



# Rockingham County Commissioners

## Meeting Agenda

December 1, 2022 @ 8:30 am

**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.  
Screening, social distancing & masks required.

### A. Call to Order

1. Pledge of Allegiance
2. Attendance

### B. Presentation – New Hampshire Small Business Administration

### C. RFP Openings & Awards

1. Award: Jail AB Block Showers – Engineering and Maintenance Services
2. Award: Computer Aided Dispatch & Records Management System – Sheriff's Office

### D. Consent Agenda

1. 11/10/22, 11/17/22 & 11/23/22 Meeting minutes (approval)
2. Department of Corrections November 19, 2022 Population Report (informational)
3. 12/01/22 Accounts payable list (approval)

### E. Reports

1. Commissioners Office – Thomas Tombarello, Chair
  - a. Liaison updates
  - b. ARPA Awards – Subrecipients (discussion/approval)
2. Department of Corrections – Jason Henry, Superintendent
  - a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)
3. Human Resources – Alison Kivikoski, Director
  - a. Exception Request 6-4 – Long Term Care Services (approval)
  - b. Exception Request, New Hire Benefits Effective Date – Sheriff's Office (approval)
  - b. LWOP – Long Term Care Services (approval)
  - c. LWOP – Long Term Care Services (approval)
  - d. Employee Retention and Engagement/ARPA Project Fund (approval)
  - e. Revised Job Descriptions – Commissioners' Office (approval)
  - f. Revised Job Descriptions – Long Term Care, Activities (approval)
  - g. Revised Job Descriptions – Long Term Care, Environmental Services (approval)
  - h. Revised Job Descriptions – Registry of Deeds (approval)
  - i. Revised Job Descriptions – Engineering & Maintenance (approval)
  - j. Revised Job Descriptions – County Attorney's Office (approval)

***Agenda submissions, including supporting documentation, for the Thursday, December 8, 2022 Board of Commissioners meeting must be submitted no later than 2:00 pm on Monday, December 5, 2022.***

Posted at 117 North Road and 119 North Road on November 29, 2022 @ 11:15 a.m., and on the County's website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org) on November 29, 2022 @ 11:15 a.m.

*\*Effective August 25, 2022, the Rockingham County Board of Commissioners' Meetings will be audio recorded for the purpose of transcribing minutes only. By joining the meeting, you give your consent to being recorded. The audio recordings will be permanently deleted once the typed minutes are approved by the Board.*

- k. Personnel nonpublic session NH RSA 91-A:3, II
- 4. Long Term Care Services – Jason Smith, Director
  - a. Out of State Travel for New Bus Retrieval (approval)
  - b. FSA Compliance Program Agreement Renewal (approval)
  - c. Out of State Conference (approval)
- 5. Sheriff's Office – Charles Massahos, High Sheriff
  - a. 2020 Homeland Security – Search and Rescue Grant Acceptance (approval)
- 6. Register of Deeds – Cathy Stacey, Register
  - a. Janitorial Services Proposals Rejection (approval)

**F. New Business / Old Business**

**G. Public Comment**

**H. Commissioners Nonpublic Session**

**I. Adjourn**

*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.*