



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, New Hampshire
January 6, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Finance Director
Allison Kivikoski, HR Director
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent

Jude Gates, Director of E&MS
Jason Smith, LTC Director
Major Bashaw, Sheriff's Office
Deputy Chief Sawyer, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Peter Fowler
Unidentified caller with 630 area code

B. RFP Openings & Awards

1. Opening: Medical Supplies Prime Vendor – 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. Award: AR Assessment & Collections – Long Term Care Services

Commissioner Coyle moved to award the proposal for AR Assessment & Collections to Polaris Group, LLC for a term of one (1) year, an amount of 7% of the total revenue collected, and an amount for training, travel and living expenses not to exceed \$5,000.00, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Chirichiello asked why living expenses were in the agreement. Director Smith responded that it's common language that goes into their agreements, but he doesn't anticipate them having to come on location for training. Discussion ensued on the fee schedule. Director Smith assured everyone that their quote was the most reasonable. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Award: Medical Billing Services – Long Term Care Services

Commissioner Coyle moved to award the proposal for Medical Billing Services to Polaris Group, LLC for a term of one (1) year and an amount not to exceed \$65,000.00, 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. Consent Agenda

1. 12/30/21 Meeting minutes (approval)
2. 01/07/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,754,947.70 for the period ending January 1, 2022. 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 how busy dispatch was yesterday due to the freezing rain and

motor vehicle accidents everywhere. The Registry of Deeds is still busy with large commercial sales taking place. The redistricting was approved yesterday. He said he's watching legislation closely and keeping an eye on a number of bills. It really helps to chime in when it involves you.

Commissioner Coyle reported there were 28 deaths in New Hampshire in a single day. Community transmission throughout the state is at 20%, Rockingham County is at 19%. The CDC has revised the return to work policy, we should all get together and revise ours. The jail population is 159, and the quarantine block is now empty, but they're down 18% on staff because of Covid. Should we consider a different policy for crisis mode? Commissioner Chirichiello agreed and said he understands the Nursing Home needs to be different, but everything is changing weekly, and we can't have one policy that fits all departments. Commissioner Coyle added that we need to determine what emergency is. She commended Director Smith and Director Kivikoski for already working on a draft. Director Kivikoski said the CDC release two policies, one for Nursing Homes and one for general working environments. Commissioner Coyle recommended incorporating input from all department heads for a revised policy.

Commissioner Tombarello gave a brief update and said Finance, HR and Engineering and Maintenance are all busy.

2. Engineering & Maintenance – Jude Gates, Director

a. Bid Waiver Request (approval)

Commissioner Coyle moved to approve the Honeywell Building Technologies Service Agreement and Bid Waiver Request in the amount of \$157,830.00 for a three-year term, and authorize the Chair to sign all necessary documents, as recommended by the Director of Facilities, Planning & IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Human Resources – Alison Kivikoski, Director

a. Exception Request – Multiple Departments (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for several employees in multiple departments in recognition of their efforts responding to the Kronos outage, as 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.

b. LWOP – Sheriff's Office Employee (approval)

Commissioner Coyle moved to approve a leave with pay request for a Sheriff's Office employee (H.D.) with County portion of all benefits to continue for the period 12/28/21 through 01/04/22, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Position Title Change – Human Resources (approval)

Commissioner Coyle moved to approve a request for personnel title change for a Human Resources position, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked for confirmation that it's just a title change and not a grade change. Director Kivikoski replied yes, it came back as the same grade. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Long Term Care Services – Jason Smith, Director

a. Security Guard Services Pricing Clarification (informational)

Director Smith provided clarification regarding the pricing in the agreement that was approved last week. The total was still under the not to exceed amount.

5. Department of Corrections – Jason Henry, Superintendent

Commissioner Tombarello notified Superintendent Henry that he didn't have to bring administrative transfers as a walk-in to the meeting, it's ok if it's a couple weeks before it gets approved. 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.

E. New Business / Old Business

Director Nickerson announced that payroll direct deposit went through. The \$25 million bond sale is today. Finance is busy with grants, the reporting for grants and preparing for W-2's. The NH Retirement System report is due by mid-month and it needs to be a clean file.

Register of Deeds Cathy Stacey stated she has a meeting today with Jonathan about the new building and they had a new employee start this week.

Major Bashaw reported a very busy day in dispatch yesterday because of all the accidents. They have a meeting with Jonathan today regarding the new building.

Superintendent Henry informed everyone that the Covid unit was emptied yesterday. 17% of staff is out with Covid related issues. The mobile vaccine clinic was there yesterday. They are trying to avoid mass lock downs in the units when staff test positive because they can't be in continuous lock down. He has a meeting today with Jonathan regarding the new building. He thanked Director Nickerson and payroll for all their hard work. He told a story about an inmate that got some bad news at the court and tried to hang himself but because of the quick actions of Major Consentino and other Department of Corrections staff, and Director Gates and staff, they were able to get a man-lift in there quickly and talk him down. He also mentioned a State Bill for PTSD presumptive clause for State Police that ignores all other law enforcement. He wants to keep track of this one. Commissioner Chirichiello stated if there is an "FN" at the end, it's coming from the State budget. Superintendent Henry said it could have ramifications for everyone.

Director Kivikoski said staff made 4 or 5 offers this week but there are no hits for Correctional Officers or Nursing.

Director Smith announced 8 staff members tested positive yesterday. The CDC has released new guidance for return to work. Infection prevention is working hard to put together a revised policy. Vaccinated individuals without a booster are considered not vaccinated. The new guidelines are very complex, and things need to be looked at case by case. Community positivity rate is very high. New Hampshire is doing another booster blitz on Saturday January 8th, just go to the New Hampshire website. January 17th is our next vaccination clinic.

Director Gates is getting ready for tomorrow's storm. They had to sand the small hill on North Road in front of the Human Resources building yesterday because no one could get over it. She had a new employee start this week for the desktop support position.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:29 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 9:45 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

A recess was called at 9:45 am for a non-meeting.

The meeting was reconvened at 10:35 am.

H. Adjourn

Commissioner Tombarello moved to adjourn at 10:35 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 01/13/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, January 13, 2022 @ 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
Charles Nickerson, Finance Director
Allison Kivikoski, HR Director
Leila Mattila, Commissioners' Office
Remote Attendance:
Commissioner Tombarello

Jason Henry, Superintendent
Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, LTC Director
High Sheriff Massahos
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: PLC Replacement, Water Treatment Facility – 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.

C. Consent Agenda

1. 01/06/22 Meeting minutes (approval)
2. Accounts payable list (approval)
List total: \$2,853,218.35, ACH \$1,902,867.00, GL \$37,755.71, Payroll \$158,106.71, Previously authorized by BOC \$257,034.55, Accounts Payable check run \$497,454.38.
3. Long Term Care Census Report, December 2021 (informational)
4. Long Term Care QAPI Report (informational)
5. Population Report, December 31, 2021 – Department of Corrections (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,853,218.35. 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, said there is an NHAC meeting next Friday. He has decided he won't be going to the NACo Legislative Conference next month due to COVID-19 concerns, but he will attend some of the sessions remotely.

Commissioner Coyle announced the community transmission rate for the state is at around 23% and Governor Sununu stated we're just at the beginning of this surge. We're up to almost 20,000 current cases in New Hampshire. Our jail population is currently at 156, and 21% of staff is out with COVID-19 related issues. The Superintendent has been doing his best to cover all positions. Long Term Care has had a number of staff that tested positive recently. The facility has 202 resident beds, our current census is 110, and we have a waiting list of 87. Director Smith reached out to the National Guard to see if we could get in on the support they've sent to the state, but they didn't have anyone they could send right away. They will

send one individual on January 18th to help in the kitchen or something similar. Director Kivikoski has been working very hard on the return to work protocol, and we should take up the provision of the draft.

Commissioner Chirichiello had a good first meeting with the Sheriff's Office, Director Kivikoski and an attorney last week to discuss the Sheriff's Office COVID-19 protocol. They attorney made it clear that he wants to protect the County from liability. The State Representatives are back in session now and there are a number of Bills, one in particular that states any steel sourced for the construction of new buildings must be American made steel. Representative Regina Birdsell said the Bill is going in front of the Executive Committee, but how it's going to affect us will be discussed. Sullivan County's Manager, Derek Ferland, did a great job pitching for the Counties with the Opioid Bill. State Attorney Boffetti really did some damage and said there was already a deal that 15% was going to the Counties, instead of 40%. There is also a Bill to change 2 year terms to 4 year terms. He will be monitoring everything. Superintendent Henry added Attorney Boffetti is saying the state is doing all the work. Anyone can apply for the funds once it's settled. Out of 23 municipalities that filed the lawsuit, none were schools, and the state feels the schools should get some of the funds.

2. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer pursuant to NH RSA 30B: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.

3. Human Resources – Alison Kivikoski, Director

- a. Exception Request, 6-3 – 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 (P.M.) as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Exception Request, 6-4 – Long Term Care Services x 2 (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 Step Increase, for two Long Term Care employees (R.M. and S.G.) as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. Exception Request, 6-4 – Finance (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Finance Office employee (J.P.) as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. Weather Emergency PPP 7-5; Friday, January 7, 2022, from 5:00 am to 8:00 am (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 7-5, Friday, January 7, 2022 from 5:00 am to 8:00am, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- e. Revised attachment to Exception Request Approved 01/06/2022 (approval)

Commissioner Coyle moved to revise the attachment to the Exception Request approved at the January 6, 2022 Board of Commissioners meeting to reflect the addition of one Finance Office employee, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- f. Revised Hiring Grid for County Attorney's Office (approval)

Commissioner Coyle moved to adopt the revised hiring grid for Assistant County Attorney and Lead County Attorney effective after December 19, 2021, as recommended by the Director of Human Resources.

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

g. Exception Request, 6-7 – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-7 Promotion Rate, for a Department of Corrections employee (J.B.) 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. Adult Medical Day Care (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 Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Long Term Care, Chaplain Services Agreement (approval)

Commissioner Coyle moved to approve the Long Term Care Chaplain Services Agreement, and authorize the Chair to sign all necessary documents, 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.

E. New Business / Old Business

Register of Deeds Cathy Stacey will be testifying today for the Bill changing terms from 2 years to 4 years. Their new employee is working out very well. Their office has been affected by COVID-19. She has one employee out, they will hopefully be back to fully staffed soon.

High Sheriff Massahos will be testifying with Cathy Stacey today. He reported there has been a lot of calls lately to assist with motorist because of the cold temperatures. Katherin Mann is not in attendance today because she is helping payroll with data entry, and Major Bashaw is not in attendance because he is monitoring Legislation and the Bills that are trying to be passed.

Superintendent Henry reported 12% of his staff has COVID-19. 12% is what it takes to be in crisis. DHHS said we need to test everyone so Occupational Health came over at 5 am yesterday and tested everyone, staff and inmates. He mentioned this variant is different, you don't get a fever, just a scratchy throat, and post nasal drip. He said he will hit the floors if needed to cover staff. The CDC may change the requirement for affected staff to wear N95 masks instead of surgical masks. He asked the Commissioners to buy a bulk supply of N95's. Director Nickerson added the Cares Act funds can be used for this purchase.

Commissioner Coyle moved to approve the use of Cares Act funds, up to \$10,000, for the purchase of N95 (or K95) masks to be used across all County Departments. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approved as interim protocols for the Department of Corrections employees return to work pending omnibus approval when we can have a discussion next week. Superintendent Henry is ok with this, but he hopes he doesn't have to apply it. Director Kivikoski added the CDC protocol has no carve out for the Department of Corrections, or health care. They haven't changed the policy since June. This carve out is for the Department of Corrections. They have 69 filled positions. If he reaches 8.8 staff (12%) out, he can call on this carve out for critical crisis. He has 8 staff members out now. Commissioner Chirichiello stated that we have to do what we can to make it work. Commissioner Tombarello added Director Smith has his mandate but for the Sheriff and Department of Corrections, we need to go forward with the interim. Commissioner Coyle made the motion once again. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Director Gates reported they are fighting the cold temperatures, but they're on top of it. The elevators at the Department of Corrections had to be fixed 3 times. There are some heat detectors in the nursing home that are on recall. The department has one staff member out for COVID-19.

Director Smith informed everyone that during 2021, they had a total of 54 employees test positive for COVID-19. They had 8 test positive within a week. Exeter Hospital has 20 something COVID-19 inpatient cases. They had a quality meeting recently and 3 goals have been completed. There are 2 retirements coming up, 1 after 51 years of employment, and the other after 20 years.

Director Kivikoski has been busy prepping for union negotiations. They have done 6 interviews, and have 6 more for Human Resources. They have been working on the quarantine policy. They are moving new hire orientations back to remote. The HR office will be semi-closed because they just don't have the staff right now. She reported that 4.25 million employees have left the workforce nationwide. There is a negotiation meeting today with SEIU. There are problems with Kronos accruals. Healthplans will cover over-the-counter COVID-19 tests for a maximum of \$12 per test, 8 tests per month. HR will be sending notification out to everyone about this as soon as they hear from Gallagher. There will be a reimbursement procedure.

Director Nickerson stated they have been testing Kronos this week and they are finding some things that aren't working as they should. They will be processing this payroll through Munis, and they will need all manual timecards by Friday, or as soon as the pay period is over. The payroll department will be in on Sunday and during the holiday on Monday. They will be updating Kronos and processing W-2's through Kronos.

F. Public Comment

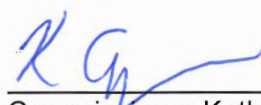
No public comments.

G. Adjourn

Commissioner Coyle moved to adjourn at 9:41 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 01/20/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, January 20, 2022 @ 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
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent
Pat Conway, County Attorney (9:05am)
Jude Gates, Director of E&MS
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office

B. RFP Openings & Awards

1. Opening: UV Box/Sterilizer – 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. 01/13/22 Meeting minutes (approval)
2. 01/21/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,186,805.83 for the period ending January 15, 2022. 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 that business has slowed down just a little at the Registry of Deeds, but the sales are still there. The Sheriff's Office is hiring 3 deputies. He has spoken with Regina Birdsell and asked her to find out about the American sourced steel for new County construction.

Commissioner Coyle reported the County positivity rate is almost 23%. We had one positive result from the January 13th tests. A resident who went to the hospital for a pre-operative visit yesterday tested positive but was asymptomatic. The entire floor has now been tested. The KN95 masks that Director Smith ordered after last week's meeting came in yesterday. The jail population is 164. The staff positivity rate is 25%. The County Attorney's Office has a number of recent new hires, just out of law school. There's a brown bad lunch with a New Hampshire Judge to see what's going to happen with trials in February. There's legislation in the House to consider doing away with the felonies first program which sends the felony cases directly to the County Attorney's Office, skipping over lower court levels, adding to the heavy backlog.

Commissioner Tombarello said the Finance Office is busy, Kronos is back up and running. Engineering and Maintenance had a candidate for a 3rd shift position, but unfortunately, he won't be hired. He spoke with Norm Major from the Delegation, and he will support the transfer for the generator repair. Jonathan from Warrenstreet will have something for us in a couple of weeks, costs are high. Director Gates added that costs have increased since last quarter. Director Nickerson reported that they're trying to find more grants to cover any of the costs such as the solar project. Commissioner Chirichiello asked, since the Executive Committee approved up to \$30 million, but the Bond was for only \$25 million, can we still use the

remaining \$5 million? Director Nickerson answered yes. Commissioner Chirichiello mentioned the State has \$30 million for Counties and their construction projects. We initially declined, but we could go back and say we've reconsidered.

2. Department of Corrections – Jason Henry, Superintendent

a. Purchase of Additional PPE (approval)

Commissioner Coyle moved to approve the use of Cares Act funds for an additional purchase of PPE to include, but not limited to gowns, up to \$10,000.00, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Commissioner Tombarello mentioned that we used to get them for free. Director Smith added that program from the State is no longer available. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

a. Inmate Administrative Transfer pursuant to NH RSA 30B:21 (approval)

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.

3. Engineering & Maintenance – Jude Gates, Director

a. Bid Waiver Request (approval)

Commissioner Coyle moved to approve the TriState Generator LLC Bid Waiver Request in the amount of \$13,381.01 for the repair of the jail emergency generator #2, 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.

b. Request For Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$13,381.00, dated 1/13/2022 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. Human Resources – Alison Kivikoski, Director

a. COVID-19 Employee Exclusion and Return to Work Criteria (approval)

Commissioner Coyle moved to approve the updated COVID-19 Employee Exclusion and Return to Work Criteria Protocols, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Sheriff's Outside Detail COVID-19 Vaccination Aid Agreement (approval)

Commissioner Coyle moved to approve the State of New Hampshire, Department of Health and Human Services COVID-19 Vaccination Aid Agreement, 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

Superintendent Henry reported 25% of his staff is out but they're trickling back in soon. 60% of his staff has now had Covid. They still have staff going over to the Court and one of those staff members tested positive, so he let them know. He testified yesterday, no money for lobbyists. Friday he's getting \$3500 from PrimeCare for the Academy technology upgrades and he'll be hiring an Academy Coordinator. John Banville will be taking over for Major Consentino.

Director Gates reported her staff is busy spending a lot of time on the new building project. Someone is out there now with the tractor digging test pits. There was a water leak earlier this week. The optical meter was giving a warning and it took some time to figure everything out. It was something they had never encountered before, and it turned out to be a very good learning experience.

County Attorney Conway reported she has hired 2 Assistant County Attorneys, but they cannot start until May and June because they're still in law school. They have a Victim Witness Coordinator starting soon.

The High Sheriff announced he has two interviews scheduled for today. They have one dispatcher starting on the 31st and may have someone returning to dispatch part time. Major Basha added they are all excited about the plans for the new building. He said it's building morale. They met with County Attorney Conway to figure out how they can help them out.

Directors Smith said they are conducting PCR tests on residence. All rapid tests have come back negative. Their last mobile clinic had two residents, 12 family members, and 6 staff receive their booster shots. The next mobile clinic is at the end of February. They have a quality assurance manager starting at the end of this month. They are working with Polaris to get them set up. They have one soldier from New Hampshire National Guard helping with Dining services.

Director Nickerson reported the bond paperwork was delivered to the bond bank on Tuesday. Kronos is still not completely functional. The W-2's in the pay tile are not accurate, they will be finalizing the numbers this week and the W-2's will be processed soon. Commissioner Chirichiello asked what's on the to-do list after the W-2's? Director Nickerson answer reconciling timecards. Commissioner Chirichiello asked if he thinks they'll be done by the end of February. Direct Nickerson answered yes, but the Department Of Labor needs to help with determining discrepancies on punches versus manual timecards. They are also busy with grants, and grant reporting. He is scheduled for a webinar this afternoon for ARPA reporting. Last week's rental assistance check run was just under \$100,000.

Director Kivikoski reported they are busy with recruitment efforts for a lot of departments. They have several interviews scheduled for the human resources positions. The federal government has opened up ordering for COVID-19 test kits, and N95 masks will soon be available at pharmacies.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:23 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 9:32 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 seven (7) days. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:33 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 02/03/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, January 27, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance
2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Charles Nickerson, Finance Director

Robin Bernier, IT Manager
Allison Kivikoski, HR Director
Jason Smith, LTC Director
Michele Melanson-Schmitt, DON
Cathy Stacey, Register of Deeds
Major Bashaw, Sheriff's Office
Katherine Mann, Sheriff's
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Tombarello
Jason Henry, Superintendent
Melissa Fales, County Attorney's Office
Jude Gates, Director of E&MS

B. RFP Openings & Awards

1. Opening: Book Restoration Project – Registry of Deeds

Commissioner Coyle moved to authorize the Register of Deeds 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: Viking Pumps – Engineering & Maintenance Services

Commissioner Coyle moved to authorize the Director of Facilities, Planning & 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: Resident Satisfaction Survey – 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 Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

1. Accounts payable list (approval)

List total: \$1,178,548.06, ACH \$107,424.48, Payroll \$26,942.76, Previously authorized by BOC \$139,073.46,
Accounts Payable check run \$905,107.36.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A (Registry of Deeds)
3. Adult Day Services Payout December 2021 (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an accounts payable list total of \$1,178,548.06. 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 and said Engineering and Maintenance will be busy with the storm coming. Human Resources has been busy, they made an offer for an HR assistant, they are in the middle of two investigations as well as Union negotiations.

Commissioner Coyle stated the jail population is now at 173 with a lot of mental health issues. 60 inmates have tested positive for Covid, but the Superintendent is down to 12% of staff out with Covid, so things are getting better. Long Term Care residents all tested negative, one staff member from dining services tested positive, down from 10 last week. The Courts will be back to jury trials in February. The County Attorney's office has a new Assistant County Attorney starting soon.

Commissioner Chirichiello reported that Deeds is still making money. The Sheriff's Office made 3 additional offers for deputies last week. He mentioned watching a zoom meeting yesterday about redistricting and said it hasn't been voted on yet. Freedom Energy called him, the owner used to be a State Representative and now he's in hydroelectric. Commissioner Chirichiello asked Director Gates if they could meet with him soon. He asked if this Hydro is from Canada or is it local? Direct gates answered it is local, and after seeing a presentation at the New Hampshire Municipal Association a few years ago it didn't seem relevant to us, but she is willing to meet with him.

2. County Attorney's Office – Patricia Conway, County Attorney

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

Commissioner Coyle moved to approve hiring an Assistant County Attorney M.D., pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Out of State Conference (approval)

Commissioner Coyle moved to approve an exception to the Out of State Conference and Training policy, for the Office Administrator and Assistant Office Administrator to attend the National Association of Extradition Officials annual conference in Austin, Texas, June 5-7, 2022, as recommended by the County Attorney. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Department of Corrections – Jason Henry, Superintendent

- a. Out of State Conference (x2) (approval)

Commissioner Coyle moved to approve an exception to the Out of State Conference and Training policy, for two Department of Corrections employees (J.B. & J.H.) to attend the National American Jail association (AJA) annual conference in Long Beach, CA from May 21-25, 2022, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Human Resources – Alison Kivikoski, Director

- a. Precision Fitness Equipment Preventative Maintenance Contract Renewal (approval)

Commissioner Coyle moved to approve the Precision Fitness Equipment annual contract renewal, and authorize the Director of Human Services to sign all necessary documents, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Exception Request, 6-7 – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-7 Promotion Rate, for a Department of Corrections employee (M.H.) as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Long Term Care Services – Jason Smith, Director

- a. Adult Medical Day Care (AMDC) Grant Request – Easterseals (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant to Easterseals, for an additional day for a current client (D.G.), 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. LNA Health Careers Mock Survey Agreement (approval)

Commissioner Coyle moved to approve the LNA Health Careers Mock Survey Agreement, and authorize the Chair to sign all necessary documents, 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.

c. PalAmerican Security Contract (approval)

Commissioner Coyle moved to approve the PalAmerican Security Contract, and authorize the Chair to sign all necessary documents, 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. Polaris Medicare Billing Services, AR Assessment and BAA Agreement (approval)

Commissioner Coyle moved to approve the Polaris Medicare Billing Services Agreement, the AR Assessment and Collections Agreement and the Business Associate Agreement, and authorize the Chair to sign all necessary documents, 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.

e. TLC Nursing Associates, Inc. Increased Rates Sheet (approval)

Commissioner Coyle moved to approve updated agency billing rates for TLC Nursing Associates, Inc., and authorize the Chair to sign all necessary documents, 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.

f. UNH Affiliation Agreement (approval)

Commissioner Coyle moved to approve the UNH Affiliation Agreement, and authorize the Chair to sign all necessary documents, 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.

E. New Business / Old Business

Major Bashaw from the Sheriff's Office reported they have 3 background checks in progress for 3 Deputies. He stated they've been using inmates for housekeeping duties but haven't been able to during lockdown, so they have to do it themselves. They don't have anything in the budget for housekeeping, so they may have to make some changes with the future budget. He was checking into the cost for shipping containers for storage. He's been watching the Legislative sessions and noted there is a new requirement for annual training hours, 24 new hours per year. They have been using Primex for their free classes but will need to source more training options.

Melissa Fales from the County Attorney's Office stated things are going well. They have some new hires. Offers were made for 2 new graduates from law school and they have 1 open position left. They have encountered a minor sent back with the Victim Witness Advocate that was supposed to start on Monday. Unfortunately, that arrangement fell through. Any staff that tests positive for Covid in their office are able to work from home.

Superintendent Henry reported the 60 inmates that have tested positive for Covid will be able to join the rest of the population in a few more days.

Register of Deeds, Cathy Stacey, reported she had 1 employee give notice, but she has 2 interested parties. Commissioner Chirichiello asked if this person is retiring. Registrar Stacey answered this person went to Exeter Hospital, got a huge sign on bonus, and a large increase in hourly pay. This employee has worked in her department for 15 years.

Director Gates mentioned her Grounds Maintenance person is out for a medical procedure and she's not looking forward to the storm coming up. The EV Mobilization Specialist from Revision Energy is coming out to see her. She has asked our grant writer to find some grants for this project. She is down 2 staff members, 1 retired and 1 is out sick. That is 50% of her staff.

Director Smith commended his staff and said they have done a great job controlling COVID-19. They have a mobile clinic coming up on February 21st. He is working on contracts for services the facility hasn't had before such as audiology and dermatology.

Director of Nursing Michele Melanson-Schmitt added they are working on staffing issues and ways to keep current staff.

Superintendent Henry is working on internal training and will let the Sheriff's Office know when they have it scheduled so they can piggyback. PrimeCare is helping out with staffing. Sullivan County has had a lot of resignations in their nursing staff. He has an approval for an Academy Coordinator. Prime care has donated some funds for the Academy tech upgrade project and the Association has voted to cover the rest which is about \$4000, so the project is moving along. One of his employees has volunteered for snow removal on Saturday.

Director Kivikoski announced the nursing team has won the NHAC team award and we will have an event scheduled for next week. Union negotiations are moving along. The NHAC event at the Exeter Inn came out of her Human Resources office supplies line. She spoke with Director Nickerson, and he said he would move it to the ARPA lost revenue line. Director Nickerson added he would need just a simple memo for approval. Director Kivikoski mentioned the many interviews they've had recently and thanked everyone on the interviewing panel for their time and assistance.

Director Nickerson stated it's crunch time for grant reporting. Our grant writer has been researching grants but hasn't found many that have applications ready. There was a slight hiccup on imports from Munis to Kronos. W-2s will be available in Kronos soon. This coming pay period will be processed out of Kronos, and everyone will need to approve their timecards in Kronos.

I.T. Manager Bernier reported there are a lot of phishing emails coming in and she's happy that everyone is letting her know about them instead of opening them.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:23 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 nonpublic session at 9:25 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:25 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 02/03/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 3, 2022 @ 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
Leila Mattila, Commissioners' Office
Kevin St.James, public attendee

Remote Attendance:

Jason Henry, Superintendent
Pat Conway, County Attorney

Jude Gates, Director of E&MS
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Jonathan Halle, Warrenstreet
Carl Dubois, Harvey Construction
Mark McLaughlin, Harvey Construction
Lilli Walsh, public attendee

B. RFP Openings & Awards

1. Opening: Stainless-Steel Kitchen Cabinets – Engineering and 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: Book Restoration Project – Registry of Deeds

Commissioner Coyle moved to award the proposal for Book Restoration Project to Kofile Technologies Inc. for an amount not to exceed \$70,530.00, as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Award: Medical Supplies Prime Vendor – Long Term Care Services

Commissioner Coyle moved to award the proposal for Medical Supplies Prime Vendor to Geriatric Medical for an amount not to exceed \$390,000.00 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.

4. Award: UV Box Sterilizer – Long Term Care Services

Commissioner Coyle moved to award the proposal for UV Box Sterilizer to MedSolutions for six (6) units for a total cost of \$2,970.00, 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. Consent Agenda

1. 01/20/22 and 01/27/22 Meeting minutes (approval)
2. 02/04/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,138,268.32 for the period ending January 29, 2022. 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 currently at 162. The staff positivity rate is down, currently at 8%, and they were able to open up today. She stated she was in court yesterday and the staff there commented on how easy it is to work with the Rockingham County Department of Corrections staff, and how accommodating they all are. The County Attorney's office is busy. Attorney Conway has a couple of big cases coming up. Resident COVID-19 testing in the Nursing Home from last Thursday came back negative. There is a small outbreak in dining services. The Nursing Home had a total of 29 staff members test positive for COVID-19 during the month of January, higher than any month throughout the pandemic. February 21 is the next mobile clinic. There was an LNA graduation this past week, so we're gaining 4 new staff members.

Commissioner Chirichiello give a brief update stating the Register of Deeds has recorded just over \$3.1 million so far for the 2022 Fiscal year. The Sheriff's Office Drug Task Force and the Hampton Police Department worked together as part of operation Granite shield and arrested three individuals yesterday in a big fentanyl bust in Hampton.

Commissioner Tombarello reported Human Resources has been busy getting lots of new hires for the nursing home. Engineering and Maintenance Services is busy with the plans for the new building. Two members of the Department of Corrections were recently promoted, and Commissioner Tombarello asked them to introduce themselves. They both stepped up to the camera and gave brief introductions. All three Commissioners gave their congratulations.

1. Engineering & Maintenance – Jude Gates, Director

a. Update from Warrenstreet on Municipal Building (discussion)

Discussion tabled for the end of the meeting.

b. Change Order Request (approval)

Commissioner Coyle moved to approve a change order request for Renew Mechanical Maintenance LLC for an amount not to exceed \$971.75, 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. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-3, 6-9 – Engineering & Maintenance (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Employee Rate, and 6-9 Demotion Rate for an Engineering and Maintenance Services employee (K.A.) 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 6-4 – Engineering & Maintenance (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for an Engineering and Maintenance employee (D.R) 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 6-3 – Human Resources (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a Human Resources employee (L.P.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Exception Request 6-4 – Human Resources (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Human Resources employee (K.C.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Weather Emergency PPP7-5; Saturday, January 29, 2022 from 3:00 pm to 11:00 pm (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 7-5, Saturday, January 29, 2022 from 3:00 pm to 11:00 pm, 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. Northeast Med Staff Rate Increase (approval)

Commissioner Coyle moved 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 Chirichiello, Coyle, and Tombarello in favor.

b. Quality Assurance & Performance Improvement (QAPI) Agreement (approval)

Commissioner Coyle moved to approve the Quality Assurance & Performance Improvement (QAPI) 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.

c. Rivier University Agreement (approval)

Commissioner Coyle moved to approve the Rivier University 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.

E. New Business / Old Business

Director Nickerson reminded everyone that the second quarter budget review is next Friday in the Hilton Auditorium. Electronic copies of the budget packets will be sent out later today. W-2s are now available in Kronos. He stated Kronos has agreed to credit 100% for the months of December and January. Quarterly filing for grants is now completed. The Rockingham County applications for grant funds are almost done and will most likely go on next week's agenda for approval. Commissioner Chirichiello asked how we are going to make sure the funds we grant to applicants are used only for the benefit of Rockingham County. Director Nickerson answered they will have to sign documents stating funds are only for Rockingham County, and their quarterly reporting will document their use. Director Nickerson reported the ERA-2 claw back in December was \$2.2 million, and this time around it's over \$5 million. He reported we have expended \$1.5 million from ERA-1 so far and about \$125,000 from ERA-2.

County Attorney Conway reported she's very busy with jury trials. They hired three people, but they haven't started yet. They are interviewing for the last open position now. They had a Victim Witness Advocate ready to start but then they had a death in the family and decided they wouldn't be able to accept the position. Attorney Conway is excited about having a couple of mental health teams available. These teams go out to assist law-enforcement when there's a mental health situation. There's a team for the Derry/Salem area, and a team for the Seacoast. She has a big case coming up for sentencing.

Director Kivikoski said she's working on the NHAC nursing team recognition event that will be on the 18th. They want to order Moe's or Jersey Mike's, for about \$1300. Her department has been busy working on job descriptions and they'll be sending them out to the ODD's for review soon. She reported she has a nonpublic for today's meeting.

High Sheriff Massahos announced their big arrest in Hampton yesterday. They had a new dispatcher start this week, but they are still down three. Major Bashaw added they have been very busy and they're looking forward to the Warrenstreet update at the end of the meeting.

Register of Deeds, Cathy Stacey said they are seeing a little bit of a lull, but that's typical for January and February. She now has two people out with COVID-19. She asked Director Kivikoski to contact her later for clarification on the COVID-19 protocol because she seems to be getting mixed information. She has two people coming in for interviews soon.

Director Smith reported PalAmerican security will be starting on February 14th. We will have security from 3:30 PM to 11:30 PM seven days a week. The longevity event last week was very positive and good for morale. The new quality control specialist started this week, and we have 4 new LNA's that have graduated and will be working second and third shifts. The graduation was posted on our Facebook page and there has been 399 reactions, comments, and shares, mostly from past employees all positive feedback on the facility and wonderful memories working here.

Superintendent Henry reported they were able to open back up today, so they'll be able to send inmates up to the Sheriff's office to help out with cleaning and trash removal. Just under 70% of his staff has now had COVID-19. They had their longevity event recently, some received five-year pins, some received ten-year pins. Corporal Buscanera has been in charge of social distancing and moving everyone around because of COVID-19 and has done a great job keeping everyone isolated. They have five good internal candidates for Jonathan Banville's former position.

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.

Commissioner's Tombarello thanked correctional officer Evans for snow removal on Saturday. Commissioner Coyle added he really steps up and helps out wherever he can. Superintendent Henry said he really is a team player and he just can't say enough good things about him.

Director Gates concurred about officer Evans and added he never says no whenever you ask. She reported some HVAC issues this week. They had a walk-through with the electrical specialist for the solar project, so they will probably be an RFP soon. She had 6 to 8 people show up for the water and waste water upgrade project that they have coming up, coming out of the ARPA funds.

F. Public Comment

Commissioner Tombarello asked Lilli Walsh if she had any comments. She replied no. Kevin St.James read a letter he composed commending the Department of Corrections staff, and the tireless efforts they put into their jobs on a daily basis, emphasizing the need for mental health care.

Jonathan Halle from Warrenstreet started the discussion on the update for the municipal building construction. He reviewed everything that has been done so far, stressed our priorities at this moment, and reviewed what will be done in the near future. Discussion ensued.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:13 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 10:29 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 two (2) years. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:30 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 02/11/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 11, 2022 @ 11:00 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 11:21 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Jessica Tonry, Accounting Manager
Allison Kivikoski, HR Director
Leila Mattila, Commissioners' Office
Representative Jackie Calli-Pitts (11:30 am)

Remote Attendance:

Jason Henry, Superintendent
Jude Gates, Director of E&MS
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherine Mann, Sheriff's Office

B. RFP Openings & Awards

1. Opening: Grease Trap and Lift Station Service – Engineering & Maintenance Services

Commissioner Coyle moved 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 Chirichiello, Coyle, and Tombarello in favor.

2. Opening: Fuel Contract – Engineering & Maintenance Services

Commissioner Coyle moved 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 Chirichiello, Coyle, and Tombarello in favor.

Award: Resident Satisfaction Survey Vendor – Long Term Care Services

Commissioner Coyle moved to award the proposal for Resident Satisfaction Survey to WeCare Connect for an amount not to exceed \$9000, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked Director Smith to explain what the resident satisfaction survey is. Director Smith replied it's an annual survey that's benchmarked with other facilities, and a means to identify where we need improvements. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

1. 02/03/22 Meeting minutes (approval)

2. Accounts payable list (approval)

List total: \$4,322,473.07, ACH \$1,675,243.00, GL \$1,969,804.14, Payroll \$22,988.10,
Accounts Payable check run \$654,437.83.

3. 2021 Long Term Care Services Compliance Work Plan (informational)

4. January 2022 Long Term Care Services Census Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an accounts payable list total of \$4,322,473.07. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked why so much? Accounting Manager Jessica Tonry replied, the State Bill is in this check run. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Coyle gave a brief update stating the jail population is at 163, and they are COVID-19 free amongst staff and inmates. Long-term care has a mobile COVID-19 vaccination clinic coming up on February 21st. The County Attorney's Office has been very busy. They have a big arson case coming up and sentencing for a big case this week.

Commissioner's Chirichiello reported the retirement celebration for three Sheriff's Deputies had a great turn out and he was very impressive with the High Sheriff's speech.

Commissioner Tombarello reported that the Human Resources Generalist and Recruiter positions have been filled. Union negotiations for the Department of Corrections Supervisors, Deputies, and Dispatchers will start soon. Director Gates is busy and will remain busy until the ribbon cutting on the new building. He will be going up to Grafton County for the National Association of Counties annual conference. He will be joining via zoom for one day on Monday. He announced that Representative Jackie Callie-Pitts has joined the meeting in person and welcomed her.

2. Human Resources – Alison Kivikoski, Director

a. Weather Emergency, Friday February 4, 2022 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 7-5, Friday, February 4, 2022, beginning at 5:00 am and ending at 8:30 am, 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 – Long Term Care Services, Activities (approval)

Commissioner Coyle moved to approve a leave with pay request for an Activities employee (V.C.) with County portion of all benefits to continue for the period 01/26/22 through 02/08/22, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. NHAC Award, Nursing Team of the Year Event (approval)

Commissioner Coyle moved to authorize Human Resources to order bagged lunches and recognition gifts for two Nursing Department recognition events, and to utilize funds under the existing ARPA project for the purchase of the items, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Employee Travel Guidance Policy Update (approval)

Commissioner Coyle moved to approve the updated Employee Travel Guidance Policy effective February 11, 2022, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked for clarification on the employee travel guidance policy update. Director Kivikoski replied, the guidelines from the CDC have been relaxed. You can return to work immediately after travel if you are up to date on your vaccination and booster. If you're not up to date, you need to self-quarantine for five days and have a negative PCR test 3 to 5 days after returning from travel. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Long Term Care Services – Jason Smith, Director

a. Hairdresser Agreement (approval)

Commissioner Coyle moved to approve the Hairdresser Agreement for a period of three (3) years, 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. 2022 Compliance Work Plan (approval)

Commissioner Coyle moved to approve the 2022 Compliance Work Plan, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked Director Smith to explain the annual work plan. Director Smith replied it's an annual work plan that will keep us on track with risk and compliance. You will receive quarterly reports as well as an annual report. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Harmony Homes updated Memo of Understanding (approval)

Commissioner Coyle moved to approve the updated Harmony Homes Memo of Understanding (MOU), and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked about the Harmony Homes agreement. Director Smith replied it's just a renewal for an agreement that has been in place already. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. New Business / Old Business

The High Sheriff thanked the Commissioners for their attendance last night at the Deputy's retirement celebration and said he appreciates their support. He reported there was a major arrest for fentanyl yesterday and he'll let Major Bashaw report on that.

Major Bashaw also thanked the Commissioners for their attendance last night. He reported there will be a large press release on Monday about the fentanyl arrest. They are still putting together the details, but this arrest was far reaching in numerous communities. He mentioned the Dispatcher's stipend has helped with retention. Some have had offers but decided to hold off in anticipation of Union contract updates.

Director Gates reported they are still shorthanded on third shift which slows down the dayshift because they have that much more to do. She will have lots of RFP's out the door soon.

Superintendent Henry reported they are Covid free. They have their mobile COVID-19 vaccination clinic coming up on February 22. They had a recent bathroom repair. There will be a ceremony on Monday for Jonathan Banville's promotion. Corporal Maybe is being promoted, as well as Jamie Banks at the end of the month. David Constantino is retiring next week.

Accounting manager in Jessie Tonry reported the Kronos reconciliation is underway and keeping everyone very busy. They lost their Accounts Payable staff member last week. Commissioner Coyle added that she met with Director Nickerson yesterday and she understands the huge amount of hours everyone in finance is working due to the Kronos reconciliation. Commissioner Tombarello stated we will revisit the stipend again soon.

Director Kivikoski said she spoke with Director Nickerson and the Kronos reconciliation will not be down to the minute for anyone because it's just too large of a project. They have been working on a salary review and per diem wage scale review, it hasn't been updated since 2019. There are three new staff members starting in her department next week. She had a conversation with our healthcare coverage broker and will have something for the Board to look at next week. Preparations are in the works for upcoming Union negotiations for the Department of Corrections Supervisors, Dispatchers, and Deputies. There will be a brief meeting on February 24 after the board of commissioners meeting just for ground rules and dates. They are almost done planning the nursing award event. They will get back to working on retain software next week and should have that up and running by March.

Director Smith reported the billing and accounts receivable assessment is getting up and running. They are currently waiting for the final compliance report from FSA. The COVID-19 testing requirements will need to increase due to the relaxed travel policy. They are getting ready for their annual survey and stated they have asked for two additional National Guard personnel for assistance in dining services.

F. Public Comment

Representative Cali Pitts asked why we can't get extra help from the state for Long Term Care. Director Smith replied there are FEMA teams helping acute care, but there is no help available for long-term care. Discussion ensued about the number of available beds and the waiting list. Commissioner Tombarello

stated we cannot fill this place with residents and compromise the level of care. A nurse can only care for a certain number of residents. Commissioner Coyle stated when the nurses have too many residents to care for, they get burned out. Commissioner Tombarello stated for the month of January this year we had 29 staff members test positive. Those 29 staff members had to be out for 10 days, and other staff had to fill in for all those hours to cover the staff members that were out. Representative Callie Pitts stated they were all doing a monumental job.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 12:02 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 Coyle moved to exit nonpublic session at 12:26 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

A nonmeeting was held from 12:26 pm to 12:59 pm.

Commissioner Coyle moved to enter nonpublic session at 12:59 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 Coyle moved to exit nonpublic session at 1:25 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 1:25 pm. 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 02/24/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 17, 2022 @ 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
Jessica Tonry, Accounting Manager
Allison Kivikoski, HR Director
Leila Mattila, Commissioners' Office
Jason Henry, Superintendent
Major Consentino, DOC

Commissioner Coyle
Pat Conway, County Attorney
Jude Gates, Director of E&MS
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Chief Deputy Sawyer, Sheriff's Office
Katherin Mann, Sheriff's Office

Remote Attendance:

B. RFP Openings & Awards

1. Opening: Water & Wastewater Facilities Assessment – Engineering and 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: Fire Sprinkler Testing – Engineering and 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.

C. Consent Agenda

1. 02/18/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,138,962.30 for the period ending February 12, 2022. 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 today is Major Consentino's last official day as a full time employee at the County. We're all very sad about this, but excited for him. She thanked him for taking on the mentoring responsibilities for his replacement. She reported the jail population is currently at 158 inmates. Both staff and inmates are Covid free. The County Attorney had a big success this week, and she'll let her talk about that in her update. The nursing home had three employees test positive for COVID-19 this week. They will be conducting resident testing today and tomorrow. PalAmerica Security started this week. They will be covering the Singer entrance Monday through Sunday.

Commissioner's Chirichiello didn't have an update.

Commissioner Tombarello announced we have a tentative agreement with the Nursing Home Union. There are two new staff members starting in Human Resources. Director Gates has been busy, and Director Nickerson may be joining us at 10:00. Deb DeSimone has a meeting with us next week regarding

Glendale. He reported that he is not going to the NHAC meeting tomorrow. He checked with Superintendent Henry and Director Kivikoski to arrange a proxy.

The Commissioners took a few minutes to congratulate and present certificates and a gift to Major Consentino.

2. Department of Corrections – Jason Henry, Superintendent

- a. Nonpublic Session NH RSA 91-A:3, II (a) Personnel

3. Engineering & Maintenance – Jude Gates, Director

- a. Municipal Building Contracts: Warrenstreet and Harvey Construction (discussion)

Commissioner Coyle wants to speak with Director Nickerson to make sure we know how we're going to pay for the building. Commissioner Tombarello stated we will put this on hold until Director Nickerson joins us.

4. Finance Office – Charles Nickerson, Director

- a. Select Actuarial Engagement Letter (approval)

Commissioner Coyle moved to approve a proposal from Select Actuarial Services for a Workers Compensation Actuarial Study in the amount of \$4,750.00 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 Chirichiello, Coyle, and Tombarello in favor.

5. Human Resources – Alison Kivikoski, Director

- a. Exception Request, Qualifying Event Deadline – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy regarding Qualifying Event Deadline, for a Long Term Care employee (V.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, New Hire Benefits Election Effective Date – Various (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy regarding New Hire Benefits Election Effective Date, for various employees that were hired on January 31, 2022, 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 6-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4, for a Long Term Care employee (B.V.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. Exception Request 6-3 – County Attorney's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a County Attorney's Office employee (W.B.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- e. LWOP – Sheriff's Office (approval)

Commissioner Coyle moved to approve a leave without pay request for a Sheriff's Office employee (C.C.) with County portion of all benefits to continue for the period 02/24/22 through 03/18/22, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- f. Cigna COVID-19 Over-the-Counter Test Kit Coverage (approval)

Director Kivikoski explained that the test kit coverage is only for one of the Health Plans we offer, not all, is only for a brief time for coverage, and there is a cost to implement the program. She asked the Board if they think it's worth considering. Commissioner Coyle moved to table the Over-the-Counter COVID-19 test kit coverage. Director Kivikoski said she will need to notify them by next Thursday. Commissioner Coyle stated we can make a motion to opt out next week.

6. Sheriff's Office – Charles Massahos, High Sheriff

- a. Nonpublic Session NH RSA 91-A:3, II (a) Personnel

E. New Business / Old Business

County Attorney Conway stated they are back to jury trials. They just filled the last Attorney position but won't have everyone in the office until about May. She has one Attorney going out on military leave for about 8 to 9 months. They are still short one Victim Witness Advocate, and continue with interviewing. The current Advocates are overwhelmed, and she asked if they could hire a temp. She will speak with Director Kivikoski in Human Resources. They have had a number of big wins recently. She thanked Major Consentino for being so great to work with.

Director Gates stated they are replacing one of two transfer switches in the jail today. There are five altogether, and they'll be replacing one per year. Their NPDES permit has just been renewed. They have not exercised the permit since 2010 because it's too costly. They are looking for a backup for irrigation, possibly considering soil injection.

The High Sheriff Massahos thanked Major Consentino for his service and said it's been a pleasure to work with him. He stated the drug task force unit made substantial arrests in Portsmouth last week and confiscated 6 pounds of fentanyl, and \$100,000 in US currency. This arrest led to more search warrants and which turned up more fentanyl and firearms. They will get the press release out soon, they can only release so much information. He stated Granite Shield is a great group of people and they have some big things coming up.

Director Smith said they will be testing residents for the next two weeks. They now have three additional National Guard personnel supporting Glendale. The AccuShields are here and will be up and running this week. They are finalizing interviews for the Fiscal Services Manager and will be making a decision next week. They will be conducting CPR instructor certification next week, and Patrick McGinnis will be certified to teach. They will be receiving a SNF Mock Survey through FSA starting February 28th. The next mobile COVID-19 vaccination clinic is February 21st.

Superintendent Henry stated the CDC guideline has come out for Department of Corrections and they can go back to paper masks. They will continue to use N95's until the end of the month. Their next mobile COVID-19 vaccination clinic is coming up. They have made a decision for their Chaplain and will send something over for next week. Major Consentino's retirement event is today. Lieutenant Banville is replacing him, and Sergeant Banks will be replacing Lieutenant Banville. They will be keeping Major Consentino on as Per Diem for the duration of the transition.

Accounting Manager Jessica Tonry stated the rental assistance calls have shifted to assistance in finding housing. There have been many attempts at fraud, but our rental assistance coordinator is doing a great job at filtering them out. They have been conducting interviews for the Accounts Payable position and will be making a decision soon.

Director Kivikoski stated she just wanted to thank Major Consentino for all of his hard work and congratulated him.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:26 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 11:12 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve an exception to 6-4 of the Personnel, Policies and Procedures, step increase to \$31.43 per hour, maximum, for a Department of Corrections employee (K.A.), and authorize a one-time payment of \$7500.00, both affective on the next payroll. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

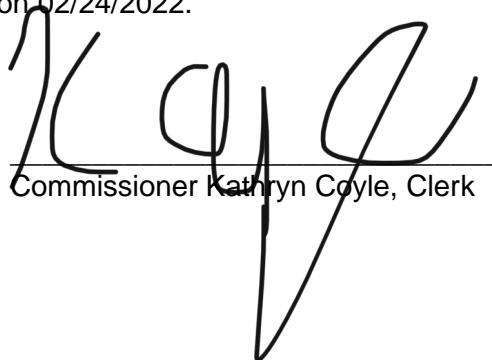
Discussion ensued about being available later in the day for a nonmeeting to discuss the Warrenstreet and Harvey Construction contracts with Director Nickerson.

H. Adjourn

Commissioner Chirichiello moved to adjourn at 11:21 am. Commissioner Coyle 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 02/24/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Commissioner Tombarello's Office, 119 North Rd, Brentwood, NH
Saturday, February 19, 2022 @ 4:00 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 4:00 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Tombarello
Commissioner Coyle (remote)

Leila Mattila, Commissioners' Office
Rory Kaiser, public attendee

B. Reports

1. Commissioners Office – Thomas Tombarello, Chair

- a. Warrenstreet Architects, Inc. and Harvey Construction Corporation Contracts (approval)

Commissioner Coyle moved to approve the Warrenstreet Architects, Inc. contract for the new Municipal building and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve the Harvey Construction Corporation contract for the new Municipal building and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Public Comment

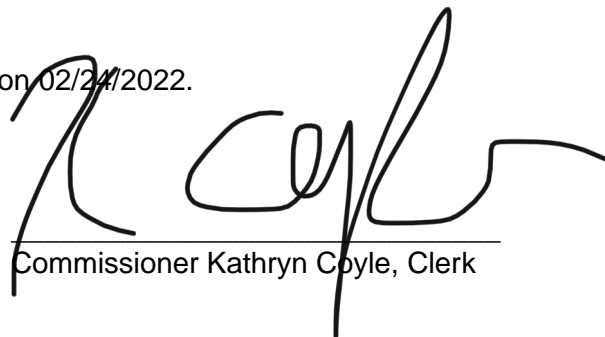
No public comments.

