor with Commissioner Chirichiello abstained.

**b. Inn at Deerfield Transfer MOU (approval)**

Commissioner Coyle to approve a patient transfer agreement with the Inn at Deerfield and authorize the Chair to sign the Memorandum of Understanding as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**c. Northeast Rehab Transfer Agreement (approval)**

Commissioner Coyle to approve a patient transfer agreement with the Northeast Rehabilitation Hospital and authorize the Chair to sign the agreement as recommended by the Director. Commissioner Chirichiello seconded the motion.

Discussion ensued on the necessity and the process for patient transfers.

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

**E. New Business / Old Business**

High Sheriff Massahos provided a brief update including updates on staffing.

Register of Deeds Stacey noted an issue with the employee survey portal through PayPoint HR.

Jason Henry noted updates on testing and departmental updates.

Jason Smith offered testing updates including the revised process for opening procedures.

Jude Gates noted the next steps for the extension to the RFP for lead abatement.

County Attorney Conway provided brief updates.

Chuck Nickerson noted the upcoming budget submission process and a newly published frequently asked questions document regarding the emergency rental program.

**F. Public Comment**

No public comments

## **G. Commissioners Non-Public Session**

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

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

Commissioner Coyle moved to exit non-public session at 9:45 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle to seal the (a) personnel session non public meeting minutes indefinitely. Commissioner Chirichiello seconded the motion. Voted 2-0-1, Commissioners Chirichiello and Coyle in favor and Commissioner Tombarello abstained.

- **Appointment with PayPoint HR, 9:45 a.m.**

Present: Rick Campbell and Karin Campbell from PayPoint HR, Commissioners Chirichiello, Coyle, Tombarello, Chuck Nickerson, Alison Kivikoski, and Chris Maxwell.

The representatives from PayPoint HR explained the audit process including factors to consider for evaluating the positions. Alison Kivikoski noted that officials and division directors were asked for comparative feedback and provided to the Commissioners for review. Discussion ensued and clarification on the comparatives was provided.

- **COVID-19 Treatment Cost Share Waiver Extension, Human Resources**

Alison Kivikoski highlighted the request and noted its time sensitive nature.

Commissioner Coyle to continue the Cigna COVID-19 Treatment Cost Share Waiver from February 16, 2021 through April 20, 2021 as recommended by the Director. Commissioner Chirichiello seconded the motion.

Commissioner Coyle asked if any cost totals would be available and the overall exposure. Alison Kivikoski noted she could ask the vendor and said that the vendor, Gallagher Benefits, recommended this extension. Discussion ensued about the data known along with the testing process.

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

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

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Memorandum of Understanding RE: Longevity & Unfair Labor Practice Complaint**

Commissioner Coyle to approve a Memorandum of Understanding regarding an Unfair Labor Practice complaint regarding longevity with the State Employees Association of NH, SEIU Local 1984. Further, to include longevity to a non union position of Assistant MDS Coordinator (BP). Commissioner Chirichiello seconded the motion, voted all in favor.

- **Emergency Rental Assistance Grant Program**

Chuck Nickerson provided an update on a conversation with the Executive Director of Southern New Hampshire Services (SNHS) and their experience of the rental system program with the state. The local offices were noted with up to 30 staff for support. The agency recommended a program in place.

Discussion ensued on a proposed SNHS scope of services and the subcontractor status versus bidding or a bid waiver.

Discussion ensued on the Unqork program advantages of ease of use, along with reporting options.

Discussion ensued regarding program terms, internal administrative cost recoup, and requirements for compliance.

Commissioners agreed to Friday, February 26, 2021 at 2:30 p.m. for a vendor conference with SNHS.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 11:02 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 02.24.2021

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



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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:30 a.m.

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

In person:

Commissioner Chirichiello

Commissioner Tombarello

HR: Alison Kivikoski

Remote:

Commissioner Coyle

County Attorney Conway

High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

Finance: Chuck Nickerson

LTC: Jason Smith, Michele Melanson Schmitt

Sheriff's Office: Chris Bashaw, Richard Sawyer,

Katherin Mann

### B. RFP Openings & Awards

#### 1. Open: Jail Detention Doors, Engineering & Maintenance

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

#### 2. Open: Sunroom Furniture, Long Term Care

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

### C. Consent Agenda

#### 1. Payroll (approval)

Commissioner Coyle to approve a total payroll expense of \$1,097,676.85 for the pay date of March 4, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Minutes: February 24, 2021 (approval)

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

### D. Reports

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

##### a. Liaison Updates

Commissioner Chirichiello provided a brief update including the proposed increase of the county cap. He also reported on a meeting with the Londonderry Selectmen as Commissioner representative for the district.

Commissioner Coyle noted Corrections updates including staffing, wellness, and testing. Also updated on the County Attorney's office and Long Term Care.

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



Commissioner Tombarello read a note of appreciation from Senior Class for additional adult day care services funding. Commissioner Coyle thanked Commissioner Tombarello for taking the lead and bringing the proposal of funding forward.

Commissioner Tombarello updated on a meeting regarding the county cap.

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

**a. Workers Compensation Actuarial Services (approval)**

Commissioner Coyle to approve a proposal from Select Actuarial Services for a Workers Compensation Actuarial Study in the amount of \$4,500 and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**b. TD Equipment Finance Capital Lease (approval)**

Commissioner Coyle to approve the TD Equipment Finance Inc. three year capital lease term quote for six county vehicles, payments in advance, \$188,514 being financed at an annual interest rate of 2.15% as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Discussion ensued on the local branch closures.

**3. Human Resources – Alison Kivikoski, Director**

**a. Personnel non public session**

**4. Registry of Deeds – Cathy Stacey, Register**

**a. TD Bank Courier Service**

Cathy Stacey said the closure of TD Bank in Kingston has resulted in a pending contract for courier services. Discussion ensued regarding the service at no charge, deposit services, and risk review.

**E. New Business / Old Business**

High Sheriff Massahos noted recent press releases regarding drug arrests.

Jason Henry provided updates on staffing and vendor services. The Commissioners were invited to participate in working sessions as part of the SAMSA grant.

Jason Smith provided an update on testing and the status of the building for visitation and admissions. He said that the state is modifying the scope of indoor visitation that will be announced soon. Survey results for assisted living were announced as deficiency-free and the preparation work for the nursing home survey. Discussion ensued about the process for positive COVID-19 cases.

County Attorney Conway provided updates on court scheduling.

Alison Kivikoski provided updates including a recent IDN meeting, leadership training, and candidates for staffing programs.

There was an update on the pay and classification audit, specifically the process for survey completion and the next steps with officials and division directors.

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

**• NH RSA 91-A:3,II (a)**

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- **Emergency Rental Assistance Program**

Commissioner Coyle asked about the administrative portion amount if the funds spent is less than the total. \$2,000,000 would need to be paid out for 10% of the administrative costs for the Unqork software.

The conversation with Southern New Hampshire Services was highlighted from last week. Discussion ensued on how to conduct outreach and make sure the program is offered to those in need. The advantages of the county program were reviewed, specifically making a technological investment to the program.

Commissioner Coyle expressed concern without having an administrator of the program to be the manager of the applications, ensure qualifications are met, and the point person to caseworkers. Discussion ensued on the validity of a request and how to combat fraud.

Discussion ensued on direct deposit and alternatives to the process.

Commissioner Coyle to approve a bid waiver to Unquork for a rental assistance program for an amount not to exceed \$265,000 for one year. A bid waiver is needed to launch the program timely as eviction protections end March 15, 2021. Commissioner Chirichello seconded the motion. Voted 3-0, Commissioners Chirichello, Coyle, and Tombarello in favor.

The Commissioners agreed for Chuck Nickerson to begin the process with Account Temps for a program administrator.

Commissioner Coyle to seal the (a) personnel session non public meeting minutes indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:51 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 03.03.2021

Minutes approved by the Board of Commissioners on 03/10/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

Wednesday, March 10, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:30 a.m.

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

In person:

Commissioner Chirichiello

Commissioner Tombarello

Finance: Chuck Nickerson

HR: Alison Kivikoski

Remote:

Commissioner Coyle

High Sheriff Massahos

Register of Deeds Stacey

Corrections: Jason Henry

EMS: Jude Gates

LTC: Jason Smith, Janice Demers

Sheriff's Office: Chris Bashaw, Kevin Walsh

### A. RFP Openings & Awards

#### 1. Open: Door Access Panel & Software Upgrade, Sheriff

Proposals received from One Source Security.

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

#### 2. Open: Lead Abatement & Repair, Engineering & Maintenance

Proposals received from EnviroVantage, Alpine Environmental, and

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

#### 3. Award: Communication Equipment, Sheriff

Commissioner Coyle to award the communications proposal to 2-Way Communications for \$123,500 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 4. Award: Fuel, Engineering & Maintenance

Commissioner Coyle to award the fuel contract from 04/01/2021 to 03/31/2022 to Haffner Energy Group for #2 oil at \$2.149 per gallon and diesel at \$2.249 per gallon as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Jude Gates explained the process of pricing and the fixed rate savings.

#### 5. Award: HVAC Replacement, Engineering & Maintenance

Commissioner Coyle to award the HVAC replacement proposal to Arakelian Plumbing & Heating for an amount not to exceed \$32,440 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### B. Consent Agenda

#### 1. Accounts Payable (approval)

List total \$797,906.00, GL \$51,973.53, Payroll \$5,642.92, Accounts Payable \$740,289.55.

Commissioner Coyle to approve the accounts payable list as presented. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**2. Minutes: March 3, 2021 (approval)**

**3. Census: February 2021 Long Term Care Services (informational)**

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

**C. Reports**

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

**a. Liaison Updates**

Commissioner Coyle noted updates in Corrections including facility upgrades with the collaboration of Engineering and Maintenance Services. County Attorney updates including jury trial return date of April. Long Term Care updates including the mock survey results and outbreak status.

Commissioner Chirichiello and Tombarello provided brief updates.

Commissioner Tombarello noted that he has begun conversations on the next steps for the new county building. He asked that departments review the initial requests and pare down as the total cost is too high. Discussion ensued on the building costs, worker availability, and funding.

**2. Human Resources – Alison Kivikoski, Director**

**a. Personnel non public session**

**3. Long Term Care Services – Jason Smith, Director**

**a. Medwin Staffing Agreement Addendum (approval)**

Commissioner Coyle to approve an Addendum to the Medwin Staffing Agreement approved 12/16/2020 and authorize the Chair to sign the document as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**b. Point Click Care RFP Award Amendment (approval)**

Commissioner Coyle to amend an RFP award for clinical/financial software services from 01/20/2020 to 01/19/2023 increasing the not to exceed annually from \$60,000 to \$80,000 for add-on services as recommended by the Director. Commissioner Chirichiello seconded the motion.

Jason Smith highlighted the needs for an improved system in dietary and Janice Demers noted the financial impact.

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

**D. New Business / Old Business**

High Sheriff Massahos provided a brief staffing update.

Jason Henry noted facility upgrades, the opioid abatement, along with staffing updates.

Jason Smith provided updates including testing and staffing updates. Commissioner Chirichiello asked about how the revised CDC guidelines effect the long term care setting. Jason Smith noted the guidelines differ for long term care facilities.

Commissioner Chirichiello asked Jude Gates about projects that could be COVID-19 related to consider moving ahead. Jude Gates noted the air handler units that need sanitization and is reviewing additional COVID-19 related needs.

Chuck Nickerson provided brief updates including the proposed county cap.

Alison Kivikoski provided brief updates including the travel policy to review in light of the revised CDC guidelines. She said the LNA class is not moving forward due to a lack of participants enrolled.

**E. Public Comment**

No public comments.

**F. Commissioners Non-Public Session**

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

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

**G. Adjourn**

Commissioner Coyle moved to adjourn at 9:45 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 03.10.2021

Minutes approved by the Board of Commissioners on 03/24/2021.



A handwritten signature in cursive script, appearing to read "K. Coyle", is written above a horizontal line.

Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, March 17, 2021 @ 8:30 a.m.

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
Remote:  
County Attorney Conway

High Sheriff Massahos  
Register of Deeds Stacey  
Register of Probate Tweedie  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith, Michele Melanson Schmitt  
Sheriff's Office: Katherin Mann

### B. RFP Openings & Awards

#### 1. Award: Sunroom Furniture, Long Term Care

Commissioner Coyle to award the sunroom furniture proposal to Direct Supply for an amount not to exceed \$5,696 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Payroll \$1,095,932.51 for the pay date of 03/18/2021 (approval)
2. February 2021 Adult Medical Day Care Payout Report (informational)
3. Leave Request, Long Term Care (approval)

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

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle provided brief updates including COVID-19 information for Corrections and Long Term Care Services.

Commissioner Chirichiello provided brief updates including a discussion coming up regarding SB89, Register of Probate.

Commissioner Tombarello provided updates from his liaison departments and the proposed new county building.

#### 2. Corrections – Jason Henry, Superintendent

##### a. Inmate Administrative Transfer (approval)

Commissioner Coyle to approve an inmate administrative transfer pursuant to RSA 30:B21 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 3. Human Resources – Alison Kivikoski, Director

##### a. Personnel non public session

#### **4. Long Term Care Services – Jason Smith, Director**

##### **a. Adult Medical Day Care (AMDC) Grants (3): Senior Class (2) & Silverthorne Center (1)**

Commissioner Coyle to approve grants to Silverthorne Center for an additional client and Senior Class for two additional clients as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

##### **E. New Business / Old Business**

Register of Probate Tweedie presented information regarding SB89 as introduced and amended for probate duties. He highlighted the history of stripped duties and the potential for increased customer service instead of online only without proper service.

Register of Deeds Stacey presented her opposition to the bill including legal liability and that the position is a function of the Court in Administrative Services. She further noted that the New Hampshire Association of Counties with all ten counties oppose the bill.

The Commissioners offered no opinion or support at this time as they were absorbing the information. It was noted there is no support of the bill from the House of Representatives at this time. Discussion ensued on the additional work needed for the bill.

County Attorney Conway noted legal liability versus customer service needs.

Alison Kivikoski provided updates on personnel and proposed changes to the travel policy for employees. She said the LNA Program will begin Monday as the minimum class size was met.

Chuck Nickerson provided payroll and office updates.

County Attorney Conway asked that the Assistant County Attorney position on hold be advertised and filled. There was discussion regarding the funding in place, the request to hold the position for cost savings, and the budget availability. The Commissioners agreed to post the position.

Register of Deeds Stacey provided updates including pending legislation.

High Sheriff Massahos provided updates on pending legislation and personnel.

Jude Gates provided updates including maintenance and the onsite facilities capacity for the new building sewer needs.

Jason Henry provided department updates including maintenance and census increase.

Jason Smith provided updates on testing and visitation changes.

##### **F. Public Comment**

No public comments

##### **G. Commissioners Non-Public Session**

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

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

##### **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:59 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 03.17.2021

Minutes approved by the Board of Commissioners on 03/24/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, March 24, 2021 @ 8:30 a.m.

Commissioner Tombarello called the meeting to order at 8:32 a.m.

### A. Call to Order

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
remote:  
County Attorney Conway  
High Sheriff Massahos

Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
HR: Lisa Fioravante  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw, Kevin Walsh,  
Katherin Mann  
Unqork: Kevin McGrath, Cas Holloway, Angela  
Abernathy

### B. RFP Openings & Awards

#### 1. Award: Door Access Panel Upgrade, Sheriff

Commissioner Coyle to award the proposal to One Source Security for an amount not to exceed \$7,606.93 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Accounts Payable (approval)
2. March 10, 2021 and March 17, 2021 (approval)
3. Contract/Agreement for signature
  - a. Career Staffing Unlimited Staffing Service Agreement
  - b. TD Finance Lease Documents & Accounts Payable Warrant T210809, \$64,429.34

Commissioner Coyle to approve the consent agenda, noting accounts payable list total of \$2,866,713.75 for the 03/25/2021 check date. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle provided COVID-19 updates in Long Term Care and Corrections, along with visitation changes. The Commissioners congratulated County Attorney Conway for her nomination as a Superior Court Justice and Register of Deeds Stacey for her Chair role of the Salem Board of Selectmen.

Commissioner Chirichiello provided legislative updates including the status of state cost-shifting to the county.

Commissioner Tombarello provided brief updates from written department head reports.

#### 2. Human Resources – Alison Kivikoski, Director

##### a. American Red Cross Blood Drive (informational)



Alison Kivikoski noted the upcoming blood drive changes to ensure safety while helping with the need for blood supply. Jason Smith expressed concern with logistical issues and safety, which resulted in him not being able to recommend or support this in the nursing home. The Commissioners expressed concern and noted the Long Term Care Services Director's comments. Discussion ensued regarding outbreak status, other locations, and the protocol for cancellations. The Commissioners agreed to support the Long Term Care Services Director.

**b. Revised Employee Travel Guidance Policy (approval)**

Alison Kivikoski noted the complexity of guidelines for long term care facilities and experience over the last year. Discussion ensued regarding the modifications and needs on a case by case basis.

Commissioner Chirichiello asked about vaccination tracking for employees outside of the nursing home. He noted concern with liability issues. Alison Kivikoski expressed concern with collecting that medical information but is watching the law and legal recommendations. Discussion ensued.

Commissioner Coyle to approve the revised Employee Travel Guidance Policy effective 03/24/2021 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**3. Sheriff – Charles Massahos, High Sheriff**

**a. Equitable Sharing Agreement (approval)**

Commissioner Coyle to approve the Equitable Sharing Agreement and Certification for the period ending December 31, 2020, and authorize the Chair to sign the document as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Chuck Nickerson noted adjusted journal entries need to be processed and once completed the agreement numbers will match MUNIS. Chris Bashaw explained the delay in the agreement submission was due to assistance needed from them to ensure accurate filing. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business / Old Business**

County Attorney Conway provided a staffing update and potential future planning that could be needed.

Commissioner Chirichiello provided an update to the county cap and wanted to thank Rockingham County Senators and Representatives for their assistance.

Commissioner Tombarello noted the efforts of Rep. Weyler with a bill affecting the Sheriff's Office.

Jason Smith, Jason Henry, and Chuck Nickerson provided brief department updates.

Register of Deeds Stacey expressed concern with a draft proposal from the Dupont Group for additional NHAC services and costs. She noted for Rockingham County that Chuck Nickerson is already providing these services. She said she cannot support this proposal. Commissioner Chirichiello said he attended the meeting where the proposal was discussed and provided further details on the concept of working together collaboratively. Chuck Nickerson said more guidelines should be coming and the assurances other counties are seeking for compliance. Discussion ensued regarding services and liability from errors of the Dupont Group. The Commissioners did not provide a recommendation, noting further research and discussions are needed.

High Sheriff Massahos expressed appreciation for the pending legislation and amendments resulting in no negative impact to Rockingham County finances.

**• Sheriff, NHDHHS Directive RE: COVID-19 Vaccination Aid**

Chris Bashaw explained the need for a walk-in request due to the timing to begin the services. Chris Bashaw noted dispatchers would be assisting with the telephone 211 services. Chuck Nickerson noted the revised agreement was amended to include additional services to ensure dispatch is covered. Commissioner Coyle expressed concern with the initial draft and noted the revised draft clear up concerns. Commissioner Chirichiello expressed concern with the lack of reimbursement if funds run out from the state. Chris Bashaw agreed that the office could not afford to absorb the costs and would opt out if there is a

concern with future funding balances. Discussion ensued about liability, setup of the program with staff, and costs. Commissioner Tombarello expressed concern with burnout and staffing concerns of dispatchers. It was clarified this is voluntary to the dispatchers and this has been considered carefully.

Commissioner Coyle for approval of an Emergency Management Directive (grant agreement) with the State of New Hampshire to provide COVID-19 Vaccination Aid 211 Services and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Alison Kivikoski noted salary survey updates.

A recess was called at 9:42 a.m. for a non-meeting with counsel.

The meeting was reconvened at 10:52 a.m.

- **Unqork Contract Review with Vendor**

Kevin McGrath, Cas Holloway, and Angela Abernathy provided introductions with Unqork.

Commissioner Coyle highlighted the main concern of payment arrangements and her communications with Angela Abernathy regarding a modified arrangement. It was agreed to allow payment terms of half now and the remaining net 30 days.

Commissioner Coyle noted a few pending agreement comments to be reviewed and should be discussed with the Board of Commissioners. There was a discussion of a possible resolution by the week's end.

The Commissioners discussed the space allocation reduction options for the new building along with revenue losses in the overall county budget.

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

No session

**H. Adjourn**

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

CM 03.24.2021

Minutes approved by the Board of Commissioners on 03/31/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, March 31, 2021 @ 8:30 a.m.

Commissioner Tombarello called the meeting to order at 830 a.m.

### A. Call to Order

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
remote:  
County Attorney Conway

High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith, Tammy Bishop  
Sheriff's Office: Katherin Mann  
Joe Falzone

### B. RFP Openings & Awards

#### 1. Award: Detention Doors, EMS

Commissioner Coyle to award the door proposal to Exactitude Hardware Consultants for \$42,891 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Award: Lead Abatement, Mitchell Building, EMS

Commissioner Coyle to award to PGK Painting for \$25,000 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 2-0-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle abstained.

### C. Consent Agenda

1. Payroll (approval)
2. March 24, 2021 (approval)

Commissioner Coyle to approve the consent agenda including a payroll total of \$1,111,269.57 for the pay date of 04/01/2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

##### a. Liaison Updates

Commissioner Chirichiello noted updates in the Sheriff's Office.

Commissioner Coyle provided updates on Corrections and the County Attorney's Office.

Commissioner Tombarello noted written department liaison updates.

#### 2. County Attorney – Patricia Conway

##### a. Line Item Transfer (approval)

Commissioner Coyle to approve a line item transfer request dated 03/17/2021 as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**b. Out of State Conference/Training (approval)**

Commissioner Coyle to approve out of state training and travel in June to Alabama as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business / Old Business**

High Sheriff Massahos noted updates with arrests and a recent press release.

Register of Deeds noted end of month totals for March and an update on an open position.

Jude Gates provided updates on projects.

Jason Henry noted staffing updates, census information, and COVID-19 statistics.

Jason Smith provided COVID-19 updates including testing and guidance.

- **Employee Travel Policy (approval)**

Commissioner Coyle to approve the revised employee travel policy effective 03/31/2021 as recommended by the HR Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **3 Ponds Property, Fire Hydrant Request**

Joe Falzone provided the Commissioners with information on the permitting process for fire hydrants at the 3 Ponds Project. Commissioner Tombarello noted the revenues from the agreement and the additional fire hydrants use no additional water. Commissioner Coyle asked about the alternatives in place. Joe Falzone said that the ponds on site could be used as an alternative for water use at an estimated expense of \$25,000 to \$50,000 for piping and pumps.

Discussion ensued on the request of fire hydrants versus other methods for fire protection. Commissioner Chirichiello questioned the project costs and Joe Falzone said this is for infrastructure at this time. Commissioner Coyle noted charging for fire hydrants assists in the recapturing of funds and the developer is making money on this. Commissioner Coyle said the county has a duty to the taxpayers. Commissioner Chirichiello concurred with charging something for the project. Discussion ensued on the initial \$25,000 per hydrant and \$50,000 for four hydrants. Discussion on timing of the payment to when the lines are pressurized.

Commissioner Tombarello noted he was opposed charging any costs.

Commissioner Coyle to draft an agreement for 4 hydrants at \$50,000 with payment due upon pressurization. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioners Chirichiello and Coyle in favor, Commissioner Tombarello opposed.

A recess was declared at 9:16 a.m. for a non-meeting with legal counsel. The meeting was reconvened at 10:27 a.m.

**F. Public Comment**

None

**G. Commissioners Non-Public Session**

None

**H. Adjourn**

Commissioner Coyle moved to adjourn at 10:27 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 04/14/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, April 7, 2021 @ 8:30 a.m.

### A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
Remote:  
County Attorney Conway

High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates, Robin Bernier  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw, Katherin Mann  
PayPoint HR: Karin & Richard Campbell

### B. RFP Openings & Awards

#### 1. Opening: HVAC System Cleaning, EMS

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

#### 2. Opening: Vital Sign Monitors, LTC

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

### C. Consent Agenda

1. Accounts Payable (approval)
2. Census: Long Term Care (informational)
3. Agreements/Contracts for Signature
  - a. CDBG COVID-19 Funding, \$283,498

Commissioner Coyle to approve the consent agenda with an accounts payable list total of \$2,623,175.36. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle wished the County Attorney well on her confirmation hearing. She also provided office updates for Corrections and Long Term Care. No new COVID-19 positive cases were reported in both facilities.

Commissioner Chirichiello noted drug activity trends and that the Sheriff is on top of the drug battle. He also noted pending legislation regarding the duties of the Register of Probate. He thanked everyone for the hard work on legislation affecting Rockingham County.

Commissioner Tombarello provided brief updates, noting the unanticipated project total for a proposed county complex. Commissioner Chirichiello expressed concerns with construction costs but needs to see

all the numbers along with the final impact on the county tax rate. Commissioner Coyle said more planning is needed in the areas of funding and space allocation. Discussion ensued on the project and timing.

**2. Corrections – Jason Henry, Superintendent**

**a. Inmate Administrative Transfer (approval)**

Commissioner Coyle to approve an inmate administrative transfer pursuant to RSA 30-B:21 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

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

**a. Banking Courier Services Agreement (approval)**

Commissioner Coyle to approve a Courier Services Agreement for banking and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**4. Human Resources – Alison Kivikoski, Director**

**a. Regrade and Additional Position Requests for FY 2022 (informational)**

Alison Kivikoski noted submissions from elected officials and division directors for regrade and additional positions have been submitted for future review.

**5. Sheriff – Charles Massahos, High Sheriff**

**a. Grant Application: NH Department of Safety, Training Grant, \$2,245.28**

Commissioner Coyle to approve an intent to apply for a grant application to the NH Department of Safety for training grant in the amount of \$2,245.28 and authorize the Chair to sign all necessary documents once the application is complete as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. Old Business**

**1. Proposed County Complex Planning**

Commissioner Tombarello opened up the discussion to the elected officials and department heads for comments. Discussion ensued on federal funding, timing with the upcoming budget, along with needs from the departments. It was agreed the Commissioners would host several work sessions by department to discuss needs and Jude Gates will attend the meetings and utilize the services of Warren Street accordingly.

**F. New Business**

The Elected Officials, County Attorney, High Sheriff, and Register of Deeds provided brief updates.

Jude Gates noted availability of materials and the impact on county projects.

Jason Smith and Jason Henry provided brief updates including census information.

**G. Public Comment**

None

**H. Commissioners Non-Public Session**

**• NH RSA 91-A:3,II (a)**

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

The Commissioners reviewed the logistics of upcoming budget sessions with each department. It was agreed to conduct all on 04/14/2021 with follow up on 04/21/2021 and 04/23/2021 as needed. 04/12/2021 was established for a personnel non public session.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 10:40 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 04.07.2021

Minutes approved by the Board of Commissioners on 04/14/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, April 12, 2021 @ 10:00 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 10:00 a.m.

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson

HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
Remote:  
PayPoint HR: Karin & Richard Campbell

### B. Commissioners Non-Public Session

#### • NH RSA 91-A:3,II (a)

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Chuck Nickerson distributed a working document of each position by department for cost information. Budget review submissions were distributed for the upcoming meeting.

### C. Adjourn

Commissioner Coyle moved to adjourn at 11:36 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 04.12.2021

Minutes approved by the Board of Commissioners on 04/21/2021.

Commissioner Kate Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, April 14, 2021 @ 8:30 a.m.

### A. Call to Order

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

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
Remote:  
County Attorney Conway  
High Sheriff Massahos  
Register of Deeds Stacey

Corrections: Jason Henry, Katherine Arsenault  
County Attorney Office: Megan McGowen,  
Melissa Fales  
EMS: Jude Gates, Robin Bernier  
LTC: Jason Smith, Michele Melanson Schmitt,  
Janice Demers, Kris Andreozzi  
Sheriff's Office: Chris Bashaw, Richard Sawyer,  
Katherin Mann, James Lussier, Kevin Walsh  
PayPoint HR: Karin & Richard Campbell

### B. RFP Openings & Awards

#### 1. Extension to Opening: Flooring, EMS

Commissioner Coyle to extend the flooring proposal open date to 04/21/2021 (from 04/14/2021) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Opening: Commercial Dryer, EMS

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

#### 3. Opening: Oil Tank Cleaning & Inspection, EMS

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

#### 4. Opening: Vertical Turbine Pump, EMS

No proposals were received.

#### 5. Award: HVAC System Cleaning, EMS

Commissioner Coyle to award the HVAC system cleaning proposal to Kitchen Klean for \$9,375 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Payroll (approval)
2. March 31, 2021, April 7, 2021 (approval)

Commissioner Coyle to approve the consent agenda including a payroll total of \$1,123,690.51 for the pay date of 04/15/2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **D. Reports**

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

#### **a. Liaison Updates**

Commissioner Coyle provided updates on COVID-19 testing in Corrections and Long Term Care.

#### **b. Update for signers on Federal Drug Forfeiture Account**

Commissioner Chirichiello to approve the updated signers on the Rockingham County Federal Drug Forfeiture Account with TD Bank (account ending 36449) be updated to be Scott Priestley, Sr., Treasurer, Robert Troy, Deputy Treasurer and Charles Nickerson, Finance Director. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello noted brief updates including compliments to the team for the dedication and hard work with COVID. Further, noted the payroll pay date will be changing to a Friday and that advance notice will be provided.

### **2. County Attorney – Patricia Conway**

#### **a. Victims of Crime Act (VACA) Grant Application, \$50,000 (approval)**

Commissioner Coyle to approve the submission of a application to the NHDOJ for a Victims of Crime Act (VACA) grant for \$50,000 and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **3. Long Term Care – Jason Smith, Director**

#### **a. Exception Request (approval)**

Commissioner Coyle to approve an exception request to Personnel Policy 6-3 for a candidate to a nursing home position (RE) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. Bid Waiver: Medline \$5,851.19 (approval)**

Commissioner Coyle to approve a bid waiver to Medline for \$5,851.19 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **c. Adult Medical Day Care (ADMC) Grant, Silverthorne (approval)**

Commissioner Coyle to approve an adult medical day care grant to the Silverthorne Center for a client as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **E. New Business/Old Business**

Richard Sawyer updated on drug activity within the county.

Jason Smith and Jason Henry provided census information.

Other updates were brief in consideration of the budget sessions scheduled.

## **F. Public Comment**

None

## **G. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **H. FY 2022 Budget Review**

### **1. EMS & Projects**

Jude Gates, Robin Bernier, Chuck Nickerson

There was discussion of federal funds reimbursement and grants for projects. Discussion ensued on the anticipated projects lists along with COVID-19 related concerns. No follow up or additional information was needed in the areas of projects or engineering & maintenance.

Changes: Reducing fuel lines overall by \$109,765.

### **2. Information Technology**

Jude Gates, Robin Bernier, Chuck Nickerson

There was discussion of the additional position expense noting the demands on additional devices to support and the heavy reliance on technology. Robin Bernier expressed her standard of quality customer service, which is hard to achieve with many devices. It was noted that the IT Manager takes a more active role in offsite departments for technology support. No changes, follow up, or additional information needed.

### **3. Non County Funding**

Chuck Nickerson

Submissions for funding was reviewed. The requests were funded as follows:

- Haven: \$24,000, increase of \$4,000
- Area Homemakers: \$20,000 level
- Retired Senior Volunteer Program: \$7,000 level
- Nutrition Meals on Wheels: \$143,000 level
- Child Advocacy Center: \$15,000 level
- CASA: \$5,000 level
- Isaiah: \$7,500 level
- Service Link: \$0 level
- New Generations: \$5,000 level
- Richie McFarland: \$7,500 level
- TASC: \$3,000 level
- Alliance CT: \$3,000 new

Changes: Reducing overall to \$240,000 for a 0% overall increase.

### **4. Register of Deeds**

Cathy Stacey and Chuck Nickerson

Cathy Stacey noted the book restoration project was added back in that was delayed from the last budget. There was discussion of increased activities that result in additional expenses. Commissioner Chirichiello asked about splitting up the restoration project to reduce the increase. Cathy Stacey said that it is broken up in pieces and using surcharge funds by law.

No changes, follow up, or additional information needed.

### **5. Commissioners**

Chuck Nickerson

Changes: Increase travel by \$3,709 and a total budget overall was level funded. No follow up or additional information needed.

### **6. Corrections**

Jason Henry, Katherine Arsenault, Chuck Nickerson

Jason Henry noted decreases in areas such as separating commissary expenses to remove from the operating budget and paid directly. There was discussion of the current process using the budget for the expenses paid from the county and then the funds reimbursed from the commissary fund. It was noted this is a benefit to the county for efficiency and accurate budgeting.

Commissioner Chirichiello questioned the reduction in meal expenses. Jason Henry noted the trends show a census reduction and were previously projected at a higher amount. It was agreed the projection covers increases and should be fine for the upcoming year.

There was discussion of employee retention initiatives and upcoming events.

Chuck Nickerson noted Prime Care medical contract renewal along with the conference and training encumbrance options.

There was discussion of the regrade and additional position requests. A brief overview of future programs and logistics of facilities were reviewed. There was a discussion of the in person versus WebEx future with the courts as it relates to transportation and personnel.

No changes, follow up, or additional information needed.

A brief recess for lunch was called at 12:19p and reconvened at 12:31p.

## **7. Sheriff**

High Sheriff Massahos, Richard Sawyer, Chris Bashaw, Katherin Mann, James Lussier, Kevin Walsh

Commissioner Tombarello requested a budget narrative as nothing was included with the MUNIS numbers. The personnel increases were noted due to contractual items. Commissioner Coyle asked about any written support to further understand the submissions. Katherin Mann noted she tried using the notes feature in MUNIS but can scan materials.

Notes:

- Nonexpendable equipment feature is Windows user licenses not being maintained and the associated liability as the hosting agency. It was noted that \$36,000 will return in revenues from the agencies but the budget cycle may be delayed due to town cycles.
- New leasing and the removal of lease payments in 2018 was reviewed. There is a request for 4 vehicles for 2022 leasing, but the types are not known at this time.
- Revenues and expenses were reviewed, which is an estimated \$909,000 swing and Commissioner Coyle asked about personnel staffing considering the services is less. Chris Bashaw said that civil processing may decrease but the deputy works in various duties including policing. He said the courts will be opening back up and the department will need to catch up. Personnel discussion expanded to the needs of the NCIC additional position.

Commissioner Coyle noted that services are changing, such as remote, will result in less transportation but the budget does not reflect that. She expressed concern with the budget not considering an additional six months of COVID-19 changes in the new budget. Chris Bashaw concurred that transportation will decrease, and the staff do different tasks such as warrants and investigations. He noted that revenues are variable due to the statutory rates set by the state.

Commissioner Tombarello noted that town assistance has increased, specifically citing Sandown using the county policy services. He expressed concern with making any cuts due to the unknown opening and COVID-19. Commissioner Chirichiello said that personnel is a big portion of the budget and does not see areas to decrease.

Richard Sawyer expressed concern with evaluating revenues. Commissioner Coyle said her concern is with services to the county residents and the layers of town and state policing. Discussion ensued on the policing and drug issues including trafficking. Further discussion ensued on drug enforcement support.

Commissioner Tombarello questioned the firearm expense and the projected increases due to supply concerns. Chris Bashaw noted the vendor is tied to the state bid and is hopeful the vendors will hold the contracted pricing. There was discussion of training with ammunition.

Additional information needed: budget support.

## **8. County Attorney**

County Attorney Conway, Megan McGowen, Melissa Fales, Chuck Nickerson, Alison Kivikoski

County Attorney Conway discussed areas of increase including medical examiner expenses and subscriptions with limited information. It was noted the increase in conference and training will be offset by reimbursement from the federal government. A few line item decreases were noted as well.

Commissioner Chirichiello questioned about any downshifting of state expenses to the county for medical examiner services. The process was explained of what requires the medical examiner and the higher death rates observed. The state does pay for an autopsy and continues to do so. There was discussion of deaths from COVID-19, reporting, and how it may not be detected.

Commissioner Chirichiello questioned the district court open lines. County Attorney Conway said would support removing the \$1 funding as future needs would need to be presented, supported, and approved.

Unfilled positions were reviewed and at the present time only two positions are open. There was discussion of the removed Assistant County Attorney (ACA) position will increase of nearly \$100,000 to the budget. The duties and responsibilities were reviewed of ACAs and jury trial demands. Pending open cases has increased by 47% due to the pandemic.

Chuck Nickerson followed up on the additional budget request and the funding of conference and trainings.

Commissioner Coyle to approve an additional position of Assistant County Attorney as requested. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello noted he will ask the subcommittee to \$0 the funding for each district court line and \$0 for the district court total. Commissioner Coyle noted she would not provide any opinion or input on the matter.

No changes, follow up, or additional information needed.

## **9. Finance, Treasurer**

Chuck Nickerson, Alison Kivikoski

The operating budget was reviewed, specifically noting the county financial system is funded by the managing department. Commissioner Coyle supports a grant writer new position with the benefits. Commissioner Tombarello questioned the reporting department for the grant writer. Chuck Nickerson said finance is an appropriate location for the position, similar to Kronos and MUNIS, regardless of the reach of the services.

No changes, follow up, or additional information needed.

## **10. Human Resources**

Alison Kivikoski, Chuck Nickerson

There was review of increases including salaries and operating. Under salaries and payroll expenses, the additional position was noted.

Notes:

- Communications for an iPad to the department and no longer using a personal device.
- Postage increases due to COVID-19 employee notification expenses.
- Advertising to match the new pricing structure.
- Service contract increase to match a contractual obligation.

- Training was discussed including staffing shortages and the encumbrance options.

No changes, follow up, or additional information needed.

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

Commissioner Coyle to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **11. General Government, Categorical Assistance**

Chuck Nickerson, Alison Kivikoski

Notes:

- Bond review including interest and principal budgeting along with the future projections. Discussion ensued on the future budget impacts for the potential new county building.
- Property taxes increased by may be an error and less of an increase.
- Non-routine budgeted at \$25,000 was defined and examples made.
- Categorical assistance reviewed including splits between home and community based care from facility costs. Discussion ensued on the expenses and the line item transfer authorization from the Delegation.

Changes: Categorical assistance revisions as recommended by the Finance Director. No follow up or additional information needed.

### **12. Long Term Care**

Jason Smith, Michele Melanson Schmidt, Janice Demers, Kris Andreozzi, Chuck Nickerson, Alison Kivikoski

Jason Smith explained the admissions projection in light of COVID-19 and building relationships with external stakeholders. It was noted that seventy beds are available and marketing resources will be needed to be successful.

Notes:

- Service contracts increase due to additional PointClick Care enhanced services, patient survey service for customer service excellence, and accreditation.
- Chuck Nickerson noted ProShare with a recommendation to reduce further funding.
- Other equipment in nursing needed replacement due to wear and team with a new lifespan of 5-10 years.
- Pharmacy expense was reviewed noting needs based on admissions.
- Food expense was reviewed in light of a reduced census in the nursing home, assisted living, and the jail.
- Retirement impacts in smaller departments was reviewed as it impacts the payroll expenses.
- Quality of care increases based on reporting and analytics was noted with enhanced modules in the service contracts.

Changes: Bed assessment modification as recommended by the Finance Director. Adult Day Care to \$100,000 from \$120,000. Proshare \$50,000 reduction to \$25,000 total. No follow up or additional information needed.

A recess was declared at 3:19 p.m. for a non meeting with legal counsel. The meeting was reconvened at 3:59 p.m.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 3:59 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 04.14.2021

Minutes approved by the Board of Commissioners on 04/21/2021.

  
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Commissioner/Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, April 21, 2021 @ 8:30 a.m.

### A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
Remote:  
Commissioner Tombarello

High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith, Michele Melanson Schmitt  
Sheriff's Office: Chris Bashaw, Richard Sawyer,  
Katherin Mann

### B. RFP Openings & Awards

#### 1. Opening: Flooring, EMS

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

#### 2. Opening: Generator Fuel Pump Rebuild, EMS

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

#### 3. Opening: Air Disinfection Units, EMS

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

### C. Consent Agenda

1. Accounts Payable (approval)
2. April 12 & 14, 2021 (approval)
3. Census: Corrections

Commissioner Coyle to approve the consent agenda including accounts payable list total of \$787,014.44. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle provided brief updates for the County Attorney's Office, Corrections, and Long Term Care.

Commissioner Tombarello noted he has been in contact with Human Resources, Finance, and Engineering & Maintenance Services.

Commissioner Chirichiello noted liaison departments.



**b. Line Item Transfer, General Government (approval)**

Commissioner Coyle to approve a line item transfer within general government. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**c. Derry TIF Expansion (notification, informational)**

Commissioner Chirichiello said that the towns must notify the county of any TIF creation, expansion, or changes. He also said Londonderry has a notification and will be added to the 04-28-2021 agenda.

**2. Finance – Charles Nickerson**

**a. The WFC Group Master Services Agreement (approval)**

Commissioner Coyle to approve a Master Services Agreement with The WFC Group and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**3. Human Resources – Alison Kivikoski**

**a. Personnel non public session**

**E. New Business / Old Business**

Jude Gates noted irrigation and water reports from the state. She also provided brief staffing updates.

High Sheriff Massahos noted a few updates.

Jason Smith provided brief staffing and COVID-19 related updates. Michele Melanson Schmitt noted resident updates and admissions.

Jason Henry provided census information, specifically noting the female count and Medicaid inmates. He gave department updates: grant award pending, employee appreciation, and programs.

Cathy Stacey noted SB89 and asked for the Commissioners to participate in the hearing Friday and voice opposition.

Alison Kivikoski provided updates: pay date change notification, new online application process, pay and classification audit.

Chuck Nickerson updated on the upcoming Delegation Executive Committee Meeting and proposed the Commissioners Public Hearing for the budget on the same day.

**F. Public Comment**

None

**G. Commissioners Non-Public Session**

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

**• Exception Request, Long Term Care**

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

**• Leave Request, Long Term Care**

Commissioner Coyle to approve a leave without pay request for a nursing home employee (BR) with county portion of all employee benefits to continue through 04-16-2021 as recommended by the Director.

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

- **Leave Request, Sheriff**

Commissioner Coyle to approve a leave without pay request for a sheriff's office employee (RP) with county portion of all employee benefits to continue through 05-30-2021 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 2-0-1, Commissioners Chirichiello and Coyle in favor, Commissioner Tombarello abstained.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:32 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 04.21.2021

Minutes approved by the Board of Commissioners on 05/05/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, April 23, 2021 @ 8:30 a.m.

## A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:35 a.m.

### 1. Pledge of Allegiance

### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
Remote:

Commissioner Tombarello  
High Sheriff Massahos  
Register of Deeds Stacey  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw, Richard Sawyer,  
Katherin Mann

## B. FY2022 Commissioners Budget Proposal

### • PayPoint HR Study

Alison Kivikoski highlighted the final study results including a hierarchy, grade points, and compensation. It was noted the final product was provided to the Commissioners, Officials, Division Directors, and the Delegation. Discussion ensued on the vendor and the audit reflecting detailed information.

Commissioner Tombarello asked if all counties participated. Alison Kivikoski noted not all requests were fulfilled.