D. Adjourn

Commissioner Chirichiello moved to adjourn at 4:05 pm. Commissioner Coyle 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 02/24/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 24, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Tombarello
Charles Nickerson, Finance Director
Allison Kivikoski, HR Director
Leila Mattila, Commissioners' Office

Jason Henry, Superintendent
Major Banville, DOC
Pat Conway, County Attorney
Jude Gates, Director of E&MS
Jason Smith, LTC Director
High Sheriff Massahos
Chief Deputy Sawyer, Sheriff's Office
Katherin Mann, Sheriff's Office

Remote Attendance:

Commissioner Coyle

Commissioner Tombarello asked to accommodate County Attorney Conway and review her items now so she can get back to her time off.

Commissioner Coyle moved to approve the submission of the ARPA Grant application, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion and asked if the money was from the State. Attorney Conway answered yes, it is a grant from the State. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello asked Attorney Conway if she had anything to report for new business/old business. She replied there was nothing new, their status is the same as last week. Attorney Conway left the meeting at 8:37 am.

B. RFP Openings & Awards

1. Award: Fire Sprinkler Testing – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Fire Sprinkler Testing to Hampshire Fire Protection, LLC for an amount not to exceed \$5,900.00 for inspections, and for the stated rates for any other work, 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: Fuel Contract – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Fuel Contract to Energy North, Haffner's Energy Group, for the period of 04/01/2022 to 03/31/2023 with pricing as follows: #2 ULS fuel for a fixed cost of \$2.799/gallon, and diesel fuel for a fixed cost of \$2.849/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. Commissioner Tombarello asked if we were secure with this contract with what's going on with Russia and the Ukraine? Director Gates replied she would call the vendor right after the meeting.

3. Award: Grease Trap & Lift Station Service – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for grease trap & lift station service to J&S Development Corp., dba Stewarts Septic Service for the period of 04/01/2022 to 03/31/2025, 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: Viking Pumps – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Viking Oil Pumps to Integrated Power Systems, LLC for an amount not to exceed \$9,056.38, 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.

C. Consent Agenda

1. 02/11/22, 02/17/22, and 02/19/22 Meeting minutes (approval)
2. 02/24/22 Accounts payable list (approval)
List total: \$1,268,665.93, ACH \$13,244.70, Payroll \$5,125.77, Previously authorized by BOC \$325,303.43, Accounts Payable check run \$924,992.03.
3. Body-Worn and Dashboard Cameras, Sheriff's Office (informational)
4. Authorization to act on behalf of, Long Term Care Services (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,268,665.93. 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 he will be brief. Senator Cavanaugh is sponsoring a Bill at the House for using ARPA funds for premium pay for healthcare workers, so we'll see how that plays out.

Commissioner Coyle reported the jail population is currently on 160 inmates. Last year we were at less than 100. Lieutenant Marriott is retiring after 25 years of service. Both the jail and the nursing home are Covid free. The COVID-19 community transmission rate is currently just below 6%. The nursing home will resume with communal dining which will increase the quality of life for the residents. Director Smith is setting up for the mock survey to get ready for the State survey. Polaris group is getting set up and it has been a smooth transition for Long Term Care billing, and PalAmerican security is now officially in place. County Attorney Conway is heading north for some well-deserved time off. The Felonies First Bill is back at the State House. If all goes well, this will bring some of the cases back to District Courts. Because of Felonies First, we have had to allocate two Attorneys just for the Felonies first cases. Superintendent Henry stated this will have a significant impact on the jail. The inmate population will go up.

Commissioner Tombarello said Director Gates wasn't able to replace the switch at the jail last week due to the technician having a family emergency. Human Resources is in the middle of two investigations, and they have two new employees this week. They are also working on reviewing the Office Administrator positions, and Director Kivikoski will be bringing forth an exception to waive minimum earned time usage this year. He also reported he has a meeting tomorrow at 1 o'clock with representative DeSimone regarding Glendale.

b. \$5,000 ARPA funds for Sonshine Soup Kitchen (authorization)

Commissioner Coyle moved to approve a grant award of \$5000 of ARPA funds to Sonshine Soup Kitchen, pending approval of their grant application, as recommended by Commissioner Chirichiello. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor. Direct Nickerson asked for a point of contact at soup kitchen so he can send them the grant application. Discussion ensued for awarding funding to nonprofits, funding for the new building, and taking a closer look at funding for non-county specials.

2. County Attorney's Office – Patricia Conway, County Attorney

a. ARPA Grant Application Submission (approval)

Taken up earlier in the meeting, right after attendance.

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. Health Care Audiology Service Agreement (approval)

Commissioner Coyle moved to approve the Health Care Audiology Service Agreement with HealthDrive Audiology Group, 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. Health Care Optometry Service Agreement (approval)

Commissioner Coyle moved to approve the Health Care Optometry Service Agreement with HealthDrive Eye Care Group, 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. HealthPRO Program Evaluation and Consultative Agreement (approval)

Commissioner Coyle moved to approve the HealthPRO Program Evaluation and Consultative 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. Change Order Request – Medline Industries, Inc. (approval)

Commissioner Coyle moved to approve a change order request for Medline Industries, Inc., for an amount not to exceed \$892.25, 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. Change Order Request – PalAmerican Security (approval)

Commissioner Coyle moved to approve a change order request for PalAmerican Security, for an amount not to exceed \$20,000.00, 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.

E. New Business / Old Business

The High Sheriff reported they have background checks in progress for two potential Deputies. They will start interviewing for two more Deputies soon. They are down four dispatchers currently. Chief deputy Sawyer stated the Child Advocacy Center will be applying for ARPA Grant Funds. He added they were not aware of the Felonies First issues with the jail, but they will bring it up at the next Chiefs meeting. He believes they were not in favor. He added there were more search warrants from last week's arrest, and there will be more arrests as the case is ongoing.

Superintendent Henry advised everyone that he will not be here next week, and Major Banville will be filling in for him at the next meeting. They have a COVID-19 vaccination clinic today from 8:00 am to 12:00 pm. A lot of improvements have been getting done in the jail, the water fountains have come in too. He thanked Director Gates for her efforts. He also thanked Director Kivikoski for representing everyone last week at the NHAC meeting. He added Lieutenant Marriott was planning on retiring later in the year, but he's decided to retire now. They are currently looking for a replacement for Mary Beth's position as a supervisor, but they have no applicants.

Directors Smith stated they are out of outbreak status, and they will start admitting this week. The CDC guidelines has us testing two times a week if you haven't received the booster. He is working on the protocol with Director Kivikoski and infection control. The community transmission rate is down. He will have a quality assurance plan for approval at next week's meeting. They started a soft opening on Accushield this week. Monday we will go live and eventually there will be no staff at the entrance until PalAmerican security arrives at 3:00 pm.

Director Gates gave a brief update and said they are busy everywhere, and they are getting ready for 12 inches of snow tomorrow.

Director Nickerson said he will have a proposal for next week's meeting regarding the Kronos reconciliation. He would like the Commissioners approval to write off payroll over payments and would like to set a threshold for grounds of potential discipline. Director Kivikoski added they will need a standardized letter from Human Resources approved by the Department of Labor. Director Nickerson said they need to write off the small amounts because it's far too labor intensive for collecting, which will also affect accruals and deductions. Commissioner Chirichiello asked if we could recuperate the money for the over payments from somewhere. He stated he's a commissioner representing the taxpayers and he wants to do what's best. Director Nickerson said the payout for the overtime expense to reconcile everyone's timecards for those several weeks, down to the last minute, will make the loss even greater. Commissioner Tombarello said to bring the stipend forward next week. Director Nickerson said he can replace the money that we write-off, with funds from lost revenue. Commissioner Coyle mentioned we have asked Finance and Human Resources to do so much, we need to dig ourselves out of this and move on. Director Nickerson finished his report stating budget season is approaching and they will have a zoom meeting for the budget process in early March.

Director Kivikoski reported they have two new staff that started this week, and a Recruiter starts Monday. She advised they will have a weather emergency for tomorrow and will send out the details later today.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:38 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 10:23 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:24 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 03/03/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 3, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:35 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Tombarello
Charles Nickerson, Finance Director
Allison Kivikoski, HR Director
Leila Mattila, Commissioners' Office

Pat Conway, County Attorney
Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Chief Deputy Sawyer, Sheriff's Office
Cathy Stacey, Register of Deeds

Remote Attendance:

Commissioner Coyle
Major Jon Banville, DOC

B. RFP Openings & Awards

1. Award: Water & Wastewater Facilities Assessment – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Water and Wastewater Facilities Assessment to CMA Engineers for an amount not to exceed \$55,000.00 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. Opening: Media Equipment Upgrade and Installation – Engineering and Maintenance/IT Dept

Commissioner Coyle moved to authorize the IT Manager 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

- 02/24/22 Meeting minutes (approval)
- 03/04/22 Payroll (approval)
- Adult Day Services Payout – January 2022 (informational)
- Long Term Care 2022 Quality Assurance Performance Improvement (QAPI) Plan (informational)
- Long Term Care Dashboard Measure Indicator Collection and Monitoring Plan 2022-2023 (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,209,242.38 for the period ending February 26, 2022. 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 Chirichiello gave a brief update and said he got a phone call from the Dupont Group about a Bill that affects County liability. It involves two state representatives appealing the liability for nursing homes and Covid. He'll be watching for developments.

Commissioner Coyle reported the inmate population is currently at 149. The jail is now using the ORAS pre-classification method for inmates. Major Banville explained it separates them by behavior basis and it's better for rehabilitation.

Commissioner Coyle moved to approve an exception request to Personnel Policy 8-2D; earned time, for a Department of Corrections employee, D.C., as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello announced that the Commissioners will be moving their offices into the new building and Jonathan from Warrenstreet has sent us preliminary plans for our space.

Commissioner Coyle continued with her report and said the County Attorneys' office has extended an offer for a Victim Witness Advocate and things are moving in the right direction. They have an exception request on the agenda today for temporary coverage for an Assistant County Attorney that will be out on leave for an extended period of time. She is waiting and watching to see what happens with the Felonies first program. Recent Covid testing in the Nursing Home all came back negative. They are still testing the unvaccinated staff twice a week. The community transmission rate is currently just over 5%. Today is the last day of the mock survey in the Nursing Home which started February 28, and their quality assurance reports are done.

Commissioner Tombarello stated he had a meeting with Glendale last week it went OK. It was supposed to be an in-person meeting, but it ended up being a zoom meeting because of the snowstorm.

- b. Nonpublic Session NH RSA 91-A:3, II (a) Personnel

2. Engineering & Maintenance – Jude Gates, Director

- a. Bid Waiver Request – Power & Process, Inc. (approval)

Commissioner Coyle moved to approve the Bid Waiver Request for Power & Process, Inc. in the amount of \$6,174.66 for the purchase of a replacement tube bundle for a hot water heat exchanger in the jail building, as recommended by the Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked if contingency funds were needed. Director Gates replied yes. Commissioner Tombarello said he would reach out to Norm Major. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Finance Office – Charles Nickerson, Director

- a. ARPA Grant Award Agreement Template (approval)

Commissioner Coyle moved to approve the ARPA Grant Award Agreement Template, 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 – Long Term Care Services, Nursing (approval)

Commissioner Coyle moved to approve a leave without pay request for a Weekender, Nursing employee (J.B.) with County portion of all benefits to continue for the period 03/21/22 through 03/31/22, 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, Required Earned Time Minimum Usage Waiver – Various (approval)

Commissioner Coyle moved to approve an exception request to waive the required earned time minimum usage for the period of May 1, 2021 through April 30, 2022, 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, Multiple Departments for Kronos Outage (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for multiple employees for their efforts during the Kronos reconciliation, as recommended by the Director of Human Resources, and Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Exception Request 6-4 – Finance (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Finance employee, (N.S.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Weather Emergency PPP7-5; Friday, February 25, 2022 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 7-5, Friday, February 25, 2022 beginning at 5:00 am (or the start of first shift as defined by the department) and ending at 3:00 pm (or the start of second shift as defined by the department), as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 2-44; temporary appointment for a County Attorney's Office employee, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. New Business / Old Business

Jason Smith reported the mock survey is coming to an end, it's been a total of four days. They have been very busy and the conference room looks like a war zone. Commissioner Tombarello added that he hears such a good things about our nursing home everywhere he goes.

Register of deeds Cathy Stacey said the end of the month reports shows a slow down, but they're still bringing in lots of money. Patrick Abrami has lots of questions about our space in the new building. She has revised the floor plan and hasn't seen a mock up from Jonathan yet.

County Attorney Patricia Conway reported the status their prosecution line is over budget by \$1000 and they need a line-item transfer. They are working with finance and hopes it can happen as soon as possible. She is putting together a master jury trial list. Most of the attorneys have 4 to 5 cases scheduled at the same time. The next few months, through the fall season will be very busy. There is just not enough time to prepare for trials. Their new employees are green and won't be able to do trials alone. Last week former State Representative Copp proposed an indictment asking to go against Fauci and other New Hampshire citizens.

Director Gates reported nothing new, just busy.

High Sheriff Massahos reported they are busy but he will let the Chief Deputy and Major report. Major Bashaw said transport has been very busy for the hospital. He spoke with Attorney Conway yesterday about it. They have one sergeant who is assigned to prosecution transport, and his schedule is full-time.

Chief Deputy Sawyer reported drug cases are shifting from the west side of the County to the Seacoast. They have seized 8 pounds of fentanyl from Portsmouth to Hampton in the last month.

Director Kivikoski stated they're getting ready for negotiations. SEA/SCIU ratification meetings last week and this week. Their recruiter started last week, and she will be reaching out to the departments to discuss their needs.

Direction Nickerson is busy with audits. He thanked the Commissioners for approving the exception request to waive minimum usage for earned time because they can't get everything done in the Kronos reconciliation in time. Payroll will be putting stickers on paystubs as they finish the reconciliation. The upcoming budget process meeting will be by zoom. March 21 will be the deadline for adding new positions. He requested everyone send their requirements to Robin Bernier for new technology. The offer extended for the Accounts Payable position was accepted. All nonprofits were sent two applications for ARPA money yesterday. This is separate from non-county specials.

Commissioner Tombarello asked about the budgeted amount. Commissioner Coyle stated we need to have a conversation about this. Discussion ensued about ARPA funds. Direct and Nickerson said he will put something together as a snapshot. Commissioner Tombarello said there are concerns about getting product, but mentioned Jonathan said we're still OK. He stated we have a buffer of one year. Director Gates said generators are very difficult to get right now.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic 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 Chirichiello moved to exit nonpublic session at 10:25 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.


Commissioner Chirichiello moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:26 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 03/10/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 10, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:33 am and asked everyone to remain standing after the Pledge of Allegiance for a moment of silence.

1. Pledge of Allegiance

Director Smith and Director Michele Melanson Schmitt said a few words about Zoraida (Zoe) Desjardins a beloved LNA that had been employed with the County for 35+ years, who recently passed away. A moment of silence was observed.

Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Finance Director
Julie Hoyt, Assistant HR Director
Leila Mattila, Commissioners' Office
Chief Deputy Sawyer, Sheriff's Office

Pat Conway, County Attorney
Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, LTC Director
Michele Melanson Schmitt, Director of Nursing
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Becky Burns, Deputy Register of Deeds
Robert Renquist, member of the public

Remote Attendance:

Jason Henry, Superintendent

B. RFP Openings & Awards

1. Opening: Aruba Controller Upgrade – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the IT Manager 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: Replace Programmable Logic Controller (PLC) Water Treatment Facility – Engineering and 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.

3. Opening: Staff Scheduling Software – 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. 03/03/22 Meeting minutes (approval)

2. 03/10/22 Accounts payable list (approval)

List total: \$978,949.77, ACH \$29,083.28, Payroll \$231.04, Previously authorized by BOC \$141,814.31, Accounts Payable check run \$807,821.14

3. 2022 Facility Assessment (Long Term Care) (informational)

4. Census, Long Term Care & Assisted Living (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$978,949.77. 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 County Attorney's office is very busy. The jail inmate population is currently at 157 and still Covid free. The mock survey in the nursing home is complete and some suggestions have been made. The update of the Rehabilitation and Nursing Center admissions application is complete, and we have started admitting new residents. This week's Covid testing in the nursing home came back with one positive, they are still testing twice a week. The community transmission is currently at 3.5%.

Commissioner Chirichiello reported the housing market is slowing down but home prices are still high. He was following a House Bill that was non-germane and was asked by Representative Pearson to call representative Layon because it was her amendment, and she ended up withdrawing the amendment. He advised everyone that there is debate in the state over the opioid bill and who gets the money.

Commissioner's Tombarello announced Julie Hoyt is representing human resources at the meeting today. Director Gates has been in touch with Superintendent Henry about shutting down the power at the jail on the 22nd for the generator board replacement. Director Nickerson is busy with Kronos reconciliations, grants, rental assistance which was over \$90,000 last week. He announced he was reelected as selectmen in Sandown Tuesday night. Commissioner Coyle expressed her congratulations to both Commissioner Tombarello and Commissioner Chirichiello for getting reelected.

b. Courthouse Lease Agreement (approval)

Commissioner Coyle moved to approve the renewal of the Courthouse Lease Agreement with the State of New Hampshire, Department of Administrative Services, Bureau of Court Facilities for a term of 3 years with the option to terminate early with 6 months notice. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Sheriff's Transport (discussion)

Commissioner Coyle said she understands the towns will be responsible for transport, but the small towns don't have the capacity for transport and to have someone at the station at the same time. She understands the sheriff is not required to do it, but the increase in Deputies was to accommodate transport.

Chief Deputy Sawyer stated they want to help but that particular day they had every Deputy out doing a transport and they responded that they will get someone there as soon as they can. It was just a perfect storm. Major Bashaw added they don't turn down a transport request. It is statutory we have no more than three inmates for a single Deputy. Most of the time we don't have a heads up. It helps when we do get a days' notice. Sometimes there is mandatory training, so we reach out in advance to let everyone know to make other arrangements. In this instance, the responsibility fell on the State Police because they did the arrest. He stated they will set up a meeting and will ask to put it on the agenda.

Chief deputy Sawyer left the meeting at 9:10 AM.

d. 07/21/2022 BOC Meeting/NACo Conference/Payroll Approval (discussion)

Commissioner Tombarello reported that Commissioner Chirichiello is interested in going to the NACo Annual Conference in Colorado this year. There is no money in the Commissioners budget for conferences, but there is money in the travel line, enough for Commissioner Coyle to go too if she wanted. NACo pays for his trip since he's the Vice President of the organization. Commissioner Chirichello said he

reached out because he's interested in going but didn't know the procedure. Commissioner Coyle said it wouldn't be fiscally responsible for all of us to go when one can go and relay the information to the others.

Commissioner Tombarello requested a look at the rules for physical quorum, noticing of the meeting location, and a notice of attendance.

Commissioner Tombarello moved to transfer \$2800 from the Commissioner's travel line to the Commissioner's conference line. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Coyle and Tombarello in favor. Commissioner Chirichiello abstained.

2. Finance Office – Charles Nickerson, Director

- a. Personnel nonpublic session NH RSA 91-A:3, II (a)

3. Human Resources – Alison Kivikoski, Director

- a. Exception Request 6-4 – Engineering & Maintenance Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for an Engineering & Maintenance employee (D.R.) 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. Core Physicians, LLC Business Associate Agreement (approval)

Commissioner Coyle moved to approve the Core Physicians, LLC 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.

- b. CareerStaff Unlimited Staffing Services Agreement (approval)

Commissioner Coyle moved to approve the CareerStaff Unlimited Staffing Services 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. Change Order Request – Crest Healthcare Products, LLC (approval)

Commissioner Coyle moved to approve a change order request for Crest Healthcare Products, LLC, for an amount not to exceed \$16,000.00 per year, 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

1. Public Hearing on the Progress of the CDBG-Covid Project (scheduled for 10:00 am)

Commissioner Tombarello addressed everyone in attendance.

Community Development Block Grant (CDBG) 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 Housing Projects, up to \$500,000 for Public Facility Projects, up to \$500,000 in Emergency Funds, up to \$25,000 per Planning Study grant, and up to \$1,000,000 available for each housing project under the CDBG-CV allocation due to COVID-19. Up to \$500,000 was available for CDBG-Covid services. All projects must directly benefit a majority of low- and moderate-income persons (LMI).

Commissioner Tombarello opened the Public Hearing on the progress of the CDBG-Covid project.

Commissioner Tombarello stated the CDBG-Covid project provides funding to the municipality and service provider sub applicants for costs in preparing for, responding to, or recovering from Covid-19. Participating organizations include Seacoast Family Promise and The Upper Room: A Family Resource Center. To date

\$135,240 of the \$283,498 CDBG-CV grant has been spent primarily on staffing, supplies, cleaning, homeless services, and administration. Currently the projects have until 6/22 to incur costs.

Subapplicant	Eligible Expenses	Award Amount	Amount Paid to Date	Folks Expected to Serve/LMI min	Folks Served to Date/LMI min
Seacoast Family Promise	Homeless Services	\$150,000	\$58,500	260/260	183/180
Upper Room, A Family Resource Center	Staff, Supplies & Cleaning	\$108,498	\$64,305	500/350	751/472
General Administration	CDBG-CV Admin	<u>\$25,000</u>	<u>\$12,435</u>		
Totals		\$283,498	\$135,240		

Commissioner Tombarello asked for public comments. There were no public comments at that time. The hearing was left open.

Superintendent Henry reported the new method for organizing inmates, mixing pre-trial and sentenced decreases the amount of groups, saves time and the inmates are happier. He thanked Director Smith for the former nursing home temperature scanners. He announced he was reelected for the third time for the school board. He will come up with per diem rates for the medical assisted treatment position. He is hoping the state will agree to make the payments for the grant portion of VINE. He is adding money to the training line in his budget because he has young staff in supervisor positions and training will be helpful.

Commissioner Chirichiello stated there will be a job fair in Derry at Pinkerton for high school seniors. He asked if we should attend for nursing staff and corrections. Superintendent Henry said it's a good demographic because law-enforcement won't take them until they're 21 years old. Everyone agreed to allow the Human Resources Recruiter to coordinate setting up a booth.

Director Smith stated it is Social Services month and they have set up small celebrations for their Social Services staff. There is now a hotline for residents and families. The old temperature readers went to the jail, and the PR staff is finalizing the launch of the new Nursing Home website.

Director Gates said they are busy working on the budget. She recently realized that out of 28 staff members, 18 are eligible for retirement. She has reached out to Human Resources to review their job descriptions. She has submitted a pre-application for the wetlands and alteration of terrain, and plans to order steel by end of summer.

Discussion ensued regarding three ponds development and the wells they want to drill for irrigation. Commissioner Tombarello stated he's just being a good neighbor and checking in with us.

Director Gates reported she had visitors from three ponds about the Canadian geese. They were asking for permission to walk the wetlands. They did a lot of research for PETA approved measures to prevent them from nesting nearby. Director Gates described some of the actions and all three Commissioners were opposed.

Julie Hoyt, Assistant HR Director reported it has been a quiet week. They have three new staff and Director Kivikoski will be bringing each one to a Board meeting in the near future. Benefit renewal is starting and the budget is in progress.

Director Nickerson has completed one desk review. VOCA has gone through. Hillsboro County has been helpful with what DHHS is requesting. They're looking for information they have not asked for in the past. An Accounts Payable Technician has been hired, she will start soon. He announced the Assistant Director of Finance is leaving the department. She has been with the County since 2013 and hopefully she will help out here in there as a Per Diem. They are looking for more community outreach for rental assistance. They are still working on the Kronos reconciliation. The easier departments are done and they have moved onto the more difficult departments.

Commissioner Tombarello asked for public comments on the public hearing one last time. There were no public comments and he closed the public hearing.

F. Public Comment

No public comments on the Board of Commissioners meeting.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:00 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 10:15 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.


Commissioner Coyle moved to approve an exception to Personnel Policy 6-4 for Finance employees (L.C., L.L., E.N., A.T., and B.W.) for a 6% increase, as recommended by the Director of Finance.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:25 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 03/17/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 17, 2022 @ 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, Finance Director
Alison Kivikoski, HR Director
Leila Mattila, Commissioners' Office

Robin Bernier, IT Manager
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Jim Limintahl, member of the public
WK15, member of the public
WK40, member of the public

Remote Attendance:

Commissioner Coyle
Jason Henry, Superintendent, Corrections
Jude Gates, Director of E&MS

B. RFP Openings & Awards

1. Award: Aruba Controller Upgrade – Engineering and Maintenance Services/IT Department

Commissioner Coyle moved to award the proposal for Aruba Controller Upgrade to Connection for an amount not to exceed \$19,974.75, as recommended by the IT Manager. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Opening: Media Equipment Upgrade and Installation (rebid) – Engineering and Maintenance Services/IT Department

Commissioner Coyle moved to authorize the IT Manager 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: Concrete Block Showers – Engineering and 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.

4. Opening: Replacement Detention Doors – Engineering and 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.

5. Opening: Portable Air Purifiers – 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.

6. Opening: Wound Vac & Low Air Loss Air Mattress Rentals – 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. 03/10/22 Meeting minutes (approval)
2. 03/18/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,174,751.60 for the period ending March 12, 2022. 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 gave a brief update. He reported there was a recent arrest in Lawrence Massachusetts by the Sheriff's department, sort of a king pin in the drug world and he is currently in the Rockingham County jail. Real estate is a little slow, but there isn't a whole lot of inventory.

Commissioner Coyle is currently in DC at a Police Commissioners Convention. She reported there were no positive Covid cases this week in the nursing home. Community transmission is low but we still need to test twice a week. We are at 51 per thousand and we need to get below 50 in order to go to testing once a week. The Fiscal Services Manager position has been filled in long-term care. She said she was excited to come in through the front door today, the Accushields are in place to receive visitors and employees through the main entrance. Everyone is busy preparing proposed budgets. The jail population is at 155 inmates, and they are Covid free. They have started with union negotiations with supervisors this week. Superintendent Henry is in the process of hiring an MAT Case Manager. The County Attorney's Office is very busy, Attorney Conway is in court this morning and cannot join us.

Commissioner Tombarello stated the Finance Accounts Payable person has been chosen, and they have a couple of good candidates for the Executive Assistant position. There is an NHAC meeting tomorrow that he will be attending. He spoke of the memorial service for the long-term care employee last week and he commended Commissioner Coyle on her speech and mentioned how pleased he was with the attendance. He said it's proof that our employees really care a lot for each other.

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

b. Glendale Addendum dated 01/13/2021 (discussion)

Discussion ensued regarding the Glendale contract addendum dated January 13, 2021 and the invoices coming through for the Department of Corrections. Commissioner Tombarello said he would make a phone call to Glendale after the meeting.

c. Personnel Nonpublic Session NH RSA 91-A:3, II (a)

3. Human Resources – Alison Kivikoski, Director

a. LWOP – Sheriff's Office (approval)

Commissioner Coyle moved to approve a leave without pay request for a Sheriff's Office employee (C.C.) with County portion of all benefits to continue for the period 03/19/22 through 03/27/22, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Ratification of the CBA – SEA/SEIU Local 1984

Commissioner Coyle moved to approve the Collective Bargaining Agreement between the County of Rockingham, New Hampshire and the State Employee's Association of New Hampshire, Inc., SEIU Local

1984, representing the Rockingham County Rehabilitation and Nursing Center employees, effective July 1, 2022 to June 30, 2025, 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.

4. Long Term Care Services – Jason Smith, Director

a. AMDC Grant Request – Silverthorne (approval)

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

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Continuation of Dispatch Stipends (approval)

Commissioner Coyle moved to approve the continuation of the Dispatch stipend from March 20, 2022 through June 30, 2022, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Discussion ensued regarding the effectiveness of the dispatch stipends. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. New Business / Old Business

Register of Deeds Cathy Stacey reported she has a new hire from Derry who has been working for two weeks and is doing very well. Real estate is slowing down but there is not a lot of inventory.

Director Gates reported Jonathan and the engineers have moved the parking lots around so now there is no need for pre-application process for DES regarding wetlands because there is minimal impact now. There was a wildlife survey done in our field and the eastern meadowlark which is endangered was found. She met with DES and fish and game. We have more than 40 acres on the right side of the driveway so the bird will likely move over there. They are waiting to see what the outcome will be. Meetings with Jonathan will start again next Friday and continue every Friday after that.

IT manager Robin Bernier said she is busy putting together everybody's wish list for the new budget.

Director Smith said the CDC has come out with new recommendations and CMS has adopted those recommendations. They have changed fully vaccinated to "up to date" meaning you are fully vaccinated and boosted. The percentage of long-term care staff that has been boosted is only 52%, so because of the changes CMS has made, the cost of testing will be going up because more staff will need to be tested twice a week now. If we fall below 50 per 100,000 we can test once a week. Polaris group has been successful in collecting some past claims. The mock survey revealed possible changes needed for overall practices in Glendale.

Superintendent Henry reported he has started the license renewal process with DEA. He has two new officers starting Monday, and reported there is interest in the open positions, but there's no housing available. Union negotiations started for supervisors this week.

Sheriff Massahos reported there was a large drug arrest last week with multiple agencies involved, and they have a new female deputy starting soon.

Director Nickerson is busy with audits, grants, and budgets. The new accounts payable person starts April 11th. Rental assistance personnel are getting calls from people that need other help not just rental assistance. Applications for non-county specials and ARPA subrecipients have been sent out. He notified the Commissioners that Sunshine soup kitchen applied for much more money than what was awarded. There were some payroll oddities this week because of daylight savings. They're still working on Krono's reconciliations.

Director Kivikoski said they are working on the requests for new positions, repurposing positions, and they have sent them to Director Nickerson for financials. Their new recruiter is doing excellent, she will meet with each of the division directors for their needs. She will need to do an MOU for the stipends for Dispatch and she will get one over to the union representative for approval.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:21 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.

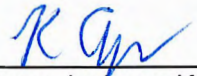
Commissioner Coyle moved to exit nonpublic session at 9:51 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:52 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 03/24/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 24, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent
Jude Gates, Director of E&MS
Jason Smith, LTC Director
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Award: Media Equipment Upgrade & Installation – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Media Equipment Upgrade & Installation to Broadlink Technology Solutions for an amount not to exceed \$13,750.00, as recommended by the IT Manager. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Opening: Jail Showers Epoxy – Engineering and 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.

C. Consent Agenda

1. 03/17/22 Meeting minutes (approval)

2. 03/17/22 Accounts payable list (approval)

List total: \$2,864,114.63, ACH \$1,781,198.36, GL \$361,685.60, Payroll \$735.63, Previously authorized by BOC \$70,404.48, Accounts Payable check run \$650,090.56.

3. Practical Guidance for Health Care Governing Boards on Compliance Oversight (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,864,114.63. 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 reported the Sheriff's Office has been busy with drug busts, but it's still getting worse. Drug use is claiming more lives. Register of Deeds Cathy Stacey is making us money with real estate. There is a 251% increase in equity from 1990. Real estate sales are steady. He discussed the Opioid Bill and reported the state doesn't want to give the money to the counties even though the counties are the ones who have the programs in place already.

Commissioner Coyle reported the jail population is currently at 152 inmates and they are Covid free. They have started Union negotiations with Supervisors. The County Attorney's Office is busy. She stated there are no new COVID-19 cases in the Nursing Home. The County is below 2.87% positivity rate, and the transmission level is 41 out of 100,000, which means next week we will be able to move to once a week testing. CMS has changed their vaccination status to "up to date" if you've been boosted. More employees need to get boosted to avoid twice a week testing. April 18th is the next mobile clinic. The BA2 Omicron is now in New Hampshire, and it is highly contagious.

Commissioner Tombarello said Engineering & Maintenance is very busy. He will allow Director Nickerson to bring us up to speed with his department. There are a couple of people interested in the LNA class, but they need more interest. Direct or Kivikoski is happy with her new group. Union negotiations are underway. The Commissioners received a nice card from the Salem Adult daycare center. He has a meeting with the facility in Hampstead on Tuesday next week.

Commissioner Chirichiello stated he has information on the job fair at Pinkerton. Director Kivikoski said the recruiter is going to organize it and will reach out to the division directors to see if they want to be part of it.

b. ARPA Subrecipient Award – Sonshine Soup Kitchen (discussion/award)

Commissioner Chirichiello stated we approved \$5000 for the Sonshine Soup Kitchen but they have sent in their application for the maximum. We took the total amount of funds and divided by three for each Commissioner. Director Nickerson recapped the amount of funds per district. He also stated all Non County Specials were sent the ARPA applications.

Commissioner Coyle stated we should table the Sonshine Soup Kitchen application and figure out a strategy before we start pursuing out piecemeal. Commissioner Chirichiello said we need more discussion on this subject. Everything has to be approved by the whole Board and we should go with the \$5000 now and tell them they may get more at a later date. We need to see who else is going to apply. Commissioner Coyle suggested we set an application deadline. We want to give smaller amounts to more organizations instead of the maximum amount for six or so total organizations. Commissioner Chirichiello stated we can give the \$5000 now and wait to see who else applies. We need to get the word out.

2. Engineering & Maintenance – Jude Gates, Director

a. Bid Waiver Request – Honeywell Building Solutions (approval)

Commissioner Coyle moved to approve the Honeywell Building Solutions Bid Waiver Request and Proposal in the amount of \$53,986.00, as recommended by the Director of Facilities, Planning and IT, and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-4 – Finance (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Finance Office employee (NS) 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 6-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Long Term Care Services employee (SG) 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 8-2 – Finance (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 8-2 for a Finance Office employee (JT) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. 2020 Years of Service (discussion)

Commissioner Coyle moved to approve the use of \$3,250 of ARPA funds to present a gift of appreciation to the 65 current employees that hit a longevity milestone with Rockingham County in the year 2020, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Revised Long Term Care Testing Policy (approval)

Commissioner Coyle moved to approve the amended employee COVID-19 Mandatory Testing Compliance Policy as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. MOU Dispatchers Union (approval)

Commissioner Coyle moved to approve a Memorandum of Understanding (MOU) with Teamsters Local #633 of New Hampshire, representing Rockingham County Dispatchers. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

g. MOU Sheriff's Communications Supervisors Union (approval)

Commissioner Coyle moved to approve a Memorandum of Understanding (MOU) with New England Police Benevolent Association, representing Rockingham County Sheriff's Communications Supervisors. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

h. Personnel Nonpublic Session NH RSA 91-A:3, II (a)

Commissioner Tombarello noted the non public session will take place at the end of the public meeting.

4. Long Term Care Services – Jason Smith, Director

a. Redesigned Long Term Care Services Website Launch Project (demonstration)

Commissioner Tombarello noted the demonstration and said we will visit this at the end of the public meeting.

5. Sheriff's Office – Charles Massahos, High Sheriff

b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$30,000.00, dated 03/15/2022 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, Cathy Stacey stated Jim Bafetti said the Counties misappropriated the Opioid funds. She said the Counties are the only ones who are required to take care of the situation, but all kinds of other entities are ready to apply for these grants. We don't want them to get all the money and leave us out in the cold. She also spoke of building maintenance problems and issues with night work being done.

Commissioner Chirichiello added that Norm major is the Chair on the Opioid Committee, and we need to be lobbying them. There are a few State Reps in our districts that are on the Opioid Committee.

Major Bashaw stated he is looking forward to Union Negotiations. They've had a couple of big cases, one with the teacher and former student. Sergeant McClellan did the investigation and did a great job.

Director Smith reported WeCareConnect will launch in a couple of weeks. Dawn David will be joining us on Monday, she will be the new Fiscal Services Manager. She has many years' experience. Any new residents coming in need to quarantine unless they are vaccinated.

Superintendent Henry stated we have five Representatives from our district on the Opioid Committee. He said he is trying to get more money specifically for MAT so they will be less money in the pot for Opioid

grants. He stated everyone in our district agreed with a cost per day for MAT. He reported there was a large amount of Suboxone found in the incoming mail. They are working on budget and reported there are no issues with the inmates with the new process.

Commissioner Coyle moved to approve an inmate administrative transfer to Merrimack County Department of Corrections, dated 3/22/2022 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.

Commissioner Coyle moved to approve an inmate administrative transfer from Merrimack County Department of Corrections, dated 3/17/2022 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.

Director Gates noted a pricing issue with purchasing new jail doors. She will check into purchasing a few this time, and maybe prices will settle down and we can purchase the rest at a later date.

Direct and Nickerson is working on the budget and asked if anyone has any problems or needs new line items, to email Ben and CC him. He's working with Director Kivikoski with payroll projections. The Cares Act provider relief report is due this week. They've had final interviews for the executive assistant and first interviews for assistant finance Director.

Director Kivikoski has been working on MOU's, new positions/repurposing positions. Job descriptions from pay plan will be coming over to the division directors soon.

The nursing home website presentation began at 9:35 AM.

F. Public Comment

No public comments.

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 Chirichiello moved to exit nonpublic session at 11:49 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Chirichiello moved to seal the nonpublic minutes indefinitely for each session, excluding session #5, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle seconded the motion. Voted 3-0, in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 11:50 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 03/31/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 31, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Leila Mattila, Commissioners' Office
Autumn Newsome, HR Recruiter

Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, LTC Director
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Captain Lussier, Sheriff's Office
Captain Walsh, Sheriff's Office
Cathy Stacey, Register of Deeds

Remote Attendance:

Jason Henry, Superintendent, Corrections

B. RFP Openings & Awards

1. Award: Concrete Block Showers – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Concrete Block Showers to David M. Allen Masonry for an amount not to exceed \$18,000.00, 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: Jail Showers Epoxy – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Jail Showers Epoxy to Associated Concrete Coatings, LLC for an amount not to exceed \$14,650.00, 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. Opening: 2022 Vehicle – Engineering and 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.

4. Opening: HVAC System Cleaning – Engineering and 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.

5. Opening: Wood Chips – Engineering and 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.

C. Consent Agenda

- 03/24/22 & 3/30/22 Meeting minutes (approval)
- 04/01/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,167,312.95 for the period ending March 26, 2022. 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 stated the inmate count at the Department of Corrections is currently 147 and they are all Covid negative. The County Attorney's Office is very busy. There was one positive staff member in the Nursing and Rehabilitation Center this week, but there wasn't any resident contact. There has been some movement of staff lately with internal promotions and they are preparing for National Nursing Home Week to celebrate staff.

Commissioner Chirichiello reported negotiations are underway with the Dispatcher's Union, and there are more listings popping up in the Real Estate market.

Commissioner Tombarello stated the replacement of the transfer switch at the jail went well, clean up around the grounds is underway and he recently visited a couple of Adult Day Care Centers for updates. He thanked Director Nickerson and Katherine Arsenault for their diligence with the Glendale billing issue.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Line Item Transfer Request (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,000.00, dated March 23, 2022 as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Change Order Request – Karpel Solutions (approval)

Commissioner Coyle moved to approve a change order request for Karpel Solutions for an amount not to exceed \$22,500.00, plus an additional annual fee of \$5,500.00, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Bid Waiver Request – LSQ Group Holdings, LLC (SGI Avalon) (approval)

Commissioner Coyle moved to approve a Bid Waiver Request in the amount of \$9,972.00 for the purpose of extradition, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Bid Waiver Request – Paul Kish, Forensic Consultant (approval)

Commissioner Coyle moved to approve a Bid Waiver Request in the amount of \$13,000.00 for necessary services for a trial, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Request to Vacate March 24, 2022 Award – Media Equipment Upgrade & Installation to Broadlink Technology Solutions

Commissioner Coyle moved to vacate the approved award proposal to Broadlink Technology Solutions for, Media Equipment Upgrade & Installation, which was approved on March 24, 2022, and authorize to republish an RFP, as recommended by the Director of Facilities, Planning and IT, and the IT Manager. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-10 – County Attorney's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-10 for a County Attorney's Office employee (M.R.) 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 6-4 – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Finance Office employee (B.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. Per Diem Wage Adjustments (approval)

Commissioner Coyle moved to approve the Revised Per Diem Wage Schedule effective July 3, 2022, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Revised Job Description – Activities Aide (approval)

Commissioner Coyle moved to approve the Revised Job Description for Activities Aide, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. LWOP – Department of Corrections (approval)

Commissioner Coyle moved to approve a leave without pay request for 4/2/22 through 4/3/22, and 4/6/22 through 4/13/22, and a leave with pay for 4/4/22 through 4/5/22 for a Department of Corrections employee (M.K.) with County portion of all benefits to continue, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Personnel Nonpublic Session NH RSA 91-A:3, II (a)

5. Long Term Care Services – Jason Smith, Director

a. Harmony Homes at Hickory Pond Updated MOU (approval)

Commissioner Coyle moved to approve the Harmony Homes at Hickory Pond agreement update and renewal, 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. Factor Healthcare, LLC Staffing Agreement (approval)

REMOVED FROM AGENDA, per Director Smith's request on 3/29/22.

c. Personnel Nonpublic Session NH RSA 91-A:3, II (a)

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Request to Reallocate Proposed ARPA Project Funds (approval)

Commissioner Coyle moved to approve reallocation of \$220,000.00 of ARPA funds from the Candia tower site project to the CAD upgrade project for necessary additional funds, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Line Item Transfer Request (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$247,607.00, dated March 21, 2022 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Discussion ensued regarding the revenue lines proposed as transfer from. Voted 2-1, Commissioners Chirichiello, and Tombarello in favor, Commissioner Coyle opposed. Motion approved.

E. New Business / Old Business

Superintendent Henry reported the Academy starts on the 11th. They are getting their IT upgrade on the 5th. There has been a lot of requests for outside detail but we can't offer it right now because the inmates are 80% violent offenses and are pretrial. They have a good candidate pool for upcoming interviews.

Register of Deeds Cathy Stacey said things are slowing down but transfer tax is still up. They continue to have problems with the State making repairs to the building.

The Sheriff's Office will be swearing in a female Deputy on Monday. NCIC starts April 11th. They just lost two more in Dispatch.

Director Smith informed us that the FDA has approved a second booster for older adults and the immunocompromised. Their next mobile clinic is on the 18th. Their new Fiscal Services Manager started this week.

County Attorney Pat Conway is still short staffed. She testified against repealing Felonies First on Tuesday.

IT Manager Robin Bernier has built an employee discount program for electronics. She will send out the link to the website within the next two weeks.

Director Gates stated she may be looking for line item transfers for jail and nursing home electricity. The jail is higher than normal, and the nursing home is lower than normal. It may be legitimate and will be a wash. In respect to the new building, the wetlands issue has been resolved, the engineers are working like crazy, and the solar project may come in a little less than expected. The schematics should be done by the end of next week. They are still waiting on Fish and Game regarding the Meadowlark. She's hoping there's enough acreage, but we may not be able to buy.

Director Nickerson explained the Glendale invoicing issue. They are working on payroll projections for the budget, and payroll went very well this week.

HR Recruiter Autumn Newsome gave an update on the upcoming job fair at Pinkerton and promoted social media accounts for the Human Resources department.

Director Kivikoski gave a brief update, she said they are busy with recruitment, the budget, regrades, and the pay plan.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:08 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.

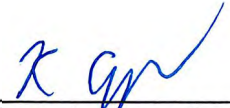
Commissioner Coyle moved to exit nonpublic session at 11:24 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 11:24 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 04/07/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, April 7, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Leila Mattila, Commissioners' Office
Remote Attendance:
Jason Henry, DOC Superintendent

Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, LTC Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Award: Standpipe Inspection – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Stand Pipe Inspection to Hampshire Fire Protection Co., LLC for an amount not to exceed \$12,000.00, 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: Replacement PLC for WTF – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Replacement PLC for the Water Treatment Facility to Environmental Instrument Services, Inc. for an amount not to exceed \$20,650.00, 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: Wood Chips – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Wood Chips to D.H. Hardwick for a five year period beginning May 1, 2022 at \$49.00 per ton with a 2% increase per year after the first year, plus a fuel surcharge of \$0.50 per ton for every \$0.25 per gallon over \$3.25, 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: HVAC System Cleaning – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for HVAC System Cleaning to Air Care Environmental Services, Inc. for an amount not to exceed \$15,330.00, and to Kitchen Klean, Inc. (dba AirDuct Clean) for an amount not to exceed \$6,850.00, 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.

C. Consent Agenda

- 03/31/22 Meeting minutes (approval)
- 04/07/22 Accounts payable list (approval)

List total: \$2,635,526.75, ACH \$1,942,183.42, GL \$3,673.28, Payroll \$28,275.60, Previously authorized by BOC \$156,235.90, Accounts Payable check run \$505,158.55.

3. 03/26/22 Department of Corrections Population Report (informational)
4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Sheriff's Office (approval)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,635,526.75. 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 a tentative agreement has been reached with the Department of Corrections Supervisors Union. The jail population is currently at 158, but with bail reform and new legislation it could increase the jail population. Officer Brown was promoted. The County Attorney isn't able to join us this morning because she is in court. Nursing Home staff testing came back with 2 positive members but only 1 had contact with residents. The community transmission level is high enough to keep us at testing twice a week.

Commissioner Chirichiello stated Real Estate now has more listings. The Derry Police has an officer from the Ukraine, there are some fundraisers to support efforts.

Commissioner Tombarello reported that HR has been working on the MNA program, a Facebook account, job positions, the PVP's went out. Director Gates is still waiting for word on the Meadowlark and she's been busy with the Solar Array.

2. County Attorney's Office

a. Karpel Solutions Contract Amendment (approval)

Commissioner Coyle moved to approve the Amendment to the Karpel Solutions contract, 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. Finance Office, Charles Nickerson, Director

a. Unqork Contract Amendment No. 1 (approval)

Commissioner Coyle moved to approve the Amendment No. 1 to the Unqork contract, 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 Chirichiello, Coyle, and Tombarello in favor.

b. Unqork Contract Order No. 3 – ERA1 & ERA2 Renewal (approval)

Commissioner Coyle moved to approve the Order No. 3 for the Unqork contract renewal, 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 Chirichiello, Coyle, and Tombarello in favor.

c. Bid Waiver, Tyler Technologies (approval)

Commissioner Coyle moved to approve the Tyler Technologies Bid Waiver Request in the amount of \$7,160.00 for a one-time implementation fee for the Annual Comprehensive Financial Reporting (ACFR) Statement Builder module, as recommended by the Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Out of State Conference (approval)

Commissioner Coyle moved to approve an exception to the conference and training directive for a Finance Office employee (E.N.), to attend the Tyler Connect 2022 User Conference in Indianapolis, Indiana for

Munis training, to be held May 15-18, 2022, at an estimated total cost of \$2,716.00, 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 6-4 – Long Term Care Services (approval)

Commissioner Tombarello asked if this should be discussed in nonpublic session. All Commissioners agreed.

- b. Exception Request 6-3 – Human Resources (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 for a Human Resources employee (K.K.) 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 6-3 – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 for a Finance Office employee (A.B.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. Exception Request 6-3 – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 for a Finance Office employee (K.C.) as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- e. Revised Job Description – Long Term Care Services (approval)

Commissioner Coyle moved to approve the revised job description for Housekeeper, effective April 7, 2022, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- f. Revised Job Description – Long Term Care Services (approval)

Commissioner Coyle moved to approve the revised job description for Senior Director of Long Term Care Services, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- g. Repurpose/Downgrade/Title Change – Long Term Care Services (approval)

Commissioner Coyle moved to approve a position Repurpose/Downgrade/Title Change from Lead Housekeeper to Transportation Technician, effective April 24, 2022, as recommended by the Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- h. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave without pay request for a Long Term Care Services employee (J.B.) with County portion of all benefits to continue for the period 04/02/22 through 04/03/22, 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. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$50,000.00 dated 4/01/2022 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, High Sheriff

a. Permission to Apply for DEA Grant Fund & to Use Grant Contingency Fund (approval)

Commissioner Coyle moved to authorize the Sheriff's Office to apply for the Annual Strategic Plan grant funding through the DEA in the amount of \$30,000.00, and to utilize the fully matched grant contingency fund for the purpose of drug investigations, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle stated she will not support it due to the decriminalization of marijuana in New Hampshire and she feels it is not good utilization of resources. Discussion ensued. Voted 2-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

E. New Business / Old Business

Superintendent Henry reported the upgrade is done. They are still finding Suboxone and Pentenyl attempting to come in through the mail and on visitors. The Academy starts on the 11th. PrimeCare should have an answer soon for an agreement.

High Sheriff Massahos said a discussion of staffing issues came up at a recent Chiefs meeting and they came up with some good ideas that may work out. They are looking forward to the job fair at Pinkerton.

Director Gates reported small changes with the new building parking arrangement. We lost a few spots but it's making our footprint a little smaller in order to consolidate the solar array.

Register of Deeds, Cathy Stacey announced a \$1.5 million transfer tax for the recent sale of the Newington Mall.

Director Smith reported the FDA and the CDC have approved the second booster and if you qualify, you should seek approval from your PCP if you want a second booster.

IT Manager Robin Bernier said she has a walk through scheduled for the conference rooms with the same vendor Superintendent Henry used for his upgrades.

Director Nickerson has been busy preparing budgets, payroll projections, and financial analysis with position changes. He had a meeting with the GAO watchdog for ARPA funds and they are happy with our procedures. Will need to think about year-end soon.

Director Kivikoski announced it is benefit renewal time and will have a presentation for next week's meeting.

Director Gates discussed the issues she has been up against with her RFP for a 2022 truck with plow. She didn't have any proposals on her first RFP. Her second one was opened last week and there was only one response that wasn't even a bid, just an estimate for a 2023 vehicle which was at a much greater cost than she expected. They won't be replacing any trucks in FY 2022. She will encumber the funds and try again after the new budget and the 2023's become available.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:24 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 9:52 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes until July 1, 2022, because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0, in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

Commissioner Coyle moved to approve a wage increase for a Long Term Care employee (M.W) to \$46.20 per hour, or \$3,696 biweekly affective July 1, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to repurpose the Staff Educator position to Professional Development and Advanced Clinical Learning Manger effective July 1, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve the Professional Development and Advanced Clinical Learning Manager position grade level of R19 affective July 1, 2022. 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 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 04/14/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, April 14, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Gallagher Representatives:
Gary Fornari and Brian Carlson,
from 9:19 am – 10:08 am

Remote Attendance:

Jason Henry, Superintendent, Corrections
Pat Conway, County Attorney
Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Fax Finder – Engineering and Maintenance Services/IT Department

Commissioner Coyle moved to authorize the IT Manager 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. 04/07/22 Meeting minutes (approval)
2. 04/15/22 Payroll (approval)
3. Department of Corrections April 9, 2022 Population Report (informational)
4. Long Term Care Services March 2022 Census Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,156,202.91 for the period ending April 9, 2022. 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 said union negotiations are progressing very well. They should get a response next week. They have one more round with the Dispatchers' Union. They now have a big fake check ready to go for ARPA subrecipient awards. Real Estate is seeing an increase in listings.