Commissioner Coyle to accept the April 16, 2021 Pay and Classification Audit report. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept PayPoint HR's recommendation to utilize the 50<sup>th</sup> percentile from the external market to measure the deviation of the current salary range compared to the market median. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's classification hierarchy; realignment of like job titles by group to form an organizational hierarchy. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's title change recommendations as outlined on page 91 and 92 of the Pay and Classification Audit report. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to approve wage adjustments for certain employees as recommended by PayPoint HR on the attached listing, effective with the bi-weekly pay period beginning on December 19, 2021 (bi-weekly pay date of January 7, 2022). Adjustments shall result in new rates of pay that correlate to amounts listed (in green) on pages 94 through 100 through the Pay and Classification Audit report attached. Employees shall retain their current annual evaluation date and be eligible for their annual wage increase and/or lump sum. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's proposed salary schedule (pay plan); one pay plan for all non union positions. Pending approval and passage of the Fiscal Year 2022 Rockingham County budget. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's proposed internal equity; placement of positions to newly established grade levels. Pending approval and passage of the Fiscal Year 2022

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

Commissioner Coyle to grandfather rates of pay for five employees that fall outside of the newly established pay plan maximum rate for their positions: BB, DC, JM, JS, and JP. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's recommendation to adjust the entire pay plan by the Consumer Price Index (CPI) annually, by proposing a new Resolution to the County Convention for incorporation into the annual Rockingham County budget approval process. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's recommendation to retitle (1) one Senior Human Resources Generalist, J.H. to Human Resources Manager into grade level R20 and classification level 4. Pending approval and passage of the Fiscal Year 2022 Rockingham County budget. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to accept and implement PayPoint HR's recommendation to retitle (1) one Senior Human Resources Generalist, L.F. to Human Resources Risk Supervisor into grade level R18 and classification level 5. Pending approval and passage of the Fiscal Year 2022 Rockingham County budget. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Regrades**

There was discussion of the regrade requests and if any action is necessary. Commissioner Coyle proposed allowing comments from departments present to clarify any concerns.

Commissioner Coyle to deny all regrade requests proposed because of adoption of the PayPoint report as it incorporated all positions. Commissioner Tombarello seconded the motion.

Register of Deeds Stacey questioned the grandfathered staff and expressed concern with the Deputy Register of Deeds. Alison Kivikoski noted the room for growth as the annual plan increases by the CPI. Cathy Stacey continued her objection to the lack of regrade movement.

Chris Bashaw requested the regrade of Lt. to Captain noting the needs. Alison Kivikoski said it would be treated as a promotion and the new pay plan rates will be used for this movement. Chuck Nickerson noted the prior history of the movement and procedure. Discussion ensued.

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

- **Additional Position, 1 position – Corrections**

Medicated Assistant Treatment Case Manager  
Full time

Commissioner Coyle to approve an additional position of Medicated Assistant Treatment Case Manager, effective 12/26/2021. Commissioner Tombarello seconded the motion.

Commissioner Chirichiello asked if the budget presented reflects the additional positions. It was noted that the budget will be reduced with the 6-month savings. Discussion ensued on funding of benefits.

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

- **Additional Hours, 1 position – Corrections**

Accountant  
Part time to full time

Commissioner Coyle to approve an additional hours request for position Accountant, from par time to full time, effective 12/26/2021. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Additional Position, 1 position – EMS/IT**

Desktop Support Technician  
Full time

Commissioner Coyle to approve an additional position of Desktop Support Technician, effective 12/26/2021. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Additional Position, 1 position – Human Resources**

Records Management Coordinator  
Full time

Commissioner Coyle to approve an additional position of Records Management Coordinator, effective 12/26/2021. Commissioner Tombarello seconded the motion.

Commissioner Tombarello asked if the per diem staffing would be eliminated. Alison Kivikoski said that the per diem scans and the coordinator codes and files.

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

- **Additional Position, 1 position – LTC**

Receptionist  
Full time

Commissioner Coyle to approve an additional position of Receptionist, effective 12/26/2021. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Additional Position – 1 position – Sheriff**

NCIC Technician  
Part time

Commissioner Coyle to approve an additional position of NCIC Technician, effective 12/26/2021. Commissioner Tombarello seconded the motion.

Commissioner Coyle noted her opposition. Commissioner Tombarello asked the Sheriff's Office for information. Chris Bashaw explained the support for the needs of the position.

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

- **Additional Position – 1 position – Finance**

Grant Writer  
Full time

Commissioner Coyle to approve an additional position of Grant Writer, effective 07/01/2021. Commissioner Tombarello seconded the motion.

Discussion ensued on the needs of the position and the scope.

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

- **Regrade – 1 position – Sheriff**

Lt. to Captain  
Full time

Commissioner Coyle to approve a regrade of a Lt. to Captain. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor. Commissioner Coyle noted it is within the power of the High Sheriff to promote.

- **Final Budget Review**

The Commissioners confirmed the public hearing for the proposed budget will be May 7, 2021 from 8:30 a.m. to 9:30 a.m. and then attend the quarterly budget review meeting held by the Executive Committee.

There was discussion of ProShare payment projections and future Federal Medical Assistance Percentage (FMAP) projections.

The amount currently spent versus the expected 6/30/2021 expenses were discussed and the need for reporting in future budgets.

Commissioner Chirichiello recommended reviewing line by line for a final step.

Commissioner Chirichiello asked about the law book line requested increase. Commissioner Coyle said the service of West Law increased.

Commissioner Chirichiello noted that operating expenses is an area to reduce the overall budget increase. Commissioner Coyle revisited her prior concern with the Sheriff's Office deputies conducting less transports and less paper servicing.

- a. Delegation**

Commissioner Chirichiello to reduce office supplies, 53400, by \$1,050. Commissioner Tombarello seconded the motion. Voted 1-2, Commissioner Chirichiello in favor, Commissioners Coyle and Tombarello opposed.

No changes to 1% increase

- b. Treasurer:**

No changes to 1% increase

- c. County Attorney**

No changes to 8% increase

- d. Medical Examiner**

Commissioner Chirichiello to reduce the travel line, 53903, by \$2,500. Commissioner Coyle seconded the motion. Voted 1-2, Commissioner Chirichiello in favor, Commissioners Coyle and Tombarello opposed.

Commissioner Chirichiello to reduce line 54401 by \$10,000. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello to reduce line 54403 \$2,500. Commissioner Tombarello seconded the motion. Voted 2-1. Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

Change: \$12,500 total decrease

- e. Sheriff**

Commissioner Coyle to reduce line 57163, vehicle lease, in half to \$23,750. Commissioner Tombarello seconded the motion.

Commissioner Coyle noted that vehicles could be deducted by 2 and that the 2018 vehicles are owned and not old. Commissioner Tombarello said the fleet needs to be maintained and the amount of new vehicles has been reduced from 6 or 7 in other years to 4.

Richard Sawyer provided information on vehicles and his historical knowledge said the expenses increase and ensure vehicles are safe.

Voted 1-2. Commissioner Coyle in favor, Commissioners Chirichiello and Tombarello opposed.

Commissioner Coyle noted Commissioner Tombarello and Chirichiello do not support any reductions in the Sheriff's budget and will not make any further recommendations. She expressed concern with the budget overall increase and revenue decrease.

Commissioner Tombarello asked if the outside detail rate increased. Chris Bashaw noted the hourly rate increased last year to capture the associated county expenses.

No changes to the overall budget 7% increase. (includes sheriff, dispatch, radio, detail)

**f. Deeds**

No changes to the 9% increase.

**g. Commissioners**

No changes

**h. General Government**

No changes

**i. Finance**

Commissioner Tombarello asked about a conference reduction based on the expended amount. Chuck Nickerson explained the COVID-19 related delays for training and the anticipated needs.

Commissioner Chirichiello to reduce line 53903, travel \$300. Commissioner Tombarello seconded the motion. Discussion ensued. Voted 2-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

Commissioner Tombarello to reduce line 53900, conference & training by \$2,000. Commissioner Chirichiello seconded the motion.

Commissioner Coyle noted that the line was reduced previously and that the training is important for compliance and a reduction in liability. She noted the liability could be more costly in the long run.

Voted 2-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

Change: \$2,300 total decrease

**j. EMS**

No changes to the department 1% decrease proposed.

It was noted fuel was already reduced as requested by Commissioner Tombarello.

**k. Information Technology**

No changes to the 10% section increase and 0% overall.

**l. Corrections**

Budget increase was clarified as a 3.5% increase due to the removal of regrade requests.

Commissioner Chirichiello noted grant funding and if those funds could be used in lieu of the budget funding. He noted a scenario in the Town of Derry under a similar situation for morale. Discussion ensued on use of funds.

Commissioner Chirichiello to reduce line 53408, employee retention by \$5,500 as grant funding can be used for employee morale and gift cards from the business of Rockingham County. Commissioner Coyle seconded the motion.

Commissioner Tombarello expressed concern with not knowing enough about grant funding restrictions.

Voted 1-2, Commissioner Chirichiello in favor, Commissioners Coyle and Tombarello opposed.

No changes to the budget

**m. Human Resources**

No changes

**n. Statutory Agencies & Non County Funding**

No changes

**o. Long Term Care**

No changes

**p. Revenues**

Discussion ensued on the lines that increased or decreased.

**C. Public Comment**

None

Commissioner Coyle to approve the FY2022 Commissioners Proposed Budget amended:

- Appropriations total of \$87,616,552
- Taxes to be raised of \$49,771,191
- \$6,419,409 fund balance used
- \$81,195,143 total revenues
- 0.6% tax increase

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

The final overall budget increase was noted and based on the changes approved. It was further noted last year's budget was a tax savings to the tax payers and this budget was proposed with due diligence.

**D. Adjourn**

Commissioner Coyle moved to adjourn at 11:13 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 04.23.2021

Minutes approved by the Board of Commissioners on 05/05/2021.



\_\_\_\_\_  
Commissioner Kate Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, April 28, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:32 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
HR: Alison Kivikoski, Julie Hoyt  
BOC Office: Chris Maxwell  
Remote:  
High Sheriff Massahos

Corrections: Jason Henry  
EMS: Jude Gates  
Finance: Chuck Nickerson  
LTC: Jason Smith, Michele Melanson Schmitt  
Sheriff's Office: Katherin Mann  
Gallagher Benefits

### B. RFP Openings & Awards

#### 1. Opening: Door Replacement, EMS

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

#### 2. Award: Flooring, EMS

Commissioner Coyle to award the flooring proposal to Cadieux's Flooring for \$31,042 and accept the submissions from Cadieux's Flooring and Northeast Flooring outside of Public Purchase as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Payroll (approval)

Commissioner Coyle to approve total payroll expense of \$1,108,846.51 for the pay date 04-29-2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

##### a. Liaison Updates

Commissioner Coyle provided COVID-19 information including inmate vaccinations at Corrections. Commissioner Coyle noted the LNA Graduation of the first class and a discussion ensued. Brief updates in Long Term Care and the County Attorney's Office provided.

##### b. Ratification of Collective Bargaining Agreements

###### o Corrections Officers, NCEU Local 118

Commissioner Coyle to approve a Collective Bargaining Agreement between Rockingham County, NH and the National Correctional Employees Union, Local 118, Corrections Officers, effective 07/01/2021 to 06/30/2024 contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- o **Legal Assistants & Paralegals, Teamsters Local 633**

Commissioner Coyle to approve a Collective Bargaining Agreement between Rockingham County, NH and the Teamsters Local 633 of NH, Legal Assistants & Paralegals, effective 07/01/2021 to 06/30/2024 contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello thanked Commissioner Coyle for her hard work on contract ratification. Commissioner Coyle thanked the management team for their collective approach.

- c. **Line Item Transfer, General Government (approval)**

Commissioner Coyle to amend a line item transfer approved at the 4/21/2021 meeting from \$10,000 to \$25,000. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. **Londonderry TIF Expansion (informational)**

Notification by state law, no action necessary

- 2. **Corrections – Jason Henry**

- a. **Line Item Transfer (approval)**

Commissioner Coyle to approve a line item transfer as recommended by the Corrections Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. **Agreement Extension, Neptune Uniforms & Equipment, October 2, 2019 (approval)**

Commissioner Coyle to extend an RFP Award and agreement for uniforms ending June 30, 2021 to December 31, 2021 with all terms and conditions to remain the same as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- 3. **Human Resources – Alison Kivikoski**

- a. **Open Enrollment Period & Mandatory Online Enrollment (approval)**

Commissioner Coyle to designate the open enrollment period for the plan year of July 1, 2021 to June 30, 2022 as May 25, 2021 through June 11, 2021 and require the mandatory completion of online open enrollment for all benefits eligible employees as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. **Exception request (approval)**

Commissioner Coyle to approve an exception request to Personnel Policy 8-2F as recommended by the Finance and HR Directors. Commissioner Chirichiello seconded the motion.

There was discussion of the hours and the different departments with COVID-19 related needs and those that should have used time.

Commissioner Coyle to table the exception request. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- 4. **Long Term Care Services – Jason Smith**

- a. **Agreement Amendment, HealthPRO Heritage (approval)**

Commissioner Coyle to approve an amendment to the HealthPRO Heritage agreement. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. **Bid Waiver: Direct Supply, \$11,518.78 (approval)**

Commissioner Coyle to approve a bid waiver to Direct Supply for \$11,518.78 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**5. Sheriff – Charles Massahos**

**a. Line Item Transfer (approval)**

Commissioner Coyle to approve a line item transfer for the Sheriff's Office as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business / Old Business**

Human Resources, Sheriff's Office, Finance, Long Term Care provided brief updates.

Commissioner Chirichiello asked for follow up on when the American Cross should have a blood drive on the complex. Jason Smith explained the process to be procedure for safety purposes.

It was noted the go live for the rental assistance program will not be ready for this Friday as initially targeted.

**1. Gallagher Group Benefits Presentation, 9:15a**

Gallagher Group Benefits provided a presentation on renewals for July 1, 2021 to June 30, 2022 insurance coverages. The rates were reviewed, and discussion ensued on the phases of approvals needed. Discussion ensued on alternatives to incentivize. The Commissioners agreed to move to HM Insurance Group for the Stop Loss Plan.

**F. Public Comment**

None

**G. Commissioners Non-Public Session**

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

Commissioner Coyle moved to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle to seal the minutes of the non public session indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 10:43 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

CM 04.28.2021

Minutes approved by the Board of Commissioners on 05/05/2021.



Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, May 5, 2021 @ 8:30 a.m.

Commissioner Tombarello called the meeting to order at 8:32 a.m.

Chuck Nickerson was recognized for completing a NACO Leadership Program with a certificate and Jason Henry received his earlier at the jail.

### A. Call to Order

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
Remote:  
County Attorney Conway

High Sheriff Massahos  
Corrections: Jason Henry, David Consentino  
EMS: Jude Gates  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw  
Rick Campbell, PayPoint HR

### B. RFP Openings & Awards

#### 1. Opening: Walk-In Cooler Units, EMS

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

#### 2. Opening: APX Radio, Sheriff

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

#### 3. Opening: Spectracom GPS Master Clock, Sheriff

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

#### 4. Award: Commercial Dryer, EMS

Commissioner Coyle to award the dryer proposal to Daniels Equipment Company for \$10,579.48 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 5. Award: Air Disinfection Units, EMS

Commissioner Coyle to award the disinfection units proposal to Hillyard Inc. for \$77,928 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 6. Award: Jail Oil Tank Inspection, EMS

Commissioner Coyle to award the oil tank inspection and cleaning proposal to Gaftek for \$4,695 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **7. Award: Door Replacement, EMS**

Commissioner Coyle to award the replacement door proposal to New England School Services for \$34,010 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **C. Consent Agenda**

1. Accounts Payable (approval)
2. April 21, 2021, April 23, 2021, April 28, 2021 (approval)
3. Census: Corrections (informational)
4. Adult Day Care Payout Report: March 2021 (informational)

Commissioner Coyle to approve the consent agenda including accounts payable list total of \$1,173,150.35. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **D. Reports**

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

#### **a. Liaison Updates**

Commissioner Chirichiello noted brief updates from elected officials. He appreciated the invitation for the Corrections staff ceremony.

Commissioner Coyle said this week is staff appreciation week for Long Term Care and Corrections. She highlighted the upcoming events. She updated on COVID-19 testing in the nursing home and jail. Commissioner Coyle noted the awards for Corrections staff this morning and thanked everyone for the recognition and appreciation in that form.

Commissioner Tombarello highlighted a meeting yesterday to continue the discussions for the new county building. He noted the bonding goal is \$25 million and said the timeframe is tight for grant funding.

### **2. Human Resources – Alison Kivikoski**

#### **a. Exception request (approval)**

Commissioner Coyle to approve an exception request to Personnel Policy 8-2F for employees as outlined in the request dated 04-22-2021 as recommended by the Finance and Human Resources Directors. Commissioner Chirichiello seconded the motion. Motion withdrew (see below for revised).

Commissioner Tombarello expressed support with Long Term Care, Finance, and Human Resources for minimum usage exceptions. Commissioner Coyle concurred with Commissioner Tombarello noting that time off was limited due to work restrictions from the pandemic. Commissioner Chirichiello noted the pandemic was difficult and was

Commissioner Coyle to approve an exception request to Personnel Policy 8-2F for the following departments: Long Term Care (all divisions), Finance, and Human Resources as outlined in the request dated 04-22-2021 as recommended by the Finance and Human Resources Directors. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Discussion ensued about the departments not approved in the motion above. It was noted employees were notified originally in February and it is a “use it or lose it” situation.

#### **b. FY2022 Benefits: Health, Dental, HSA, Retiree, Buy-out, Voluntary (approval)**

Commissioner Coyle to approve health, dental, health savings, retiree, buyout, and voluntary insurances for Fiscal Year 2022 in the HR Director’s memorandums dated April 29, 2021 and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**#1-Medical:** Cigna continue as the administrator for Medical insurance with no change to plan design (OAP 10%, HDHP 10%, and HDHP 20%) and no increase to premiums. The administration rate guarantee runs 36 months through 6/30/2024.

#2-Dental: Northeast Delta Dental continue as the administrator for Dental insurance at a rate of \$5.94 PEPM, a 4% increase, with no change to plan design (High and Low plans) and no increase to premiums.

#3-HSA: County funding of employee Health Savings Accounts (HSA) as \$3,500 Two-Person/Family and \$1,750 Individual. These amounts will be prorated for employees enrolling or changing plan tiers with effective dates after July 1, 2022.

#4-Medicare: AmWins continue as the Product Administrator for the United American Plan F and Rx plans offered to Medicare-Eligible retirees at an approximate 2% increase. These plans are 100% retiree paid.

#5-Retiree: 7/1/2021 to 6/30/2022 Retiree Premium rate for the Cigna Medicare Supplement plan continue with no increase. This plan is 100% retiree paid.

#6-Buy Out: \$1,500 for the employee Health Buy-Out option for the fiscal period 7/1/2021 to 6/30/2022. The full-time monthly rate of \$125 will be pro-rated for part time employees. The same eligibility policy and procedures practiced for the 7/1/2020 to 6/30/2021 plan year will be applied for the 7/1/2021 – 6/30/2022 plan year.

#7-Eligibility & Deduction: affirm that the medical and dental eligibility and deduction policy and procedure continue so that employees are eligible for and pay for both health and dental on the same date.

#8-Life & A.D.D.: Cigna to continue as Product Administrator of the employer sponsored \$20,000 Basic Life insurance and \$20,000 Basic Employee AD&D insurance plans for benefits eligible employees at a \$3.20 (\$0.140/\$1,000 Life and \$0.02/\$1,000 AD&D) PPM (Per Participant Per Month) fee; (two) year rate guarantee expiring 6/30/2023.

#9-S.T.D.: Cigna to continue as the fully insured Short Term Disability Carrier with no increase to the rate of \$0.465 per \$10 benefit with 100% of cost covered for full-time employees and prorated share for part-time employees; 2 (two) year rate guarantee expiring 6/30/2023.

#10-L.T.D.: Cigna to continue as the Product Administrator for Voluntary Long-Term Disability with no increase in rates; 2 (two) year rate guarantee expiring 6/30/2023.

#11-Voluntary Life & A.D.D.: Cigna to continue as the Product Administrator for Voluntary Employee, Spouse, and Child Life/AD&D with no increase in rates; 2 (two) year rate guarantee expiring 6/30/2023.

#12-Tandem Program: Tandem Care to continue as Product Administrator for the Health Care Shopping Services and Savings program for the fiscal period 7/1/2021 to 6/30/2022. Fixed rate cost continues at \$3.00 per health plan subscriber per month; 1 (one) year rate guarantee through 6/30/2022. Fund rewards are administered by Tandem. Rewards Option Program levels are determined by Human Resources Director and Finance Director with recommendations by Product Administrator and Gallagher Benefit Services.

#13-Pet Ins.: Nationwide to continue as the Product Administrator for the Pet Insurance voluntary benefit, allowing for payroll deductions. Enrollment is on a rolling basis.

#14-Auto & Home Ins.: Liberty Mutual to continue as the Product Administrator for the Auto and Home voluntary benefit program, allowing for payroll deductions. Enrollment is on a rolling basis.

#15-FSA: Benefit Strategies to continue as the Product Administrator for the Flexible Spending Accounts (FSA) and Cafeteria 125 Plan Management at an Annual Renewal fee of \$400, payable on 7/1/2021 for the 7/1/2021 – 6/30/2022 plan year; annual Non-Discrimination Testing fee of \$400; \$4.35 PPM (Per participant Per Month fee); 1 (one) year rate guarantee through 6/30/2022.

#16-HSA: Benefit Strategies to continue as the Product Administrator of the Health Savings Account (HSA); no separate fee for HSA plan account administration; 1 (one) year rate guarantee through 6/30/2022.

**#17-FSA:** authorize the Director of Human Resources to sign the County of Rockingham FSA Renewal form for the July 1, 2021 to June 30, 2022 Plan Year.

**#18-COBRA:** Benefit Strategies to continue as the Product Administrator of COBRA at an Annual Renewal fee of \$250, payable on 7/1/2021 for the 7/1/2021 – 6/30/2022 plan year; \$0.45 PEPM (Per Employee/ Per Month) fee; Qualified Beneficiary Takeover Fee \$40; 1 (one) year rate guarantee through 6/30/2022.

**#19-Vision:** EyeMed to continue as the voluntary Vision carrier at a 0% rate increase; 2 (two) year rate guarantee expires 6/30/2022.

**#20-EAP:** New Directions to continue as the Employee Assistance Plan provider at a 91.2% increase with a 1 (one) year rate guarantee of \$2.62 PEPM (Per Employee Per Month) expires 6/30/2022.

**#21-Colonial:** Colonial to continue as the Product Administrator for the Voluntary Accident, Hospitalization, and Critical Illness benefit plans; rate guarantee through 6/30/2022.

### **3. Long Term Care Services – Jason Smith**

#### **a. Staffing Agreement, Insta-Staff (approval)**

Commissioner Coyle to approve a Services Agreement with Insta-Staff and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. Exception request (approval)**

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

### **E. New Business / Old Business**

The Sheriff's office provided a brief update including requests from towns and the state police.

County Attorney Conway noted the upcoming jury trials and the impact. There was discussion of dangerousness evaluations, specifically based on another county recent article. She said that the process has changed and the county must pay the costs and finding a qualified professional can be challenging.

There was clarification on in-person attendance at Board of Commissioners meeting due to surveillance testing and that the Commissioners meeting room is limited to 6 people only.

Long Term Care updates were provided including staff appreciation. Discussion ensued regarding mental illness with inmates.

Alison Kivikoski provided brief department updates.

Chuck Nickerson noted a soft go live for the rental program started this week. Discussion ensued.

#### **1. PayPoint HR Pay Presentation, 9:15a**

Commissioner Tombarello welcomed the officials and division directors to ask questions for clarification from the pay audit. Rick Campbell was present for PayPoint HR.

County Attorney Conway asked about the grade analysis from current to proposed for the process. Rick Campbell said the process involved experience and other factors that begin with the survey from supervisors and employees. Explanation included the organizational chart and hierarchy. She was concerned about internal equity and provided a few examples. Rick Campbell said the study does not look at people, just the positions and the placement. He said that compression issue is handled internally and not part of the study. He said the assumption uses the current pay but not different years of services.

County Attorney Conway requested that the Deputy County Attorney position grade be moved up.

County Attorney Conway asked for further information the narrative between Administrator and Manager, specifically the Office Administrator. Rick Campbell explained the differences including authority such as hire to fire, which is weighted higher for the level. Discussion ensued on the overall pay plan titles and the review process.

Commissioner Coyle said the goal of the survey is to get it right and retain employees. She recommends reviewing these few positions and reconsider for adjustment.

Commissioner Chirichiello said no report is perfect and internal reviews could result in change but believes in the report submitted.

Jason Henry said he is concerned with the Director of Inmate Services grade and noted the title comparison.

Rick Campbell clarified titles and the description is reviewed, noting that anomalies exist in titles where they fit in the organizational structure. He suggested that the positions in the grade he reviewed globally to ensure internal equity.

Chris Bashaw noted similar concerns with the Office Administrator and requested a similar review.

It was agreed to revisit positions Deputy County Attorney, Office Administrators, and Corrections Lieutenants.

#### **F. Public Comment**

None

#### **G. Commissioners Non-Public Session**

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

Commissioner Chirichiello to exit non-public session. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello to seal the minutes of the non public session. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **PayPoint HR Audit Follow Up Discussion**

Alison Kivikoski noted the Office Administrator role has been reviewed over the years to ensure appropriateness and it review hierarchy. She feels the structure as presented is correct, noting the specific duties and expectations of the position. Further, she reviewed the FLSA standards for exempt and non-exempt. Discussion ensued regarding the position versus the personnel experience, length in position, and at time of hire rate.

There was discussion of the difference between moving grades versus a wage adjustment for equity, with room to grow in the current grade. Alison Kivikoski said the process could be the study in the first phase and then a second phase of the adjustments.

Alison Kivikoski said the Director of Inmate Programs or Behavior Health title does not change the market results and recommends leaving the grade as is.

Discussion ensued on past wage adjustments, how to adjustment the decompression issues, and the timing for the changes. Further, there was discussion of representation to follow up.

- **Cigna; Partial Recovery Write Off Request**

Commissioner Coyle to Authorize the Director of Human Resources to sign the file closure request from Cigna related to unreimbursed claim expenses of \$1,142.11. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle to adjourn at 10:58 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 05.05.2021

Minutes approved by the Board of Commissioners on 05/12/2021.

  
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Commissioner Kate Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, May 12, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:32 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell

Remote:  
High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw, Katherin Mann

### B. RFP Openings & Awards

#### 1. Opening: Floway Vertical Turbine Pump, EMS

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

### C. Consent Agenda

1. Payroll (approval)
2. May 5, 2021 & May 7, 2021 minutes (approval)
3. Census: April Long Term Care (informational)
4. Lien Release (signatures)

Commissioner Coyle to approve the consent agenda including total payroll expense of \$1,112,892.13. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

#### 1. Corrections – Jason Henry

##### a. Inmate Administrative Transfer (approval)

Commissioner Coyle to approve an inmate administrative transfer as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Human Resources – Alison Kivikoski

##### a. Internal Only Posting (approval)

Commissioner Coyle to waive the posting requirement for internal only for Account Coordinator Med. D. and Corporal as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

##### b. • HM Insurance Group Stop Loss

New business due to rate lock deadline. There was discussion regarding options, historical losses, and the best option to reduce exposure.

Commissioner Coyle to approve the HM Insurance Group for FY2022 Stop Loss with option 2 as outlined in the Director's memorandum dated 05/12/2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **3. Registry of Deeds – Cathy Stacey**

#### **a. Bid Waiver: Fidlar Technologies, \$60,000 (approval)**

Commissioner Coyle to approve a bid waiver to Fidlar Technologies for \$60,000 as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **4. Sheriff – Charles Massahos**

#### **a. Grant Award: 2018 Homeland Security, \$2,100.47 (approval)**

Commissioner Coyle to approve a grant award from the New Hampshire Department of Safety in the amount of \$2,100.47 for a 2018 Homeland Security Program for night vision equipment and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **E. New Business / Old Business**

Departments were provided an opportunity to speak however noting a 9:00 a.m. subcommittee meeting and asked for shortened updates.

Commissioner Tombarello announced he will provide weekly updates on the new building. At the present time, the amount needed was broken down by the vendor for review and to determine what ARPA funds can be used.

### **F. Public Comment**

None

### **G. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non-public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **• PayPoint HR Audit Follow Up Discussion**

Alison Kivikoski provided a spreadsheet on proposed wage adjustments for specific positions that could be considered inequitable. There was review and discussion.

Commissioner Coyle to approve an 8% wage adjustment for the Director of Inmate Services (JN) and Lieutenant (SN) and 5% wage adjustment for the Deputy County Attorney (MF) effective 12/19/2021. Commissioner Chirichiello seconded the motion.

Discussion ensued.

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

### **H. Adjourn**

Commissioner Coyle to adjourn at 9:00 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 05.12.2021

Minutes approved by the Board of Commissioners on 05/19/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, May 19, 2021 @ 8:30 a.m.

### A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

3. Attendance

Commissioner Tombarello  
Commissioner Chirichiello  
Commissioner Coyle  
Charles Nickerson, Finance Director  
Alison Kivikoski, HR Director  
BOC office: Chris Maxwell  
Remote: County Attorney Conway

High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith, Janice Demers  
Sheriff: Chris Bashaw, Katherin Mann

### B. RFP Openings & Awards

#### 1. Award: APX Radio, Sheriff

Commissioner Coyle to award the radio proposal to Motorola Solutions 2-Way Communications not to exceed \$5,611.80 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Award: Spectracom GPS Master Clock, Sheriff

Commissioner Coyle to award the GPS master clock proposal to Orolia USA not to exceed \$5,545 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 3. Award: Walk In Coolers, EMS

Commissioner Coyle to award the cooler proposal to Dowling Corporation for \$23,072 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 4. Opening: Replacement HVAC Equipment- Supply & Install, EMS

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

### C. Consent Agenda

1. Accounts Payable (approval)

Wires \$1,784,069.24, gl 49.50, payroll \$29,213.77, preauthorized \$816,000, accounts payable \$718,931.64 with a list total of \$3,348,264.15.

2. May 12, 2021 (approval)
3. Agreement/Contract for Signature:
  - a. The WFC Group Master Services Agreement

Commissioner Coyle to approve the consent agenda including accounts payable list total of \$3,348,264.15. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **D. Reports**

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

#### **a. Grant Award: Emergency Rental Assistance Program 2, \$15,582,869.90**

Commissioner Coyle to approve a grant award from the US Department of Treasury in the amount of \$15,582,869.90 for the Emergency Rental Assistance Program II and authorize the Chair to sign all necessary document. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. Opioid Litigation Settlement Distribution, NHDOJ (informational)**

Discussion ensued on the potential uses for the funds.

#### **c. Liaison Updates**

Commissioner Coyle provided liaison updates noting the jail census, trial work at the County Attorney's Office, and a change to the employee testing policy.

Commissioner Chirichiello and Commissioner Tombarello noted subcommittee meetings attended.

#### **d. Personnel non public session**

### **2. Human Resources – Alison Kivikoski**

#### **a. Retitle: Public Relations & Community Outreach Manager**

Commissioner Coyle to retitle a Unit Manager position to Public Relations and Community Outreach Manager as recommended by the Director. Commissioner Chirichiello seconded the motion.

Alison Kivikoski and Jason Smith provided information on the position and the new purpose. Discussion ensued on the facility census.

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

#### **b. Cafeteria Plan COVID-19 Amendment (approval)**

Commissioner Coyle to approve the amendment to the Cafeteria Plan and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion.

Alison Kivikoski provided a brief summary of the plan amendments.

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

#### **c. Cigna Voluntary Life and AD&D Plan Amendment (approval)**

Commissioner Coyle to approve an amendment to the Cigna Voluntary Life and AD&D plan to allow enrollment up to the Guaranteed Issue coverage amount without Evidence of Insurability for eligible employees and spouses for a July 1, 2021 effective date, and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **3. Long Term Care Services – Jason Smith**

#### **a. AMT Services Agreement (approval)**

Commissioner Coyle to approve a service agreement with American Medical Technologies (AMT) and authorize the chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. O2 Safe Solutions Respiratory Agreement Amendment (approval)**

Commissioner Coyle to approve an amendment to the respiratory service agreement dated 09/12/2019 and authorize the chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **c. Bureau Veritas Assessment Services (approval)**

Commissioner Coyle to approve an assessment services agreement with Bureau Veritas (BV) and authorize the chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**d. Zoom Business Associate Agreement (approval)**

Commissioner Coyle to approve a business associate agreement with Zoom Video Communications and authorize the chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**e. Verathon Agreement (approval)**

Commissioner Coyle to approve a sales agreement with Verathon and authorize the chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**f. Bid Waiver: Insta-Staff, \$350,000 (approval)**

Commissioner Coyle to approve a bid waiver to Insta-Staff for an amount not to exceed \$350,000 and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion.

Commissioner Coyle asked about the not to exceed total for clarification. Jason Smith explained the purpose of the services. The necessity of the bid waiver was discussed.

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

**g. Change Order: LNA Health Careers (approval)**

Commissioner Coyle to approve a change order to an approved bid waiver dated 02/17/2021 for a total note to exceed \$89,500 as recommended by the Director. Commissioner Chirichiello seconded the motion.

There was discussion of the services needed and the total amount was noted.

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

**E. New Business / Old Business**

**1. Human Resources: Amended COVID-19 Mandatory Testing Compliance Policy**

Alison Kivikoski updated on the compliance policy needs and distribution for acknowledgement. There was discussion of additional meetings in person.

Commissioner Coyle to approve an amended employee COVID-19 Mandatory Testing Compliance Policy effective immediately. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

High Sheriff Massahos updated on current activities and Chris Bashaw updated on future body camera initiatives. Chris Bashaw identified an upgrade to the dispatch system potentially using stimulus funds.

County Attorney, Register of Deeds, Corrections, and Human Resources departments provided brief updates.

Commissioner Chirichiello noted a postcard mailing to landlords and renters to advertise the Rockingham County Emergency Rental Assistance Program. Alison Kivikoski suggested a notification to paychecks for the rental program could be helpful to employees living in the county. Commissioner Chirichiello noted the rental program part II has additional offerings to assist those on the verge of homelessness.

Adult Medical Day Care program budgeted funds was reviewed. Allocations to the remaining vendors were considered.

Commissioner Coyle to transfer \$4,713 from Seaside to Senior Class, \$10,000 from Easter Seals to Silverthorne for \$5,000 and Senior Class for \$5,000. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**F. Public Comment**

none

**G. Commissioners Non-Public Session**

Commissioner Tombarello offered a grievance hearing in public or non-public session and non-public was requested. Commissioner Coyle to enter into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to seal the minutes of the personnel non-public session indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Remaining present: Commissioners Chirichiello, Coyle, and Tombarello, Alison Kivikoski, Chris Maxwell

Commissioner Coyle to accept the termination as outlined in the Corrections Superintendent's letter to the employee dated April 16, 2021, further noting a grievance hearing was held 05/19/2021 per the collective bargaining agreement. Commissioner Chirichiello seconded the motion.

Commissioner Chirichiello questioned the evaluation results and what is in the personnel records. Commissioner Chirichiello asked about the corrective action options available and what is past practice. Discussion ensued on the evaluation ranking to the incident at hand.

Commissioner Coyle noted that a severe situation can outweigh a positive evaluation. Commissioner Coyle said that COVID-19 risk has been emphasized and made clear to the personnel. Discussion ensued on threatening statements and comments.

Commissioner Tombarello noted his support of the Corrections Superintendent's decision.

Alison Kivikoski said a situation can be so egregious that it supports corrective action of termination.

Further discussion ensued. Commissioner Coyle supports the termination due to the severity of the situation. Commissioner Chirichiello expressed concern with the evaluations and written files.

Voted 2-1, Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello opposed.

Commissioner Tombarello reviewed the summer meeting calendar and suggested a meeting off once a month in the summer. One meeting was agreed upon, July 6<sup>th</sup> meeting will be payroll only.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 11:35 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 05.19.2021

Minutes approved by the Board of Commissioners on 05/26/2021.

  
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Commissioner/Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, May 26, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:30 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
County Attorney Conway  
BOC Office: Chris Maxwell

Remote:  
High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith, Michele Melanson Schmitt  
Sheriff's Office: Chris Bashaw, Katherin Mann

### B. RFP Openings & Awards

1. Opening: Community Development Block Grant Services
  - a. Administration

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

- b. Environmental Engineer

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

### C. Consent Agenda

1. Payroll (approval)
2. May 19, 2021 (approval)
3. Adult Day Care Services: April (informational)
4. Census: Corrections (informational)

Commissioner Coyle to approve the consent agenda including total payroll expense of \$1,119,252.64 for the 05/28/2021 pay date. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

1. Commissioners Office – Thomas Tombarello, Chair
  - a. Liaison Updates

Commissioner Coyle:

- Inmate count is rising along with arriving under the influence.
- A recent guilty verdict on a case from the County Attorney.
- Long Term Care quality improvement and compliance program enhancements.

Commissioner Chirichiello:

- Update on the LNA Health Careers Program at Rockingham County noting a few refinements are needed to ensure success.

- Rental assistance program needs coordination with landlords to verify information and reduce any backlog. He recommended a weekly or biweekly meeting with updates between Finance, Commissioner Chirichiello, and the vendor. Discussion ensued.

Commissioner Tombarello:

- New county building updates including further planning to reduce costs and create a standing meeting. There was discussion of funding availability. He said that a committee is needed and welcomed input.

## **2. Corrections – Jason Henry**

### **a. Bid Waiver: Track Group, \$47,450**

Commissioner Coyle to approve a bid waiver to Track Group for \$47,450 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Human Resources – Alison Kivikoski**

### **a. Minimum Usage Request (approval)**

Commissioner Coyle to approve an exception to minimum usage for a delegation office employee as outlined in the HR Director's memorandum dated 05/26/2021. Commissioner Chirichiello seconded the motion.

Commissioner Coyle noted a previous conversation and vote that was clear on the protocol. She feels this is unfair and undermines the direction of the board. Commissioner Chirichiello explained the request of the employee and the request of the Delegation Chair. Discussion ensued regarding the notification process and a potential administrative error.

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

### **b. Cigna Wellness Fund Usage (approval)**

Commissioner Coyle to approve using the Cigna wellness fund to furnish two Zen/Nursing Mothers rooms as outlined in the HR Director's memorandum dated 05/26/2021. Commissioner Chirichiello seconded the motion.

Discussion ensued regarding the location of the special rooms throughout the facility. It was agreed to purchase replacement equipment for the gym using the wellness funds.

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

### **c. Wellness MotivateMe Program FY2022 (approval)**

Commissioner Coyle to approve the MotivateMe Program for wellness from July 1, 2021 to June 30, 2022 as outlined in the HR's Director's memorandum dated 05/26/2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **d. Assisted Living LPN, MNA, LNA Hiring Exception (approval)**

Commissioner Coyle to approve the HR Director and the Director of Long Term Care Services to determine rates of pay above the mid-point for LPN, MNA and LNA positions in Assisted Living per the established hiring grid. Commissioner Chirichiello seconded the motion.

Alison Kivikoski explained the hiring process, grid for experience and compensation, to ensure efficiency and not to lose out on a candidate. Discussion ensued regarding the maximum compensation and process for equity.

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

### **e. COVID-19 Mask & Screening Protocol (approval)**

Commissioner Coyle to approve the COVID-19 mask and screening protocols for employees as outlined in the HR Director's memorandum dated 05/26/2021. Commissioner Chirichiello seconded the motion.

Discussion ensued regarding the CDC, NHDHHS, and New Hampshire Administrative Courts protocol in place.



Commissioner Coyle to table action pending further information. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**f. Summer Work Schedule (approval)**

Commissioner Tombarello expressed concern with the request and discussion ensued. Alison Kivikoski explained the prior process and the need for clarification. Commissioner Chirichiello said consistency is important and noted the process at his town. Commissioner Coyle asked for department feedback before making any decision. Commissioner Chirichiello disagreed with feedback from departments, noting the job of a Commissioner.

County Attorney Conway, High Sheriff Massahos, and Register of Deeds Stacey do not support the plan. Jason Smith and Jude Gates noted they manage departments with flexibility as needed but not a formal set plan. Commissioner Tombarello noted Corrections and Sheriff would not have the flexibility.

Commissioner Coyle to approve the summer work schedule as outlined in the HR Director's memorandum dated 05/26/2021. Commissioner Chirichiello seconded the motion. Voted 0-3, Commissioners Chirichiello, Coyle, and Tombarello opposed.

**g. Personnel non public session**

**4. Long Term Care Services – Jason Smith**

**a. Wound Care Staffing Facility Agreement (approval)**

Commissioner Coyle to approve a facility agreement with Maureen Roberts, RN Certified Wound Care Specialist for wound care staffing and authorize the Chair to sign all necessary documents as recommended by the Director. Commissioner Chirichiello seconded the motion.

Jason Smith explained the need for a wound care specialist and the standard in place. Discussion ensued regarding education for an in-house employee to become certified in lieu of an agency.

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

**E. New Business / Old Business**

High Sheriff Massahos, Register of Deeds Stacey noted offices are busy. Jude Gates noted a few updates and a purchase order negotiation due to unanticipated expense. Jason Henry noted drug activity during the admission process.

Jason Smith updated on compliance and other brief updates. Commissioner Tombarello noted a trip hazard due to improper footing of an employee. Discussion ensued regarding safety and reporting.

Alison Kivikoski updated on open enrollment and benefits. Chuck Nickerson provided revenue updates and noted payroll processing.

County Attorney Conway followed up on the case noted by Commissioner Coyle. A few additional updates on staffing and mental health.

Commissioner Coyle and Chuck Nickerson noted upcoming Delegation meetings.

**F. Public Comment**

None

**G. Grievance Hearing**

Present: Commissioners Chirichiello, Coyle Tombarello, Jude Gates, Alison Kivikoski, Jim Laprell (Union Steward), William Cahill (Union Representative), Chris Maxwell.

Commissioner Tombarello asked the employee preference on a non-public grievance hearing or public. It was agreed to continue in a public session. Commissioner Tombarello read the following for the order of the grievance hearing:

This meeting will proceed as follows: I will ask the Director Jude Gates, to discuss the reasons to deny the grievance then I will ask the EMS Union Steward or Union Representation to make a statement on the grievance. I will then ask the Board if they have any questions for either party. Once these questions have been answered I will ask Jude Gates and EMS Union Steward or Union Representation

respectively if they have anything further to add. I will then close the hearing and the Board will take the matter under advisement.”

Commissioner Tombarello asked Jude Gates to list reasons to deny the grievance. Jude Gates said that employees were not on call and that accommodations were made for most convenient testing. She also clarified the definition of a call in and compensation.

Commissioner Tombarello asked the EMS Union Steward or Union Representative to make a statement in defense. It was agreed between Jim Laprell and William Cahill that the union would speak. William Cahill cited the applicable section of the union agreement and expressed disagreement with the denial. Commissioner Tombarello commented on the mandatory phrase and noted not coming into work was an option. William Cahill disagreed with the concept that employees had a choice.

Commissioner Chirichiello asked if employees punched in for the testing. It was explained that employee's clock in and clock out. Commissioner Chirichiello said if it was a call-in then why didn't the employees stay three hours to work. William Cahill disagreed with the statement noting the call in isn't tied to working the full three hours if the work is completed.

Commissioner Coyle expressed concern with the example provided by William Cahill, noting the window of opportunity to complete testing, and were provided options at their discretion. Discussion ensued.

Commissioner Chirichiello noted it is an employee benefit to be tested and a duty of a greater good.

Discussion on testing versus defining job related was debated. Alison Kivikoski explained the window of time established and the need for reporting per guidelines. Alison Kivikoski said an employee was provided another alternative offsite for convenience but still came to the county instead. Discussion ensued.

Jude Gates noted a similar instance with water testing and affirms the denial based on the reoccurring scheduling requirement with discretion on timing. Commissioner Coyle clarified that since it is reoccurring, it is known, scheduled, and part of the job requirements.

Commissioner Coyle asked about the call-in definition and Jude Gates explained the differences in the call-in schedule and the specialists needed for tasks. Discussion ensued.

With nothing further, Commissioner Tombarello to conclude the hearing. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello to deny a grievance filed April 20, 2021 as recommended in the Director's letter dated April 26, 2021, further noting a grievance hearing was held 05/26/2021 per the collective bargaining agreement. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Jim Laprell and William Cahill left the meeting.

#### **H. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Leave Request, Long Term Care**

Commissioner Coyle to approve a leave without pay request for a nursing home employee (TR) through June 15, 2021 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 11:17 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 05.26.2021

Minutes approved by the Board of Commissioners on 06/10/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Wednesday, June 2, 2021 @ 8:30 a.m.

## A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell

Remote:  
High Sheriff Massahos  
Register of Deeds Stacey  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith  
Sheriff's Office: Richard Sawyer, Katherin Mann

## B. RFP Openings & Awards

### 1. Opening: Ambulance & Transportation Services, LTC

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

### 2. Award: Community Development Block Grant (CDBG) Administration Services

Commissioner Coyle to award the administration services proposal for CDBG Rock Rimmon project for \$16,750 and One Sky project for \$16,750 to Donna Lane, CDBG Consultant. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## C. Consent Agenda

### 1. Accounts Payable (approval)

Commissioner Coyle to approve an accounts payable list total of \$615,274.19. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## D. Reports

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

#### a. Liaison updates

Commissioner Chirichiello provided brief updates, noting rental assistance updates.

Commissioner Coyle provided updates including the census count increasing in Corrections due to mental health issues.

Commissioner Tombarello provided updates about an upcoming LNA course and evaluation due dates. Further, the new building committee needs to start meeting and concerns of increasing costs.

Commissioner Coyle noted the emergency order to meet remotely expires soon and planning is needed to meet the requirements of the state statute. Discussion ensued regarding public participation and Zoom usage. Jason Smith noted that masking and social distancing is necessary with screening and suggested the Hilton Auditorium may be a good solution. Commissioner Chirichiello questioned meetings for the Executive Committee and other events.

#### b. Personnel non public session

## **2. Corrections – Jason Henry**

### **a. Exception request (approval)**

Commissioner Coyle to approve an exception request to personnel policy 8-2D for a corrections employee (JP) as recommended by the Superintendent. Commissioner Chirichiello seconded the motion.

Commissioner Tombarello asked for clarification regarding the minimum usage carryover. Discussion ensued.

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

## **3. Finance – Charles Nickerson**

### **a. Payroll Meeting to Thursday (approval)**

Chuck Nickerson explained that an additional day is requested to take advantage of the changed paycheck date to Friday. Discussion ensued regarding the schedule and agenda deadline. It was agreed to begin June 10, 2021 for a Thursday meeting, Wednesday June 16, 2021, and finally to Thursday's starting June 24, 2021.

## **4. Human Resources – Alison Kivikoski**

### **a. Revised Employee Travel Policy (approval)**

Commissioner Coyle to approve the revised Employee Travel Policy effective immediately as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Personnel non public session**

## **5. Long Term Care Services – Jason Smith**

### **a. Exception requests (3) (approval)**

Commissioner Coyle to approve an exception request to personnel policy 6-3 for a nursing home employee candidate (DT) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to approve an exception request to personnel policy 6-3 for a nursing home employee candidate (SG) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to approve an exception request to personnel policy 6-4 for a nursing home employee (DR) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Adult Medical Day Care (AMDC) Grant: Silverthorne (approval)**

Commissioner Coyle to approve an adult medical day care grant to the Silverthorne Center for a client as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **E. New Business/Old Business**

Cathy Stacey, Alison Kivikoski, and Jason Henry provided updates. Jason Smith noted mobile vaccination usage and other brief updates. Jude Gates said training is upcoming for a disaster drill. Chuck Nickerson gave department updates and a status update on the rental assistance program.

Alison Kivikoski presented information from recent employment law seminars from legal counsel along with other hospital information. She recommended reviewing the documentation and decide at a future meeting. Discussion ensued on masking protocol and requirements based on area.

## **F. Public Comment**

none

## **G. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello offered a grievance hearing in public or non-public session and non-public was requested. Commissioner Coyle to enter into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to exit non public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Exception Request, Registry of Deeds**

Commissioner Coyle to approve a one time 4% lump sum payment for the Executive Assistant/Deputy Register of Deeds, effective December 19, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Leave Request, Sheriff**

Commissioner Coyle to approve a leave without pay request for a sheriff's employee (RP) as recommended by the High Sheriff. Voted 2-0-1, Commissioners Chirichiello and Coyle in favor, Commissioner Tombarello abstained.

- **Grievance, Long Term Care**

Commissioner Coyle to table action on the grievance hearing pending further review. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Acceptance of Resignation, Corrections**

Commissioner Coyle to accept the resignation of a corrections employee and provide a payout of earned time totaling \$190.49. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:58 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 06.02.2021

Minutes approved by the Board of Commissioners on 06/10/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road ~ Brentwood, New Hampshire  
Thursday, June 10, 2021 @ 8:30 a.m.

### A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present, which is set to expire June 11, 2021. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website. Please note meeting changes effective 06/16/2021: Zoom access will continue along with in person access in the Hilton Auditorium with screening, social distancing and masks required.

3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
BOC Office: Chris Maxwell

Remote:  
County Attorney Conway  
High Sheriff Massahos  
Corrections: Jason Henry  
EMS: Jude Gates  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw, Katherin Mann

County Attorney Conway asked for the agenda matter to be brought up due an upcoming meeting.

### (D. Reports, 4. County Attorney – Patricia Conway)

#### a. Bid Waiver: Lexis Nexis (approval)

Commissioner Coyle to approve a bid waiver to Lexis Nexis for a three year award totaling \$31,548 from July 4, 2021 to August 31, 2024 as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### B. RFP Openings & Awards

#### 1. Opening: Chaplain, Corrections

No proposals received. It was requested that the Corrections Superintendent reach out to the chaplain in Long Term Care to determine any potential interest.

#### 2. Award: HVAC Replacement, EMS

Commissioner Coyle to award the Fernald and Underhill buildings HVAC replacement proposal to ENE Systems of New Hampshire for \$229,500 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Payroll (approval)
2. Census: Long Term Care (informational)
3. Census: Corrections (informational)
4. Minutes: May 26, 2021 and June 2, 2021 (approval)

Commissioner Coyle to approve the consent agenda including total payroll expense of \$1,123,203.45 for the pay date of June 11, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

##### a. Liaison updates

Commissioner Chirichiello provided brief department updates including a discussion on the rental assistance program. Commissioner Coyle noted her efforts of outreach by targeted approach. Commissioner Chirichiello said he would like to start a subcommittee for usage of ARPA funds.

Commissioner Coyle acknowledged the efforts of the County Attorney and Attorneys as outlined in compliments from Judge Wageling. Updates in Long Term Care with the census, employee entrance change, and new compliance initiatives. Corrections updates including the use of the RSAT grant award on the agenda for approval.

Commissioner Tombarello provided updates in Finance and Human Resources including the status of open enrollment. Further discussion ensued on the next steps for the new building planning process.

## **2. Corrections – Jason Henry**

### **a. Grant Award: NHDOJ, Residential Substance Abuse Treatment (RSAT), \$30,163 (approval)**

Commissioner Coyle to approve a grant award from the New Hampshire Department of Justice for Residential Substance Abuse Treatment (RSAT) for \$30,163 and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Engineering & Maintenance Services – Jude Gates**

### **a. Line Item Transfer (approval)**

Commissioner Coyle to approve a line item transfer totaling \$7,000 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Surplus Equipment Disposal (approval)**

Commissioner Coyle to declare equipment surplus as outlined in the Sheriff and IT Manager requests dated June 6, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **4. Human Resources – Alison Kivikoski**

### **a. Mask Protocol (approval)**

Alison Kivikoski presented a mask protocol to clear up any confusion. Commissioner Coyle supported this protocol to ensure protections are in place and to ensure consistency. Commissioner Chirichiello expressed concern with mandates versus recommendations. There was discussion of different department considerations and the CDC guidelines for the nursing home and corrections.

Commissioner Coyle to approve the Mask Protocol directive dated June 10, 2021 as recommended by the Director. Commissioner Tombarello seconded the motion.

Alison Kivikoski indicated this protocol will be subject to future review and modifications as needed.

Sheriff Massahos expressed concern with any mandate noting he is an elected official operating the office and makes the decision that sworn personnel are not required.

Commissioner Coyle said departments were asked for input and the policy reflects it overall.

Further discussion ensued regarding the Sheriff's Office. Commissioner Chirichiello again noted his opposition to a mandate. Commissioner Coyle expressed concern that no protocol in place creates a potential exposure to employee workplace accommodations. Commissioner Coyle noted all other departments were cooperative when polled on the matter.

Voted 1-2, Commissioner Coyle in favor and Commissioners Chirichiello and Tombarello opposed.

The Commissioners collaborated and revised the proposed memorandum.

Commissioner Tombarello to approve a Mask Protocol directive dated June 10, 2021 as amended. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello all in favor.

### **b. Wellness Walks (approval)**

Commissioner Coyle to approve the Wellness Walk June 2021 proposal and use of the Cigna Wellness Fund as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **c. Personnel non public session**



## **5. Long Term Care Services – Jason Smith**

### **a. HealthPro Program Evaluation & Consultative Agreement (approval)**

Jason Smith explained the benefits of the services in the agreement including auditing, training, and accuracy.

Commissioner Coyle to approve a program evaluation and consultative agreement with HealthPro Management Services for \$2,499 per visit as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Marvel Medical Staffing Agreement (approval)**

Jason Smith highlighted the current agency companies and the need for expanded companies due to travelers are leaving and unable to fill the vacancy. Discussion ensued on demands and the current vacancies in the facility.

Commissioner Coyle to approve a staffing agreement with Marvel Medical Staffing for a term of one year as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **c. Exception Request (approval)**

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

## **E. New Business / Old Business**

Commissioner Tombarello announced the 2021 NHAC Conference has been published and asked about attendance.

Corrections and the Sheriff's Office provided brief updates. Jude Gates noted building and other brief updates. Jason Smith reiterated the plan for changing employee entrance next week. Other brief updates included upcoming training and COVID-19 updates. Alison Kivikoski provided information on the open enrollment process and need for completion. Chuck Nickerson updated on the rental assistance program and ARPA funding.

## **F. Public Comment**

none

## **G. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to seal the minutes of the personnel non-public session indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **• Grievance, Long Term Care**

Commissioner Coyle to uphold the grievance denial of the Long Term Care Services Director as outlined in a letter of April 27, 2021 regarding a Long Term Care Services employee. Commissioner Chirichiello seconded the motion. Voted 0-3, Commissioners Chirichiello, Coyle, and Tombarello opposed.

### **• Grievance/Resignation Amended, Corrections**

Commissioner Coyle to amend a vote taken at the June 2, 2021 meeting changing the payout of earned time from \$190.49 to 165.74 earned time hours at 100% using the compensated absences fund. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **• Exception Amended request, Corrections**

Commissioner Coyle to amend an exception request approved June 2, 2021, noting an error in the total to approximately 511 hours, paid using compensated absences fund, per personnel policy 8-2D for a

corrections employee (JP) as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 11:07 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 06.10.2021

Minutes approved by the Board of Commissioners on 06/23/2021.

  
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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Hilton Auditorium, 117 North Road, Brentwood, NH 03833 OR Zoom  
Wednesday, June 16, 2021 @ 8:30 a.m.

Commissioner Tombarello called the meeting to order at 8:32 a.m.

### A. Call to Order

1. Pledge of Allegiance
2. Attendance (in person & remote)

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
High Sheriff Massahos  
Register of Deeds Stacey  
Finance: Chuck Nickerson  
HR: Alison Kivikoski  
Sheriff's Office: Chris Bashaw, Richard Sawyer,  
Katherin Mann

BOC Office: Chris Maxwell  
Remote:  
County Attorney Conway  
Corrections: Jason Henry  
EMS: Jude Gates  
Also present: Matt Davis, Roger DiGregorio,  
Chris LaMalfa, James Driscoll, Matt Millard

### B. RFP Openings & Awards

#### 1. Opening: Gloves, LTC & DOC

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

#### 2. Opening: Master Copier Equipment (copy, scan, print), EMS/IT

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

#### 3. Award: Ambulance Transportation, LTC

Commissioner Coyle to award the ambulance transportation services proposal to Brewster Ambulance Service for a three year term from 10/01/2021 to 09/30/2024 with an annual amount not to exceed \$15,000 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Accounts Payable (approval)

Totals: Wire \$1,670,848, GL \$906,904.14, Payroll \$13,633.72, prior app.\$48,660.87, AP \$531,696.27.

2. Agreements & Contracts for signature:

- a. LNA Health Careers Business Agreement
- b. NH DRA Form MS-46: July 1, 2021 - June 30, 2022

Commissioner Coyle to approve the consent agenda including accounts payable list total of \$3,171,743.  
Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

- a. Liaison updates

The Commissioners provided brief department liaison updates.

#### 2. Human Resources – Alison Kivikoski

- a. Wellness Fund Purchase (approval)

Commissioner Coyle to purchase additional items from the Cigna wellness fund to expand on the Zen/Mothers room project approved 05/26/2021 as recommended by the Director. Commissioner

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

#### **b. Personnel non public session**

#### **E. New Business / Old Business**

Brief updates were provided for the County Attorney's Office, Corrections, and Maintenance. The Sheriff's Office updates included appreciation of joint efforts with the Department of Corrections to better the process flow.

Register of Deeds Stacey noted legislative updates and amendments benefitting the county.

Chuck Nickerson provided totals in rental and utilities payments paid to date. He suggested the next step should be future outreach initiatives via YouTube videos and other creative means. Discussion ensued on the upcoming eviction process and the potential increased pipeline.

Alison Kivikoski provided department updates including open enrollment updates with 2<sup>nd</sup> opening online to catch missing employees. Discussion ensued.

#### **F. Public Comment**

none

#### **G. Work Session RE: New County Building**

##### **1. Sheriff's Office Space Needs Review**

It was announced the purpose of the meeting was to review and reduce the building space to counter the higher supply costs. Chris Bashaw provided a presentation on the needs of the office and questions were asked throughout the presentation.

Specifically, a few notes:

- A needs assessment of the Sheriff's Office including national standards.
- An internal sheriff's office committee was called to review needs and analyze the future.
- Plan includes a sizeable increase to catch up on department needs and future projections.
- Dispatch center size was reviewed including current outside resources of police, ems, and backup services. Detail on the shifts and services were discussed.
- Civil process was reviewed including the schedule and space needs.
- The outbuilding proposed use for radio and car needs, similar to the maintenance building for the mechanic. The removal of the outbuilding was reviewed. Jude Gates offered the mechanic building as needed.
- The Sheriff's Office was concerned that cuts could result in outgrowing the building before moving in. Discussion ensued regarding working standards and the use of federal funds within a deadline.
- The use of gyms for the department versus the county complex one. Discussion ensued about space for hand cuffing and other needs.
- Noted the 2017 needs assessment was requested under a difference administration and cuts were already made.
- Conference room dual usage and cuts were discussed. The per square foot of room costs were reviewed. Scheduling of rooms and services was reviewed.

It was agreed to revisit cuts after all departments involved and make a final review. The pricing would be evaluated again based on the size changes. Next week could be the County Attorney for a work session. Future meetings will be needed for the Register of Deeds and Department of Corrections.

A brief recess was declared before going into non public session. Commissioner Tombarello reconvened the meeting.

#### **H. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle to seal the minutes of the personnel non-public session indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- **Memorandum of Understanding, Corrections**

Commissioner Coyle to approve a Memorandum of Understanding (MOU) with a corrections employee and Teamsters Local 633 of NH through the Corrections Supervisors Collective Bargaining Agreement. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**I. Adjourn**

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

CM 06.16.2021

Minutes approved by the Board of Commissioners on 07/01/2021.



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Commissioner Kate Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Commissioners Conference Room, 117 North Road, Brentwood, NH 03833 OR Zoom  
Wednesday, June 23, 2021 @ 12 p.m.

Commissioner Tombarello called the meeting to order at 1:37 p.m.

### A. Call to Order

1. Pledge of Allegiance
2. Attendance (in person & remote)

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Corrections: Jason Henry  
EMS: Jude Gates  
Finance: Chuck Nickerson

HR: Alison Kivikoski  
BOC Office: Chris Maxwell  
remote  
County Attorney Conway  
LTC: Jason Smith  
Sheriff's Office: Chris Bashaw, Katherin Mann

### B. RFP Openings & Awards

#### 1. Opening: Chaplain, Corrections

No proposal received from the nursing home chaplain as discussed at the last meeting.

#### 2. Opening: Security Upgrade (Driscoll), EMS

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

#### 3. Opening: Round Baler, EMS

No proposals received.

#### 4. Opening: Employee Health Services, HR

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

#### 5. Extension: Employee Health Services, HR

Commissioner Coyle to extend the current employee health services proposal with the Center of Occupational and Employee Health Services (COEH) from July 1, 2021 to July 31, 2021 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 6. Award Amendment: Flooring, EMS

Commissioner Coyle to amend a vote taken at the 12/12/2019 meeting, cancelling the flooring proposal (Mitchell Building) award to Northeast Flooring. Further, to amend a vote taken at the 04/28/2021 meeting, adding the Mitchell Building flooring project to the awarded vendor, Cadieux's Flooring, for an additional \$17,801 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. Payroll (approval)
2. Minutes: June 10, 2021 (approval)
3. Adult Day Care Services: May 2021 (informational)
4. Census: Corrections (informational)
5. Surplus Equipment: County Attorney & Register of Deeds (approval)

Commissioner Coyle to approve the consent agenda including total payroll expense of \$1,125,226.26 for the pay date of 06/25/2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **D. Reports**

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

#### **a. Liaison updates**

Commissioner Coyle provided census and virus information for both Long Term Care and Corrections. A letter received from a resident family member was read outlining the appreciation of a nursing supervisor.

Commissioner Chirichiello noted a high-profile drug bust conducted by the Sheriff's Office with an appreciation of the hard work and collaboration with other agencies.

Commissioner Tombarello provided brief updates for Human Resources, Maintenance, and Finance.

### **2. Corrections – Jason Henry**

#### **a. Inmate Administrative Transfer (approval)**

Commissioner Coyle to approve an inmate administrative transfer as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **3. Human Resources – Alison Kivikoski**

#### **a. Blood Drive: September (approval)**

Commissioner Coyle to permit an on-site blood drive in September as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. Cash Out of Earned and Holiday Time (approval)**

Commissioner Coyle to approve the 2021 Cash-Out of Earned Time and Holiday accruals as outlined and recommended by the HR and Finance Directors. Commissioner Chirichiello seconded the motion.

Alison Kivikoski explained the historical process and the advantage of the proposal was discussed.

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

### **4. Long Term Care – Jason Smith**

#### **a. Exception Request (approval)**

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

#### **b. Bid Waiver: Marvel Medical Staffing (approval)**

Commissioner Coyle to approve a bid waiver to Marvel Medical Staffing for an amount not to exceed \$350,000 as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **5. Sheriff – Charles Massahos**

#### **a. Exception Request (approval)**

Commissioner Coyle to approve an exception request to Personnel Policy 6-15 as outlined and recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Commissioner Tombarello asked about the need for this exception versus making it part of the policy. Discussion ensued about the historical process and reasons for the language. It was agreed to review the policy and report back.

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

#### **b. Bid Waiver: Central Square (approval)**

Commissioner Coyle to approve a bid waiver to Central Square Technologies for an amount not to exceed \$31,000 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**c. Grant Application: USDOJ, Justice Assistance Grant, \$10,516 (approval)**

Commissioner Coyle to approve the submission of a grant application to the United States Department of Justice (USDOJ) for a Justice Assistance Grant for \$10,516 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business / Old Business**

Commissioner Tombarello announced the upcoming building space needs sessions: 07/15/2021 County Attorney and 07/01/2021 for Corrections and Register of Deeds.

County Attorney Conway noted comments made during the Delegation Meeting through Zoom and welcomed that any State Representative is welcome to meet with her to discuss the office's high standard of ethics.

Brief updates in the Sheriff's Office, Finance, and Long Term Care were provided.

There were positive comments about the state survey results and the hard work of staff that make it is a safe place for the residents.

Updates from the rental assistance program were reviewed and increased outreach initiatives were brainstormed. Further discussion ensued on federal funding and additional uses as the US Treasury publishes more FAQs and interpretations.

The potential new building funding with grants and bonding was discussed with commitments to ensure appropriate usage.

Corrections updates were provided highlighting a recent accreditation award, which is a high accolade being only the 2<sup>nd</sup> county in the United States receiving accreditation.

Open enrollment was followed up on based on the courtesy second session.

The Commissioners expressed appreciation of the team's hard work with the budget preparation and collaboration.

**F. Public Comment**

none

**G. Commissioners Non-Public Session**

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

Commissioner Coyle to exit non public session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 2:45 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

CM 06.23.2021

Minutes approved by the Board of Commissioners on 07/01/2021.



Commissioner Kate Coyle, Clerk





# Rockingham County Commissioners

Meeting Minutes

Hilton Auditorium, 117 North Road, Brentwood, NH 03833

Thursday, July 1, 2021 @ 8:30a.m.

## A. Call to Order

Commissioner Tombarello called the meeting to order at 8:35 a.m.

### 1. Pledge of Allegiance

### 2. Attendance

Commissioner Tombarello  
Commissioner Chirichiello  
Commissioner Coyle  
Register of Deeds Cathy Stacey  
Charles Nickerson, Director of Finance  
Alison Kivikoski, Director of Human Resources  
Chris Maxwell, Sr. Executive Assistant

Remote:  
High Sheriff Massahos  
County Attorney Patricia Conway  
Jude Gates, Director of Facilities, Planning & IT  
Jason Henry, Superintendent  
Jason Smith, Director of Long Term Care Services  
Michele Melanson-Schmitt, Director of Nursing  
Major Chris Bashaw  
Katherin Mann, RCSO Office Administrator

### 3. County Attorney – Patricia Conway

*(County Attorney's Office items addressed first as County Attorney Conway would soon be leaving to attend Grand Jury.)*

#### a. Exception Request (approval)

Commissioner Coyle to approve an exception request to Personnel Policies and Procedures 6-3 for an Assistant County Attorney candidate, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

#### b. Out of State Conference/Training (approval)

Commissioner Coyle to approve an exception to the out-of-state conference and training directive, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion.

County Attorney Conway explained the nature of the conference, and that it was fully reimbursable from VOCA grant funds. Discussion ensued on other details of the request.

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

## B. RFP Openings & Awards

### 1. Award: Security Upgrade (Driscoll), Engineering & Maintenance Services

Commissioner Coyle to award the security upgrade (Driscoll) proposal to ESL Distributing, LLC for \$11,478, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

*Commissioner Tombarello asked that the consent agenda be deferred to the end of the meeting.*

## C. Consent Agenda

## D. Reports

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

#### a. Liaison updates

Commissioner Coyle provided updates regarding Corrections including treatment program initiatives. She also highlighted Superintendent Henry's assistance to the Town of Barnstead after storms had caused road closures. Commissioner Coyle noted that the County Attorney's Office caseload was high. She also stated that there was mandatory outbreak COVID-19 testing for Long Term Care due to a positive case from the prior week. Discussion ensued regarding the high vaccination rate for both residents and employees in the facility.

Commissioner Chirichiello provided rental assistance program updates, including outreach to victims of a townhouse fire in Hampstead and the efforts of Commissioner Tombarello in this matter. He also noted the notable budget increase for Hillsborough County. Mr. Chirichiello also mentioned that the ARPA (American Rescue Plan Act) committee, composed of he, Charles Nickerson and State Representative Patrick Abrami, were meeting on Tuesdays at 2 p.m. to discuss potential uses of the ARPA funds that were received by Rockingham County.

Commissioner Tombarello gave additional commentary on rental assistance initiatives based on his outreach.

## **2. Engineering & Maintenance – Jude Gates**

### **a. Bid Waiver: Chappell Tractor (approval)**

Commissioner Coyle to approve a bid waiver to Chappell Tractor for \$25,500, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

## **3. Finance – Charles Nickerson**

### **a. FY 2022 Accounts Payable Benefit Related Preauthorization (approval)**

Commissioner Coyle to approve Fiscal Year 2022 preauthorization for benefit-related accounts payable payments as outlined and recommended in the Director's request dated 06/24/2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

## **4. Human Resources – Alison Kivikoski**

### **a. Nonpublic Session (leave request)**

## **5. Long Term Care – Jason Smith**

### **a. Adult Day Care Requests 2 (approval)**

Commissioner Coyle to approve two (2) adult day care grant requests to Senior Class and Easter Seals as recommended by the Director of Long Term Care. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Tombarello provided a brief update on the efforts of the Easter Seals and Senior Class adult day care programs.

## **6. Sheriff – Charles Massahos**

### **a. Exception Request (approval)**

Commissioner Coyle to approve an exception to Personnel Policies and Procedures 6-16B, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

## **E. New Business / Old Business**

Register of Deeds Stacey presented the FY 2021 year-end revenues for the office and praised the hard work of her staff.

Finance updates included FY 2021 year-end and start of FY 2022 processing. Discussion ensued on the Emergency Rental Assistance Program (ERAP) and noted that the State of New Hampshire did not opt in for the ERA2 funds. Discussion ensued regarding the Rockingham County ERA2 differences and the assistance to residents.

High Sheriff Massahos noted updates including the progress of the K-9 program.

Jason Henry provided department updates and an example of the mental health challenges at the facility with incoming inmates and IEA issues.

Jason Smith announced the next steps of the testing plan and a follow up to a low-level deficiency issue from the State survey. He explained that the average number of survey deficiencies for a nursing facility in the State of New Hampshire is six.

Jude Gates noted the challenges of the recent extreme temperatures. She expressed thanks to Corrections for the assistance with hay bale stacking.

Alison Kivikoski announced the union agreements are fully executed and the Department was working on PCN's for union rate changes effective 07/04/2021. The Summer Wellness Walk Program awards were drawn and announced.

#### **Update Bank Account Signers – Finance (approval)**

Commissioner Coyle to update the signers on the Rockingham County NH Special Account (account ending in 99546) and the Nursing Home Residents (account ending in 00062) bank accounts with TD Bank to be as follows: Scott Priestley, Sr., Treasurer, Robert Troy, Deputy Treasurer, and Charles Nickerson, Finance Director.

#### **F. Public Comment**

None

#### **G. Commissioners Nonpublic Session**

Commissioner Coyle to enter nonpublic session pursuant to NH RSA 91-A:3, II (a), personnel. Motion seconded by Commissioner Chirichiello. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle to exit nonpublic session. Motion seconded by Commissioner Chirichiello. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Chirichiello moved to seal the nonpublic minutes indefinitely. Motion seconded by Commissioner Coyle. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

*Commissioner Tombarello had requested earlier in the meeting that the consent agenda be deferred to the end of the meeting.*

#### **Consent Agenda**

- 1. Accounts Payable (approval)**
- 2. Minutes: June 16 & 23, 2021 (approval)**
- 3. Surplus Request – Finance (approval)**
- 4. Cigna Stop Loss Agreement for 07/01/2021 – Human Resources (approval)**

Commissioner Coyle to approve the consent agenda, including an accounts payable list total of \$1,392,223.65. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

**H. Work Session RE: New County Building**

**1. Corrections & Register of Deeds Space Needs Review**

Brief discussions were held with the Superintendent of Corrections and the Register of Deeds regarding their space needs.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 11:35 a.m. Commissioner Chirichiello seconded the motion. Voted, 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

KC, AK, CN 07.01.2021

Minutes approved by the Board of Commissioners on 07/15/2021.



Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Hilton Auditorium, 117 North Road, Brentwood, NH 03833 OR Zoom  
Thursday, July 8, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:32 a.m.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Tombarello  
Commissioner Chirichiello  
Commissioner Coyle  
County Attorney Patricia Conway  
Register of Deeds Cathy Stacey  
Charles Nickerson, Director of Finance  
Alison Kivikoski, Director of Human Resources  
Jason Henry, Superintendent  
Jude Gates, Director of Facilities, Planning & IT  
State Representative Jacqueline Cali-Pitts

Remote:  
High Sheriff Massahos  
Major Chris Bashaw  
Katherin Mann, RCSO Office Administrator  
Jason Smith, Director of Long Term Care Svcs.  
Michele Melanson-Schmitt, Director of Nursing  
Kate Hiller, Concentra Dir. of Onsite Sales  
Erica Gerber, Concentra Dir. of Onsite Sales

### B. RFP Openings and Awards

#### 1. Award: Employee Health Services Program, Human Resources

Commissioner Coyle to award the Employee Health Services Program proposal to Exeter Hospital Center of Occupational and Employee Health (COEH) for a period of two (2) years beginning August 1, 2021, in an approximate amount of \$223,280.00 for Year One and \$234,360.00 for Year Two, and authorize the Chair to sign all necessary documents, pending risk review, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

### C. Consent Agenda

#### 1. Payroll (approval)

Commissioner Coyle to approve a payroll expense in the amount of \$1,132,291.08 for the period ending July 3, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

#### 2. LTC June 2021 census (information purposes)

Commissioner Coyle to approve the consent agenda as written, which includes a payroll expense in the amount of \$1,132,291.08 for the period ending July 3, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

### D. Reports

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

##### a. Liaison updates

Commissioner Chirichiello reports that Cathy Stacey sent her year-end review. On the Sheriff side, SB 77-FN was approved which raises fees for services. The ARPA subcommittee met briefly on Tuesday.

The committee consists of himself, Chuck Nickerson, and Pat Abrami. The plan is to talk to department heads for wish lists and compile information and bring back to the Commissioners. The Commissioner also stated that he would be meeting with the Windham Select Board Monday night about the Rockingham County Emergency Rental Assistance Program (RC ERAP).

Commissioner Coyle reports that the inmate count is at 148. There are lots of intakes and there was a good meeting last week with Corrections regarding Community Corrections in the new building. The Nursing Home has had a number of reportable events which has revealed that the system for chain of command and reporting is working well. The facility is COVID-free so far this week but some test results are still outstanding. The County Attorney's office is busy and in-person grand jury proceedings start this week. The Commissioner also stated that she delivered RC ERAP informational postcards to the district courts and talked to several clerks about the program.

Commissioner Tombarello reports that the price of freon has gone up considerably. He stated that he is representing the County as the VP of the New Hampshire Association of Counties and is going to Baltimore for the NACo conference. He also noted that he spoke with Jackie Cali-Pitts, present at the meeting, regarding the bond issue and that the delegation would like the Board of Commissioners ("BOC") to make a motion to request a bond prior to the Delegation having a public hearing on the matter. Previously, Representatives Norm Major and Ken Weyler said the public hearing and delegation meeting would be in July. Commissioner Tombarello indicated that we are close on having motion language for approval. The Sheriff and the Superintendent have provided information to the Commissioners regarding what they want to be included in a new building, and now he will speak to Representatives Major and Weyler.

Cathy Stacey said she had a conversation with Cheryl Hurley regarding bond counsel and the Delegation's position is that the BOC has to approve bond counsel as a primary step.

Further discussion ensued about the building and getting more public input.

**b. Amendment to 3-Ponds LLC Agreement (walk-in item)**

Commissioner Tombarello to approve an amendment to the June 21, 2018 agreement, as amended, with 3-Ponds LLC, which permits installation of three additional fire hydrants on the 3-Ponds property for a total fee of Thirty-Seven Thousand Five Hundred (\$37,500.00) dollars, payable to Rockingham County upon pressurization of the lines. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

**2. Human Resources**

**a. Cigna Administrative Services Agreement**

Commissioner Coyle to approve the Cigna Administrative Services Agreement effective 7/1/2021 and authorize the Chair to sign the necessary documentation pending risk and legal reviews as necessary, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

**b. STAR LRP Approved SUD Treatment Facility Application**

Commissioner Coyle to authorize the Director of Human Resources to complete the online application for Rockingham County to become a STAR LRP Approved SUD Treatment Facility, as recommended by the Superintendent of the Department of Corrections and the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

### **3. Long Term Care Services**

#### **a. Exception Request**

Commissioner Coyle to approve an exception request to Personnel Policies and Procedures 6-3, New Hire Rate, for Long Term Care Services employee KG, as proposed by the Director of Long Term Care Services, and recommended by the Director of Human Resources and the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

#### **E. New Business**

Sheriff Chuck Massahos reports the department has implemented the new fee amounts for services and Lieutenant Walsh has been promoted to Captain.

Register of Deeds Cathy Stacey reports her department. took in \$66 million last year, of which \$60 million went to the state. A lot of work is generated from real estate sales and her staff is exhausted from the increased workload.

Long Term Care Director Jason Smith reports this is the second week of outbreak status. All results thus far are negative. New Staff Educator Dorothy Todd started this week. A mobile vaccination clinic will be onsite at 9:30 a.m. on July 9<sup>th</sup>. Mr. Smith stated that his department is very busy with staffing and overall issues.

County Attorney Pat Conway reports AFSA defendant was sentenced last week and received a sentence of 60-120 years in prison. It is the largest sentence in RC history. There are many trials scheduled in August and beginning Monday her entire staff will be in-person. The office is very busy.

Superintendent Jason Henry reports there have been many arrests and lots of mental health cases at the jail right now. He reports that he will be meeting with the architect and Jude Gates next Tuesday to review building plans for Community Corrections. He spoke to the Sheriff and resolved the issue of the sally port; Corrections only needs a loading dock. He is also busy designing a recruiting brochure and inmate programs are opening up.

Engineering and Maintenance Director Jude Gates reports PFAs startup testing will begin and hoping to use an old well for test pit, which will save \$42,000. There hasn't been any haying because of the rain and elevator inspections are complete.

Finance Director Charles Nickerson reports that there will likely be another RC ERAP payment next week. Jessie is working with landlords on RC ERAP applications. Final rules regarding ARPA funds will not be out until August. Finance is busy with federal program reporting for CARES Act funds from last year, as the Federal reporting portal is finally open. Payroll this week was difficult with the internet issues on Wednesday.

Human Resources Director Alison Kivikoski reports that her department is processing pay rate changes for eight unions. Open Enrollment for FY 2022 has been completed and fully processed. The ACA candidate at the County Attorney's office rescinded the offer to work and otherwise her department is very busy.

Comm. Tombarello indicates there is one nonpublic item.

**F. Public Comment**

None

**G. Commissioners Nonpublic Session**

• **NH RSA 91-A:3, II (a)**

Commissioner Tombarello moved to enter into nonpublic at 9:50am pursuant to NH RSA91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle in favor.

Commissioner Coyle moved to exit nonpublic Session at 10:49am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

• **Removal of Employee in Initial Evaluation Period**

Commissioner Tombarello to approve the termination of a Commissioner's Office employee (BCM) on July 9, 2021. Commissioner Chirichiello seconded the motion. Commissioner Coyle expressed opposition to the termination of employee, noting lack of just cause, no disciplinary action steps taken. Voted 2-1, Commissioners Tombarello and Chirichiello in favor. Commissioner Coyle not in favor.

Commissioner Coyle expressed the potential for COBRA Health Insurance premium continuation to be paid by the County.

Commissioner Tombarello to amend the previous motion to approve the termination of a Commissioner's Office employee (BCM) on July 9, 2021 and include payment of COBRA Health Insurance premiums by the County for the months of August and September 2021, unless employee secures other health insurance. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioners Tombarello and Chirichiello in favor. Commissioner Coyle not in favor and opposed to terminate, in favor of two months of COBRA premium payments.

Commissioner Chirichiello moved to seal the minutes of the nonpublic session indefinitely. Seconded by Commissioner Coyle. Voted 3-0. Commissioners Chirichiello, Coyle and Tombarello in favor.

**H. Adjourn**

Commissioner Tombarello moved to adjourn at 10:52am. Commissioner Coyle seconded the motion. Voted 3-0. Commissioners Tombarello, Coyle and Chirichiello in favor.

KC, AK, CN 07/08/2021

Minutes approved by the Board of Commissioners on 07/15/2021

Commissioner Kathryn Coyle, Clerk



# Rockingham County



Thomas Tombarello, Chair  
Brian Chirichiello, Vice Chair  
Kate Coyle, Clerk  
commissioners@co.rockingham.nh.us

Board of Commissioners  
119 North Road  
Brentwood, NH 03833  
Telephone: 603-679-9350  
Facsimile: 603-679-9354  
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Commissioners Public Session: July 15, 2021  
Meeting Minutes

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID 5808918771 or Phone: 646-558-8656, mtg ID 5808918771  
**In Person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Road, Brentwood, NH

## A. Call to order

Commissioner Tombarello called the meeting to order at 8:36 a.m.

### 1. Pledge of Allegiance

### 2. Attendance

#### In Person

Commissioner Chirichiello  
Commissioner Tombarello  
Commissioner Coyle  
IT: Robin Bernier  
E & M: Jude Gates  
Finance: Charles Nickerson  
Human Resources: Alison Kivikoski  
Human Resources: Beth Mello  
Corrections: Jason Henry

#### Via Zoom

LTC: Jason Smith  
Sheriff's Office: High Sheriff Massahos  
Sheriff's Office: Major Chris Bashaw

## B. RFP Openings and Awards

### 1. Opening: Motorola System Upgrade- Sheriff's Office

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

### 2. Opening: Muffin Monster- Engineering & Maintenance Services

**Motion:** Commissioner Coyle to Authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor. Commissioner Chirichiello then further questioned Director Gates about Muffin Monster and the RFP terms. After discussion, both Commissioner Chirichiello and Coyle rescinded their motion and all 3 commissioners agreed that the Muffin Monster RFP will be added to the agenda at a later date.

### 3. Award: Fuel Injection Pump – Engineering & Maintenance Services

**Motion:** Commissioner Coyle to award the Fuel Injection Pump proposal to Gemini Electric, Inc., d/b/a Power Up Generator Service Co. in an amount not to exceed \$8,670.00, as recommended by the Director of Facilities, Planning & IT. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor.

4. Award: CDBG Environmental Engineer – Finance Office

**Motion:** Commissioner Coyle to award the CDBG Environmental Engineer proposal to SRW Environmental Consulting, LLC, as recommended by the Director of Finance and Donna Lane, CDBG Consultant. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor.

### C. Consent Agenda

1. 07-01-2021 Meeting Minutes (approval)

**Motion:** Commissioner Coyle to approve the 07-01-2021 meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor.

2. 07-08-2021 Meeting Minutes (approval)

The Meeting Minutes require additional follow-up and will require approval at the next Board of Commissioner's Meeting.

3. Accounts payable list (approval)

FY 2021 List total: \$2,566,627.31, Wires \$2,235,843.00, GL warrants \$102.00, Payroll \$31,044.72, Accounts Payable check run \$289,637.59.

FY 2022 List total: \$405,654.91, Wires \$133,861.13, GL warrants \$88.50, Payroll, \$8,715.97, Accounts Payable check run \$262,989.31.

**Motion:** Commissioner Coyle to approve the consent agenda, including a Fiscal Year 2021 Accounts Payable list total of \$2,566,627.31 and a Fiscal Year 2022 Accounts Payable list total of \$405,654.91. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor.

### D. Liaison Reports

1. Commissioners Office- Thomas Tombarello, Chair

- a. Liaison updates

Commissioner Coyle noted that the inmate count at the Department of Corrections is at 149 inmates. The new union contract has been signed by all parties and is in effect, and the facility is currently Covid Free.

Commissioner Coyle noted that Long Term Care is currently Covid free and has moved out of "Outbreak" status which will no longer require weekly testing by all staff members in the facility. We will move to monthly testing for unvaccinated individuals as long as the County's overall positivity rate remains below 1.2%.

Commissioner Coyle noted that the County Attorney's office has been extremely busy and that all County Attorney employees have returned to working on-site and will no longer be on a remote working schedule.

Commissioner Chirichiello noted that there was a feature on Channel 9 News (WMUR) that detailed a recent drug bust done by the Sheriff's Office. The drug bust seized many knock-off pills that were a mixture of Xanax or Adderall mixed with fentanyl. Commissioner Chirichiello noted that Chief Deputy Sawyer did a fantastic job representing the Sheriff's Office on this feature and was pleased to see that the story was broadcast 2 days in a row. The Sheriff's Office also released a flyer detailing the drug bust and items that were seized.

Commissioner Chirichiello noted that there was an ARPA (American Rescue Plan Act) subcommittee meeting held on Tuesday July 13, 2021 which covered lots of good ideas for the utilization of the funds once they become available. All department heads will be given the opportunity to review once a final itemized list is available.

Commissioner Chirichiello noted that he attended a Selectmen's meeting in Windham on Monday July 12, 2021. The Rental Assistance program was discussed in great detail as many of the local Selectmen were unaware of the program. It was noted that greater efforts need to be made to get the word out about this program and that the State of New Hampshire has hired individuals to walk neighborhoods to distribute flyers and answer questions.

Commissioner Chirichiello noted that real estate is at an all time high and that there is a lot of revenue being generated by the Registry of Deeds at this time.

Commissioner Tombarello noted that there was a recent malfunction with one of the boilers that required immediate fixing due to a hole that was discovered. He noted that 1 of 2 boilers has passed inspection and that another will be inspected next month.

Commissioner Tombarello noted that the Human Resources Department is very busy with several personnel matters, as well as an upcoming RFP for Workers' Compensation Administration. HSA (Health Savings Account) funds have been deposited and employees now have access to them.

Commissioner Tombarello thanked Director Nickerson of Finance for helping with extra items due to staffing shortages. Commissioner Tombarello noted that the Finance Department is very busy at this time as they are switching over from Fiscal Year 2021 to Fiscal Year 2022 and appreciates all efforts being made during this transition.

Commissioner Tombarello noted that there are some complaints being made about the new building and that a motion to approve the building will need to be made as well as a motion for Bond consult. These are being requested by the Delegation and will need to be brought forth on next week's agenda. It was also noted that at the current time it may be difficult to get supplies to build and this could impact the project.

Commissioner Tombarello noted that he recently met with the County Administrator for Merrimack County and that they too are facing a major staffing crisis. They have not been able to obtain employees from agencies or direct hire employees.

2. Corrections - Jason Henry, Superintendent

a. Inmate Administrative Transfer

**Motion:** Commissioner Coyle to approve an inmate administrative transfer pursuant to NH RSA 30-B:21, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

3. Finance Office- Charles Nickerson, Director

a. CDBG agreement documents- One Sky Community Services (approval)

**Motion:** Commissioner Coyle to approve a CDBG agreement with New Hampshire Community Development Finance Authority for the One Sky Community Services Project, and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance and Donna Lane, CDBG Consultant. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

b. CDBG agreement documents- One Sky Community Services (approval)

**Motion:** Commissioner Coyle to approve a CDBG agreement with New Hampshire Community Development Finance Authority for the Rock Rimmon Coop Project, and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance and Donna Lane, CDBG Consultant.

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

c. FY 2021 Write-offs (approval)

**Motion:** Commissioner Coyle to approve Fiscal Year 2021 write-offs totaling \$382,643.34, as recommended by the Director of Finance, the High Sheriff and the Director of Long-Term Care Services.

Commissioner Chirichiello looked for further detail and clarification of what items would be written off and if all options to attempt collections had been made. Director Nickerson clarified the write-offs mostly consisted of outstanding balances from two (2) private accounts for former LTC residents. Director Nickerson noted that all LTC business office efforts for collection are well documented and have been met with many hurdles. After a thorough discussion Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

d. Bid Waiver Request- Robert Half Associates (Accountemps) (approval)

**Motion:** Commissioner Coyle to approve a bid waiver for Robert Half Associates in an amount not to exceed \$26,784.00, for Emergency Rental Assistance Program case management services, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

*Advisory Note: The Rockingham County Commissioners may, during any public meeting, vote to convene a nonpublic meeting in accordance with NH RSA 91-A:3 Section II. A motion to do so will be made in public session and the motion will cite the applicable section of RSA 91-A. Further, in compliance with NH RSA 91-A:3 Section I, the Board of County Commissioners may recess a public meeting for a period of time in order to excuse itself for the purpose of discussing matters not subject to the definition of a meeting.*

## E. Department Head Updates

Sheriff's Office- Major Chris Bashaw of the Sheriff's Office gave an update on the narcotics issues that the County is facing. He emphasized how the issue is impacting younger adults and teens, as they are less cautious with prescription pills. There is a misconception that it is safer than intravenous drugs and it is becoming a larger issue very quickly.