Commissioner Coyle reported the Rehabilitation and Nursing Center had 4 COVID-19 positive staff members last week and we've moved to high community transmission. There is a mobile clinic next week, second booster shots will be available for those who are at or beyond 50 years old, and the immunocompromised. The jail population is at 154. One nurse tested positive, but she didn't have any contact with the inmates. They are undergoing an SCC inspection, using PrimeCare will make it easier. The Supervisor's Union voted unanimously to ratify the contract. The County Attorney's office is trying to

keep everyone safe from COVID-19. Voting on Felonies First is today. They have a new lead for a Victim Witness Advocate and they're still looking for an Assistant County Attorney.

Commissioner Tombarello stated Director Gates had the asbestos in the Carlisle building cleaned out. They've been busy with outside cleanup and freshening up the mulch. She is expecting final plans on the solar project next week and she'll give us an update after she receives it. Human Resources has been busy making room for their new hire that starts soon. They're preparing for the job fair, creating a Facebook page, and working on positions.

2. County Attorney's Office – Patricia Conway, County Attorney

- a. ARPA Grant Application Additional Documents for the Submission Process (approval)

Commissioner Coyle moved to approve the continued application process for the Victims of Crime Federal ARPA Grant 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. Department of Corrections – Jason Henry, Superintendent

- a. PrimeCare Agreement Addendum 1 (approval)

Commissioner Coyle moved to approve the PrimeCare Agreement Addendum 1 and authorize the Chair to sign all necessary documents, 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.

4. Finance Office – Charles Nickerson, Senior Director

- a. Federal Infrastructure Grant Application and Receipt of Funds (approval)

Commissioner Coyle moved to approve application for and receipt of grant funds under the Federal Infrastructure Investment and Jobs Act of 2022 for the purpose of funding County complex water line repairs and replacements and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Annual Benefit Renewal Presentation from Gallagher (informational)

Commissioner Tombarello announced the Gallagher representatives will be joining us at 9:15 am. We will finish the public portion of the meeting and everyone that wants to, can stay for the presentation.

- b. Personnel Nonpublic Session NH RSA 91-A:3, II (a)

6. Long Term Care Services – Jason Smith, Senior Director

- a. OnSite Dermatology, LLC Agreement (approval)

Commissioner Coyle moved to approve the OnSite Dermatology, LLC Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an out-of-State conference and travel for a Long Term Care Services Employee (J.S.), to attend the 2022 New England Alliance Spring Regional conference held May 25th through May 27th, at an estimated total cost of \$1,300.00, as recommended by the Senior Director of

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

7. Sheriff's Office – Charles Massahos, High Sheriff

a. New Hampshire Highway Safety Grant Extension Acceptance (approval)

Commissioner Coyle moved to approve an extension of the New Hampshire Highway Safety Grant through September 30, 2022, in the amount of \$10,700.00, 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

Senior Director Smith reported everyone is negative in this week's testing. They have 345 staff members, 325 are fully vaccinated, 20 are exempt, 215 have had their booster, 110 have not. They had their QAPI meeting, there are 25-30 individuals on the committee. They are now getting ready for the survey, he expects to see them around the beginning of June.

Director Gates reported inspections going on today for the ice pond dam and the lagoon. Final solar plans are in the works and all other pieces are in place, so they'll be ready to move forward.

County Attorney Pat Conway has made an offer to a Victim Witness Advocate that can start immediately. They are looking for one full time Assistant County Attorney and one part time.

Register of Deeds Cathy Stacey thanked the Sheriff's Office for handling a situation recently with an individual who had a lengthy conversation with one of her staff at the counter, and then went to the County Attorney's office and threatened someone. She said she is very proud of her staff for how well they handled the situation. She then announced that she has a staff member from Derry, coming up on their 20 year anniversary with the County and asked Commissioner Chirichiello to stop by. She told Senior Director Kivikoski she would like to have a copy of the Gallagher Benefit Renewal Presentation.

Major Bashaw reported the Sheriff's Office investigated a claim of identity theft detected with the Emergency Rental Assistance Program and unfortunately the person is in another Country, so they will never be able to get handcuffs on him.

Superintendent Henry stated they will be interviewing for the Lieutenant position on Tuesday. They are currently being surveyed by the National Commission of Healthcare inspections. The Academy room is up and running and Henry Raymond, the new Proctor is very happy.

Senior Director Nickerson has been busy with position regrades, quarterly grant reporting, Medicaid cost report, and 3rd quarter budget review. The target to mail the Commissioner's proposed fiscal year 2023 budget packets is April 28th. The new Accounts Payable person started this week, he is very happy with her. The new Executive Assistant starts on the 25th and the new Assistant Director starts May 9th.

Senior Director Kivikoski has been busy with retention appreciation, an EEOC claim, and open enrollment. Director Gates and IT Manager Robin Bernier helped out with making a new space for their new hire.

Gary Fornari and Brian Carlson of Gallaher began their benefit renewal presentation at 9:19 am. Senior Director Kivikoski said she will submit a motion for stoploss for next week's meeting. Gary Fornari and Brian Carlson left the meeting at 10:08 am.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:11 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 11:20 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 11:20 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 04/21/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, April 21, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, DOC Superintendent
Jude Gates, Sr. Director, E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office

B. RFP Openings & Awards

1. Opening: RS2 Dual-Reader I/O Subpanels – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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.

C. Consent Agenda

- 04/14/22 Meeting minutes (approval)
- 04/21/22 Accounts payable list (approval)

List total: \$1,970,164.48, ACH \$1,002,075.00, GL \$439,409.97, Payroll \$12,199.40, Previously authorized by BOC \$66,988.50, Accounts Payable check run \$449,491.61.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,970,164.48. 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 inmate population has been holding steady between 150 and 160, and they are all COVID-19 negative. Sergeant Conway was promoted to Lieutenant. The County Attorney is in court and remains very busy. The new Long Term Care website is live. Senior Director Smith added there has been 130 hits since yesterday afternoon, and he thanked the IT Manager and Senior Director Gates for their assistance. Commissioner Coyle announced there was one staff member in Long Term Care that tested positive for COVID-19 this week, but there wasn't any resident contact. Community transmission is now at 5.75%. The next mobile vaccine clinic is on May 16th for boosters and vaccines. DHHS completed a survey in Assisted Living and there was only a minor ding for dust and Senior Director Gates has already taken care of it.

Commissioner Chirichiello went to Deeds last week for an employee's 20-year recognition. He stated Senior Director Kivikoski had gifts ready for him to present to her. He thanked Senior Director Kivikoski and Senior Director Nickerson for guiding him through the Union contracts, and stated we should have two contracts ratified soon.

Commissioner Tombarello announced the new Executive Assistant for Finance will be starting on Monday, and their new Assistant Director starts on May 9th. Senior Director Gates has the grounds cleaned up and new mulch has been going in. He reported going to Community Crossroads and is hoping we can help them out.

b. Walk-In Motion for April 29, 2022 Payroll

Commissioner Coyle moved to authorize preapproval of a payroll expense not to exceed \$1,300,000.00 for the pay period ending April 23, 2022, with a pay date of April 29, 2022, as recommended by the Rockingham County Board of Commissioners and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Engineering & Maintenance/IT Services – Jude Gates, Senior Director & Robin Bernier, IT Manager

a. Change Order Request (approval)

Commissioner Coyle moved to approve a change order request for Power & Process, Inc. for the amount of \$145.02 for freight charges to ship the hot water heat exchanger at the jail, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Line Item Transfers, Qty 4 (approval)

Commissioner Coyle moved to approve four (4) line item transfer requests in the amounts of \$16,000, \$20,000, \$6000, and \$32,500, all dated April 18, 2022 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Fiscal Year 2023 IT Budget Line Adjustment (discussion)

The Senior Director of Finance mentioned this briefly during New Business/Old Business discussion.

3. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 6-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Long Term Care Services employee (S.G.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Exception Request to Qualifying Event Benefits Enrollment Deadline – Long Term Care Services (approval)

Commissioner Tombarello suggested discussion in nonpublic for this Exception Request. All agreed.

c. Open Enrollment Period Designation (approval)

Commissioner Coyle moved to designate the Open Enrollment period for the plan year of July 1, 2022 through June 30, 2023 as May 25, 2022 through June 11, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Mandatory Online Open Enrollment (approval)

Commissioner Coyle moved to designate completing the Fiscal Year 2023 Online Open Enrollment as mandatory for all benefits eligible staff, ensuring each employee acknowledges the premium rates for the benefits they have elected, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Voluntary Benefits Product Administrators and Plan Providers (approval)

Commissioner Coyle moved to approve the July 1, 2022 through June 30, 2023 Voluntary Benefits Product Administrators and Plan Providers as outlined in the Human Resources memo dated April 21, 2021, and

authorize the Chair to sign all necessary documents as recommended by Gallagher Benefits Services, and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Stop Loss Renewal (approval)

Commissioner Coyle moved to approve the Stop Loss renewal option 1 remaining with HM as the carrier for a twelve-month period, July 1, 2022 through June 30, 2023, continuing with a \$150,000 deductible and changing to a policy basis of 36/12, with an 8.2% increase in rate, as recommended by Gallagher Benefit Consultants and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

g. MotivateMe Program Outline (approval)

Commissioner Coyle moved to approve the July 1, 2022 through June 30, 2023 MotivateMe Program as outlined in the Human Resources memo dated April 18, 2022, and authorize the Chair to sign all necessary documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

h. Health, Dental, HSA, Retiree Health, and Buy-Out Administrator and Plan Providers (approval)

Commissioner Coyle moved to approve the July 1, 2022 through June 30, 2023 benefits as outlined in the Human Resources memo dated April 21, 2022, and authorize the Chair to sign all necessary documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

i. Employee Appreciation/ARPA Project Fund (approval)

Senior Director Kivikoski asked to have this item removed from the agenda.

j. Employee Retention and Engagement/ARPA Project Fund (approval)

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the Human Resources memo dated April 18, 2022, utilizing the existing ARPA project funds under the expenditure category 2.11, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

k. Out of State Conference Request (approval)

Senior Director Kivikoski asked to have this item removed from the agenda.

l. Ratification of CBA: Supervisory Employees of the Department of Corrections (approval)

Commissioner Coyle moved to approve the Collective Bargaining Agreement between the County of Rockingham, New Hampshire and the Supervisory Employees of the Rockingham County Department of Corrections, Teamsters Local No. 633, effective July 1, 2022 to June 30, 2025, contingent on approval of the contract cost items by the Rockingham County Delegation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

m. Multiple Positions Regrade/Repurpose/Title Change/Status Change (approval)

Senior Director Kivikoski asked to have this item removed from the public agenda to discuss in a nonpublic session.

n. Personnel nonpublic session NH RSA 91-A:3, II

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

a. Factor Healthcare Staffing Agreement (approval)

Commissioner Coyle moved to approve the Factor Healthcare Staffing Agreement and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Polaris Group Business Associate Agreement and Addendums (approval)

Commissioner Coyle moved to approve the Polaris Group Business Associate Agreement and Addendums, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Healthcare Academy Agreement (approval)

Commissioner Coyle moved to approve the Healthcare Academy Agreement and authorize the Chair to sign all necessary documents, as recommended by the Senior 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

Senior Director Nickerson has been busy with adjustments on the Commissioners Proposed Budget; the phone expense line item adjustment for I.T., the increase in Per Diem hours for the former Major of Corrections, and other position changes. The former Assistant Director of Finance has been helping out. They are currently working on 17 cases for ERA2. Applications have been coming in for nonprofits. We will all need to prepare for year end soon. Commissioner Tombarello asked about towns applying for ARPA funds. Senior Director Nickerson replied that they had to apply to the State by a certain time and the NHMA made sure all town were aware and applied.

Senior Director Kivikoski reported their new employee started Monday. She has been working on updates to the CBA's for ratification. Position changes will be going out to the Department Heads for approval. They are waiting for Cigna approval for a smoothie truck, and will be busy with open enrollment.

Superintendent Henry announced Mike Marriot's 20 year anniversary is today, and he will be retiring tomorrow. They had their NHCC audit last week, and they need to replace the dental x-ray machine. They currently have one inmate that requires around the clock guard. The Superintendent asked for a walk-in approval for a Chaplain contract that he will have next week.

Commissioner Coyle moved to award a Chaplain contract for a period of 12 months, 20-30 hours per week, for an amount not to exceed \$30,000 annually, and authorize Commissioner Chirichiello to sign all necessary documents when they are completed. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

The High Sheriff reported they had a drug bust Tuesday in Hampton with Strafford County. They have a new Deputy and a new Dispatcher.

Senior Director Smith notified everyone that there are two mobile clinics coming up for 2nd boosters, one on May 9th, and the other on May 16th, 9:00 am to 10:00 am. There are different consent forms for the 2nd booster, and you will need to bring your COVID-19 vaccine card or you will be turned away. The FSA Compliance Group has completed an audit of our Medicare claims and we are in compliance.

Senior Director Gates reported we passed the DES inspections of the dams and lagoons. There is an issue in dietary with the floor delaminating. She has someone coming in to fix it. The inspector that came in for the Assisted Living facility was very impressed. She has been watching the electricity rates and she predicts a \$160,000/year increase with the way the rates are going.

Senior Director Nickerson requested approval on a walk-in line item transfer. He reported the auditors are experiencing a signification increase in the amount of work due to COVID-19, ARPA funds, etc. There are a lot of extra reports being filed because of all of that.

Commissioner Coyle moved to approve two (2) line item transfers, each at \$15,000, dated April 20, 2022, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Motion:

Commissioner Coyle moved to enter nonpublic session at 9:35 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 10:52 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes until July 1, 2022, because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0, in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

Commissioner Coyle moved to deny an exception request to Personnel Policy for Qualifying Event Benefits Enrollment Deadline, for a Long Term Care Services employee (J.M.) as submitted by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve \$10 gift cards for all active employees, current count is 505, utilizing the existing ARPA project funds under the expenditure category 2.11, in an amount not to exceed \$5050.00. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve the Fiscal Year 2023 budget and position changes outlined in the memo from Human Resources dated April 18, 2022, with the following additions; the Office Administrator for the Department of Corrections to be grandfathered in at \$79,460, a regrade of the Senior Executive Assistant to the Commissioners from R14 to R15 with a salary increase effective July 1, 2022 to \$72,500, and effective July 3, 2022 to \$76,125, a regrade of the Senior Director of Long Term Care Services from R30 to R31, and authorize the placement of \$20,000 for a potential salary increase for budget calculations, to be evaluated on May 2, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve the following salary adjustments; a 3% increase for the Deputy County Attorney, a 4% increase for the Senior Director of Facilities, Planning & IT, and a 4% increase for the Senior Director of Human Resources, all effective July 1, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Chirichiello moved to adjourn at 11:03 am. Commissioner Coyle 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 05/06/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, May 2, 2022 @ 12:00 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 12:04 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Smith, Sr. Director, LTC

Leila Mattila, Commissioners' Office
Remote Attendance:
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office

B. Reports

1. Human Resources – Alison Kivikoski, Senior Director

- a. Ratification of the CBA – Teamsters Local 633, Deputy Sheriff's

Commissioner Coyle moved to approve the Collective Bargaining Agreement between the Rockingham County Sheriff's Office and Teamsters Local 633 of New Hampshire, representing the Rockingham County Deputy Sheriffs, effective July 1, 2022 to June 30, 2025, contingent on approval of the contract cost items by the Rockingham County Delegation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- a. Ratification of the CBA – Teamsters Local 633, Dispatchers

Commissioner Coyle moved to approve the Collective Bargaining Agreement between the County of Rockingham, New Hampshire and the Teamsters Local 633 of New Hampshire, representing the Rockingham County Dispatchers, effective July 1, 2022 to June 30, 2025, contingent on approval of the contract cost items by the Rockingham County Delegation. 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

2. Long Term Care Services – Jason Smith, Senior Director

- a. Change Order Request – Polaris Group, Medical Billing Services (approval)

Commissioner Coyle moved to approve a change order request for Polaris Group for an amount not to exceed \$15,000 annually for the additional billing services, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Change Order Request – Polaris Group, AR Assessment & Collections (approval)

Commissioner Coyle moved to approve a change order request for Polaris Group for an amount not to exceed 10% of total revenue collected for Medicaid collections, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Public Comment

No public comments.

D. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 12:10 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 Coyle moved to exit nonpublic session at 12:16 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. Adjourn

Commissioner Coyle moved to adjourn at 12:16 pm. 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 05/26/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Public Hearing Minutes

Hilton Auditorium, 117 North Rd, Brentwood, NH
Friday, May 6, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, E&MS
Jason Smith, Sr. Director, LTC
Leila Mattila, Commissioners' Office
Cathy Stacey, Register of Deeds
High Sheriff Masahos

Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Representative Mike Edgar
Representative Scott Wallace
Representative Ken Weyler
Representative Dave Welch
Remote Attendance:
Jason Henry, DOC Superintendent

B. Public Hearing

Commissioner Tombarello moved to open the public hearing pursuant to NH RSA 24:13C. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello gave a brief overview of the Commissioners Fiscal Year 2023 proposed budget. He mentioned it's a 4.5% increase over the fiscal year 2022 budget and 40% of the increase is because of the first payments on the \$25M bond that's partially funding the new municipal building.

Senior Director Nickerson explained in more detail about the first payment on the new building, and not using any of the \$6.4M in the fund balance.

Representative Ken Weyler stated we budgeted for 567 employees but we only have 300 something. He said we have underspent so much we should find it in the budget. Commissioner Tombarello and Senior Director Nickerson corrected his statement by pointing out the amount of money spent on agencies for outside nursing staff.

Register of Deeds Cathy Stacey requested to increase her line 53400 by \$1000, and decrease the line 53600 by \$1000. All agreed.

Commissioner Tombarello asked for any other comments. There were no further comments.

C. Adjourn

Commissioner Chirichiello moved to close the public hearing at 8:54 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 05/26/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Friday, May 6, 2022 @ 11:00 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 11:30 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, E&MS
Jason Smith, Sr. Director, LTC

Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, DOC Superintendent
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Award: Suicide Prevention Replacement Doors – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Suicide Prevention Replacement Cell Doors to KNE Corporation for an amount not to exceed \$37,586.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Discussion ensued regarding the change from padded cells to suicide-prevention cells. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Award: RS2 Dual-Reader I/O Subpanels – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for RS2 Dual-Reader I/O Subpanels to TPI for an amount not to exceed \$8,420.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Award: Wound Vac & Low Air Loss Mattress Rentals – Long Term Care Services

Commissioner Coyle moved to award the proposal for Wound Vac & Low Air Loss Mattress Rentals to H&R Health Care for an amount not to exceed \$50,000.00 per year, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked why not purchase the mattresses. Senior Director Smith replied that it is a very expensive specialty product, and the vendor can bill Medicare, we cannot. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Award: Portable Air Purifiers – Long Term Care Services

Commissioner Coyle moved to award the proposal for Portable Air Purifiers to Hillyard, Inc. for an amount not to exceed \$24,185.25, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Opening: TrueNAS Storage Upgrades (Equipment Only) – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the Senior 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: Supplier of Electricity – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Induction Charger & Accessories – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

8. Opening: Recumbent Stepper – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

9. Opening: Recumbent Cross Trainer – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

10. Opening: Ambulance & Transportation Services – Long Term Care Services

Commissioner Coyle moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Discussion ensued regarding the staffing situation with the current vendor. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

11. Opening: Assisted Living Solarium Renovation & Design – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

12. Opening: Service Contract for Refrigerator/Freezer – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

13. Opening: KIP 7172 Wide Format Plotter/Printer/Copier/Scanner – Registry of Deeds

Commissioner Coyle moved 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 Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

1. 04/21/22 Meeting minutes (approval)

2. 05/5/22 Accounts payable list (approval)

List total: \$3,225,303.56, ACH \$1,796,890.36, GL \$341,315.83, Payroll \$49,479.85, Previously authorized by BOC \$23,318.55, Accounts Payable check run \$1,014,298.97.

3. 04/29/22 Payroll Amount \$1,127,520.84 (informational)

4. Nursing Home Administrator of Record (approval)

5. Authorization to Act on Behalf of Jason Smith, Sr. Director of Long Term Care Services (informational)

6. Department of Corrections April 23, 2022 Population Report (informational)

7. Long Term Care Services May 2, 2022 Census Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$3,225,303.56. 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 Chirichiello stated he didn't have much to report.

Commissioner Coyle reported the jail population is currently at 135. The County Attorney has an arson case starting Monday. Long Term Care has 2 staff members that tested positive for COVID-19 this week. The number of cases have tripled with the new variant going around. The Director of Nursing has been accepted into the NH Board of Nursing governing body. Senior Director Smith added he is very excited about this because now we will have representation for Long Term Care facilities where there hasn't been for a number of years.

Commissioner Tombarello gave a brief update and said Human Resources needs to have all personnel evaluations done soon for budget purposes, and he stated he presented an award from the Board of Commissioners to a Sandown resident who will be celebrating his 100th birthday later this month.

2. Department of Corrections – Jason Henry, Superintendent

a. Female Prisoner Housing Agreement (discussion)

Discussion ensued regarding Merrimack County taking some of the female inmate population. Superintendent Henry stated they use PrimeCare and he would like to negotiate a flat fee. Commissioner Coyle moved to authorize Superintendent Henry to negotiate with Merrimack County regarding sending female inmates to their facility pursuant to the updated draft agreement. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Request to Qualify Suicide Prevention Cells as ARPA Expense (approval)

Commissioner Coyle moved to approve the Suicide Prevention Cells as ARPA qualified under expense category 1.12 Mental Health Services, under Behavioral Health, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Bid Waiver Request, Honeywell (approval)

Commissioner Coyle moved to approve the Bid Waiver Request for Honeywell Building Systems in the amount of \$40,210.00 for the installation of four (4) cameras in newly designated Suicide Prevention cells, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Amendment to the April 7, 2022 Vote to Award Wood Chips (approval)

Commissioner Coyle moved to approve an amendment to the April 7, 2022 Wood Chip award to include charges for official scale weight weighing fees, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Finance Office – Charles Nickerson, Director

a. Remand the Opioid Case Against J&J Back to the State of NH (approval)

Commissioner Coyle moved to remand current opioid litigation that Rockingham County is pursuing against Johnson & Johnson back to the State of New Hampshire, where the case will be heard in Merrimack County Superior Court, as recommended by the Senior 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. Exception Request 8-3 – Sheriff’s Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 8-3; Sick Leave Pool for a Sheriff’s Office employee (J.L.) as submitted by the Senior Director of Human Resources. Discussion ensued. Commissioner Coyle added to approve under the condition that the FMLA paperwork is filed in time for approval. 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

6. Long Term Care Services – Jason Smith, Director

- a. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for a Long Term Care Services employee (D.R.), to attend the Annual Maine Conference on Geriatrics, to be held June 8th through June 10th in Bar Harbor, Maine, at an estimated total cost of \$1,513.33, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Adult Medical Day Care (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.

- c. Change Order Request, EZ Way Inc. (approval)

Commissioner Coyle moved to approve a change order request for EZ Way Inc. for an amount not to exceed \$17,584.41, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- d. Nonpublic session NH RSA 91-A:3, II (I)

7. Sheriff’s Office – Charles Massahos, High Sheriff

- a. Previously approved Line Item Transfer (discussion)

Discussion ensued over a previously approved line item transfer. Commissioner Tombarello asked Senior Director Nickerson to work with Katherin Mann for a new transfer to be brought forward at the next Board of Commissioners Meeting.

E. New Business / Old Business

Register of Deeds Cathy Stacey reported two Nursing Homes sold this week and she has an employee that will be celebrating their 25-year employment anniversary next week.

The High Sheriff announced for the first time in the Rockingham County Sheriff’s history, they will be up to three female Deputies. Two are going through the Academy now.

Superintendent Henry stated it is staff appreciation week at the Department of Corrections. They have a new Chaplain starting next week. They just got their DEA license renewed. One of his Sergeants will be leaving soon to move back down south because of allergy issues. Academy graduation is coming up soon.

Senior Director Nickerson informed everyone that we have passed the \$2 million mark for rental assistance. His new Assistant Director starts Monday, his new Executive Assistant is doing well, and so is the new Accounts Payable staff member. The Finance Office will again be fully staffed.

Senior Director Smith is continuing with survey preparation. Healthy Living for Assisted Living will start soon. Nursing Home week starts Sunday, and it is National Nurse’s Day today. He has been developing the activity calendar and outdoor events will start in June. He mentioned he expects to see smaller Assisted Living facilities selling.

Senior Director Kivikoski said they've been working on things to do with the wellness money. There will be a spring wellness webinar and if you complete one your name will go in for a drawing for gifts. There will be another wellness walk coming up, a cornhole tournament, and they have a Smoothie Bus coming in. They didn't realize the Gallagher contract was coming to an end. They could either rush an RFP or go with the optional one-year renewal at the same cost. Discussion ensued. She stated she will make a motion to renew for one-year for the next Board of Commissioners meeting. She has two walk-ins for approval, a request for amendment of the Foreman regrade effective date, and an amendment to the per diem wage schedule for three positions.

Commissioner Coyle moved to amend the effective date of the Maintenance Foreman position regrade to July 10, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to amend the per diem wage schedule for three positions effective July 3, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 12:51 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 Coyle left the conference room at 1:04 pm and joined remotely until 1:28 pm.

Commissioner Chirichiello moved to exit nonpublic session at 1:29 pm. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello, and Tombarello in favor.

H. Adjourn

Commissioner Chirichiello moved to adjourn at 1:29 pm. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello, and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/19/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Omni Mount Washington Resort, 310 Mount Washington Hotel Rd, Bretton Woods, NH
Thursday, May 12, 2022 @ 7:15 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 7:15 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Coyle

Commissioner Tombarello

B. Consent Agenda

1. 05/13/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,148,926.41 for the period ending May 7, 2022. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Coyle and Tombarello in favor.

C. Public Comment

No public comments.

D. Adjourn

Commissioner Coyle moved to adjourn at 7:19 am. 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 05/26/2022.

Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Friday, May 19, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Katie Casey, Asst. Director, Finance
Jessica Tonry, Per Diem, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Pat Conway, County Attorney

Jason Henry, DOC Superintendent
Major Banville, DOC
Jude Gates, Sr. Director, E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Award: TrueNAS Storage Upgrades – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for TrueNAS Storage Upgrades to Block 5 Technologies for an amount not to exceed \$184,650.24, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Award: Supplier of Electricity – Engineering and Maintenance Services

Commissioner Tombarello announced we are going to wait for a refreshed price from Constellation once the market opens at 9:00 am. He asked Senior Director Gates to notify him as soon as she gets the information.

3. Opening: Fax Finder – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the IT Manager and the Senior 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: 2022 IT Services – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the IT Manager and the Senior 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.

C. Consent Agenda

1. 05/06/22 Meeting minutes (approval)

2. 05/19/22 Accounts payable list (approval)

List total: \$1,043,140.03, Payroll \$9,018.71, Accounts Payable check run \$1,034,121.32

3. 05/13/22 Payroll (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,043,140.03. 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 currently at 135, there is a lot of turnover with the inmates. The female population has increased lately, we are housing 10 at the moment because of medical care needed. Superintendent Henry opened up a unit for the female inmates. The County Attorney is very busy, she has a serious arson case that she's working on. Her Deputy has given notice, and we'll be voting on the hiring of two new ACA's today. It's been a grueling week in Long Term Care, with the BA2 Covid variant going around. There were 18 residents that tested positive on B1 and B2 and we are up to 14 staff members that tested positive. They have installed several UV disinfecting units, and Senior Director Smith and Director Melanson-Schmitt came in on the weekend to work on the floors because of the staff shortage.

Commissioner Chirichiello congratulated County Attorney Conway and mentioned there was a news article about the case of the drunk driver that killed a State Trooper. There is some confusion regarding elections for the districts, Cathy Stacey and Pat Conway got involved. Real Estate is still going strong. The Sheriff's subcommittee meeting was interesting. There was some push back but the Sheriff's Department did a good job educating the representatives and it was unanimous in the end. Pat Conway did a great job explaining her budget. Executive Counselor Stevens asked him to talk to John Burns, who runs temporary housing out of Hampton. He said he told the Counselor he would speak to Commissioner Coyle and Superintendent Henry.

Commissioner Tombarello said he saw Norm Major and Ken Wyler, and they thought we were pooling unspent salary funds, but he explained to them we have to bring in outside nurses from agencies. Commissioner Coyle sated we should be rewarding our staff. Commissioner Chirichiello added Ken Wyler want to level fund the budget and we should prepare. He added it's still a fiscally conservative budget. Commissioner Coyle said it's such a small amount to the taxpayers, and we are staying under inflation. Commissioner Chirichiello reported that the representatives do have a better understanding now.

Commissioner Tombarello continued his report by saying Engineering and Maintenance has ten staff members out with COVID-19. Human Resources has been working on open enrollment documents, the MNA program, wellness events and the coffee gift cards. The three new staff members in the Finance Office are doing well. The Senior Director of Finance has been busy with subcommittee meetings.

Commissioner Chirichiello asked to add that the Sheriff will be traveling to Texas on Sunday to learn more about the illegal crossings. The High Sheriff added it is a good opportunity to learn about the illegal drugs coming in.

b. Procedure for 91-A Requests (discussion)

Commissioner Chirichiello feels the Commissioners should be notified of all 91-A requests. If we get sued, it's our fault, even if we don't know about the request. Discussion ensued with the County Attorney, the Senior Director of Human Resources, and Major Bashaw of the Sheriff's Office. They all explained the 91-A requests only go to certain people in their departments, and everyone that responds to the requests are very familiar with the 91-A laws. Senior Director Kivikoski added the New Hampshire Municipal Association (NHMA) has seminars that every Department Head had to attend. All agreed to leave it up to the Department Heads.

c. ARPA Grant Awards Plan/Procedure (discussion)

Discussion included getting the word out about the grant funds that are available, the division of the funds, setting a deadline to file, doing a review and making determinations. The Commissioners Senior Executive Assistant would look into getting it on the County website. Commissioner Tombarello said we level funded the Non County Specials, so we should let them know.

2. County Attorney's Office – Pat Conway, County Attorney

- a. Assistant County Attorney New Hire Pursuant to NH RSA 7:33-f (approval)

Commissioner Coyle moved to approve hiring two Assistant County Attorneys, 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. Finance Office – Charles Nickerson, Director

- a. Bid Waiver Request, UKG, Inc. \$7,500.00 (approval)

Commissioner Coyle moved to approve the UKG, Inc. Proposal and Bid Waiver Request for an amount not to exceed \$7,500.00, to upgrade the interface for the NH Retirement Data Reporting System from v2 to v3, and authorize the Chair to sign all necessary documents, as recommended by the Senior 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. 2022 Summer Discount Ticket Program (approval)

Commissioner Coyle moved to approve employee discount/consignment ticket agreements at no charge to the County for the 2022 season with Canobie Lake Park, Funtown Splashtown, New England Aquarium, Water Country, and York's Wild Kingdom, and authorize the Senior Director of Human Resources to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. LNA Health Careers Clinical Site Agreement and MNA Program Contract (approval)

Commissioner Coyle moved to authorize the Chair of the Board of Commissioners to sign the Clinical Site Agreement and Private/Employee-Only Class MNA Contract for the MNA Training Program between Rockingham County and LNA Health Careers, and to authorize the Senior Director of Long Term Care Services to sign the MNA Contract. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. Personnel nonpublic session NH RSA 91-A:3, II (a)

5. Long Term Care Services – Jason Smith, Director

- a. Interim Healthcare Staffing Updated Agreement (approval)

Commissioner Coyle moved to approve the updated Agreement with Interim Healthcare Staffing, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked if this was just an increase in cost. Senior Director Smith replied yes, just like all the others. Commissioner Tombarello requested he bring the list of agencies and the increases they've put into effect, to the subcommittee meeting. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Nonpublic Session NH RSA 91-A:3, II (I)

6. Sheriff's Office – Charles Massahos, High Sheriff

- a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$28,000.00, dated 05/06/2022 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked if they could anticipate the shortfall, Major Bashaw replied they are tracking them. Voted 2-1, Commissioner Coyle abstained because she voted no originally, though she understands what they are doing. Commissioners Chirichiello and Tombarello in favor.

7. Register of Deeds – Cathy Stacey, Register

a. Bid Waiver Request, Fidlar Technologies, \$60,000.00 (approval)

Commissioner Coyle moved to approve the Bid Waiver Request and contract renewal for Fidlar Technologies in the amount of \$60,000.00, and authorize the Chair to sign all necessary documents, as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$6,500.00, dated 05/10/2022 as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. The Register was asked for the reason for the transfer, she replied she needs the extra money to replace a wide format plotter. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. New Business / Old Business

The High Sheriff reported the subcommittee meeting was aggressive but all agreed in the end. They had an arrest last night and seized a good amount of meth. He is going to Texas Sunday to learn about how illegal drugs get across the border, and he'll be coming right back on Monday.

IT Manager Robin Bernier has been working on a system for records requests for family members.

Register of Deeds Cathy Stacey reported transfer taxes are way up. She has a staff member coming up on their 43rd anniversary with the County this year. She advocated for the Child Advocacy agency and asked that we prioritize them, because they don't get funded by the government.

County Attorney Pat Conway announced her Deputy is leaving, and it's a huge loss to the entire office. She is hoping the increase in salaries that we are proposing will help with retention.

Superintendent Henry stated the new Chaplain is great. They had one COVID-19 positive inmate but they found it early and isolated. They're getting one or two every week. The female inmate population had a significant increase. Merrimack County will be voting on the contract for our female inmates next week. They have 24 hour medical care. He said he didn't have a choice but to open a female unit, so there will be a spike in overtime. He will be gone next week to a seminar.

Senior Director Gates reported COVID-19 is going through her department. Some are starting to come back while others are going out.

Assistant Director of Finance Katie Casey reported is has been nice going to the subcommittee meetings, and everything is good so far. Jessica Tonry has been very helpful.

Jessica Tonry announced the rental assistance program has been sending out \$90,000 per week. Commissioner Coyle said she had a meeting with Maggie Hassen and she told her all about the Rockingham County rental assistance efforts. Jessica said most of the calls are from people looking for housing.

A walk-in Bid Waiver Request was brought forth from Long Term Care Services.

Commissioner Coyle moved to approve the DB Protective quote & Bid Waiver Request for an amount up to \$25,000.00 for the purchase of personal protective equipment such as gowns and masks, using ARPA funds if CARES act money is not available, 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.

Senior Director Smith reported they are up to eighteen residents that have tested positive. He thanked Senior Director Gates for providing isolation barriers. The positivity rate is over 10% and the transmission rate is high. Rockingham County has the highest numbers in the state right now. He will probably cancel his conference.

Senior Director Kivikoski reported that the Smoothie Bus was a hit, 175 employees got a smoothie. It will be going to the Department of Corrections and Sheriff's Office this morning. The Pinkerton job fair was last night and the Exeter High School job fair will be soon. A video for open enrollment will be going out soon.

Senior Director Gates notified the Commissioners that she had a response from the electricity supplier.

Commissioner Coyle moved to award the proposal for Supplier of Electricity to Constellation for a cost of \$.1341/kwh for the period of the first meter reading after June 1, 2022, to the first meter reading after June 1, 2024 (24 months), and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. This is a change to FY 2023 budget line of \$198,441.82.

F. Public Comment

No public comments.

Commissioner Coyle moved to exit public meeting at 10:02 am for a brief non-meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:42 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 11:09 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to approve an exception request for a salary adjustment for T.E. to \$72,675.20 annually for the Activities Coordinator position effective July 3, 2022. Voted 2-1. Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello opposed.

Commissioner Coyle moved to seal the nonpublic minutes until July 1, 2022 because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

Commissioner Coyle moved to adjourn at 11:11 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 05/26/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, May 26, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am and asked Commissioner Chirichiello to run the meeting.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Tombarello

Jude Gates, Director of E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Chip Sawyer, member of the public (joined at 9:06 am)

B. RFP Openings & Awards

1. Opening: Epoxy Flooring Repair – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Media Equipment and Installation – IT Services/Engineering and Maintenance

Commissioner Coyle moved to authorize the IT Manager and the Senior 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: Tower Site Equipment and Installation – Sheriff's Office

Commissioner Coyle moved 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.

4. Award: Induction Chargers and Accessories – Long Term Care Services

Commissioner Coyle moved to award the proposal for Induction Charger and Accessories to Singer/Kittredge for an amount not to exceed \$35,405.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Award: Recumbent Stepper – Long Term Care Services

Commissioner Coyle moved to award the proposal for Recumbent Stepper to G&G Fitness Equipment, dba Gronk Fitness Equipment for an amount not to exceed \$5,500.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

6. Award: Service Contract, Refrigerators/Freezers – Long Term Care Services

Commissioner Coyle moved to award the proposal for Service Contract, Refrigerators/Freezers to ENE Systems of New Hampshire for an amount not to exceed \$15,000.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

7. Award: Assisted Living Solarium Renovation & Design – Long Term Care Services

Commissioner Coyle moved to award the proposal for Assisted Living Solarium Renovation & Design to Wellesley Design of Haverhill, MA for an amount not to exceed \$20,000.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

8. Award: Staff Scheduling Software – Long Term Care Services

Commissioner Coyle moved to award the proposal for Staff Scheduling Software to OnShift for an amount not to exceed a monthly subscription fee of \$817.20, an annual cost of \$9,806.40 and a onetime implementation fee of \$1,400.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

1. 05/19/22, 05/12/22, 05/06/22 Public Hearing, and 05/02/22 Meeting minutes (approval)
2. 05/27/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,151,926.59 for the period ending May 21, 2022. 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 passed on his update.

Commissioner Coyle announced Superintendent Henry is on his way back from a conference. Assistant Superintendent Banville has just finished leadership training and his essay was chosen to be presented at a national conference. There are currently 138 inmates and COVID-19 is limited to 5. Long Term Care has had an outbreak with 26 residents and 31 staff members testing positive. We are fortunate that this variant is less severe although it is highly contagious. There has been good contact tracing to keep the virus from spreading and staff are now beginning to return to work. They are still in the survey window. Senior Director Smith is at a conference getting his continued education credits. The next mobile clinic is June 20th. She gave praise to Senior Director Kivikoski and her Human Resources team for organizing the Smoothie Bus, it was a huge hit.

Commissioner Chirichiello said he will forgo his report this week, he doesn't have any updates.

Commissioner Tombarello stated the three Commissioners met with Exeter News and Seacoast Online Monday regarding the new building. The article should be in the paper today.

2. Human Resources – Alison Kivikoski, Director

- a. ***Tabled*** Revised Job Description (approval)
- b. ***Tabled*** Revised Job Description (approval)
- c. Amendment to the New York Life Voluntary Life, AD&D Plan, and the Long Term Disability Plan (approval)

Commissioner Coyle moved to amend the enrollment policy for the New York Life Voluntary Life, AD&D plan, and the Long Term Disability plan to allow enrollment up to the guaranteed issue coverage amount without evidence of insurability for eligible employees and spouses for a July 1, 2022 effective date, and to authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human

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

d. LWOP – County Attorney’s Office (approval)

Commissioner Coyle moved to approve a leave without pay request for a County Attorney’s Office employee (S.P.) with County portion of all benefits to continue for the period 07/06/22 through 07/06/22, as recommended by the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Personnel nonpublic session NH RSA 91-A:3, II

3. Long Term Care Services – Jason Smith, Director

a. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for four (4) Long Term Care Services Employees (K.A., B.R., T.D., M.S.), to attend the PointClickCare Summit to be held in Las Vegas, NV from November 1, 2022 – November 4, 2022, at an estimated total cost of \$12,896.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Z-CORE Analytics, LLC Business Associate Agreement (approval)

Commissioner Coyle moved to approve the Z-CORE Analytics, LLC Business Associate Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. New Business / Old Business

Senior Director Smith reported the largest outbreak so far in the nursing center. The variant is very contagious but the symptoms are mild. He is supporting the remaining staff with t-shirts.

Senior Director Gates announced Revision Energy will have a finalized proposal in two to three weeks for the Commissioners. They have discovered a layer of clay where the new building is going and there are a number of efforts in discussion to mitigate. We may have to move one of the wells to the other side, which is a \$200,000 - \$300,000 solution versus millions to put supports in for the building. We still have the Meadowlark and we’re still waiting for the DES determination.

Major Bashaw reported the Sheriff went down to Texas to learn about the drugs coming in over the border. Local schools have been asking for a greater presence, and Saber cut his foot during training.

Senior Director Kivikoski informed everyone that benefits enrollment is open and if you have issues, try using a different browser. They are working on Wellness programs. Webinars for Motivate Me are available and you can enter your certificate into a raffle for some prizes. The 2020 Years of Service awards will be delivered to the Board of Commissioners next week for distribution.

Senior Director Nickerson reminded everyone that encumbrances are due June 6th, but get them in early if you can. Electricity and fuel lines will have unexpected increases. He said he had a good conversation with Representative Wyler about many aspects of the budget. Commissioner Chirichiello said he wants to use the fund balance. Senior Director Nickerson stated we are using \$4.9M of the fund balance to offset taxes. The new debt service is the bond. In May of 2023 the last payment of the 2013 bond will drop off the debt balance. Representative Wyler wants to level fund no matter what, and he claimed the Executive Committee members have not been informed of the amount of funds spent on contract nursing staff.

We have over \$12M in ARPA funds with two more years. Commissioner Coyle would like see the spent ARPA funds and the projected allocations and asked to put it on next week’s agenda. She said we should be strategic on our spending and see if we want to keep what we originally voted on or make some changes. Commissioner Tombarello mentioned he would like to see the applications that we’ve received

so far for ARPA grants. We level funded all Non-County Specials, and two didn't show. There was a \$2500 increase for Child Advocacy in Non-County Specials and the two that didn't show up weren't awarded anything. Commissioner Coyle asked to add to next week's agenda to set guidelines and deadlines for the ARPA grants. Discussion ensued on award amounts, time frames and getting the word out to Rockingham County.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:28 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 nonpublic session at 9:51 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:51 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 06/09/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 2, 2022 @ 9:00 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 9:04 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Remote Attendance:
Pat Conway, County Attorney
Jason Henry, DOC Superintendent

Jude Gates, Sr. Director, E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Steve Goddu, member of the public

B. RFP Openings & Awards

1. Opening: Recumbent Cross Trainer – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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. Award: Fax Finder – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Fax Finder to Optima Communications for an amount not to exceed \$24,078.85, as recommended by the IT Manager and Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Award: IT Services – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for IT Services to Block 5 Technologies for an annual amount not to exceed \$203,484.00, for a term of five years effective July 1, 2022, as recommended by the Senior Director of Facilities, Planning and IT, and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Award: Media Equipment Upgrade – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Media Equipment Upgrade to Stimuli Sight and Sound for an amount not to exceed \$15,560.61, as recommended by the IT Manager and Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Award: Candia Tower Site Project – Sheriff's Office

Commissioner Coyle moved to award the proposal for Candia Tower Site Project to 2 Way Communications/Motorola for an amount not to exceed \$238,762.62, 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. 06/02/22 Accounts payable list (approval)

List total: \$718,229.17, GL \$372.50, Payroll \$10,129.88, Accounts Payable check run \$707,726.79.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$718,229.17. 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 stopped by the Deeds office to recognize the employee that had their 45th employment anniversary. He was at Chief Garone's 50th year celebration last night and there was a good crowd.

Commissioner Coyle said the inmate population is currently 135 and they are COVID-19 free. Superintendent Henry and Major Banville just came back from training. The recent outbreak in Long Term Care started May 5th, everyone has cycled through, and symptoms were mild. Senior Director Smith just came back from training. She thanked Senior Director Gates for the efforts with the grounds, everything looks beautiful.

Commissioner Tombarello said there is an article in the Portsmouth Herald about the new building. Senior Director Kivikoski has been busy with various tasks, the Engineering and Maintenance employees were grateful for the coffee gift cards. They have one employee still out due to COVID-19. We're still waiting on news about the Meadowlark and Senior Director Gates has been figuring out what to do about the layer of clay where the new building is going.

b. ARPA Funds Spent to Date and Projected Allocations (Discussion)

Senior Director Nickerson gave a detailed report of ARPA funds spent so far, what's allocated and to what project. Commissioner Chirichiello mentioned the HVAC projects and how it's going to save the taxpayers money for the future. Senior Director Nickerson agreed and said because we are using ARPA money and it won't become a future capital project. Senior Director Gates commented the first twelve HVAC units just went out to RFP.

Discussion ensued regarding the cost of COVID-19 testing. Senior Director Nickerson said the County will be covering the cost of testing because we can't use the Cares Act money after June 30th. He feels it will all be spent by then if it isn't already. Commissioner Coyle asked to put the vote on next week's agenda to earmark the \$500,000 on the approved ARPA projects list for COVID-19 testing.

The County Attorney's extradition costs were discussed as well as an amount for community corrections, inflation, the amount of allocated funds for the hospitality industry, and possibly student loan forgiveness. Commissioner Coyle suggested we take some of the allocation from the hospitality industry and put it toward the new building. Senior Director Gates said we could use the extra for the clay issue. Moving one well to solve the problem will address a chloride plume and move it away from PFAS source.

Commissioner Tombarello stated that Senior Director Gates agreed with the idea to let the solar funds go under the Harvey contract. We are using Revision Energy and Harvey has been working with them. Senior Director Nickerson stated the savings are \$20M over 20 years.

c. Date for ARPA Grants Applications Deadline & Other Guidelines (Discussion)

Commissioner Coyle said the Tupulo has access to Federal Funds and we shouldn't award funds to the ones that already received a lot of money. Commissioner Chirichiello moved to award \$20,000 to The Tupelo. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor. Commissioner Coyle moved to approve the allocation of subawards to enhance services as follows; \$10,000 to Haven, \$5,000 to Isaiah 58. For the not for profit financial assistance; \$10,000 to Community Crossroads, \$5,000 to Isaiah 58, \$10,000 to Child Advocacy Center, and \$5,000

to Raymond Coalition for Youth. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. NHMA Right-to-Know Workshops (Discussion)

Commissioner Tombarello asked for the information on the NHMA Right-to-Know Workshops. Senior Executive Assistant Mattila stated the NHMA has several workshops every year, the next one is October 13th, and they have a separate one for law enforcement on October 19th. It is a hybrid workshop and Zoom access is available. Commissioner Tombarello requested the information be sent to all the department heads.

2. County Attorney's Office

a. Out of State Conference – NOVA (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for two (2) Victim Witness Coordinators to attend the 48th Annual National Organization for Victim Assistance (NOVA) Conference in Denver, Colorado, to be held August 1 - 4, 2022, at an estimated total cost of \$6,210.00, 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 – NADCP (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for one Assistant County Attorney to attend the National Association for Drug Court Participants (NADCP) Rise 22 Conference in Nashville, Tennessee to be held July 24 - 28, 2022, at an estimated total cost of \$3,500.00, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Department of Corrections – Jason Henry, Superintendent

a. Female Prisoner Housing Agreement with Merrimack County DOC (approval)

Commissioner Coyle moved to approve the Female Prisoner Housing Agreement with Merrimack County Department of Corrections, 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.

4. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Change Order Request – Tipping Point Integrators, \$1,404.00 (approval)

Commissioner Coyle moved to approve a change order request for Tipping Point Integrators for an amount not to exceed \$1,404.00, 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.

5. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-3 – 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 (D.E.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Exception Request 6-3 – 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 (L.R.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Revised Job Description – Finance (approval)

Commissioner Coyle moved to approve a revised Job Description for Financial Systems Analyst, effective June 2, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Revised Job Description – Finance (approval)

Commissioner Coyle moved to approve a revised Job Description for Payroll Supervisor, effective June 2, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. ARPA Funds for Cards & Envelopes (approval)

Commissioner Coyle moved to approve the utilization of ARPA funds in the amount of \$55.14 to cover the cost of cards and envelopes for the employees' years of service recognition, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Personnel nonpublic session NH RSA 91-A:3, II

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Grant Acceptance – 2021 Homeland Security Search & Rescue Equipment (approval)

Commissioner Coyle moved to accept the award of the 2021 Homeland Security Search & Rescue Equipment Grant in the amount of \$8,292.68, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff, and further move to approve the use of the County Grant Contingency fund for the fully matched portion of the award and the use of the General Fund Grant Contingency line in the approximate amount of \$203.00 that is not matched under the grant. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

E. New Business / Old Business

Superintendent Henry gave a brief update.

Senior Director Gates gave a brief update on the new building.

The High Sheriff had nothing to report, just busy.

Senior Director Smith gave a COVID-19 update, 12 residents remain in isolation and only 4 staff are out. The community transmission level is over 10%. The next mobile clinic is June 20th. The Wellness Coordinator position has been filled and yesterday was their first day.

Register of Deeds Cathy Stacey had nothing to report, they remain busy.

Senior Director Nickerson reported being busy with budget processes. The public hearing is Monday at 6 pm. He commented that ¼ to ½ of the fund balance will be used to level fund the budget. They will be having a year end workshop next week.

Senior Director Kivikoski announce that 171 out of 379 employees have completed open enrollment. There are MotivateMe webinars available to get a certificate for registering for prizes. Corn hole boards have been purchased for every department and should be delivered within the next 2 weeks. There will be a tournament in July. She needs the signatures for the coffee gift cards by June 10th. She has the 2020 Years of Service cards that she will hand to the Commissioners before the end of the meeting. The Portsmouth Music Hall is the ARPA award for April nominations. May will be Shady Hill nursery.

Commissioner Coyle moved to adjust the wage rates of employees whose wage rates are below the minimums of the pay grade of their position as of July 1, 2022, then apply the 5% Cost of Living Adjustment (COLA) to their wage rates effective July 3, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:48 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 11:07 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 11:08 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 06/09/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 9, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent
Jude Gates, Sr. Director of E&MS

Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Captain Walsh, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Steve Goddu, member of the public
John O'Connor, member of the public
Dan Weeks, Revision Energy (10:07 am)

B. RFP Openings & Awards

1. Award: KIP 7172 Wide Format Plotter – Register of Deeds

Commissioner Coyle moved to award the proposal for KIP 7172 Wide Format Plotter to Conway Technology Group of Nashua, NH for an amount not to exceed \$12,720.00 for the plotter and \$0.03025 per square foot paper usage for the Service Agreement, as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

2. Award: Epoxy Floor Repair – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Epoxy Floor Repair to Advanced Prep-Coat, Inc. for an amount not to exceed \$6,875.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Award: Recumbent Cross Trainer – Long Term Care Services

Commissioner Coyle moved to award the proposal for Recumbent Cross Trainer to Nustep, LLC for an amount not to exceed \$7,321.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

- 05/26/22 & 06/02/22 Meeting minutes (approval)
- 06/10/22 Payroll (approval)
- Long Term Care Services May 2022 Census Report (informational)
- Long Term Care Services Compliance Work Plan 2022 (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,163,329.99 for the period ending June 4, 2022. 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 said the Union Leader had an article about Saint Anselm College looking into a nursing program. The Sheriff is busy with drug busts and real estate is busy. There are less transactions, but the prices are still higher.

Commissioner Coyle added that there is probably a huge reduction of transfer tax because nobody is refinancing now. She reported the jail population is at 148 and we have 11 female inmates at Carroll County. The Department of Corrections has three new employees starting and the new Chaplain is a good fit. The County Attorney is at a sentencing hearing. She is carrying a significant case load and the Deputy County Attorney is leaving at the end of the month. Felonies first will be going away in 2024. The felony cases will be processed through the District Court once this goes into effect and will lighten the County Attorney's Office case load a little. Long Term Care is easing out of their COVID-019 outbreak. They have two residents that remain in isolation and two staff members are still out. They did a great job with contact tracing. Community transmission is still high. The next mobile vaccination clinic is June 20th. Senior Director Smith has rolled out a new resident satisfaction survey system.

Commissioner Tombarello reported Senior Director Nickerson has completed the MS-41 for filing, and has estimated DRA property values for tax amounts. We have more ARPA grant applications coming in. Senior Director Gates will be leaving the meeting this morning and hopefully rejoining us after her 9:00 am meeting with the DES about our Meadowlark. Revision Energy will be giving us an update at 10:00 am. The new building site qualified for a lower seismic rating which will save us some money. HR is busy with open enrollment. He announced that he received word from Norm Major that he doesn't plan on running for office again.

b. Covering COVID-19 Testing Costs up to \$500,000.00 with SLFRF "ARPA" Projects Expense Category 1.2 (approval)

Commissioner Coyle asked if we have an idea of how much money we will need. Senior Director Nickerson replied he estimates we can get about 10,000 tests for \$500,000, so it depends on how many outbreaks. We don't have all of the recent invoices from the lab. Commissioner Chirichiello stated we need to use the ARPA funds by 2024. Senior Director Nickerson said no, we just need to have them allocated, and he feels we probably need about \$100,000 now to cover the invoices we haven't received yet.

Commissioner Coyle moved to approve the use of up to \$500,000.00 of ARPA Projects Expense Category 1.2 as outlined in the Final ARPA Committee Projects Listing from August 31, 2021 to cover the COVID-19 testing costs of staff, residents and inmates when all other sources of Federal and State funding lapses. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

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 dated 5/31/22, 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.

Commissioner Coyle announced there is a second Inmate Administrative Transfer, this one is a walk-in. Commissioner Coyle moved to approve an inmate administrative transfer dated 6/7/22, 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.

3. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Block 5 Contract Renewal (approval)

Commissioner Coyle moved to approve the Block 5 Technologies contract renewal, and authorize the Chair the sign all necessary documents, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Solar Array Presentation, Revision Energy (informational)

Commissioner Coyle moved to approve the scope and design of the updated solar project at an estimated revised cost of \$9.95M, as recommended by the Senior Director of Facilities, Planning and IT, and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to update the approved ARPA project amount for the solar array to be \$9.95M, as recommended by the Senior Director of Facilities, Planning and IT, and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Finance Office – Charles Nickerson, Director

a. Bid Waiver Request & Services Agreement, KMS Actuaries, LLC \$22,500.00 (approval)

Commissioner Coyle moved to approve the Services Agreement and Bid Waiver Request for KMS Actuaries, LLC, in the amount of \$22,500.00 for a period of four years beginning Fiscal Year End June 30, 2022, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Bid Waiver Request & Statement of Work (2), Unqork Inc., \$18,000.00 (approval)

Commissioner Coyle moved to approve the Unqork Statement of Work No. 4 and No. 5, and the Bid Waiver Request for a total amount of \$18,000.00 and authorize the use of Emergency Rental Assistance Program (ERAP) 1 funds, and further authorize the Chair to sign all necessary documents, as recommended by the Senior 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. Revised Job Description – Long Term Care Services (approval)

Commissioner Coyle moved to approve the revised job description for Nursing Supervisor - Restorative, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Harlowe Services Agreement & Business Associate Agreement (approval)

Commissioner Coyle moved to authorize the Chair of the Rockingham County Board of Commissioners to sign the Harlowe Service Agreement and Business Associate Agreement, pending Harlowe's acceptance of the County's proposed language revisions to the documents, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. New Directions Employee Assistance Program Agreement (approval)

Commissioner Coyle moved to authorize the Chair of the Rockingham County Board of Commissioners to sign the New Directions Client Agreement, associated Exhibits, and Purchase Order, pending New Directions' acceptance of the County's proposed language revisions to the documents, as

recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$20,000.00, dated 06/03/2022 as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Bid Waiver Request, Axon Enterprise, \$24,314.65 (approval)

Commissioner Coyle moved to approve the Bid Waiver Request for Axon Enterprise, Inc, a sole source vendor, in the amount of \$24,314.65 for the purchase of a Taser 7 Certification bundle, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked if they are planning on replacing all of them. Major Bashaw answered yes, over a period of several years because they are reaching their end-of-life. Commissioner Coyle stated there must be a number of vendors out there that manufacture these. Major Bashaw explained that the software is what they've had in place for a long time and swapping everything out, including the software would be a large, time consuming project and would require training on different software. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Bid Waiver Request, Central Square TriTech \$31,455.11 (approval)

Commissioner Coyle moved to approve the Bid Waiver Request for Central Square Technologies, a sole source vendor of the TriTech/IMC Perform software, in the amount of \$31,455.11 for annual support fees for the period of July 1, 2022 to June 30, 2023, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Use of ARPA Funds under Category Expenditure 6.2 for 25% Match of Port Security Grant (approval)

Commissioner Coyle moved to approve the use of ARPA funds under Expenditure Category 6.2, in the amount of \$337,414 as the 25% County match to the Port Security Grant for the purchase of a mobile communications and command vehicle, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion.

Commissioner Coyle stated she thought they already had a mobile command unit. Major Bashaw stated what they have is a mobile dispatch unit that is basically a box truck with one table and a chair, and one radio. This mobile command vehicle is much more technical and outfitted as a back-up dispatch center. Commissioner Coyle asked about their use of the current vehicle and how many times have they had to deploy it. Major Bashaw didn't have an actual number and said not many, but with all the school shootings in the news, we would rather be prepared, because you never know when it's going to happen here.

Commissioner Coyle stated she feels this is a want versus a need. Portsmouth already has their own. Commissioner Tombarello said grants are drying up and this has too much value to pass up. It's a 75% grant, but Commissioner Coyle has valid points too. Major Bashaw explained that this new vehicle would be capable of doing more than any of the units out there.

Commissioner Coyle asked again how many times they have had to deploy their current vehicle. High Sheriff Massahos said their current one is not practical. The new one would be for major emergencies. Commissioner Chirichiello stated he can appreciate what it is and would like for us to be ready.

Commissioner Tombarello asked how long it would take to get it and if anyone can drive it. Major Bashaw said it would take 12-18 months to build and we have CDLA certified staff that could drive it. He mentioned he hasn't looked at insurance costs. Voted 2-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

- e. Grant Application, Port Security Grant \$1,349,653.00 (approval)

Commissioner Coyle moved to authorize the application for the Port Security Grant for funding of 75% of a mobile communications and command vehicle, at an estimated cost of \$1,349,653.00, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioners Chirichiello and Tombarello in favor, Commissioner Coyle opposed.

E. New Business / Old Business

Register of Deeds Cathy Stacey reported they have two new employees, and it will take two employees to train them.

Superintendent Henry announced they have three new officers start yesterday. He thanked HR and the Commissioners for the 2020 Years of Service awards and said the staff was very surprised and thankful. Last Friday he met with a consultant regarding detailed needs for the new building. PrimeCare is working on getting a new dental x-ray machine and they need a new dentist that will provide dental care and not just pull teeth. On June 22nd, they will have a fried food truck out from 2:00 – 4:00 pm to create more positivity amongst the staff. There will be steak and eggs for the 3rd shift.

Senior Director Smith informed everyone that there were no COVID-19 positive residents this week, only a few staff. They are still in the survey window and he's hoping the inspectors will come soon. The Activities Coordinator has stepped into her new role.

The High Sheriff Massahos announced their new dispatcher has already left. They decided it was not the job for them, but they have a previously employed dispatcher coming back, and they have made an offer to another new one. They have hired a new Bailiff, they are in the process of a background check now and will start in 2 weeks.

Senior Director Nickerson stated they have been busy with grants, audits, budgets, and year-end. He will be hosting a year-end workshop via zoom after the Board of Commissioners meeting today.

Senior Director Kivikoski reported the raffles are coming to a close. The walk is next week. Prizes are tents and sleeping bags, kayaks, fishing poles, etc. The NHAC award nominations are needed. The conference is in October. Make a copy of your nomination and submit it to her. 24% of our employees still need to complete their open enrollment. They will be locked out of it Saturday at midnight.

The Commissioners explained they were going to have their nonpublic meeting now, but the Solar project update is scheduled for 10:00 am, so everyone is welcome to log back in at that time.

F. Public Comment

Steve Goddu had no comments, he said he was just happy to listen and learn. John O'Connor gave no response.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:37 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 10:07 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Public Session Reconvened

Dean Weeks of Revision Energy joined the meeting at 10:07 am, as well as Senior Director Gates and Register of Deeds, Cathy Stacey. Mr. Weeks gave a detailed update which included pricing increases since the last presentation. He asked for approval to work with Harvey Engineering to get things started, all three Commissioners agreed. Dean Weeks left the meeting at 10:53 am. Senior Director Gates

updated the Commissioners on the meeting she just had with DES regarding the Meadowlark. She said we will not be able to hay the land until August 1st every year, but that's ok. It won't be a huge revenue loss because haying is for land management more than selling hay. She also stated we will need a deed restriction to state we will not build on that piece of property.

I. Adjourn

Commissioner Chirichiello moved to adjourn at 10:56 am. Commissioner Coyle 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 06/22/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 14, 2022 @ 3:00 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 3:00 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello

Alison Kivikoski, Sr. Director, HR
Jason Smith, Sr. Director, LTC
Leila Mattila, Commissioners' Office

B. Consent Agenda

1. 06/16/22 Accounts payable list (approval)

List total: \$945,548.61, ACH \$268.13, GL \$495,987.67, Payroll \$28,375.42, Accounts Payable check run \$420,917.39.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$945,548.61. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 3:05 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 Coyle moved to exit nonpublic session at 3:27 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes until July 3, 2023 because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

Senior Director Kivikoski stated she had an item for open enrollment to be voted on in public session. She had a number of staff that had not yet completed their open enrollment and would like to offer an extension.

Commissioner Coyle moved to approve a 72-hour extension to the Open Enrollment deadline for employees that did not complete the Online Open Enrollment process for the plan year of July 1, 2022 through June 30, 2023 prior to the deadline of June 11, 2022. The Open Enrollment portal will be re-opened from June 19 through June 21 for those employees to complete the Online Enrollment. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to allow employees that elected the buyout via the Online Enrollment but did not submit a signed Attestation form or elected to make changes or enroll in the NCEU dental plan but did not submit completed enrollment forms, to be granted an extension to submit these forms to HR by 4:00 pm on June 21, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

D. Adjourn

Commissioner Chirichiello moved to adjourn at 3:31 pm. Commissioner Coyle 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 06/22/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 22, 2022 @ 3:30 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 3:36 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Remote Attendance:
Jon Banville, Assistant Superintendent

Jude Gates, Sr. Director of E&MS
Jason Smith, Sr. Director, LTC
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Steve Goddu, member of the public

B. RFP Openings & Awards

1. Opening: SQL Server Licenses – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the Senior 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: Microsoft Datacenter Licensing – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the Senior 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: Commercial Kitchen Cleaning Services Contract – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

4. Award: SQL Server Licenses – Engineering and Maintenance/IT Services

Tabled

5. Award: Microsoft Datacenter Licensing – Engineering and Maintenance/IT Services

Tabled

C. Consent Agenda

1. 06/09/22 & 06/14/22 Meeting minutes (approval)

2. 06/23/22 Accounts payable list (approval)

List total: \$997,898.53, GL \$855,518.11, Payroll \$16,191.11, Accounts Payable check run \$126,280.31.

3. 06/24/22 Payroll (approval)

4. FSA June 2022 Compliance Education Packet (informational)

5. QAPI June 2022 Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,167,547.63 for the period ending June 18, 2022, and an Accounts Payable list total of \$997,989.53. 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 138. They had a job fair for the low risk inmates that went well. It's a great idea considering the current labor market. They had a food truck there for employee appreciation which was a big hit. The County Attorney's Office remains busy, but they still get it all done. Long Term Care had a surprise infection control visit yesterday. There were only a couple of recommendations. They are out of outbreak status. Senior Director Smith has been working on a plan for a very progressive cultural shift in Assisted Living.

Commissioner Chirichiello hasn't been able to talk to the Sheriff, so he will let him give his own update. He saw Cathy Stacey earlier today at Mary Griffin's service.

Commissioner Tombarello gave a brief report, he said everyone has been too busy to give him their updates. We're all eager for tonight's meeting with the Executive Committee and County Convention. He had a chance to see Norm Major over the weekend, and he received a very nice card in the mail from a former Department of Corrections employee who wrote a lot of really nice things. He said it's nice to hear that the work you've done has meant something.

2. Department of Corrections – Jason Henry, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve three (3) inmate administrative transfers pursuant to NH RSA 30-B:21, as recommended by the Superintendent. Booking #20220995 dated 6/13/2022, transfer to Carroll County DOC, booking #20220442 dated 6/17/2022, transfer to Merrimack County DOC, and booking #20212072 dated 6/22/2022, transfer to Carroll County DOC. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 6-15 – Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-15 for Union and Sworn Administrative Deputies in the Sheriff's Office as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Exception Request 6-16B – Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-16B for Unaffiliated Deputies of the Sheriff's Office, full time and part time, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Draft NCEU MOU (approval)

Commissioner Coyle moved to approve the draft MOU for the NCEU concerning the minimum rates of pay effective July 3, 2022 and July 2, 2023, and authorize the Senior Director of Human Resources to send it to the Union for consideration and approval. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. SEIU Probationary Employees Minimum Wage Rates (approval)

Commissioner Coyle moved to approve probationary SEIU employees below the minimum of the pay range for their position effective July 3, 2022, to have their wages increased to the new minimum. Upon completion of their probationary period, they will then receive the balance of the July 3, 2022 COLA wage adjustment prospectively. Additionally, to approve applying this methodology in the subsequent two (2) years of the CBA. This approval is 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.

e. New Directions EAP Agreement (approval)

Commissioner Coyle moved to approve the New Directions EAP Agreement and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Personnel nonpublic session NH RSA 91-A:3, II

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

a. OnShift, Inc. Subscription Agreement (approval)

Commissioner Coyle moved to approve the OnShift, Inc. Subscription 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. Ernest P. Barka White Page & Assisted Living Project (approval)

Commissioner Coyle moved to approve the Ernest P. Barka White Page & Assisted Living Project, 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. Maxim Healthcare Staffing Services Agreement (approval)

Commissioner Coyle moved to approve the Maxim Healthcare Staffing Services 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. ENE Systems of New Hampshire, Inc. Service Contract (approval)

Commissioner Coyle moved to approve the ENE Systems of New Hampshire, Inc. service 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

Senior Director Gates reported there was a steam leak and a sewer leak that she was surprised with this week. The DES has not made a lot of progress with a decision regarding the Meadowlark. They are waiting for Fish and Game to give their input.

Senior Director Smith said according to DHHS we're out of outbreak status, so the testing procedures will be changing. They will resume with group dining and resident activities. They had a surprise survey from Infection Control yesterday, they were here for about 6 hours. He is happy with the results. He has received some very positive feedback from family members of residents regarding the new initiative for Assisted Living.

Register of Deeds Cathy Stacey stated summer vacations have started so she will be short staffed through August.

County Attorney Pat Conway was happy to report a big win with an aggravated felonious sexual assault case. She said she is very proud of her staff. Kristen Vartanian has accepted her offer as Deputy County Attorney, to take affect July 3, 2022. Attorney Conway stated Vartanian is a very talented and amazing Attorney. Her current Deputy Melissa Fales' last day is tomorrow. She is expecting Jonathan from Warrenstreet to come to meet with her tomorrow and present the new building plans to her staff. She is hopeful the budget passes tonight because other employers, including other Counties are making offers to her staff members for more money than they're making now.

Assistant Superintendent Banville said it's nice to have the Sheriff's Office working well together with them. They have revamped their supervisor training. There has been an increase in medical care for new inmates coming in, and they now have three open Corporal positions.

Commissioner Tombarello asked the Sheriff about training for active shooter scenarios. Major Bashaw stated they used to have tactical drills at the nursing home, but their badges won't allow them in because of COVID-19. He said they teach at schools, camps, and have events around the area. The High Sheriff stated they need to get together with Senior Director Smith because they have a lot of new Deputies and they have never even been inside the nursing home.

Senior Director Kivikoski announced that the volume of payroll changes are steep. She will hand them out tonight and if all goes well and the budget passes, you all can hand them out tomorrow. There are PCN's for the ARPA stipends in the mix as well. She announced the winners and the prizes for the drawing earned from the walk. Everyone congratulated the winners.

Senior Director Nickerson said he made sure Cheryl Hurley is all set for tonight's meeting. He has been busy with year end, encumbrances amounts keep changing, so he's made all the updates and he stated it will have no impact on the budget numbers.

F. Public Comment

Steve Goddu didn't have anything to comment on but thanked everyone for allowing his attendance.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 4:22 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 Coyle moved to exit nonpublic session at 4:53 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

H. Adjourn

Commissioner Chirichiello moved to adjourn at 4:53 pm. Commissioner Coyle 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 07/07/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 30, 2022 @ 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 Tombarello
Kathryn Casey, Assistant Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Jude Gates, Sr. Director, E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Steve Goddu, member of the public

Remote Attendance:

Katherine Arsenault, DOC

B. RFP Openings & Awards

1. Opening: Officer Uniforms – Department of Corrections

Commissioner Chirichiello moved to authorize the Superintendent of the Department of Corrections to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

2. **Tabled** Opening: HVAC Replacement – Engineering and Maintenance Services

Opening is scheduled for July 14, 2022

3. Opening: Latex/Vinyl Gloves – Engineering and Maintenance Services

Commissioner Chirichiello moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

4. Award: Microsoft Datacenter Licensing – Engineering and Maintenance/IT Services

Commissioner Chirichiello moved to award the proposal for Microsoft Datacenter Licensing to IT Partner, LLC for an amount not to exceed \$21,422.88, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

5. Award: SQL Server Licenses – Engineering and Maintenance/IT Services

Commissioner Chirichiello moved to award the proposal for SQL Server Licenses to ECF Data for an amount not to exceed \$9,402.55, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

C. Consent Agenda

1. **Tabled** 06/22/22 Meeting minutes (approval)

2. 06/30/22 Accounts payable list (approval)

List total: \$2,680,962.48, ACH \$1,675,243.00, Payroll \$11,675.74, Previously authorized by BOC \$32,349.75, Accounts Payable check run \$961,693.99.

Commissioner Chirichiello announced the June 22nd Meeting minutes will be tabled until Commissioner Coyle's return and moved to approve the consent agenda, for just the Accounts Payable list total of \$718,229.17. 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 reported that there is a Federal Agency that is headquartered in New England that will be going after the doctors that are prescribing opioids too much. Their focus is going to be NH, VT, and ME.

Commissioner Tombarello stated he has been working on getting a donated \$28,000 wheelchair from someone he knows in Sandown, NH, and we were able to go and pick it up this week. He mentioned how hard everyone worked for this year's budget and reported that a lot of staff members have expressed their gratitude for getting the salaries to where they should be. Commissioner Chirichiello added that the best part was every vote was unanimous and the taxpayers won't be affected.

b. Portraits Located in the Courthouse (discussion)

Commissioner Chirichiello said he didn't realize that we own the portraits in the Courthouse, and their biographies are really impressive. Everyone on the list helped shape this country and many were appointed judges, so they have a connection with the courthouse. He would prefer to keep control of them. Commissioner Tombarello suggested a walk through the courthouse for a visual. Commissioner Chirichiello agreed.

2. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Warrenstreet & Harvey Engineering Update (informational & approval)

Both Commissioners agreed that the update should wait until Commissioner Coyle can join the meeting next week. Commissioner Chirichiello moved to approve a revised solar array American Rescue Plan Act ("ARPA") in the amount of \$10,362,636.00, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT and the Senior Director of Finance. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

3. Human Resources – Alison Kivikoski, Director

a. Updated Hiring Grids for Several Positions (approval)

Commissioner Chirichiello moved to adopt the five (5) revised hiring grids as outlined on the memo for Fiscal Year 2023 effective July 1, 2022, as recommended by the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

b. Exception Request Weekender Policy – LTC (approval)

Commissioner Chirichiello moved to approve an Exception Request to Weekender Policy as recommended by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

c. Request to Pay NHRS Member Interest Portion (approval)

Commissioner Chirichiello moved to approve payment to NH Retirement System for an estimated amount of \$913.07, plus any further accrued interest, towards the Member Interest Assessment for former employee M.L., as recommended by the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

d. LWOP – Long Term Care Services (approval)

Commissioner Chirichiello moved to approve a leave with pay request for a Long Term Care employee (J.N.) with County portion of all benefits to continue for the period 07/19/22 through 08/19/22, as

recommended by the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

e. Assisted Living Title Changes (approval)

Commissioner Chirichiello moved to change the titles of the following positions in Assisted Living effective July 1, 2022:

- Per Diem Nursing Manager to Per Diem Wellness Coordinator
- Per Diem Licensed Practical Nurse (LPN) to Per Diem Wellness Coordinator
- Registered Nurse (RN) to Wellness Coordinator
- Per Diem Medication Nursing Assistant (MNA) to Per Diem Personal Care Partner
- Per Diem Licensed Nursing Assistant (LNA) to Per Diem Personal Care Partner

Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

f. Assisted Living Per Diem Rates (approval)

Commissioner Chirichiello moved to approve the outlined rates of pay for two (2) Per Diem positions in Assisted Living effective July 1, 2022, with three (3) employees grandfathered at their current rates. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

g. Approved NCEU MOU for Commissioners Signatures

For Signature Purposes Only.

h. Four (4) Approved CBA's for Commissioners Signatures

For Signature Purposes Only.

- Teamsters Local 633, Dispatchers
- Teamsters Local 633, DOC Supervisors
- Teamsters Local 633, Deputy Sheriffs
- SEIU Local 1984, Rehabilitation and Nursing Center

i. **Tabled** Harlowe Services Agreement & Business Associate Agreement (approval)

j. Personnel nonpublic session NH RSA 91-A:3, II

4. Long Term Care Services – Jason Smith, Director

a. Coos County Nursing Home MOU (approval)

Commissioner Chirichiello moved to approve the Coos County Nursing Home MOU for Long Term Care Facility Emergency Preparedness, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

b. Interim Healthcare Staffing Rates Update (approval)

Commissioner Chirichiello moved to approve the updated agency billing rates for Interim Healthcare, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

c. Polaris Compliance Review Services Agreement (approval)

Commissioner Chirichiello moved to approve the Polaris Compliance Review Services Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

d. Saint Joseph's College Nursing Student Agreement (approval)

Commissioner Chirichiello moved to approve the Saint Joseph's College Nursing Student Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

E. New Business / Old Business

The High Sheriff is preparing for the meeting with Warrenstreet tomorrow. He arranged a an escort to Logan airport for Make-a-Wish.

Senior Director Gates is in negotiations with the DES regarding the bird and the turtle. Her foreman's last day is next Friday. Two inspections on the boiler passed.

Senior Director Smith reported six staff tested positive this week. The surprise infection control inspection determined we are deficiency free. They are keeping the residents social distanced. July 18th is the next mobile clinic for the COVID-19 vaccine, it will be in Driscoll Ground dining room.

Katherine Arsenault of the Department of Corrections commented that everyone is pleased with the budget approval, and happy that it includes a Mental Health Supervisor. There are a few new hires coming in for Correctional Officers in the next couple of weeks.

Assistant Director of Finance, Katheryn Casey reported they will be closing Fiscal Year 2022 withing the next 2 weeks and every department has been great with submitting their information.

Senior Director Kivikoski said there a lot of payroll changes going through and she thanked everyone for getting the paperwork back to Human Resources quickly. She reminded everyone that tickets for local summer parks are available through them at a discount. The next round of recognition awards will be for the Tuscan Kitchen, so be on the lookout for the notification and start thinking about which staff member you want to recognize.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Chirichiello moved to enter nonpublic session at 9:15 am, 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 Chirichiello moved to exit nonpublic session at 9:27 am. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

H. Adjourn

Commissioner Chirichiello moved to adjourn at 9:27 am. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/07/2022.



Commissioner Brian Chirichiello, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, July 7, 2022 @ 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 Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Coyle

Jason Henry, Superintendent
Jude Gates, Sr. Director of E&MS
Jason Smith, Sr. Director, LTC
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Heather Iworsky, member of the public

B. Consent Agenda

1. 06/22/22 & 06/30/22 Meeting minutes (approval)
2. 07/08/22 Payroll (approval)
3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Commissioner's Office (approval)
4. Long Term Care Services June 2022 Census Report (informational)

Commissioner Chirichiello moved to approve the June 30, 2022 Board of Commissioner's Meeting minutes. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve the remaining consent agenda, which includes a payroll expense in the amount of \$1,717,262.68 for the period ending July 2, 2022. 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 reported the jail population is at 144. She was there recently, in the booking area, and commented on how it makes you realize just how big a problem mental health is with the constant yelling and screaming. She commended the Correctional Officers at how well they do their job and remain so calm and collected through all of that. She mentioned the County Attorney's Office is usually a little quieter during the month of July, but not this year. Long Term Care had their surprise Infection Control inspection, and they came through with no deficiencies. Last year's Medicaid rate was \$211.00, and this year it's up to \$228. Senior Director Smith worked very hard to establish that calculation. There was a small outbreak in Assisted Living but the staff has made arrangements to keep it from spreading.

Commissioner Chirichiello said he received a phone call from Senior Director Smith about the smoking policy and he's on board with doing away with the smoking room and grandfathering the three current smokers. He thanked Senior Director Nickerson for the detailed Rental Assistance Report and announced we've disbursed almost \$3 million so far. Tomorrow he'll attend a meeting with the Sheriff at Coe Brown. They are requesting an SRO at the campus. He stated there is one in Derry at Pinkerton. They will find out what the details are.

Commissioner Tombarello asked Senior Director Smith to confirm we are doing away with the smoking room. Senior Director Smith stated they won't be accepting anyone that's a smoker. Commissioner

Tombarello said it doesn't make sense to have an LNA bring the resident to the smoking room and wait for them to finish before bringing them back to the floor. This leaves the floor short handed while that LNA brings the resident to smoke. It just doesn't make sense. He reported speaking with Norm Major yesterday and the Delegation is very excited about the new building.

2. Department of Corrections – Jason Henry, Superintendent

a. Fireworks (discussion)

Superintendent Henry reported that a number of employees has asked him if the County will resume hosting fireworks. He asked if we have to budget for it. Senior Director Nickerson said it was the Town of Brentwood that paid for the fireworks, we just agree to host it. Senior Director Kivikoski added that Brentwood defunded the fireworks. Senior Director Gates said we won't be able to park in the field anymore because of the new building and the Meadowlark, and it created issues with traffic, the wellhead, staffing amongst other things. When it stopped, it was for a lot of good reasons.

3. Human Resources – Alison Kivikoski, Senior Director

a. Employee Travel Guidance Policy Update (approval)

Commissioner Coyle moved to approve the updated Employee Travel Guidance Policy effective July 7, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (C.G.) with the County portion of all benefits to continue for the period 07/20/22 through 08/04/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. LWOP – Sheriff's Office (approval)

Commissioner Coyle moved to approve a leave with pay request for a Sheriff's Office employee (K.C.) with the County portion of all benefits to continue for the period 07/05/22 through 07/31/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Earned Time/Holiday Time Cash Out (approval)

Commissioner Coyle moved to approve a Fiscal Year 2023 Cash Out of Earned Time and Holiday accruals, as outlined in the memorandum from Human Resources dated July 1, 2022, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

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

a. Polaris Group Business Associate Agreement (approval)

Commissioner Coyle moved to approve the Polaris Group 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.

Sheriff's Office – Charles Massahos, High Sheriff

a. Bid Waiver Request, Transcend Robotics, Inc. \$8,495.00 (approval)

Commissioner Coyle moved to approve the Bid Waiver Request for Transcend Robotics Inc. in the amount of \$8,495.00 for the purchase of search and rescue equipment, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked about the sole source supplier. Major Bashaw replied they had to find a vendor that fits the grant specifications, so they are

limited in the vendor selection. Commissioner Tombarello asked to have a demo once it is all set up. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Grant Application, 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) (approval)

Commissioner Coyle moved to approve an application for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$12,027.00 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.

D. New Business / Old Business

Major Bashaw stated they were extra busy with the holiday weekend. They have promoted some employees within the department, and they have hired their third female Deputy.

Register of Deeds Cathy Stacey stated they were very busy last week, and she is short staffed due to vacations. They are in the last year of their 5 year agreement with Fidar and she wants to see what's out there.

Senior Director Smith reported there has been two employees and one resident in Assisted Living that have tested positive for COVID-19. Their next mobile clinic is Monday, July 18th. They will be looking for a General Manager of Assisted Living. Photographers will be coming on July 19th to take photos for use in marketing materials. He announced he hired a transportation technician for Assisted Living and Long Term Care. They will provide trips to Wal-Mart, Doctor's appointments, etc. Commissioner Tombarello asked if we need to order a new bus and asked for the status of the ambulance. Senior Director Smith said he is working on an RFP for a new bus, he will have Senior Director Gates take a look at it first. He stated there is currently an RFP out for ambulance services. The first RFP was sent to 18 ambulance companies, but we had no responses.

Senior Director Gates stated they are currently working on an RFP for a plow vehicle and will be happy to combine their RFP with the one for the bus, or anyone else. She reported there were 15 people that showed up for the walkthrough for the EV charging stations RFP. We will have a Warrenstreet and Harvey Construction update today. She is still working with DES on the Meadowlark.

Superintendent Henry announced there have been recent promotions within, and there have been 3 new hires and they're still interviewing. They are meeting with Warrenstreet tomorrow to go over each room. He will be bringing forward a request for a sole source company that manufactures a device that you send fecal matter through to clean off any drugs that may have been brought through in that manner. There were lots of arrests over the holiday weekend, the jail is inundated with Hampton Beach being such a hot spot. The last round of gift cards made the staff very grateful, and they brought in a food truck for staff appreciation.

Senior Director Nickerson thanked everyone that worked to get through this payroll with the new budget, new pay rates, Monday being a holiday, and he thanked Katie Casey for covering while he was away. He stated a lot of ARPA grant applications have come in. Discussion ensued regarding a deadline date for applications. It was decided that July 31st would be the application deadline, but we don't have to wait until July 31st to award funds. Senior Director Nickerson said he would update the tracking report and will send it to their Executive Assistant to share on the Commissioner's drive, along with the applications.

Senior Director Kivikoski said they have been very busy, and they are now prepping for the Earned Time cash out. The NHAC nominations deadline is coming up and she wants our County to be well represented. She stated she may come knocking on your door if she doesn't receive anything from you. Commissioner Tombarello asked about the people that didn't complete their open enrollment and if their Division Directors knew who they were. Senior Director Kivikoski said she would let them know.

E. Public Comment

Commissioner Tombarello asked Heather Iworky if she had anything to comment on. She stated she logged in to learn about our County and the Commissioners. She thanked everyone for allowing her

attendance and announced that she is running for Commissioner in the upcoming election.

Commissioner Tombarello called for a brief recess at 9:18 am before the WarrenStreet and Harvey Construction update at 9:30.

The meeting resumed at 9:30 am and attendees included Mark Mcloughlin and Carl Dubois of Harvey Construction, and Jonathan Halle and Jonathan Smith of WarrenStreet Architectural. The update concluded at 9:59 am. Commissioner Tombarello asked for a monthly update going forward.

F. Adjourn

Commissioner Coyle moved to adjourn at 10:00 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 07/13/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, July 13, 2022 @ 3:30 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 3:32 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Tombarello
Kathryn Casey, Assistant Director, Finance
Alison Kivikoski, Sr. Director, HR
Robin Bernier, IT Manager
Leila Mattila, Commissioners' Office

Jonathan Banville, Assistant Superintendent
Jude Gates, Sr. Director, E&MS
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (3:48 pm)
Steve Goddu, member of the public

Remote Attendance:

Pat Conway, County Attorney (3:48 pm)

B. RFP Openings & Awards

1. Opening: Forticare Renewal – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the IT Manager 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: O365 Licenses – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the IT Manager 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: HVAC Replacement – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Dietary Equipment Service Contract – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

5. Opening: Computer Aided Dispatch & Records Management System – 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.

I.T. Manager Bernier will be evaluating proposals for the first 2 openings so they can be awarded today.

C. Consent Agenda

1. 07/07/22 Meeting minutes (approval)

2. 07/14/22 Accounts payable list (approval)

FY 2022 List total: \$2,665,049.52, ACH \$2,207,856.48, GL \$86.50, Payroll \$21,865.54, Previously authorized by BOC \$90,954.81, Accounts Payable check run \$344,286.19.

FY 2023 List total: \$1,290,455.50, ACH \$769,423.64, Payroll \$14,540.17, Accounts Payable check run \$506,491.69.

3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a Fiscal Year 2022 Accounts Payable list total of \$2,665,049.52 and a Fiscal Year 2023 Accounts Payable list total of \$1,290,455.50. 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 Department of Corrections population is 140. Weekends get a huge surge, then some are released on Monday. There were 2 inmates that tested positive for COVID-19, but that was during intake, and they quarantine new inmates anyway, so there wasn't any community transmission. One Long Term Care employee tested positive. The next mobile clinic is this Monday, July 18, 2022. The County Attorney's Office remains busy, a QAPI meeting was held for Assisted Living, and next week is the photo shoot. Long Term Care will be testing a new automated system for communication with residents and family members.

Commissioner Chirichiello stated he met with members of the Sheriff's Department regarding School Resource Officers. The Feds are looking to add them, but it won't happen this year because we just completed our budget for the new fiscal year.

Commissioner Tombarello said Engineering & Maintenance has three openings now due to retirements. They're busy sending out RFP's and progress on the new building. They're still working with the State regarding the bird. The Finance Office is busy, and Human Resources is busy. The NHAC conference will be in Portsmouth this year, registration is open, all three Commissioners will be attending and he's looking forward to it.

2. Department of Corrections – Jason Henry, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve two (2) inmate administrative transfers dated July 11, 2022, 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. Bid Waiver Request, Hobart Service \$5,146.00 (approval)

Commissioner Coyle moved to approve the Hobart Service Agreement & Bid Waiver Request in the amount of \$5,146.00 for a one (1) year term, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked who we need to talk to about raising the \$5000.00 limit. Senior Director Nickerson stated the RSA is a Rockingham County RSA. Discussion ensued. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Finance Office – Charles Nickerson, Director

a. WES Energy & Environment, LLC Agreement (approval)

Commissioner Coyle moved to approve the WES Energy & Environment, LLC Agreement for the marketing and sale of qualified Thermal Renewable Energy Certificates (T-RECs) for a period of five (5) years, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance, and the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Fiscal Year 2023 Benefits Related Payments (approval)

Commissioner Coyle moved to authorize the Finance Office to process payments for Fiscal Year 2023 benefits-related items including, but not limited to, medical and dental claims, third party administrative fees, various benefit premiums, stop loss fees, and workers compensation claims, as recommended by the Senior 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 6-3 – County Attorney’s Office (approval)

Subject tabled for nonpublic discussion at the end of the meeting.

- b. Employee Retention and Engagement/ARPA Project Fund Gift Cards (approval)

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the memo from Human Resources, dated July 8, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Tombarello asked about the few employees that didn’t complete their open enrollment. Discussion ensued regarding efforts to contact the employees and the end results.

- c. Personnel nonpublic session NH RSA 91-A:3, II

5. Long Term Care Services – Jason Smith, Director

- a. Crest Healthcare Products, LLC Service Agreement (approval)

Commissioner Coyle moved to approve the Crest Healthcare Products, LLC Service Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Change Order, Friends Services Alliance \$45,500.00 (approval)

Commissioner Coyle moved to approve a Change Order Request for Friends Services Alliance (FSA) for an amount not to exceed \$45,500.00 for services during the July 1, 2022 through June 30, 2023 fiscal year, recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- c. Bid Waiver, Uniformly Yours \$30,000.00 (approval)

Commissioner Coyle moved to approve the Uniformly Yours, Inc. Uniform Agreement & Bid Waiver Request in the amount of \$30,000.00 per year with automatic renewal until terminated, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked for more detail as to why we should remain with this vendor. Senior Director Kivikoski replied they went out to look for uniform vendors and the selection was not good. The employees like this vendor, they come every year and set up a shopping experience for the employees so they can look at the merchandise and everyone is very happy with them. They also offer the sizes and colors that nobody else offers. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. New Business / Old Business

Assistant Superintendent Banville said they currently have three corporal positions closing soon, they’ve had a lot of interest. They have four new hires in the works, the sign-on bonus seems to be attracting applicants. They have been working on funding homelessness and mental health and they’ll be hosting a tour sometime in the future.

Senior Director Gates reported there was nothing new just remaining very busy.

County Attorney Conway announced another attorney has submitted their resignation. She met with Human Resources and her Deputy County Attorney to come up with recruiting ideas.

Senior Director Smith informed everyone that they are opening Driscoll 1. They are going through everything before housing residents there, and they plan on opening Fernald 2 in October. They received seven applications for the General Manager position for Assisted Living. Their satisfaction survey shows good marks.

The High Sheriff reported they are taking part in a safety program, and Sig Saur has had their grand opening. They now have a museum and recommends people stop by for a look.

Register of Deeds Stacey informed us that she is shorthanded because of staff vacation time. They have their cleaning bid coming up in September and she needs a timeframe for the length of the agreement. Commissioner Tombarello replied she should ask for two years. Commissioner Coyle suggested a rider for a third year.

Senior Director Nickerson announced DHHS has issued out the County caps and we're the only County with a decrease this year. His department remains very busy with grant reporting, payroll changes, preparing for audits, and closing out the Fiscal Year.

RFP Award: Forticare Renewal – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Forticare Renewal to Block 5 Technologies for an amount not to exceed \$12,988.86, as recommended by the IT Manager. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

RFP Award: O365 Licenses – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Office 365 Licenses to ECF Data for an amount not to exceed \$ 78,724.80, as recommended by the IT Manager. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Senior Director Kivikoski said her department has been very busy with all the changes, lots of data entry. She reminded everyone that the deadline for submitting nominations for the NHAC awards is coming up, so please get your nominations in.

F. Public Comment

No public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 4:21 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 Coyle moved to exit nonpublic session at 4:48 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to adopt the modified Assisted Living hiring grid as outlined on the memo for Fiscal Year 2023 effective July 1, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a County Attorney's Office employee (M.R.) as recommended by the Senior 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 4:49 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 07/28/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Boston Logan International Airport, 122 Harborside Dr, East Boston, MA
Thursday, July 21, 2022 @ 9:00 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 9:01 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello

Commissioner Tombarello

Remote Attendance:

Charles Nickerson, Senior Director of Finance

Jason Smith, Senior Director of Long Term Care Services

Leila Mattila, Commissioners' Office

B. Consent Agenda

1. 07/22/22 Payroll (approval)

Commissioner Chirichiello moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,268,059.42 for the period ending July 16, 2022. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

C. Public Comment

No public comments.

D. Adjourn

Commissioner Chirichiello moved to adjourn at 9:02 am. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/28/2022.

Commissioner Brian Chirichiello, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, July 28, 2022 @ 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, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Jude Gates, Sr. Director, E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (8:37 am)
Steve Goddu, member of the public
John O'Connor, member of the public

Remote Attendance:

Pat Conway, County Attorney (8:44 am)

B. RFP Openings & Awards

1. Opening: EV Charging Stations – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Medicaid/Medicare Cost Reporting Services – Finance Office

Commissioner Coyle moved to authorize the Senior Director of Finance 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: Professional Auditing Services – Finance Office

Commissioner Coyle moved to authorize the Senior Director of Finance 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: Ambulance & Transportation Service – Long Term Care Services

Commissioner Coyle moved to authorize the Senior Director of Long Term Care 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: Commercial Kitchen Cleaning Services – Long Term Care Services

Commissioner Coyle moved to authorize the Senior Director of Long Term Care 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. Award: Officer Uniforms - Department of Corrections

Commissioner Coyle moved to award the proposal for Officer Uniforms to Neptune Uniforms & Equipment, Inc. through June 30, 2024 for an amount not to exceed \$55,000 per fiscal year, 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.

7. Award: Dietary Equipment Service Contract – Long Term Care Services

Commissioner Coyle moved to award the proposal for Dietary Equipment Service Contract to Hobart Service beginning August 1, 2022 with an annual auto renewal, and an amount not to exceed \$15,000.00 annually, and authorize the Chair to sign all necessary documents, as recommended by the Senior 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. 07/13/22 & 07/21/22 Meeting minutes (approval)
2. 07/28/22 Accounts payable list (approval)

FY 2022 List total: \$2,908,772.54, GL \$2,087,335.79, Accounts Payable check run \$821,436.75.

FY 2023 List total: \$1,238,064.45, ACH \$174,743.74, GL \$231.50, Payroll \$32,840.44, Accounts Payable check run \$1,030,248.77.

3. Department of Corrections July 16, 2022 Population Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes a Fiscal Year 2022 Accounts Payable list total of \$2,908,772.54 and a Fiscal Year 2023 Accounts Payable list total of \$1,238,064.45. 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 reported he and Commissioner Tombarello just came back from the National Association of Counties annual conference that was held in Denver, Colorado. He said it was a great conference, they went to the Governor’s mansion, they met a lot of elected officials from all over the U.S. There were sessions on the housing crisis, mental health issues, and the 988 program which we do have in New Hampshire. He thanked the other two Commissioners for allowing him to attend.

Commissioner Coyle stated there are so many extreme mental health cases in the jails, and so many drugs coming in. It’s a burden on the Correctional Officers because they have to administer Narcan, and there’s been a big escalation lately. The jail population is currently at 152. There has been a small outbreak in Assisted Living. They are interviewing for the General Manager position, and we’re still waiting for the State survey. The County Attorney’s Office remains busy as usual, and Meghan Ryan has been promoted to Lead County Attorney, and she will do a great job.

Commissioner Tombarello said there was a vendor at the NACo conference that he will try to get into New Hampshire. They have a mobile truck for vaccinations that can be used for many other things. He said he asked a lot people there how they are using their ARPA funds and everyone is doing something different. Some Commissioners don’t have jails and nursing homes, some have bridges and roads, and hospitals that they take care of, so it was interesting to hear everyone’s stories. Engineering and Maintenance didn’t receive any proposals for the HVAC RFP. They received their first electric bill under the new agreement, and it was \$84,092., up from an average of \$50-60K per month. Human Resources has been busy with PCN’s, open enrollment, the General Manager position has been posted, the travel policy has been posted. He mentioned an update to the POW/MIA chair, it now includes a table with more items. It was at no cost to the County. We have Veteran residents, so I’m sure they’ll want to come down and see it. Discussion ensued regarding the items on the table. The Finance Office is busy and they’re losing their Financial Systems Analyst. He’s been with the County for a long time and this is a little difficult to digest.

- a. Proclamation Declaring September as Childhood Cancer Awareness Month (discussion/approval)

Commissioner Coyle read the proclamation declaration:

WHEREAS, all children regardless of who they are, deserve a childhood and a chance to grow up.

WHEREAS, September is childhood cancer awareness month; and WHEREAS, during this awareness month, advocates, non-profits, health care professionals, researchers, and family's impacted want the Commissioners of Rockingham County to know the prevalence and reality that children facing cancer experience each and every day; and

WHEREAS, pediatric cancer is the leading cause of death by disease in children yet is grossly underfunded and under-researched; and

WHEREAS, 1 in 285 children in the United States will be diagnosed by their 20th birthday; and

WHEREAS, 46 children per day or 16,790 children per year are diagnosed with cancer in the U.S. each year; and;

WHEREAS, at any given time there are approximately 40,000 children on active treatment; and

WHEREAS, two-thirds of childhood cancer patients will have long lasting chronic health conditions as a result of their treatment toxicity, with one quarter being classified as severe to life-threatening; and

WHEREAS, in the last 20 years there have only been four new drugs approved by the FDA to specifically treat childhood cancer; and

WHEREAS, foundations, researchers, and healthcare professionals are working diligently to treat and cure pediatric cancer but need the support from all of us; and

WHEREAS, too many children are affected by this deadly disease and more must be done to raise awareness and ultimately find a cure.

NOW THEREFORE, BE IT PROCLAIMED, by the Commissioners of Rockingham County, that September 2022, is hereby designated as Childhood Cancer Awareness Month. We call upon all citizens to do their part in observing this month and raising awareness for a cause that deeply impacts families in our community and communities across the nation.

Commissioner Coyle moved to approve the proclamation as written and spoken. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. ARPA Grants Awards (discussion and/or approval)

Tabled for the end of the meeting

2. County Attorney's Office

- a. Thomson Reuters CLEAR Contract Renewal (approval)

Commissioner Coyle moved to approve the Thomson Reuters CLEAR contract renewal for a period of three years as outlined in the memo from the County Attorney, 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.

- b. Equitable Sharing Agreement & Certification Fiscal Year 2022 (approval)

Commissioner Coyle moved to approve the Fiscal Year 2022 Equitable Sharing Agreement and Certification, 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. Department of Corrections – Jason Henry, Superintendent

- a. Bid Waiver Drug Loo International \$15,312.50 (approval)

Commissioner Coyle moved to approve the Drug Loo International Bid Waiver Request in the amount of \$15,312.50, 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.

- b. Contract Extension Siemens Healthcare (approval)

Commissioner Coyle moved to approve the contract extension with Siemens Healthcare Diagnostics until September 20, 2023, and authorize the Chair to sign all necessary documents, 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.