Major Bashaw said that both the Sheriff's Office and Department of Corrections command staff have been meeting regularly to maintain consistency in both departments. He expressed that both departments are taking on a tremendous workload due to all the drug activity.

Long Term Care- Director Jason Smith gave an update on Covid vaccination status, stating that approximately 80% of the staff is now vaccinated compared to 68% back in April. Currently, there are only 5 residents that are unvaccinated. We are no longer in "outbreak" status and will resume monthly testing in August.

Director Smith noted that communal dining will begin again the week of July 19, 2021. Visitors are also allowed in the facility once again.

Director Smith also noted that he has been having PIP team meetings, which focus on improvements within the department and addressing issues as they arise. The team consists of individuals from Long Term Care, Assisted Living and Human Resources.

Department of Corrections- Superintendent Jason Henry stated that he is pleased to see the united front that his department has established with the Sheriff's Office. Superintendent Henry noted a recent visit to a local hospital that both the Corrections Department and Sheriff's Office participated in which focused on how hospital details would be handled between the two departments.

Superintendent Henry detailed a recent visit to the jail that 5 state reps participated in. He noted how impressed they were with the mental health programs offered by the jail. The reps stated that they would like to see a flow chart for the department and Superintendent Henry stated that Assistant Superintendent Dave Consentino would be working on that.

Superintendent Henry discussed a recent meeting that he had with Jude Gates, Director of Facilities, Planning & IT, that focused on the needs the Corrections Department has for the new building. It was determined that 3,000 sq. ft. could be cut from their plans and that would significantly help their overall budget.

Superintendent Henry expressed his concern over a bad batch of Fentanyl which seems to be circulating and made its way into the jail causing an inmate to OD. Luckily, the individual was saved with the help of Narcan. Superintendent Henry also noted that a shank was recently found and that the use of a body scanner often helps find items like this, as well as drugs inside body cavities.

Superintendent Henry showed the newly framed certificate for the Department of Corrections Opioid Treatment Accreditation, which is good through the year 2024. Superintendent Henry stated how proud he was to be a part of something so impressive, as the jail is the second in the country to hold this accreditation. He plans on making a press release and will await some connections from Commissioner Coyle to help get the word out to the public about this very exciting accomplishment.

Human Resources- Director Alison Kivikoski noted how busy the department has been. Employees were recently sent their Earned Time Cash Out forms and payments will be processed in the upcoming payroll. There were two late submissions, which Director Kivikoski has decided to accept, as they were not days late only hours late.

Director Kivikoski noted that the LRP website is up and running. Director Kivikoski also noted that a recent Grant was approved to help with student loans.

Finance- Director Chuck Nickerson spoke about the Rental Assistance program and that there are still 3,000 applications out there that have not yet been processed. Director Nickerson expressed the need to get the word out to the public and that we should attempt to get something up on WMUR about the program.

Director Nickerson discussed the Bond process for the new building and that the process can be extremely lengthy. Director Nickerson stated that we are looking at approval hopefully by September. Director Nickerson also discussed the need for a motion to approve the new building, stating that it is considered a "Capital Project" and that a motion is needed for this. A general motion for approval would be sufficient according to Director Nickerson.

Director Nickerson also detailed how busy the department currently is as they switch over from Fiscal Year 2021 to Fiscal Year 2022.

Director Nickerson also noted that he is working with several utility companies on financial assistance programs.

County Attorney- County Attorney Pat Conway expressed her frustration as she has recently lost 4 employees and that the department is facing a critical staffing shortage. She noted that one employee is leaving to go to Hillsborough County, another employee is leaving for a job closer to home, and that another employee resigned to attend law school. Attorney Conway noted that she will be working with Human Resources to hopefully fill these vacant positions as quickly as possible. She would like to avoid hiring from a Temp Agency, as this is time consuming and does not offer enough flexibility.

Attorney Conway also detailed a recent meeting with the Attorney General that focused on a "Right to Know" bill which is expected to be signed sometime in August. Attorney Conway expressed concern for the department as the County would struggle to defend a civil lawsuit. She expressed the possibility of needing legal to represent the County in this case, as it is large and detailed.

Attorney Conway noted that Judge Wageling is retiring and that Judge David Ruoff will be replacing her. Attorney Conway feels as though he will be an excellent fit for this position.

Attorney Conway also discussed matters such as involuntary commitment and dangerousness evaluations which are very difficult to find people to do as there is a very short list of individuals who are approved to do these evaluations.

Attorney Conway noted that all her staff is now back in the office full time after being on a rotating schedule for over a year now. She and all her staff were happy to be back in business full time.

Engineering and Maintenance- Director Jude Gates spoke about a small job that was recently done, that unfortunately uncovered a bigger problem. This was an unforeseen issue and will later require a line-item transfer to cover the cost of the repair. Director Gates noted a walk-in for repair which Commissioner Coyle then prepared a motion for.

**Motion:** Commissioner Coyle to approve a bid waiver to Engineered Construction Services, Inc. in the amount of \$22,495 for an emergency repair needed for the Biomass facility as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

Director of IT, Robin Bernier, spoke about the recent internet connection issues, stating that a successful circuit split will provide a more stable connection.

#### **F. Space Allocation- County Attorney's office**

Attorney Conway went into detail about the needs the County Attorney's office has for the new building. She stated that the current set-up is less than ideal and is a fire hazard. Attorney Conway noted that several investigators have to share an office. Attorney Conway also noted that several attorneys are in cubicles as well as her Officer Administrator. It is her desire for all individuals to have their own office space, as it will offer more privacy for victims and employees. The office handles extremely confidential material and Attorney Conway wants to see this issue addressed with the new building.

Attorney Conway expressed the need for a few larger conference rooms, as well as some smaller conference rooms. The need is due to several meetings varying in size and nature being held at the same time.

Attorney Conway also noted that the new building will not eliminate the need for space at the Courthouse. She will need a dedicated area for staff to work and have lunch, and a large room with 6 desks, computer printers that can be hooked up to laptops to print necessary documents. In addition, they will need a refrigerator to store lunch items.

Attorney Conway feels there are small things that can be done to boost morale and retain employees that will have very little financial impact.

Attorney Conway also noted that there will still be travel done between the new building and the courthouse, but having a dedicated space at the courthouse would help eliminate some unnecessary travel.

Commissioner Coyle noted how modest she felt Attorney Conway's requests were but suggested possibly merging some conference rooms to potentially save \$500,000. Attorney Conway was okay with this.

#### **G. Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA91-A:3 II (a-e,i,l) personnel at 10:27 a.m. Commissioner Chirichiello seconded. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

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

**Moved:** Commissioner Tombarello moved to go out of non-public session at 10:57 a.m. Commissioner Chirichiello seconded. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.


#### **H. Public Session**

**Motion:** Commissioner Coyle to move forward with termination of employee BCM. Commissioner Chirichiello seconded the motion. Voted 2-1 Commissioners Tombarello, Chirichiello in favor, Commissioner Coyle opposed.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 10:59 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

B.M. 07.16.2021

  
\_\_\_\_\_  
Commissioner Kathryn Coyle, Clerk

# Rockingham County

Thomas Tombarello, Chair  
Brian Chirichiello, Vice Chair  
Kate Coyle, Clerk  
commissioners@co.rockingham.nh.us



Board of Commissioners  
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Brentwood, NH 03833  
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Meeting Minutes  
Commissioners Public Session: Thursday, July 22, 2021

**Zoom access:** Video: [www.zoom.us](http://www.zoom.us), Join Meeting, mtg ID 5808918771 or Phone: 646-558-8656, mtg ID 5808918771  
**In Person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Road, Brentwood, NH

## A. Call to order

Commissioner Tombarello called the meeting to order at 8:35 a.m.

### 1. Pledge of Allegiance

### 2. Attendance

#### In Person

Commissioner Chirichiello  
Commissioner Tombarello  
Commissioner Coyle  
IT: Robin Bernier  
E & M: Jude Gates  
Finance: Charles Nickerson  
Human Resources: Alison Kivikoski, Julie Hoyt  
Corrections: Jason Henry  
Deeds: Cathy Stacey  
Sheriff's Office: Charles Massahos, Christopher Bashaw

#### Via Zoom

LTC: Jason Smith  
County Attorney's Office: Patricia Conway  
Sheriff's Office: Katherin Mann  
Lawson Group: Jennifer Beers, Robin Charland

## B. RFP Openings and Awards

1. Opening: Chaplain – Department of Corrections

**Motion:** Commissioner Coyle to Authorize the Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor. No bids were received.

2. Opening: Workers' Compensation TPA Services – Human Resources

**Motion:** Commissioner Coyle to Authorize the Director of Human Resources to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

3. Award: Motorola System Upgrade – Sheriff's Office

**Motion:** Commissioner Coyle to award the FY 2022 Motorola System Upgrade proposal to Motorola Systems, Inc., in an amount not to exceed \$44,103.96, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor.



4. Award: Vinyl/Latex Gloves – Engineering & Maintenance Services

**Motion:** Commissioner Coyle to award the Vinyl/Latex Glove proposal to Mersi Distribution and Vizocom for Department of Corrections' vinyl and latex gloves in an amount not to exceed \$8,525 for the period of August 1, 2021 to July 31, 2022 and to WB Mason, LY Electronics, and Strong Medical Partners for Long Term Care Services' vinyl and Latex gloves in an amount not to exceed \$70,125 for the period of August 1, 2021 to July 31, 2022 as recommended by the Director of Facilities, Planning, and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello, and Coyle all in favor.

Superintendent Henry asked that the Department of Corrections piece be tabled, as he would like to research options for fentanyl-proof or fentanyl-resistant gloves. Discussion ensued regarding the need for the special gloves and the cost.

**Motion:** Commissioner Coyle to withdraw the motion and the vote. Commissioner Chirichiello seconded. Voted 3-0, Commissioners Tombarello, Chirichiello, and Coyle all in favor.

**Motion:** Commissioner Coyle to award the Vinyl/Latex Glove proposal to WB Mason, LY Electronics, and Strong Medical Partners for Long Term Care Services' vinyl and Latex gloves in an amount not to exceed \$70,125 for the period of August 1, 2021 to July 31, 2022 as recommended by the Director of Facilities, Planning, and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello, and Coyle all in favor.

### C. Consent Agenda

1. 07-15-2021 Meeting Minutes (approval)

The Meeting Minutes require additional follow-up and will require approval at the next Board of Commissioner's Meeting.

2. 07-10-21 DOC population report (informational)

3. Surplus equipment request – Sheriff's Office (approval)

4. Payroll (approval): A payroll expense of \$1,404,729.81 for the pay period ending 7/17/2021.

**Motion:** Commissioner Coyle to approve the consent agenda as written, which includes a payroll expense in the amount of \$1,404,729.81 for the period ending July 17, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello, and Coyle all in favor.

### D. Reports

1. Commissioners Office- Thomas Tombarello, Chair

a. Liaison updates

Commissioner Coyle noted that there was an excellent article in the paper about the Long Term Care facility and expressed kudos to LTC. The COVID-19 positivity rate is slowly climbing and is something to be watched. The recent survey at LTC regarding COVID-19 protocols contained a number of safety and quality initiatives and measures. The inmate count at the Department of Corrections is at 149 inmates. Commissioner Coyle expressed her appreciation for the commendable collaboration efforts between the Sheriff's Office and the Department of Corrections. Superintendent Henry and High Sheriff Massahos both agreed they appreciate the great relationship, cooperation and hard work of both departments. Commissioner Coyle noted the recent issues at the courthouse resulting in disruption to County operations. Commissioner Tombarello stated he has contacted some State Representatives regarding the condition of the building.

Commissioner Chirichiello noted concerns with the septic backup last week at the courthouse. Register of Deeds Cathy Stacey commented that problems with the building began the first week it was opened in 1996, and the same problems are occurring.

Commissioner Chirichiello announced that the Sheriff's Office's deputy and K9 team graduated from narcotics training. There was discussion about the cap, IGT agreement and HB2. Finance Director Charles Nickerson stated he has discussed with NHAC and they will look into the issue; there is possibility of the state needing to revise the agreement prior to counties receiving monies.

Commissioner Chirichiello noted the upcoming ARPA subcommittee meeting schedule: DOC/IT July 27, Sheriff/County Attorney August 3, Engineering & Maintenance/Registry of Deeds August 10, and Finance/HR August 17. All meetings are at 2 pm. A report will need to be filed by the end of August.

Commissioner Tombarello stated he would let each department give their own update. He announced there will not be a Board of Commissioners meeting held on August 12, barring an emergency.

b. Motion to approve new building project (approval)

**Motion:** Commissioner Coyle to approve construction of a new building, with financing pending approval of a borrowing authorization from the Delegation done in accordance with NH RSAs 28:23 and 33, and authorized, appropriate use of American Rescue Plan Act ("APRA") funds, for the purpose of housing the Registry of Deeds, County Attorney's Office, Sheriff's Office, Delegation Office and DOC Community Corrections. Commissioner Chirichiello seconded. Voted 3-0, Commissioners Tombarello, Chirichiello, and Coyle all in favor. Commissioner Tombarello to notify Representative Milz of the approved motion; Charles Nickerson to scan copy of the motion to the Delegation Coordinator.

2. Corrections - Jason Henry, Superintendent

a. Inmate Administrative Transfers

**Motion:** Commissioner Coyle to approve inmate administrative transfers pursuant to NH RSA 30-B:21, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

b. RSAT grant consultant agreement

**Motion:** Commissioner Coyle to approve a grant consultant agreement with Alternative Solutions Associates Inc. effective July 22, 2021 in an amount not to exceed \$26,000, excluding reimbursable hotel and food per diem, and mileage reimbursement, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

c. Change in hours – Accountant

**Motion:** Commissioner Coyle to approve a change in hours for the Department of Corrections Part-Time Accountant position from Part-Time to Full-Time effective August 1, 2021, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Discussion ensued about the change already having been approved for an effective date of December 26, 2021, and the need to fill the position now as a full-time position. Superintendent Henry noted the position has been vacant for some time and the budget can support the change. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

3. Finance Office- Charles Nickerson, Director

a. Bid Waiver request - Unqork (approval)

**Motion:** Commissioner Coyle to approve a bid waiver for Unqork in an amount not to exceed \$135,000.00, for Emergency Rental Assistance Program system product buildout and infrastructure support to incorporate ERA2 compliance, parameters and reporting into the existing Rockingham County Emergency Rental Assistance Program (RC ERAP) system, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

- b. Official points of contact for RC ERAP reporting to U.S. Treasury (approval)

**Motion:** Commissioner Coyle to approve designation of Charles Nickerson, Director of Finance, as the Account Administrator, Point of Contact for Reporting and Authorized Representative for Reporting with the United States Treasury for Rockingham County's Emergency Rental Assistance (ERA) Program, and authorize Mr. Nickerson to complete required submissions in the Treasury Portal documenting the County's designation of official points of contact for federal ERA awards. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

- c. RSAT grant – outstanding paperwork & responsible official (approval)

**Motion:** Commissioner Coyle to appoint Charles Nickerson as a responsible official for Rockingham County with regards to documentation and report submissions for the Residential Substance Abuse Treatment (RSAT) grant, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

4. Human Resources – Alison Kivikoski, Director

- a. FSA Dependent Care reimbursement item (approval)

**Motion:** Commissioner Coyle to approve pausing R.W.'s Dependent Care deduction for five (5) pay periods for a total of \$500.00; keeping the total annual election and potential for reimbursement of \$2,400 for the plan year ending 06/30/22, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Alison Kivikoski spoke to the reasons for the request and the options for Board consideration. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

- b. Revised COVID-19 testing policy (approval)

**Motion:** Commissioner Coyle to approve the Amended Employee COVID-19 Mandatory Testing Compliance Policy, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Alison Kivikoski noted the minimal changes to the policy related to unvaccinated individuals. Jason Smith added that a rapid test is now acceptable. Commissioner Coyle asked if the changes follow DHHS recommendations. Jason Smith affirmed. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

- c. County RFP process discussion

Alison Kivikoski noted a change made to the prior RFP process, designating electronic submission of proposals through the Public Purchase website as the only option for vendors. Alison said vendors have had problems accessing the website, and Robin Berner, IT Manager, can't assist – the vendors have to go through the Public Purchase help center. The list of open RFPs are no longer on the County website. Alison asked the Board to consider allowing alternative methods for vendors to submit proposals. Commissioner Chirichiello asked why there was a change, noted he does not recall a vote to approve the change, and suggested we return to the prior method. Jude Gates added that the County has many RFPs and utilizing Public Purchase opens us up to a wider base, but smaller vendors have issues. Going back to a hybrid method would be good. Charles Nickerson noted the method possibly changed as a result of the COVID-19 pandemic and does not believe there was a vote. Commissioner Tombarello suggested we go back to the old method. Commissioner Coyle noted we could keep the Public Purchase option as well as add the option to submit paper. Robin Bernier stated that as of today all open RFPs are on the County website and on Public Purchase. Alison asked for permission to amend the RFP template to offer alternate submission methods.

**Motion:** Commissioner Coyle to amend the RFP proposal format to allow the posting of RFPs on Public Purchase and the County website, and to accept submissions through Public Purchase or physical copies. Commissioner Chirichiello seconded the motion. Discussion about electronic submissions going to a central email address and remaining "sealed" until opened. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

5. Long Term Care Services – Jason Smith, Director

- a. Request to hire above mid-point (approval; walk-in)

**Motion:** Commissioner Coyle to approve hiring S.V. as the Office Coordinator for Assisted Living at an hourly rate of \$21.72, a rate above mid-point for grade M03, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to approve a wage adjustment for S.V. to an hourly rate of \$25.00 per hour, a rate above mid-point for the new grade R11, effective December 19, 2021, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Discussion ensued regarding the increase in December to remain in alignment with the new grade approved as a result of the PayPoint HR audit. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

- b. Adult Medical Day Care grant request – Easter Seals (approval)

**Motion:** Commissioner Coyle to approve an Adult Medical Day Care grant to Easter Seals for an additional client, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

**E. Public Comment**

No public comments.

**F. Department Head Updates**

County Attorney - County Attorney Pat Conway stated that other than the building issue last week, all is well with the department. The office is very busy as there has been an increase in cases assigned.

Long Term Care - Director Jason Smith gave an update on the county's COVID-19 positivity rate, stating that currently it is approximately 1.8%. We are no longer in "outbreak" status and will resume monthly testing in August. The mobile vaccination clinic will be on site July 30 at 9:30 am.

Director Smith noted that a conditional offer was extended to a candidate for the Public Relations & Community Outreach Manager position, with a potential start date by the end of August.

Department of Corrections - Superintendent Jason Henry stated that the new uniforms came in and staff is excited about them. The average daily inmate population is 148 and is on the rise, as is the female population. He noted that by the end of 2021 the Department will be changing the classification method to a behavior-based model. The new Keefe machines are in the process of being installed; this will enable inmates to receive their funds on a debit card instead of in cash upon release. Superintendent Henry noted an increase in transfers due to mainly mental health issues.

Superintendent Henry expressed his concerns regarding staffing, and that several counties are struggling to fill positions. Sullivan County has implemented a \$500 recruitment bonus and a \$1,000 payment to anyone that worked during the pandemic. He is looking at ways to manage staffing and stay safe.

Superintendent Henry noted that he is hoping to be able to use funds from the opioid abatement settlement to purchase medication given in cases of overdose (*is this correct?*) that is \$1,300 per dose. Discussion ensued regarding the settlement as well as ARPA funds.

Human Resources - Director Alison Kivikoski noted the Human Resources department will be opening to the public on August 2. New hire orientation for up to 4 individuals will be held onsite; 5 or more will be conducted via Zoom meeting. Staff can stop by HR for questions or other needs.

Alison noted that she will be re-initiating the Wellness Committee to promote engagement and solicit ideas for the use of wellness money. The County receives up to \$20,000 annually from Cigna, and there are tight parameters on use. There is \$10,000 allocated in the County budget annually for wellness initiatives.

Finance - Director Chuck Nickerson stated there is money coming in from approved grants. He noted that the town of Atkinson has a link on their website to the County Rental Assistance Program site. Discussion ensued about ways to get the word out to more communities, including attending town meetings and contacting veterans' groups. Discussion about the possibility of a mass mailing and what addresses the County is able to obtain.

Director Nickerson stated that the Delegation approved budget went out to the towns as required. The Finance department is very busy and has been preparing for the FY21 audit. Payroll has been hectic but moving the pay date to Friday has helped. He is looking forward to speaking with the Attorney General about the use opioid settlement funds.

Registry of Deeds – Registrar Cathy Stacey stated that the Deeds staff stayed on site during the recent building issue at the courthouse as they are committed and there is a need to timely process documents. She noted that the Brentwood Fire Chief stayed on site until the staff was finished as there was apparently a small electrical fire in the ceiling above the Deeds office. Cathy Stacey expressed her appreciation for the vote on the new building today as she is concerned for her staff; there has been septic backing up into the office. She has provided the Delegation with a lengthy history of building issues.

Cathy Stacey stated that the most recent hire has resigned. There are two openings, and although the other staff is picking up the work they are overworked and stressed.

Sheriff's Office – High Sheriff Charles Massahos thanked the three Commissioners for approving the K9 dog and stated that it means a lot that they worked as a team with the Sheriff's Office to sign off on the dog. A new deputy started this week. Sheriff Massahos noted he appreciates the hard work of the Board.

Engineering and Maintenance Services - Director Jude Gates stated the department is busy but all is well.

#### **G. Non-Public Session**

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

Commissioner Tombarello moved to enter into Non-Public Session at 10:15 a.m. per NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

Commissioner Coyle moved to exit non-public session at 10:34 a.m. Commissioner Chirichiello seconded. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

#### **H. Public Session**

**Motion:** Commissioner Coyle to accept the resignation of employee BCM with pay out of accrued Earned Time at 100%. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

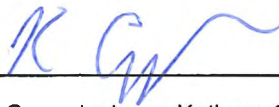
Discussion ensued about posting the position opening. Human Resources will review applications and arrange interview scheduling.

**Motion:** Commissioner Coyle to seal the minutes of the Non-Public Session indefinitely. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:40 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Tombarello, Chirichiello and Coyle all in favor.

Minutes taken and typed by JAH 07.27.2021

  
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Commissioner Kathryn Coyle, Clerk

# Rockingham County

Thomas Tombarello, Chair  
Brian Chirichiello, Vice Chair  
Kate Coyle, Clerk  
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Commissioners Public Session: July 29, 2021  
Meeting Minutes

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID 5808918771 or Phone: 646-558-8656, mtg ID 5808918771

**In Person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Road, Brentwood, NH

## A. Call to order

Commissioner Tombarello called the meeting to order at 8:32 a.m.

### 1. Pledge of Allegiance

### 2. Attendance

#### In Person

Commissioner Chirichiello  
Commissioner Tombarello  
Commissioner Coyle  
IT: Robin Bernier  
Sheriff's Office: High Sheriff Massahos  
Sheriff's Office: Major Chris Bashaw  
Finance: Charles Nickerson  
Human Resources: Alison Kivikoski  
Human Resources: Beth Mello

#### Via Zoom

Long Term Care: Jason Smith  
E & M: Jude Gates  
Sheriff's Office: Katherin Mann  
Corrections: Jason Henry  
County Attorney: Pat Conway  
Representative Jackie Pitts

## B. RFP Openings and Awards

### 1. Reject: Peabody Floway Vertical Turbine Pump – Engineering & Maintenance Services

**Motion:** Commissioner Coyle to reject the proposal received and resubmit RFP invitations as recommended by the Director of Facilities; Planning & IT. Commissioner Chirichiello seconded the motion. Voted 3-0  
Commissioners Tombarello, Chirichiello and Coyle all in favor.

### 2. Opening: Boiler Plant Chimney Inspection – Engineering & Maintenance Services

**Motion:** Commissioner Coyle to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0  
Commissioners Tombarello, Chirichiello and Coyle all in favor.

3. Opening: Dishwashing/Laundry Chemicals – RCRNC & DOC  
**Motion:** Commissioner Coyle to authorize the Director of Long-Term Care Services and the Superintendent of Corrections to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.
  
4. Opening: Forticare Renewal – Engineering & Maintenance Services  
**Motion:** Commissioner Coyle to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.
  
5. Opening: Motorola GGM Modules – Sheriff's Office  
**Motion:** Commissioner Coyle to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.
  
6. Opening: Office 365 Subscription Renewal – Engineering & Maintenance Services  
**Motion:** Commissioner Coyle to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.
  
7. Opening: Pressure Redistribution Mattresses – Long Term Care Services  
**Motion:** Commissioner Coyle to authorize the Director of Long-Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello requested additional information from Director Smith regarding the benefits of these mattresses. Director Smith stated that the mattresses were beneficial in relieving pressure points from head to toe and would prevent pressure injuries to residents that are bedridden. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.
  
8. Opening: Paper Plastic Products – Engineering & Maintenance Services  
**Motion:** Commissioner Coyle to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

### C. Consent Agenda

1. 07-22-2021 Meeting Minutes (approval)

**Motion:** Commissioner Coyle to approve the 07-22-2021 meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello, and Coyle all in favor.

2. Accounts payable list (approval)

FY 2021 List total: \$1,221,655.29, Wires \$1,290.09, GL warrants \$675,903.82, Payroll \$0, Accounts Payable check run \$544,461.38.

FY 2022 List total: \$348,268.08, Wires \$108,204.24, GL warrants \$190.50, Payroll \$30,003.68, Accounts Payable check run \$213,869.66.

**Motion:** To approve the consent agenda, including a Fiscal Year 2021 Accounts Payable list total of \$1,221,655.29 and a Fiscal Year 2022 Accounts Payable list total of \$348,268.08. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

## D. Reports

### 1. Commissioners Office- Thomas Tombarello, Chair

#### a. Liaison updates

Commissioner Coyle noted that in one day the inmate count rose from 144 to 147 and that the jail remains Covid free. Commissioner Coyle also gave an update on the increasing need for ambulance rides for inmates. It is believed that this increase is due to the amount of mental health cases the jail faces, as well as an overwhelming number of drug charges. Commissioner Coyle noted the financial implications the jail may face if this trend continues. Commissioner Coyle stated that the mental health and substance abuse overlap we are seeing is likely due to the pandemic and lockdown, noting that there are not enough resources available to many individuals struggling with mental health and substance abuse issues.

Commissioner Coyle noted that business was as usual at the County Attorney's office. The workload continues to increase, and staffing issues persist.

Commissioner Coyle gave an update on Long Term Care noting that 2 staff members tested positive for Covid in the last week putting the facility once again in outbreak status. Commissioner Coyle addressed the recent spike in Countywide Covid cases, noting that the percentage of positive cases has doubled in the last week. Commissioner Coyle is concerned that the Delta variant has arrived and that we all need to be more diligent in taking all necessary precautions to keep our facility and staff members safe and healthy.

Commissioner Coyle noted that the Long-Term Care facility continues to face severe staffing shortages due to several contributing factors, including staff members going to other local facilities for wage increases. Commissioner Coyle also noted that of all the original LNA apprentices, none have stayed with the County.

Commissioner Chirichiello gave an update on the Sheriff's Office, noting that they have been very busy lately and that he would have Sheriff Massahos give a more detailed update.

Commissioner Chirichiello gave a brief update on behalf of the Registry of Deeds, noting that Cathy Stacey had sent her apologies for her absence from today's Board of Commissioners meeting. Commissioner Chirichiello also noted that there were two large sales in the County recently. One sale being for an assisted living facility in Portsmouth for 10 million dollars and another single-family home sale for 3.4 million dollars in one of the local towns.

Commissioner Chirichiello noted that we are still not seeing enough action with the rental assistance program and that we need to be working harder to get the word out to the community. Commissioner Coyle noted that she thinks there may not be as much of a need for the funding as originally thought. Commissioner Chirichiello disagreed with Commissioner Coyle and noted that there are several issues that we face in getting the word out to the right demographic. Commissioner Chirichiello noted that the older population may not have access to the internet of social media and may not be receiving the information they need.

Commissioner Chirichiello stated that he recently met with the Department of Corrections, IT Department and ARPA Committee. Commissioner Chirichiello noted the excitement he is seeing excitement from department heads regarding the use of ARPA funds for areas of improvement throughout the County. Commissioner Chirichiello then brought forth an idea seeking input from both Commissioner Tombarello and Commissioner Coyle, to use \$5,000.00 of ARPA funds for the immediate purchase of gift certificates to places such as the Hampton Beach Casino Ballroom, local restaurants, and Canobie Lake Park. Commissioner Chirichiello noted that these gift certificates would go to employees as a reward for things such as good behavior and excellent attendance. Commissioner Chirichiello stated this idea was originally discussed with Finance Director Nickerson, as well as Kate Horgan from the NHAC, to get immediate incentives out to County employees to help with employee retention. Commissioner Chirichiello noted the urgency was related to upcoming concerts selling out fast at Hampton Beach Casino Ballroom. Director Kivikoski noted that getting tickets to Canobie Lake Park would be very difficult at this time because they are only accepting reservations for park visitors. Director Kivikoski also noted that it may be best to have the gift certificates be handled by the Human Resources department since the motive is employee related. Commissioner Coyle noted that it may be best



for the commissioners to set up a meeting with Director Kivikoski to establish a method of distribution. Commissioners Tombarello and Coyle then turned to Commissioner Chirichiello for further clarification on the overall expectations of the use of ARPA funds for the purchase of gift certificates. Commissioner Chirichiello elaborated, noting that a total of half a million dollars over the course of four years would be dedicated to the purchase of local business gift certificates. Commissioner Chirichiello stated that the intent is to help local businesses who are hurting, while offering incentives for employee retention. Commissioner Coyle was concerned with the amount of money being spent on this specific request and noted that all 3 commissioners should have further discussion about the matter. Commissioner Tombarello agreed. Commissioner Chirichiello was in agreement that further discussion was necessary but requested to proceed with a motion to approve the immediate purchase of \$5,000.00 in gift certificates.

- b. Motion for use of \$5,000 of ARPA funds towards gift card program to support local businesses negatively affected by COVID-19.

**Motion:** Commissioner Coyle to allow \$5,000 of ARPA funds to be expended to purchase gift cards or gift certificates from local businesses for the benefits of employee retention. Commissioner Chirichiello to work with the Director of Human Resources to implement a program for distribution of the gift cards/gift certificates. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

## 2. Corrections – Jason Henry, Superintendent

- a. Bid waiver request – Edge Counseling, LLC (approval)

**Motion:** Commissioner Coyle to approve a bid waiver for Edge Counseling, LLC in an amount not to exceed \$6,000.00, for Sexual Offender Counseling, extending the current contract through August 21, 2022, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

## 3. Finance Office – Charles Nickerson, Director

- a. Discussion about IGT Agreement & County Cap

**Motion:** Commissioner Coyle to approve the fiscal year 2022 IGT agreement, pending finalization of the County's net SFY 2022 cap figure by the State of New Hampshire, and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

- b. Unqork Agreement (approval)

**Motion:** Commissioner Coyle to approve the agreement with Unqork for ERA2 services in an amount not to exceed \$135,000.00, and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

## 4. Human Resources – Alison Kivikoski, Director

- a. LWOP – Sheriff's Office employee (approval)

**Motion:** Commissioner Coyle to approve a leave with pay request for a Sheriff's Office employee (JC) with County portion of all benefits to continue for the period 07/30/21 through 10/19/21, as recommended by Director of Human Resources. Commissioner Chirichiello sought clarification on the leave being with or without pay. Director Kivikoski clarified that the leave would be with pay and the LWOP would cover medical benefits only, as the employee is on Short Term Disability. Commissioner Chirichiello then seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

- b. Cigna Stop Loss NDA (approval)

**Motion:** Commissioner Coyle to approve an updated Cigna Stop Loss Confidentiality Agreement effective July 1, 2021, and authorize the Chair to sign all necessary documents, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

c. Personnel nonpublic session NH RSA 91-A:3, II

5. Long Term Care Services – Jason Smith, Director

a. Adult Medical Day Care grant request – Senior Class (approval)

**Motion:** Commissioner Coyle to approve an Adult Medical Day Care grant to Senior Class for an additional client, as recommended by the Director of Long-Term Care Services.

Commissioner Tombarello made note of his uncertainty surrounding this request and that he wanted to look into it for further clarification and that he would like to table this motion for the time being.

**Motion:** Commissioner Tombarello to table the Adult Medical Day Care grant request. Commissioner Coyle Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

b. Northeast Med Staff updated agency rates (approval)

**Motion:** Commissioner Coyle to approve updated agency billing rates for Northeast Med Staff, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

c. LNA sign-on bonus (approval)

**Motion:** Commissioner Coyle to approve the updated amount for the LNA sign-on bonus, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

d. Shift pick up bonus (approval)

**Motion:** Commissioner Coyle to approve the updated amount for the Nursing shift pick up bonus, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

e. LNA/MNA short staff bonus (approval)

**Motion:** Commissioner Coyle to approve the updated amount for the LNA/MNA short staff bonus, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

f. Recruitment referral bonus program (approval)

**Motion:** Commissioner Coyle to approve the updated amount for the Recruitment Referral Bonus Program, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

6. County Attorney's Office- Patricia Conway

a. *Equitable Sharing Agreement and Certification (approval)*

**Motion:** Commissioner Coyle to approve the Fiscal Year 2021 Equitable Sharing Agreement and Certification, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

7. Sheriff's Office- Charles Massahos

a. NH DOS HSEM NYTOA training grant (approval)

**Motion:** Commissioner Coyle to approve and accept the New Hampshire Department of Safety, Division of Homeland Security & Emergency Management NY Tactical Officers' Association Conference Grant, as recommended by the High Sheriff. Commissioner Coyle looked for further clarification as to why this conference will be attended. Major Chris Bashaw elaborated stating that this is a conference that the Sheriff's Office is automatically qualified for since they have a tactical team. Major Bashaw also stated that this conference is one of the only approved conferences and that the grant will cover 4 deputies for 4 nights. A brief discussion ensued. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

b. Out of State Conference/Training (approval)

**Motion:** Commissioner Coyle to approve an exception to the out-of-state conference and training directive, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

#### **E. New Business/ Old Business**

- a. Engineering & Maintenance Services – walk-in motion to award the Forticare proposal

**Motion:** Commissioner Coyle to award the Forticare proposal to Block 5 Technologies in the amount of \$11,606.09, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

#### **F. Department Head Updates**

Long Term Care- Director Jason Smith gave an update on the current status of Long-Term Care, stating that we remain in outbreak status due to 2 employees testing positive for Covid. The facility has closed to visitors at this time and will remain that way until we have 2 weeks of no new positive cases of Covid. Director Smith noted that there will be a mobile vaccination clinic held on 7/30 and it will be open to staff and residents.

Director Smith also noted the staffing struggles and several initiatives for keeping existing staff and recruiting new staff members.

Department of Corrections- Superintendent Jason Henry noted that increase in ambulance rides recently, stating that the surge in hospital visits is likely due to the overwhelming number of mental health cases the facility is dealing with. Superintendent Henry also made note of the staffing shortage and his desire to implement a phased approach to keeping the staff he currently has by offering incentives to stay with the county. Superintendent Henry noted that several staff members have left in recent months to go to other counties in New Hampshire.

County Attorney- Attorney Pat Conway stated that she is facing a major staffing crisis, as she had 3 Assistant County Attorneys submit resignations in the last week. Additionally, she has had 3 or 4 Legal Assistants submit resignations in the last 3 weeks. Attorney Conway noted that she is concerned about burnout and mental wellness for her team and would really like to find some perks and incentives for employees to stay on board. Attorney Conway noted a recent meeting with Human Resources Director Alison Kivikoski to try to work on a game plan to get new hires.

Attorney Conway noted her interest in partaking in ARPA subcommittee meetings, to which Commissioner Chirichiello clarified that she had a meeting on August 4<sup>th</sup> to deliver input for her requests. Attorney Conway originally thought the upcoming meeting was to discuss needs specific to the new building but was pleased to learn this meeting was geared towards any requests she had for ARPA funds utilization.

Engineering and Maintenance- Director Jude Gates gave a brief department update, stating that she too has recently lost an employee. Director Gates noted that soil samples have been collected in the digging area for the new building and have been sent for testing.

IT Manager Robin Bernier noted that Comcast was currently onsite to relocate the guest wireless connection to improve wireless connectivity for residents and staff members. Manager Bernier also noted that she successfully revamped the RFP process which would allow 3 ways for RFP's to be submitted.

Human Resources- Director Alison Kivikoski noted that she recently received a call from a State Representative's office regarding a request to use the Hilton Auditorium for a Redistricting Committee meeting. The need is to accommodate 15 committee members and would need to be open to the public as well. Commissioner Chirichiello stated that he was in support of this request. Commissioners Coyle and Tombarello noted that right now may not be the best time to support a request like this, as the facility is currently in "outbreak" status. Commissioner Coyle noted that such a large gathering would be putting the facility at risk. Commissioner Chirichiello then noted the upcoming Red Cross blood drive and wanted to know why Commissioners Tombarello and Coyle would support this use of the Hilton and not the Redistricting Committee's request. Commissioner Tombarello noted that the blood drive was previously voted on and

approved by the Board of Commissioners and that we would be following through with that agreement unless the outbreak became overwhelming. Commissioner Chirichiello noted that he would like to see consistency in the use of the Hilton Auditorium. Director Kivikoski noted that the meeting would take place in October to which Commissioner Tombarello stated that we may wish to revisit the request at the end of August to see what the outbreak status is like at that time. Both Commissioners Coyle and Tombarello had continued opposition to this request, to which Commissioner Chirichiello noted that he was happy to be in the minority and would continue to support this request. Director Kivikoski then noted that she would send an email confirming that our willingness to participate would be on hold temporarily due to the current outbreak status at the nursing home.

Director Kivikoski spoke briefly about the upcoming awards committee meeting for the NHAC conference, noting that the hotel conference center capacity is 400 people, however, due to Covid restrictions it is limited to 200 people. Director Kivikoski noted that an alternative for Rockingham County to acknowledge the recipients of employee awards could be hosted at the County and videotaped by Kate Horgan and Danielle Duchesne from The Dupont Group and upload into an overall slide deck of all 10 County recipients to be viewed at the NHAC conference in the fall. Commissioner Tombarello agreed that this may be our best option considering the current circumstances.

Commissioner Tombarello inquired as to how many applicants have applied for the Senior Executive Assistant to the Commissioners position, to which Director Kivikoski noted that she had 14 applicants overall and that Director Kivikoski would be sharing qualified applicants with the Commissioners.

Finance- Director Chuck Nickerson noted the Finance office was very busy closing out fiscal year 2021 and transitioning into fiscal year 2022. Director Nickerson also noted that he has been busy with audit prep and quarterly filings, as well as working on the initial intent submission to ARPA. Director Nickerson noted that the initial submission is due by 8/31.

Director Nickerson also noted that the Grant Writer position has been posted and that Donna Lane from CDBG had suggested a promising candidate for the position.

Sheriff's Office- Major Christopher Bashaw spoke on behalf of the Sheriff's Office, noting that their office had also just received a dispatcher resignation. Major Bashaw noted that Rockingham County's dispatchers are very well qualified for positions elsewhere as their training and experience here at Rockingham County is extremely thorough. Major Bashaw noted that other similar positions offer higher wages. Major Bashaw also noted that dispatchers often get burned out due to the emotional demands and high stress of the job. Major Bashaw also noted the Sheriff's Office would like to work on retention and recruitment incentives.

Major Bashaw also noted the recent surge in hospital cases which both the Sheriff's Department and Department of Corrections must cover. Major Bashaw noted the lack of facilities to refer some of these cases to and the struggles the state faces with mental health cases.

Major Bashaw also noted that K-9 Saber and Deputy Abele would be starting Narcotics school next week and that the Sheriff's office was extremely excited for this final phase of K-9 Saber's training.

## **G. Commissioners Nonpublic Session**

**Motion:** Commissioner Coyle to enter into Nonpublic Session per NH RSA 91-A:3, II (a), personnel and RSA 91-A:3, II (l) legal. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

Time of entry into nonpublic session: 10:32 a.m.

**Motion:** Commissioner Coyle to exit from nonpublic session at 10:36 am. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to re-enter nonpublic session at 10:42 am. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Chirichiello to exit from nonpublic session at 11:13 am. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

#### H. Public Session

**Motion:** Commissioner Coyle to re-enter public session at 10:39 am. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to approve a Memorandum of Understanding between the County and the State Employees Association of New Hampshire, Inc., SEIU Local 1984, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to approve a Memorandum of Understanding between the County and the State Employees Association of New Hampshire, Inc., SEIU Local 1984, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to approve a Memorandum of Understanding between the County and Teamsters Local #633 of New Hampshire, Legal Assistants I, II, and IV and Paralegals, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to exit public session and re-enter nonpublic session at 10:42 am. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

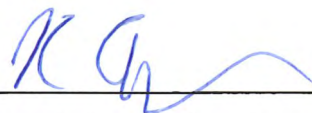
**Motion:** Commissioner Coyle to enter public session at 11:13 am. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor

**Motion:** Commissioner Coyle to approve the addition of Human Resources Director Alison Kivikoski to the ARPA Subcommittee. Commissioner Tombarello seconded the motion. Voted 2-1, Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello opposed.

#### I. Adjourn

**Motion:** Commissioner Coyle to adjourn at 11:15 am Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

B.M. 07.29.2021

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

August 5, 2021 @ 8:30am

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID: 5808918771 or Phone: 646-558-8656, mtg ID 5808918771

**In person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Rd, Brentwood, NH

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:30 a.m.

1. Pledge of Allegiance

2. Attendance

#### In Person

Commissioner Chirichiello

Commissioner Tombarello

Commissioner Coyle

IT: Robin Bernier

Sheriff's Office: Katherin Mann

Sheriff's Office: High Sheriff Charles Massahos

Finance: Charles Nickerson

Human Resources: Beth Mello

Human Resources: Alison Kivikoski

Department of Corrections: Jason Henry

#### Via Zoom

Human Resources: Lisa Fioravante

Sheriff's Office: Major Chris Bashaw

Sheriff's Office: Chief Deputy Rick Sawyer

The Lawson Group: Vanessa Dupuis

The Lawson Group: Jennifer Beers

The Lawson Group: Robin Charland

County Attorney: Pat Conway

Construction Summary

Long Term Care: Jason Smith

Deeds: Becky Burns

Deeds: Cathy Stacey

## B. RFP Openings & Awards

### 1. Opening: Automatic Transfer Switch – Engineering & Maintenance Services

**Motion:** Commissioner Coyle to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

### 2. Opening: Storefront-Underhill – Engineering & Maintenance Services

**Motion:** Commissioner Coyle to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

### 3. Opening: Chaplain – Department of Corrections

Superintendent Henry noted that no motion is needed at this time for this opening, as no proposals were received by the submission deadline. Superintendent Henry noted that the lack of response was due to a technology barrier and potential vendors looking for an alternative to the typical RFP process for submissions. Superintendent Henry noted that he will re-write the requirements and will bring back the request at an upcoming Board of Commissioners meeting.

### 4. Microfilm Conversion – Registry of Deeds

**Motion:** Commissioner Coyle to authorize the Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

At this time, it was noted that Cathy Stacey, Register of Deeds, was at a conference and would need to drop out of the meeting shortly. Commissioner Tombarello proceeded with an invitation for Cathy Stacey to give an update on her department.

Cathy noted that there is work being done in her department, clarifying that some valves on baseboards were being replaced. Cathy noted her frustrations, as the working environment is not currently in the best condition. Cathy also noted the displacement of several hundred books that had to be moved out of their normal climate-controlled area. Cathy noted that the work being done would take approximately 3-4 weeks.

County Attorney Pat Conway noted that the work being done has displaced several of her staff members as well.

Both Cathy Stacey and Pat Conway noted that the timeframe to complete the work seems excessive and is a hardship for both departments.

### 5. Award: Workers Compensation TPA Services – Human Resources

**Motion:** Commissioner Coyle to award the proposal for Workers' Compensation Third Party Claims Administration to The Lawson Group for the period of August 1, 2021, through June 30, 2024, with an annual fee of \$43,276.80 plus other associated costs as outlined in their Proposal, as recommended by the Director of Human Resources.