- c. Personnel nonpublic session NH RSA 91-A:3, II

4. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

- a. Bid Waiver Honeywell International \$96,010.00 (approval)

Commissioner Coyle moved to approve the Honeywell International proposal & Bid Waiver Request in the amount of \$96,010.00 for the purchase, installation and programming and integration of nine (9) new cameras at the Department of Corrections, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Change Order Optima Communications Systems, Inc. \$15,058.71 (approval)

Commissioner Coyle moved to approve a change order request for Optima Communications Systems, Inc. for an amount not to exceed \$15,058.71, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Finance Office – Charles Nickerson, Director

- a. Re-Appointment of Deputy Treasurer Pursuant to NH RSA 29:15

Commissioner Coyle moved to re-appointment of Robert J. Troy as Deputy Treasurer for the term of one (1) year, beginning June 1, 2022 pursuant to NH RSA 29:15 as recommended by the Rockingham County Treasurer. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Certificate of Deposit Program Implementation (approval)

Commissioner Coyle moved to approve Rockingham County enter into a \$30 million ARPA CD program with TD Bank and authorize Scott G. Priestley, Sr., Treasurer, Robert J. Troy, Deputy Treasurer and Charles Nickerson, Senior Director of Finance to be the signers on the Rockingham County ARPA CD accounts with TD Bank. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked how much revenue this would generate. Senior Director Nickerson replied, it would be \$350,000 in interest revenue over a twelve-month period. Commissioner Coyle stated over three years, that's \$1M, and asked if there are grant rules with what we can use it for? Senior Director Nickerson responded the Fed's have been quiet on that subject, but we should put it toward the next years capital projects line. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- c. Bid Waiver Wipfli LLP \$11,700.00 (approval)

Commissioner Coyle moved to approve the Wipfli LLP Bid Waiver Request in the amount of \$11,700.00 for Cost Reporting Services, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

6. Human Resources – Alison Kivikoski, Director

- a. Exception Request 5-3, Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 5-3 for a Long Term Care Services employee (S.F.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Exception Request 6-3, County Attorney's Office (approval)

Commissioner Tombarello notified everyone that this would be discussed in nonpublic before we take a vote and tabled it for the end of the meeting.

c. Cigna Revised Administrative Services Agreement (ASO) (approval)

Commissioner Coyle moved to authorize the Chair to sign the amendment letter for the Cigna Administrative Services Only (ASO) agreement effective July 1, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Revised Job Description – Long Term Care Services (approval)

Commissioner Coyle moved to approve a revised Job Description for Executive Assistant, Long Term Care Services, effective July 10, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. New Position Wage - Department of Corrections (approval)

Commissioner Coyle moved to assign an hourly wage of \$25.61 to M.E. effective with the start of the payroll period following agreement of all parties to include the position in the DOC Supervisors union, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

f. Employee Retention and Engagement ARPA Project Fund, July Amendment (approval)

Commissioner Coyle moved to approve the purchase of one additional gift card as identified on the accompanying listing, utilizing the category 2.11 of the ARPA project funds, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

g. Employee Retention and Engagement ARPA Project Fund, August Activity (approval)

Commissioner Coyle moved to approve an Employee Retention and Engagement activity (Ben & Jerry's Ice Cream Truck) utilizing the category 2.11 of the ARPA project funds, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

h. Wellness Event, Elements Massage (approval)

Commissioner Coyle moved to approve a Wellness activity (Elements Massage, Portsmouth, NH) utilizing Cigna Wellness dollars, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked for more detail. Senior Director Kivikoski stated we used to offer chair massages to staff, but it's been difficult to get someone in because of COVID-19, but we've worked things out with this company and they're willing to work with us. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

i. 2022 Years of Service Awards / NHAC County Government Awards, The Exeter Inn (approval)

Commissioner Coyle moved to approve the 2022 Years of Service Awards / NH Association of Counties (NHAC) to be held at the Exeter Inn on October 20, 2022 and October 27, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve the Senior Director of Human Resources to sign a contract with The Exeter Inn associated with the 2022 Years of Service Awards / NH Association of Counties (NHAC) County Government Awards and to authorize the utilization of the County AMEX card to secure these reservations with a \$1,000.00 deposit on behalf of the Board of Commissioners, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve utilizing \$2,500.00 in the category 2.11 of the ARPA project funds to supplement the Human Resources budget for the 2022 Years of Service Awards / NH Association of Counties (NHAC) County Government Awards, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

j. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for a Human Resources Employee (J.H.), to attend the UKG (Kronos) Customer Conference held in Las Vegas, NV from November 6 - 10, 2022, at an estimated total cost of \$3,325.00, as recommended by the Senior Human Resources Director. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

k. Personnel nonpublic session NH RSA 91-A:3, II

7. Long Term Care Services – Jason Smith, Director

a. Change Order Request Wellesley Design Consultants \$10,000.00 (approval)

Commissioner Coyle moved to approve a change order request for Wellesley Design Consultants for an amount not to exceed \$10,000.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Senior Director Smith explained that they had the residents test out the chairs and couches, and they prefer the more expensive furniture. There are also some acoustic issues with the sunroom. It's hard to hear and they hold a lot of activities there. Commissioner Coyle asked where the money is coming from. Senior Director Smith said there is \$50,000 for the next project and another \$30,000 for contingency. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. O2 Safe Solutions Respiratory Program Services Contract Renewal (approval)

Commissioner Coyle moved to approve the O2 Safe Solutions Respiratory Program Services contract renewal for an additional three (3) years, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. HealthPRO Management Services, LLC Lifestyle Specialist Agreement (approval)

Commissioner Coyle moved to approve the HealthPRO Management Services, LLC Lifestyle Specialist Agreement and Business Associate Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. HealthPRO Management Services, LLC Consulting Amendment (approval)

Commissioner Coyle moved to approve the HealthPRO Management Services, LLC Consulting Agreement Amendment, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for a Long Term Care Services Employee (J.S.), to attend the 2022 LeadingAge Annual Meeting and Expo held in Denver, CO, from October 15 - 21, 2022, at an estimated total cost of \$4,249.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

f. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for a Long Term Care Services Employee (P.M.), to attend the 2022 Friends Services Alliance (FSA) Compliance & Risk

Management Conference held in King of Prussia, PA, from October 2 - 5, 2022, at an estimated total cost of \$2,000.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

8. Sheriff's Office – Charles Massahos, High Sheriff

a. Equitable Sharing Agreement & Certification Fiscal Year 2022 (approval)

Commissioner Coyle moved to approve the Fiscal Year 2023 Equitable Sharing Agreement and Certification, 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

Senior Director Smith was happy to report all tested negative in Assisted Living this week. They are doing more activities but in smaller groups. They have been interviewing for the General Manager position for Assisted Living. There is currently a legal issue with the pharmacy supplier, and also staffing issues with the security company. He has put them on notice. He stated he has written a policy on Monkey pox, and they will be doing training with the staff. Long Term Care is now out of outbreak status and they can resume training on CPR.

Register of Deeds Cathy Stacey reported a couple of large transactions recently but feels things will slow down after what happened yesterday. She has employees on vacation and has two new hires.

The High Sheriff stated they've been busy interviewing for Dispatch and Deputies. The changes the Commissioners made is working and it's attracting more applicants.

Senior Director Gates agreed with the High Sheriff about attracting more applicants, Human Resources has had a number of good applicants for the Foreman position. She reported difficulties with recent RFP's and reached out to some vendors. They report that manufacturers will only hold their pricing for sixty days. The products are taking much longer than sixty days to manufacture. She's trying to figure a way around this. The Feds are changing the wetland regulations for major and minor wetlands. They may be asking us for \$350,000 to contribute to the wetland fund. It's holding us up. She brought up a suggestion made a while back for a conservation easement. Commissioner Coyle didn't see that as a good option in case expansion is needed in the future. Senior Director Gates said she's been working with DES and Fish & Game, but it's more difficult with the Feds involved now. Commissioner Coyle said we either put it into a conservation easement or pay the money to the wetland fund. Senior Director Gates asked to have further discussion at next week's meeting.

Senior Director Nickerson is busy with grant reporting and year-end prep. He asked for the bid waiver because there were no responses from the RFP. There will be an email going out regarding how to handle any 2022 expenses that didn't make it into today's accounts payable run. There is a fairwell party next week for the Financial Systems Analyst in the Maureen Barrows Conference room from 1:00 – 2:00. Commissioner Chirichiello asked Senior Director Nickerson about a pay increase they wanted for the rental assistance staff member. Senior Director Kivikoski said she is per diem and its different for them, but it can be discussed in nonpublic.

Senior Director Nickerson asked for a motion to approve the Wipfli contract attached to the Bid Waiver Request that was just approved. Commissioner Coyle moved to approve the Wipfli contract and authorize the Chair to sign all necessary documents.

Superintendent Henry has been trying to come up with ideas for the processing area. It's such a small area and it gets very congested at times. He commented how he has never seen this amount of drugs coming in, and the number of mental health cases. They had a COVID-19 positive inmate come in that exposed nine others. They had to quarantine all of them, thankfully it wasn't spread to the others. He's changing the START program from 30 days to 90 days. Last week he assisted in the interview process for

an Exeter Attorney's office looking to hire. Their box truck that transports food is down. It had to be towed last week. It needs a new transmission. Glendale has been letting them borrow one of theirs, but we're not on their insurance. Commissioner Coyle suggested Commissioner Tombarello speak with Jim Henker at Glendale. Superintendent Henry also reported they installed fencing for the recreation yard. The female inmates could see the male inmates in their cells and it was not appropriate. The NH DHHS has moved to a points system for grants. He said he prefers a pass or fail system because smaller facilities can't write grand applications and it's not fair. There is a new virtual training system, APEX. A lot of Sheriff's Offices use it now. There are a lot of grants out there and it would be great for the Academy, our Sheriff's Office and others could borrow it. He expressed his wishes for a mental health staff member. He said it was one of his staff that requested it because they couldn't find enough help out there in the community. There is a high suicide rate for law enforcement and having someone on staff, full time would help reduce the stigma associated with treating mental health.

F. Public Comment

Commissioner Tombarello asked the members of the public that called in if they had any public comments. John O'Connor asked about the purchase of Hampstead Hospital and who will have priority. Commissioner Coyle replied that it was the State of New Hampshire that purchased the hospital. Senior Director Nickerson said the problem they've had all along is with staffing, so the State is going to have the same issues. Register of Deeds Cathy Stacey commented it's supposed to be for adolescents.

There were no further comments, Commissioner Tombarello asked for a nonpublic session.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:09 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 11:14 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a County Attorney employee (K.B.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to assign an hourly wage of \$26.18 for a Department of Corrections employee (M.E.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

The Commissioners reviewed the three ARPA Grant category applications and decided to award the following:

Local Business Assistance Program – Travel, Tourism & Hospitality Industry – Expenditure Category 2.35

Derry Diner	\$10,000.00
Sun Asian Bistro	\$10,000.00

Subawards to RC Nonprofits to Enhance Service to RC Communities Disproportionately Affected by COVID-19 – f/k/a Expenditure Category 3

Gather NH	\$5,000.00
Friends of Seabrook Community	\$5,000.00
Arts in Reach	\$5,000.00
NH Legal Assistance	\$10,000.00 (divide from all 3 districts)

Nonprofit Financial Assistance Program – Expenditure Category 2.34

Community Caregivers of Greater Derry	\$5,000.00 (divide from 2 districts)
Derry Friendship Center	\$5,000.00
Gather NH	\$5,000.00
Plaistow Community YMCA	\$5,000.00
Rockingham Nutrition & Meals on Wheels	\$10,000.00 (divide from all 3 districts)
Pro Portsmouth	\$5,000.00
Great Bay Stewards	\$5,000.00
Greater Derry Community Health Services	\$10,000.00 (divide from 2 districts)

Some applications were tabled until further research can be done. They will revisit the subject at a future Board of Commissioners meeting.

H. Adjourn

Commissioner Coyle moved to adjourn at 11:30 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 08/11/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, August 4, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director of E&MS
Jason Henry, Superintendent
Leila Mattila, Commissioners' Office

Remote Attendance:

Robin Bernier, IT Manager

Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Deputy Chief Richard Sawyer
Katherin Mann, Sheriff's Office
John O'Connor, member of the public
"Faiza", member of the public (9:02 am)
"Legal Department", member of the public
(9:20 am)

B. RFP Openings & Awards

1. Opening: Axis PTZ Cameras – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Two Vehicles – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: APX Radios & Accessories – 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.

4. Opening: Motorola GTR8000 Base Radio & GRV8000 Comparator – 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.

5. Opening: Ruggedized Mobile Computers – 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.

6. Opening: Uniforms & Equipment – 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.

7. Award: Latex / Vinyl Gloves – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Latex/Vinyl Gloves as recommended by the Senior Director of Facilities, Planning and IT, to the following vendors for the noted items:

- To Interboro Packaging for the powder free exam gloves for both the Nursing and Assisted Living departments, and the non-sterile exam gloves for the Environmental Services department for an annual cost not to exceed \$30,600.24.
- To Pristine Dental for the rubber nitrile gloves for the Nursing and Environmental Services departments for an annual cost not to exceed \$9,196.00.
- To Mersi Distribution for the heavy-duty vinyl gloves for the Department of Corrections for an annual cost not to exceed \$10,978.00.
- To Geriatric Medical for the serving gloves for the Department of Corrections for an annual cost not to exceed \$263.70.

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

8. Award: Ambulance & Transportation Service – Long Term Care Services

Commissioner Coyle moved to award the proposal for Ambulance & Transportation Service to Lifestar Emergency Medical Services for an amount not to exceed \$40,000.00 annually, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

9. Award: Commercial Kitchen Cleaning Services – Long Term Care Services

Commissioner Coyle moved to award the proposal for Commercial Kitchen Cleaning Services to ServiceMaster Restore for an amount not to exceed \$15,000.00 annually, as recommended by the Senior 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. 07/28/22 Meeting minutes (approval)
2. 08/05/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,428,874.02 for the period ending July 30, 2022 and tabled the 07/28/22 Meeting minutes approval for one week. 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 reported the High Sheriff was invited to “A Night Out” in Salem. He commented that it’s a tough field to work in because there’s no respect, but it was nice to see so many people showing their support. The town of Londonderry had a shovel ceremony for Exit 4A, a \$120 million dollar road project. It took many years to get moving. The Governor was there, Sheehan, and Chris Papas and a few others.

Commissioner Coyle stated Attorney Conway was not able to attend today’s meeting because she’s in court. They are adding an attorney from Hillsboro County, but unfortunately lost an attorney to the Attorney General’s Office. She is now down three attorney’s and two legal assistants. The jail population is currently 164. There are three open positions for Corporal, they are currently interviewing. The Long Term Care photo shoot was last week so we’ll have some nice, new energy for the website. Driscoll 1 is opening August 15th which will provide admission for ten new residents. They’re still working on staff, but that will

take some time. They are still waiting on survey and they are currently interviewing for the General Manager position for Assisted Living.

Commissioner Tombarello mentioned Senior Director Kivikoski is still on vacation, returning tomorrow. He thanked Superintendent Henry and Jim Henker for working together to agree on arrangements to use the Glendale box truck to transport meals to the jail.

2. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

- a. County Wetlands Complications & Next Steps (discussion)

Commissioner Tombarello suggested we table this for the end of the meeting. All agreed.

3. Human Resources – Alison Kivikoski, Director

- a. Assisted Living Hourly Premium (approval)

Commissioner Coyle moved to approve an additional hourly rate of \$2.50 for Personal Care Partners certified to administer medications in Assisted Living when required to perform this duty, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion and asked if they were Union because there would be a minimum of hours we would have to pay them? HR Manager Hoyt replied no, none of them are Union positions. Senior Director Smith added it's timed from when they start the task to when they finish, and that is the amount of time they will be paid the premium. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Exception Request Qualifying Event – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 16-1B, Qualifying Event, for a Long Term Care Services employee (P.J.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked if this employee will be reimbursed. HR Manager Hoyt responded yes, it's around \$30.00. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- c. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (C.G.) with County portion of all benefits to continue for the period 08/05/22 through 09/12/22, as recommended by the Senior Director of Human Resources.

4. Long Term Care Services – Jason Smith, Director

- a. Bid Waiver Request, iN2L \$18,427.00 (approval)

Commissioner Coyle moved to approve the iN2L proposal & Bid Waiver Request in the amount of \$18,427.00 for the purchase of 55" portable display unit and a three year subscription, and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Coyle commented on how wonderful this tool is and how much functionality it has. Commissioner Tombarello asked if a transfer will be needed. Senior Director Nickerson replied no, it was anticipated and it's in the budget. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

- b. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for two (2) Long Term Care Employee (J.S. and P.M.), to attend the 2022 New England Alliance Fall Regional Conference held September 21 – 23, 2022 in Portland, M.E., at an estimated total cost of \$2,350.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

- a. Grant Application, State of NH Department of Safety Law Enforcement Substance Abuse Reduction Initiative (approval)

Commissioner Coyle moved to approve an application for the New Hampshire Department of Safety Law Enforcement Substance Abuse Reduction Initiative grant in the amount of \$150,750.00 and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked for confirmation that there is no match and it's fully funded. Katherin Mann confirmed with "yes". Commissioner Coyle asked about the application pages 6 and 7 where the information is not filled in. Major Bashaw stated they are waiting for the information from hospitals. Commissioner Coyle asked how is overtime paid. Senior Director Nickerson stated it's a different overtime classification and it can be tracked. Commissioner Coyle asked about the ten members from various town and wanted to know if those were the communities where the drug work is. Deputy Chief Richard Sawyer answered no, that's just where the help is located. Commissioner Coyle asked if they are deputized, Deputy Chief Sawyer answered yes, they are deputized. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello asked Senior Director Gates for her update on the wetlands complications. She reported Fish and Game told us we couldn't hay the field until August 1st. The building was moved back and then it was too close to well #2. We need to drill test wells but we can't until the wetlands are delineated. The Army Corp of Engineers has moved the threshold from 10,000 to 5,000 and we're at 8500. They won't grandfather us in. Either we do a conservation easement or pay to the wetland fund. It's now around \$52,000, originally, they told her it would be a lot more. We don't have a firm answer from Fish and Game yet, they may also be looking for money. She doesn't know what they will ask for next. The soil specialist will be here Monday. They will do test drills for the new well. It is still up in the air with major vs minor on wetlands delineation. As soon as she has more information, she will let us know, but we can't move forward until Fish and Game makes a decision.

E. New Business / Old Business

Senior Director Nickerson stated he will be at the NHAC meeting tomorrow. They've been busy with audits, the payroll amount was up because of FEMA submissions. The CD accounts interest earned will be closer to \$600,000. Emergency Rental Assistance checks are just under \$100,000 this week. He will expect that number to go up with the increase in cost of electricity going up. He suggested modifying our website to remind everyone that it's not just assistance for rent.

HR Manager Julie Hoyt had a brief update, reporting they've been busy with recruiting and interviews.

Superintendent Henry reported there is no NHAC meeting tomorrow. Senior Director Nickerson stated he was looking to change an RSA to move the threshold on bid waivers. Superintendent Henry reported he has a First Responders Committee meeting tomorrow. They're working on finalizing the opioid abatement. The J&J case is coming up soon. The State is suing the large pharmacies. Commissioner Chirichiello asked what we are doing for the monkey pox vaccines. Senior Director Smith answered there is a shortage and nursing homes are not high on the priority list. Commissioner Coyle stated there are two different vaccines, one with live cultures that can be detrimental. The other is safe for everyone. He said he wasn't too worried about the nursing home, he's more concerned with it getting in the jail. Superintendent Henry said PrimeCare has already made their policy. We know it spreads rapidly.

Superintendent Henry continued with his report and said the plumbing on A/B block is getting fixed, and just in time because he needs to move some inmates around. He is down 23 staff members. Suffolk County took one C.O., he reported the starting pay is \$27 per hour.

Commissioner Coyle moved to approve an Inmate Administrative Transfer dated August 3, 2022, pursuant to NH RSA 30-B:21, transferring one inmate out to Carroll County and one inmate in from Carroll County, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello stated we need to start a public hearing and we'll finish up New Business/Old Business after.

F. JAG Grant Application / 9:30 am Public Hearing

Commissioner Tombarello moved to open the hearing at 9:32 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle read aloud:

The 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$12,027. The County of Rockingham did not submit the level of violent crime data to qualify for a direct award from BJA but is in the disparate category. The JAG legislation requires that Rockingham County remain a partner with local jurisdictions receiving funds. This joint application includes one local jurisdiction: Derry, New Hampshire. Authorized representatives have agreed to a 7% grant administrative fee. Rockingham County is the administrator for the 2022 JAG grant. Each entity will be allocated the following:

Programs:

Town of Derry: \$ 11,185

Administration Fee:

Rockingham County: \$ 842

Total: \$ 12,027

As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2022 JAG process and Major Christopher Bashaw of Rockingham County Sheriff's Office will complete the on-line grant application and perform all administrative duties throughout the grant period of 10/01/2021 through 09/30/2023. The grant application in Grants.gov is due by 8:59 p.m. (Eastern Time) on August 3rd, 2022. The full application is due in JustGrants by 8:59pm (Eastern Time) on August 8th, 2022.

The Edward Byrne Memorial Justice Assistance Grant (JAG) funds will be utilized to support a broad range of activities to prevent and control crime and enhance officer safety. The one unit of local government in the jurisdiction will utilize the funds for local initiatives that include purchasing equipment/supplies within the purpose area of Law Enforcement Programs.

ORGANIZATIONAL CAPABILITIES

The Town of Derry will utilize these funds to help supplement the purchase of an Apex Officer Training Simulator to train officers with De-Escalation, Use of Force and Crisis Management. The training simulator is a virtual reality system where users are immersed in scenarios which they will need to handle appropriately. Apex Officer Training Simulators are utilized by numerous law enforcement departments throughout the country: Barnstable, MA, Maryland State Police, Las Vegas Metropolitan Police, and the US Air Force, to name a few. Purchasing this equipment would make the Derry the first police department in the state to utilize this training simulator. Derry also believes that this training equipment could be used to help Derry citizens see what life as a police officer is like and help improve community relations.

Commissioner Tombarello asked for public comment. Faiza and "Legal Department" were in attendance for RFP openings/awards and did not have any comments regarding the public hearing.

Commissioner Coyle moved to close the public hearing at 9:36 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Coyle moved to approve the 2022 JAG Application: #O-BJA-2022-171368 as outlined in the narrative for \$12,027.00, 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.

Commissioner Tombarello called on the Sheriff's Office for New Business/Old Business.

The High Sheriff Massahos reported going to "A Night Out" in Salem on Tuesday night. He said there were numerous "Nights Out" on Tuesday. Monday there was a birthday celebration for a 30 year old autistic

person. There were 40 police departments and numerous agencies that all drove by. Tuesday night he assisted with a sighting for someone that looked a lot like a guy we've been looking for.

Senior Director Smith reported there hasn't been any new COVID-19 cases in Assisted Living since July 26th. Driscoll 1 will be opening up by September 1st and they're hoping for more staff. A position that has been vacant for one year has finally been filled.

IT Manager Robin Bernier reported the phone system will be upgraded Monday evening.

G. Public Comment

No public comments.

H. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:42 am, pursuant to NH RSA 91-A:3, II (I), legal. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit nonpublic session at 10:10 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:00 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 08/11/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, August 11, 2022 @ 1:30 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 1:32 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, E&MS
Ryan Manly, E&MS Foreman
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Commissioner Coyle (1:42 pm)
Pat Conway, County Attorney
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (1:35 pm)
Steve Goddu, member of the public
Donna Lane (3:02 pm)

Remote Attendance:

B. RFP Openings & Awards

1. Opening: Concealable/Tactical Body Armor – Sheriff's Office

Commissioner Chirichiello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

2. Opening: Sheriff's Vehicles – Sheriff's Office

Commissioner Chirichiello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

3. Award: Axis PTZ Cameras – Engineering and Maintenance Services

Commissioner Chirichiello moved to award the proposal for Axis PTZ Cameras to Howard Technology for an amount not to exceed \$9,427.35, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

C. Consent Agenda

- 07/28/22 & 08/04/22 Meeting minutes (approval)
- 08/12/22 Accounts payable list (approval)

List total: \$1,322,131.18, ACH \$27,400.27, GL \$146.50, Payroll \$61,055.55, Previously authorized by BOC \$478,115.40, Accounts Payable check run \$755,413.46.

Commissioner Chirichiello moved to approve the Accounts Payable list total of \$1,322,131.18, and moved to table the minutes approval for Commissioner Coyle when she joins us. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Chirichiello and Tombarello in favor.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

- Liaison updates

Commissioner Chirichiello stated he picked up four or five ARPA grant award checks and hand delivered them. He expressed how grateful the recipients were.

Commissioner Coyle joined us during Commissioner Chirichiello's update. She reported the jail population is currently 165 and they are COVID free. Two female officers were recently promoted to Corporal, everyone is very excited about that since it is a male dominated sector. The County Attorney's Office has been busy working on getting new hires. Every Attorney in that office has five or more trials scheduled every week for incarcerated defendants which is very challenging. Assisted living is out of outbreak status. Driscoll 1 is ready for admitting residents.

Commissioner Tombarello stated the Finance Office is busy, the Assistant Director Katie Casey is working on FEMA reimbursements. The check run for rental assistance is over \$120,000 this week. We have reached \$3.5 million since the start of the program. He stated he received a call from Hillsborough County and they said we stole one of their Attorneys and they had a lot of nice things to say about our new hire. He spoke with Norm Major about the repair of the Department of Corrections food truck and the rental, and he is willing to entertain the idea of contingent funds.

2. Department of Corrections – Jason Henry, Superintendent

- a. Nonpublic session NH RSA 91-A:3, II (I)

3. Engineering & Maintenance Services – Jude Gates, Senior Director

- a. Bid Waiver Request, Messersmith Manufacturing, Inc., \$31,200.00 (approval)

Commissioner Coyle moved to approve the Messersmith Manufacturing, Inc. proposal, and Bid Waiver Request in the amount of \$31,200.00 for the supply, installation, and programming of a travel auger and carriage for the chip bin at the biomass plant, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Change Order Request, Advanced Prep-Coat, Inc., \$1,125.00 (approval)

Commissioner Coyle moved to approve a change order request for Advanced Pre-Coat, Inc. for an amount not to exceed \$1,125.00 for the addition of a HEPA filtering/tent system during floor repair in the RCNH kitchen, 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. Finance Office – Charles Nickerson, Senior Director

- a. Fiscal Year 2023 Intergovernmental Transfer Agreement (approval)

Commissioner Coyle moved to approve the fiscal year 2023 Intergovernmental Transfer agreement (IGT) with NH DHHS for a net obligation of \$19,621,048.00 in accordance with RSA 167:18-a and Exhibit A of the agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Nonpublic session NH RSA 91-A:3, II (e)

5. Human Resources – Alison Kivikoski, Senior Director

- a. Payment of Member's Share of NHRS Interest (approval)

Commissioner Coyle moved to issue payment of \$946.67 to M.L., for M.L. to pay NHRS directly for the Member Interest Assessment, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Wage Adjustment/Decompression Analysis – Per Diem Dispatchers (approval)

Commissioner Coyle moved to approve wage adjustments for per diem dispatchers as recommended by the Senior Director of Human Resources and the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Exception Request 6-3, 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 (S.P.) as recommended by the Senior 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, Senior Director

a. VirtuSense / HealthPRO-Heritage Services Agreement & BAA (approval)

Commissioner Coyle moved to approve the VirtuSense / HealthPRO-Heritage Services Agreement and BAA, 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.

7. Sheriff's Office – Charles Massahos, High Sheriff

a. Ruggedized Mobile Computers Proposals Rejection & New RFP (approval)

Commissioner Coyle moved to reject the proposals received and authorize republishing the RFP as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Chirichiello asked why we were doing a rejection motion. Commissioner Tombarello stated it has been done this way through history. We do a formal rejection of proposals if they don't meet the needs. Commissioner Coyle added it's for the purpose of making a record. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. New Business / Old Business

County Attorney Conway said they are busy, but they're getting it done. They have had some really good wins recently. They're trying to fill positions. She is very happy with the newest hire from Hillsborough County and they are trying to get another attorney with 30 years experience. She has met with Senior Director Kivikoski and Senior Director Nickerson about repurposing an Assistant County Attorney position to a Lead County Attorney position. Commissioner Chirichiello asked if she sees any light at the end of the tunnel. She answered the court system can only handle three or four trials a week, so the other trials just get continued. She said maybe in another year or so, there is a huge backlog.

Register of Deeds Cathy Stacey reported a huge transaction today, \$21 million for a Plaistow property.

High Sheriff Massahos reported there were three hospital details this week that required 24/7 detail. Major Bashaw, Assistant Superintendent Banville and Kevin Walsh worked most of it.

Senior Director Smith gave a COVID update announced the next mobile clinic. They are currently doing second round interviews for the Assisted Living General Manager position. He has been working with Human Resources on per diem protocols. Software implementations have been initiated for iN2L. CMS has announced new protocols. There are clinical and staff changes as well as changes to the grievance process.

Senior Director Nickerson reports being busy with audits, single audits, grants, grant filings, FEMA, and rental assistance. Next Monday and Tuesday he will be attending a conference remotely from home. Commissioner Chirichiello asked how many credit hours per year does he need. Senior Director Nickerson replied at least 20 a year.

Superintendent Henry thanked the Sheriff's Office for assisting with hospital detail, it's taxing on both departments. Next week they are supposed to have an RSAT visit. It's a project with the justice of courts to see how each county handles their mental health. They compare their findings with how the state handles theirs. He reported they have been trying to get the court system to stop sending out self-reports. He has asked them to send them straight to jail after sentencing because these self-reports bring in all kinds of drugs and contraband. They have been doing testing for the Corporal positions, 3 total. This was the first time they have had two females promoted to Corporal at the same time. They are all very good leaders, and he is very happy and very proud.

Senior Director Gates stated she is down three or four staff members. There was a repair at the biomass plant today so there was no hot water all day. She stated she received a comprehensive draft wastewater treatment plan. She should have test results from the soil samples for the new wells soon. Two fire alarm panels needed to be replaced, one on Mitchell and the main fire alarm panel. Senior Director Nickerson stated they are getting their first payment of T-RECs, to which Senior Director Gates added “it’s our own money”.

Senior Director Kivikoski reported a lot of Wellness initiatives are rolling out in a couple of weeks. They have been busy purging outdated files from their basement. There have been meetings on the Personnel Policies and Procedures lately because a few things have popped up recently. She stated she will get revisions out to the ODD’s soon. They are confidential and just drafts. They will meet again next Thursday and will send it to legal. Their records management system has been Doc Star but they are currently looking at a few new systems and she’ll bring something forward for board approval soon. She stated they can’t keep enough Canobie Lake tickets on hand, employees keep buying them right up, so they sent us two free tickets and she wants permission to be able to raffle them off.

F. Public Comment

There were no public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 2:20 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 Coyle moved to exit nonpublic session at 3:02 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Public Hearings – Community Development Block Grant Project (3:00 pm)

An informational document was available for all attendees.

1. Attendance

Commissioner Chirichiello
Commissioner Tombarello
Leila Mattila, Commissioners’ Office

Commissioner Coyle
Donna Lane, Grant Writer
Steve Goddu, member of the public

Remote Attendance:

Donna Lane read the opening statement;

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 Housing Projects, up to \$500,000 for Public Facility Projects, up to \$500,000 in Emergency Funds, up to \$25,000 per Planning Study grant. There were CDBG-Covid funds available for special Covid related projects. In addition, CDBG Gap funding has been made available to assist with increased construction costs due to Covid and other factors impacting costs. All projects must directly benefit a majority of low- and moderate-income persons.

- a. Progress of the Rock Rimmon Cooperative Water and Septics Improvements Project

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

Donna Lane read the statement;

The progress of the Rock Rimmon Cooperative, a 93 unit manufactured housing park, 112 Long Pond Road in Danville water and septic system improvements CDBG project.

Update from engineer CSA Environmental:

Contract 1 – Cross Country Waterline and Box Culvert Installation: • The project is 100% complete and final completion has been issued. Total project cost was \$ 197,735.00, of which \$58,192.00 in CDBG funds were expended.

Contract 2 – Well House Upgrades • Final design plans and specifications are being completed and will be sent to DES for review and comment. The project will go to construction this fall and be completed before winter.

Contract 3 – Distribution Replacement • Final design plans and specifications will be completed later this summer with a start in construction this fall and completed late summer of 2023.

Commissioner Tombarello asked for any public comments. There were no public comments.

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

b. Progress of the CDBG-Covid Project

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

Donna Lane read the statement;

The progress of the CDBG-Covid project that provides funding to service provider subapplicants for costs in preparing for, responding to, or recovering from Covid-19. Participating organizations include: Seacoast Family Promise and The Upper Room A Family Resource Center.

Subapplicant	Eligible Expenses	Award Amount	Amount Paid to Date	Folks Expected to Serve/LMI min	Folks Served to Date/LMI min
Upper Room Resource Center	Staff & Cleaning	\$108,498	\$103,448	500/350	1062/548*
Seacoast Family Promise	Staff, Overhead, Materials & Supplies	\$150,000	\$125,603	260/260	183/180**
General Administration	CDBG-CV Admin	<u>\$25,000</u>	<u>\$12,435</u>		
Totals		\$283,498	\$241,486		
*If people don't report their income they go into 'higher' income, but likely may more are not of actual higher income	** Numbers Reported in 2/2022 so actual numbers will be higher				

Commissioner Tombarello asked for any public comments. There were no public comments.

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

c. Progress of the One Sky Community Services CDBG Project

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

Donna Lane read the statement;

The progress of the One Sky Community Services rehabilitation of 4 properties that are homes for residents with developmental disabilities. The properties are: Woodridge House, 14 Woodridge Lane, North Hampton; Prescott House, 311 Prescott Road, Epping; Newfields House, 40 Newfields Road, Exeter,; and Homecroft House, 78 Dame Road, Newmarket. The project was put out to bid. Construction is expected to begin in August and be complete in June 2023. Improvements include handicap accessibility repairs/improvements, electrical improvements, mold remediation, energy improvements, and general repairs/improvements.

Commissioner Tombarello asked for any public comments. There were no public comments. Commissioner Chirichiello moved to close the public hearing. Commissioner Coyle seconded. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Gap Funding Request for the One Sky Community Services CDBG Project

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

Donna Lane read the statement;

NH CDFR has made available a GAP financing pool set aside of \$1,500,000 in the fiscal year that ended 6/30/22, and intend to set aside additional funding, at least \$5000,000 in fiscal year ending 6/30/23, for projects financially impacted by increased costs caused by Covid-19. If such GAP funding becomes available, this is a request to NH Community Development Finance Authority for up to an additional \$202,000 in CDBG GAP funding for the One Sky Riverbend Community Mental Health Millhouse Renovation project. Due to Covid, construction costs have increased significantly. One Sky Community Services rehabilitation of 4 properties that are homes for residents with developmental disabilities. The properties are: Woodridge House, 14 Woodridge Lane, North Hampton; Prescott House, 311 Prescott Road, Epping; Newfields House, 40 Newfields Road, Exeter, and Homecroft House, 78 Dame Road, Newmarket.

Commissioner Tombarello asked for any public comments. There were no public comments. Commissioner Chirichiello moved to close the public hearing. Commissioner Coyle seconded. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Chirichiello moved to apply for GAP funding in the amount of \$202,000 for the One Sky Community Services CDBG Project and authorize the Chair to sign and submit the GAP funding request, and upon approval of the request, authorize the Chair to execute any documents which may be necessary to effectuate the GAP funding amendment. Commissioner Coyle seconded. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

I. Adjourn

Commissioner Coyle moved to adjourn at 3:26 pm. 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 08/18/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, August 18, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director of E&MS
Jason Henry, Superintendent
Leila Mattila, Commissioners' Office

Remote Attendance:

Robin Bernier, IT Manager

Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Deputy Chief Richard Sawyer
Katherin Mann, Sheriff's Office
John O'Connor, member of the public
"Faiza", member of the public (9:02 am)
"Legal Department", member of the public
(9:20 am)

B. RFP Openings & Awards

1. Opening: Assisted Living Community Room Design – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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: Online Education Platform – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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: EV Charging Stations & Amendment to ARPA Projects Allocation – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for EV Charging Stations to CDS Unlimited for an amount not to exceed \$41,972.32, and authorize an increase to the ARPA project allocation to that amount, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion and asked where the money would be coming from. Senior Director Nickerson advised it's included in the solar project ARPA funds. Commissioner Coyle added it's less than \$12,000, and it's for several more stations than the original plan, throughout the complex. Commissioner Chirichiello added that it's a perk for our employees. Commissioner Coyle also stated the sheriff is always upgrading their fleet and they may decide to go with electric at some point. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Award: Professional Auditing Services – Finance Office

Commissioner Coyle moved to award the proposal for Professional Auditing Services for fiscal years 2022-2024 to Melanson with total financial statement audit services fees of \$163,000.00 and total base single audit services fees of \$15,900.00 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

C. Consent Agenda

- 07/28/22, 08/04/22 & 08/11/22 Meeting minutes (approval)
- 08/19/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,210,815.48 for the period ending August 13, 2022. 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 he had nothing to report.

Commissioner Coyle reported the jail population is currently at 160 inmates. She praised the interdepartmental efforts of the Department of Corrections, the Sheriff's Office and Brentwood EMT and Fire regarding transport issues. The state is here in the Rehabilitation and Nursing Center for the DHHS survey. She said she met the survey team this morning, they are on day three now. She commended the Rehabilitation and Nursing Center leadership and stated they have done a great job. She notified us that Senior Director Gates and her team went above and beyond when the dishwasher broke on the first day of the survey. Senior Director Smith got the part ordered, but it was going to be delayed. Senior Director Gates found the part, sent a staff member to get it, and the dishwasher was fixed after being down for only three hours. The County Attorney's Office is busy. They will be reorganizing staff and tailoring subgroups to the types of cases such as domestic division, drug division, etc., but they need the staff numbers to go up first before they can carry out that plan.

Commissioner Tombarello reported Human Resources has been meeting with the Division Directors and Department Heads, working on the Personnel, Policies and Procedures handbook. The Exeter INN is set for the Years of Service awards, and they have finished purging the files in the basement. Senior Director Gates is busy as usual and she's with the survey team this morning. Senior Director Nickerson has been busy as well.

b. Video Recording of Board of Commissioners' Meetings (discussion)

Commissioner Chirichiello stated he's trying to help their Executive Assistant with the process of typing the minutes and he thinks it's a helpful tool. He stated the town of Derry does it, it's posted on YouTube, and it makes them more transparent. Anyone can watch their meetings at any time. Commissioner Tombarello said it's pretty costly and if we start, we can't stop, there's no going back. It also opens it up to possible problems, if you inadvertently say the wrong thing. Kate Horgan of the DuPont Group said Hillsborough County is possibly the only County that records their meetings. Register of Deeds, Cathy Stacey said Hillsboro County has their meetings on television. Major Jonathan Banville messaged that Carroll County video records theirs as well. IT Manager Robin Bernier stated one of the former Executive Assistants to the Commissioners used to audio record the meetings and delete once he was done. All agreed to allow audio recordings only for now, as a tool for typing minutes and they are to be deleted once the typed minutes are approved.

c. Nonpublic Session NH RSA 91-A:3, II (a) Personnel

2. Finance Office – Charles Nickerson, Director

a. New ARPA Grant Application Window (approval)

Commissioner Coyle moved to approve a new ARPA grant application period with a submission deadline of September 30, 2022 for the following grant programs: (1) the Rockingham County Nonprofit Assistance Program, (2) the Rockingham County Business Assistance Program, and (3) the Rockingham County Nonprofit Subawards Program, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Lease Reimbursement Resolution (approval)

Commissioner Coyle read the Resolution:

The Board of Commissioners for the County of Rockingham, New Hampshire (the "County") has determined that it may be necessary or desirable to advance money to pay the costs of acquiring two (2) 2022 Dodge Durango pickup trucks (collectively, the "Equipment").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$74,366. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Foss Motors, Inc. (\$74,366 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on August 18, 2022.

Commissioner Coyle moved to adopt the foregoing resolution as written and read, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Out of State Conference (approval)

Commissioner Coyle moved to approve an out of state conference and travel for a Finance Office employee (A.T.), to attend the UKG conference in Las Vegas, NV held November 6 – 9, 2022, at an estimated total cost of \$3,879.00, as recommended by the Senior 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. Exception Request 6-3 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 (K.M.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Exception Request Earned Time and Holiday Cash Out Deadline (approval)

Commissioner Coyle moved to approve an exception request to Earned Time and Holiday Cash Out Deadline, for a Long Term Care employee (K.S.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. Nonpublic Session NH RSA 91-A:3, II (a) Personnel

4. Long Term Care Services – Jason Smith, Director

a. 2023 Facility License Renewal Application (approval)

Commissioner Coyle moved to approve the 2023 Facility License Renewal application and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. Nonpublic Session NH RSA 91-A:3, II (a) Personnel

Senior Director Smith's nonpublic session was tabled due to his required attendance with the State's survey team which was in house at the time of this meeting.

E. New Business / Old Business

Major Jonathan Banville thanked Senior Director Kivikoski for working hard and rushing the hiring process to get some of their positions filled. They've been trying to get the courts to work with them regarding people showing up at the jail with mental health issues. They had a 5 hour interview with RSAT and they may get some money out of it.

The High Sheriff Massahos stated he had nothing to report.

County Attorney Conway reported there was nothing new, they are still short staffed. They have Attorney Brown starting on the 12th, and they're still trying to get another Attorney with many years' experience. They are meeting with him today.

Register of Deeds Cathy Stacy said she had nothing to report.

IT Manager Robin Bernier reported the upgrade to the phone system is done. It was a significant upgrade, and there were some hiccups, but everything is up and running. It was successful but it took longer than anticipated. Commissioner Tombarello thanked her for her dedication and effort, and for the 20 hours she worked during the upgrade.

Senior Director Nickerson reported his department has been busy with audits, grants, payroll, and Medicaid cost reports. Rental Assistance was only around \$50,000 to \$75,000 this week. The rental assistance coordinator is on vacation but others are stepping in to assist. He stated he spoke with Kate Horgan of DuPont Group regarding some RSA's that are outdated. He said we adopted Hillsborough County's budget RSA's and some things really just don't apply to Rockingham County.

Senior Director Kivikoski reported one of her employees is now certified for ergonomics. She will be able to analyze employees' risk factors and come up with solutions. We will no longer need an outside vendor which costs \$300 per assessment. Commissioner Chirichiello said this is good news. He then asked how many cases we have with carpal tunnel. Senior Director Kivikoski said we have several. She then requested a walk-in approval for purchasing pies for county employees using the existing ARPA project, expenditure category 2.11.

Commissioner Coyle moved to approve the purchase of approximately 529 apple pies through Glendale Senior Dining, utilizing the category 2.11 of the ARPA project funds. Approximately \$5300. Commissioner Chirichiello seconded the motion and asked would we be taking from all three districts evenly? Commissioner Coyle asked if it was de minimis, we don't want to tax employees for a pie. Senior Director Kivikoski answered yes to both. Senior Director Nickerson corrected the category which is currently 2.35 for tourism, travel, or hospitality. Voted 3-0. Commissioner Chirichiello, Coyle, and Tombarello in favor.

F. Public Comment

John O'Connor stated he read the 2022 minutes, January to current and commended the Division Directors and Elected Officials for being such team players. All the departments working so well with one another. He noted all the extra work done by everyone because of the effects of COVID-19 and stated the Commissioners should be proud.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:19 am, pursuant to NH RSA 91-A:3, II (l), legal. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to enter nonpublic session at 9:33 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 10:31 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:32 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 08/25/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, August 25, 2022 @ 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
Katie Casey, Assistant Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, E&MS
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office
Heather Iworsky, member of the public

Remote Attendance:

Pat Conway, County Attorney
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (8:35 am)
Steve Goddu, member of the public
John O'Connor, member of the public

Commissioner Tombarello announced the meetings will be audio recorded starting today and read the disclaimer located at the bottom of the agenda and on the website. He will read this disclaimer for a few weeks at the beginning of the meeting:

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.

Commissioner Tombarello stated the County Attorney is scheduled to be in court shortly, so we're going to take care of the one item of business for her so she can leave the meeting.

B. Reports

1. Human Resources – Alison Kivikoski, Director

a. Regrade/Repurpose Position – County Attorney's Office (approval)

Commissioner Coyle moved to approve a regrade/repurpose of an Assistant County Attorney position to Lead County Attorney position effective October 23, 2022, as recommended by the Senior Director of Human Resources, pending approval of the Rockingham County Executive Committee. Commissioner Chirichiello seconded the motion. Commissioner Coyle stated this will be a great opportunity, knowing what's potentially coming down the pipeline and she does have it in her budget. Attorney Conway said she appreciates the support and thinks it's best for the office and the citizens of Rockingham County. It will help recruit and retain employees. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor. Attorney Conway left the meeting at 8:36 am.

Commissioner Tombarello stated he was approached by a couple of candidates running for the open position, so he has invited all four candidates to come in. William Baldwin was supposed to attend today, but he couldn't make it. We do have Heather Iworsky here today, Commissioner Tombarello asked her if she wanted to introduce herself. She gave a brief introduction and thanked the Commissioners for the invitation.

C. RFP Openings & Awards

1. Opening: Servers – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the Senior 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: Network Switch – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the Senior 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: Podiatry Service – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

4. Opening: Sheriff's Vehicle Upfit Equipment – 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.

5. Award: Assisted Living Community Room Design – Long Term Care Services

Commissioner Coyle moved to award the proposal for Assisted Living Community Room Design to Wellesley Design Consultants for an amount not to exceed \$60,000.00 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion and noted on the detailed backup it says \$60,000.00 annually. Senior Director Smith replied it is for the entire project and the word "annually" should be stricken. Commissioner Tombarello asked about the company's reference list and noted everyone is in Massachusetts. Senior Director Smith said they sent the RFP to about twelve designers, primarily in New Hampshire, but they were the only company that sent a proposal. This is the same design company that is working on the sunroom project. Commissioner Coyle stated it's nice to have the continuity with the rooms using the same designer. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

6. Award: APX Radios & Accessories – Sheriff's Office

Commissioner Coyle moved to award the proposal for APX Radios & Accessories to 2-Way Communications/Motorola for an amount not to exceed \$7,577.22, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Tombarello noticed very few proposals on some of the RFP's they've posted. Major Bashaw said the requirements are so specific and there are a limited number of vendors. Motorola is very regionalized, and they only allow so many vendors to the areas. Commissioner Tombarello said he understands how that would be for Motorola, but how about the bullet proof vests. Major Bashaw we have requirements that we have to be fitted and need good customer service. They've received wrong sizes with the last batch and they had to send the vendors here to resize everyone. Atlantic Tactical has purchased a bunch of smaller vendors. We have to have to on-site service, and do business with a company within a drivable distance. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

7. Award: Concealable Tactical Body Armor – Sheriff's Office

Commissioner Coyle moved to award the proposal for Concealable Tactical Body Armor to Atlantic Tactical, Inc. for an amount not to exceed \$1,009.25 per concealable vest and \$3,151.50 per

tactical vest, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked how many vests do you anticipate needing and what will be the overall cost? Major Bashaw depends on how many we need to hire. Commissioner Coyle asked you're just ordering for the new hires? Major Bashaw replied yes, the concealable vests are for the new hires, the tactical vests have an expiration date, they last 5 years. Superintendent Henry said they have recently realized that we have some that are 8 years. The High Sheriff will send the award information to Superintendent Henry. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

8. Award: Motorola GTR8000 Base Radio & GRV8000 Comparator – Sheriff's Office

Commissioner Coyle moved to award the proposal for Motorola GTR8000 base radio & GRV8000 comparator to 2-Way Communications/Motorola for an amount not to exceed \$34,057.14, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked if this was to outfit the new vehicles. Katherin Mann answered it is for radio site equipment. Major Bashaw stated it is for the main radio infrastructure, and offsite locations that have repeaters and other towers. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

9. Award: Uniforms & Equipment – Sheriff's Office

Commissioner Coyle moved to award the proposal for Uniforms & Equipment to Neptune Uniforms & Equipment, Inc. for an amount not to exceed \$37,085.00 through June 30, 2023, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

D. Consent Agenda

1. 08/18/22 Meeting minutes (approval)
2. 08/25/22 Accounts payable list (approval)

List total: \$2,991,494.90, ACH \$1,378,446.72, GL \$192.00, Payroll \$15,790.92, Previously authorized by BOC \$251,134.63, Accounts Payable check run \$1,345,930.63.

Commissioner Coyle moved to approve the Accounts Payable list total of \$2,991,494.90. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. Reports (continued)

2. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Chirichiello said he didn't have a lot to report, he will let the departments do their updates in New Business.

Commissioner Coyle stated the County Attorney's regrade will help with the reorganizing strategy in the near future. Long Term Care was deficiency free, the Life Safety inspection went very well, had a couple of very minor comments. Senior Director Smith and Senior Director Gates should be so proud. Long Term Care is COVID-19 free. A Social Services employee has announced her retirement at the end of September, she has been with the county for 28 years. It was a tough week at the jail, the CO's have done a really great job responding to mental health situations. The cameras are getting installed which will allow for constant supervision and 2-way communication. She read a very positive Facebook post from someone that was recently an inmate at the Department of Corrections. She thanked Major Bashaw for passing it along.

Commissioner Tombarello reported Human Resources vacation, PPP, union discussions. Senior Director Gates has dug some holes across the street. Chuck is in Concord at a meeting, so Katie is here to

represent the Finance Office. He said he came in and met the new Assisted Living General Manager, then had some ice cream from the Ben & Jerry's truck. Commissioner Coyle stated it was a great initiative for morale boosting.

b. Primex Contribution Assurance Program (CAP) participation (approval)

Commissioner Coyle read aloud the Resolution to Enter Primex Property and Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Rockingham County adopted on August 25, 2022.

Commissioner Coyle moved to approve the participation in the Primex Contribution Assurance Program (CAP) for calendar years 2023 – 2025 for the Property & Liability Program and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Finance Office – Charles Nickerson, Director

a. Establishment of Maximum Hotel/Motel Room Rate for RC ERAP (approval)

Commissioner Coyle moved to authorize the establishment of a maximum daily hotel/motel assistance rate of \$165.00 for the Rockingham County Emergency Rental Assistance Program, effective September 1, 2022, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Tombarello said he received a text asking why we have a candidate here, someone isn't happy with it. He was asked by a couple of candidates to come into a live meeting. He said he spoke with the other two Commissioners, and told them yes, they could come in. He opened it to all four candidates. Commissioner Coyle, we discussed having 2 and 2 due to COVID-19 requirements. Commissioner Chirichiello, just to be clear, you made it available to all candidates, right? Commissioner Tombarello answered yes. Commissioner Chirichiello stated he is ok with that.

4. Long Term Care Services – Jason Smith, Director

a. Bid Waiver Request, Arjo, Inc. \$25,296.71 (approval)

Commissioner Coyle moved to approve the Arjo, Inc. quotes & Bid Waiver Request in the amount of \$25,296.71, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Bid Waiver Request, EZ Way, Inc. \$23,619.24 (approval)

Commissioner Coyle moved to approve the EZ Way, Inc. quote & Bid Waiver Request in the amount of \$23,619.24, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Change Order Request, Singer Kittredge \$546.50 (approval)

Commissioner Coyle moved to approve a change order request for Singer Kittredge for an amount not to exceed \$546.50, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Out of State Conference (approval)

Commissioner Coyle moved to approve an out of state conference and travel for two Long Term Care Services Employees (J.S. and P.M.), to attend the National Aging Services Risk Management (NASRM) Conference held October 12 – 14, 2022 in Nashville, TN, at an estimated total cost of \$6,100.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Senior Director Smith stated he needs CEU's for aging risk services manager to be recertified every 2 years. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$23,620.00, dated 08/22/2022 as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Sheriff's Office Staff Access to the Rehabilitation & Nursing Center (discussion)

Commissioner Coyle suggested the department heads have a meeting to come up with a plan first, then circle back around to us. Senior Director Gates, Senior Director Smith, Superintendent Henry and the Sheriff's group. Commissioner Chirichiello suggested they do it sooner rather than later. Commissioner Tombarello said if it comes down to it, the Sheriff can get in even if we need to replace some doors or windows. Discussion ensued on future safety plans for the new building. Alison asked for them to include a safety protocol for Human Resources and UNH as well. The High Sheriff said they will work on a plan for all buildings.

F. New Business / Old Business

Register of Deeds Cathy Stacey reported some big sales last week, some big properties in Portsmouth, Londonderry, Salem and Seabrook, changing hands. They have been picking up a little.

She said she was the one who complained to Commissioner Tombarello. She has no issue with a candidate coming to a Board of Commissioners' meeting, but she has never seen someone give their background at a public meeting like this. Her concern is that it really opens the door because if you allow it for people running for County Commissioner, you should allow it for anybody and everybody running for office. She said that was her concern, she has nothing against Ms. Iworski at all, her problem is with her giving her background.

Commissioner Chirichiello asked how they are trending with the revenue plan. She said they are trending ok with transfer tax and L-chip, but they're a little behind on reporting fees, faxes and copies.