Commissioner Chirichiello sought clarification on the length of time the RFP was out for submissions. Director Kivikoski noted that the RFP allowed 30 days for submissions and that only 2 bids were received. Director Kivikoski also noted that 7 vendors were contacted directly and that after several discussions it was noted that these vendors were not interested in bidding. Director Kivikoski also noted a discussion with Primex regarding their inability to bid, as their services would be well out of reach from a financial standpoint. Commissioner Chirichiello noted that during the next bidding process for these services, he would like to be included in the process, as he has

personally had several complaints and concerns brought to his attention regarding The Lawson Group.

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

6. Award: Office 365 Subscription Renewal – Engineering & Maintenance Services

***Motion:*** Commissioner Coyle to award the proposal for Microsoft Office 365 Subscription Renewal to ACP Technologies in an amount not to exceed \$70,204.80, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

7. Award: Chimney Inspection – Engineering & Maintenance Services

***Motion:*** Commissioner Coyle to award the proposal for Chimney Inspection to Structural Preservation Systems, LLC in an amount not to exceed \$9,900.00, as recommended by the Director of Facilities, Planning and IT.

Commissioner Tombarello sought clarification. Director Jude Gates noted this was for the inspection of 1 large brick chimney that was long over-due for inspection.

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

### C. Consent Agenda

1. 07-29-21 Meeting minutes (approval)

2. Payroll (approval): A payroll expense of \$1,182,867.62 for the pay period ending 07/31/2021.

3. Accounts payable list (approval)

FY 2022 List total: \$403,975.21, Previously approved payments \$29,094.45, Payroll \$5,021.85, Accounts Payable check run \$369,858.91.

***Motion:*** Commissioner Coyle to approve the consent agenda, which includes a payroll expense in the amount of \$1,182,867.62 for the period ending July 31, 2021, and an Accounts Payable total of \$403,975.21. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

### D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Chirichiello noted that he had no updates to report on this week. Commissioner Chirichiello noted that all departments are busy, and that each department would be able to give an update.

Commissioner Coyle noted that the jail inmate count is now at 145 and the County is seeing a steady increase in inmates. Commissioner Coyle also noted that she has had discussions with Superintendent Henry regarding the utilization of ARPA funds for vaccination incentives as well as recruiting and retention bonuses.

Commissioner Coyle also noted that the County Attorney's office has been very busy with trials and sought clarification from County Attorney Pat Conway on her current trial case load. Attorney



Conway noted that a defendant had pled guilty which was helpful in Attorney Conway's current workload.

Commissioner Coyle then gave an update on the current circumstances in Long-Term Care, noting that we are seeing a steady increase in the positivity rate in the County. Commissioner Coyle asked Long-Term Care Director, Jason Smith, to give an update on the positivity rate. Director Smith noted that the rate jumped from 3.8% last week, to 5.4% as of this morning. Director Smith then noted that this increase to over 5% positivity will now require the facility to test weekly, whether there are any positive cases in the facility or not. Director Smith noted that rapid tests are being done on all residents in an effort to get a baseline of the current status of illnesses in the Long-Term Care facility.

Commissioner Coyle noted a recent study she read that stated that 93% of new cases across the country are the Delta variant.

Commissioner Tombarello gave an update on the Engineering and Maintenance department, stating there will be a repair done to the boiler on Tuesday. The repair will take 12 hours and the hot water will be shut off during this time.

Commissioner Tombarello noted that the Human Resources department has been busy working with Long-Term Care on the LNA Health Careers agreement. Commissioner Tombarello also noted that the HR department is assisting with interviews for the Senior Executive Assistant to the Commissioners vacant position and is also busy working with Commissioner Chirichiello on ARPA ideas for employees.

Commissioner Tombarello noted his disappointment in the lack of movement on the new building and stated that he was able to have Norm Major confirm that he would get some meeting dates together by next week. Commissioner Tombarello also noted his concern in getting members of the Delegation together, as large gatherings will be an issue in the coming weeks with the increase in positive Covid cases.

## 2. Corrections – Jason Henry, Superintendent

### a. Discussion about Electronic Monitoring Coordinator position

It was noted by Superintendent Henry that this request will be moved to the 08/19/2021 BOC agenda. Superintendent Henry gave a brief overview of the intention to change the position ranking from Corporal to Sergeant, which would allow lateral moves for Sergeants which are currently not available. Superintendent Henry also noted the change would have little to no financial impact and that he would be working with Human Resources on re-grading the position.

## 3. County Attorney's Office – County Attorney Patricia Conway

### a. Out of State Conference/Training (approval)

**Motion:** Commissioner Coyle to approve an exception to the out-of-state conference and training directive, as recommended by the County Attorney.

Commissioner Tombarello sought clarification regarding the employees paying a portion of expenses out of their own pocket. Discussion ensued and several options were discussed with Attorney Conway, including the allowance of over-expending a line by \$5,000.00 and funds available for training in Human Resources budget. It was agreed that Attorney Conway would work with HR and Finance to find a solution so the employees participating in the conference would not have to pay out of pocket.

Commissioner Chirichiello sought clarification on the travel policy regarding out of state travel. It was noted that vaccinated individuals would not need to quarantine upon arrival home. Commissioner Chirichiello noted that revisiting the travel policy may be necessary due to the uptick in Delta variant cases.

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

4. Finance Office – Charles Nickerson, Director

a. Exception request to PPP 6-4 (approval)

**Motion:** Commissioner Coyle to approve an exception to Personnel Policies and Procedures 6-4 for a Finance Office employee, J.P., as proposed by the Director of Finance and recommended by the Director of Human Resources. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

b. Exception request to PPP 6-4 (approval)

**Motion:** Commissioner Coyle to approve an exception to Personnel Policies and Procedures 6-4 for a Finance Office employee, J.T., as proposed by the Director of Finance and recommended by the Director of Human Resources. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

5. Human Resources – Alison Kivikoski, Director

a. Out of State Conference/Training (approval)

**Motion:** Commissioner Coyle to approve an Out-of-State conference and travel for a Human Resources employee (J.H.), to attend the national Kronos (UKG) three-day conference held November 14 – 17, 2021, at an estimated total cost of \$1,120, as recommended by the Human Resources Director.

Commissioner Chirichiello sought clarification from Director Kivikoski on this request, should the travel policy change. Director Kivikoski noted that if the current circumstances take a turn for the worse, the conference will not be attended by J.H. Director Kivikoski noted that it was necessary to proceed at this time with plans to attend in order to obtain a free registration for the conference.

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

b. Exception to Conference/Training directive (approval)

**Motion:** Commissioner Coyle to approve a conference and travel request for a Human Resources Employee (A.K.), to attend the Strategic HR conference held October 24 - 26, 2021, at an estimated total cost of \$2,244, as recommended by the Human Resources Director. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

c. Exception to benefits enrollment deadline (approval)

**Motion:** Commissioner Coyle to approve an exception to the Benefits Enrollment Deadline for a Long-Term Care Services employee, L.T., as recommended by the Director of Human Resources and the Director of Finance.

Commissioner Tombarello sought clarification on this request. Director Kivikoski noted that this request was due to an oversight by the employee in accidentally waiving HSA during the open enrollment process.

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

d. Exception to new hire benefits enrollment deadline (approval)

**Motion:** Commissioner Coyle to approve an exception to the new hire Benefits Enrollment Deadline for a Department of Corrections employee, J.C., as recommended by the Director of Human Resources and the Director of Finance.

Commissioner Tombarello sought clarification on this request. Director Kivikoski noted that this request was as a result of the employee missing the 30-day window to enroll in benefits. The employee contacted Human Resources 2 days after the deadline expressing oversight on his part due to being in training at the DOC.

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

e. Revised LNA Apprentice Program Agreement (approval)

**Motion:** Commissioner Coyle to approve the revised LNA Apprentice Program Agreement, as recommended by the Director of Human Resources. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

f. Universal Worker Pro Tem position (approval)

**Motion:** Commissioner Coyle to approve the revised job description and title change from "Temporary Universal Worker" to "Universal Worker Pro Tem", effective August 15, 2021, as recommended by the Director of Human Resources. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

6. Long Term Care Services – Jason Smith, Director

a. Bid waiver request (approval)

**Motion:** Commissioner Coyle to approve a sole source bid waiver for ARJO, Inc. in an amount not to exceed \$32,549.12, for four (4) mobile lift hygiene chairs, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

7. Sheriff's Office – Charles Massahos, High Sheriff

a. NH Dept. of Safety Law Enforcement Substance Abuse Reduction Initiative (approval)

**Motion:** Commissioner Coyle to approve an application for the New Hampshire Department of Safety Law Enforcement Substance Abuse Reduction Initiative grant in the amount of \$119,796, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff.

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

## **E. New Business / Old Business**

### 1. Public Hearing on 2021 JAG Application (scheduled for 9:30 a.m.)

Commissioner Tombarello opened the Public Hearing on the 2021 JAG Application at 9:32 a.m.

***Motion:*** Commissioner Coyle to approve the 2021 JAG Memorandum of Understanding with the Town of Derry, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

There was already previous approval to do the initial portion of the 2021 JAG application, which was completed online by Major Bashaw by the 7/26/21 deadline.

County Attorney - Attorney Conway gave an update on her department stating that the office was busy as usual but is down to 6 trials as of next week. Attorney Conway noted that staffing issues persist, and that the office has 3 Legal Assistant positions and 3 Assistant County Attorney positions open. Attorney Conway noted that she has an interview scheduled for an Assistant County Attorney and is hopeful that an offer will be accepted by a Legal Assistant.

Long-Term Care - Director Jason Smith gave an update, noting that the County is seeing a substantial rate of COVID-19 transmission. Director Smith encouraged staff to check the CDC website for up-to-date information regarding travel guidance. Director Smith noted that one fully vaccinated staff member has tested positive, as well as two residents. Director Smith noted that the residents have been moved to isolation and are being closely monitored. Director Smith also noted that staff testing is currently underway and that hopefully all results will be in by early next week.

Engineering and Maintenance - Director Jude Gates noted that the department is preparing for the boiler repair and is very busy doing so. Director Gates also noted a smaller repair is needed elsewhere, but the necessary part is on backorder and will not be in until October. Director Gates also noted that a small batch of hay was collected from the field yesterday, but the rain moved in quickly after that, limiting the amount of hay that could be collected.

Finance - Director Charles Nickerson gave an update on the Finance department, noting the Munis Year-End close was successful. Director Nickerson noted that the department is busy working on several grants, as well as the quarterly rental assistance filings which are due on 8/6.

Human Resources - Director Alison Kivikoski gave a department update, noting that several departments, including the Sheriff's Office and County Attorney's Office, are successfully utilizing Applicant Tracking. Director Kivikoski noted that NeoGov Onboard is in testing status and is hopeful to go live in the coming weeks. Director Kivikoski noted that the onboarding software will import into Kronos and utilize electronic signatures for new hire forms.

Department of Corrections - Superintendent Henry gave a brief department update, noting that ambulance rides are at an all-time high, and hospital details continue to put strain on already critical staffing shortages. Superintendent Henry expressed his desire to implement a bonus and retention program as quickly as possible, as staffing issues remain critical to the department's function. Superintendent Henry noted that there is \$800,000.00 of unused salary funds that could be utilized in implementing these programs sooner rather than later. Superintendent Henry also made note of his desire to work on a program to encourage staff to receive COVID-19 vaccinations.

Sheriff's Office - High Sheriff Charles Massahos gave an update on the recent drug bust their Drug Task Force made with the help of the Hampton Police department. Sheriff Massahos noted that

approximately 50 grams of cocaine and \$1,300.00 were seized. Sheriff Massahos also expressed his concern with the amount of hospital details the Sheriff's Office is coving with the Department of Corrections, stating that it is greatly impacting both agencies.

#### F. Public Comment

None

#### G. Commissioners Nonpublic Session

**Motion:** Commissioner Coyle to enter into Nonpublic Session per NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

*Time of entry into nonpublic session: 9:46 a.m.*

**Motion:** Commissioner Coyle to exit Nonpublic Session. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

*Time of exit from nonpublic session: 10:27 a.m.*

**Motion:** Commissioner Coyle to **not** seal the 8/5/2021 nonpublic meeting minutes indefinitely. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Chirichiello to accept the changes to and approve the 7/22/2021 meeting minutes. Commissioner Tombarello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

**Motion:** Commissioner Coyle to approve the 7/29/2021 meeting minutes. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

#### H. Adjourn

**Motion:** Commissioner Coyle to Adjourn. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

*Meeting adjourned at 10:31 a.m.*

AUG 19 2021





# Rockingham County Commissioners

Meeting Minutes

Hilton Auditorium, 117 North Road ~ Brentwood, New Hampshire  
Thursday, August 19, 2021 @ 8:30 a.m.

## A. Call to Order

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

### 1. Pledge of Allegiance

### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Jason Henry, Corrections  
Jessica Tonry, Finance  
Alison Kivikoski, HR  
Leila Mattila, BOC Office

Remote:  
County Attorney Conway  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Jude Gates, E&MS  
Jason Smith, LTC

## B. RFP Openings & Awards

### 1. Opening: Firearms – Sheriff's Office

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

### 2. Opening: Concealable Tactical Body Armor – Sheriff's Office

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

### 3. Opening: Uniform – Sheriff's Office

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

### 4. Opening: Computer Equipment – Engineering & Maintenance Services

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

### 5. Opening: Patient Lift – Long Term Care Services

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

### 6. Opening: Compliance Program Services – Long Term Care Services

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

### 7. Award: Storefront-Underhill Building – Engineering & Maintenance Services

Commissioner Coyle to award Storefront-Underhill Building to Granite State Glass for an amount to not exceed \$5,750.00, as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**8. Award: Automatic Transfer Switch Replacement – Engineering & Maintenance Services**

Commissioner Coyle to award the proposal for automatic transfer switch replacement to Electrical Engineering & Service Co., Inc., for an amount to not exceed \$15,053.00, as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**9. Award: Vinyl/Latex Gloves 2021-2022 – Department of Corrections**

Commissioner Coyle to award the Department of Corrections portion of the proposal for Vinyl/Latex Gloves 2021-2022 as follows; For Heavy Duty Exam Gloves (Fentanyl Resistant) to Mersi Distribution, and for Serving Gloves to Vizacom, for an amount to not exceed \$24,800.00, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**10. Award: Dishwasher & Laundry Chemicals – Engineering & Maintenance Services**

Commissioner Coyle to award the proposal for Dishwashing & Laundry Chemicals as follows; For the Department of Corrections, award Hillyard for an amount not to exceed \$1,650.00, and W.B. Mason for an amount not to exceed \$16,300.00. For Long Term Care Services, award W.B. Mason for an amount not to exceed \$42,200.00, as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**11. Reject: Paper and Plastic Products – Engineering & Maintenance Services**

Commissioner Tombarello asked the Director why she wanted to reject the proposals. She noted she wants to reject and republish the RFP due to minimal response and noted it was only posted on Public Purchase.

Commissioner Coyle to reject the proposals for paper and plastic products as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**C. Consent Agenda**

1. 08-05-21 Meeting minutes
2. Payroll (approval)
3. Accounts Payable (approval)

Commissioner Coyle to approve the consent agenda including a payroll total of \$1,150,462.73 for the pay period ending August 14, 2021, and an accounts payable list total of \$676,106.79. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**D. Reports**

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

**a. Liaison Updates**

Commissioner Chirichiello mentioned Deeds is going strong and the Sheriff's Department is busy. The Rental Assistance program has paid out close to \$300,000. The town of Salem is starting to pick up. He thinks with the Covid-19 Delta variant spreading like it is, program applicants will increase. Commissioner Coyle noted that rents are due at the end and beginning of the months, so the middle of the month will be slower. Commissioner Chirichiello passed around a guideline to the ARPA report that is due August 31. Discussion ensued and it was decided that all three Commissioners would attend the next ARPA meeting on Tuesday, August 24, and resume discussion at the next Board of Commissioners meeting on August 26.

Commissioner Coyle stated the jail is Covid free and doing a great job. The County Attorney's Office is short staffed and out straight. We have two staff members from LTC Admin retiring, and one has given notice and will be leaving tomorrow. The positivity rate for the County dropped from 5% to 4.7%. The Biden Administration has mandated vaccines for all staff members in Nursing homes in order to receive Medicaid and Medicare funding. Our vaccination rate is in the 70% range.

Commissioner Tombarello gave a brief update and mentioned how busy everyone is.

**2. The Delegation – Representative Norm Major**

**a. Recommend Bond Authorization Amount**

Commissioner Tombarello read the narrative and moved to approve the Recommended Bond Authorization Amount, Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**3. Finance Office – Charles Nickerson, Director**

**a. Assisted Living Write-Off's (approval)**

Commissioner Coyle to approve the year-end 06/30/2021 write-offs for Assisted Living totaling \$16,051.97, as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**4. Human Resources – Alison Kivikoski, Director**

**a. Leave Request, Assisted Living (approval)**

Commissioner Coyle to approve a leave with pay for an Assisted Living employee (JP) as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**b. Regrade/Title Change/Repurpose – Department of Corrections (approval)**

Commissioner Coyle to approve a regrade of a Corporal to a Sergeant, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**5. Long Term Care Services – Jason Smith, Director**

**a. Renewal of Postage Meter Agreement for RCRNC (approval)**

Commissioner Coyle to approve the renewal of the RCRNC Postage Meter Agreement with Quadient, to include installation of a new postage meter, as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**6. Sheriff's Office – Charles Massahos, High Sheriff**

**a. Equitable Sharing Agreement and Certification (approval)**

Commissioner Coyle to approve the Fiscal Year 2022 Equitable Sharing Agreement and Certification, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business/Old Business**

**1. Discussion to interview for Chaplain**

Superintendent Jason Henry noted that the RFP process did not work for this position. He proposed posting the position, asking for resumes and letters, and interviewing candidates to find the right fit. He feels this will be a more successful approach.

Commissioner Coyle to approve an exception to the RFP process for the Superintendent and Human Resources to fill the contracted Chaplain position. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Jason Henry discussed the mental health problem in the jail and noted the female inmate numbers are going up. He noted they're all feeling the pinch from lack of staff.

Pat Conway gave updates on the increased number of trials and hearings because of staffing. They just hired three legal assistants and still has one more position open. They have 4 Attorney positions to fill. She is working on plans to reward her staff. She also mentioned there is work being done on the building making things a little inconvenient.

Alison Kivikoski noted NeoGov for on-boarding will go live in the next two weeks. It will make the process much more efficient and paperless.

Jessie Tonry gave a brief update; payroll was successful, and she's looking forward to the Emergency Rental Assistance Program Coordinator to return from her vacation.



Jude Gates will have a new Grounds Maintenance staff member by the end of the month. They have been making hay, and it was great having Mr. Evans stepping in to help. The new bailer makes for a lot less labor.

High Sheriff Massahos was included in a Rolling Thunder ride through Rockingham County, and it helped to spread the word on the Emergency Rental Assistance Program.

Jason Smith noted there will be a mobile vaccination clinic in September. He is waiting on more information from the Biden Administration and the mandatory vaccinations for staff. He is working with Alison on recruitment and has asked Finance to step in and lend a hand.

Katherin Mann gave a brief update, they're busy getting RFP's out.

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter non-public session at 9:31 am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:21 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 10:22 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 09/02/2021.



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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes

Hilton Auditorium, 117 North Road ~ Brentwood, New Hampshire  
Thursday, August 26, 2021 @ 8:30 a.m.

## A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Jessica Tonry, Finance  
County Attorney Conway  
Alison Kivikoski, HR  
Leila Mattila, BOC Office

Remote:  
Commissioner Tombarello  
Jason Henry, Corrections  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Major Bashaw, Sheriff's Office  
Jude Gates, E&MS  
Jason Smith, LTC  
Cathy Stacy, Register of Deeds

## B. RFP Openings & Awards

### 1. Opening: Laundry Ozone System – Engineering & Maintenance Services

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

### 2. Opening: Muffin Monster – Engineering & Maintenance Services

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

### 3. Opening: Well Redevelopment – Engineering & Maintenance Services

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

### 4. Opening: Microsoft Server licensing – Sheriff's Office

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

### 5. Opening: Motorola GGM modules – Sheriff's Office

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

### 6. Opening: Dodge Durango Pursuit – Sheriff's Office

### 7. Opening: Ford F-150 Police Responder – Sheriff's Office

### 8. Opening: Vehicle Upfit Equipment – Sheriff's Office

Commissioner Coyle to table openings 6, 7 & 8 as recommended by the High Sheriff. The High Sheriff noted he will get together with the Director of Facilities, Planning & IT and they will re-bid together with all

vehicles needed for both departments. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**9. Award: Microfilm – Register of Deeds**

Commissioner Coyle to award the proposal for conversion of CD-ROM to archival microfilm to Image Express, as recommended by the Register of Deeds, for a five year term. Anticipated cost for year one is \$8,651.00. Pricing for years 2 and 3 to be capped at 10% per year depending on an increase in underlying costs. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**10. Award: Uniforms – Sheriff's Office**

Commissioner Coyle to award the proposal for uniforms and equipment to Neptune Uniforms & Equipment, Inc., for an amount to not exceed \$34,476.00 through June 30, 2022, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**11. Award: Body Armor – Sheriff's Office**

Commissioner Coyle to award the proposal for concealable/tactical body armor to Atlantic Tactical, Inc for an amount to not exceed \$998.25 per concealable vest, and \$2,289.91 per tactical vest as recommended by the High Sheriff. Anticipated need is 8 concealable vests and 4 tactical vests through June 30, 2022. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**C. Consent Agenda**

1. Accounts Payable list (approval)

FY 2022 List total: \$672,804.59, GL \$399.00, Payroll \$11,715.22,

Accounts Payable check run \$660,690.37.

2. Adult Day Services Payout Update (informational)

Commissioner Coyle to approve the consent agenda which includes a Fiscal Year 2022 accounts payable list total of \$672,804.59. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**D. Reports**

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

**a. Liaison Updates**

Commissioner Tombarello gave a brief update.

Commissioner Coyle mentioned the jail is doing video arraignments to keep visitors to a minimum due to Covid-19. Lieutenant Banville will be attending a training seminar. Only 25 people in the country are chosen for this seminar. The County Attorney's Office case load is extraordinarily high, and the courts are really pushing to get things moving. Long Term Care staff all tested negative for Covid-19 last week while the County positivity rate is over 5%. We will be testing all non-vaccinated employees weekly.

Commissioner Chirichiello marched in a parade at the Londonderry Old Home Days and mentioned how spectators were applauding the Sheriff's Office that was marching behind him. There was a meeting earlier this week with the other two Commissioners to discuss the ARPA funds and they'll be ready to allocate.

**2. Department of Corrections, Jason Henry, Superintendent**

**a. Out of State Conference/Training (approval)**

Commissioner Coyle to approve out-of-state training, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **3. Long Term Care Services – Jason Smith, Director**

#### **a. 2022 Facility License Renewal Application (approval)**

Commissioner Coyle to approve the 2022 Facility License Renewal application, as recommended by the Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. Fusion Medical Staffing Updated Rates (approval)**

Commissioner Coyle to approve the updated agency billing rates for Fusion Medical Staffing, as recommended by the Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **c. Adult medical Day Care Grant Request – Silverthorne (approval)**

Commissioner Coyle to approve an Adult Medical Day Care grant to Silverthorne for an additional client, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **d. Aureus Medical Group Staffing Rate Increase (approval)**

Commissioner Coyle to approve the updated agency billing rates for Aureus Medical Group Staffing, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **4. Sheriff's Office – Charles Massahos, High Sheriff**

#### **a. EMPG Performance Period Extension Request (approval)**

Commissioner Coyle to approve the EMPG Performance Period Extension Request, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **b. Firearms Bid Submission with Correction After Due Date Discussion**

Commissioner Coyle to accept for review, the corrected submission of the Firearms bid after the due date, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **E. New Business/Old Business**

Jason Smith gave a brief update, and noted we remain in outbreak status. The mobile vaccination clinic is set for September 7<sup>th</sup> at 9:30 a.m.

Jason Henry brought up Lieutenant Banville going out to Nebraska for very high level of training. They are limiting who comes into the jail due to Covid-19. Other Counties are allowing overtime. He has noticed positive results with the giveaways.

Jude Gates wished to award the opening of the Muffin Monster from earlier because of the need to order the item right away. She said there was one quote from JWC Environmental for \$14,215.66. Commissioner Coyle moved to award the Muffin Monster proposal to JWC Environmental for \$14,215.66, as recommended by the Director of Facilities, Planning, and IT. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Cathy Stacy, Register of Deeds gave a brief update. They have two fax machines down because of humidity in the offices, and power, and their plot scanner is down. There's a strong musty smell in the computer room. There is one open position and they only had four people respond.

Sheriff Massahos said his department is very busy. They are hiring a new dispatcher. They were in the Londonderry parade with the Treasurer, the Register of Deeds, and Commissioner Chirichiello.

Alison Kivikoski, Director of Human Resources has two people of vacation this week.

Patricia Conway, County Attorney said all four courtrooms will be open by December. She discussed a new program being initiated with digital evidence. Frustration continues with the humidity in the courthouse.

Jessica Tonry, Accounting Manager discussed the Emergency Rental Assistance program. They are almost at 100 households and they're moving cases within one week. They have paid out almost \$100,000 at this point, this week.

Commissioner Tombarello started the discussion about the ARPA funds. He said they need the Finance Director involved, so they will move things forward next week when he returns from vacation. Discussion ensued regarding how much to spend on each item on the list, and getting the community involved.

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter non-public session at 9:31 am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 9:45 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 9:46 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 09/09/2021.



Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID: 5808918771 or Phone: 646-558-8656, mtg ID 5808918771

**In person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Rd, Brentwood, NH

### A. Call to Order

1. Pledge of Allegiance
2. Attendance

#### In Person

Commissioner Chirichiello  
Commissioner Tombarello  
Commissioner Coyle  
Finance: Charles Nickerson  
Human Resources: Beth Mello  
Human Resources: Julie Hoyt  
Registry of Deeds: Cathy Stacey

#### Via Zoom

Sheriff's Office: Major Chris Bashaw  
Sheriff's Office: Katherin Mann  
County Attorney: Pat Conway  
Long Term Care: Jason Smith  
Long Term Care: Michele Melanson-Schmitt  
Human Resources: Alison Kivikoski  
E & M: Jude Gates  
Corrections: Dave Consentino  
Peter Fowler

### B. RFP Openings & Awards

1. Opening: Safety and Security Check Systems – Department of Corrections

*Motion:* Commissioner Coyle to authorize the Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0  
Commissioners Tombarello, Chirichiello and Coyle all in favor.

2. Opening: Camera Server – Engineering & Maintenance Services

*Motion:* Commissioner Coyle to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0  
Commissioners Tombarello, Chirichiello and Coyle all in favor.

3. Opening: Peabody Floway Pump – Engineering & Maintenance Services

*Motion:* Commissioner Coyle to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0  
Commissioners Tombarello, Chirichiello and Coyle all in favor.



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID: 5808918771 or Phone: 646-558-8656, mtg ID 5808918771  
**In person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Rd, Brentwood, NH

4. Opening: Nurses Call System – Long Term Care Services

*Motion:* Commissioner Coyle to authorize the Director of Long-Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

5. Opening: Vehicle Upfit Equipment – Sheriff's Office

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

6. Award: Laundry Ozone System – Engineering & Maintenance Services

*Motion:* Commissioner Coyle to award the proposal for Laundry Ozone System to NuTek International in an amount not to exceed \$32,400.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

7. Award: Well Redevelopment – Engineering & Maintenance Services

*Motion:* Commissioner Coyle to award the proposal for Well Redevelopment to Barrie Miler's Well & Pump Service, Inc. in an amount not to exceed \$12,400.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

8. Award: Patient Lift – Long Term Care Services

*Motion:* Commissioner Coyle to award the proposal for Patient Lift to EZ Way, Inc. in an amount not to exceed \$8,245.00, as recommended by the Director of Long-Term Care Services.

Commissioner Tombarello sought clarification on the number of lifts being purchased and if the intent was to swap out the old lifts. Director Smith clarified that the award was for 2 lifts, and they would be used to replace outdated lifts. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

9. Award: Compliance Program Services – Long Term Care Services

*Motion:* Commissioner Coyle to award the proposal for Compliance Program Services to Friends Services for the Aging in an amount not to exceed \$25,500.00 for one year, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

10. Award: Motorola GGM Modules – Sheriff's Office

*Motion:* Commissioner Coyle to award the proposal for Motorola GGM Modules to Motorola Solutions, Inc. in an amount not to exceed \$5,320.00, as recommended by the High Sheriff. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID: 5808918771 or Phone: 646-558-8656, mtg ID 5808918771  
**In person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Rd, Brentwood, NH

### 11. Award: Server Licensing – Sheriff's Office

*Motion:* Commissioner Coyle to award the proposal for Server Licensing to vPrime Tech Inc. in an amount not to exceed \$55,593.44, as recommended by the High Sheriff. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

## C. Consent Agenda

1. 08-19-21 Meeting minutes (approval)
2. Payroll (approval): A payroll expense of \$1,148,581.56 for the pay period ending 08/28/2021.
3. 08-28-21 DOC Population Reports (informational)

*Motion:* Commissioner Coyle to approve the consent agenda, which includes a payroll expense in the amount of \$1,148,581.56. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

## D. Reports

1. Commissioners Office – Thomas Tombarello, Chair
  - a. Liaison updates

Commissioner Coyle gave an update on the Department of Corrections, stating that there was one inmate to test positive for Covid-19 and that this inmate was now in isolation.

Commissioner Coyle gave an update on the County Attorney's Office, stating the month of September tends to be a very busy month for the office and that a large case load is expected. Commissioner Coyle was happy to report that an exception request for a rehire to the department was on the agenda and that the individual being rehired would be a great help to the department due to their previous experience with the County.

Commissioner Coyle also made note that the Long-Term Care facility remains in "outbreak" status due to 3 positive Covid cases the week prior. Commissioner Coyle discussed the increasing positivity rate and that the County is currently at 6.5% positivity for Covid-19. Commissioner Coyle also noted the upcoming mobile vaccination clinic, which will take place on September 17, and is open to employees and members of the community. Commissioner Coyle also discussed the upcoming booster shots for currently vaccinated employees and residents. The hope is to begin booster shots as soon as possible with a potential rollout of September 20. Commissioner Coyle also referred to studies being done in Israel that show a dramatic increase on vaccine efficacy after booster shots were given.





# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID: 5808918771 or Phone: 646-558-8656, mtg ID 5808918771  
**In person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Rd, Brentwood, NH

Commissioner Chirichiello gave a brief update on the Registry of Deeds noting that real estate remains busy.

Commissioner Chirichiello made note that the Sheriff's Office has been making great efforts to help with the rental assistance program by getting the word out to the community. Commissioner Chirichiello noted the increase in phone calls he has been receiving and that it may soon be necessary to have additional staffing to help cover the influx of calls and requests.

Commissioner Chirichiello noted that Director Nickerson made the ARPA subcommittee submissions on time after finalizing the report. Commissioner Chirichiello noted that all three Commissioners had a copy of the report that was submitted and were given the opportunity to review prior to submission. Register of Deeds, Cathy Stacey, noted that she would like to see a copy of the report. Director Nickerson stated that he would be providing all County Officials and Directors a copy of the report.

Commissioner Chirichiello also noted the need to put programs in place sooner rather than later for employee recruitment and retention, utilizing ARPA funds. Commissioner Chirichiello questioned Director Nickerson on a timeline of how soon the County could start implementing stipends and bonuses. Director Nickerson stated that he would meet with Director Kivikoski, Director Smith and Superintendent Henry to discuss rollouts for Long-Term care and Department of Corrections.

Commissioner Chirichiello also noted a recent meeting between himself, Director Kivikoski, and Sean Bolton from the SEIU Union to discuss incentives that other Counties, such as Strafford County, were implementing. Both Commissioner Chirichiello and Director Kivikoski thought the meeting offered great insight.

Commissioner Tombarello gave a brief update on the Finance Department, Human Resources and Engineering and Maintenance departments, stating that all departments continue to be busy working on items relative to ARPA, Rental Assistance and several building projects.

Commissioner Tombarello also noted that he had a meeting with potential builders after the Board of Commissioners' Meeting to give a tour of the facility and discuss ideas and expectations for the new building. Commissioner Tombarello also noted he had received a phone call from Representative Norm Majors with questions about the utilization of ARPA funds, to which Commissioner Tombarello decided to refer representative Majors to Commissioner Chirichiello for answers. Commissioner Tombarello noted that that follow up call from Representative Majors was positive as he was happy with the answers he received from Commissioner Chirichiello.

## 2. County Attorney's Office – Patricia Conway, County Attorney

### a. Assistant County Attorney – New Hire (approval)

*Motion:* Commissioner Coyle to approve a new hire for Assistant County Attorney, as recommended by the County Attorney. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.



# Rockingham County Commissioners

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b. Exception Request (approval)

*Motion:* Commissioner Coyle to approve an Exception Request to Personnel Policies and Procedures 6-3; New Hire Rate, for County Attorney employee M.R., as recommended by the County Attorney.

Commissioner Tombarello noted that he was in favor of this Exception Request, but that he wanted clarification on why it was necessary to offer M.R. a rate at the top of the pay scale. County Attorney Conway noted that M.R. was returning to the County with 14-15 years of experience and, according to the County's pay scale and hiring grid, the offer was appropriate. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

3. Human Resources – Alison Kivikoski, Director

a. Retiree Prescription Drug Plan (approval)

*Motion:* Commissioner Coyle to approve continuing the Medicare Part D plans through AmWins only offered to Medicare-eligible retirees for the 1/1/2022 – 12/31/2022 plan year at an approximate 5.2% increase in rates and authorize the Director of Human Resources to sign the renewal acceptance as in previous renewal years, as recommended by the Human Resources Director.

Commissioner Tombarello sought clarification on the rate increase. Director Kivikoski noted that the rate is non-negotiable and is a set rate. Director Kivikoski asked Senior HR Generalist, Julie Hoyt, to confirm what the increase was the prior year. Julie stated that the rate of increase the previous year was approximately 3.6%.

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

b. Personnel nonpublic session NH RSA 91-A:3, II

4. Long Term Care Services – Jason Smith, Director

a. Lamprey Health Care, Inc., Physician Services Agreement for Heidi Crusbert, M.D. (approval)

*Motion:* Commissioner Coyle to approve the Lamprey Health Care, Inc., Physician Services Agreement for Heidi Crusbert, M.D., as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

b. Prime Time Healthcare, LLC contract renewal (approval)

*Motion:* Commissioner Coyle to approve the Prime Time Healthcare, LLC contract renewal, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

c. Bid Waiver Request – HealthPRO Management Services, LLC (approval)



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

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**In person access:** Hilton Auditorium, with screening, social distancing & masks required. 117 North Rd, Brentwood, NH

*Motion:* Commissioner Coyle to approve a bid waiver for HealthPRO Management Services, LLC, for an amount not to exceed \$8,000.00, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

d. Bid Waiver Request – Maureen Roberts, RN Wound Care Specialist (approval)

*Motion:* Commissioner Coyle to approve a bid waiver for Maureen Roberts, RN Wound Care Specialist, for an amount not to exceed \$50,000.00 annually, as recommended by the Director of Long-Term Care Services.

Commissioner Tombarello asked if Director of Nursing, Michelle Melanson-Schmitt, could elaborate on the services provided by Maureen Roberts. Director Melanson-Schmitt detailed Maureen Roberts experience with preventative wound care, as well as interventions with existing wounds. Director Melanson-Schmitt noted that the facility does not currently have anyone onsite with such experience, and that having Maureen Roberts on site would be beneficial to the residents as well as the current staff, noting the ability to offer better training to current employees on wound care.

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

e. Change Order Request – LNA Health Careers (approval)

*Motion:* Commissioner Coyle to approve a change order request for LNA Health Careers, for an amount not to exceed \$12,000.00, as recommended by the Director of Long-Term Care Services. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Bid Waiver Request – Block 5 Technologies (approval)

*Motion:* Commissioner Coyle to approve a bid waiver for Block 5 Technologies, for an amount not to exceed \$8,190.00, as recommended by the High Sheriff. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

### E. New Business / Old Business

Register of Deeds, Cathy Stacey, noted that despite the booming real estate industry, they are starting to see a slight decline in copy accounts. Register of Deeds Stacey noted the County was 13% above the previous year. Commissioner Coyle sought clarification on the overall increase in transactions, to which Register of Deeds Stacey confirmed an overall increase of 2%. Register of Deeds Stacey touched briefly on an upcoming LCHIP bill, noting the minimal impact the bill would have on the County.



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

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Register of Deeds Stacey also made note of the damage done to the building by recent rain, stating that 6 windows in her department suffered leakage issues. Register of Deeds Stacey also noted recent discussions she had with the Governor regarding the condition of the building and what could be done to get the Deeds office to stay in the current building. Cathy Stacey noted several issues throughout the years and that her conversations were clear, that it was time to move on to a new building.

Major Chris Bashaw of the Sheriff's Office noted a recent resignation of Lieutenant Goff, stating that she is leaving law enforcement entirely. Major Bashaw noted that this is unfortunately something that law enforcement agencies are starting to see more and more. Major Bashaw noted that an internal promotion from Sergeant to Lieutenant would soon be announced. Major Bashaw also noted the influx in calls the Sheriff's Office has been receiving regarding Rental Assistance and that a lot of the calls they are receiving are from Veterans. Major Bashaw confirmed that all calls are being forwarded to the Finance Department to better assist these individuals. Major Bashaw also noted recent discussions with County Attorney Conway, that would assure vehicle availability and transportation for trial witnesses and victims.

Director Jason Smith of Long-Term Care Services, along with Director of Nursing, Michele Melanson-Schmitt, spoke briefly about the current "outbreak" status the County is in following three additional positive Covid-19 tests. Director Smith noted the positives they are seeing tend to be more individuals that are vaccinated and that booster shots will be necessary to keep residents safe. Directors Smith and Melanson-Schmitt noted they are awaiting Federal and CDC Guidance on vaccine mandates.

Director Smith also thanked the Board of Commissioners for their approval of the Nurse Call Bell system, noting the upgrade would be helpful in figuring out algorithms to determine where staffing is needed most.

Commissioner Chirichiello sought clarification whether the staff is aware of a potential vaccine mandate, stating his original concern was to offer the staff plenty of time to seek medical counsel and to prepare for a mandate. Director Smith assured that the staff was aware of the President's announcement regarding vaccine mandates in Long-Term Care facilities and that there was commotion surrounding the mandate. Director Smith also noted that it was likely the County would lose staff members over the mandate, but there really isn't anywhere in the field for these individuals to go as more and more mandates take place. Director Smith did note that we are beginning to see people in the nursing field switch professions to avoid compliance. Commissioner Coyle inquired about the possible timeline for a mandate, to which Director Smith was hopeful for further guidance from the Federal Government, CDC, and CMS in the coming weeks. Director Smith noted that he will be working with Director Kivikoski as information becomes available to draft policies to get out to the staff as quickly as possible. Director Smith also noted that there will need to be medical and religious exemptions, which will require modifications to policies. Director Kivikoski also noted the Human Resources Department has also received their first doctor's note from an employee for a medical exemption. Director Kivikoski noted that the note would be kept in a confidential file within the Human Resources Department and the employee was notified that the note was not yet necessary because a vaccine mandate is not yet in place. Director Kivikoski noted consultation with legal will be necessary prior to implementing any sort of vaccine mandates. Both Director Smith and Kivikoski agreed that best practice would be to take our time perfecting the policies we put in place to be sure there is only one rollout. Director Smith also noted that



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

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guidance is needed regarding agencies and travelers as well as vendors within the facility. Director Smith noted that Merrimack County recently implemented a vaccine mandate and had a 90% compliance rate. Director Smith also noted that Merrimack County did lose 30 employees due to the mandate, but some employees did return after their initial departure.

Director Gates gave a brief update of the Engineering and Maintenance Department, stating that the rainfall the night prior was just under three inches of rain. Director Gates gave an update on the flooring being done on Mitchell One, stating staffing issues with the contractor had delayed the project's completion. Director Gates also noted work being done on the flooring in the laundry room that led to the discovery of moisture in the floor. Director Gates noted that mitigation would need to be done in this area prior to project completion.

Assistant Superintendent Dave Consentino gave a quick update on the Department of Corrections, stating that there was one, potentially two, positive Covid cases at the jail. He noted that contact tracing was being done and that the jail was currently on lockdown as a precaution. Assistant Superintendent Consentino also noted that recruitment efforts continue as they try to find qualified candidates to fill open positions.

Director Nickerson of Finance spoke about recent ARPA filings that were due by midnight on 08/31/21, noting that all filings were submitted on time. Director Nickerson detailed work that is being done by the Accounting Manager, Jessie Tonry, as well as a temporary employee that was brought in to help with the Rental Assistance Program. Director Nickerson stated that the workload is becoming increasingly heavy, and additional help may be needed sooner rather than later. Director Nickerson also took time to thank HR Recruiter Jessica Koestler for her recent efforts in helping with applicants for two open positions in Finance, one for a Grant Writer and another for an Executive Assistant.

County Attorney Pat Conway noted some good news for her department, stating that three Legal Assistants have been hired as well as two, potentially three, Assistant County Attorneys. Attorney Conway noted that one offer for Assistant County Attorney was for a previous employee and a formal offer was pending an Exception Request approval. Attorney Conway also took time to thank the Sheriff's Office for their help in providing transportation to witnesses and victims to attend trial cases. Attorney Conway also took a moment to thank Director Kivikoski for all of her help on a personnel matter in recent weeks.

Director Kivikoski of Human Resources gave a brief update regarding the upcoming NHAC Employee Recognition event, noting that ceremonies would be held at individual Counties. Director Kivikoski noted that she would be reaching out to all O/DDs for nominations in the coming weeks. Director Kivikoski also made note that there were three available kiosks in the Human Resources Department that could be used by the Finance Department in processing Rental Assistance Applications as the need becomes greater. Director Kivikoski also noted that she would be working with Director Nickerson, Director Smith and Superintendent Henry in the coming days to develop proposals for incentives and sign-on bonuses for critical positions in Long-Term Care and the Department of Corrections. Director Kivikoski noted that she was hopeful to have something to present to the Board of Commissioners the following week.



# Rockingham County Commissioners

## Meeting Minutes

September 2, 2021 @ 8:30am

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### F. Public Comment

Commissioner Tombarello noted an unknown caller on the line and asked the caller to identify themselves and to have an opportunity for public comment. The caller identified himself as Peter Fowler, noting that his call was to get an update on things happening in the County. He noted that he had no further questions or comments.

### G. Commissioners Nonpublic Session

#### 1. Nonpublic NH RSA 91-A:3, II (a) personnel

Motion: Commissioner Coyle to enter Nonpublic Session per NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

Time of entry into nonpublic session: 9 : 3 5 a.m.

Motion: Commissioner Coyle to exit Nonpublic Session. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

Time of exit from nonpublic session: 1 0 : 2 4 a.m.

### H. Adjourn

Motion: Commissioner Coyle to Adjourn. Commissioner Chirichiello Seconded the motion. Voted 3-0 Commissioners Tombarello, Chirichiello and Coyle all in favor.

Meeting adjourned at 1 0 : 2 4 a.m.

  
\_\_\_\_\_  
Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes  
September 9, 2021

**Zoom access:** Video: [www.zoom.us](https://www.zoom.us), Join Meeting, mtg ID: 5808918771 or Phone: 646-558-8656, mtg ID 5808918771  
**Limited In person access:** Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

## A. Call to Order

Commissioner Chirichiello called the meeting to order at 1:00 p.m.

1. Pledge of Allegiance
2. Attendance

### In Person

Commissioner Chirichiello  
Commissioner Coyle  
Alison Kivikoski, HR  
Beth Mello, HR  
Charles Nickerson, Finance

### Remote

Commissioner Tombarello  
Cathy Stacey, Registry of Deeds  
Pat Conway, County Attorney  
High Sheriff Massahos  
Jason Smith, Long-Term Care  
Jason Henry, Corrections  
Jude Gates, E&M  
Katherin Mann, Sherriff's Office  
Robin Bernier, IT

## B. RFP Openings & Awards

1. Opening: 2021 Vehicles – Sheriff's Office & Engineering & Maintenance Services

*Motion:* Commissioner Coyle to authorize the High Sheriff and the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

2. Opening: Receipt Printers – Engineering & Maintenance Services

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

3. Award: Pressure Redistribution Mattresses – Engineering & Maintenance Services

*Motion:* Commissioner Coyle to award the proposal for pressure redistribution mattresses to Geriatric Medical for an annual total cost NTE \$16,200, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

## C. Consent Agenda

1. 08-26-21 Meeting minutes (approval)
2. 09-02-21 Meeting minutes (approval)



# Rockingham County Commissioners

3. Accounts Payable List (approval)

List total: \$1,843,005.93, ACH \$1,280,846.00, Payroll \$39,858.70,

Accounts Payable check run \$522,301.23.

4. 2021 LTC Compliance Work Plan (informational)

5. 2021 LTC QAPI: Dashboard Measure Indicator and Monitoring Plan (informational)

6. August 2021 Long Term Care & Assisted Living Census (informational)

- a. *Motion:* Commissioner Coyle to approve the consent agenda, which includes an Accounts Payable list total of \$1,843,005.93. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

## D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Tombarello gave a brief update, noting that drilling at the construction site had begun and that all was going well thus far. Commissioner Tombarello also noted that the recent fuel injector repair was a success and that the Mitchell flooring project was nearing completion. Commissioner Tombarello noted the Human Resources Department has been busy working on several non-public issues and noted that one ongoing issue should now be resolved. Commissioner Tombarello noted the Finance department continues to be busy working on the Rental Assistance Program and that he anticipates Director Nickerson bringing a request forward to hire another temporary case worker as cases are becoming overwhelming. Commissioner Tombarello also noted that he will be visiting the Pease Air Force base on Sunday to attend the naming of a KC-46 Refueling Plane that is set to be named "Rockingham County". Commissioner Tombarello also noted a discussion he had with Director Smith regarding Adult Medical Day Care. Commissioner Tombarello noted that he would be working with Director Smith as well as Commissioners Coyle and Chirichiello to resolve the issue and that it would be brought forward at the next Board meeting. Commissioner Tombarello also noted the public Delegation meeting that is being held on Wednesday, September 15, at 6:00p.m. and asked that anyone who would like to be present for the discussion of the new building to please show up.

Commissioner Coyle gave an update on the current situation in Long-Term Care, noting that the facility remains in "outbreak" status due to a resident testing positive. Commissioner Coyle also noted that the County positivity rate remains above 5% despite some fluctuations. Commissioner Coyle also noted all the work being done in Long-Term care to ensure the infrastructure of the facility. Commissioner Coyle also noted the inmate count at the jail is down to 152 from 161, but that the facility continues to see an increase in intakes. Commissioner Coyle noted the recent ARPA efforts that she is hopeful will help with ongoing staffing shortages. Commissioner Coyle also spoke briefly about the recent positive Covid case at the jail, noting the inmate had only been in the booking area and did not have any known close contacts. There have been no additional positive cases at the jail. Commissioner Coyle also gave a brief update on the County Attorney's Office, stating the office had several new hires that will help the office get back on track after being short staffed in recent months. Commissioner Chirichiello gave a brief update, noting that he has not had much time in the last





# Rockingham County Commissioners

week to get caught up with his departments. Commissioner Chirichiello noted that he has spoken with Director Nickerson and that they will be offering a Zoom meeting with the Delegation to give Delegation members an opportunity to ask any questions regarding ARPA.

2. Engineering and Maintenance Services – Jude Gates, Director

a. Change Order Request (approval)

*Motion:* Commissioner Coyle to approve a change order request for Cadieux's Flooring for an amount not to exceed \$38,315.00, as recommended by the Director of Facilities, Planning, and IT. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

3. Finance Office – Charles Nickerson, Director

a. Rockingham County ARPA projects presented by Charles Nickerson, Finance Director and Alison Kivikoski, Director of Human Resources (approval)

Commissioner Tombarello asked Director Nickerson and Director Kivikoski to elaborate on the plan details. Commissioner Coyle had some initial concerns regarding the longevity of the plan and what it entailed. Commissioner Coyle asked several clarifying questions. Director Nickerson and Director Kivikoski gave a detailed synopsis of the proposal and were able to clarify several questions brought forth. After a lengthy discussion all three commissioners agreed that the initial proposal was appropriate and that it may be necessary to reevaluate in the coming years and that doing so would require future motions. It was also noted that MOUs would be necessary to proceed with the proposal, to which Director Kivikoski noted she would start working on immediately if the Board decided to vote in favor.

Register of Deeds Stacey inquired as to why vacant positions in her department were not considered as part of the plan for sign-on incentives, noting that she has two positions that have been vacant for an extended period. Director Kivikoski noted that she would be willing to recommend a \$3,000.00 sign on incentive for these positions which she felt was in line with similar positions proposed at this value. Register Stacey noted her appreciation for the recommendation.

*Motion:* Commissioner Coyle to approve the Rockingham County American Rescue Plan Act (ARPA) projects for Premium Pay, Sign-On Incentives and Referral Incentives, as recommended by the Director of Finance and Director of Human Resources, which were modified slightly from the proposal by the ARPA Committee. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

Director Kivikoski then suggested a memorandum be put out by the Board of Commissioners to the County employees explaining what this program is and how it will impact employees. All three Commissioners agreed that this is something they would like to do.

4. Human Resources – Alison Kivikoski

a. Personnel nonpublic session NH RSA 91-A:3, II

b. LWOP – Environmental Services employee (approval)



# Rockingham County Commissioners

*Motion:* Commissioner Coyle to approve a leave without pay request for an Environmental Services employee (GH) with County portion of all benefits to continue for the period 09/01/21 through 10/15/21, as recommended by Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

5. Long Term Care Services – Jason Smith, Director

a. Hampstead Nursing Services Rate Increase (approval)

*Motion:* Commissioner Coyle to approve the Hampstead Nursing Services updated billing rates, as recommended by the Director of Long-Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Exception Request to PPP 6-3 (approval)

*Motion:* Commissioner Coyle to approve an Exception Request to Personnel Policies and Procedures 6-3; New Employee Rate, for Sheriff's Office employee B.R., as recommended by the High Sheriff.

Commissioner Coyle sought clarification on why there would be two separate pay increases as part of this exception request. Director Kivikoski noted that the pay increases were reflective of the pay plan adjustments that would be made in December. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

b. Exception Request to PPP 16-1, B (approval)

*Motion:* Commissioner Coyle to approve an Exception Request to Personnel Policies and Procedures 16-1, B; New Hire benefits Enrollment Deadline, for Sheriff's Office employee A.T., as recommended by the High Sheriff.

Director Kivikoski gave a brief explanation that the request was prospective to October 1. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

E. New Business / Old Business

Register of Deeds Cathy Stacey gave a brief update, noting that some staff members in her office were finishing up the last of summer vacations. Register Stacey then inquired as to certain contract proposals she had received from the NHAC. Commissioner Tombarello noted that he had not seen the proposals Register Stacey was referring to. Director Kivikoski and Director Nickerson also made note that they were not aware of these proposals either. A lengthy discussion ensued. Commissioner Chirichiello requested they vote to postpone these proposals until further research was done. Register Stacey agreed to bring the Commissioners concerns forth and that she would request these proposals be revisited at a later date.

High Sheriff Massahos gave a brief update, stating the department continues to be busy. Sheriff Massahos noted two promotions that are happening at the Sheriff's Office on Monday morning at 9:00a.m. and that all Commissioners were invited to attend. Sheriff Massahos also noted a new hire for a dispatch position as well.



# Rockingham County Commissioners

County Attorney Conway took a moment to thank the Commissioners for utilizing ARPA funds to help with staffing the County Attorney's Office. Attorney Conway noted that Assistant County Attorney's and Legal Assistants have been hired but have not yet started. Attorney Conway noted the relief she felt in filling these positions but that there are still additional positions open.

Director Jason Smith noted that the Long-Term Care facility remains in outbreak status which will require two additional weeks of mandatory testing for all employees that enter the facility. Director Smith mentioned that he has yet to receive information on booster vaccines but that he will communicate that information as soon as it becomes available. Director Smith noted that the Human Resources department has drafted a policy regarding mandatory vaccinations, but that guidance is still needed to finalize the policy before sending for legal review. Director Smith noted that Lisa Darling, Infection Preventionist was recently married and will be out all week on her honeymoon and that all questions in her absence could be referred to himself or Director of Nursing Michele Melanson-Schmitt. Director Smith also noted that the 2020 longevity recognition ceremony would be taking place on October 7, to present awards to employees with years of service ranging from five to thirty years. He also noted that masks and social distancing would be strictly enforced during the ceremony to ensure health and safety to all staff.

Superintendent Henry gave a brief department update, noting that the 115<sup>th</sup> Academy would be starting on Monday and would run for five weeks. Superintendent Henry also noted that he would be going to Concord on Wednesday with Superintendent Dave Berry of Sullivan County to visit the Sununu Youth Services Center. Superintendent Henry spoke briefly on recruitment efforts, noting that the jail continues severe staffing shortages.

Director Gates noted there wasn't much of anything new to report. She noted that there has been action at the drill yard and that several samples have been collected and have all come back clean. Director Gates also wanted to thank Director Kivikoski and Director Nickerson for including her department in the ARPA proposal.

Director Kivikoski gave a brief update for the Human Resources Department. She noted efforts were underway by the Recruiter hosting virtual hiring events for the open position of Public Relations and Community Outreach Manager. Director Kivikoski also noted that there would be a flu clinic soon and that Employee Health Services had already ordered their first batch of vaccines. Director Kivikoski also touched base regarding the draft policy that was sent by Director Smith to Human Resources to review. It was noted that the policy was edited in several areas but that further guidance is still needed to finalize a policy. Director Kivikoski also noted the recent passing of an employee's husband and that with the Commissioner's approval she would like to send a sympathy card and bereavement gift on behalf of the County. It was noted that the Human Resources department has a small amount of bereavement gifts budgeted for to send to employees when a spouse or child has passed away. All three Commissioners agreed that they thought it was a great idea and would be happy to sign a card. Director Kivikoski asked that all department heads get their nominations to her for the upcoming NHAC employee recognition ceremonies.

Director Nickerson gave a brief update on the Finance Department, noting the increasing workload the Rental Assistance program has created. Director Nickerson explained the elevated number of cases they are seeing will be hard for his staff to keep up with and that the complexity of these cases is very time consuming, noting that additional help will be needed soon. Director Nickerson noted that this week's submissions totaled around \$47,000.00 which was down from the previous weeks. Director Nickerson noted that some of the individuals requesting assistance unfortunately do not have access to reliable transportation, noting that it may be helpful to offer services at town libraries in the coming weeks. Director Nickerson thanked HR Recruiter Jessica Koestler for working closely with Accounting Manager, Jessie Tonry, on narrowing down applicants suited for the open Executive Assistant position,



# Rockingham County Commissioners

as well as the Grant Writer position.

## F. Public Comment

None

## G. Commissioners Nonpublic Session

### 1. Nonpublic NH RSA 91-A:3, II (a) personnel

*Motion:* Commissioner Chirichiello to enter Nonpublic Session per NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

Time of entry into nonpublic session: 2:16p.m.

*Motion:* Commissioner Chirichiello to exit Nonpublic Session. Commissioner Tombarello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

Time of exit from nonpublic session: 2:49p.m.

## H. Adjourn

*Motion:* Commissioner Tombarello to Adjourn. Commissioner Chirichiello seconded the motion. Voted 3-0 Commissioners Coyle, Chirichiello and Tombarello all in favor.

Meeting adjourned at: 2:49p.m.

  
\_\_\_\_\_  
Commissioner Kathryn Coyle, Clerk  
9/16/21



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road, Brentwood, New Hampshire  
Thursday, September 16, 2021 @ 8:30 a.m.

### A. Call to Order

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

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Finance  
Alison Kivikoski, HR  
Leila Mattila, BOC Office

#### Remote Attendance:

Jason Smith, LTC  
Jude Gates, E&MS

Robin Bernier, IT  
Patricia Conway, County Attorney  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Major Bashaw, Sheriff's Office  
Cathy Stacy, Register of Deeds  
Jason Henry, Corrections  
Peter Fowler

### B. RFP Openings & Awards

There were no openings scheduled for today.

#### 1. Award: Peabody Floway Pump – Engineering & Maintenance Services

Commissioner Coyle to award the proposal for Peabody Floway Pump to Renew Mechanical Maintenance, LLC, for an amount not to exceed \$25,135.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Award: Nurse Call Upgrade – Engineering & Maintenance Services

Commissioner Coyle to award the proposal for Nurse Call Upgrade to Signet Electronic Systems, Inc., for an amount to not exceed \$96,464.88, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 3. Award: IT Camera Server – Engineering & Maintenance Services

Commissioner Coyle to award the proposal for IT Camera Server to CompuGov for an amount not to exceed \$8,616.04, as recommended by the IT Manager and the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 4. Award: Firearms – Sheriff's Office

Commissioner Coyle to award the proposal for Firearms to White Birch Armory for an amount not to exceed \$19,707.00, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. 09-09-21 Meeting Minutes
2. 09-17-21 Payroll
3. 09-11-21 DOC Population Report
4. Adult Day Services Payout

Commissioner Coyle to approve the consent agenda, which includes a payroll expense in the amount of \$1,141,439.62 for the period ending September 11, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **D. Reports**

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

###### **a. Liaison Updates**

Commissioner Chirichiello commended the Sheriff's Office for their work with the United States Drug Enforcement Administration Boston Tactical Diversion Squad, arresting 2 individuals from Massachusetts for drug trafficking charges, the seizure of a sizable amount of Fentanyl, US currency, a vehicle, and gun magazines and ammunition.

Commissioner Coyle mentioned the jail population is at 145 inmates, in house, and they are Covid free. Superintendent Jason Henry applied for the SAMHSA Grant and has been notified we will be awarded. Not many get this grant. It was created to assist with behavioral health, which the Superintendent advocates for. The County Attorney's Office has fourteen trials in the next two weeks, which is a very heavy schedule. Long Term Care had four residents and one staff member test positive for Covid-19 last week, all of which were vaccinated. We remain in outbreak status and will soon start testing unvaccinated employees and residents twice a week.

Commissioner Tombarello spoke of the Aircraft Naming Ceremony he went to at Pease on Sunday, September 12<sup>th</sup>. There were twelve KC47 Refuelers, ten named after each County in New Hampshire, one after Portsmouth, and one after Newington. He received a plaque and a program, but he decided to give them to the young man that cleans the Plaistow offices because he knows that young man loves planes. He commented on how thrilled he was about positive response at the Rockingham County Convention Public Hearing and Executive Committee Meeting the night before. He's hoping for a packed house on the 27<sup>th</sup> for the Rockingham County Convention Meeting.

##### **2. Department of Corrections, Jason Henry, Superintendent**

###### **a. Inmate Administrative Transfer (approval)**

Commissioner Coyle to approve an inmate administrative transfer pursuant to NH RSA 30-B:21, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

###### **b. Out of State Conference/Training (approval)**

Commissioner Coyle to approve an Out-of-State conference and travel for a Department of Corrections Employee (J.H.), to attend the National American Jail Association (AJA) Health & Wellness Summit held October 23 – 26, 2021, at an estimated total cost of \$2,390.00, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

##### **3. Human Resources – Alison Kivikoski, Director**

###### **a. Nonpublic session NH RSA 91-A:3, II (a) personnel**

##### **4. Long Term Care Services – Jason Smith, Director**

###### **a. Out of State Conference/Training (approval)**

Commissioner Coyle to approve an Out-of-State conference and travel for a Long Term Care Services Employee (J.S.), to attend the 2021 LeadingAge Annual Meeting and Expo held October 23 – 28, 2021, at an estimated total cost of \$3,699.00, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

###### **b. Rockingham VNA & Hospice Renewal (approval)**

Commissioner Coyle to approve the renewal of the Rockingham VNA & Hospice agreements, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

###### **c. TLC Nursing Associates, Inc. Agreement Update (approval)**

Commissioner Coyle to approve the renewal of the Rockingham VNA & Hospice agreements, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business/Old Business**

Jude Gates, Director of Facilities, Planning and IT spoke of the need to reallocate \$6,500.00 because of a cost increase and asked for approval.

Commissioner Coyle to approve reallocation of \$6,500.00, transferring from Nurses Station to Nurse Call Upgrade, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Director Gates continued to say the Mitchell floor was completed yesterday. Biomass has been down for two months for a sensor calibration. She can't get an Engineer out because they're all too busy. Estimated cost is \$19,000 - \$20,000, because it was out of warranty. She will do an RFP and make sure to get an extended warranty next time.

County Attorney Patricia Conway is preparing for digital trials. She hired three Attorneys, and still has two more positions to fill.

Jason Smith, Director of Long Term Care Services will be meeting with H.R. regarding Covid-19 policies and procedures. There is a new scale on the CMS website showing 95% all red across the country. We will soon start testing twice a week for unvaccinated employees and residents. He will implement contact tracing for any positive Covid-19 results and do testing on those individuals in direct contact. September 9<sup>th</sup> there was a new mandate not only for Nursing Homes now. New information will be coming out within the next week or two. We will have booster shot information at the end of the month.

High Sheriff Massahos noted Deputy Abele and K9 Saber are utilized every day. They have some new employees starting soon. He mentioned the press release for the drug bust and commented on how hard they are working to combat the drug problems.

Register of Deeds, Cathy Stacey announced the air conditioning is broken again as of this morning. They just took out the dehumidifiers yesterday to start relacing the carpet.

Superintendent Jason Henry commented on a great meeting last night. The 115<sup>th</sup> Academy started Monday and is going well. They may be hiring three female Correctional Officers.

Charles Nickerson, Director of Finance mentioned the Emergency Rental Assistance Program is busy. They are paying out \$50,000 this week. The State will be ending their rental assistance program at the end of this year. They won't be accepting any more applications. He noted Kronos programing is set for the ARPA stipends, but they may need to be changed depending on outcome of MOU's.

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter non-public session at 9:41 am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:14 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 10:14 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 09/23/2021.



Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road, Brentwood, New Hampshire  
Thursday, September 23, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:32 a.m.

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Finance Director  
Alison Kivikoski, HR Director  
Leila Mattila, BOC Office

#### Remote Attendance:

Jason Smith, LTC Director

Jude Gates, E&MS Director  
Robin Bernier, IT Manager  
Patricia Conway, County Attorney  
Charles Massahos, High Sheriff  
Katherin Mann, Sheriff's Office  
Major Bashaw, Sheriff's Office  
Cathy Stacy, Register of Deeds  
Jason Henry, Corrections Superintendent

### B. RFP Openings & Awards

#### 1. Opening: Inmate Personal Care Items – Department of Corrections

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

#### 2. Opening: Paper and Plastic Products – Engineering & Maintenance Services

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

#### 3. Opening: 2021 Standpipe Inspections – Engineering & Maintenance Services

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

#### 4. Opening: Institutional Products – Engineering & Maintenance Services

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

#### 5. Opening: Laundry Equipment PM/Service Contract – Engineering & Maintenance Services

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

#### 6. Opening: Fire Alarm Testing – Engineering & Maintenance Services

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



**7. Opening: Reverse Osmosis Water Treatment System – Engineering & Maintenance Services**

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

**8. Opening: Gasoline Contract – Engineering & Maintenance Services**

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

**9. Award: 2021 Vehicles – Sheriff's Office**

Commissioner Coyle addressed the High Sheriff with questions regarding the choice of vehicles and how they will be equipped. He answered the F150's will be fully marked with four full doors, transport capable with cages, and 4-wheel drive. They will have a towing package so they can tow the trailers they have for the robot and 4 wheelers. The Ford Explorers sometimes get stuck when they need to go out to the more rural areas but the F150's have more clearance so they're less likely to get stuck. He said he did research on the Durango's and found they're a longer vehicle compared to the Ford Explorer, providing more room in the back seat for transport, and the cargo area is bigger as well. They are all wheel drive. Commissioner Coyle asked about in-house maintenance and repairs. Jude Gates commented that our mechanic is capable.

Commissioner Coyle to award the proposal for the Sheriff's Office portion of the 2021 Vehicles RFP to the following, as recommended by the High Sheriff: Two Ford F-150 Police Responders with vehicle trade credit to Grappone Ford in the amount of \$60,106.00. Two Dodge Durango Pursuits with no trade credit to Foss Motors of Exeter, NH in the amount of \$74,366.00. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**10. Award: Vehicle Upfit Equipment – Sheriff's Office**

Commissioner Coyle to award the Vehicle Upfit Equipment RFP to Adamson Industries in the amount of \$37,648.00, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**C. Consent Agenda**

1. 09-16-21 Meeting Minutes
2. Accounts payable list  
List total: \$2,998,066.97, ACH \$1,675,243.00, GL \$483,007.17, Payroll \$42,220.01, Accounts Payable check run \$797,596.79.
3. Surplus Equipment Request Pursuant to NH RSA 28:8-A (Engineering & Maintenance Services)

Commissioner Coyle to approve the consent agenda, which includes an Accounts Payable list total of \$2,998,066.97. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**D. Reports**

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

- a. Liaison Updates

Commissioner Coyle reported the jail is holding steady with 144 inmates, and they are Covid free. She mentioned staff found drugs on inmates coming in and went on to say the drug death data is up substantially. She expressed concern over the lack of services for drug treatment. The County Attorney's Office has jury trials this week and Pat Conway is very busy. Long Term Care Services tested Covid free last week although the percentage rate for the County is still high. Unvaccinated staff and residents will be tested twice a week starting next week. Booster shots will be available and the Director of Long Term Care Services will be working to coordinate this.

Commissioner Chirichiello said the Registry of Deeds is very busy. Commissioner Coyle pointed out that total sales are starting to drop. Commissioner Chirichiello said the reason is because there's no inventory. He noted the increase in drug deaths lately is because of fake prescription drugs that have been out there

and in the news for the last two months. The ARPA stipends will be coming soon, hopefully staff will be happy. He suggested a Zoom meeting for the State Representatives to answer any questions they may have.

Commissioner Tombarello said six MOU's are going out today to Unions. He mentioned the Rockingham County Convention Public Hearing last night and asked for documentation dating back to 1995 and 1996. Forty-Six Representatives will be needed at next week's County Convention Meeting for a quorum so they can vote on borrowing up to \$30,000,000 for the new building.

## **2. County Attorney's Office – Patricia Conway, County Attorney**

### **a. Assistant County Attorney, New Hire**

Commissioner Coyle to approve hiring an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Engineering & Maintenance – Jude Gates, Director**

### **a. ARPA discussion**

Jude asked if they were approving a projects list item by item, and can she start the planning process with solar, HVAC and water? She wants to start the RFP process. She said the water bubblers are easy and can be done in house. She said Robin wants to get going on the laptops, which are 100% ARPA qualified. Commissioner Tombarello said a list went to Shaheen's Office for approval, but it's ok start the RFP's because it may take six months to get the product. Commissioner Coyle is in total support and suggested a blanket approval for next week's meeting. Chuck Nickerson will work with Jude on the memo to submit to the Board of Commissioner's for approval. The wait for approval from Shaheen's Office is getting longer and longer. Once we get approval, we have only 30 days to get the approval back, or we go back to wait at the end of the line.

Commissioner Chirichiello said we only received half of the money, the other half will be received during the summer of 2024. He mentioned he wants to look into who gets the solar credits, and when does it change. Jude said she has looked into that, and she will share that information with the Board.

## **4. Finance Office – Charles Nickerson, Director**

### **a. Cost Report Engagement Letter**

Commissioner Coyle to approve the cost report engagement letter from Wipfli, LLC for preparation of the Medicare and Medicaid cost reports for the fiscal year ending June 30, 2021, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Bid Waiver Request – UKG**

Commissioner Coyle to approve a bid waiver for UKG in an amount not to exceed \$480,804.48, for a three-year Saas renewal agreement effective 11/04/21 through 11/03/24, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **c. The FASE Group Services Agreement**

Commissioner Coyle to approve the service agreement with The FASE Group for UKG - Kronos consulting support, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **5. Human Resources – Alison Kivikoski, Director**

### **a. Mandated Vaccine Policy**

Alison Kivikoski asked to have this tabled until next week. She is still waiting for legal to send the final version for approval. She will forward to the Commissioners' Executive Assistant as soon as she receives it, so the Board has time to look at it before the next meeting.

b. Testing Policy Update

Commissioner Coyle to approve the updated mandatory Covid-19 testing policy, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**6. Long Term Care Services – Jason Smith, Director**

a. Insta-Staff billing rate increase

Commissioner Coyle to approve updated agency billing rates for Insta-Staff, as recommended by the Director of Long Term Care Service. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. AMDC Grant Request – Senior Class

Commissioner Coyle to approve an Adult Medical Day Care grant to Senior Class for an additional client (I.L.), as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. AMDC Grant Request – Senior Class

Commissioner Coyle to approve an Adult Medical Day Care grant to Senior Class for an additional client (J.H.), as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. AMDC Grant Request – Senior Class

Commissioner Coyle to approve an Adult Medical Day Care grant to Senior Class for an additional client (L.M.), as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Shift Pick Up Bonus – Assisted Living

Commissioner Coyle to approve the shift pick up bonus for Assisted Living LNA's, MNA's, LPN's, and RN's, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Exception Request to PPP 6-3

Commissioner Coyle to approve an Exception Request to Personnel Policies and Procedures 6-3; New Employee Rate, for promoting K.W. as the Admissions Coordinator for Long Term Care, as recommended by the Director of Long Term Care. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**E. New Business/Old Business**

Pat Conway said they have four jury trials going on at the same time this week, they are very busy. She thanked the Sheriff's Office with their assistance in a domestic violence case. She also thanked Superintendent Jason Henry for his assistance in a drug possession case.

Cathy Stacey thanked Jude for installing a keyboard drawer on her desk, thanked Pat Conway for the lunch last week for her and her employees. She expressed her desire to get the ball rolling on the new building saying her people are sick from the current building, and they need the new building.

High Sheriff Massahos brought up the in-custody death that occurred earlier in the week. It was a self-induced drug overdose from drugs brought in by inmates. There should be a press release tomorrow.

Jason Smith reported that 2 of the Covid positive residents have returned to their rooms. The CMS testing protocols have changed and there is some updated guidance. All 50 states are in the red. We will begin testing two times a week for non-vaccinated individuals, even if we're not in outbreak status. He said we have partnered with a pharmacy for boosters and will be available with the mobile clinic which comes one a month. He stated his appreciation toward Alison Kivikoski for her help every week.

Jason Henry reported they have four female Correctional Officers starting soon. He appreciates the ARPA rewards and sees how the employees are enjoying it. Keefe commissary is soon going with cards for the vending machines and for when inmates leave.

Jude Gates said all is well. She thanked Jason Henry for the help Mr. Evans has given the. He has been escorting John Brown around the facility and helping her department get their work done. She wants to meet with Jonathan on Tuesday to discuss the next steps. The Board said they were ok with that.

Chuck Nickerson said they are all set up with the premium stipends going into next week's paychecks. It will be October 15<sup>th</sup> for Unions. The ERAP is at \$73,000 this week so far, with two more in the que. He will be asking for a 2<sup>nd</sup> coordinator next week. Commissioner Tombarello asked the status of the Medicaid Cost Reports, Chuck said we will have them next week.

Alison Kivikoski said she will be working with the departments on the Annual Recognition. She has a walk-in approval request for a Wellness Scarecrow event, and there will be a large prize going to the department that wins.

Commissioner Coyle to approve hosting a Scarecrow contest as a Fall Wellness Activity in October, and to utilize the County's wellness fund to purchase prizes and supplies, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter non-public session at 9:49 am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:11 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:11 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 09/30/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road, Brentwood, New Hampshire  
Thursday, September 30, 2021 @ 8:30 a.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 a.m.

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Finance Director  
Alison Kivikoski, HR Director  
Leila Mattila, BOC Office

Donna Roe, ARNP  
Charles Massahos, High Sheriff  
Major Bashaw, Sheriff's Office  
Jude Gates, E&MS Director  
Robin Bernier, IT Manager  
Patricia Conway, County Attorney  
Cathy Stacy, Register of Deeds  
Jason Henry, Corrections

#### Remote Attendance:

Jason Smith, LTC Director  
Michele Melanson-Schmitt, Dir. of Nursing

### B. RFP Openings & Awards

#### 1. Opening: Sit-to-Stand with Scale – Long Term Care Services

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

#### 2. Opening: VHF Simulcast Build-Out – Sheriff's Office

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

#### 3. Award: Receipt Printers – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for Receipt Printers to V Cloud in an amount not to exceed \$5,162.22, as recommended by the IT Manager and the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. 09-23-21 Meeting Minutes (approval)
2. 09-17-21 Payroll (approval)
3. United Healthcare Optum Amendment to Ancillary Provider Participation Agreement – New UHC Nursing Home Plan Premium Dividend Program (informational)
4. Letters to the Commissioners (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,208,106.05 for the period ending September 25, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

1. **Commissioners Office – Thomas Tombarello, Chair**
  - a. Liaison Updates

Commissioner Coyle mentioned the jail population is at 142 inmates, in house, and they are Covid free. Henry Raymond's last day is today, he has dedicated 27 years to Rockingham County. They have been busy with the MAT program for drug treatment. Pat Conway mentioned they won a big AFSA trial and will be prosecuting a NACOM case. The Nursing Home is out of outbreak status. The mobile clinic for booster vaccinations will be here in October. Residents and Long Term Care staff are eligible for the booster. Next Thursday is the Long Term Care employee years of services ceremony at 1:00 p.m.. Commissioner Coyle suggested moving the BOC meeting to 10:00 a.m., all agreed.

Commissioner Chirichiello gave a brief update and praised the Delegation for getting the vote for the new building.

Commissioner Tombarello pointed out that there is an article in the newspaper today about the new building. He spoke with Representative David Milz and he wants to get this moving. Human Resources is busy, MOU's were issued. He spoke with one of the Union representatives yesterday, and it went well. The ARPA stipends started with this week's paychecks.

## **2. Engineering & Maintenance – Jude Gates, Director**

### **a. Change Order – Warrenstreet Architects, Inc. (approval)**

Commissioner Coyle moved to approve a change order for Warrenstreet Architects, Inc., in the amount of \$8,476.02 for services rendered outside of the scope of agreement, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked what the money was for, Director Gates explained it was for items for the grand re-opening ceremony a while back and because of a couple different reasons, it never got paid. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. ARPA Projects (approval)**

Commissioner Coyle moved to approve the Rockingham County American Rescue Plan Act (ARPA) projects for HVAC equipment improvements and replacements in the amount of \$3,936,700, a solar array at the Ladd Farm estimated at a cost of \$7,800,000, DOC water bottle refilling stations for \$11,000, Nursing Home Resident communications estimated at \$29,500, and \$35,000 for laptops dedicated for remote work setups, as recommended by the Director of Finance and Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked for clarification of the amount of ARPA funds and its allocation. Director Nickerson estimates we will receive \$32M in ARPA funds. Commissioner Chirichiello is excited about the solar array but asked again about credits and who gets them. Director Gates thinks the credits are even more than the thermal RECs. Commissioner Coyle said we'd be in a better position if we own it outright. Commissioner Chirichiello explained that we won't be able to capture the credits as a municipality unless we use a third party. He will investigate this further. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Finance Office – Charles Nickerson, Director**

### **a. Medicaid Cost Report Fiscal Year End 06/30/2021 (approval)**

Commissioner Coyle moved to approve the Medicaid Cost Report for Fiscal Year End 06/30/2021 as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Calculation of the Allowance for Uncollectible Accounts for LTC (approval)**

Commissioner Coyle moved to approve Rockingham County decrease the 06/30/2021 Long Term Care Allowance for Uncollectible Accounts to \$1,301,472.58, a decrease of \$308,686.33 in comparison to the FYE 6/30/20 balance of \$1,610,158.91, and approve the continuation of the current methodology in place for the calculation of the Allowance for Uncollectible Accounts for Nursing Home receivables as recommended by the Director of Finance and the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked for an explanation. Director Nickerson said there were two very large private pay accounts from Long Term Care Services that were changed to "reserve for" status. This is done instead of a write-off so as not to take a big hit on revenue for the year. They are not a write off, but after two years of trying to collect, we can reserve for and continue with the attempt to collect. Director Jason Smith commented that they have been working on a better system with collections and moving forward they will be more proactive. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **4. Human Resources – Alison Kivikoski, Director**

##### **a. Covid-19 Vaccination Requirement for LTC/Nursing Facility (approval)**

Commissioner Coyle moved to approve the Covid-19 Vaccination Requirement for the Long Term Care and Nursing Facility, as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. He went on to announce this is the toughest decision he's had to make in all his political years. As a County we have the highest vaccination rate at 75%. He believes the Federal Government will not hold funding if we don't enforce the mandate.

Commissioner Tombarello pointed out that on our website we are doing everything we can to keep a safe environment for our residents. Merrimack mandated it but their vaccination numbers were down. We will lose staff if we mandate, and he is really struggling with the decision. He said he will support it even though he doesn't like it.

Commissioner Coyle supports the mandate. It is right in our mission statement to keep our residents safe. Residents that tested positive were because of unvaccinated staff bringing it in. There has been evidence that employees won't leave, they will just get the vaccine.

Commissioner Tombarello added that we have spent \$671,000.00 on vaccinations and testing since January 2021. Director Nickerson said that's just for the lab costs. It's \$12,000 - \$14,000 a week for twice a week testing now for the unvaccinated staff.

Commissioner Chirichiello doesn't like treating half the staff differently if the Nursing and Rehab staff have to vaccinate but the rest don't. Director Kivikoski said we follow the guidelines presented by CMS and OSHA gave the original executive order. We expect guidance in 30 – 90 days.

*(Cathy Stacey left the meeting at 9:19 a.m.)*

Commissioner Tombarello asked Director Kivikoski how we are going to handle the religious exceptions. She answered it would be handled case by case.

Director Smith said this has been a challenge. We need to provide a safe environment. Covid-19 is a death sentence, and he doesn't want to take any chances. We need to step up and do what's right. Donna Roe added the sentiment behind the letters that were submitted to the Commissioners is the same for every care giver here. Family members are requesting their loved ones not be treated by an unvaccinated caregiver. People won't send their loved ones to a facility that doesn't mandate the vaccine. Michelle Melanson-Schmitt said employees are threatening to leave if they have to work with someone that is unvaccinated.

Director Kivikoski said they will need discussions with SEAU and Bill Cahill. October 29<sup>th</sup> is the date to implement the policy.

Voted 2-1-0, Commissioners, Coyle, and Tombarello in favor, Commissioner Chirichiello opposed.

#### **5. Long Term Care Services – Jason Smith, Director**

##### **a. Exception Request to PPP 6-3 (approval)**

Commissioner Coyle moved to approve an Exception Request to Personnel Policies and Procedures 6-3; New Employee Rate, for demoting B.V. from Weekender Nursing Supervisor to Full Time Unit Manager with no change to B.V.'s current hourly rate, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked why this was considered a demotion because it sounds like a lateral move. Director Kivikoski stated it is a demotion according to our policy. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

##### **b. Fusion Staffing Agreement with Amendment (approval)**

Commissioner Coyle moved to approve the Fusion Staffing Agreement and Amendment, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **6. Sheriff's Office – Charles Massahos**

##### **a. 2022 Law Enforcement Substance Abuse Reduction Initiative Grant Award (approval)**

Commissioner Coyle moved to approve the award of the 2022 Law Enforcement Substance Abuse Reduction Initiative Grant in the amount of \$67,500.00, as recommended by the High Sheriff.

Commissioner Chirichiello seconded the motion. Commissioner Coyle asked what our reporting requirements are and what obligations do we have? Major Bashaw answered the towns are not subrecipients, so we only have to report on our own activity for targeted enforcement. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **E. New Business/Old Business**

High Sheriff Massahos reported they have a new deputy and a new dispatcher that have started. There will be a public hearing at the courthouse on October 5<sup>th</sup> that may be controversial and attract protesters.

County Attorney Conway announced they received three guilty verdicts out of four trials recently. They hired a couple of attorneys, one started Monday, the second will be starting this coming Monday, but they still have four prosecutor positions open. She wishes Henry Raymond her best.

Superintendent Jason Henry said they are releasing inmates more frequently for transport to the court which is an adjustment on the schedules. He met with Director Gates regarding the new building. They made t-shirts for the staff as a thank you. He's trying to little things to keep the employees happy.

Director Smith gave a brief update and stated the facility is out of outbreak status as of the beginning of this week, and they have the years of service recognition event next week.

Director Gates reported all is well. She had a very productive meeting yesterday with the Superintendent and she has another meeting scheduled for next week with Jonathan and the High Sheriff.

Director Nickerson said the Accounting Manager will be hand delivering the cost reports to Concord later today. The Grant Writer is starting Tuesday, October 12<sup>th</sup>, and an offer has been presented for the Executive Assistant position. He will need to meet with Director Gates about office space with the new Grant Writer and the addition of another ERAP staff member. Commissioner Chirichiello asked about the ERAP program. Director Nickerson said it's going strong but some of the funds may need to be redistributed after September 30, 2021 quarter end. We don't have as much need as other states.

Director Kivikoski stated she has five MOU's for signatures. There is one outstanding from Sean Bolton and the SEAU. Monday they will be dropping off the wellness program scarecrows to the departments.

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter non-public session at 9:57 a.m., pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:01 a.m.. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:01 a.m.. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/14/2021.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Road, Brentwood, New Hampshire  
Thursday, October 7, 2021 @ 10:00 a.m.

### A. Call to Order

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

#### 1. Pledge of Allegiance

Commissioner Tombarello requested everyone remain standing for a moment of silence to honor Attorney Daniel Mullen who passed away October 1<sup>st</sup>.

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Finance Director  
Alison Kivikoski, HR Director  
Leila Mattila, BOC Office

**Remote Attendance:**  
Jason Smith, LTC Director  
Charles Massahos, High Sheriff  
Katherin Mann, Sheriff's Office  
Jude Gates, E&MS Director  
Robin Bernier, IT Manager  
Jason Henry, Corrections  
Peter Fowler

### B. RFP Openings & Awards

#### 1. Opening: Instantaneous Water Heater – Engineering & Maintenance Services

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

#### 2. Award: Gasoline Contract – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for gasoline contract to East River Energy, Inc. for the period 10/7/21 to 9/30/2022 for a cost of Rack +\$0.0474/gallon, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 3. Award: Reverse Osmosis Water Treatment System – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for reverse osmosis water treatment system to Aquafax, Inc. for an amount not to exceed \$8,346.50, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 4. Award: Laundry Equipment Preventative Maintenance – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for Tri-State Laundry Systems for the period 10/7/21 to 9/30/23 for an annual cost not to exceed \$10,800.00 and for the stated rates for other work that may be assigned, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 5. Award: Safety and Security Check System – Department of Corrections

Commissioner Coyle moved to award the proposal for safety and security check system to Guard1, for an amount not to exceed \$40,000.00, as recommended by the Superintendent of the Department of Corrections. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked for a description of the system. Superintendent explained it includes a chip for every door for inmate identification, and it allows for easier updates during checks. It's also easier for checking on inmates at

hospitals. It's a much-improved tracking system to keep an eye on all inmates. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **6. Award: Sit-to-Stand with Scale – Long Term Care Services**

Commissioner Coyle moved to award the proposal for Sit-to-Stand with Scale to EZ Way, Inc. for an amount not to exceed \$6,305.70, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **C. Consent Agenda**

1. 09-30-21 Meeting Minutes (approval)
2. Accounts Payable list (approval)  
List total: \$1,068,227.70, Payroll \$53,501.34, Previously authorized by BOC \$275,674.52.  
Accounts Payable check run \$739,051.84.
3. Surplus Equipment Request Pursuant to NH RSA 28:8-A (Engineering & Maintenance Services)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,068,227.70. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **D. Reports**

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

###### **a. Liaison Updates**

Commissioner Chirichiello had nothing to report.

Commissioner Coyle stated the County Attorney's Office is very busy with in-jury trials. They had two Attorneys start recently. The Sheriff's Office has had more transport of inmates lately because of in-person trials. The jail population is at 145 inmates. Everyone is pleased with the new signs in the parking lot. Superintendent Henry is on the Opioid Abatement Committee. They formed a commission to manage the trust fund for future recipients of the awarded funds. The County Covid rate is at 5.22%, and we will have the mobile clinic here on 10/22/21 for first round vaccines, or booster shots. Eligible parties for the booster are 65+, or 18+ who have underlying medical conditions, or 18+ who work, or live in high-risk settings. There haven't been any referrals to offer referral bonuses. She spoke with Tammy Bishop regarding probate filing and collections. She's looking forward to being a part of the recognition award event later today.

Commissioner Tombarello reported Director Gates has been given the task of a deep clean of E Block at the jail. It's been vacant for two years, but we now need to put it to use. We have the 1<sup>st</sup> Quarter Budget Review on 10/29/21 at 9:30 a.m. Finance has their new Grant Writer starting next Tuesday, and the new Executive Assistant starting 11/8/21. Director Smith has been looking into finding some security personnel as the Nursing and Rehabilitation Center opens more. Director Smith explained that there isn't anyone at the Singer entrance after 4:00 p.m. and that's when visitors increase. He said he's been talking to Director Gates to get as much information as possible on previous systems to present something to the Board of Commissioners, he may prepare an RFP.

###### **b. 10/18/21 Space Allocation Meeting**

Commissioner Tombarello discussed the upcoming Space Allocation Meeting with The Delegation on 10/18/21 and stated the decisions going forward are for the Commissioners to make. The Architect will not be there, this is an organizational meeting.

Commissioner Coyle was upset to learn about an unvaccinated, unmasked person at the 9/27/21 County Convention Meeting. She said we have an obligation to protect the residents and we need to police this better. Commissioner Chirichiello stated Representative Norm Major made an announcement about the rules for any unvaccinated attendees, at the time the meeting was called to order. The unvaccinated, unmasked person chose not to follow the rules.

##### **2. Engineering & Maintenance – Jude Gates, Director**

###### **a. Change Order – Warrenstreet Architects, Inc. (approval)**

Commissioner Coyle moved to approve a change order for Warrenstreet Architects, Inc., for an amount not to exceed \$227,650.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Commissioner Chirichiello asked why the mileage rate is so much higher than the Federal rate and mentioned the meals and lodging amounts are inflated as well. Director Gates said it's customary to pay their mileage rate, and we don't ever get charged for meals because we feed them, and there isn't any lodging. Commissioner Coyle said the mileage includes administrative overhead and they're most likely towing heavy equipment like excavators. Jude said they have offered to help us bring on a Construction Manager. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello mentioned we've received some communication from abutters concerned that they haven't been notified. As a County we do not have the same set of rules, we do not have to notify abutters of any plans, but he feels he should go to the Town Selectmen as a courtesy. Director Gates said she would also call the Town Manager as a courtesy.

### **3. Human Resources – Alison Kivikoski, Director**

#### **a. Exception Request – Finance (approval)**

Commissioner Coyle moved to approve a two-part exception request 6-3 New Hire Rate to hire S.J. as an Executive Assistant above midpoint for grade M04, then increase the rate again on 12/19/21 to an amount above midpoint for the new grade R12, as recommended by the Director of Finance.

#### **b. Exception Request – New Hire Benefits Enrollment Deadline (approval)**

Commissioner Coyle moved to approve an exception to the New Hire Benefits Enrollment Deadline for J.M., as recommended by the Director of Human Resources.