The High Sheriff stated they have filled two positions for Deputies. They have two Deputies in the Academy, one will graduate in September, the other by the end of the year. They will be doing a large training in Stratham on critical incident response in October. Bashaw said he was at the Academy yesterday helping teach firearms, they're very happy with the progress of their recruits they have in the Academy. Once they get their grant letters from the State Transportation and Homeland Security we'll be doing another run through at the courthouse for emergency evacuation needs should there ever be a critical incident at Seabrook.

Commissioner Chirichiello asked how they were doing with recruiting Dispatch personnel. Major Bashaw said there has been a lot of interest since the pay increase, but we have a standard to maintain and need to make sure they are capable of doing the job. They are down four out of eighteen including supervisors. The High Sheriff said they don't wait if they have a good candidate, they run the background check right away to speed up the process. They can only train two at a time because of our trainer for dispatch and the lack of space. We're looking at getting more trainers.

Senior Director Smith said he is happy they were deficiency free with the Health Inspection Survey, he is very pleased with team and their dedication. The State was very happy with all departments and systems.

Life Safety had just a couple of issues, there were a couple doors without tags. Those doors are most likely 50+ years old, so they will be upgraded. Senior Director Gates is writing a plan of correction to send into the State. We are admitting skilled nursing residents now, he is happy the doors are open for short term rehab. He said they finally have enough staff to open another wing. The next COVID-19 mobile clinic will be September 19 from 11:00 am-12:00 pm. The Social Services Director has announced her retirement, very happy for her but sad for the team.

Superintendent Henry had some candidates for the mental health supervisor, he made an offer yesterday to a highly qualified candidate who has been working with New Hampshire Hospital for years. Monday they're having a promotion ceremony for their three Corporals. He had the Grant Writer attend last week's Superintendent's Affiliate and Certification Board meeting. He will be helping them work on the Opioid abatement grant which is now available. There is a very short window of opportunity to get the application filed. He thanked Chuck and Alex for the assistance. He said they're going to try and cover all the M.A.T. costs on the first round. He is aware that the Rehabilitation and Nursing Center needs a Chaplain for hospice and our Chaplain is looking for another part time position, so we're going to work on a partnership. Hiring C.O.'s is still difficult. Everyone is still working a lot of overtime. They have hired three recently, and hopefully will have another four soon. He thanked Human Resources for working quickly in the hiring process. They had a sensitive case come up last week and he thanked the Sheriff's Department for sending Deputy Acres in, he did a fantastic job working with staff. They have done CPR classes for the Sheriff's Department, so they can get their certifications.

Assistant Director Casey has been working with FEMA to get reimbursement for COVID-19 expenses from March 20 to today. They are working with the auditors to get the audit done, and they're working with Long Term Care to get the Cost reports submitted by the end of September.

Senior Director Gates reported they are drilling across the street. Yesterday they hit bedrock or glacial till at 20 feet, so they have moved to second spot and they're working on that today. The Revision Energy contract with Harvey Construction is now fully executed. They asked if the Commissioners would consider a press release since it is the largest municipal project planned in the state so they will send over a draft for review. Discussion ensued on the fiscal responsibility and the amount of money the solar array will save the taxpayers.

She reported the suicide prevention cells are progressing well, the wiring has been done for the four cameras that also have the 2-way audio, the steel doors have been ordered and the new bunks came in yesterday. They can be secured to the floor, and they are anti-ligature. She thinks the doors will be the longest part of the project, they don't have an ETA yet. They have contracted to add an additional nine cameras. The food truck repair will be completed by next week. Commissioner Chirichiello asked if the new water bubblers have been installed in the jail yet. She replied no, it's a major plumbing project and she is without a plumber right now. She had a 2nd shift technician give his notice and one of her electricians is talking about retiring in January. She has many staff that will be aging out soon. She said she is down by 5 now and that's a lot for her department.

Senior Director Kivikoski reported the Ben & Jerry's truck was here, and their staff was talking about how great our staff was and they would come back in a heartbeat. The chair massage therapy was well received. The pies that will be ordered for staff were all going to be apple, but she's going to shift about 100 - 150 pies to pumpkin so there is some variety. She's still waiting for Glendale to provide a finalized quote, but they will be ready for the Thanksgiving holiday. They have been getting a lot of positive feedback from recipients of the monthly staff recognition awards.

G. Public Comment

John O'Connor stated he was looking forward to attending next week's meeting in person and thanked the Commissioners for the invitation.

Steve Goddu thanked the Commissioners for allowing him to speak and to attend via Zoom. He said he was invited to attend a meeting in person, but he doesn't see the point and wants to express that he supports Cathy Stacey's opinion that this is an inappropriate forum to give a campaign speech and he suggests that we refrain from that moving forward.

There were no further public comments.

H. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic 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 nonpublic session at 10:19 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0, in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:20 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 09/01/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, September 1, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
John O'Connor, member of the public
Laurel O'Connor, member of the public
William Baldwin, member of the public
Jim O'mara, PharMerica (8:35 am – 8:38 am)

Remote Attendance:

Jason Henry, Superintendent
Jude Gates, Sr. Director, E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Steve Goddu, member of the public (8:50 am)

B. RFP Openings & Awards

1. Opening: Pharmacy Services – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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. Jim O'mara of PharMerica left the conference room to meet Senior Director Smith in his office to review the two hard copy proposals that were submitted.

2. Opening: Concrete Repair – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Ruggedized Mobile Computers – 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.

4. Award: Online Education Platform – Long Term Care Services

Commissioner Coyle moved to award the proposal for Online Education Platform to Relias for an amount not to exceed \$15,000.00 annually and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Chirichiello asked how long this contract was for because he was concerned about the wording which states "annually". Senior Director Smith replied that it is a 12 month contract and going forward he will indicate the length of the contract. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

5. Award: Vehicles – Sheriff's Office

Commissioner Coyle moved to award the proposal for Vehicles to Grappone Ford of Concord, NH for an amount not to exceed \$143,464.00, and further authorize the Senior Director of Finance to seek appropriate financing, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Coyle asked if they were moving toward Dodge, because they got the two Durango's. Major Bashaw answered they are trying their best to get anything they can because of the difficulty obtaining vehicles. He stated they haven't even received the Dodges they ordered last year. Commissioner Coyle commented on the low trade in values and asked if we should put the trade-in's out to

bid. Major Bashaw said they considered it, but Grappone will honor their quoted trade-in price when the new vehicles come in, even if the trade-in becomes inoperable in the meantime. High Sheriff Massahos stated the used vehicle market is going down considerably because the recession is coming in. Katherin Mann commented that this will also keep the lease payments down and the initial interest charges down. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Commissioner Tombarello announced 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.

C. Consent Agenda

1. 08/25/22 Meeting minutes (approval)
2. 09/02/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,184,601.83 for the period ending August 27, 2022. 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 suggested to everyone if there are some laws or anything that we want to lobby for on behalf of Rockingham County, now is the time to start thinking about it. State law allows incumbents to put bills in early September. He stated Senior Director Nickerson and Superintendent Henry had mentioned it previously. During the last County Administrators meeting, other Counties were asking when they can lighten up on the COVID-19 protocols in the nursing homes. Yesterday he was on the initial session for the NACo leadership program he is enrolled in.

Commissioner Coyle stated Attorney Conway is not in attendance because she has hearings all morning. We have an exception request for the County Attorney's Office to bring on a new employee with extensive experience and this person would be a real asset to the department. Yesterday Attorney Conway provided a luncheon for her staff as well as the Deeds staff to show appreciation. The jail population has skyrocketed up to 170 and she will continue to discuss every week, all the mental health issues that are taxing on the staff. This is such a high population for the low staffing numbers. They are still down 25 CO's which adds the demand for overtime, voluntary and mandatory as a last resort. Senior Director Smith, Senior Director Gates, Superintendent Henry, and some of the Sheriff's staff met regarding some of the issues with the Sheriff's Department accessing the buildings in the event of an emergency. They collaborated and are working through it. Long term care had two staff members test positive for COVID-19 this week. One was from nursing, so all the residents on that unit have been tested and have been negative. They are seeking to fill the social service manager position and the activities coordinator position.

Commissioner Tombarello commented on how busy Human Resources is and announced Senior Director Kivikoski will give her live update. He reported that he spoke with Senior Director Gates about the test wells that were drilled across the street, and she will fill us in on that during her update. He said Senior Director Nickerson is swamped with work and he will update us later.

2. Finance Office – Charles Nickerson, Director

a. June 30, 2022 Allowance for Uncollectable Accounts (approval)

Commissioner Coyle moved to approve Rockingham County to increase the 06/30/2022 Long Term Care Allowance for Uncollectible Accounts to \$1,695,700.16, an increase of \$394,227.58 in comparison to the fiscal year end 6/30/21 balance of \$1,301,472.58 and approve the revision to the current methodology in place for the calculation of the Allowance for Uncollectible Accounts for Nursing Home receivables as

recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked if we weren't collecting on the private pay accounts. Senior Director Nickerson explained we haven't done a lot of write-offs in last few years, and we have several accounts open that are two years or older. Some of it is because of staffing and we've been unable to collect, some is because the residents have passed away and it becomes more difficult to collect once that happens, we do still have liens in place but sometimes those take years to settle. Commissioner Coyle asked if this would improve now that we're using Polaris Group. Senior Director Nickerson said yes, they are looking at the Medicare aged receivables and they will propose write-offs. If they're approved, they will come off the allowance balance and the receivable balance, so we should be at the high mark. Commissioner Tombarello asked if there was an agreed amount with Polaris Group for collection costs. Senior Director Smith explained that we have an agreement for 7% on the receivables collected. Commissioner Tombarello asked for an update to see how well they are doing with the collections. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

3. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-3 & 6-10, County Attorney's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, and 6-10 Temporary Assignment Outside of Classification, for a County Attorney employee (R.C.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

b. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (K.H.) with County portion of all benefits to continue for the period 08/22/22 through 09/04/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Senior Director Kivikoski noted she is only looking for approval for September 5th through the 8th. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

c. ARPA Funds for Employee Engagement Q4 (approval)

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the accompanying listing, utilizing the category 2.11 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

d. Coffee Gift Card – ARPA (approval)

Commissioner Coyle moved to approve the Human Resources Department to distribute the remaining coffee gift cards to staff within the departments as defined in the memorandum dated August 26, 2022 for recognition purposes through a random weekly drawing until all cards are dispersed as recommended by the Senior Director of Human Resources. Employees are only eligible to receive a gift card once. Tax forms are required and will need to be signed in order to receive a gift card. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

e. Fall Wellness Activity (approval)

Commissioner Coyle moved to approve hosting a scarecrow contest as a Fall Wellness Activity in October and utilize the County's wellness fund to purchase prizes and supplies as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

f. Market Basket Gift Card Audit

Commissioner Coyle moved to approve the Human Resources Department to distribute remaining \$25.00 Market Basket gift cards to staff within the departments, as defined in the memorandum dated August 29, 2022, for recognition purposes through a random weekly drawing until all cards are dispersed as

recommended by the Senior Director of Human Resources. Employees are only eligible to receive a gift card once. Tax forms are required and will need to be signed in order to receive a gift card. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

4. Long Term Care Services – Jason Smith, Director

- a. Personnel nonpublic session NH RSA 91-A:3, II

E. New Business / Old Business

The Highs Sheriff reported they have been busy interviewing and remain busy.

Superintendent Henry commented that the Relias program is a great program. The NACo Leadership program has made some improvements in his leadership team, it's a really good course. They may have something coming forward for a change to an RSA. The Corporal promotions went well yesterday. The inmate count is at 170. There's a lot of work going on in the cells, the doors, and the cameras are being installed. He has 3 inmates at the hospital so it's 3 more staff doing voluntary or mandatory overtime, so it's a strain on staff.

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to RSA 30-B:21 dated August 26, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

Senior Director Smith stated they remain deficiency free with the health inspection. He has been working with Senior Director Gates on a plan of correction to submit to the State for the three minimal items for the Life Safety portion of the survey. Assisted Living remains in full compliance. The compliance program is on track, and everything is done early. He has been working on the rules of participation for phase three of the CMS new updated regulatory requirements for Medicare and Medicaid for participation of our skilled nursing facility. Significant changes over the past eight years, this is the final phase that impacts operations, processes, and a lot of policy revisions. The team will be going through training on updates next week. The Relias program is part of the annual competency training which is part of the CMS clinical requirements. As Commissioner Chirichiello mentioned, there was a meeting with Federal Delegation and the State of New Hampshire to go over some of the challenges we are facing. We remain under certain requirements in Long Term Care that we must follow as a regulatory standpoint. We could be penalized and fined if we're not following certain procedures such as masking and wearing goggles, so we continue to follow the protocols. Something that wasn't brought up is how it impacts operations and finances. When we're in outbreak status we can't admit and that impacts us on financial success, and it impacts the community as well.

Senior Director Gates reported that her department is very busy and they are still down 5 staff members. The first three test wells were not successful, they did not find water. They are drilling the fourth one now. They found an old survey from the 1980's that reported to delineate the aquifer. They're trying the fourth test well further south but within what they thought may have been within the bounds of the aquifer in 1986. Worst case scenario, the building may have to move forward and then we're looking at wetland impact and what the financial impact may be. The final deficiency from Life Safety are the fire doors in the Mitchell stairwell. They can't be labeled because the glass is too big, so she has had them measured and should have a purchase order issued by this afternoon. They have been having issues at the biomass plant for a couple of days, the plant is running well, but they're having a problem communicating with it and getting the reporting done. Robin Bernier, IT Manager has been working with the vendor to get it back up and running. The electric vehicle charging stations project started today.

Senior Director Nickerson noted that our regular average payroll is comparable to fiscal year 2022, even after the pay increases. This shows just how understaffed we are. They have been very busy with year-end audits and Medicaid cost reports. The NH DOJ was at the DOC on Monday for the review of the RSAT grant, we have some documentation to provide from that visit. They seemed interested in areas where future rounds of funding could be used by the DOC for certain programing. The Cares Act PRF review is underway, and they were doing a review of our lost revenue. They have been asking for much more than what is relevant, but they got the information to them and he should see a report soon. The

rental assistance program is now over \$3.7 million. The ERA1 funds are going away at the end of September so we'll be switching over to ERA 2 for everyone at that point. The requests for utilities have been on the rise, as well as people who are temporarily displaced. They have been busy with grant reporting, and they have many programs going on. Cares Act reporting is due at the end of this month. He reported receiving confirmation from the Delegation Coordinator that the 1st quarter budget review is Friday, October 21st at 9:30 am. The MS-42 has been filed with the DRA, so they are one step closer to getting the tax apportionment.

Senior Director Kivikoski thanked the ODD's for meeting with her and the Human Resources Manager on the draft PPP's. They have a little fine tuning to do then it will go before the Board and back to legal. They are firming up some things that have come up in the last year for State and Federal regulations. She had been preparing for arbitration that was on Tuesday. They have been working on wellness activities, and recruitment has been very busy. They have been spending a lot of time researching options for electronic records management and they are hoping for a long term fix for access to records.

F. Public Comment

Steve Goddu didn't have anything to comment on today.

John O'Connor thanked the Commissioners for the invitation and gave a brief review of his background.

William Baldwin thanked everyone in attendance and gave a brief review of his background.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:32 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 10:33 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes from session #1 with Superintendent Henry for 1 year, and the minutes from nonpublic session #2 with Senior Director Smith indefinitely. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:34 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 09/22/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, September 8, 2022 @ 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
Katie Casey, Assistant Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, E&MS
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Remote Attendance:

Alison Kivikoski, Sr. Director, HR
Pat Conway, County Attorney

Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
John O'Connor, member of the public
Steve Goddu, member of the public
Unidentified member of the public, last 4 #
of phone #6759

Commissioner Tombarello read the audio recording disclaimer:

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.

B. RFP Openings & Awards

1. Award: Concrete Repair – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for concrete repair to Associated Concrete Coatings, LLC for an amount not to exceed \$31,920.00, and authorize reallocation of \$1200.00 from the Long Term Care portion of the project to the Human Resources portion of the project, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Award: Network Switch – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for network switch to Block 5 for an amount not to exceed \$93,247.42, as recommended by the IT Manager, and the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Award: Servers – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for servers to Block 5 for an amount not to exceed \$28,400.00, as recommended by the IT Manager, and the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

C. Consent Agenda

- 09/01/22 Meeting minutes (approval)
- 09/08/22 Accounts payable list (approval)

List total: \$1,851,077.46, ACH \$29,866.58, GL \$166.50, Payroll \$8,351.33, Previously authorized by BOC \$183,192.61, Accounts Payable check run \$1,629,500.44.

Commissioner Coyle moved to table the 09/01/22 minutes until the 09/22/22 meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to the Accounts Payable list total of \$1,851,077.46. 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 said he had nothing to report because their Executive Assistant needs to leave. Commissioner Coyle reported the jail population is currently at 162 with an influx of mental health cases. We need to make sure we get our opioid abatement funds so we can fund the programs that can handle the drug problems. Long term care has reported more COVID-19 positive cases but thankfully of no impact to the resident population. We have a mobile COVID-19 vaccine clinic scheduled for September 19th. There is a free lunch tomorrow for the staff in this building to reward them for a job well done resulting in a deficiency free survey. She read a very nice letter from a former resident's family member.

Commissioner Tombarello said Engineering and Maintenance has a long list of items they're currently working on. He had a discussion with the High Sheriff about turning their current mobile command truck into a County-wide all-purpose vehicle once they receive delivery on their new mobile command vehicle. He asked the Superintendent to reach out to the Sheriff about it. NHAC will soon be taking nominations for staff, and he will be nominating Senior Director Nickerson for finance. He said if anyone else is interested in being nominated, please reach out to him about it and he'll get it done.

2. Department of Corrections – Jason Henry, Superintendent

a. Nonpublic session NH RSA 91-A:3, II (e) legal

3. Finance Office – Charles Nickerson, Director

a. Opioid Abatement Trust Fund Grant Application (discussion/approval)

Commissioner Tombarello asked about the application and if we were approving it. Assistant Director Casey said they are still working on it. Commissioner Coyle affirmed that this is just an update. Assistant Director Casey added that the due date has been pushed back to the 12th. The Superintendent said they're waiting to collect salary information from PrimeCare. We're probably going to ask for \$180,000 - \$200,000.

4. Human Resources – Alison Kivikoski, Director

a. Exception Request, Qualifying Event, Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy Benefit Change Qualifying Event Process to a Sheriff's Office employee (C.M.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor. Senior Director Kivikoski asked for permission for that employee to be eligible for the buy-out prospectively as well. Commissioner Coyle further moved to allow the buy-out prospective from September 1, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Chirichiello asked that we return to finish business on the opioid abatement trust fund grant application because it says discussion and approval and we haven't approved it yet. Commissioner Coyle said the application isn't complete yet so there isn't anything to approve. Commissioner Chirichiello moved that the Commissioners approve it. Commissioner Coyle asked if he means to approve it preemptively because we would be approving an incomplete application. Commissioner Chirichiello said he made the motion. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Nationwide Pet Insurance Update (discussion)

Senior Director Kivikoski said we offer Nationwide pet insurance to our employees. They are offering an engagement program to our employees to enter their names for a sweepstakes drawing, weather they

have the insurance or not, for a 6-month subscription to Barkbox catnip for a dog or a cat. They're just trying to gain attention and it's a fun thing.

c. Per Diem Wage Schedule (approval)

Commissioner Coyle moved to approve a wage adjustment for per diem shift tech as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Kronos Pro (discussion)

Senior Director Kivikoski said she has been answering questions about their rfp for document management. UKG reached out because they have document management service as an option as part of the upgrade that we're already planning on doing. It would cost less than going with an outside vendor, as well as better continuity and communication by remaining all inclusive. All three Commissioners were in favor. Commissioner Coyle asked if we should terminate the rfp. Senior Director Kivikoski said they will craft a letter for those companies that have already reached out and we'll have to put something on the website to let those that were planning on submitting know that it has been terminated.

5. Long Term Care Services – Jason Smith, Director

a. Bid Waiver, NOA Medical \$6,119.00 (approval)

Commissioner Coyle moved to approve the NOA Medical Bid Waiver Request in the amount of \$6,119.00 for the purchase of two (2) bariatric beds, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Tombarello addressed Senior Director Smith and commented that this bid waiver is being brought forward because you didn't do an rfp for the beds. He asked if he was confident that the price we're paying for these beds is a reasonable price. Senior Director Smith answered yes, these beds are specialty designed beds for patients or residents that weigh more than 500 pounds. They are very complicated pieces of equipment to protect staff while transferring the residents to and from beds. They are also in alignment with our other beds, so we don't have mix matched beds. Commissioner Tombarello again stated that the only reason we're doing this is because someone ordered them even though they were going to be over \$5000. Senior Director Smith said yes, we did order these beds not knowing they were going to come in over \$5000 when we originally purchased them. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Change Order, Grappone Ford \$9,064.00 (approval)

Commissioner Coyle moved to approve a change order request for Grappone Ford, Concord NH for an amount not to exceed \$9,064.00, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Commissioner Tombarello noted he appreciates the High Sheriff reaching out to all of us so that we're all up to speed on it. Commissioner Coyle asked when they budgeted for this, does the trade in count on the revenue side, or is it contemplated when you budget for the purchase? Major Bashaw said they do factor in the trade-in when we budget. We haven't put vehicles out for rfp since 2015. They have kept a record over an eleven-year period for RFP prices vs trade in prices and they were getting approximately 47% more for vehicles at trade-in. Commissioner Coyle said Major Bashaw had a really good idea to think about going with a municipal auction because you can get a lot more money for vehicles than you would with a trade-in. She thinks it's a better way going forward. She commented that it is her understanding that they have already placed the order for the four vehicles, with the understanding that there wouldn't be any cost to the County if this change order request was not approved. Major Bashaw replied that Grappone Ford placed the order understanding that the vehicles are theirs unless this change order gets approved today. He said he explained to them that they couldn't put the County on any financial commitment, and they understood the urgency to get the order in before the closing window. Ford is only allowed 30,000 police interceptors nationwide and they said they will sell them off their lot if this doesn't get approved today. Commissioner Coyle said she feels that the trade-in's are really low and without the trade-in they wouldn't have the budget to purchase four, but since they're already ordered without commitment to us, why can't we order three and put the four slated for trade-in, out for rfp or auction them. Major Bashaw said Grappone won't hold the vehicles for us if we don't tell them today that we'll take all

four. Commissioner Chirichiello said he wants our law enforcement to be in safe vehicles. Their original quote said the prices were subject to change so he would like to just approve the change order and move forward with the four vehicles. Commissioner Tombarello said he has seen purchases for seven vehicles at a time, so four is actually low. He believes their budget was originally for five vehicles, so they dropped it to four and the dealership will accept our trade-ins at their original price when the new vehicles eventually come in whether the trade-in is still operational or not. Commissioner Coyle asked how many full-time deputies they have right now. Major Bashaw answered twenty six or twenty seven. Commissioner Coyle said she knows they are down in revenue for outside details, and they have forty four vehicles in their fleet, not including some of the vans. She feels it makes more sense to order three now, auction the trade-ins and purchase the fourth at a later date. Voted 2-1, Commissioners Chirichiello, and Tombarello in favor, Commissioner Coyle opposed.

E. New Business / Old Business

Senior Director Kivikoski announced the flu vaccines are in and Occupational Health is working with the departments to set up the vaccine clinics. She commended Lieutenant Warden, Ms. Hoyt, Human Resources Manager, and the Chaplain, for getting the assistance that was needed for an individual on Friday, it was a very sensitive situation. She is very thankful for, and proud of all three of them. We need to start thinking about getting some training for upper-level management on how to deal with some situations that we haven't been confronted with before.

Register of Deeds, Cathy Stacey thanked the Commissioners and Human Resources for the Ben and Jerry's truck, and thanked Attorney Conway for inviting her staff to the taco truck that she arranged for the County Attorney's Office staff.

The High Sheriff had nothing new to report.

Senior Director Smith is continuing to interview for the Social Services Manager and the Activities Coordinator position. They have four students in the MNA program which is very exciting. Superintendent Henry introduced him to the Chaplain last week, he would like to work something out to have her available for the residents.

County Attorney Conway stated they are busy. Most of her Attorney staff members are at a conference, yesterday and today. Attorney Brown is starting next week, and Attorney Chadwick is starting the week after that, but unfortunately a legal assistant just gave notice.

Assistant Director Casey didn't have anything new to report.

Human Resources Manager Julie Hoyt had nothing more to report.

Senior Director Gates announce they are drilling the fifth test well today for water. This will be the last opportunity, so if this doesn't work, we may have to move the building. Then we'll be back to wetlands impact and how much it's going to cost.

Superintendent Henry stated he is going to bring PrimeCare Medical in to talk about the mental health issues they are dealing with. The number of cases that were brought in over the weekend were through the roof. There wasn't enough staff between PrimeCare and the Department of Corrections to cover all of it. There was a lot of overtime and fenagling of schedules. He appreciates the Sheriff's Office helping out with it. The lead doctor at Exeter Hospital is coming out at the end of this month to get a better understanding of why they can't have inmates staying in the jail if they have mental health issues. The doctor came from a different system where the County jails are more robust and equipped to handle mental health. He thanked Senior Director Gates for getting the new cameras installed and wired for sound in some of the cells in A/B Block. The Chief Justice Tina Nadeau called him yesterday, and said she wants to work on the sequential mapping that the County had done around the mental health issue. He announced that he will come back in the near future with some ideas regarding pay.

Commissioner Coyle spoke with representative Abrami and representative Altschiller about the dairy farms and the impact the drought and COVID-19 has had on them. They don't fall into any of the categories we currently assist, but she has spoken with Senior Director Nickerson about it and he thinks we can use expenditure category 6.1. She wanted to start a conversation about it to see if we can help the farms in our

community. She said Senior Director Nickerson will work on an application, and she asked if they could put it on the agenda for the next regular meeting. All agreed.

F. Public Comment

John O'Connor suggested the Commissioners call Commissioner Jasper to find out if the State already has a bill in place to supplement the farmers so they're not being redundant. Commissioner Coyle replied that representative Abrami did speak with Commissioner Jasper, and they are working on something, but there is nothing in place right now. She thanked Mr. O'Connor for his input.

Steve Goddu said he had a question regarding procedure; the Commissioners tabled the approval of the 09/01/22 minutes without any discussion and he asked if anyone cared to share why they tabled the minutes. Commissioner Coyle said it was just a timing issue with a short week coupled with lots of work and lots of things going on during the week. It wasn't an effort to make things less transparent or less available. Steve Goddu said there was obviously discussion before the meeting, but it wasn't discussed publicly, and you didn't give any reason why. Commissioner Chirichiello said he wanted to make it known that he had no discussion on this prior to the meeting, he just assumed that the minutes weren't ready. Commissioner Coyle added that the quality of our meeting minutes compared to other minutes are long and thorough and very detailed. It would be very easy to write "discussion ensued" and that would be statutorily correct, but what we try to do is produce minutes that are thorough and robust and have all the details and sometimes that just takes longer. Commissioner Chirichiello said he understands how it looks and, in the future, we'll be more detailed as to why we did that.

There were no further public comments.

The Commissioners brought in Attorney Darcy Peyser regarding a lien and asked her if she wanted public or non-public session for her meeting. She chose non-public.

G. Commissioners Nonpublic Session

Commissioner Tombarello moved to enter nonpublic session at 9:38 am, pursuant to NH RSA 91-A:3, II (e), legal. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to exit nonpublic session at 9:54 am, pursuant to NH RSA 91-A:3, II (e), legal, and enter nonpublic 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 nonpublic session at 11:00 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0, in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 11:01 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 09/29/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, September 15, 2022 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:33 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR

Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
Remote Attendance:
Pat Conway, County Attorney

B. Consent Agenda

1. 09/16/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,227,618.12 for the period ending September 10, 2022. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

Senior Director Kivikoski asked to present an Exception Request 6-3, New Employee Rates for Long Term Care Services as a walk-in due to Senior Director Smith's desire to have the Board receive it and approve or deny it at today's meeting due to the critical need in filling the role and the current employment atmosphere.

Commissioner Coyle moved to approve an Exception Request to Personnel Policy 6-3 for a Long Term Care Services employee (J.F.-T.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

C. Public Comment

No public comments.

D. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 8:38 am, pursuant to NH RSA 91-A:3, II (e) legal. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

Commissioner Coyle moved to exit nonpublic session at 8:47 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.


Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 2-0 in favor. Commissioner Chirichiello voted yes, and Commissioner Coyle voted yes.

E. Adjourn

Commissioner Coyle moved to adjourn at 8:48 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

Minutes taken by Commissioner Kathryn Coyle and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 09/29/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, September 22, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Katie Casey, Assistant Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Remote Attendance:

Pat Conway, County Attorney
Jude Gates, Sr. Director, E&MS

Robin Bernier, IT Manager
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Debra Altschiller, State Representative
Steve Goddu, member of the public
Nikki, PrimeCare employee (10:00 am)
Chris Murphy, NCEU (10:30 am)
Daron Smith, NCEU (10:30 am)

B. RFP Openings & Awards

1. Opening: Inmate Personal Care Items – Department of Corrections

Commissioner Coyle moved 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: Jail West Inner Fence Repair/Replace – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: HVAC Equipment Replacement – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Janitorial Products – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Door Replacement, Underhill – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Door Replacement, RCRNC & Complex – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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. Award: Pharmacy Services – Long Term Care Services

Commissioner Coyle moved to award the proposal for Pharmacy Services to PharMerica for an amount not to exceed \$200,000.00 for 12 months, as recommended by the Senior Director of Long Term Care

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

8. Award: Vehicle Upfit Equipment – Sheriff's Office

Commissioner Coyle moved to award the proposal for Fiscal Year 2023 Vehicle Upfit Equipment to Adamson Industries Corp for an amount not to exceed \$36,617.72, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

9. Partial Award: Door Replacement, RCRNC & Complex, 4 Mitchell Stairwell Fire Doors – Engineering and Maintenance Services

Commissioner Coyle moved to table item #9, partial award until later in the meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

C. Consent Agenda

1. 09/01/22 Meeting minutes (approval)

2. 09/22/22 Accounts payable list (approval)

List total: \$2,887,919.14, ACH \$1,669,295.10, GL \$151.00, Payroll \$13,111.82, Previously authorized by BOC \$217,154.12, Accounts Payable check run \$988,207.10.

3. Long Term Care Services 2022 3rd Quarter Compliance Work Plan (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,887,919.14. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked Assistant Director Casey why the dollar amount is so high on a non-payroll week. She replied there's a \$1.6 million payment for the State of NH DHHS. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Chirichiello said the Sheriff is at a police chief's meeting in Windham. He's in week two of the NACo Leadership program. He spoke with Executive Councilor Janet Stevens about the mental health situation at the jail and she reached out to Lori Shibinette. They have a team at the state that goes to the Concord prison and the Berlin prison. Councilor Stevens asked if the Counties could utilize some of the specialists and have them come in. He said they're working on it and he'll keep everybody posted. Last night he went to a cub scout or boy scout fund raiser event. It was the CEO of CMC, and the business was T-Bones. He was able to do some networking.

Commissioner Coyle reported the jail population is currently at 174. The Union Rep Chris Murphy will be speaking with us today about recruitment and retention. There are 12 inmates that are COVID-19 positive. Superintendent Henry has done a great job containing it preventing further spread. A new academy class starts Monday. She thanked Major Bashaw and the Sheriff's Office staff for reaching out to the Superintendent offering him a vehicle to use because they are down a vehicle due to an accident. There are 4 staff members in Long Term Care who tested positive for COVID-19 this week. The residents and staff involved will be tested and monitored. Assisted Living is COVID-19 free. The next mobile vaccination clinic will be October 3rd and it will have the new booster. Senior Director Smith and Mr. McGinnis are currently at the New England Alliance Fall Regional Conference. The County Attorney's Office is still very busy, their new hire, Attorney Brown has a fair amount of experience and has hit the ground running.

Commissioner Tombarello announced HR has been busy, the scarecrow contest preparation is underway, the pies are on order, Senior Director Kivikoski worked with Senior Director Nickerson to finalize the UKG Agreement, invitations for the Years of Service event have been sent out, the invitations for the NHAC awards recipients will be issued during the week of 9/26. He spoke with Norm Major and Ken Wyler.

Commissioner Chirichiello asked to mention Representative Jackie Calli-Pitts did not win her seat at the primary and he suggested we do something for her in October. All agreed.

2. Department of Corrections – Jason Henry, Superintendent

a. PrimeCare Findings (discussion)

Commissioner Tombarello asked if we should discuss this in nonpublic. Superintendent Henry agreed. Discussion was tabled for a nonpublic, later in the meeting.

b. Personnel nonpublic session NH RSA 91-A:3, II

Commissioner Coyle said they're going to table both of the items on the agenda for the Department of Corrections until later in the meeting, but she moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 for one inmate transferred to Strafford County dated September 15, 2022, and one inmate transferred to Hillsborough County dated September 19, 2022, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Draft Solar Project Press Release, From Revision Energy (approval)

Commissioner Tombarello moved to table the draft Solar Project Press Release from Revision Energy. He said it has a quote from him in there, but he would like the other 2 Commissioners mentioned too. Commissioner Coyle said they would write something up. Senior Director Gates stated if they send it to her, she will send it over to Revision Energy.

b. Request for Amended Vote, Concrete Repair Award (approval)

Commissioner Coyle moved to amend the approved proposal award to Associated Concrete Coatings, LLC for concrete repairs, which was approved on September 8, 2022, from a not to exceed amount of \$31,920.00 to \$38,400.00, as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Finance Office – Charles Nickerson, Director

a. Letter to Napoli Shkolnik to Discontinue as Co-counsel for Opioid Litigation Matters (approval)

Commissioner Coyle moved to approve the letter to Napoli Shkolnik discontinuing their firm's services as co-counsel for the opioid litigation matters and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Notice From Attorney General Re: State's Settlement with Janssen Pharmaceuticals/Johnson & Johnson (discussion/approval)

Commissioner Coyle moved to approve the state's opioid settlement agreement with Janssen Pharmaceuticals/Johnson & Johnson and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Additional ARPA Project – Rockingham County Dairy Farm Assistance (approval)

Commissioner Coyle moved to approve the Rockingham County American Rescue Plan Act (ARPA) project in the amount of \$300,000.00 for the Rockingham County Dairy Farm Assistance Program (Treasury Expenditure Category 6.1 revenue replacement) and accompanying application document as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Commissioner Chirichiello stated representative Pat Abrami reached out to him to ask if there was any ARPA money for the farmers in Rockingham County. He has a couple of farms in his district, which is also Commissioner Coyle's district, so he had him reach out to Commissioner Coyle. He said he is more than happy to assist the farmers in our County, so he enthusiastically approves this. Commissioner Coyle explained that we had \$300,000 in category 6.2 that's not going to be viable in that category for a number

of reasons, so we're moving the funds from 6.2 to 6.1. There are 3 dairy farms left in Rockingham County and we can make a maximum award of \$75,000 which would leave an additional \$75,000 as a resource if there is any other need. The dairy farmers were hit hard with COVID-19 and the drought and they are really struggling.

Commissioner Tombarello asked representative Altshiller if she would like to speak about this award. She accepted and thanked the Commissioners for considering the award. She said she has been working closely with the farmers in the area and the drought has significantly stunted the growth of the feed that the farmers grow for their livestock. They are at a critical time to order feed for the winter and the price is just going up every day. This will keep the farms running while legislation figures out a better way to support our local farms. She thanked the Commissioners again. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to award \$75,000 to Stuart Farm, LLC under the ARPA project, Rockingham County Dairy Farm Assistance Program category 6.1. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Human Resources – Alison Kivikoski, Director

a. Volunteer Programs/Volunteer Assignment Responsibilities and Agreement (approval)

Commissioner Coyle moved to approve the Rehabilitation and Nursing Center/Ernest P. Barka Assisted Living Volunteer Program and the County Department Volunteer Program, as recommended by the Senior Director of Human Resources. Further, the Rehabilitation and Nursing Center/Ernest P. Barka Assisted Living Volunteer Program will remain coordinated by the Activities Coordinator and the County Department Volunteer Program will be overseen by the Human Resources Department. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Revised Job Descriptions (4) – Long Term Care Services (approval)

Commissioner Coyle moved to approve the revised job descriptions for four Long Term Care positions; Administrative Assistant – 24 hours, Administrative Assistant – 40 hours, Office Administrator Nursing, and Staff Scheduler, all effective September 22, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Revised Job Description – Department of Corrections (approval)

Commissioner Coyle moved to approve the revised job description for Substance Abuse Counselor, effective September 22, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. UKG (Kronos) Upgrade Agreement and Bid Waiver Request (approval)

Commissioner Coyle moved to approve the UKG (Kronos) Upgrade Agreement and Bid Waiver Request in the amount of \$438,272.64 as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. Repurpose/Title Change – Engineering and Maintenance Department (approval)

Commissioner Coyle moved to approve a position repurpose/title change from Lead Building & Grounds to Motor Services Technician, effective October 23, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

f. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an Out-of-State conference and travel for a Human Resources Employee (L.P.), to attend the national UKG conference held November 6 - 9, 2022, at an estimated total cost of \$3,195.00, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

g. Exception Request 11-6 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 11-6 End of Employment, for a Long Term Care Services employee (C.C.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

h. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (C.G.) with County portion of all benefits to continue for the period 09/13/22 through 10/29/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

i. Sign-on Bonus Program Amendment – Deeds (approval)

Commissioner Coyle moved to approve a sign-on bonus for the full-time position of Records Retention Technician in the amount of \$3,000.00 (\$750 at 4 months, \$750 at 8 months & \$1,500 at 12 months); retro back to March 7, 2022, date of hire. This position will be included in the Registry of Deeds sign-on program moving forward. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

j. Personnel nonpublic session NH RSA 91-A:3, II

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Grant Agreement, Fiscal Year 2023 Enforcement Patrols (approval)

Commissioner Coyle moved to approve an agreement for the Office of Highway Safety Grant in the amount of \$14,400.00, 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

Senior Director Gates stated they have been working on roof repairs on the nursing home and the jail. They placed a compressor in one of the big roof units on Driscoll. They continue to work on the wiring in the jail for the 10 additional cameras, the doors for the suicide prevention cells will be coming in soon. There was a huge plumbing issue in the Driscoll building this week that affected three rooms on three floors. They had to hire a plumber from Palmer and Sicard because she's still down a plumber and he was great. It took 2 whole days and they're still cleaning up. She's still waiting on well water test results. Test well #5 has a greater capacity than the well that we would like to replace. Design on the new building continues and we're making great progress.

Commissioner Coyle moved to approve a partial award for the Door Replacement, RCRNC & Complex RFP, for four (4) Mitchell stairwell fire doors to New England School Services, Inc. for an amount not to exceed \$8,791.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Major Bashaw mentioned the accident with the Department of Corrections cruiser, they had a couple of Deputies respond and after they made him aware of the extent of the damage, they knew it would be out of commission for a while, so the Sheriff insisted we figure something out to help. He said they have 2 vehicles out waiting for parts, and 2 more vehicles put out of service as they anticipate delivery of the new vehicles and another vehicle with a coolant leak that will need to go in for warranty repair. One of their Deputies will be graduating the academy tomorrow. He had discussions with Senior Director Gates regarding badge access and they have identified several areas on the complex that they now have access for operational purposes.

Register of Deeds Cathy Stacey reported some large transactions.

County Attorney Conway reported she is very happy with her 2 Attorney new hires.

Katie Casey reported they are gearing up for the audit, they have just submitted the cost reports.

Senior Director Kivikoski stated the pies are on order. She wanted to remind everyone that they are still working with Ben & Jerry's for the 3rd shift employees. She is also part of the Leadership Academy. Star Speedway is having a Monster Truck Event on October 7, 8 & 9th. They sent over free ticket packets, a \$15 value, admit one child with a paid adult. She will send them out the departments and they can leave them out for their employees to grab if the Board is ok with that.

Superintendent Henry said the 2nd shift has done a fantastic job stopping drugs coming into the jail. Next week Senior Director Smith will be discussing an agreement with the Chaplin to bring her on board with the Nursing Center. The Union Leader is doing a project with Dartmouth Hospital. They are trying to find the correlation between the rise of incarcerated individuals and mental health. COVID-19 is coming back through again and it's with several other facilities not just us. PrimeCare will be here at 10:00 to talk to the Commissioners. The head of the ER from Exeter Hospital is coming in Monday to discuss why the jail can't keep some of the inmates and why they need to go to the hospitals. He met with Commissioner Hellen Hanks of the Superintendents Affiliate last Friday. He is going to start bringing her in quarterly to talk about inmates and if they stay here for over a year, they are supposed to go to the State prison, or pay us for housing. Sergeant Buscannara will be taking photos at both nights of the Years of Service awards events and will offer the pictures free to the employees.

F. Public Comment

Steve Goddu said he would like to have discussions with department heads to learn more about the details of operations. If it's acceptable to everyone he will be contacting the department heads for meetings.

G. Commissioners Nonpublic Session #1

Commissioner Coyle moved to enter nonpublic session at 9:38 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 9:55 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 seal the minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0, in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Department of Corrections – Jason Henry, Superintendent

Superintendent Henry and Nikki from PrimeCare joined the meeting. Superintendent Henry stated he brought her in to discuss the acuity and the number of the mental health cases that are currently in the jail. She stated she has never seen this severity and quantity of mental health cases. The number at this jail is much higher than any other jail she works with. 51% of the inmates here have severe mental health problems. Discussion included the mandatory overtime, the low pay rates for the C.O.'s, the fact that the C.O.'s are not trained to handle these cases and the fact the building isn't set up to house these cases. PrimeCare solved their staffing issues by increasing their pay rates.

Commissioner Chirichiello suggested presenting this to the Executive Committee because some of them are legislators and they're in this field. Commissioner Tombarello supports it. Commissioner Coyle said we should look at trying to use ARPA money. Superintendent Henry said he has been working on some ideas that don't involve ARPA funds.

Superintendent Henry introduced NCEU Union Representative Chris Murphy who joined the meeting remotely. Mr. Murphy introduced Daron Smith, their Business Representative out of Maine who also joined the meeting remotely. He stated that he would like to collaborate and work together to come up with staffing solutions and any other issues. Neither party is going to get 100% of what they want, we need to meet in the middle. He wants to repair the relationship between the Union and the County. All agreed that they will be happy to work together, and they look forward to it.

I. Commissioners Nonpublic Session #2

Commissioner Coyle moved to enter nonpublic session at 10:57 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 11:37 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

J. Adjourn

Commissioner Coyle moved to adjourn at 11:37 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 10/6/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, September 29, 2022 @ 11:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 11:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Alison Kivikoski, Sr. Director, HR
Robin Bernier, IT Manager
Leila Mattila, Commissioners' Office
Kevin Coyle, Member of the public

Remote Attendance:

Charles Nickerson, Sr. Director, Finance
Pat Conway, County Attorney
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office

B. RFP Openings & Awards

1. Opening: John Deere Utility Tractor – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Kubota Tractor – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Fire Alarm Testing – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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. Award: Jail West Inner Fence Repair/Replace – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for jail west inner fence repair/replace to Lincoln Fencing for an amount not to exceed \$33,525.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Award: Door Replacement, Underhill - Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for door replacement, Underhill to Northeast Door Corporation for an amount not to exceed \$12,585.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

6. Award: Ruggedized Mobile Computers – Sheriff's Office

Commissioner Coyle moved to award the proposal for ruggedized mobile computers to GovConnection, Inc (GCI) for an amount not to exceed \$9,087.00, 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. 09/8/22 & 09/15/22 Meeting minutes (approval)
2. 09/30/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,217,477.08 for the period ending September 24, 2022. 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 nursing center is COVID-19 free. We are celebrating the four graduates of the MNA training program who have passed the State Board Competency exam. The renovations in the Assisted Living solarium are beautiful and the changes in the Assisted Living community are exciting. She spoke of Attorney Chadwick who joined the County Attorney's office and that he comes with a lot of experience on both sides of the isle. The jail population is currently at 164. The Sununu Center is slated to close in March, so the hot topic now is what to do with juveniles. There has been some push from legislatures to have them housed at the County jails and she feels we need to collectively work together to oppose that idea. It would be an extreme expense for the County to renovate the facility in order to be in compliance, as well as a huge liability. She announced that she had the honor of delivering the grant award check to the dairy farm and they were extraordinarily appreciative. She thanked everyone involved, Charles Nickerson, Sr. Finance Director, everyone in the Finance Office and the Commissioners' Senior Executive Assistant for their part in making it happen.

Commissioner Chirichiello said he spoke to Superintendent Henry last week about the juvenile detention center and he said he had a good conversation with Senator Carson who is involved with it at the senate. She is not in favor of it, so he believes it's not going to go anywhere. This is his third week of the leadership program, he said it's very interesting. The Sheriff's Office assisted in a big fentanyl bust recently and the problem is just getting worse.

Commissioner Tombarello reported the Human Resources Department has been busy with the scarecrow contest, the cards for staff for the Thanksgiving Harvest, NHAC awards invitations, and recruitment. He announced Senior Director Gates was successful finding water in a new well, we're just waiting on test results now. The dietary floor is done and they're bringing in some late season hay. He said he visited the three adult medical day care centers, and they are all struggling. He asked the other two Commissioners if they would support him with a motion for next week to send \$5000 to Silverthorne and Senior Class, and \$2500 to Easterseals. All agreed. He commended Attorney Conway on the amount of detail in her annual report and thanked her for the sentiment on the last page of her report.

2. Department of Corrections – Jason Henry, Superintendent

- a. Proposal for Chaplain Services (approval)

Commissioner Coyle moved to approve the proposal for Chaplain Services pending review and approval of an updated services agreement, 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. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

- a. Bid Waiver Request, TVC Systems (approval)

Commissioner Coyle moved to approve the TVC Systems proposal and Bid Waiver Request in the amount of \$7,000.00 for their annual service agreement for the biomass controls system, as recommended by the

Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Change Order, New England School Services, Inc. (approval)

Commissioner Coyle moved to approve a change order request for New England School Services, Inc. for an amount not to exceed \$921.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Request to Rescind RFP Award from 03/31/22 for Concrete Block Showers (approval)

Commissioner Coyle moved to vacate the approved proposal award to David M. Allen Masonry for four concrete block showers in the jail, which was approved on March 31, 2022, for an amount not to exceed \$18,000.00, and further request to republish an RFP, as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Finance Office – Charles Nickerson, Director

a. Lien Release (approval)

Commissioner Coyle moved to approve a lien release on real property filed with the Rockingham County Registry of Deeds, Book 4721, Page 1425, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion and asked why we would have a lien on property with no record of that person using any services? Senior Director Nickerson explained that back then, the County had a Human Services department that ran many programs. The person that we have a lien for was never a resident of the facility and there are no receivables on record, owed from this person. Commissioner Chirichiello said he still has a lot of questions, was this a mistake? Commissioner Coyle said it's not tied to Rockingham County, it's tied to Human Services. The lien is \$5000 and it's 17 years old at this point. Commissioner Chirichiello said he would like to research this before voting, but he understands it's time sensitive. Senior Director Nickerson said there are no open Human Services receivables and no participants in that program right now and he's not even sure if it should have been recorded in the first place. Voted 2-1, Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello opposed.

b. Medicaid Cost Report Fiscal Year End 06/30/2022 (approval)

Commissioner Coyle moved to approve the Medicaid Cost Report for Fiscal Year End 06/30/2022 and authorize the Chair to sign all necessary documents, as recommended by the Senior 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. Exception Request 6-4, Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Long Term Care Services employee (S.G.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (D.D.) with County portion of all benefits to continue for the period 09/08/2022 through 10/01/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Revised Motor Vehicle Policy (discussion)

Senior Director Kivikoski said this motor vehicle policy was approved by the Board back in 2013 and it has some language regarding the Deputy Sheriff's. She asked the Sheriff and the Major to review it, they said the language would still be applicable, and they added expectations. She is going to incorporate this into the Personnel Policies and Procedures. Commissioner Coyle moved to approve the revisions of the motor

vehicle policy with a revision date of September 23, 2022 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Updated Employee Travel Guidance Policy (approval)

Commissioner Coyle moved to approve the updated Employee Travel Guidance Policy effective September 29, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked Senior Director Kivikoski to elaborate. She explained it just gives more latitude for domestic and international travel. You do not have to be up to date with your COVID-19 vaccine, it's just saying you must get a viral test between 3 and 5 days after your return. It's the recommendation of the CDC and CMS. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. Personnel nonpublic session NH RSA 91-A:3, II

6. Long Term Care Services – Jason Smith, Director

a. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated 09/26/2022 to Silverthorne for an additional client, as recommended by the Senior 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

The High Sheriff reported they took ten kilograms of fentanyl off the streets. This case was investigated by our Drug Task Force, including K-9 Saber, the Federal Bureau of Investigation's New Hampshire Major Offender Task Force, the Strafford County Sheriff's Office's Problem Solving Oriented Police Unit, and the Dover Police Department. This will be prosecuted by the US Attorney's Office. They were asked to be a part of the town of Chester's 300th anniversary celebration. Their honor guard and bagpiper joined them in the parade. He was pleased to announce they have a new recruit. Deputy Reiner graduated from the 189th NH Full-Time Police Academy. They have another Deputy in the Academy, she will be graduation late November or December. They have started a new program, posting different Deputies that work for them on their Facebook page. He said it was his turn to host the Rockingham County Chief's meeting, which was held in Windham.

Superintendent Henry has two cadettes that will be graduating the Academy October 28th. He has been invited to the Supreme Court on October 25th to talk about their sequential interception model on mental health that they did for SAMHSA. He will tell them the top priority is staffing, the second priority is housing. There are some bills going in to extend the closing date of the juvenile detention center so they can build something. The ACLU is happy with an article that quoted him stating why juveniles can't go back inside the facilities. He was at an Opioid Abatement committee meeting on Monday. There are a total of 44 completed grants that were submitted. The amount of money that was submitted from the grants was \$24,753,900.18. We have \$6.6M to distribute from the first round. There has been a subgroup assembled to go through the applications and hopefully they'll have something to submit to the Governor's Office by November. DHHS has awarded a grant for a device that will be able to process COVID-19 tests inside our facilities. The grant runs through 2024 and they can decide then if we want to keep the device.