#### **c. Personnel Nonpublic Session NH RSA 91-A:3, II**

#### **d. Non-meeting Sessions 11:30 a.m. & 12:30 p.m.**

### **E. New Business/Old Business**

Superintendent Jason Henry said he has a 1:00 Abatement Committee meeting today. Rockingham County was awarded \$80,000 which can be applied to Bail reform. They're planning on doing away with the Bail Commission and going to Magistrates. Stalking arrests increase over weekends, so they would need to hold inmates until Monday, up to thirty-six hours. E Block has been closed for two years. We are OTP. We can't send female inmates out that are opioid. We are moving only one staff member to watch the eight females. Dartmouth Hitchcock is now offering housing for their healthcare workers. We should consider it. He thanked Director Gates for the parking lot signs.

High Sheriff Massahos thanked Director Gates for the parking lot signs as well.

Director Smith announced the mobile vaccine clinic will be here 10/22/21 and 11/3/21. All vaccines are available for those who are unvaccinated, and Pfizer boosters are available as well. There are seventeen staff members who will be recognized at the longevity event later today. There have been some concerns from resident's family members regarding the County Convention Meeting, but he has been able to speak with everyone and set them at ease.

IT Manager, Robin Bernier mentioned October is Cyber Security month. She will be changing the password requirements within the next thirty days and will change over to two factor authentication for all staff that log in remotely.

Director Gates said Robin has put a lot of work into Cyber security and she's been doing a great job. In reviewing the results for the paper products bid, which has gone out twice, we've had dismal responses. Copy paper had one bid submitted and it was four times higher than the State contract price. Commissioner Coyle asked if we should go with shorter term contracts. Director Gates suggested we just order under the State contract for now. She had a good meeting with Jonathan and the High Sheriff yesterday.

Director Kivikoski spoke with Sean Bolton from SEAU and Bill Cahill about the mandate. She thanked Kim Cataldo for the great job on the scarecrow project. Letters for the stipends were issued and passed out yesterday. The NHAC nomination committee met yesterday, and we are well vested with nominated employees.

Director Nickerson is busy with monthly and quarterly reporting. He's looking forward to being fully staffed again with a new Executive Assistant starting 11/8/21. He has met with Director Gates about space for the addition of another person. ARPA reporting has been pushed to the end of January for period ending December 31<sup>st</sup>. The County may receive \$300,000-\$400,000 in opioid settlement funds at the February 2022 court date with the three big distributors. There have been discussions on awarding 53% to Counties instead of 50%. We may want to go to The Delegation for support on HB 2022-2060.

**F. Public Comment**

No public comments.

**G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter non-public session at 11:03 a.m., pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 11:31 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 12:48 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 10/14/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire  
Thursday, October 14, 2021 @ 8:30am

### A. Call to Order

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

1. Pledge of Allegiance
2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Jessica Tonry, Accounting Manager  
Alison Kivikoski, HR Director  
Leila Mattila, BOC Office

### Remote Attendance:

Jason Smith, LTC Director  
Robin Bernier, IT Manager  
Jason Henry, Corrections  
Major Bashaw, Sheriff's Office  
Peter Fowler  
Patricia Conway, County Attorney (joined at 9:12am)

### B. RFP Openings & Awards

#### 1. Award: Inmate Personal Care Items – Department of Corrections

Commissioner Coyle moved to award the proposal for Inmate Personal Care Items to Bob Barker, Inc., from 10/14/21, through 09/30/22, with an annual amount not to exceed \$8,500.00, as recommended by the Superintendent of the Department of Corrections. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 2. Award: Hot Water Heat Exchanger – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for the Hot Water Heat Exchanger to Standard of New England in an amount not to exceed \$17,190.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to authorize reallocation of \$17,190 from the Paving/Storm Drainage Project (approx. balance \$214K), as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 3. Award: Institutional Supplies/Linens – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for Institutional Supplies/Linens for the period of 10/14/21 to 9/30/23 to the following vendors, as recommended by the Director of Facilities, Planning and IT:

##### For Long Term Care Environmental Services

To Standard Textile for an annual amount not to exceed \$13,615.00.  
To Uniforms Manufacturing, Inc. for an annual amount not to exceed \$3,575.00.  
To Bob Barker Company for an annual amount not to exceed \$5,500.00.

##### For Department of Corrections

To Victory Supply, an annual amount not to exceed \$18,657.20

To Bob Barker Company for an annual amount not to exceed \$1,468.50  
To Uniforms Manufacturing, Inc. for an annual amount not to exceed \$1,316.00.  
To Standard Textile for an annual amount not to exceed \$3,465.00.  
To Marina Textiles for \$637.50.

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

#### **4. Award: Computer Equipment – IT - Engineering & Maintenance Services**

Commissioner Coyle moved to award the proposal for Computer Equipment to Connection in an amount not to exceed \$16,860.00, and to Terminal Exchange in an amount not to exceed \$37,355.00 as recommended by the IT Manager and Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **5. Award: Copier Equipment – IT - Engineering & Maintenance Services**

Commissioner Coyle moved to award the proposal for the Copier Equipment to Toshiba in an amount not to exceed \$82,422.00 for a term of five years, as recommended by the IT Manager and Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **C. Consent Agenda**

1. 09/30/21 & 10/07/21 Meeting minutes (approval)
2. 10/15/21 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,404,932.88 for the period ending October 09, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **D. Reports**

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

- a. Liaison updates

Commissioner Chirichiello stated Cathy Stacey, Register of Deeds and High Sheriff Massahos are in meetings today, so they weren't able to join the meeting. He noted there have been several press releases about the Sheriff's K-9 Saber visiting area schools for demonstrations. There were two recent high profile drug busts, and the newest Deputy starts Tuesday. The part-time NCIC Clerk position will be posted this week.

Commissioner Coyle briefed us on the training that 2 of the County Attorney's Office staff members conducted at the National Crime Victim's Training Institute in Atlanta for Intimate Partner Violence and Strangulation. They received very positive feedback and are Ambassadors to the County. The jail currently holds 156 inmates, 12 more than last week. Kiosks have been installed in the entry for use with the vending machines and Keefe Commissary, and cards will eventually be used to load inmates funds onto as they are released. There is a graduation tomorrow at the Academy. Superintendent Jason Henry will be presenting. Long term care is continuing with surveillance testing on unvaccinated staff. Last Thursday a staff member tested positive. They have closed only 1 wing under the new CMC guidelines. The County positivity rate is still above 5%. The mobile vaccination clinic will be here on 10/22/21. A letter did go out about the vaccination mandate. Staffing is still a struggle, and we expect it will only get worse with the upcoming Holidays. There were no new applicants for the LNA program. Flu vaccines are now available. She mentioned being proud to be a part of the Years of Service Recognition ceremony last week.

Commissioner Tombarello mentioned the new Grant Writer has started. The space allocation meeting is next week, and the NHAC Annual Conference is coming up. All 3 Commissioners will be in attendance.

## **2. Department of Corrections – Jason Henry, Superintendent**

### **a. Use of ARPA funds for Community Corrections (discussion)**

The Superintendent said he spoke with the Finance Director, and there is \$8M dedicated to community corrections for the new building. He was wondering if he should move forward with a motion to earmark the funds now. Discussion ensued. A decision was made to take a deeper look and discuss this further with the Finance Director if it makes sense to earmark all \$8M now or piece it out over time. Commissioner Chirichiello brought up the 90 day program for rehab and asked to confirm that we are the 2<sup>nd</sup> in the state to have this program, and wanted to know if this was a revenue opportunity. The Superintendent answered several jails have a 90 day program, but they're all different. Coos County doesn't have one, but most other Counties do. It could potentially be a revenue opportunity.

### **b. Quadient Postage Meter Rental Renewal Agreement (approval)**

Commissioner Coyle moved to approve the Quadient Postage Meter Rental Renewal Agreement for a 3-year term at \$68.94 per month, as recommended by the Superintendent of the Department of Corrections. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Finance Office – Charles Nickerson, Director**

### **a. NH DHHS Testing Reimbursement Agreement for 01/01/21 - 06/30/21 (approval)**

Commissioner Coyle moved to approve the NH DHHS Testing Reimbursement Agreement for 01/01/21 – 6/30/21, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **4. Human Resources – Alison Kivikoski, Director**

### **a. LWOP – Assisted Living (approval)**

Commissioner Coyle moved to approve a leave with pay request for an Assisted Living Employee (J.P.) with County portion of all benefits to continue for the period of 10/01/21 to 11/13/21, as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. The County portion being paid was questioned. The Director of Human Resources answered it was a short-term disability claim and she had a discussion recently with the employee to start considering whether she can come back and do her job. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. 2021 Years of Service Recognition (approval – 3 parts)**

Commissioner Coyle moved to approve the 2021 Years of Service Recognition be held during November 8, 2021 through November 19, 2021 in each applicable department. Commissioner Coyle further moved to approve the use of approximately 55 gift cards to a local restaurant utilizing the category 2.11 of the ARPA project funds for Years of Service Recognition recipients and further moved to approve moving the Years of Service Recognition event from November to September annually beginning in 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **E. New Business / Old Business**

Major Bashaw of the Sheriff's Office stated overtime is increasing with transport to and from the courthouse. The County Attorney had to get an inmate off to the hospital before court recently for a medical issue. There have been a lot of requests for demonstrations with Saber. The K-9 has had a very positive influence on the community.

County Attorney Conway joined the meeting at 9:12 am. She gave a brief update stating her office is very busy, she still has 4 open Assistant County Attorney positions and not many applicants.

Jason Smith, the Director of Long Term Care Services mentioned staffing is still a concern. They have 3 units that are closed due to lack of staffing and admissions are being limited because of staffing issues. A letter went out to the families of the residents informing them of the vaccine mandate and everyone is happy about it. He hasn't received any pushback yet from staff. He went on to thank the Commissioners for participating in the Years of Service Recognition event.

Superintendent Jason Henry informed us there was an inmate that tested positive for Covid-19 on October 7<sup>th</sup>. He has been isolated. An RFP will be going out for professional cleaning services on E-Block because the quote they received was more expensive than anticipated. He gave an update on House Bill 2060 stating 23 municipalities are getting 15% because they are the ones that sued, but it will take 6 months for the money to come through. He will be giving a presentation on opioid situation examples and what they have to deal with. Overtime is increasing with drug arrests. The 115 Academy graduates tomorrow, and he will be presenting the Robert C Prescott award.

Jessica Tonry, Accounting Manager will be reaching out to the departments for any line item transfers for quarter end, but there shouldn't be any yet since it's only the 1<sup>st</sup> quarter.

Alison Kivikoski, Human Resources Director stated flu vaccines are available. Call Occupational Health to schedule yours if you want one. Currently there are 68 open LNA positions, part time and full time. They have been doing cold calls to generate interest. The vaccination policy has been issued and she's expecting some phone calls in the next few days. Four new positions have been added for December 19<sup>th</sup>, and they will post the positions on November 1<sup>st</sup>, to hire with a start date of December 12<sup>th</sup>. Commissioner Chirichiello asked about exemptions for the vaccine mandate and who is deciding. Director Kivikoski stated the religious exemptions will be sent to legal for determination. Commissioner Coyle added they are defined by case logs. Director Kivikoski said the attorneys are already working on exemptions with their other clients and it's not something the Board needs to get involved with. Commissioner Chirichiello feels that most will step-up and get vaccinated.

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Nonpublic Session**

Commissioner Coyle moved to enter non-public session at 9:55am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:33am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:33am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 10/21/2021.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire  
Thursday, October 21, 2021 @ 2:00 pm

### A. Call to Order

Commissioner Tombarello called the meeting to order at 2:01 p.m.

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle (2:40 p.m.)  
Commissioner Tombarello  
Julie Hoyt, HR Generalist  
Allison Kivikoski, HR Director (2:36 p.m.)  
Jessica Tonry, Accounting Manager  
Leila Mattila, BOC Office

### Remote Attendance:

Cathy Stacey, Register of Deeds  
Katherin Mann, Sheriff's Office  
Jason Henry, Superintendent (2:04 p.m.)  
Jason Smith, LTC Director (2:05 p.m.)  
Major Bashaw, Sheriff's Office (2:28 p.m.)

### B. RFP Openings & Awards

#### 1. Award: Fire Alarm Testing – Engineering & Maintenance Services

Commissioner Chirichiello moved to award the proposal for Fire Alarm Testing to Johnson Controls for the period of October 1, 2021, to September 30, 2022 for a cost not to exceed \$11,890.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

### C. Consent Agenda

1. 10-14-21 Meeting minutes (approval)
2. Accounts payable list (approval)

List total: \$2,602,657.45, ACH \$1,798,886.24, Payroll \$21,317.77, Previously authorized by BOC \$34,114.05.

Accounts Payable check run \$748,339.39.

3. Adult Day Services Payout (informational)

Commissioner Chirichiello moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,602,657.45. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

### D. Reports

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

- a. Liaison updates

Commissioner Chirichiello stated the Sheriff was at a very important meeting today so he couldn't join us today.

Commissioner Tombarello said the NHAC Conference is coming up. The NHAC awards that were going to be held on October 28 will be put on hold.

## **2. Engineering & Maintenance/IT – Jude Gates, Director & Robin Bernier, IT Manager**

- a. Toshiba Copier Agreement (approval)

Commissioner Chirichiello moved to approve the Toshiba Master Lease with Maintenance Agreement and Addendum and authorize the Chair to sign all necessary documents, as recommended by the Director of Facilities, Planning and IT, and IT Manager. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

## **3. Human Resources – Alison Kivikoski, Director**

- a. LWOP – Environmental Services Employee (approval)

Commissioner Tombarello asked HR Generalist, Julie Hoyt if the LWOP should be discussed in nonpublic. She agreed and so the approval was tabled until after the nonpublic session at the end of the meeting.

- b. Edit to April 23, 2021 Board of Commissioners Meeting Minutes (approval)

Commissioner Chirichiello moved to revise page 2 of the April 23, 2021 Board of Commissioners meeting minutes to reflect the correct title of “Medication Assisted Treatment Case Manager”, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

- c. Personnel Nonpublic Session NH RSA 91-A:3, II
- d. Personnel Nonpublic Session NH RSA 91-A:3, II

## **4. Sheriff’s Office – Charles Massahos**

- a. JAG Grant Acceptance in the Amount of \$10,516.00 (approval)

Commissioner Chirichiello moved to accept the award of the JAG Grant in the amount of \$10,516.00, and authorize Charles Nickerson, Director of Finance to sign electronically on the County’s behalf, and further authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

## **E. New Business / Old Business**

Cathy Stacey, Register of Deeds stated she lost another employee. She thanked Paul from Engineering & Maintenance for putting up all the scarecrows.

Katherin Mann, Sheriff’s Office reported a lot of people were away in training today. They have the STSA drill coming up.

Commissioner Tombarello mentioned the construction management RFP went out yesterday.

Jessica Tonry, Accounting Manager announced that the first quarter budget review packets for the Executive Committee meeting went out in the mail. The meeting is Friday, October 29<sup>th</sup> in the Hilton. The Finance Director, Charles Nickerson did have something last minute that he requested approval from the Board today:

1. Authorization to Apply for Provider Relief Fund Phase 4 Distribution (approval)

Commissioner Chirichiello moved to authorize Charles Nickerson, Director of Finance to apply on the County’s behalf in the CARES Act Provider Relief portal for any Provider Relief Fund (PRF) Phase 4 distribution that the County may be eligible for, and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

Julie Hoyt, HR Generalist said voting for the scarecrows is due by Tuesday. You can submit your vote through Kronos.

Jason Smith, Director of Long Term Care reported two staff members tested positive this week. One was vaccinated, one was not. The community positivity rate for the County went from 5.4% last week to 6.8% this week. He has received phone calls from families of residents supporting the vaccination mandate.

There are eighteen (18) unvaccinated staff members so far that have signed up to receive their vaccination. The mobile vaccination clinic is tomorrow from 9:30 am to 2:00 pm, and again on November 3<sup>rd</sup>. The Public Relations and Community Outreach position has been filled and the new hire starts next week. He is looking for help through an agency temporarily in the business office while the Resident Bank personnel is out on leave.

Superintendent Jason Henry stated the inmate count is at 156 this week. There are currently three Covid-19 positive males that came in over the weekend, they are isolated for twenty-one days. A female officer has given notice and her last day will be October 29<sup>th</sup>. She is unable to find childcare at this time and he hopes she is able to return at some point in the future. Sunday he is flying out to Ohio to attend a conference hosted by the American Jail Association, and he'll be coming back on Tuesday.

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Nonpublic Session**

Commissioner Chirichiello moved to enter non-public session at 2:26 p.m., pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

Commissioner Coyle joined the meeting at 2:40 p.m.

Commissioner Coyle moved to exit non-public session at 3:08 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve a leave with pay request for an Environmental Services Employee (G.H.) with County portion of all benefits to continue for the period of 10/16/21 through 11/16/21, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 3:09 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/28/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire  
Thursday, October 28, 2021 @ 9:00am

### A. Call to Order

Commissioner Tombarello called the meeting to order at 9:24 a.m.

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Allison Kivikoski, HR Director  
Jessica Tonry, Accounting Manager  
Leila Mattila, BOC Office

#### Remote Attendance:

High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
County Attorney Conway (joined briefly during Solar Array presentation)  
Jason Henry, Superintendent  
Jude Gates, E&MS Director  
Michele Melanson Schmitt, Director of Nursing  
Dan Weeks, Jude Nuru, Ned Raynolds,  
Revision Energy

### B. RFP Openings & Awards

#### 1. Opening: VHF Simulcast Build-Out – Sheriff's Office

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

### C. Consent Agenda

- 10/21/21 Meeting minutes (approval)
- 10/29/21 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,191,227.69 for the period ending October 23, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

- Liaison updates

Commissioner Coyle announced the Francis R. "Dick" Ford Distinguished Service Award, (a national award) was given to Steve Church at the American Jail Association Annual Conference. Superintendent Henry was there to accept it on his behalf. This award is for recognition of a lifetime of professional excellence in the field of corrections and sincere commitment to the professional advancement of their operations. The inmate count is up to 160, there are no new Covid cases. County Attorney Conway is in court at this moment. There was an article in the paper about the backlog in New Hampshire courts. In the Rehab and Nursing Center, all staff and residents tested negative for Covid this week. She has been working with Tammy Bishop with regard to collections and probate.

Commissioner Chirichiello didn't have anything to report.

Commissioner Tombarello gave a brief update about Rental Assistance and Finance being busy.

## **2. Department of Corrections – Jason Henry, Superintendent**

- a. Securus Technologies Contract Addendum (approval)

Commissioner Coyle moved to approve the Securus Technologies Contract Addendum, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Engineering & Maintenance – Jude Gates, Director**

- a. Solar Project Discussion with Revision Energy (discussion)

*\*Tabled for the end of the meeting.*

## **4. Finance Office – Charles Nickerson, Director**

- b. Authorization for Signing CDBG Claims (approval)

Commissioner Coyle moved to approve designation of Charles Nickerson, Director of Finance, as authorized individual to approve, sign and submit CDBG Claims through the online CDFA system, and authorize the Chair to sign all necessary documents, as recommended by the Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **5. Human Resources – Alison Kivikoski, Director**

- a. LWOP – Sheriff's Office (approval)

Commissioner Coyle moved to approve a leave with pay request for a Sheriff's Office employee (JC) with County portion of all benefits to continue for the period 10/20/21 through 10/20/21, as recommended by Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Exception Request – Finance (approval)

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

- c. Years of Service Gift Certificate Purchases (approval)

Commissioner Coyle moved to approve Human Resources identify and provide the Board of Commissioners with a selection of restaurants, and the number of gift cards for each restaurant, that are located within Rockingham County and are convenient to the majority of the residences of the 2021 Years of Service award employee recipients. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **6. Long Term Care Services – Jason Smith, Director**

- a. FSA Compliance Program Contract (approval)

Commissioner Coyle moved to approve the FSA Compliance Program contract, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **E. New Business / Old Business**

Register of Deeds, Cathy Stacey reported she lost another employee.

Engineering and Maintenance Director Jude Gates had nothing new to report but stated she was eager for the Solar presentation.

Superintendent Jason Henry mentioned the American Jail Association Conference and said staffing is an issue across the country, not just here. Steve Church came out Sunday to the conference. He gave a rental assistance flier to all his staff and will be handing them out to inmates as they are released. Commissioner Chirichiello mentioned how it will help with utilities since heating oil prices are going up. The Superintendent said Academy 116 is going well but they will need an internet booster so the signal can reach the printer. He will be upgrading some of the tech after the next conference.

High Sheriff Massahos gave a brief update. He said they're down 2 dispatchers, but they have 3 in the fire.

Director of Nursing, Michele Melanson Schmitt stated the Public Relations employee started this week. The LNA Apprentice program has 4 out of 5 people signed up so far. 12 staff members received their 1<sup>st</sup> vaccine shots at the last Vaccination Clinic, 36 people have signed up for the next one, 4 will be for their 1<sup>st</sup> shot. They have received a few resignations due to the mandate, and they expect more. They are looking at opening up pet visitation for the residents. The Skills Fair is underway and the employees are appreciative.

Accounting Manager, Jessica Tonry reported that Finance is very busy and they're looking forward to the new Executive Assistant starting on November 8<sup>th</sup>. The Finance Director had a walk-in item for the Chair to sign, an application to the NH Bond Bank, not for a specific amount, that needed to be sent in right away. She discussed issues with Rental Assistance and the fuel companies requiring payment up front. They're getting a lot of calls from frustrated home owners because we can't help them. Commissioner Tombarello said we'll look into getting some names and phone numbers so they can refer those home owners to the appropriate organizations and speak with Haven. Commissioner Coyle agreed. Jessica suggested a meeting with the local shelters and town welfare officers. Commissioner Coyle said she would reach out to Laura from Haven to schedule a meeting and work with Jessica Tonry to coordinate.

Human Resources Director, Alison Kivikoski said she got the Sergeant position posted for the Superintendent. The Scarecrow contest votes have been tallied, and the winners are; HR for 1<sup>st</sup> place, Deeds for 2<sup>nd</sup> place, and Environmental Services for 3<sup>rd</sup> place. We want to do something special for the 8 individual recipients and 3 team recipients for the NHAC awards. Looking to have this during the 1<sup>st</sup> week of December.

Director of Engineering & Maintenance, Jude Gates mentioned Dan Weeks has joined us. He provided his presentation on solar. Discussion ensued on the details of purchase, the location options, warranty and length of life expectancy. She wants to get the RFP going for soil samples and land survey on Ladd Farm. It's going to take some time, but she will see if she can get someone out for under \$5000 to avoid the RFP process and speed things up.

#### **F. Public Comment**

No public comments.

#### **G. Adjourn**

Commissioner Coyle moved to adjourn at 11:25 a.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/28/2021.



Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 4, 2021 @ 3:00pm

### A. Call to Order

Commissioner Tombarello called the meeting to order at 3:01 p.m.

#### 1. Pledge of Allegiance

#### 2. Electronic Meeting Notice

Emergency Order #12 issued by the Governor waives the requirement that a quorum of the public body be physically present. Meeting access by telephone and/or video by Zoom to listen and participate, if necessary, was provided and posted on the agenda and county website.

#### 3. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Jessica Tonry, Accounting Manager  
Leila Mattila, BOC Office

Jude Gates, E&MS Director  
Robin Bernier, IT Manager  
High Sheriff Charles Massahos  
Katherin Mann, Sheriff's Office  
Major Bashaw, Sheriff's Office  
Jason Henry, Superintendent  
Jason Smith, LTC Director  
Charles Nickerson, Finance Director (3:06 pm)

#### Remote Attendance:

Commissioner Tombarello  
Allison Kivikoski, HR Director

### B. RFP Openings & Awards

#### 1. Opening: Professional Cleaning Services – Engineering & Maintenance Services

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

#### 2. Opening: Computer Equipment, Laptops – Engineering & Maintenance Services/IT

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

### C. Consent Agenda

1. 10-28-21 Meeting minutes (approval)
2. Accounts payable list (approval)

List total \$1,306,976.09, GL \$509,155.51, Payroll \$40,966.05, Previously authorized by BOC \$238,996.86.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,306,976.09. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

- a. Liaison updates

Commissioner Tombarello said Jude Gates is very busy. The rooftop replacement for Underhill is underway, she's working on a fire alarm issue in the jail, and getting things lined up on the new building project. He mentioned the additional legal costs due to Covid and he, Chuck Nickerson and Alison Kivikoski want to look into getting approval to use ARPA funds to offset them. He went out to dinner with

the President of NACO Monday night at the NHAC Conference in North Conway. He came up from KY to attend the NHAC Conference and he gave a speech Wednesday night at the banquet and awarded our Rockingham County Superintendent Jason Henry the President's award.

Commissioner Coyle congratulated Jason Henry for his award. She reported the inmate count is at 160, and the jail is Covid free. The Opioid abatement settlement team is working on rules and distributions, which we can put towards transitional housing. The CDC has issued a Covid-19 vaccination mandate for companies with 100+ employees, and there was an article in the paper regarding the stipend.

Commissioner Chirichiello congratulated Commissioner Coyle for winning the election for Portsmouth Police Commissioner. He stated it was nice to spend some time with others at the NHAC conference since he hasn't been able to do that since being elected because of Covid-19. He received a phone call from the Sheriff and Major about some dispatchers who are leaving, so he spoke with Alison Kivikoski. Their contract ends in 6 months so we may want to start thinking about this.

## **2. Department of Corrections – Jason Henry, Superintendent**

- a. Inmate Administrative Transfer pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. \* **TABLED**\* Appriss Insights Service Agreement Renewal & Bid Waiver Request (approval)

\*Request for this item to be removed from the agenda was sent at 2:41 pm Wednesday, November 3, 2021.

## **3. Human Resources – Alison Kivikoski, Director**

- a. LWOP – Long Term Care Services, Nursing (approval)

Commissioner Coyle moved to approve a leave with pay request for a Nursing employee (K.D.) with County portion of all benefits to continue for the period 10/18/21 through 11/23/21, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Authorization to Post Promotional Openings as "Internal Only" (approval)

Commissioner Coyle moved to authorize Alison Kivikoski, the Director of Human Resources, to utilize "Internal Only" job postings for ten (10) days, for those openings intended to be filled by promotion of an individual from a position within the same Collective Bargaining Agreement, as recommended by the Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. Authorization to sign Exeter Inn 2021 NHAC Awards Event Contract (approval)

Commissioner Coyle moved to authorize Alison Kivikoski, the Director of Human Resources, to sign a contract with The Exeter Inn associated with the 2021 NH Association of Counties (NHAC) County Government Awards and to authorize the utilization of the County AMEX card to secure these reservations with a \$300.00 deposit on behalf of the Board of Commissioners, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **4. Long Term Care Services – Jason Smith, Director**

- a. MAS Medical Staffing Updated Rates (approval)

Commissioner Coyle moved to approve updated agency billing rates for MAS Medical Staffing, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.



b. Determination of Step II Grievance Hearing

Commissioner Coyle moved to deny the Step II grievance and uphold the written warning from June 15th. The grievant did receive proper notice as to appropriate footwear during orientation and failed to produce substantiated evidence of disparate treatment. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle voted in favor, Commissioner Tombarello abstained due to the possibility of being called as a witness in the future on this matter.

**E. New Business / Old Business**

Jessica Tonry, Accounting Manager reported the Finance Office has been very busy. Rental assistance had a lull 2 weeks ago, but it has picked up again. Commissioner Coyle has been a big help with legal issues. The Grant Writer will be moving into his own office this week and the new Executive Assistant starts Monday. Tammy Duffy has been a huge help getting information for the Medicare Cost reports. Chuck Nickerson, Finance Director added that they will probably see more applicants for rental assistance.

Robin Bernier, IT Manager is looking to get some new equipment in the door. She's been busy with ARPA projects and getting RFP's out.

Major Bashaw stated he and the Sheriff want to open negotiations on salaries for dispatchers and would like to discuss this with the Commissioners next week. They have one leaving, going to Strafford County and they can't afford to lose any. He said he was approached by the Union about salaries. They have fallen below the average. Our dispatchers are highly trained, and their call volume is very high, so they are highly sought after. Commissioner Tombarello said we need something to look at to compare salaries from other counties. Alison Kivikoski added we need to look at the other positions above them and do an overall proposal.

Jude Gates, Director of Engineering and Maintenance commented that surveyors are on both sides of the property today and they're doing soil samples at the Ladd Farm. She would like to get the Commissioners feedback on the proposal. It was decided they will discuss it outside of the meeting. Her Executive Assistant retiring at the end of the year. She received an email "From Brentwood" requesting information on the sale of water to 3 ponds. The email address is rudemoose.com and it's not an official right-to-know request. Commissioner Coyle suggested waiting to see if this person identifies themselves.

Jason Smith, Director of Long Term Care Services reported there were 46 individuals that received a vaccination yesterday at the clinic. Out of 245 employees 204 are fully vaccinated. The next vaccination clinic is scheduled for November 22.

Jason Henry, Superintendent of the Department of Corrections stated the inmate count has been at 160 all week long and they are Covid free. He was very surprised and humbled to receive the President's Award at the NHAC Conference. They have 6 new hires starting next week, 3 or 4 are female, and commented that the recruiting tools are working. The 116<sup>th</sup> Academy is graduating November 19<sup>th</sup>.

Alison Kivikoski, HR Director will be doing a remote orientation for 8 new hires on Monday. She is scheduling 3 different sessions for the Years of Service Events. The next LNA class has 3, maybe 4 participants signed up and will be asking the Commissioners to pay for that 1 empty slot in order to hold the class because the minimum is 5. The NHAC Employee Awards Event is December 2<sup>nd</sup> at the Exeter Inn from 4:30 pm to 7:30 pm. The new pay plan will be going into effect in December so PCN's will be created for all the employees that are affected.

**F. Public Comment**

No public comments.

**G. Commissioners Nonpublic Session**

Nothing for nonpublic.

## H. Adjourn

Commissioner Coyle moved to adjourn at 3:50 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 11/19/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire  
Wednesday, November 10, 2021 @ 2:00 pm

### A. Call to Order

Commissioner Tombarello called the meeting to order at 2:02 p.m.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Allison Kivikoski, HR Director  
Charles Nickerson, Finance Director  
Leila Mattila, BOC Office

#### Remote Attendance:

High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Major Bashaw, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Jason Smith, Director of LTC Ser  
Jason Henry, Superintendent  
Jude Gates, E&MS Director  
Kevin Fowler

### B. RFP Openings & Awards

#### 1. Opening: Construction Management Services – Engineering & Maintenance

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

#### 2. Award: Professional Cleaning Services – Engineering & Maintenance

Commissioner Coyle moved to award the proposal for professional cleaning services to ServiceMaster Disaster Associates, Inc. for an amount not to exceed \$7,772.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 3. Award: VHF Simulcast Build-Out – Sheriff's Office

Commissioner Coyle moved to award the proposal for VHS simulcast build-out to 2-Way Communications/Motorola Solutions, Inc in an amount not to exceed \$119,399.02, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. 11/12/21 Payroll (approval)
2. Census Report for October 2021, Long Term Care & Assisted Living (informational)
3. Population Report, Department of Corrections (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,360,596.79 for the period ending November 6, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

- a. Liaison updates

Commissioner Chirichiello noted an article in the paper about someone that harmed himself and a young Sheriff's deputy being a witness to the event and how traumatic it must have been. He mentioned Cathy Stacey having a grievance issue that will be discussed in a nonpublic session later. He and the Finance

Director, Charles Nickerson had a Zoom meeting with several members of the Delegation to explain how the ARPA funds are being distributed, and it went well.

Commissioner Coyle had a brief update and mentioned the Nursing Center is down 76 LNA's.

Commissioner Tombarello noted that Finance was able to get the retroactive portion of the Nursing Home Union stipend figured into this payroll, six new Correctional Officers are starting, the employee Years of Service events are coming up, and the NHAC Employee Awards event is December 2<sup>nd</sup> in Exeter.

## **2. County Attorney's Office – Patricia Conway, County Attorney**

- a. Exception Request Pursuant to PPP 6-3, ACA New Hire – NH RSA 7:33-f (approval)

Commissioner Coyle moved to approve hiring an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending.

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

## **3. Department of Corrections – Jason Henry, Superintendent**

- a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **4. Engineering & Maintenance – Jude Gates, Director**

- a. Warrenstreet Final Program Binder (discussion)

There was discussion about space needed for the Sheriff's Office. Major Bashaw explained they need a kitchen in the new building for 30 in case an emergency operation center is needed. Discussion ensued regarding the size of the men's locker room vs. the women's. Deputy Sawyer joined the discussion at 2:45pm and reassured everyone that they are actively recruiting women.

## **5. Long Term Care Services – Jason Smith, Director**

- a. HealthyLiving Wellness Program Agreement (approval)

Commissioner Coyle moved to approve the HealthyLiving Wellness Program Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. MAS Medical Staffing Updated Agreement (approval)

Commissioner Coyle moved to approve the MAS Medical Staffing updated agreement, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. Ernest P. Barka Assisted Living License Renewal Application (approval)

Commissioner Coyle moved to approve the Ernest P. Barka Assisted Living license renewal application, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **6. Register of Deeds – Cathy Stacey, Register**

- a. Nonpublic Session Pursuant to NH RSA 91-A:3, II (c,I)

## **E. New Business / Old Business**

Jason Henry, Superintendent

Jason Henry, Superintendent mentioned because of the numbers of inmates with mental illness, it's difficult to get them booked and moved around. The 119<sup>th</sup> Academy graduation is coming up.

Sheriff Massahos expressed his intention to ask for a nonpublic at next weeks meeting regarding dispatcher retention.

Jude Gate, Director of Engineering and Maintenance announced surveys were done last week, there is a fair amount of wetland but because we hay it, it may be ok. We're looking at October 2022 as an estimate to break ground.

Jason Smith, Director of Long Term Care Services said they have been working with FSA onboarding, they are continuing to schedule the mobile vaccine clinic. There are thirty (30) unvaccinated staff. The new public relations person is getting our name out there. He's been working on getting an RFP ready for medical billing.

Cathy Stacey, Register of Deeds announced they were at \$3M in revenue as of today.

Charles Nickerson, Finance Director noted he was working with bond council, December 9<sup>th</sup> is the due date for issuing an amount. The grant writer is figuring things out, and payroll got all the retro stipends into this payroll.

Alison Kivikoski, Director of Human Resources mentioned they are using Glendale to supply 'grab and go' lunches for the Years of Service Recognition Events on three different days. Gift cards for Christmas must be done before Thanksgiving. An MOU should be done, she will work with Chuck in Finance. They have one staff member out which is keeping everyone else busy.

Jason Henry, Superintendent added he knows a photographer who will come and take pictures next week for the Years of Service Event.

#### **F. Public Comment**

A brief comment from Peter Fowler "You're all doing a great job".

#### **G. Commissioners Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 3:26 p.m., pursuant to NH RSA 91-A:3, II (c,l) legal. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

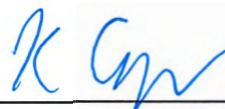
Commissioner Coyle moved to exit non-public session at 3:58 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **A. Adjourn**

Commissioner Coyle moved to adjourn at 3:58 p.m. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 11/19/2021.



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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 19, 2021 @ 10:00 am

### A. Call to Order

Commissioner Tombarello called the meeting to order at 10:05 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Finance Director  
Allison Kivikoski, HR Director  
Julie Hoyt, HR Generalist  
Leila Mattila, Commissioners' Office

Jason Smith, LTC Director  
High Sheriff Charles Massahos  
Major Bashaw, Sheriff's Office  
Richard Sawyer, Chief Deputy, Sheriff's Office  
Lt. Kevin Walsh, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Peter Fowler  
Brice Greeley  
603-418-5597 unknown caller

#### Remote Attendance:

Melissa Fales, Deputy County Attorney  
Katherine Arsenault, Dept of Corrections

### B. RFP Openings & Awards

#### 1. Opening: Security Cameras – IT/Engineering & Maintenance Services

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

#### 2. Opening: Long Term Care Security Guard – Long Term Care Services

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

#### 3. Opening: Long Term Care Chaplain Services – Long Term Care Services

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

### C. Consent Agenda

#### 1. 11/02/21, 11/04/21 & 11/10/21 Meeting minutes (approval)

#### 2. Accounts payable list (approval)

List total: \$2,142,005.56, ACH \$1,796,864.24, GL \$239.00, Payroll \$6,126.91,  
Accounts Payable check run \$338,775.41.

#### 3. Rockingham County October 2021 Turnover Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes minutes from 11/02/21, 11/04/21, and 11/10/21, and an Accounts Payable list total of \$2,142,005.56. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

a. Liaison updates

Commissioner Coyle commended 2 of the County Attorney's Office employees for their presentation at a local police department for Intimate Partner Violence and Strangulation. The jail population is at 161 with 2 Covid positive but they were in isolation. E Block has been professionally cleaned. Superintendent Jason Henry is at the Academy graduation today, so he is not able to join us. We should get a couple of graduates from this group. The Nursing Center had 1 positive staff member and they're doing contract tracing. She is seeing people putting in greater restrictions. They are also preparing a move from Driscoll ground to Blaisdell 1 and 2, due to staffing issues and to ensure the best care. The LNA program has 5 participants now and will begin soon.

Commissioner Tombarello reported Finance is very busy, and the Finance Director claims there should be \$300,000 coming in from GOFERR grant. Finance is working on crafting ARPA applications for the hospitality industry and nonprofit agencies. He and Jude Gates, Director of Engineering and Maintenance have a Zoom meeting with Brentwood Officials on December 9<sup>th</sup>. Chuck and Jude have interviews scheduled with 3 construction companies on Monday. The Atrium floor is being painted. He has a meeting with Norm Majors on Tuesday about renovations on the Delegation building. The first of the Years of Service awards are this afternoon and December 2<sup>nd</sup> is the NHAC awards.

Commissioner Chirichiello doesn't have anything to report.

## **2. Department of Corrections – Jason Henry, Superintendent**

- a. Appriss Insights Service Agreement Renewal & Bid Waiver Request (approval)

Commissioner Coyle moved to approve the Appriss Insights (VINE) Service Agreement Renewal & Bid Waiver Request in the amount of \$21,983.76 for calendar year 2022, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Finance Department – Charles Nickerson, Director**

- a. Devine Millimet Revised Engagement Letter (approval)

Commissioner Coyle moved to approve the revised Devine Millimet Engagement Letter and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **4. Human Resources – Alison Kivikoski, Director**

- a. Rockingham County 2022 Holiday Schedules (approval)

Commissioner Coyle moved to approve the "Rockingham County 2022 Holiday Schedule", and the "Rockingham County Registry of Deeds and County Attorney's Office 2022 Holiday Schedule", as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. MNA Program Agreement (approval)

Commissioner Coyle moved to approve the MNA Training Program as an American Rescue Plan Act (ARPA) project under Treasury Expenditure Category 2.7, Job Training Assistance, at an estimated cost of \$29,600.00, and not to exceed \$1,850.00 per enrolled student, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Chirichiello seconded the motion and questioned if we were training for other facilities. Alison Kivikoski clarified it is to enrich our own staff in case they want to be an LPN. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. LWOP - Assisted Living employee (approval)

Commissioner Coyle moved to approve a leave with and without pay request for an Assisted Living employee (J.P.) with County portion of all benefits to continue for the period 11/14/21 through 11/30/21, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked for clarification and Alison Kivikoski confirmed. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Holiday Gift Cards Taxable Compensation (approval)

Commissioner Coyle moved to allow the Finance Department to increase the recorded taxable compensation in each employee's paycheck at 15% federal withholding, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Personnel Nonpublic Session NH RSA 91-A:3, II

f. Personnel Nonpublic Session NH RSA 91-A:3, II

**5. Long Term Care Services – Jason Smith, Director**

a. Fully Managed Proposal & Bid Waiver Request (approval)

Commissioner Coyle moved to approve the Fully Managed Proposal & Bid Waiver Request in the amount of \$26,364.73 for the purchase of nine (9) proprietary POC Kiosks, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**6. Sheriff's Office – Charles Massahos**

a. Personnel Nonpublic Session NH RSA 91-A:3, II

**E. New Business / Old Business**

Jason Smith reported an update from CMS regarding visits, there are no limits now. The Atrium will be opened up for visits. They are down to 15 unvaccinated, some of those may be pending their 2<sup>nd</sup> dose. The Covid positive staff member was vaccinated and will remain out for 10 days. There was one close contact staff member that will remain out until tested. Exeter Hospital has gone into "code white", which means they have no available beds. They are diverting ambulances to other facilities. The County positivity rate is 9.72%, up from 8.22% last week. November 22<sup>nd</sup> is the next vaccine clinic. There are 23 nursing homes in NH that are in outbreak status. There are 5 participants for the next LNA class. They have increased the protocol for security and screening.

Cathy Stacey reported being very busy and making a lot of money.

High Sheriff Massahos said they are extremely busy. Major Bashaw and Lt. Kevin Walsh met with a town Fire Chief about radios.

Melissa Fales mentioned how challenging it is getting new hires. They had a lot of guilty verdicts in the last week, so even though they're running on a skeleton crew, they're doing ok. Commissioner Chirichiello stated Hillsboro County Attorney has 100 cases per attorney and asked if our attorneys are at about the same. Melissa Fales confirmed they are at the same case level. Our judges have been understanding with our attorneys.

Katherine Arsenault reported all is well at the DOC.

Charles Nickerson stated he has the grant writer working on 3 ARPA projects. Commissioner Coyle said we need to open things up for nonprofits. Commissioner Tombarello added we should reach out to our non-County specials and give them a boost. Chuck suggested adding a page to our website. We need to e-file for CMS by November 30<sup>th</sup>. We need to make a determination on the Bond amount, he will have it ready for a vote at the December 2<sup>nd</sup> meeting. Commissioner Chirichiello said we need to keep asking for ARPA funds. Chuck replied that the grant writer has spoken with grant writers from other Counties and they have given him some pointers.

Alison Kivikoski reported the SEA/SEIU Petition for Declaratory Ruling has been filed with the PELRB. They gym equipment has been inspected and calibrated. The Years of Service event is this afternoon with the next 2 on December 9<sup>th</sup> and 10<sup>th</sup>, and the NHAC event is December 2<sup>nd</sup>.

**F. Public Comment**

No public comments.



### **G. Commissioners Non-public Session**

Commissioner Coyle moved to enter non-public session at 11:01 am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 12:42 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello moved to accept the MOUs for Holiday gift cards. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **H. Adjourn**

Commissioner Coyle moved to adjourn at 12:44 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 12/02/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire  
November 24, 2021 @ 8:00 am

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:00 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle (remote)  
Commissioner Tombarello  
Jason Henry, Superintendent (joined at 8:01 am)  
Leila Mattila, Commissioners' Office

### B. Consent Agenda

#### 1. 11/26/21 Payroll (approval)

Commissioner Tombarello moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,235,260.43 for the period ending November 20, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Adjourn

Commissioner Tombarello moved to adjourn at 8:02 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/02/2021.

Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 02, 2021 @ 2:30 pm

### A. Call to Order

Commissioner Tombarello called the meeting to order at 2:32 pm.