County Attorney Conway reported some great new hires. They are still down two Attorney's and two Legal Assistants. They plan on making an offer to someone and she hopes she accepts.

Senior Director Smith reported good attendance at a job fair at UNH. He's working on the details of the contract with the new pharmacy vendor. The new Social Services manager has started and is fitting in well. They continue to recruit for the Activity Coordinator position. He attended the NH Long Term Care Foundation Scholarship. They gave away \$80,000 to various Long Term Care employees pursuing advancement. Commissioner Lori Shabinette addressed the Foundation regarding staffing struggles and policy and regulatory requirements, and she spoke of future changes and gave inspiration to continue to

stay strong. He is happy to report they are expecting six admissions in the Assisted Living community and they continue to admit in the Long Term Care facility as well.

Senior Director Nickerson stated that tomorrow is the deadline for Cares Act PRF reporting. The cost report will be hand delivered to DHHS in Concord today. The MS-45 is almost done, but he received some late adjustments to the year end numbers. It is the last document needed in order to get our tax apportionment. The numbers for AMDC are incomplete, but he reported what we have so far for the first two months is; Silverthorne has only submitted for \$2765, Easterseals has submitted for \$1020, and Senior Class hasn't submitted anything.

IT Manager Robin Bernier received word that all the equipment for the media upgrade for our conference rooms is in. They will start the work during the third week of October.

Senior Director Kivikoski stated the NH Paid Family and Medical Leave insurance plan is available. It's voluntary for employers to buy for their employees starting December 1st. If we opt out, employees can purchase on their own. This is something that we have to vet through. Met Life is the provider. They are looking to get more legal advice on this because it has to do with pay for time and there are eight CBA's. The recruiter is working on hiring someone to create a recruitment video to use as a marketing tool. They will be presenting a recruitment report every other week for the Board of Commissioners meeting and the quarterly Executive Committee meeting. She has received inquiries about the Juneteenth holiday and if the County will consider the holiday. Strafford County has added it to their calendar. The State will be closed on Juneteenth, they follow the federal holiday list.

F. Public Comment

There were no public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 12:29 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 Coyle moved to exit nonpublic session at 1:03 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 1:04 pm. 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 10/13/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, October 6, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director E&MS
Jason Smith, LTC Sr. Director
Leila Mattila, Commissioners' Office

Remote Attendance:

Pat Conway, County Attorney (8:52 am)
Jason Henry, Superintendent, DOC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (8:53 am)
Steve Goddu, member of the public

B. RFP Openings & Awards

1. Award: Door Replacements (remainder), RCRNC & Complex – Engineering and Maintenance (approval)

Commissioner Coyle moved to award the proposal for the remainder of the door replacements, RCRNC & Complex to New England School Services, Inc. for an amount not to exceed \$56,364.00 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Award: HVAC Equipment Replacement – Engineering and Maintenance (approval)

Commissioner Coyle moved to award the proposal for HVAC equipment replacement to the following vendors, as recommended by the Senior Director of Facilities, Planning and IT:

- ENE for an amount not to exceed \$25,990.00 for the Carlisle West ERV.
- KPMB Enterprises, LLC for an amount not to exceed \$12,400.00 for the unit serving the dietary offices and \$41,000.00 for the unit serving the Fernald II sunroom.
- Grafton Mechanical Services, LLC for an amount not to exceed \$14,850.00 for the unit serving the main reception area, and \$14,850.00 for the unit serving the Fernald I Country Kitchen.

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

3. Award: Kubota Tractor – Engineering and Maintenance (approval)

Commissioner Coyle moved to award the proposal for Kubota tractor to Chappell Tractor for an amount not to exceed \$18,700.63, as recommended by the Senior 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. 09/22/22 Meeting minutes (approval)
2. 10/06/22 Accounts payable list (approval)

List total: \$1,976,102.81, ACH \$188,077.38, GL \$446,659.40, Payroll \$84,248.50, Previously authorized by BOC \$386,824.95, Accounts Payable check run \$870,292.58.

3. Department of Corrections September 24, 2022 Population Report (informational)

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,976,102.81. 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 said he was blown away at the NHAC conference earlier this week with the awards our members of leadership were presented with; Commissioner Tombarello received Commissioner of the Year, Register of Deeds Cathy Stacey received the President's award, and Senior Director Smith received Nursing Home Administrator of the Year. He said he is proud to be a part of the team. He mentioned he was invited to a candidate's night last night and someone pointed out that we don't have a County Administrator and asked him how he feels about it. He said this is something he has thought about several times in the past, but his answer to the audience was that it works for Rockingham County. We have such a great leadership team that County Administrators from other New Hampshire Counties call our Department Heads to ask for advice.

Commissioner Coyle said we are so fortunate that everybody, from the top down, does such a wonderful job. If nothing else, the conference was affirmation that we should all be saying thank you, so much, for everything everybody does because it really is a team effort. She gave a special acknowledgement to Commissioner Tombarello who received the Commissioner of the Year award and she pointed out that as everyone that took their turn to speak about him, there was a recurring theme about how hard he has worked to help the County, and by helping the County, it's helping the residents. She continued with her report with the jail population is currently 164. The State hospital has closed 48 beds due to staffing. There is already such a bed shortage and many of them end up at the Department of Corrections. The demands on our CO's is already incredibly high, but we can't just turn the lights off at the jail. The cruiser that was in the accident is totaled and it's not going to be easy to replace it. The Sheriff's Office is still waiting on vehicles. The County Attorney's Office remains busy and unfortunately they are down two more attorneys because two staff members were hired contingent to passing the Bar exam, and they did not pass. She congratulated Senior Director Smith for his award and all the hard work to put things in place. There were six employees and one resident that tested positive for COVID-19 this week and all the protocols are in place to prevent spread.

Commissioner Tombarello thanked everyone that spoke about him at the conference, he was caught off guard, though someone sort of tipped him off that morning. He said there was a great showing and the sessions were very good. The former Attorney General spoke about the mental health crisis and really drove home that they know there's a big problem and it looks like they're trying to address the issue.

Commissioner Chirichiello stated it was interesting information because they're trying to establish a program, but Superintendent Henry has us in that program already, so again, this is just another example showing that we're ahead of the curve. Commissioner Coyle said during a Portsmouth Police Commission meeting they were talking about the mobile crisis response team that's in place in Portsmouth and it's trying to divert mental health cases to mental health providers instead of having police intervention and there's a big push to work with Seacoast Mental Health. She reached out to Superintendent Henry about it and they already had the 988 number in place and they're working with PrimeCare doing intake evaluations via Zoom. There are systems already in place.

Commissioner Tombarello reported the heating system is up and running, the new Engineering & Maintenance Foreman, Ryan Manley is working out well. The dietary floor was done two days early, the annual fire sprinkler testing has been completed, the water test on the new well showed high PFOS levels but there were questions, so they are re-testing.

Commissioner Coyle announced that she is going to make a motion to award some funds to the Adult Medical Day Care facilities that they spoke of at last week's meeting. She moved to award \$5000 to Silverthorne, \$5000 to Senior Class and \$2500 to Easterseals. Commissioner Chirichiello seconded the motion and asked if this is money that is already budgeted. Commissioner Coyle and Tombarello both explained, yes, these are funds already allocated to the cause, and it's in the budget. Commissioner

Tombarello explained that Senior Class is under new management, and they haven't asked for any money yet. He's very concerned for their organization and will go visit them again soon to check in on them. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Department of Corrections – Jason Henry, Superintendent

- a. Bid Waiver Request, Alternative Solutions, Inc. (approval)

Commissioner Coyle moved to approve the Alternative Solutions, Inc. Bid Waiver Request in the amount of \$26,000.00 for a consulting services contract for the Residential Substance Abuse Treatment (RSAT) grant, 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. Urban County Status – Department of Housing and Urban Development (denial)

Commissioner Coyle moved to decline Urban County Status with the Department of Housing and Urban Development as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Senior Director Nickerson explained the limitations to funds and the administrative burden it would be accept Urban County status. We would have less funds available to our communities and we would probably have to hire three people to administer the duties. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Human Resources – Alison Kivikoski, Director

- a. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave without pay request for a Long Term Care Services employee (D.D.) with County portion of all benefits to continue for the period 10/02/22 through 10/16/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave without pay request for a Long Term Care Services employee (I.S.) with County portion of all benefits to continue for the period 01/17/2023 through 02/02/2023, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- c. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (M.K.) with County portion of all benefits to continue for the period 09/28/22 through 10/31/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- d. Memorandum of Understanding, Department of Corrections (approval)

Commissioner Coyle moved to approve a Memorandum of Understanding (MOU) with Teamsters Local #633 of New Hampshire, representing Supervisory Employees of the Rockingham County Department of Corrections. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- e. Memorandum of Understanding, Department of Corrections (approval)

Commissioner Coyle moved to approve a Memorandum of Understanding (MOU) with NCEU Local 118 representing Rockingham County Correctional Employees. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- f. Recruitment Efforts White Page Draft (review)

Senior Director Kivikoski reviewed the recruitment report which highlights a good number of employee statistics. Commissioner Chirichiello commended Senior Director Kivikoski for the amount of information in the report and mentioned he would like to see an updated report every month. Senior Director Kivikoski

asked the Board for permission to print twenty-one copies to be handed out at the Executive Committee meeting on October 21st. All agreed.

g. Tap House Media Agreement (approval)

Commissioner Coyle moved to approve Tap House Media as the vendor to produce a recruitment video for Rockingham County at an estimated total cost of approximately \$4,830; if the recording and/or editing time total exceeds 29 hours there will be an additional cost of \$150.00 per hour, and further authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human Resources.

Commissioner Chirichiello seconded the motion. Commissioner Coyle asked how likely this could go over the \$5000. Senior Director Kivikoski stated the organization is aware of our policies for keeping it under \$5000 and she is very confident that it won't go over. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

h. Personnel nonpublic session NH RSA 91-A:3, II

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Grant Acceptance: USDOJ, Justice Assistance Grant, \$12,027.00 (approval)

Commissioner Coyle moved to accept the fiscal year 2022 Edward Byrne Memorial Justice Assistance Grant in the amount of \$12,027.00 for the period October 1, 2021 through September 30, 2023, and authorize the Senior Director of Finance to electronically sign all necessary documents on behalf of the Commissioners, 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

The High Sheriff congratulated Commissioner Tombarello on his award. He said he was pleased to be able help a wheelchair bound, Rockingham County resident who was about to be evicted. He had the landlord call our rental assistance line and saved him from getting evicted.

County Attorney Conway gave a brief update and reiterated Commissioner Coyle's report regarding losing two attorneys' because they didn't pass the Bar exam.

Register of Deeds, Cathy Stacey reported activity is down 30%, but revenue is up 4%. She asked if we were going to have the Town Clerks call with the election numbers. Commissioner Chirichiello said there is a group that's forcing had counting, so results will be very late.

Superintendent Henry reported they have 30 openings now. He thanked the Commissioners for the MOU. He said they will be working with Senior Director Gates to get in on their vehicles RFP to replace their totaled vehicle. There will be a short window of opportunity, 10 days, to place an order.

Senior Director Nickerson announced the FEMA projects for 2021 and 2022 have been submitted, but they're still working on 2020. The MS-45 will be done tomorrow, he's just changing the formatting.

Senior Director Smith reported six employees and one resident that tested positive for COVID-19, all the protocols are in place, and everyone is being tested. He will be at a conference soon. He does have a walk-in contract for PharMerica pharmacy services. There was a job fair at LNA Health Careers that had good attendance, hopefully we'll see some momentum. They extended an offer to someone for the Restorative Manager position, she will be starting October 11th. They also hired a Social Worker I, they will be starting next week. They continue to work on the CMS rules of participation, phase 3. There is a lot of policy review and updates. Investigations are going to be an enormous task.

Commissioner Coyle moved to approve the pharmacy service agreement with PharMerica for the period beginning November 1, 2022 through December 31, 2025 as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion and asked if there would be any additional cost. Senior Director Smith answered he foresees having better pricing as well as value added benefits. Commissioner Coyle added that they will be working with Assisted Living where we didn't have that before. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Senior Director Gates reported great supply on the new well but the water test came back with high PFOS and they have decided to retest because the last test results on well houses closer to the fire training school came back around 8. This new well came back at 35. It's the same aquifer, and it's so easy to contaminate a sample, so DES thinks it's a good idea to retest. If it comes back high again, we need to think about remediation or move the building. If we have to move the building forward again it takes us out of the wellhead protection zone, but it puts us back in prime wetland. Fish and game is still on hold, they were asking about our status on Monday, they're still talking about a conservation easement.

F. Public Comment

There were no public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:45 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 10:38 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to give consent to the Senior Director of Human Resources and Senior Director of Facilities, Planning and IT to work with the Unions to draft an MOU for stipends in the amount of \$125 per week beginning October 1, 2022 through June 30, 2023. Voted 2-1, Commissioners Chirichiello and Coyle in favor, Commissioner Tombarello abstained.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:41 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 10/13/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, October 13, 2022 @ 1:30 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 1:39 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent, DOC

Jude Gates, Sr. Director E&MS
Jason Smith, Sr. Director, LTC
Michele Melanson Schmitt, DON
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (8:53 am)
Steve Goddu, member of the public

B. RFP Openings & Awards

1. Opening: Generator Day Tank Replacement – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Fire Alarm Testing and Inspection – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Fire Alarm Testing and Inspection to Impact Fire Services for the period of 10/01/2022 through 09/30/2023, for \$16,000.00 for the annual testing and for the stated rates for any other work that may be assigned, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Award: Janitorial Products – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Janitorial Products to the following vendors for the period 10/01/2022 through 09/30/2024, as recommended by the Senior Director of Facilities, Planning and IT:

- to Pyramid School products for a cost Not to Exceed \$6,803
- to Imperial Dade for a cost Not to Exceed \$10,558
- to Healthy School Supply for a cost Not to Exceed \$8,383
- to Global Industrial Supply for a cost Not to Exceed \$10,420
- to Clean-O-Rama for a cost Not to Exceed \$4,308

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

C. Consent Agenda

1. 09/29/22 & 10/06/22 Meeting minutes (approval)
2. 10/14/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,231,363.82 for the period ending October 08, 2022. 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 157. One new CO started this week, one gave their notice. The County Attorney's Office is still very busy, they had to reassign all the cases from the two attorney's that didn't pass the bar exam. Unfortunately, the Chaplin that works in the Department of Corrections has decided not to take on the added agreement for the Nursing Center. She noted some position changes on the agenda today and stated she feels they are all part of the evolution of the services we offer and will help keep operations running more efficiently.

Commissioner Chirichiello announced the former Derry Police Chief Garone that just retired, passed away a couple of days ago. It was a very sad day for everyone in Derry and we'll miss him. He held a publicized meeting in Derry last night with Executive Council member Janet Stevens. They had the towns welfare department there too. They wanted to inform people about the different Federal, County and State programs that are out there for assistance. It was well attended. If people wait too long to apply, they're going to have a difficult time getting through because everyone is short staffed, including the agencies offering these programs.

Commissioner Tombarello reported the MS-45 was filed by the Finance Office. Rental Assistance is expected to be 30 cases this week, and another \$100,000. The auditors will be here soon. The 1st quarter budget report shows we're at 29%, but all the initial benefits and insurances get paid in the first quarter, so 29% is good. Senior Director Kivikoski has been working on new job descriptions, the scarecrow contest, and the two employee appreciation events for all departments coming up. Senior Director Gates is waiting for water test results on the new well. He announced a groundbreaking event is in the works for November 17th. Senior Director Gates will reach out to Harvey and Warrenstreet, we will contact WMUR, some newspapers and the Governor. After the Board of Commissioners meeting that day, we could transfer to the Hilton for the meeting and go outside across the street for the ceremony.

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 dated October 6, 2022, pursuant to NH RSA 30-B:21 for an inmate received from Hillsborough County, 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. Express Scripts Retiree Prescription Drug Plan Renewal (approval)

Commissioner Coyle moved to approve continuing the Express Scripts Medicare Part D plans through AmWins, only offered to Medicare eligible retirees, for the period of 1/1/2023 – 12/31/2023 plan year at an approximate 4.8% increase in rates and authorize the Senior Director of Human Resources to sign the renewal acceptance as in previous renewal years, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioners Chirichiello, and Coyle in favor, Commissioner Tombarello in abstained because he won't be here.

b. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (W.D.) with County portion of all benefits to continue for the period 11/03/22 through 11/30/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Out of State Conference (approval)

Commissioner Coyle moved to approve an out-of-state conference and travel for a Human Resources Employee (A.N.) and approve utilizing category 6.1 of the ARPA project funds to cover the cost to attend the Society of Human Resources Management (SHRM) national talent conference and expo held in April 2023 in Orlando, FL, at an estimated total cost of \$3,920.00, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion and commented he spoke with Alison and it's specifically for retention of employees. Commissioner Coyle stated she feels we shouldn't use the ARPA funds for this at this time, if she needs it later in the fiscal year, then we can use it at that point. She has money in the budget for this conference now. Alison said she has planned conferences in the budget for her staff. This one was brought forth after the budget was approved, it was unplanned. She feels it's a very important conference on staff retention. She will need to pull an already planned conference later in the year to get this one. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Repurpose of Position & Reduction in Hours (approval)

Commissioner Coyle moved to approve a repurpose of position/reduction in hours for a Long Term Care-Assisted Living position, effective October 23, 2022, pending approval by the Delegation, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. Position Status Change & Reduction in Hours (approval)

Commissioner Coyle moved to approve a status change/reduction in hours for a Long Term Care-Assisted Living position, effective October 23, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

f. *WALK-IN* Memorandum of Understanding, Engineering & Maintenance (approval)

Commissioner Coyle moved to approve a Memorandum of Understanding (MOU) dated 10/07/22 with Teamsters Local #633 of New Hampshire, representing Rockingham County Engineering & Maintenance, beginning 10/09/22 through 06/30/23 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello, and Coyle in favor, Commissioner Tombarello abstained.

g. Personnel nonpublic session NH RSA 91-A:3, II

4. Long Term Care Services – Jason Smith, Director

a. Chaplain Agreement (approval)

Senior Director Smith has requested this be removed from the agenda, 10/12/22.

b. Heroes on Call LLC Staffing Agreement (approval)

Commissioner Tombarello asked Senior Director Smith about the discrepancy of the pricing on the first page of the agreement and the matrix on the last page. Jason Smith said he is looking at the pricing for MAS. His goal is to shift away from MAS to Heroes on Call because of their competitive pricing. Commissioner Coyle noted they are also a New Hampshire based company. Commissioner Chirichiello asked Chuck if he could get a report on cost analysis for using contracted staff vs employees for LNA's, LPN's, and RN's. Commissioner Cole moved to approve the Heroes on Call, LLC staffing agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. MAS Medical Staffing Updated Billing Rates (approval)

Commissioner Coyle moved to approve updated agency billing rates for MAS Medical Staffing, and authorize the Chair to sign all necessary documents, as recommended by the Senior 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

Superintendent Henry reported they still have 30 openings. There is a lot of positive comments amongst the staff regarding the stipends, hopefully they can get some good hires through the door. The Superintendent of Sullivan County that was just hired has left. They will have the former Superintendent, Dave Berry return part time for probably a year as they find someone to fill the full-time position.

Katherin Mann reported they have a rehire for a dispatch position but unfortunately, they had one leave as well, so they are still down four positions.

Michele Melanson Schmitt reported one additional staff test positive for COVID-19, two staff tested positive for the flu. Occupational Health has flu shots available to any staff that wants one. They don't have a date yet for next COVID-19 mobile clinic. PharMerica pharmacy services start November 1st. They have transitioned two of the skilled nursing residents to long term care.

Register of Deeds, Cathy Stacey mentioned things have slowed down because of the interest rates and she is not happy to hear they are thinking about raising them again.

Senior Director Gates thanked the Commissioners for signing the MOU, she is hopeful it will help with retention. She is waiting for the water test results from the new well. They were going to pull samples Friday but the well pump failed, so they got it done on Monday and we should have results in a couple of weeks. She is reviewing submittals for the suicide prevention doors and hinges, we should be ordering them within the next day or so. The cameras are in and the bunks are about ready to be installed. They had a site visit schedule for today for construction of the block showers at the jail and no vendors showed up. She is going to reach out to some vendors to see if she can get a few to submit something before the deadline.

Senior Director Nickerson said he will be emailing the 1st quarter budget reports to the division directors for the upcoming Executive Committee meeting next Friday. Rental assistance has reached 1088 cases that have been approved for payment and they have 84 cases under review right now. He stated they are in need for another case manager.

Senior Director Kivikoski stated the weather emergency listings have gone out to the ODD's, she asked if they could get them back to her so she can get them over to payroll. She is going to ask Gallagher to do a presentation either the first week of December or the third week of November. She is waiting for responses from ten DOC staff for the event on the 20th. The scarecrows are due tomorrow but get them in at least by Monday. She asked the Board for approval to use four of the Market Basket gift cards and coffee cards for the gift baskets for the four Executive Committee members that will not be returning next year. All agreed.

F. Public Comment

Steve Goddu had no public comments.

Commissioner Tombarello asked if the other Commissioners had anything else.

Commissioner Chirichiello explained he would like to approve some of the ARPA grant applications for his district. He would like to make a motion to approve \$10,000 each for Derry Grind, Cask and Vine, and Fody's Tavern. Commissioner Tombarello seconded the motion. Commissioner Coyle stated she understood they were to discuss a ranking system today. Commissioner Chirichiello said he would like to get some funds out to these three businesses because he knows they are in need, and they've been waiting a long time. He understands Commissioner Coyle's wishes and proposed if she wants to come up with a grading system, they will take a look at it. Commissioner Tombarello agrees we should have a way to analyze the applications, but these are all small business that really need the money. Commissioner Coyle agreed and wished to award \$10,000 to Arkay Provisions. Commissioner Chirichiello amended his motion to include the four groups. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 2:41 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 Coyle moved to exit nonpublic session at 3:18 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 3:19 pm. 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 10/27/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, October 21, 2022 @ 10:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 11:51 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Pat Conway, County Attorney
Jason Henry, Superintendent, DOC
Major Jonathan Banville, DOC
Sargent Buscanera, DOC
Leila Mattila, Commissioners' Office

Michael Baillargeon, Secretary, NH Police,
Fire & EMS Foundation
Karen Baillargeon, Treasurer, NH Police,
Fire & EMS Foundation

Remote Attendance:

Jude Gates, Sr. Director E&MS
Michele Melanson Schmitt, DON
Major Chris Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office

B. Reports

1. Department of Corrections – Jason Henry, Superintendent

- a. Presentation of Check to New Hampshire Police, Fire & EMS Foundation

Michael and Karen Baillargeon of NH Police, Fire & EMS Foundation gave a brief overview of their organization. Major Jonathan Banville said a few words and presented them with a check for \$1075.00 from donations made during a fundraiser.

2. Sheriff's Office – Charles Massahos, High Sheriff

- a. 2023 Substance Abuse Reduction Initiative Grant Agreement (approval)

Commissioner Coyle moved to approve a grant agreement for the New Hampshire Department of Safety Division of State Police, Substance Abuse Reduction Initiative grant in the amount of \$70,000.00 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.

C. RFP Openings & Awards

1. Opening: Gasoline Contract – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Generator Day Tank – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for Generator Day Tank to CommTank, Inc. for an amount not to exceed \$39,950.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Award: John Deere Tractor – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for John Deere Tractor to JR Rosencrantz & Sons, Inc. for an amount not to exceed \$35,342.00, and to further authorize the Senior Director of Finance to seek appropriate financing, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

D. Consent Agenda

1. Department of Corrections October 8, 2022 Population Report (informational)
2. Long Term Care Compliance Team (informational)
3. 10/20/22 Accounts payable list (approval)

List total: \$3,359,451.83, ACH \$1,905,624.25, GL \$144.00, Payroll \$10,303.52, Previously authorized by BOC \$165,302.76, Accounts Payable check run \$1,278,077.30.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$3,359,451.83. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. Reports

3. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Coyle reported the jail population is at 150, and Long Term Care had two residents test positive for COVID-19.

Commissioner Chirichiello thanked the Sheriff's Office for covering the town of Derry while the Derry Police Department attended Police Chief Garone's funeral service.

Commissioner Tombarello reported the Years of Service event last night went very well. The rental assistance program is getting busier. He mentioned the groundbreaking ceremony will be on Thursday, November 17th.

b. ARPA Grants Awards and/or Discussion

The three Commissioners discussed how to grade the ARPA grant applications and the use of the draft grading rubric for recording scores.

Commissioner Coyle moved to approve the ARPA Grant Applications and award \$10,000 to each of the following organizations as recommended by the Chairman, Commissioner Thomas Tombarello; Greater Salem Caregivers, Salem Family Resources, Silverthorne Adult Day Center, Salem Animal Rescue League, and Friends of Salem, NH Recreation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve ARPA grant application under category 6.1, Fernald Farm Dairy, LLC in the amount of \$75,000. Commissioner Chirichiello seconded the motion and said he hasn't even seen the application yet, but he will support it. Commissioner moved to amend her motion to approved, pending the final documents of the application process, we still need some required application documents. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-6 – Finance Office (approval)

Commissioner Tombarello tabled this exception request for a nonpublic discussion. When they make their decision, they will vote after coming out of nonpublic.

b. Exception Request 8-2C – Finance Office (approval)

Commissioner Tombarello tabled this exception request for a nonpublic discussion. When they make their decision, they will vote after coming out of nonpublic.

c. Full-Time Floor Maintenance Position Sign-on Bonus (approval)

Commissioner Coyle moved to approve a sign-on bonus for the full-time position of Floor Maintenance Operator in the amount of \$1,500 (\$350 at 4 months, \$350 at 8 months, and \$800 at 12 months) as recommended by the Senior Director of Human Resources. This position will be included in the Long Term

Care Services sign-on bonus and referral bonus programs moving forward. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve a walk-in exception request to PPP 8-2E regarding earned time and request the approval to pay effected County Attorney and Registry of Deeds employees to the close of business day, 4:00 pm on October 19, 2022 without the requirement of utilizing accrued earned time or holidays. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve a walk-in Leave Without Pay request for a Long Term Care employee (D.D.) with County portion of all benefits to continue for the period of 10/17/22 through 10/22/22 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Non-meeting Request

e. Personnel nonpublic session NH RSA 91-A:3, II

5. Long Term Care Services – Jason Smith, Director

a. Amedisys Hospice Services Agreement (approval)

Commissioner Coyle moved to approve the Amedisys Hospice Services Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

F. New Business / Old Business

Michele Melanson Schmitt reported their current census is 120 and they have 82 empty beds. Two residents tested positive they continue to test and monitor everyone on that floor. One staff member tested positive, but it didn't affect the residents. There are no new flu cases. They have a couple of job fairs coming up soon.

Senior Director Gates candidate accepted a shift tech position. Water test results should be received on Monday. She will be working hard to make a beautiful groundbreaking ceremony on November 17th.

Superintendent Henry reported there is no covid in jail. Applications for employment have fallen off. The Academy graduation is October 28th, they have two people graduating. We will soon have tablets for the inmates for forms. The whiteboard in the briefing room will be going up next week. Guard tour buttons have gone up. Staff is appreciative of the retention stipend.

Senior Director Nickerson reported that rental assistance has really picked up. He has been busy with grant filings and the auditors were here this week. The stipends that were recently approved will start in next week's payroll, retroactive to the effective date. The tax apportionment bills will go out next week.

Senior Director Kivikoski announced the recruitment video preparation has started. October 27th is the next awards ceremony. Working with Gallagher on ideas for benefits opportunities for next budget season. She would like to set up a presentation on December 8th. The PPP's are pretty much done, legal is still working on a couple of areas. She said she would be sending draft copies to the Commissioners. She asked for approval of the one extra recipient from the Delegation of gift cards, all agreed. She said she has one more walk-in for approval, the Ben & Jerry's ice cream for third shift.

Commissioner Chirichiello commended Superintendent Henry for his presentation in front of the Executive Committee regarding the issues at the jail.

G. Public Comment

There were no public comments.

H. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 12:58 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 Coyle moved to exit nonpublic session at 1:18 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-6 for a Finance Office employee (B.W.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 8-2C for a Finance Office employee (B.W.) as submitted by the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 0-3, Commissioners Chirichiello, Coyle and Tombarello opposed.

I. Adjourn

Commissioner Coyle moved to adjourn at 1:21 pm. 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 10/27/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, October 27, 2022 @ 2:30 pm

A. Call to Order

Commissioner Tombarello called the meeting to order at 2:30 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Jason Henry, Superintendent, DOC
High Sheriff Massahos
Major Bashaw, Sheriff's Office

Rich Sawyer, Sheriff's Office
Remote Attendance:
Pat Conway, County Attorney
Jude Gates, Sr. Director E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
Katherin Mann, Sheriff's Office
Steve Goddu, member of the public

Commissioner Tombarello announced they need to hold a brief nonpublic session with the Sheriff's Department, and we will let everyone back into the meeting in just a few moments.

Commissioner Coyle moved to enter nonpublic session at 2:33 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 Coyle moved to exit nonpublic session at 2:52 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

B. RFP Openings & Awards

1. Opening: Three Vehicles – Engineering and Maintenance Services

Commissioner Coyle moved to authorize acceptance for consideration, the proposal anticipated Friday, October 28, 2022 from Grappone Ford for the bus, due to the delayed price release from Ford, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved with respect to this opening To authorize the Senior 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: Design & Print Brochures – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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: Solar Blackout Shades – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

4. Award: Three Vehicles – Engineering and Maintenance Services

Tabled for later in the meeting today after Senior Director Gates evaluates the proposals received.

C. Consent Agenda

1. 10/13/22 & 10/21/22 Meeting minutes (approval)
2. 10/28/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,263,535.45 for the period ending October 22, 2022. 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 inmate population is currently at 151 and there are two inmates on constant watch, one who is very violent. This requires two officers to watch them. The department has also recently lost 4 CO's. We are now at dangerously low staff numbers. We will start to see some opioid abatement money. Rockingham County will receive a total of \$1.2 million, we have received our first payment of 82,000. There is more news coverage lately on the mental health crisis and the fact that the jails are where they end up. The County Attorney's office remains busy. Long term care had 3 employees test positive, no resident contact, no new cases in Assisted Living. There are recent new changes from CMS for testing. December 6th is the next COVID-19 mobile vaccine clinic. The Brentwood town officials met with social services and there will be on-site voting for residents on November 1st.

Commissioner Chirichiello said he looked through the bills and there are at least six or seven that are specific regarding County Commissioners, so we should keep our eyes on those. There are only the headings, no details yet, and they all came from representative Aaron. He reported there was a major arrest of 23 people in Massachusetts on drug charges recently. He applauded Superintendent Henry for his presentation to the Delegation regarding the crisis of staffing as well as mental health issues in the jail.

Commissioner Tombarello reported we should have the water test results soon on the new well, and the annual fire hydrant inspections have been completed. Senior Director Gates didn't have anyone show for the jail showers RFP walk through. He mentioned Finance had over \$175,000 going out for rental assistance this week. He said they have been receiving a lot of phone calls with people getting nervous that we may follow suit with what the state is doing with their rental assistance program. Finance continues to be busy with audits. Human Resources remains busy as well, and Senior Director Kivikoski will give her own update. We expect a good turnout for the Groundbreaking ceremony in a couple of weeks. Tonight is the 2nd years of service event to honor employees who have reached a milestone. The three Commissioners participated in a recruitment video today, he looks forward to seeing it put together. He said he is honored to be the guest speaker at the Academy graduation tomorrow.

b. ARPA Grant Applications Deadline (discussion)

Commissioner Coyle said there are 2 things, one is grading rubric, and the other is applications we haven't taken up. She suggests we only address the tourism category today because of time constraints. She would like to make a motion to roll the deadline every 60 days so they can continue to look at applications. Commissioner Chirichiello said he doesn't know where he is with his and asked if there were any new ones. Senior Director Nickerson stated there was more information that came in from Crossroads shelter and there is a third dairy farm application. Commissioner Tombarello suggested we take a look at the dairy farm application next week. All agreed.

Commissioner Coyle said she went through the outstanding applications and would like to run through them quickly. Commissioner Chirichiello said he has only looked at the applications for his district. Commissioner Tombarello asked if she was looking to make a motion for any of them today. She said yes, there are 2 that she would like to award today. One is Red Rover, a small creamery in Commissioner Chirichiello's district, she would like to award \$10,000. Its' a very small business, they did not receive PPP and their costs for everything have gone up significantly. They would use the money to get a refrigerator. The other is Rigatoni's in Derry and she would like to award \$10,000. They received some PPP but not much, they had a fire and some other co-occurring events. They have a location in Derry and Windham,

they offer Thanksgiving dinners at a reasonable price and makes it more accessible for others. She would like to hold for Cruise Travel Outlet because they received around \$200,000 in PPP, also a hold for Seacoast Brewing because they received \$320,000 in PPP. She wants to see what applications come in from the smaller businesses that haven't had access to other federal programs.

Commissioner Coyle moved to approve awarding to hospitality businesses under Treasury expenditure Category 3.25, \$10,000 to Red Rover Creamery and \$10,000 to Rigatony's. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle asked to discuss Crossroads Shelter, they are the only shelter in Rocking County. They applied in 2 categories, subrecipients and nonprofit. She moved to award a total of \$24,000, split between the 2 categories, subrecipients and nonprofits, and divided between the 3 districts. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle asked Commissioner Chirichiello about The Friendship Center. He said we already gave them \$5000. She said she looked at their application and would support giving them another \$5000. Haven is another example. Commissioner Chirichiello asked if we could bring this up again next week. Commissioner Tombarello mentioned we did a soft opening so we can go back and look at them again. Commissioner Coyle said we are now up to speed on the hospitality category, and we will go through the remaining subrecipients and nonprofits next week. All agreed.

2. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Bid Waiver Request, TVC Systems (approval)

Commissioner Coyle moved to approve the TVC Systems Proposal & Bid Waiver Request in the amount of \$11,400.00 for the rebuild and deployment of the server for the biomass boiler plant, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Finance Office – Charles Nickerson, Director

a. Update to Bank Account Signers (approval)

Commissioner Coyle moved that the signers on various TD Bank accounts detailed in the enclosed memorandum dated October 19, 2022 be updated as recommended by the Senior Director of Finance. She further moved to approve when an account signer who is an elected/appointed official or County employee is no longer in office or employed by the County, they shall automatically be removed as a signer on applicable County bank accounts. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Human Resources – Alison Kivikoski, Director

a. Administrative Day Off – Registry of Deeds and County Attorney (approval)

Commissioner Coyle moved to approve a paid Administrative Day off on June 19, 2023, for those Registry of Deeds and County Attorney employees that are unable to perform work either at the courthouse or remotely, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. 2023 Holiday Schedule (approval)

Commissioner Coyle moved to approve the "Rockingham County 2023 Holiday Schedule" as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Personnel nonpublic session NH RSA 91-A:3, II

E. New Business / Old Business

Senior Director Gates reported they received the test results back on the new well and the PFAS are below detectable limits and we are able to move forward with permitting. She said she has a recommendation to award vehicles if we could allow it now.

Commissioner Coyle moved to award to Grappone Auto Group for a 2023 Ford Explorer Police Interceptor for \$43,266 with an expected delivery in the Spring of 2023, and further move to award to Grappone Auto Group for a 2022 Ford F-250 pickup truck for \$50,615, with expected delivery in January 2023. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Attorney Conway announced they made an offer to someone for the victim witness advocate position, they are hoping she will accept it. She asked to speak to the Commissioners about a right to know request where the charges and arrest were annulled. She said she did some research and reached out to the Attorney General's office. She feels we are obligated to supply the information, heavily redacted for any personal information. She said they could discuss it after the meeting in nonpublic session.

Senior Director Smith said the Brentwood Town Office will actually have the voting booths available for the residents in Assisted Living and Long Term Care. The pharmacy changeover is on schedule for November 1st. They filled the Social Worker position and the Restorative Manager position and they will soon be starting a weekly on-site clinic for Assisted Living residents.

Commissioner Coyle said there is a walk-in for Long Term Care Services. She moved to approve an in-state conference at the New Hampshire Healthcare Associates for four staff members on November 1st and 2nd, for an amount not to exceed \$2,000 as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Senior Director Kivikoski reported Human Resources has been very busy with job descriptions, MOU's and PCN's. The scarecrow event has ended, there was excellent participation. Scarecrow number three was the winner by popular vote, done by the Human Resources department. She said the marketing campaign for recruitment has gone very well.

Commissioner Coyle said there is a walk-in for Human Resources. She moved to approve a temporary, non-benefits eligible "Temp Staff – Clerical (ERAP Case Technician)" position at an hourly rate of \$19.25, effective November 6, 2022 through the earlier of September 2025 or when the U.S. Treasury expends the ERA2 grant funds. She further moved to approve the Temp-Clerical (ERAP Case Technician) Assignment Responsibilities document as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle said there is a walk-in from Finance. She moved to approve two Temporary RC ERAP Case Technicians as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Superintendent Henry reported they have two Academy graduates in the 118 ceremony tomorrow. He thanked the IT manager and Senior Director Gates for the new white board in their briefing room that's hooked up to the laptops. It will be very helpful for trainings. He and Major Banville went down to Supreme Court to meet with Chief Justice Gordon MacDonald to talk about the sequential interception model they did a couple years ago.

Senior Director Nickerson reported the CD ladder accounts will be set up and established November 2nd. They have been busy with grants, \$175,000 going out for rental assistance this week. He thanked the Commissioners for approving the two additional temporary positions to help out with rental assistance.

Commissioner Coyle moved to approve a capital lease quote with TD Finance Inc. for a 3-year capital lease for 2 Dodge Durango's, 2 Ford F150's, 8 Veeam servers, a core switch replacement, and a John Deere tractor at 4.99% with payments in advance and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

There was discussion regarding the scheduled Board of Commissioners meeting during the week of Thanksgiving. The three Commissioners decided on a payroll approval only meeting for Wednesday November 23rd at 8:30 AM.

F. Public Comment

Steve Goddu had no public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 3:43 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 Coyle moved to exit nonpublic session at 4:06 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal the minutes until June 30, 2023 because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

Commissioner Coyle moved to approve the temporary, non-benefits eligible position of "Temp-Clerical (Special Projects Accountant)" at an hourly rate of \$42.00, effective November 6, 2022 through June 30, 2023 and further approve the Temp-Clerical (Special Projects Accountant) Temporary Assignment Responsibilities document as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve a wage increase for the Temp Staff – Clerical (ERAP Case Manager), J.W. to an hourly rate of \$27.00, effective November 6, 2022. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioner Chirichiello opposed, Commissioners Coyle and Tombarello in favor.

Commissioner Coyle moved to authorize the return of accruals in earned time to B.W. as part of his rehire. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to enter nonpublic session at 4:09 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 Coyle moved to exit nonpublic session at 4:13 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

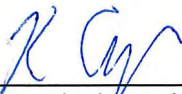
Commissioner Coyle moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 4:13 pm. 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 11/10/2022.



Commissioner Kathryn Coyle, Clerk

BKC



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, November 3, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:37 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Jason Henry, Superintendent, DOC
Jude Gates, Sr. Director E&MS
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Galaxy S20 FE 5G, unidentified

Remote Attendance:

B. RFP Openings & Awards

1. Opening: Jail AB Block Concrete Showers – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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 and Maintenance Services

Commissioner Coyle moved to award the proposal for the gasoline contract to East River Energy for the period of 11/03/2022 to 03/31/2024 at a cost of \$0.0704 over rack for the first 6 months and a cost of \$0.1154 over rack for the remainder of the term, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Award: Remainder of Three Vehicles - Engineering and Maintenance Services

Commissioner Coyle moved to accept the late submission from and award the remainder of the RFP for three vehicles, to TESCO Bus for an amount not to exceed \$112,833.00, and to further authorize the Senior Director of Finance to seek appropriate financing, as recommended by the Senior 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. Department of Corrections October 22, 2022 Population Report (informational)

2. Human Resources Recruitment Report (informational)

3. 11/03/22 Accounts payable list (approval)

List total: \$2,961,838.45, ACH \$1,777,318.08, GL \$2,284.19, Payroll \$9,564.03, Previously authorized by BOC \$320,957.09, Accounts Payable check run \$851,715.06.

~~4. 04/01/22 Payroll (approval)~~

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$2,961,838.45, and further move to strike the April 1st payroll approval from 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 said he was invited to speak to Sophomores and Juniors in Windham for their political science class. He said they were attentive and had some great questions. He walked out of there very encouraged. His message was to get involved and don't be afraid.

Commissioner Coyle reported seven residents and three staff tested positive for COVID-19. The pharmacy changeover is complete. She applauded the IT Manager for making it so seamless. Long Term Care is still looking at the new CMS regulations, and the new design of the solarium is still in progress. The jail population is at 154, with no COVID-19 infections. They had two new employees start, but they lost three. CVS and Walgreens are talking about a \$5 billion settlement. There is no agreement yet, but this indicates we will have access to some of those resources. Attorney Conway is busy, she is not able to be with us this morning. We had the second years of service award celebration last week. There was a special acknowledgement to Commissioner Tombarello who received his 10-year pin. With the election coming up, she would like to say good luck to all the candidates.

Commissioner Tombarello gave a brief update on Human Resources. He said he was a guest speaker at Merrimack County Department of Corrections for the 118 Academy graduation. He applauded Superintendent Henry and how professional he was when he spoke to the new cadets. He has been in contact with Senior Director Gates about the groundbreaking ceremony on the 17th. There's going to be a luncheon after. The Governor won't make a commitment to attend until after the election. He received a copy of a letter, which he read, that was sent to the Governor from the Director of Silverthorne Adult Medical Day Care stating they hope the remaining Commissioners maintain the legacy that Commissioner Tombarello has been able to keep for the last several years. He mentioned that after the meeting today, that Commissioner Chirichiello and the Register of Deeds Cathy Stacey will join him while he delivers \$10,000 checks to five deserving organizations that were awarded ARPA grants under the nonprofits category.

b. ARPA Grants Awards and/or Discussion

Commissioner Coyle announced that last week they went through the applications in the hospitality category 2.35 and she proposes today they go through the nonprofit category and in two weeks when Commissioner Tombarello returns, they go through the subrecipients category. She knows there are many applications with the maximum amount requested, but because we want to reach more people, they are keeping their awards to \$5000, or \$10,000 so they can help as many small organizations as possible. If they are predominantly in another County and have a small reach in Rockingham County, or if the organization has received a large amount of PPP, we are likely to table them until later. One example is Great Bay Services, they are a Dover based organization and only 16% of the clients served are in Rockingham County, and they have received \$600,000 in PPP or other resources. She suggested they will put those applications aside and revisit them in six months.

Commissioner Coyle started through the list with Brigid's House of Hope. They received a small amount of PPP, they do work in other Counties, but if we use the caveat that they use the funds only for Rockingham County, she supports giving them \$10,000, taking equal shares from each district. Great Bay is tabled. Greater Salem Care Givers we have already awarded \$10,000. Friends of Salem didn't receive any PPP. Derry Friendship Center we gave \$5000 early on, she suggests giving them another \$5000, they didn't receive any PPP. Hero Pups has not received any PPP, they are tied to mental health and suggests awarding \$10,000. NH Philharmonic Orchestra is based out of Concord. They provide free tickets to students, parents and teachers who participate in the Drawn to Music program that they run in NH. They offer Salem schools their own concert night. She proposes awarding \$5000. The YMCA's in general has access to resources and suggests tabling them until later. Salem Family Resources has already been addressed. Camp Lincoln, Southern District YMCA has received over \$1 million in PPP so she suggests holding off. Star Island Corporation has a conference center off the Portsmouth coast. They have received over \$1 million in PPP so she suggests tabling them as well. She recommended awarding an additional \$5000 to Haven. Commissioner Chirichiello seconded everything Commissioner Coyle just went over. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor. Commissioner Coyle said that concludes all the applications for the nonprofit category. In two weeks we will look at the subrecipients.

Commissioner Coyle moved to award \$75,000.00 to Whippoorwill Dairy Farm, LLC of South Hampton, under the ARPA project Rockingham County Dairy Farm Assistance Program category 6.1. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Finance Office – Charles Nickerson, Director

a. Lease Reimbursement Resolution (approval)

Commissioner Coyle read the Resolution:

The Board of Commissioners for the County of Rockingham, New Hampshire (the “County”) has determined that it may be necessary or desirable to advance money to pay the costs of acquiring two (2) 2022 Ford F150 pickup trucks, twenty-eight (28) Veeam servers, a replacement core switch (including all components), and one (1) John Deere 4044M utility tractor (collectively, the “Equipment”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$217,095.42. The vendors supplying the Equipment, to whom monies would be advanced by the County, are Grappone Ford (\$60,106.00 total), Block 5 Technologies (\$121,647.42 total) and James R. Rosencrantz & Sons, Inc. (\$35,342.00).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on November 3, 2022.

Commissioner Coyle moved to adopt the foregoing resolution as written and read, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Out of State Conference (approval)

Commissioner Coyle moved to approve an Out of State conference and travel for a Finance Office Employee (B.W.), to attend the UKG conference in Las Vegas, NV held November 6 – 9 2022, at an estimated total cost of \$3,483.00, as recommended by the Senior 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. Modification to MOU Executed October 6, 2022 (approval)

Commissioner Coyle moved to approve the modified Memorandum of Understanding (MOU) dated 10/28/2022, with Teamsters Local #633 of New Hampshire, representing the Supervisory Employees of the Rockingham County Department of Corrections. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. MOU Legal Assistants I, II & Paralegals (approval)

Commissioner Coyle moved to approve a Memorandum of Understanding (MOU) dated 10/28/2022, with Teamsters Local #633 of New Hampshire, representing Rockingham County Legal Assistants I, II, and Paralegals. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Draft Administrative Leave Policy (approval)

Commissioner Coyle moved to approve the Administrative Leave Policy effective November 3, 2022 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Draft Out of State Conference Policy (approval)

Senior Director Kivikoski asked to have this tabled for a couple of weeks while more of the details are worked out. All agreed.

e. Exception Request 8-2C – Human Resources (approval)

Commissioner Coyle moved to table Exception Request 8-2C until after discussion in nonpublic. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

f. Personnel nonpublic session NH RSA 91-A:3, II

4. Long Term Care Services – Jason Smith, Director

a. Core Physicians, LLC First Amendment to Medical Director and Clinical Services Agreement (approval)

Commissioner Coyle moved to approve the Core Physicians, LLC First Amendment to the Medical Director and Clinical Services Agreement, as recommended by the Senior 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

The High Sheriff reported they continue to be busy. They acquired baseball cards for their K-9 Saber and he will be sending some over to the Commissioners.

Register of Deeds Cathy Stacy isn't happy with the interest rates. They did have a couple of large transactions this week; \$9.7 million in Newington, and \$13 million in Salem.

Senior Director Gates said things are getting busier with the new building since the water test. She and the Commissioner's Executive Assistant have been working on the groundbreaking ceremony, she thinks it's going to be very nice. The improvements to the Carlisle second floor where the Commissioner's Offices will be going are moving along nicely. They should be ready to move the Executive Assistant by the end of the year and the two Commissioners' offices will be ready after the first of the year. The concrete work for the two areas is going very well, they got lucky with the weather this week. Their new Shift Technician starts on Monday. She has been discussing water and wastewater projects with the Senior Director of Finance to figure out which ones can go under ARPA. She said there are a lot of moving parts.

Senior Director Smith said Brentwood officials came in and set up voting booths for the residents. There was a two-day risk management assessment done. They have hired a bus transportation individual, residents are going out to dinner, the movie theater, Wal-Mart, Market Basket, and they are doing the best they can with car 9, so the bus will be a great addition.

Superintendent Henry thanked Commissioner Tombarello for speaking at graduation. Because of the staffing issue and the amount of mandatory overtime, the lieutenants have expressed interest in taking overtime outside of their normal shifts. He spoke with Senior Director Nickerson and there would have to be a new pay code and he wants to make sure the Commissioners are ok with the idea. He's waiting to hear back from NCEU, he doesn't think they'll have an issue with it. There would have to be an MOU that states everyone else was called already before they accept the overtime.

Senior Director Nickerson said rental assistance received a phone call from SNHS. They made an announcement that they won't be taking any more applications, and if they don't receive any more funds, their program will be done. This spooked some of their case managers and 1/3 of them left, roughly 20 people. They have almost 400 cases that would be transitioned over to Rockingham County.

Senior Director Kivikoski said the awards night was well received. While she was over in Windham at Park Place Lanes to pick up the recognition gift cards for the October events, she said they asked a lot of questions like why she was there, who she was representing, why we were doing those types of things and they were very appreciative and extended their thanks. She announced she has a walk-in for approval. When she did the original calculation for the Ben & Jerry's ice cream for the third shift personnel, they had not estimated enough.

Commissioner Coyle moved to approve an Employee Retention and Engagement activity for the 25 additional third shift employees (Ben & Jerry's Ice Cream) utilizing the category 2.11 of the ARPA project funds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Senior Director Kivikoski announced the holiday pies will be available soon and she described where and when they will be available for pick up.

Commissioner Tombarello read a thank you card to all the Rockingham County departments from Representative Norman Major expressing his gratitude and stating he will miss everyone.

Commissioner Tombarello announced he won't be at tomorrow's NHAC meeting, he has given his proxy to Superintendent Henry. He asked for any evaluations coming up should be turned in soon so they'll be caught up for when the new Commissioner comes in.

F. Public Comment

There were no public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:47 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 10:02 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

A nonmeeting was held from 10:02 am to 10:29 am.

Commissioner Coyle moved to enter nonpublic session at 10:29 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 10:37 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 8-2C for a Human Resources employee (J.H.) as recommended by the Senior 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 10:39 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 11/17/2022.