1. **Pledge of Allegiance**
2. **Moment of Silence for C.O. Justin Clifford**
3. **Attendance**

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Director of Fiscal Services  
Allison Kivikoski, Director of HR  
Leila Mattila, Commissioners' Office

Jude Gates, Director of E&M Services  
Robin Bernier, IT Manager  
Jason Smith, Director of LTC Services  
High Sheriff Charles Massahos  
Major Bashaw, Sheriff's Office  
Richard Sawyer, Chief Deputy, Sheriff's Office  
Capt. Kevin Walsh, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Kevin McIntyre, Harvey Construction CEO  
Rob's Note20 Ultra (unknown caller)

#### **Remote Attendance:**

Patricia Conway, County Attorney  
Jason Henry, DOC Superintendent

### B. RFP Openings & Awards

1. Opening: Stainless-Steel Kitchen Cabinets – Engineering & Maintenance Services

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

2. Opening: Medical Equipment Preventative Maintenance – Long Term Care Services

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

3. Award: Construction Management Services – Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for Construction Management Services to Harvey Construction, Inc, per the proposal dated November 22, 2021, as recommended by the Director of Facilities, Planning and IT and the Director of Finance with the assistance of Warrenstreet architects. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Award: Laptops – IT/Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for Computer Equipment, Laptops to Axelliant for an amount not to exceed \$27,675.90, as recommended by the IT Manager and the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Award: Long Term Care Chaplain Services – Long Term Care Services

Commissioner Coyle moved to award the proposal for Long Term Care Chaplain Services to Reverend Kevin Fortier for an amount not to exceed \$19,000 annually, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **C. Consent Agenda**

1. 11/19/21 & 11/24/21 Meeting minutes (approval)
2. Accounts payable list (approval)  
List total: \$1,445,355.64, Payroll \$41,201.84, Previously authorized by BOC \$167,087.85, Accounts Payable check run \$1,237,065.95
3. Adult Medical Day Care Payout – October 2021 (informational)
4. Long Term Care Compliance Work Plan, 3<sup>rd</sup> Quarter 2021 (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,445,355.64. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **D. Reports**

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

- a. Liaison updates

Commissioner Chirichiello stated due to the time constraints for today's meeting, he will allow the Department Heads to give their updates.

Commissioner Coyle updated us stating that there are currently 2 inmates in Covid protocol, New Hampshire is currently ranked the worse state in all of the US for Covid-19 transmission. The Nursing Center staff, and residents all tested negative last week, we had 1 vaccinated staff member test positive this week. The Nursing Center has been busy moving residents, doing 8-9 per day, Driscoll should be done next week.

Commissioner Tombarello commented on the Bond amount being only \$25M. Finance Director Charles Nickerson briefly explained the calculation and said Harvey Construction Corporation can categorize all expenses as they go and added that we've earmarked \$33M in ARPA funds. Commissioner Tombarello stated everyone has done a lot of work in the last 2 months to get the new building project rolling.

Commissioner Coyle gave kudos to Jude Gates and Charles Nickerson for all their hard work and long hours.

Commissioner Tombarello mentioned the meeting he had with Haven yesterday. Commissioner Coyle brought up ARPA funds disbursements. Charles Nickerson said he was working on three different applications for organizations looking to get ARPA funds, and they should be complete by next week.

Commissioner Tombarello said he was looking forward to the NHAC Employee Awards event tonight and he has the Officers Meeting at Primex tomorrow in Concord. Next Thursday he and Jude Gates are meeting with the Town of Brentwood officials at 6:00 pm via Zoom. He asked if Charles Nickerson would join in case there are any financial questions, and suggested Commissioner Coyle and Chirichiello be invited too.

### **2. Department of Corrections – Jason Henry, Superintendent**

- a. Neptune Uniforms Contract Extension Request (approval)

Commissioner Coyle moved to approve the contract extension for Neptune Uniforms for an additional 6 months changing the expiration date from 12/31/2021 to 6/30/2022, with no change to all other terms and conditions, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **3. Finance Department – Charles Nickerson, Director**

- a. New Hampshire Municipal Bond Bank Loan Agreement (approval)

Commissioner Coyle moved to approve the resolution and all its parts, and to authorize the Chair and Clerk to sign all necessary documents, as recommended by the Finance Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**4. Human Resources – Alison Kivikoski, Director**

- a. Exception Request – Two Sheriff’s Office Employee’s (approval)

Commissioner Coyle moved to approve the exception requests to ‘final payout’ for Sheriff’s Office employees (D.V.) and (M.C.), as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Exception Request - County Attorney Employee (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a County Attorneys’ employee (J.C.), as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. LWOP - Assisted Living employee (approval)

Commissioner Coyle moved to approve a leave without pay request for an Assisted Living employee (J.P.) without the continuance of the County portion of all benefits, for the period 12/01/2021 through 12/31/2021, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Discussion ensued for clarification on this situation. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. Personnel Nonpublic Session NH RSA 91-A:3, II

- e. Personnel Nonpublic Session NH RSA 91-A:3, II

**5. Long Term Care Services – Jason Smith, Director**

- a. Accushield Proposal & Bid Waiver Request (approval)

Commissioner Coyle moved to approve the Accushield Proposal & Bid Waiver Request in the amount of \$16,176.00 for the initial purchase of four (4) proprietary desktop kiosks, with an additional \$4,296.00 for annual support, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Core Physicians, LLC Business Associate Agreement (approval)

**\*\*Tabled\*\***

- c. Lamprey Health Care, Inc. Business Associate Agreement (approval)

Commissioner Coyle moved to approve the Lamprey Health Care, Inc. Business Associate Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. Retain Software Licensing Agreement (approval)

Commissioner Coyle moved to approve the Retain Software Licensing Agreement in the amount of \$200.00 for a one-time startup fee and a monthly fee of \$300.00 for 200 employees during the term of the agreement, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **6. Sheriff's Office – Charles Massahos**

- a. Request to Extend Communications Site Use Permit (CSUP) at Warner Hill, Derry (approval)

Commissioner Coyle moved to approve the request to extend the Communications Site Use Permit for equipment located at Warner Hill, Derry, NH, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Personnel Nonpublic Session NH RSA 91-A:3, II

## **E. New Business / Old Business**

High Sheriff Massahos said he had nothing to report.

County Attorney, Patricia Conway reported they have an Attorney starting next week, they are interviewing another, and they still have 3 open positions. They are also interviewing for the Victim Witness Coordinator position and are hopeful they get it filled soon.

Superintendent Jason Henry said he and a few others will be going to the service for C.O. Justin Clifford on Saturday.

Director of Long Term Care Services, Jason Smith reported they successfully moved 39 residents so far. The new Covid-19 variant Omicron has now been detected in CA and MN. Rockingham County's positivity rate is currently over 11%. He has been in contact with different groups with the state regarding staffing assistance. Less than 9 staff members are now unvaccinated. He gave a special thank you to Jessica Tony in the Finance Office for the donation of the Christmas tree from the Tony Christmas Tree Farm. It is currently in the Atrium for everyone to enjoy.

Director of Engineering and Maintenance, Jude Gates is looking forward to tonight's NHAC Employee Awards event. She reported the historical review is done and the site is "archeologically sensitive". She asked if anyone has some old photos hanging, or stored away, she would like copies to assemble a history. She commented on the beautiful job Connor Mallen and the Eagle Scouts did on the Cemetery fencing. She asked the Commissioners to donate the remaining funds, approximately \$70, back to the troop. Voted 3-0, all agreed.

Finance Director, Charles Nickerson said we'll have approximately \$260,000 coming in soon from the GOFERR Program due to working with Jason Smith to submit the required information. Next week he'll have the applications ready for review for other ARPA projects. Payroll has a lot going into this upcoming payroll and they've been working hard to prepare and tie up loose ends.

Human Resources Director, Alison Kivikoski asked if anyone has any outstanding evaluations, please get them in before the December 19<sup>th</sup> changeover. PCN's will be sent to the Division Directors for signatures. She stated she received a letter of intent from SEA/SEIU to enter Union contract negotiations.

## **F. Public Comment**

No public comments.

## **G. Commissioners Non-public Session**

Commissioner Coyle moved to enter non-public session at 3:18 pm, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello left the meeting at 4:23 pm.

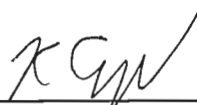
Commissioner Coyle moved to exit non-public session at 4:24 pm. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Coyle, and Tombarello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 4:24 pm. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 12/09/2021.

  
\_\_\_\_\_  
Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
December 9, 2021 @ 8:30 am

### A. Call to Order

Commissioner Tombarello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Charles Nickerson, Finance Director  
Allison Kivikoski, HR Director (8:35 am)  
Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Melissa Fales, Deputy County Attorney  
(8:45 am)  
Jason Henry, DOC Superintendent

Jude Gates, E&MS Director  
Robin Bernier, IT Manager  
Jason Smith, LTC Director  
Cathy Stacey, Register of Deeds (9:11 am)  
High Sheriff Charles Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Jung Han (8:35 am)  
Leslie Meeky, American Exchange (9:32 am)  
Chris Tapley (9:32 am)

### B. RFP Openings & Awards

#### 1. Opening: Medical Billing Services – Long Term Care Services

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

#### 2. Opening: Accounts Receivable Assessment & Collections – Long Term Care Services

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

#### 3. Award: Security Cameras – IT/Engineering & Maintenance Services

Commissioner Coyle moved to award the proposal for Security Cameras to Perlmutter Purchasing Power for an amount not to exceed \$12,090.00, as recommended by the IT Manger and the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### 4. Award: Medical Equipment PM Services – Long Term Care Services

Commissioner Coyle moved to award the proposal for Medical Equipment Preventative Maintenance to the sole bidder, Crest Healthcare Products, LLC, for an amount not to exceed \$15,000.00 annually, for a term of two (2) years, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. 12/02/21 Meeting minutes (approval)
2. 12/10/21 Payroll (approval)
3. FSA December 2021 Education Packet (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,590,899.58 for the period ending December 4, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.



## **D. Reports**

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

#### **a. Liaison updates**

Commissioner Coyle reported the jail population is at 156, there are currently 6 COVID-19 positive inmates and the Department of Corrections is trying very hard to prevent the spread. There was an outstanding show of support for C.O. Justin Clifford on Saturday. Sixteen from Rockingham County drove to the Cape for his service. The community transmission rate is almost at 13% this week, compared to 11% last week and 9% the week before. We're approaching 10,000 active cases. We have 2 unvaccinated staff members test positive this week. The mobile vaccine clinic will be here again on December 20<sup>th</sup>. The County Attorney's Office is extremely busy, Deputy County Attorney Melissa Fales said she would try to join us a little later this morning. Our 2<sup>nd</sup> Years of Service Awards are later this morning.

Commissioner Chirichiello said the Sheriff's Office and Deeds are busy. Jodi Nelson won the race for state representative at the special election Tuesday in Derry. The state reps are in control of redistricting and there are 3 to 4 different scenarios. There are a lot of bills going through and it will be interesting to see how they affect us. He has a meeting tomorrow regarding subsidized housing. He feels the COVID-19 transmission rate is going to affect rental assistance. Commissioner Coyle said we need to work on our messaging. We can be more prospective for security deposits. People are having trouble finding and locking in a rental. Director Nickerson stated some landlords are rejecting applications even though they have the 18 month guarantee.

Commissioner Tombarello stated he had a good meeting on Tuesday about collections. He and Director Smith will be interviewing security organizations soon. He is meeting tonight with the Town of Brentwood Officials regarding the new building. The Town Administrator sent over 10 or so questions and Jude Gates answered them all. The NHAC awards were last night, we had great attendance and heard some great speeches. The NHAC decided to not have a conference next year, but they may decide to have some virtual webinars instead.

Commissioner Chirichiello asked if there was a mix up in the Nursing Center's newsletter regarding the Years of Service Awards. Director Smith and Director Kivikoski were aware of the error, and it will be rectified. Any employee that was inadvertently left off the list will get a special recognition luncheon.

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

#### **a. ARPA Projects (approval)**

Commissioner Coyle moved to approve the Rockingham County American Rescue Plan Act (ARPA) projects and accompanying application documents for the Nonprofit Assistance Program (EC 2.10, Aid to Nonprofit Organizations), Business Assistance Program (EC 2.11, Aid to Tourism, Travel or Hospitality), and Nonprofit Subawards Program (EC 3, Services to Disproportionately Impacted Communities), as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion.

Commissioner Tombarello asked how are we moving forward from here? Director Nickerson replied the next step is the grant process. The Commissioners will vote for what they want to approve in January, and we'll get the applications out and spread the word that the money is available. We'll divide it up between the 3 Commissioners to distribute it to their organizations. Commissioner Tombarello asked about the groups that have already reached out to us. Director Nickerson said we will notify them. Commissioner Coyle commended Director Nickerson for his work on the applications. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello stated he would like to use more for employee retention. Director Kivikoski added that we're down to \$500 something.

Commissioner Chirichiello moved to allow another \$5000.00 to be used for gift cards beginning in January. Commissioner Tombarello seconded the motion for discussion. Commissioner Coyle wants to see where

the first \$5000.00 was applied and would like to see a plan for the 2<sup>nd</sup> \$5000.00 before she agrees. Discussion ensued. Voted 2-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

b. Change Order Request – Robert Half Associates (approval)

Commissioner Coyle moved to approve a change order request for Robert Half Associates in the amount of \$5,952.00, to continue coverage for Case Manager of Rockingham County Emergency Rental Assistance Program, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**3. Human Resources – Alison Kivikoski, Director**

a. LWOP – Sheriff's Office (approval)

Commissioner Coyle moved to approve a leave with pay request for a Sheriff's Office employee (HD) with County portion of all benefits to continue for the period 12/09/21 through 12/27/21, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. LWOP – Environmental Services (approval)

Commissioner Coyle moved to approve a leave with pay request for an Environmental Services employee (JM) with County portion of all benefits to continue for the period 11/27/21 through 12/17/21, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Exception Request – Human Resources (approval)

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

d. **\*Retracted\*** Exception Request – Department of Corrections (approval)

e. COVID-19 Employee Exclusion and Return to Work Criteria Protocols (approval)

Commissioner Coyle moved to approve replacing the COVID-19 Workplace Protocols with the Rockingham County COVID-19 Employee Exclusion and Return to Work Criteria effective December 3, 2021. Commissioner Chirichiello seconded the motion for discussion. Director Kivikoski explained this is what we are following now, and the language was taken from DHHS, CMS and CDC websites. Commissioner Coyle added that the updated protocol gives more leeway to vaccinated people. Commissioner Tombarello wants to know what the differences are, where was it revised? Director Kivikoski explained instead of being out 20 days, you're out 10 days, or 14 days. Commissioner Coyle moved to table the COVID-19 Employee Exclusion and Return to Work Criteria Protocols. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Major Bashaw from the Sheriff's Office joined the conversation stating they just found out about the new protocol, and they weren't able to give feedback, especially when it comes to employment status. Commissioner Coyle stated every department is required to follow the September 2020 protocol due to liability. Major Bashaw replied, the Board doesn't have the authority to enforce this on the Sheriff's Office, only the High Sheriff can. We were never consulted. There are Federal and State provisions. If someone in dispatch gets sick, we can't send them all home. Commissioner Tombarello stated if you guys feel you don't need to follow our protocol, we're going to move forward. High Sheriff Massahos added we want to be included in decision making when it comes to our Office. Commissioner Chirichiello acknowledged it's important to include everyone and get feedback, then we can move forward and vote. High Sheriff Massahos stated he appreciates it. Major Bashaw added they just want a seat at the table to join the discussion.

f. Personnel Nonpublic Session NH RSA 91-A:3, II

The COVID-19 vaccination mandate was planned as a nonpublic session, but Commissioner Chirichiello asked at this juncture of the meeting if the vaccine mandate should be discussed in public or nonpublic. Everyone was comfortable with a public discussion.

Commissioner Coyle explained that a Federal Court order was granted. A preliminary injunction to stay the order brought forward by CMS. This is not binding on our policy because ours predates the CMS mandate.

Commissioner Chirichiello said some Counties are not mandating and asked if we should pause our mandate. He went on to say the SEA/SEIU filed a declaratory action because they felt they didn't have any input. We're going to have a lawsuit either way. December 11th is the deadline to be fully vaccinated.

Director Kivikoski confirmed we have 5 that are not yet vaccinated.

Commissioner Chirichiello asked if we should wait for the courts to figure it out and if they go forward, we go forward? He added that he's not saying we should get rid of the policy just pause because we don't want to terminate anyone.

Commissioner Tombarello clarified that 2 out of 7 unvaccinated staff members tested positive this week. We voted to enforce the policy before we were told we had to.

Commissioner Chirichiello said we have to allow people to come in to visit their family members and they don't have to be vaccinated. They could bring it in.

Commissioner Tombarello confirmed with Director Smith that all visitors are screened and wear masks.

Commissioner Coyle explained that visitors come in to see one person. Staff would be exposing a lot of residents and other staff members.

Commissioner Chirichiello said that's a good point.

Commissioner Tombarello stated Belknap County is asking other nursing homes to take their residents because they have so many unvaccinated staff members.

#### **4. Sheriff's Office – Charles Massahos, High Sheriff**

##### **a. Line Item Transfer (approval)**

Commissioner Coyle moved to approve a line item transfer request dated 12/06/2021 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **E. New Business / Old Business**

Director Gates reported the land survey results came back and we cannot use the Ladd Farm for the solar array. They have determined it is over 50% wetland. The surveyors said they would do the other field for no additional cost. She will be meeting with departments next week to review plans. There was a very bad sewer issue in the Nursing Center yesterday, they had to move Occupational Health. They are chasing the problem and will get it fixed.

Deputy County Attorney Melissa Fales stated one of their attorneys gave notice which is a big hit to the department. They're not getting applications for the already open positions, and it has been very hard to find candidates. We are not attracting applicants.

Robin Bernier, IT Manager gave a brief update. She has a few candidates for the help desk position and will hopefully have someone starting January 3<sup>rd</sup>.

Register of Deeds, Cathy Stacey informed everyone of a very large transaction this morning. She has 2 people out due to the COVID-19 protocol. She has only 3 people who can record, so she won't be coming to the Years of Service Awards today because she doesn't want to leave the office understaffed. She will send her employees to receive their awards, but she can't attend.

Superintendent Jason Henry was very pleased to report that 16 C.O.'s showed their support at C.O. Justin Clifford's service on Saturday. There were 2 Honor Guard from Merrimack County that also showed up.

He said we pull together as a team. He commented on the beautiful arrangement of flowers sent by Rockingham County, they were displayed up front. He's interested in the December 17<sup>th</sup> legislative vote. He received quotes for IT stuff for the Academy and it was more than he expected, so he's trying to be creative. He had a meeting yesterday with PrimeCare Medical. The intake numbers are going up, they currently have 6 COVID-19 positive inmates. Two C.O.'s have been through protocols and were tested. Everyone in quarantine is wearing N95 masks and rapid tests as well as full tests are done on new inmates. We are testing employees in their cars if they're not feeling well.

Director Smith said there are 2 Years of Service Award ceremonies coming up, one later today and the last one is tomorrow. He has submitted the Long Term Care Services Year-End report. They have 4 new LNA's on their way, currently going through the LNA class. He has been working with Director Kivikoski and Retain Software. Out of 239 employees, 5 are not vaccinated and 19 have been granted an exemption.

Director Nickerson said the US Treasury has sent notification of their 1<sup>st</sup> claw back of ERA1. \$2.1M will be going back tomorrow, that's out of \$20.5M received, equal to 11%. There will be approximately \$110,000 going out this week for assistance through ERAP. We have \$9.6M for ERAP2. Commissioner Chirichiello asked about the calculations. Director Nickerson confirmed we have \$25M between ERA1 & 2. ERA1 has been extended through September 2022. This week's payroll has an extra \$1000 for employee retention, plus longevity.

Director Kivikoski stated we need to modify an approved LWOP for J.P. because she gave notice.

Commissioner Tombarello moved to modify the December 2, 2021 minutes. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Director Kivikoski announced the quarterly newsletter will be going out soon and Commissioner Chirichiello is due for his turn to submit something by Friday next week.

#### **F. Public Comment**

Commissioner Tombarello asked if there were any public comments from Jung Han, Chris Tapley, or Lesly Meeky. The only comment was from Chris Tapley, he was there for the bid openings, and Lesly Meeky is his RFP Coordinator.

#### **G. Commissioners Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 10:06 am, pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit non-public session at 10:45 am, Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:45 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/16/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 16, 2021 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Tombarello  
Charles Nickerson, Director of Fiscal Services  
Allison Kivikoski, Director of HR  
Leila Mattila, Commissioners' Office

Jill Cook, Assistant County Attorney (8:51 am)  
Jason Henry, DOC Superintendent  
Jude Gates, Director of E&M Services  
Robin Bernier, IT Manager  
Michele Melanson Schmitt, Director of Nursing  
Cathy Stacey, Register of Deeds  
Charles Massahos, High Sheriff  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Shayna Saks, Napoli Shkolnik, PLLC (10:48 am)

#### Remote Attendance:

Commissioner Coyle  
Patricia Conway, County Attorney  
Melissa Fales, Deputy County Attorney

### B. Consent Agenda

- 12/09/21 Meeting minutes (approval)
- Accounts payable list (approval)  
List total: \$438,375.66, Payroll \$7,334.11  
Accounts Payable check run \$431,041.55.
- Surplus Equipment Request Pursuant to NH RSA 28:8-A – Long Term Care Services (approval)
- Adult Day Services Payout Update (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$438,375.66. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Reports

- Commissioners Office – Thomas Tombarello, Chair
  - Liaison updates

Commissioner Chirichiello reported the Sheriff's Office received the quotes for the communications equipment and it was more than they expected. They will investigate for possible grants. He met with the Sheriff regarding the COVID-19 protocol and they gave him a copy. It was sent to HR and the other Commissioners for review. Cathy Stacey and the Deeds Office is busy.

Commissioner Coyle commended Attorney Conway for a guilty verdict in a trial earlier this week. The jail population is 160 and they have 1 positive COVID-19 case this week. We will be talking about the Opioid abatement with a New York Attorney at the end of the meeting today. The Nursing Center is going to wireless phones for the residents to help make them feel a little more comfortable.

Commissioner Tombarello said with Kronos down, we are really struggling. The meeting with the Town of Brentwood Officials last week went well. They were thrilled that we are talking to a Brentwood company for the solar array. They didn't have many questions, but they said they are looking forward to seeing the projects develop.

b. Nonpublic Session, Personnel NH RSA 91-A:3, II (a)

A nonpublic is on the schedule to discuss the Sheriff's Office COVID-19 protocol, but Commissioner Tombarello suggested it should be public. Everyone agreed on a public meeting.

Commissioner Tombarello informed the High Sheriff that once they review their protocol, it will be sent to legal for a review. He added that we have sent many policies to legal in the past and he has a particular problem with 5F on their protocol. He asked Major Bashaw and the High Sheriff if they know of any other New Hampshire County Sheriff's Office that has a separate protocol. Major Bashaw replied that he has spoken with others about it, and they hadn't yet thought of those scenarios. Commissioner Tombarello said there are no other New Hampshire County Sheriff's Offices with separate COVID-19 protocols. Section 5F states you can call someone in to work even if they've tested positive for COVID-19 and have not yet been cleared to go back to work. This puts us in a big pickle.

Major Bashaw asked what the other option would be. He went on to say he can guarantee there are COVID-19 positive employees at the County that are working and don't even know they have it. The High Sheriff said there is no way we're going to let a COVID-19 positive employee come to work. Major Bashaw added we had a protocol in place before the County did. The High Sheriff stated that the bottom line is the safety of our employees. We are here to provide a service. The problem is we don't have any communication when policies are put into place, and we don't have an option. I am the High Sheriff and I run the Sheriff's Office. We can't close the office. Other Sheriff's Offices don't handle as much as we do. I take Covid very serious. We need to work together.

Commissioner Tombarello said his job is to keep everyone safe and he will not support 5F. We need to figure out how to cover for sick employees. Major Bashaw added 5F is not our intention, it's for worst case scenario. Commissioner Tombarello replied that it gives you permission to call in a COVID-19 positive employee if you're shorthanded. The High Sheriff stated that is not their intention.

Commissioner Coyle stated the County protocol is for all departments including the Sheriff's Office. Linehan comes up often in conversation with you. Your protocol is completely permissive to bring people in with COVID-19 and you have no mask requirements. You reference goggles and gloves but no mask. We're sending it to an attorney, and we can work collaboratively.

Commissioner Chirichiello said for the Nursing Center, we have 3<sup>rd</sup> party staffing agencies for healthcare providers, but it's not something that's available for dispatch. Commissioner Tombarello asked if we can get personnel from local police departments to fill in for dispatch. Major Bashaw replied because of the consoles in dispatch, there would still be a lengthy training period, they wouldn't be able to just fill in at a moments notice.

The High Sheriff concluded we can work together with an attorney, Director Kivikoski and Commissioner Chirichiello and fine tune our protocol. This has nothing to do with Linehan. We need to be prepared for an emergency, so we need to get a meeting scheduled asap.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Nonpublic Session, Personnel NH RSA 91-A:3, II (a)

Commissioner Tombarello stated we're going to have our nonpublic with County Attorney Conway now because her time is limited, and she probably needs to get to court soon. We'll let everyone know when they can rejoin the meeting.

Commissioner Tombarello moved to enter nonpublic at 9:19 am, pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

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

3. Human Resources – Alison Kivikoski, Director

- a. Exception Request – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a Long Term Care employee (E.L.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Long Term Care Services – Jason Smith, Director

- a. Norton Nursing Group Nursing Services Facility Agreement (approval)

Commissioner Coyle moved to approve the Norton Nursing Group Services Facility Agreement, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Change Order – Insta-staff (approval)

Commissioner Coyle moved to approve a change order request for Insta-Staff for the period 1/1/2022 through 12/31/2022, for an amount not to exceed \$350,000.00, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. Adult Medical Day Care Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant to Silverthorne Adult Medical Day Center for an additional client, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

**D. New Business / Old Business**

We jumped to New Business / Old Business for Michele Melanson-Schmitt, Director of Nursing, because she needs to get to a meeting at 10:00 am. She reported that since testing last week, they have had 5 COVID-19 positive staff members, 2 vaccinated, 3 unvaccinated. No residents have symptoms, and they have followed all protocols. All the residents on the floor that had contact with these staff members will be tested on Monday. They are still testing all unvaccinated staff on Sundays, Mondays, and Thursdays. The next vaccination clinic is Monday, December 20<sup>th</sup> in the Hilton Auditorium. Resident visits are open in the family room now, so testing will be moving to a nursing floor. The LNA program is in their 3<sup>rd</sup> week and we should have 4 LNA's joining our staff after graduation.

**E. Reports (back to complete Reports at 9:59 am)**

5. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

6. Finance Office – Charles Nickerson, Director

- a. Walk-in, Change in Next Week's Pay Date & Employee Health and Dental Benefits "Holiday"

Commissioner Coyle moved to approve changing next week's pay date to Thursday, December 23<sup>rd</sup>. Commissioner Chirichiello seconded the motion. Director Nickerson explained this is because next payroll will not be direct deposit for anyone due to the Kronos problem. Everyone will be getting a live check, and this gives everyone an extra day to get their paychecks deposited or cashed, right before Christmas. There will be direct deposit forms and W-4's going out with next week's payroll. The January 7<sup>th</sup> payroll will be direct deposit for those that submit their information. Commissioner Tombarello stated you should keep track of the time spent on fixing this issue. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve a benefits “holiday”, excluding Commissioners Tombarello and Coyle, for the employee portion of health and dental benefit deductions for the pay period ending December 18, 2021, as recommended by the Director of Finance and the Director of Human Resources. Commissioner Tombarello seconded the motion. Commissioner Chirichiello does not support it. He said he understands how much more work it will be, but it’s a financial gain to some and not others. Director Kivikoski said it just gives us a breather. Director Nickerson said this has happened once before. It just gives us a breather. Commissioner Chirichiello added he would support a deferred deduction, but not a “holiday”. Commissioner Tombarello stated this is going to be very time consuming. Voted 2-1, Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello opposed.

b. Walk-in, Tyler Technologies Contract Amendment for Payroll

Commissioner Coyle moved to approve an amendment to the current Tyler Technologies Agreement in the amount of Three Thousand Thirty-Six dollars (\$3,036), which represents the cost of three months of HR Management and Payroll module support, and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

7. Human Resources – Alison Kivikoski, Director (continued from earlier)

b. Exception Request – Sheriff’s Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Sheriff’s Office employee (K.W.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Revised Hiring Grid for Nursing Manager and Unit Manager (approval)

Commissioner Coyle moved to adopt the revised hiring grid for Nursing Manager and Unit Manager effective December 19, 2021, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Updated Job Description – Long Term Care Services (approval)

Commissioner Coyle moved to approve the updated job description for Fiscal Services Manager effective December 19, 2021, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Updated Job Description/Regrade – Dept of Corrections (approval)

Commissioner Coyle moved to approve the Case Manager position change from a New Hampshire Retirement Systems Group I to Group II, effective February 13, 2022, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Director Kivikoski explained this is going out to February because it has to be approved by the Delegation. Superintendent Henry said it’s another certified officer to ease operations and save money. We haven’t certified this position before, but a certified Officer is moving into the position, and we want him to remain certified. We will keep the position as a certified Officer going forward. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Walk-in, Exception Request, Department of Corrections

Commissioner Coyle asked if this should be discussed in nonpublic. Everyone agreed we would take it up under nonpublic a little later.

**F. New Business / Old Business** (continued from earlier)

Cathy Stacey, Register of Deeds reported they have no heat in the building. She thanked Director Gates for the meeting yesterday and for removing a bunch of stuff they’ve been trying to get rid of for a while. There have been a few very large transactions lately totaling \$1.151M in transfer tax. They are having their Yankee Swap today. She thanked Payroll and HR for their extra efforts and offered to do anything to help.



Director Gates is also to HR and Finance and offered to help as well. She reported meeting with Cathy Stacey and Superintendent Henry yesterday. The original generator at the jail has been repaired, and the temporary one is still in place.

Superintendent Henry thanked Director Gates for the meeting yesterday. They went over the floor plans. He let his staff know that payroll will be working nights and the weekend. PrimeCare is going to donate money for the Academy technical equipment project. They are still in lockdown due to COVID-19. Jessica Norton will be leaving January 31<sup>st</sup>. He reported the food quality has been declining. He sent a picture of a staff meal with the email yesterday. The staff can't leave to go get food, so Glendale sends it over and there have been some complaints. Commissioner Tombarello said he will be calling Jim Hinkle after the meeting.

Katherin Mann from the Sheriff's Office has been busy with payroll. She appreciates their efforts and will be working this weekend with payroll to get everything in.

Major Bashaw added Katherin Mann has been doing an excellent job.

Director Nickerson reported a quiet week with rental assistance. The coordinator Jo has been doing a great job catching the "bad actors" in fraudulent claims.

Director Kivikoski said Lisa F. has stepped into the recruiter position. There is a lot of work involved with the Kronos issue and she is blessed to have such a great team.

#### **G. Public Comment**

No public comments.

Commissioner Tombarello informed Superintendent Henry that we have a nonmeeting with Council now, and we will call him when we're ready for his nonpublic.

Commissioner Coyle moved to enter nonmeeting at 10:48 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit nonmeeting at 11:20 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve opting in for the national opioid settlement, and authorize the Chair to sign any necessary documents, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Commissioners Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 11:22 am, pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit nonpublic session at 11:54 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 11:54 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila

Minutes approved by the Board of Commissioners on 12/23/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire  
December 23, 2021, 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Tombarello  
Allison Kivikoski, HR Director  
Charles Nickerson, Finance Director  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jason Henry, Superintendent  
Cathy Stacey, Register of Deeds  
Jason Smith, LTC Director  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Unknown Caller identified as "Jason"  
Unknown Caller 501-256-2543

### B. RFP Openings & Awards

#### 1. Award: Security Guard Services – Long Term Care Services

Commissioner Coyle moved to award the proposal for Security Guard Services to PalAmerican Security for a term of one year, for an amount not to exceed \$70,000.00, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello reported that he and Director Smith interviewed the security firms last week, and he asked Director Smith when they are coming on board. Director Smith replied sometime after the beginning of the year. Commissioner Chirichiello asked if the money was coming from ARPA. Director Nickerson answered it will come from the infection control portion of the ARPA funds. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. 12/16/21 Meeting minutes (approval)
2. 12/23/21 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,227,243.05 for the period ending December 18, 2021. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor. Commissioner Tombarello mentioned he saw the number of extra hours that Finance worked, along with everyone else that had to submit payroll. Commissioner Coyle thanked everyone involved and noted how well we all come together as a true community to pitch in and help out, especially just before Christmas.

### D. Reports

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

##### a. Liaison updates

Commissioner Coyle reported that jury trials have been shut down for the month of January, adding to the constant obstacles increasing the back log of cases for the attorneys. She went to the Jail for a walkthrough and survey on Tuesday. Superintendent Henry has a COVID-19 wing set up. It's an uphill battle with testing the inmates, there are only so many tests they are allotted each month. Director Smith sent over some PPE to the jail to help them out. The jail population is at 152. A Department of Corrections staff member is leaving, her last day will be January 31. The County's community transmission rate is at 12.7%, still very high. Omicron hasn't hit us yet, but the wave is coming. We had 3 staff test positive Thursday last week. Monday we were all negative. The next mobile clinic is January 17, 2022.

Commissioner Chirichiello mentioned the Sheriff's Office is busy as usual. Deeds has been busy with some big real estate purchases lately. Director Nickerson commented they may be \$650,000 over plan. He read an email that he wanted to share, from a Deeds employee, thanking the Board for the gift card. He stated he went to Abbott House, a subsidized apartment complex in Derry a couple of weeks ago and hear their stories of hardships but was most shocked to hear that they share their medication. He got 7 rental assistance applications and 1 more came in today, so he's happy to get those people some help.

Commissioner Tombarello gave a brief update and mentioned Director Nickerson is busy, Director Kivikoski is busy and short staffed. Director Gates has a list of updates for the Delegation building with a running total of \$40,000 and still waiting on quotes for a few things on the list. Commissioner Chirichiello asked if we could use the Delegation contingency line to pay for these updates. Director Nickerson responded that it's supposed to be for unforeseen expenses or emergencies. Commissioner Tombarello said he will speak with Representative Major next week about it. He added that Director Gates' Executive Assistant is retiring next week and D.R. is being promoted to that position.

## **2. Human Resources – Alison Kivikoski, Director**

### **a. Exception Request – County Attorney's Office (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a County Attorney's Office employee (J.C.) as recommended by the Board of Commissioners at the 12/16/21 Board of Commissioners meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Exception Request – Department of Corrections (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a Department of Corrections employee (K.H.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Long Term Care Services – Jason Smith, Director**

### **a. AMDC Grant Request – Senior Class (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant to Senior Class for an additional client, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. AMDC Grant Request – Easterseals (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant to Easterseals for an additional client, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **E. New Business / Old Business**

Register of Deeds, Cathy Stacey stated there was another big sale this morning, and confirmed her department is busy.

High Sheriff Massahos reported between December 6<sup>th</sup> and December 20<sup>th</sup> there were 11 arrests with more anticipated for the sale and possession of narcotic drugs. He thanked everyone for all the hard work with payroll. Commissioner Chirichiello commented that the news is reporting a record amount of fentanyl being seized but the cartels are ramping up production to get it out on the streets. The High Sheriff replied that they are the hardest working drug force in New Hampshire. Granite Shield pays for the overtime and yes, the drugs are ramping up.

Superintendent Henry agreed that the drugs on the streets are skyrocketing. He has inmates in detox protocols as well as COVID-19 protocols, and it's a battle. He thanked everyone for their efforts with payroll, and thanked Director Smith for sending over a box of gowns (PPE). Even while on vacation, he's willing to help out. PrimeCare is donating \$3500.00 toward the tech upgrade for the academy. He's still about \$4000.00 short at this point but will be talking with other vendors to see if he can get more donations.

He's driving to Concord to pick up COVID-19 tests and if they need more than their allotment, it comes out of their budget. He found out yesterday that 17+ staff and inmates want the vaccination, but he can't get the mobile clinic out. He may ask for political help.

Director Smith gave a vaccination update. 217 employees are vaccinated, and there are 18 approved exemptions. 91 contract staff members are vaccinated and there are 2 approved exemptions. 148 individuals have received their booster. Staffing is still a problem, but mostly with 3<sup>rd</sup> shift. DHHS gave us a provider aid agreement to assist with a patient source. The rate is lower than the Medicaid rate. Commissioner Coyle said she is concerned with the number of beds available. Commissioner Tombarello added the hospitals are not taking a hit and he won't support it unless we're forced to do it. It's \$40 less than the Medicaid amount. We have a waiting list because of our staff shortage, how can we take other residents from hospitals when we can't even take our own community members?

Director Nickerson gave a big thank you to all the departments that put in extra hours to help with payroll. Katherin Mann was a big help and even coded other departments. Commissioner Tombarello stated that there has been discussion about compensating those people, it just hasn't been figured out yet. Director Nickerson said he joined a webinar with Kronos yesterday and there isn't any news yet. They noticed some funny activity on Saturday, and they shut down the cloud immediately. Beazley said we can't submit a claim for extra internal labor for this catastrophe. We now have support with Munis through March. The year-to-date numbers on today's paychecks are only for this pay period and there are no accruals, and no rate of pay. If employees have questions on balances, he recommends calling Human Resources. Commissioner Coyle mentioned pay point may have changed the min and max on some positions, but it's set up, so they go up every year. Director Kivikoski added if anyone is expecting an adjustment due to the 12/19/21 pay plan adjustment, give us a few weeks please. Commissioner Chirichiello said we need to figure out W-2's next and asked if there is a back-up system. Director Nickerson replied once Kronos is back up, they will run reports bi-weekly, so they have the information.

Director Kivikoski reported the gift cards have gone out. The 12/19/21 PCN's have gone out. If anyone has outstanding evaluations, they need to be turned in today. They will have their first Union negotiation meeting with SEIU on January 13<sup>th</sup>. Her department had to flip their workload to get payroll online and they will flip back to normal work on Tuesday.

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:34 am, pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit nonpublic session at 9:39 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes for 90 days. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:40 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/30/2021.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
December 30, 2021 @ 8:30 am

### A. Call to Order

1. Pledge of Allegiance
2. Attendance

Commissioner Chirichiello  
Commissioner Tombarello  
Charles Nickerson, Finance Director  
Allison Kivikoski, HR Director  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Commissioner Coyle  
Jason Henry, Superintendent

Jude Gates, Director of E&MS  
Robin Bernier, IT Manager  
Jason Smith, LTC Director  
Cathy Stacey, Register of Deeds  
High Sheriff Massahos  
Major Bashaw  
Katherin Mann, Sheriff's Office  
Unknown Caller Identified as VElliot

### B. RFP Openings & Awards

1. Reject: Stainless Steel Kitchen Cabinets – Engineering & Maintenance Services

Commissioner Coyle moved to reject the proposal received for stainless steel kitchen cabinets and authorize republishing the RFP as recommended by the Director of Facilities, Planning & IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### C. Consent Agenda

1. 12/23/21 Meeting minutes (approval)
2. Accounts payable list (approval)  
List total: \$2,680,444.91, ACH \$1,675,243.00, Payroll \$24,129.78,  
Accounts Payable check run \$981,072.13.
3. Population Report, Department of Corrections (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,680,444.91. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked why the Accounts Payable list amount was so high. Director Nickerson replied it includes the State bill. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### D. Reports

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

- a. Liaison updates

Commissioner Coyle mentioned that NHPR just did a story about the Hillsborough County outbreak. The County Attorney's won't have any jury trials for the month of January, and it could be extended into February. The Public Defender's Office will triage cases in a different way, the County Attorney's Office doesn't have that luxury and it just shows how bad the case load is right now. The Rockingham County community transmission rate for COVID-19 is currently at 14.9% and there have been 73 COVID-19 related deaths in New Hampshire in the last week, 22 of them in Rockingham County. The CDC has new guidelines for returning to work.

Commissioner Chirichiello reported the Real Estate Transfer Tax is up 13%. Legislators will start back up in January. There are a lot of Bills that refer to County Government, so we'll be looking at those closely and helping out, even testifying when needed.

Commissioner Tombarello asked all the Division Directors to remind their employees that W-4's need to be turned in. Director Kivikoski said HR will look to see who hasn't submitted one and they'll reach out to

them. Director Nickerson added Kronos is still saying it's going to be several weeks. Director Kivikoski mentioned Kronos will be reaching out to each client to get them back on-line.

## **2. Engineering & Maintenance – Jude Gates, Director**

### **a. ARPA Projects (approval)**

Commissioner Coyle moved to approve moving forward to the RFP process for additional proposed projects potentially qualifying for ARPA funding, as outlined in detail, and as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion and asked if the EV units were going to be fast charging. Director Gates answered yes, they're looking for 3. One for the Sheriff's Office, one for the new building, and one for the garage. She mentioned a grant that will have one every 40 miles right up to the Canadian border, and it would be nice to jump in on that. You can use a card just like a gas pump, and it would be a fast charge. Revision Energy has 3 stations that the public can use. Commissioner Coyle added Derry had stations open to the public but they had to shut them down because they ran out of money. Commissioner Chirichiello went into further detail and explained the Town of Derry got a surcharge a year later that was unexpected, and they determined they couldn't continue to offer it. Commissioner Coyle asked Director Gates if we could incorporate solar. Director Gates said she would look into it. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **3. Finance Department – Charles Nickerson, Director**

### **a. Proposed Compensation & Recognition During Kronos Outage (approval)**

Commissioner Coyle moved to approve weekly bonuses for those involved in processing manual employee timecards and biweekly payrolls during the period of the Kronos outage, per the enclosed employee listing and as recommended by the Director of Finance. Commissioner Tombarello asked to have this tabled until next week. Everyone agreed. Commissioner Tombarello asked Director Nickerson and Director Kivikoski to work together and submit something for approval for the next meeting.

### **b. USI – Excess W/C Coverage (approval)**

Commissioner Coyle moved to approve the quote for 2022 calendar year excess workers compensation coverage premium for Safety National in the amount of \$130,636.00, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **4. Human Resources – Alison Kivikoski, Director**

### **a. Exception Request – Division Directors (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for CN, JG, JH, JS, and AK as recommended by the Board of Commissioners. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

### **b. Exception Request – Human Resources (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 8-2; H for a Human Resources employee (A.O.). Commissioner Chirichiello seconded the motion. Voted 0-3, Commissioners Chirichiello, Coyle, and Tombarello all opposed.

### **c. LWOP – Environmental Services Employee (approval)**

Commissioner Coyle moved to approve a leave with pay request for an Environmental Services employee (J.M.) with County portion of all benefits to continue for the period 12/18/21 through 02/11/22, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

## **5. Long Term Care Services – Jason Smith, Director**

### **a. Merrimack Valley Hospice Addendum (approval)**

Commissioner Coyle moved to approve the Merrimack Valley Hospice Addendum to the existing

agreement in place since 02/01/2018, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

#### **E. New Business / Old Business**

Register of Deeds Cathy Stacey reported they have a new employee starting today and thanked Director Kivikoski for getting her in before the new year. Commissioner Chirichiello asked about the email she sent earlier in the week regarding the tarps. She replied, it has been taken care of.

Superintendent Henry announced AB Block had a bunch of exposures, but all are negative now. There are a few in the COVID-19 unit but they should all be moving back soon. Major Cosentino just put in paperwork to retire in February. Commissioner Chirichiello asked if the meals were any better now. He replied yes, they're getting better but it's repetitive, so he would like to mix it up a little. Commissioner Tombarello said he met with Hinkle from Glendale and assured him it would be taken care of, but please keep us informed. Commissioner Chirichiello asked the Superintendent if they were getting enough tests from the State. He replied they received 7 boxes this week, he's unsure why, but he'll take it.

High Sheriff Massahos gave a brief update and let everyone know that 3 Deputies have retired, all with 28 years in.

Director Nickerson mentioned they are busy looking at the W-2 process and it's going to be a lot of work. The State Bill will increase, Rockingham County is \$6000,000 per quarter. Commissioner Tombarello asked when the next meeting with the Delegation is. Director Nickerson answered probably the 1<sup>st</sup> Friday in February.

Director Kivikoski thanked Director Smith for the quality of care for the residents. She commended payroll for the inquiries coming in. She informed everyone that new HSA and FSA cards will be coming in the mail, but the current ones will work until the end of January even though they have an expiration date of January 2022. The Nursing Home team award will be scheduled for the 2<sup>nd</sup> week of January.

#### **F. Public Comment**

No public comments.

#### **G. Commissioners Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session per NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to exit Nonpublic Session. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes for 90 days. Commissioner Tombarello seconded the motion. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:32 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/06/2022.

  
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Commissioner Kathryn Coyle, Clerk