Commissioner Kathryn Coyle, Clerk

RAC TT BKC



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, November 10, 2022 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:30 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Jason Henry, Superintendent, DOC

Jude Gates, Sr. Director E&MS (8:35 am)
Robin Bernier, IT Manager (8:40 am)
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

Remote Attendance:

B. RFP Openings & Awards

1. Opening: RS2 Support Agreement – Engineering and Maintenance/IT Services

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

2. Award: Inmate Personal Care Items – Department of Corrections

Commissioner Coyle moved to award the proposal for inmate personal care items to Bob Barker for a term of one year, November 1, 2022 – October 31, 2023 for an amount not to exceed \$8,500.00, as recommended by the Superintendent of the Department of Corrections. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

C. Consent Agenda

1. Adult Medical Day Care Payout Report, September 2022 (informational)
2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Department of Corrections (approval)
3. 10/27/22 & 11/03/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the public and nonpublic minutes from the October 27, 2022 meeting and table the November 3, 2022 meeting minutes so Commissioner Tombarello can vote on them when he returns. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

4. 11/10/22 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,224,175.78 for the period ending November 5, 2022. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

D. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Coyle reported the jail population is at 148 inmates. They recently moved some female inmates out and closed one section which will relieve some of the overtime demands. She congratulated all the elected officials that got re-elected and gave a special thank you to Cathy Stacey for putting together the poll results. She stated Long Term Care had three residents and six staff members test positive for COVID-19 this week, and one positive staff member in Assisted Living. She congratulated Bridget Ronaghan, the Clinical Software Coordinator who was recognized during the Point Click Care (PCC) National Conference for the Hall of Fame distinction as an industry changemaker.

Commissioner Chirichiello congratulated the re-elected officials. He said he read about Bridget Ronaghan this morning and congratulated her as well. He stated he's always amazed at how happy and cheerful the staff members are every time he comes in. He said everyone greets him with a "Good morning" and a smile and it makes him feel great. He mentioned Representative Pat Abrami unfortunately did not win his election after being at the Statehouse, he believes for 9 terms, maybe longer. He explained that with Norman Majors retiring, Representative Abrami was slated to Chair the State House Committee on Ways and Means, which is probably one of the most important committees at the State House that deals with all the money. He said he worked hard on our subcommittee for ARPA funds, and he is a world of knowledge that we will surely miss.

2. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Change Order Request – Toshiba (approval)

Commissioner Coyle moved to approve a change order request for Toshiba for an amount not to exceed \$7,800.00, as recommended by the IT Manager. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

3. Finance Office – Charles Nickerson, Director

a. Change Order Request – Melanson (approval)

Commissioner Coyle moved to approve a change order request for Melanson for an amount not to exceed \$30,700.00 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

4. Human Resources – Alison Kivikoski, Director

a. Exception Request 6-4 – Finance Office (approval)

Commissioner Coyle moved to table this motion until after a nonpublic discussion. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

b. Exception Request 6-3 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 for a Long Term Care Services employee (K.W.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

c. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (M.K.) with County portion of all benefits to continue for the period 11/01/22 through 11/30/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

5. Long Term Care Services – Jason Smith, Director

a. InstaStaff Updated Rate Sheet (approval)

Commissioner Coyle moved to approve updated agency billing rates for InstaStaff, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

b. CareerStaff Unlimited Addendum E. (approval)

Commissioner Coyle moved to approve, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

c. Bus Art (approval)

Commissioner Coyle moved to approve the vehicle graphics proof from TESCO Bus for the Rockingham County resident transportation bus, and authorize the Chair to sign all necessary documents, as

recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

d. Personnel nonpublic session NH RSA 91-A:3, II

E. New Business / Old Business

Superintendent Henry reported the NACo leadership course just ended for two of his staff members, they both said they enjoyed it. He has one Lieutenant left that has not yet taken the course, everyone else has done it. He said he is halfway through his analytics course through NACo. He is getting a lot of emails now regarding details of the new building such as coffee stations and shower curtains.

Senior Director Kivikoski has been busy with payroll change notices, and a lot of requests from the outside for copies of personnel files. She reminded everyone that they'll be able to pick up their holiday pies soon, and she explained when and where they will be available.

Senior Director Nickerson reported the Unqork system for rental assistance was down for about a week. Their LexisNexis service was disconnected so applications couldn't come through. He said they filled one of the temporary case manager positions for rental assistance.

Cathy Stacey congratulated all the re-elected officials. They had a large transaction from Portsmouth, \$8.8 million for an assisted living facility. She said it's scary that there are large companies from New York and New Jersey taking over all the private facilities. Senior Director Smith explained that we will continue to see a lot of the smaller facilities sell to larger facilities due to the decreases in Medicare and Medicaid funding, the lack of staffing, concerns with the ROP (Rules of Participation) phase three, etc. He said it is very complicated to run a long term care community with such constraints and regulatory requirements with no, or limited and decreasing funding. The larger organizations can cost shift, when one facility is not doing very well, another community can help offset the funding aspect. Cathy Stacey thanked Senior Director Smith for the information.

High Sheriff Massahos didn't have anything new to report and he congratulated all the candidates.

Senior Director Gates reported Warrenstreet is hoping to have all the plans for the new building finalized right around Christmas, except for Civil, which should be right after the first of the year. Once that is done, Harvey Construction can start getting everything bid out so we can get our guaranteed maximum price. She said they are working hard and fast in every direction right now and are really paying a lot of attention to the details to make sure the end users will be very happy for years to come. She said they have been a joy to work with and it's been a fun project. She stated the initial award for the jail showers RFP back in the spring was \$18,000 but the individual stopped responding so they had to send it out to RFP again. No one showed up for the mandatory site visit, so they sent out individual invitations to a few companies and received one quote for \$44,700 for the same work, and they can't start until May. She said they are trying to negotiate, but this is what they are up against for everything. She reported that their new shift tech started on Monday, and everyone is very excited about it.

Senior Director Smith said they are focusing on their COVID-19 outbreak, thankfully everyone's symptoms are mild. They see a lot of family members coming in with colds, so they're trying to do some education. The new pharmacy changeover has gone very well. They met with Generations Mental Health this week to see if they feel we are missing any programs. Admissions is seeing a lot of behavior, psyche, and trauma so he wants to understand how he can support staff members by supplying training and tools for them to be successful with resident care. They are willing to do some education and he said it was good to hear about all of their services with mental health workers and nurse practitioners. They come in on a weekly basis, sometimes more frequently depending on the residents' symptoms. He reported they are continuing work on the Rules of Participation, phase three. He said there are a lot of policies that need to be developed and revised.

Robin Bernier stated they are working with a phishing e-mail attack this morning. It did affect County Attorneys' and Sheriffs' emails as well as the community here. She said it's nothing to be concerned about, they are working on it and if anyone has any concerns, just change your password and that should take care of it.

Katherin Mann said she had nothing to report.

F. Public Comment

There were no public comments.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:01 am, pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

Commissioner Coyle moved to exit nonpublic session at 9:26 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

Commissioner Coyle moved to seal the minutes of nonpublic session #2 and #3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 2-0 in favor. Commissioner Chirichiello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Finance Office employee (R.M.) in the amount of \$750.00 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.



Senior Director Kivikoski asked if we should do some sort of award using ARPA funds for Bridget Ronaghan's national recognition with Point Click Care. Commissioner Coyle said that would be great, Commissioner Chirichiello agreed. Senior Director Kivikoski said she was thinking the Commissioners could present it to her like with the others, a \$100 gift card and a letter. Both Commissioners agreed. Senior Director Kivikoski said she would draft up the letter, Commissioner Coyle said she would be happy to help if needed.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:29 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Chirichiello and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/01/2022.

Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, November 17, 2022 @ 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 Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR (8:39 am)
Leila Mattila, Commissioners' Office
Jason Henry, Superintendent, DOC

Jude Gates, Sr. Director E&MS
Robin Bernier, IT Manager
Jason Smith, Sr. Director, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Commissioner Elect, Steve Goddu (8:47 am)
Donna Lane, CDBG Consultant (9:55 am)

Remote Attendance:

Commissioner Coyle

B. RFP Openings & Awards

1. Opening: Peabody Floway Vertical Turbine Pump Supply & Install – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Mental Health Clinician – Human Resources

Commissioner Coyle moved to authorize the Senior Director of Human Resources 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: Solar Blackout Shades – Long Term Care Services

Commissioner Coyle moved to authorize the Senior Director of Long Term Care 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: Janitorial Services – Register of Deeds

Commissioner Coyle moved 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 Chirichiello, Coyle and Tombarello in favor.

5. Opening: External Penetration Testing and Web Application Review – 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.

6. Award: Design & Print Brochures – Long Term Care Services

Commissioner Coyle moved to award the proposal for design & print brochures to Tap House Media for an amount not to exceed \$5,893.00, as recommended by the Senior 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. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Finance Office (approval)
2. 11/03/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 3, 2022, public and nonpublic minutes. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. 11/17/22 Accounts payable list (approval)

List total \$1,246,425.20, ACH \$29,659.02, GL \$20,653.85, Payroll \$4,868.75, Previously authorized by BOC \$227,169.34, Accounts Payable check run \$964,074.24.

Commissioner Coyle moved to approve the remainder of consent agenda, which includes an Accounts Payable list total of \$1,246,425.20. 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 currently at 150 inmates and they are COVID-19 free but still struggling with staffing issues. Attorney Conway is in court this morning and is consistently busy. Long term care has had some recent COVID-19 outbreaks, mostly as a result of family members coming in not knowing that they have COVID-19, taking their masks off in the residents' rooms while visiting, unknowingly spreading the virus. Assisted living has seen two staff members and seven residents positive with COVID-19. No new positive tests among residents in long term care this week. There is a mobile COVID-19 vaccination clinic on December 6th with the bivalent booster. Residents will be vaccinated on that date. Senior Director Smith and his staff are working on updating policies to be in compliance with the new CMS rules of participation phase 3. The virtual tours of the nursing home are on the website. She said she is disappointed she will not be here today at noon for the groundbreaking ceremony. She knows Commissioner Tombarello and Leila have worked very hard to put this together and she just wants to say congratulations to everyone. She mentioned Senior Director Gates and Senior Director Nickerson have done so much work to get us to this point. She hopes it's a wonderful and celebratory event today.

Commissioner Chirichiello reiterated Commissioner Coyle's statement that COVID-19 is coming in because of family members. He asked Senior Director Smith if we have an ample supply of tests and if we do, is it possible to offer it to family members coming in, for a fee? Senior Director Smith replied we receive all those test kits from the State and currently they are free. That may stop when money runs out and we will eventually have to pay for them. Our current CLIA waiver allows us to be a laboratory on site for testing of staff members and residents, it does not allow us to be a full laboratory for community members that we don't have physician orders for. Our Medical Director has authorized staff and residents only. Additionally, he said that he doesn't want to blame family members or visitors coming in, it's more community based. He said we have residents going out and family members picking them up for day trips, and appointments, and we have provided transportation as well. Our contact tracing has always led to staff or family members. They have worked on communications with staff and family members to try and protect everyone involved.

Commissioner Chirichiello reported there are recounts going on right now after the elections. The Republicans hold a one seat majority with one of the seats in question, so it could possibly be a split house. When that happens a lot of bills will go away. We will see if we can work with some of the delegates to try and support our bills on both sides of the aisle. He stated he made a delivery of pies yesterday to the Registry of Deeds staff because their people were kind of locked up in there and they had to be open for the public.

Commissioner Tombarello has been busy working with their Executive Assistant and Senior Director Gates to make sure the 12:00 o'clock event goes well. The Governor will not be here, but his office sent a letter to be read on his behalf, and Commissioner Coyle has sent a letter to be read on her behalf. He said it rained two days in Bermuda and they had a hurricane on the way home. It was good to get away, but he likes being right here. He stated Senior Director Nickerson will give his report, Senior Director Kivikoski has been busy with pies, all the departments are very busy.

Commissioner Coyle moved to approve the Toshiba Business Solutions FMV Lease Supplement Agreement and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. ARPA Awards – Subrecipients

Commissioner Coyle moved to table the ARPA Subrecipient Awards until the December 1st Board of Commissioners' Meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

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 dated October 14, 2022, receiving an inmate from Hillsborough Department of Corrections on November 3, 2022, as recommended by the Superintendent. 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

3. Finance Office – Charles Nickerson, Senior Director

a. CDBG Projects and Applications (approval)

Commissioner Coyle moved to table the CDBG discussion until 9:45 when Donna Lane joins us. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Lease Reimbursement Resolution (approval)

Commissioner Coyle read the resolution aloud:

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT

The Board of Commissioners for the County of Rockingham, New Hampshire (the "County") has determined that it may be necessary or desirable to advance money to pay the costs of acquiring one (1) 2023 StarTrans Senator II Ford E450, 12 passenger and 2 wheelchair position bus (the "Equipment").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$112,833.00. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Transportation Equipment Sales Corp. (\$112,833.00).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on November 17, 2022.

Commissioner Coyle moved to adopt the foregoing resolution as written and read, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Conferences Policy Revision (approval)

Commissioner Coyle moved to approve the revised Conferences Policy effective November 17, 2022 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Discussion ensued over the threshold amount. Commissioner Chirichiello said he would agree to raising the threshold amount to \$900, not \$1500. Commissioner Coyle agreed and revised her motion to approving the policy as amended by motion two (below). Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve the total conference cost threshold for Board approval to be increased to \$900 per attendee. Further to set a daily meal cost limit (including reasonable tip amounts) of \$80 effective November 17, 2022 for overnight conferences, and a \$25 meal cost limit for single day conference attendance, all effective November 17, 2022 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Earned Time Accrual Policy Revision (approval)

Commissioner Coyle moved to approve the revisions to the Earned Time Policy as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello opposed. The Motion passes.

c. Travel Reimbursement Policy Revision (approval)

Commissioner Coyle moved to approve the revised Travel Reimbursement Policy as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Exception Request – Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy - New Hire Benefits Effective Date for a Sheriff's Office employee (D.P.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Discussion ensued regarding County and employee cost for Alegiant vs Cobra and enrollment deadlines. Commissioner Coyle amended the motion to table this until the December 1st Board of Commissioners' meeting in order to get additional information on Cobra costs and determine the most effective way to bring him on without lapse of insurance coverage. All agreed to discuss this further at the December 1st meeting. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

e. Non Meeting

f. Personnel nonpublic session NH RSA 91-A:3, II

5. Long Term Care Services – Jason Smith, Senior Director

a. SDX Dysphagia Experts Fiberoptic Endoscopic Evaluation of Swallowing Services Agreement (approval)

Commissioner Coyle moved to approve the SDX Dysphagia Experts Fiberoptic Endoscopic Evaluation of Swallowing Services Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior 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

Senior Director Smith reported they continue to be in outbreak status in both the nursing center and assisted living. One staff member has tested positive for the flu. 3D video tours are now available on the website. They continue to work on the ROP phase three and updating quality assurance performance improvement plans.

The High Sheriff said he is looking forward to the ceremony later today. He stated he is very proud to be the Sheriff and have a Superintendent downstairs doing what he does. He did a great job on the mental wellness interview.

Senior Director Gates said the annual fire alarm testing is going on right now, and they are all very busy with projects. She is very excited about the ceremony today and she's looking forward to seeing everyone and hearing Commissioner Tombarello's speech. She said the sky is blue and the sun is shining, and it looks like we're going to get lucky with the weather.

IT Manager Robin Bernier said the biggest thing she has to report on is the 2FA rollout based on the breach they had last week. The report she submitted on Monday was that we had an email account breached, and as a result that account sent out 738 emails across the state, not only to our domain, but to other courthouses and other attorney's. There was a big effect from it. She said they were able to isolate it on Thursday when it happened and took the necessary steps to stop it from spreading any further. She enlisted Primex and the Adam Group to do a deep dive to figure out where, what, and how it got in and what we need to do to protect ourselves in the future. They will provide a detailed report when they're all done.

Senior Director Kivikoski has been busy with policies, some departments are getting revised job descriptions. The Board will start to see the revised job descriptions sometime soon for approval. The revisions on the PPP have gone to legal. Everyone that came in for a pie yesterday was very, very thankful.

Senior Director Nickerson said rental assistance has been very busy this week, it will be about \$130,000 – \$140,000. They have started taking on the 360 cases the State is sending to us. They have been busy with audits, and GASB 75 reporting. He thanked the Commissioners for the lease resolution.

Superintendent Henry reported he and six of his staff along with the IT Manager are going to Belknap County for a demo from Central Square, which will eventually be the new jail management system for inmates. He believes the Sheriff is going as well. They have a meeting schedule for Monday with the IT Manager and Warrenstreet to go over the cameras and all the safety features inside the jail which he will not be able to attend. He has an Opioid Abatement Committee meeting at that time, and they will be voting on some of the grants, so he needs to be there to voice his opinion. He had an initial conversation regarding immigration holds. He said they reached out to him looking for a place to put some of them for either 24, 72 hours or possibly long term. He will keep the Board informed as conversations will continue and decide if this is something we want to pursue. It's an opportunity for revenue, but it's a lot of extra work.

Discussion ensued over the use of the Opioid Abatement funds.

F. Public Comment

Steve Goddu said he had no comment.

G. CDBG Projects and Applications (approval)

Donna Lane, CDBG Consultant explained the two projects, one in Northwood and one in Epping. New rounds of applications are coming up in January. The towns have both decided not to apply for either project, so the County is next in line for them to ask to apply to CDFA for their project. Discussion ensued and all three Commissioners agreed, they choose the Epping project. Donna Lane will ask One Sky to try again in June and will coordinate with the Commissioners' Office for the Public Hearing.

H. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:08 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 11:11 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.



Commissioner Coyle moved to award a one-time stipend of \$5,000 to J.G. for extra work. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

I. Adjourn

Commissioner Coyle moved to adjourn at 11:12 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 12/01/2022.

Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, November 23, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello

Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

B. Consent Agenda

1. 11/25/22 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda, which includes a payroll expense in the amount of \$1,240,152.76 for the period ending November 19, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

C. Reports

1. Finance Office – Charles Nickerson, Senior Director

a. Updated TD Equipment Finance Capital Lease Package (approval)

Commissioner Coyle moved to approve a three-year capital lease agreement dated November 3, 2022 with TD Equipment Finance, Inc. at an annual interest rate of 4.99% with payments in advance and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance.

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

2. Human Resources – Alison Kivikoski, Senior Director

a. Revised Employee COVID-19 Mandatory Testing Compliance Policy (approval)

Commissioner Coyle moved to approve the amended employee COVID-19 mandatory testing compliance policy effective November 23, 2022, as recommended by the Senior Director of Human Resources.

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

3. Commissioners

Commissioner Coyle moved to share a document prepared by Senior Director Nickerson regarding the security personnel in the Department of Corrections, with Scott Wallace and Ken Wyler. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Tombarello in favor.

D. Public Comment

There were no public comments.

E. Adjourn

Commissioner Coyle moved to adjourn at 8:50 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 12/01/2022.


Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, December 01, 2022 @ 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
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director E&MS
Robin Bernier, IT Manager
Rachael Roderick, Deputy District Director,
NH Small Business Administration
Miguel A. Moralez, Economic Development,
NH Small Business Administration

Remote Attendance:

Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director, LTC

High Sheriff Massahos
Major Bashaw
Captain Walsh
Captain Lussier
Katherin Mann, Sheriff's Office
Leila Mattila, Commissioners' Office
Christy O'Neal, Member of the public
Nathan Leatherwood, Member of the public
Joe Grube, Member of the public
K.G., Member of the public
Steve Goddu, Commissioner Elect (8:36
am)
Steve Fey, Member of the public (8:37 am)

B. Presentation – New Hampshire Small Business Administration

Rachael Roderick and Miguel A. Moralez of the New Hampshire Small Business Administration gave a presentation on what they do and how they help NH small businesses.

C. RFP Openings & Awards

1. Award: Jail AB Block Showers – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for jail AB block showers to Associated Concrete Coatings, LLC for an amount not to exceed \$42,200, and authorize to reallocate \$1,355 from the \$5,775 balance in the DOC Security-Access Control (fence) project, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Award: Computer Aided Dispatch & Records Management System – Sheriff's Office

Commissioner Coyle moved to award the proposal for computer aided dispatch & records management system to Central Square for a period of five years for an amount not to exceed \$797,681.47 for the first year and the remaining 4 years budgeted within dispatch service contracts expense line not to exceed \$58,942 per year, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to authorize the utilization of ARPA project funds, category 1.8 for the first-year costs including set-up, implementation, and service fees for a total of \$797,681.47 for the computer aided dispatch & records management system. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

D. Consent Agenda

1. 11/10/22, 11/17/22 & 11/23/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 10th, November 17th, and November 23rd meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Department of Corrections November 19, 2022 Population Report (informational)
3. 12/01/22 Accounts payable list (approval)
List total: \$1,505,535.22, GL \$253.50, Payroll \$7,402.73, Previously authorized by BOC \$350,472.28, Accounts Payable check run \$1,147,406.71.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$1,505,535.22. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. Reports

1. Commissioners Office – Thomas Tombarello, Chair

a. Liaison updates

Commissioner Chirichiello stated Senator Carson invited him to speak at the Nashua Community College about County and Local government. Two out of the ten students in the class were going into law enforcement so he made sure to suggest County government as a potential employer.

Commissioner Coyle announced that the 12-passenger bus has arrived. Long term care is out of outbreak status. CMS has updated their testing requirements. Mandatory testing is no longer necessary if you're not up to date on your COVID-19 vaccination. The next vaccination clinic is December 6th. The virtual tour is up on the long term care website. The jail population is 145 inmates there are no COVID-19 positive inmates but there are a couple of staff members out which adds to the struggle of mandatory overtime. They are down 34 corrections officers, and two may be leaving shortly to go to police departments. December 14th is the organizational meeting for the Delegation. She mentioned that they are very receptive to information. Discussion ensued regarding each department preparing a one-page handout to present to the representatives. It was determined that it would be a great educational tool and the Commissioners asked the department heads to work on them. Commissioner Coyle continued with her update and said County Attorney Conway is in court this morning. We have a commitment from Judge Ruoff to officiate the swearing in ceremony on January 4th. He is the Head Judge at Rockingham County Superior Court.

Commissioner Tombarello said he will be attending the NHAC meeting tomorrow. Nominations are Cathy Stacy for Vice President, Chuck Nickerson for Treasurer, and Commissioner Chirichiello is at large. He said he will be attending a retirement party for Debra Perou from Meals on Wheels.

b. ARPA Awards – Subrecipients

Commissioner Coyle moved to table the ARPA Subrecipient Awards until the end of today's meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. Department of Corrections – Jason Henry, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve two inmate administrative transfers pursuant to NH RSA 30-B:21. One to Grafton County Corrections dated November 16, 2022, and a second one to Hillsboro County Corrections dated November 17, 2022, 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, Senior Director

a. Exception Request 6-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-4 for a Long Term Care Services employee (S.G.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Exception Request, New Hire Benefits Effective Date – Sheriff’s Office (approval)

Commissioner Coyle moved to table this item until after a nonpublic discussion. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- c. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (M.K.) with County portion of all benefits to continue for the period 12/01/22 through 12/31/22, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- d. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (W.D.) with County portion of all benefits to continue for the period 12/01/22 through 01/15/23, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- e. Employee Retention and Engagement/ARPA Project Fund (approval)

Commissioner Coyle moved to approve the purchase of approximately 500 December 2022 Holiday Cards utilizing ARPA project funds, category 2.35 at an estimated cost of \$440 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- f. Revised Job Descriptions – Commissioners’ Office (approval)
- g. Revised Job Descriptions – Long Term Care, Activities (approval)
- h. Revised Job Descriptions – Long Term Care, Environmental Services (approval)
- i. Revised Job Descriptions – Registry of Deeds (approval)
- j. Revised Job Descriptions – Engineering & Maintenance (approval)
- k. Revised Job Descriptions – County Attorney’s Office (approval)

Commissioner Coyle moved to approve the submitted revised job descriptions for multiple positions in the Commissioners’ Office, Activities, Environmental Services, Registry of Deeds, Engineering & Maintenance, and the County Attorney’s Office as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- l. Personnel nonpublic session NH RSA 91-A:3, II

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

- a. Out of State Travel for New Bus Retrieval (approval)

Commissioner Coyle moved to approve the estimated cost of \$700 to retrieve the newly purchased Long Term Care Services bus, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. FSA Compliance Program Agreement Renewal (approval)

Commissioner Coyle moved to approve the FSA Compliance Program Agreement renewal, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Out of State Conference (approval)

Commissioner Coyle moved to approve an out-of-state conference and travel for a Long Term Care Services Employee (J.S.), to attend the New England Alliance in Conjunction with District One of American College of Health Care Administrators 2023 Winter Conference and Annual Meeting held January 11 – January 13, 2023, at an estimated total cost of \$1,390 as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. 2020 Homeland Security – Search and Rescue Grant Acceptance (approval)

Commissioner Coyle moved to accept the award of the 2020 Homeland Security Search & Rescue Equipment Grant in the amount of \$6,206.90, and authorize the Chair to sign all necessary documents, and further move to approve the use of the County Grant Contingency fund as this is a fully matched grant, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

6. Register of Deeds – Cathy Stacey, Register

a. Janitorial Services Proposals Rejection (approval)

Commissioner Coyle moved to reject the proposals received for janitorial services and authorize republishing the RFP as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

F. New Business / Old Business

The High Sheriff reported they had a new Bailiff start on Monday. Last week they had a Deputy graduate from the Police Academy. This Deputy received an academic award to finish up her bachelor's degree or master's degree. He said she scored very well at the Academy to get that award. He mentioned they had a meeting with Corrections to make sure they were all on the same page.

Superintendent Henry said there is a lot of communication back and forth between their department and the Sheriff's Department. He said they are a huge asset to them. He announced that he spoke with a bunch of new legislators yesterday, and it seemed to go well. He thinks the Association will continue to educate the new legislators every two years on County business. They had a conversation with the Sheriff's Department about Central Square. Five or six jails in New Hampshire have XJAIL as their management system, and it will be going away as of 2025, so this will be helpful sharing data back and forth.

Senior Director Smith reported they are out of outbreak status in both communities. CMS has released new guidance and requirements for the nursing home. Weekly testing is not required anymore unless the employee is symptomatic or has been exposed. Masks are still required in resident populated areas. Goggles and face Shields are no longer required unless we are in outbreak status. The virtual tours are now on the website, and the annual giving tree is up.

IT Manager Robin Bernier gave kudos to Jessica Wendell who has been a huge part in assisting with the nursing home website.

Senior Director Gates reported the fire alarm testing and the jail fence project is still going on. She said in addition to the AB showers in the jail, there is some plumbing upgrades that needs to be done, and light fixtures that need to be switched to LED. There was a steam shut down today, so there won't be any heat or hot water until about noon today. The biomass plant was shut down at 2:30 this morning and the welding started at 6:00 am. She and the Sheriff's Department met with the security and camera vender regarding the new building. She said this is a big piece of the project. She also reported working with DES on permitting for well #4.

Senior Director Nickerson reported there are a lot of things going into next week's payroll. The UKG meeting between Finance and Human Resources went well. He has received some new ARPA grant applications, there were some fraudulent applications that came in. There is a closeout report for ERA-1 funds, which was done September 30th, the report is due in January. He calculates we will need to return about \$400,000 to the federal government. Discussion ensued regarding the State program. He stated there is a proposed House bill for discontinuing support for biomass facilities. Commissioner Chirichiello said he would reach out to representative Bose.

Senior Director Kivikoski mentioned she went to the NHAC luncheon to meet the new state representatives. She worked with Senior Director Smith on the flyer announcing the opening of the employee dining area and the employee gym. They issued the PCN's for the discretionary bonus, they are working on final distribution of the remaining pies, they are distributing the final Market Basket and beverage gift cards, and the last of the PPP revisions have been reviewed by legal. They have implemented the biweekly meeting with Finance regarding the upgrade of UKG. They are reviewing the proposal submitted for the RFP for the Mental Health Clinician, and they did have an interview with the grant writer that went very well, but they will continue the search to fill that position.

Superintendent Henry reported \$6.6 million will be distributed throughout the state from the Opioid Abatement. It will reopen again in January. Unfortunately, on this round nobody was funded for the MAT programs, there just wasn't enough money for it in this round, and there wasn't a mechanism for reimbursement grants, but there will be on the second round. He will be working with the rest of the Counties to come up with a formula for more consistency in the reimbursement reporting for MAT.

G. Public Comment

Steve Goddu said he is trying to keep up with what's going on. The way things are discussed and approved, we don't see the documents, so he would like to request that some documents get sent to him so he can review them, specifically all the revised job descriptions that were approved today and a copy of the CMS guidance that Senior Director Smith is using for COVID-19 regulations.

H. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:03 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 10:46 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

I. ARPA Awards – Subrecipients

Commissioner Coyle said the first organization, Great Bay services requested \$50,000. This is an organization out of Dover. We decided to table them under nonprofit because they received so much PPP. They did two applications, both for the maximum amount. She would vote to table them for now. They are requesting 2 housing stability case managers.

Waypoint is an organization out of Manchester, and they are looking for a part time family support specialist and a part time peer recovery support worker, and supervisory time. She would like to get more information. Are these individuals going to be in Manchester or the Rockingham County office, and what location will they be servicing. Also, what is their long term plan, if we fund them for one year, do these positions just go away?

The Portsmouth Women's City Club does subsidized housing for women. They asked for \$17,375.12 for a roof repair. She would be inclined to award them the money. Brian said he would support her if that's what she wants to do.

The Portsmouth 400 club wants to do a Native American feature and they want the full \$50,000. She said she isn't comfortable giving them \$50,000, maybe \$10,000. Her thought with this is the same way that she

was opposed to giving a lot of money to a museum. They do lots of good things, but her drive is to help people who are helping members of the community who are underserved. She proposes \$10,000 to the Portsmouth 400 club.

Haven serves abused women across the county. We agreed to a nominal amount initially. We need to revisit, under subrecipients, what their plan is. She would be more inclined to give them another \$20,000. Commissioner Chirichiello would suggest \$5000 from each district. Commissioner Coyle moved to award \$15,000 to Haven, \$5000 from each district as a follow up as a subrecipient award. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

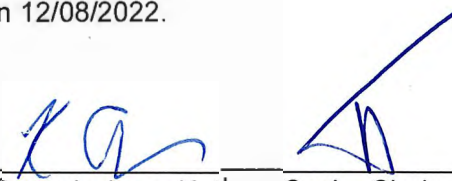
Commissioner Coyle moved to award Friendship Center in Derry another \$5000 under the nonprofit category. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

J. Adjourn

Commissioner Coyle moved to adjourn at 11:00 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 12/08/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, December 08, 2022 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director E&MS
Leila Mattila, Commissioners' Office
Steve Goddu, Commissioner Elect (8:38 am)

Remote Attendance:

Commissioner Chirichiello
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director, LTC
Michele Melanson-Schmitt, DON, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Janitorial Services – Register of Deeds

Commissioner Coyle moved 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 Chirichiello, Coyle and Tombarello in favor.

2. Award: Mental Health Clinician – Human Resources

Commissioner Coyle moved to award the proposal for Mental Health Clinician to Health Watch Employee Assistance Program for a period of one (1) year effective January 1, 2023 – December 31, 2023 at a rate of \$100 per hour, pending a contract risk review, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

C. Consent Agenda

1. 12/01/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the December 1, 2022 public meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to approve the December 1, 2022 nonpublic minutes. Commissioner Tombarello seconded the motion. Voted 2-1, Commissioners Coyle and Tombarello in favor, Commissioner Chirichiello abstained.

2. Winter Discount Tickets (informational)

3. 12/09/22 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,431,912.05 for the period ending December 3, 2022. 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 gave a brief update.

Commissioner Coyle reported the jail population is at 148 and they are down 36 Correctional Officers, but they are COVID-19 free. The Nursing Center had three employees test positive this week. The positivity level is low but the transmission risk is substantial. Masking guidelines have changed per CDC and CMS. Employees in their offices do not need to wear their masks, but as we're going to and from, we need to wear our masks. A couple of people used fraudulent checks off the Town of North Hampton's bank account recently. This is one example of the type of cases that the County Attorney has to process. They are busy as usual.

Commissioner Tombarello said he was under the impression that they were going to address the Department of Corrections emergency status at the December 14th Rockingham County Convention meeting, but he received an email early this morning stating it would not be discussed. He suggested Superintendent Henry reach out to his liaison and have a conversation about the upcoming meeting. He stated he was at the NHAC meeting on Friday, the County had pretty good representation. Cathy Stacey was elected Vice President, Chuck Nickerson is the new Finance Director, and he will be nominating some people for Executive Committee.

2. Department of Corrections – Jason Henry, Superintendent

a. Out of State Conference (approval)

Commissioner Coyle moved to approve an Out of State conferences and travel for two Department of Corrections Employees (J.H. & J.B.), to attend the American Jail Association (AJA) Health & Wellness Summit held in Omaha, NE from May 20 – 24, 2023, at an estimated total cost of \$4,650.00 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.

b. Out of State Conference (approval)

Commissioner Coyle moved to approve an Out of State conference and travel for a Department of Corrections Employee (L.W.), to attend the Correctional Educator Conference held in New Orleans, LA from February 4 – 7, 2023, at an estimated total cost of \$2,010.00 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.

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 for two inmates, one received from Carroll County Department of Corrections dated December 5, 2022, and one from Strafford County Department of Corrections also dated December 5, 2022. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Human Resources – Alison Kivikoski, Director

a. Exception Request, Benefits Enrollment Deadline – Corrections (approval)

Commissioner Coyle moved to approve an exception request to the Personnel Policy for Qualifying Event Benefits Enrollment Deadline for a Department of Corrections employee (S.L.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Tombarello asked if Commissioner Chirichiello would give permission to their Executive Assistant to use his electronic signature on the items they are signing today. Commissioner Chirichiello said he does.

b. Exception Request, Sign-On Bonus – Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request for a sign-on bonus for a Sheriff's Deputy (D.P.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. Non meeting scheduled for 9:15 am

d. Personnel nonpublic session NH RSA 91-A:3, II

E. New Business / Old Business

Senior Director Kivikoski received notification for intent to negotiate from the Teamsters for Engineering and Maintenance. They have been busy with policies, they've been meeting with Finance working on implementing the new Kronos update. They'll work with the ODD's to streamline the process.

Commissioner Coyle moved to approve discontinuation of the earned time minimum usage requirement PPP chapter 8-2F as recommended by the Senior Director of Human Resources and Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Superintendent Henry said he was disappointed with the email he received this morning but as soon as he gets information back from Representative Wallace regarding the December 14th meeting, he will pass it along to the Commissioners.

The High Sheriff reported they have a new Deputy and a new Dispatcher starting next week and another Deputy and Dispatcher starting January 3rd. Recruitment is working.

Senior Director Smith has hired a weekender LNA, a Nurse Supervisor for 3rd shift and Activity Coordinator. He thinks the Mental Health Partner is a great asset. He said they are anxiously awaiting registration for the bus so they can start transporting residents.

Michele Melanson-Schmitt reported seeing an uptick in interest for Rockingham employees. They are encouraging staff to remain safe by recommending hand washing and getting enough rest.

Senior Director Nickerson is looking forward to the implementation of the Kronos upgrade. They have submitted to FEMA over \$500,000 for overtime recruitment for nursing staff. They are currently inundated with Emergency Rental Assistance applications. They are hoping to fill the other open per-diem rental assistance position soon. Payroll is very busy with additional items going in this week.

Senior Director Gates reported it is compliance week in her office. Every two years they have to update and exercise the emergency action plan for the dam. She said she is in the middle of renewing the air permit which has to be done every six years. She said it's a mountain of paperwork and very time consuming. She has a phone meeting with EPA today to look at the NPDES permit. Well house number 4 appears to have good potential, so DES is moving forward with that and it's allowing us to finalize the civil plans so Fish and Game is willing to sit down with us now because we know the extent of wetlands impact. She noted Robin Bernier went around to the different departments and outbuildings to pick up the collections of food for the food drive and she thought it was especially noteworthy that the Deeds employees did a terrific job at collecting food.

F. Public Comment

Commissioner Tombarello asked Steve Goddu if he had any public comments, he said he has a request for more information. He mentioned that it's difficult to keep up when everyone is using acronyms that he doesn't know. He stated he doesn't get the meeting packets, so the Commissioners are voting on things and he has no idea what they're voting on. He would like to get the packets sooner, but he said he guesses he can wait another month. He requested a copy of all the contracts and plans that have been signed for the new building. Commissioner Tombarello said the Commissioners have a large binder, and offered his copy his to Steve, as long as he gets a replacement.

Commissioner Coyle moved to exit public meeting to go into nonmeeting at 9:24 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:18 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 10:33 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:33 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 12/22/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, December 14, 2022 @ 8:30 am

A. Call to Order

Commissioner Tombarello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Tombarello
Charles Nickerson, Sr. Director, Finance
Jason Henry, Superintendent, DOC
Jude Gates, Sr. Director E&MS
Julie Hoyt, HR Manager
Autumn Newsome, Recruiter
Leila Mattila, Commissioners' Office
Gary Fornaria, Gallagher Benefit Services
(12:11 pm)

Brian Carlson, Gallagher Benefit Services
(12:11pm)

Remote Attendance:

Alison Kivikoski, Sr. Director, HR
Jason Smith, Sr. Director, LTC
Michele Melanson-Schmitt, DON, LTC
Major Bashaw, Sheriff's Office (8:39 am)
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Kristen Vartanian, Deputy C.A. (9:33 am)
Steve Goddu, Commissioner Elect

B. RFP Openings & Awards

1. Opening: Replacement of Automatic Transfer Switch on Generator at Wastewater Treatment Facility – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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: Hot Food Serving Counter/Table – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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: Meal Tray Delivery Carts – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

4. Opening: Mobile Tray Drying Racks – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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.

5. Opening: Tilting Skillet Braising Pan, Gas – Long Term Care Services

Commissioner Coyle moved to authorize the Senior 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. 12/8/22 Meeting minutes (approval)

Commissioner Coyle moved to table the December 8, 2022 public and nonpublic meeting minutes until the December 22, 2022 meeting. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. 12/15/22 Accounts payable list (approval)
List total: \$3,122,158.07, ACH \$1,788,014.34, GL \$8,541.16, Payroll \$20,654.29, Previously authorized by BOC \$168,623.99, Accounts Payable check run \$1,136,324.29.
3. Long Term Care Compliance Work Plan (informational)
4. Long Term Care Practical Guidance for Health Care Governing Boards on Compliance Oversight (informational)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$3,122,158.07. Commissioner Chirichiello seconded the motion. Commissioner Tombarello asked Senior Director Nickerson why the amount is so much this week. He replied that \$1.7 million is the state bill, \$260,000 is for long term care staffing, and a payment to WarrenStreet for over \$200,000 is going out. 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 140 inmates. She said we're anticipating staying a little lower than normal until after the holidays. There are a number of staff members with COVID-19, all departments are facing that right now. We have some motions to help with staffing today. At Long Term Care the transmission risk is now high, so we need to be masking everywhere now, per CMS guidelines. The next mobile vaccination clinic is January 26th. They have expanded on the point click care system which makes it more efficient with resident records. She commended Senior Director Gates with the holiday decorations, and reported a lot of gifts have been brought in due to the giving tree. Attorney Conway is in court this morning, and we have two new hires for approval on the agenda this today which will help out with their caseload.

Commissioner Chirichiello is finishing up his last week of the leadership program, he graduates this Friday. He learned a lot and said appreciates the opportunity. He reported being approached by Wendy Piper of NHAC to see if he wanted to go to the legislative conference in Washington DC in February. He said he would like to go and is asking for permission to go. He had a breakout of the expenses and shared it with the other Commissioners. He said he did speak with Senior Director Nickerson to see where we are with the budget and stated this would put us over budget for the conferences line, but we have funds available in other lines that could offset it. Senior Director Nickerson said can over expend the line but the department as a whole needs to be under budget. Commissioner Coyle asked how much this would put us over because our budget lines are pretty tight. Commissioner Chirichiello answered \$1400 over. Commissioner Tombarello said he's been to this conference a bunch of times and this is the best conference offered by NHAC and he would support it. Commissioner Coyle suggested we table this item, she just wants to look at where we're pulling from because the impacts are not just to you but also the incoming Commissioner. Commissioner Chirichiello said he doesn't want to wait, he wants to get it booked. Commissioner Tombarello said he would make a motion to allow Commissioner Chirichiello to go to the 2023 legislative conference in Washington DC using the Commissioners' budget. Commissioner Chirichiello seconded the motion. Commissioner Coyle voted no, Commissioner Chirichiello voted yes, Commissioner Tombarello voted yes.

Commissioner Tombarello reported he attended an event last night, hosted by the Finance Office. It was a Christmas party and surprise party for him. He said it was a fun night and his wife pulled some tricks to get him to go. He reported that Human resources has a couple of representatives here today, Senior Director Gates will give us a great report and Senior Director Nickerson is here and will give his report.

b. Supplemental Appropriation Request

Commissioner Coyle moved to request a supplemental appropriation from the Rockingham County Delegation in the amount of \$439,900.60 to fund weekly stipends for the Department of Corrections

correctional officers and current command staff to add approximately \$6.75 per hour to their effective current hourly rates. This will also accommodate a starting rate of pay for new correctional officers equivalent to \$26.00 per hour. The stipends will be effective for pay dates starting January 6, 2023 through June 23, 2023. Commissioner Chirichiello seconded the motion. Commissioner Tombarello said we attempted to bring this forward to the county convention meeting today, but they shot us down. Commissioner Chirichiello reported two years ago corrections was down 28 officers. We have tried a bunch of different things, but it's not working. We are now down 36 correctional officers. Commissioner Tombarello asked Superintendent Henry if this doesn't work what are we going to do. He said he would move inmates to other units, which is not ideal because then you have inmates that shouldn't be together. He would push the Lieutenants back to work the floor, take one out of pre-trial services, take one out of the video ramming rooms, then if they're still in a situation that is not safe, he would ask to move them out to another facility, but that comes with another set of problems. He said we have to come up with a contract for the daily charges, and we still have to leave the jail open to be a receiving facility. Belknap County was looking at doing the same thing, but they increased their rate of pay and was able to fulfill their staffing needs. He feels we would have four or five new hires very quickly if we increased our rate of pay, and a couple more that have gone to Massachusetts would come back. Most of his staff commutes around an hour to work here because housing is too expensive in this area. Discussion ensued over the cost comparison of shipping inmates out to reduce staffing requirements. The cost savings for the Department of Corrections would just be transferred over to the Sheriff's Office and the local police departments. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to implement the stipends, effective with pay date January 26, 2023, using staff salary lines as well as overtime lines, pending the Delegation's approval of the supplemental appropriation. Commissioner Chirichiello seconded the motion and asked Senior Director Nickerson if we can afford it. Senior Director Nickerson said we are not overextending any budget lines for now, but this is why we are submitting the request now for supplemental appropriations. It takes time to line everything up and get approvals. Commissioner Coyle stated the amount that we're requesting is the full amount starting January 6th and all the way through to the end of the fiscal year, that way we're not over expending the staff lines. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. County Attorney's Office

- a. Assistant County Attorney New Hire Pursuant to NH RSA 7:33-f (approval)

Commissioner Coyle moved to approve hiring two Assistant County Attorneys, 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. Change Order Request – Victory Supply (approval)

Commissioner Coyle moved to approve a change order request for Victory Supply for an amount not to exceed \$(waiting for Change Order form), 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.

4. Finance Office – Charles Nickerson, Director

- a. New Special Revenue Fund – Opioid Abatement Fund (approval)

Commissioner Coyle moved to approve the creation of a new Rockingham County Special Revenue Fund to be called "Opioid Abatement Fund" effective July 1, 2022, which shall be utilized to account for the distributions to the County from the State's Opioid Abatement Trust Fund and record proper utilization of the funds received. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Human Resources – Alison Kivikoski, Director

- a. Use of ARPA Funds for Thank You Card from Board of Commissioners (approval)

Commissioner Coyle moved to approve utilizing the category 2.11 of the ARPA project funds to pay for appreciation cards to staff in the amount of \$446.98, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Updated Face Mask Protocol (approval)

Commissioner Coyle moved to approve the updated face mask wearing protocol effective December 14, 2022, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- c. Revised Job Descriptions – Finance and Human Resources (approval)

Commissioner Coyle moved to approve the submitted revised job descriptions for the Human Resources department and the Finance Office, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- d. Personnel Policies and Procedures Updates (approval)

Commissioner Coyle moved to approve the revised Personnel Policies and Procedures manual effective January 1, 2023, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- e. Exception Request 6-7 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-7 Promotion Rate, for a Long Term Care Services employee (J.C.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- f. Recruitment Strategies & Use of ARPA Funds (approval)

Commissioner Coyle moved to approve the expenditure of \$4900 using category 2.1 of the ARPA project funds to pay for the Department of Corrections recruiting marketing video as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- g. Out of State Conference (approval)

Commissioner Coyle moved to approve an out of State conference and travel for two Human Resources Employees (A.K. and L. F.), to attend the national Society of Human Resources Management Conference held June 11-14, 2023 in Las Vegas at an estimated total cost of \$6,690.00, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- h. Gallagher Review/Presentation, Scheduled for 12:00 pm (informational)

- c. Personnel nonpublic session NH RSA 91-A:3, II

Commissioner Coyle moved to approve an exception request for retroactive pay associated with an annual evaluation effective date August 31, 2022 for a Department of Corrections employee (J.H.) Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. New Business / Old Business

Senior Director Smith reported Ken Wing has been hired as the new Activities Coordinator, and St. Anne's parish dropped off over 300 gifts to us for the residents, he thanked them.

Michelle Melanson-Schmidt stated nursing is very excited about the expansion of point click care. They are integrating with Assisted Living. She thanked the recruiter for all their efforts, they are starting to see more applicants for nursing positions.

Cathy Stacey reported they will be having a staff luncheon next week with her office and the County Attorney's office. She said she was looking for the annual report and noticed there were no annual reports posted on the website since 2019, and she was curious why. She hasn't seen this year's coming through yet, but she knows she got her stuff turned in in July, so she would like someone to check into that. She's planning on attending the meeting this morning. She has a listing of all the Senate and legislative committees and who's the chair and vice chair for each so she will send it on so we can see who's doing what to whom.

Major Bashaw said they met with the city of Portsmouth because they are looking to get some assistance covering some of their dispatching services during overnight periods on a temporary basis because they are at a critical staffing level. The town mandate requires they have two people on, 24 hours a day. We're going to work with them to make it happen. He reported they have a couple more dispatchers starting soon, they have a Deputy that will be sworn in on Monday, and they have oral boards next week for their last Deputy vacancy.

Katherin Mann stated she is working on year end items and is slowly beginning the process for budget season 2024.

Senior Director Kivikoski thanked Cathy Stacey for stopping by and dropping off some goodies. She thanked the Commissioners and Division Directors and Elected Officials for helping out with the policies over the last couple of years. They are required to do a rollout to employees. Julie Hoyt uncovered that we have a Rockingham County flag, and they would like to impose that on the cover of the PPP. If the board has no objection, they will put that on the cover. Discussion ensued on the starting rate of pay for correctional officers.

Senior Director Nickerson stated he's been busy with audits and grants. This week's payroll was very challenging. They continue to have productive meetings with Human Resources regarding the UKG upgrade. There are a couple of grants that will amount to \$200,000 for the County. We might be able to use some of the COVID money \$226,000 toward HVAC, so some of the ARPA money might be able to go back in for other purposes.

Senior Director Gates reported they getting ready for the upcoming storm. The Tonry Tree Farm has generously donated a Christmas tree for the atrium so they will be watching for them when they come in with the delivery. They are dealing with an unexpected repair at the wastewater emergency generator fire pump, the water pump failed. She will be meeting with fish and game possibly this Friday.

Superintendent Henry announced that the national NCEU is taking over the union inside the jail because everyone quit from the inside except for one, and since they don't have a quorum, they're taking over. He said they will ride things out and redo their elections, so he thinks they will see a stronger relationship with them. He's graduating from the analytics class this Friday. He said he would like to talk about what to do with their bus next week. He doesn't anticipate putting inmates back in the nursing home, so they don't really have a use for it. He would like to remove it from his fleet. Then he read a letter addressed to the Commissioners from his staff noting that the working conditions are taxing but they recognize the Commissioners are trying their best to help so they remain hopeful.

F. Public Comment

Steve Goddu asked about the first Board of Commissioners meeting in January. He wanted to know if it was on the 4th or the 5th. Discussion ensued regarding the holiday on Monday and payroll getting processed that week. All agreed the swearing in ceremony would be on the 4th and they would have their regular meeting on the 5th.

Commissioner Tombarello recognized Deputy County Attorney Kristen Vartanian from the County Attorney's office who logged into the meeting a little while ago and he asked her if she had anything to

report. She said she was checking in to see if there were any questions regarding the two new hires on the agenda today. Commissioner Coyle asked if she anticipates any exception requests coming forward with their starting rate of pay, or will they be within the scope of the position? Attorney Vartanian responded they have both accepted the position as offered, so what HR offered is what they accepted. She is not aware of any exception requests coming forward.

Commissioner Tombarello announced they are now going to attend the Executive Council meeting and they will return at 12:00 o'clock for the Gallagher presentation. Senior Director Kivikoski stated she would send the Gallagher presentation out to the O/DD's and to Steve Goddu.

The meeting recessed from 9:50 am to 12:11 pm.

The Gallagher Benefit Services presentation was held from 12:11 pm to 1:07 pm.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 1:07 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 Coyle moved to exit nonpublic session at 1:23 pm. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor. Commissioner Coyle clarified that the nonpublic was actually a nonmeeting since we met with legal counsel.

Commissioner Tombarello moved to approve a one-time premium payment, discretionary bonus of \$2500 using ARPA category 4.1 for the following individuals: LM, JH, JS, AK, CN, and RB. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to adjourn at 1:26 pm. 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 12/29/2022.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, December 22, 2022 @ 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, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director E&MS
Robin Bernier, IT Manager
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Smith, Sr. Director, LTC
Michele Melanson-Schmitt, DON, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office (8:35 am)
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Sal Sarosh, member of the public (10:12 am)

B. RFP Openings & Awards

1. Opening: Historical Tax Book Restoration – Register of Deeds

Commissioner Coyle moved 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 Chirichiello, Coyle and Tombarello in favor.

2. Opening: WTP-Line Stop Valves (two) – Engineering and Maintenance Services

Commissioner Coyle moved to authorize the Senior 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. Award: Janitorial Services – Register of Deeds

Commissioner Coyle moved to award the proposal for janitorial services to Mike Spero, dba C & M Cleaning for an amount not to exceed \$1996.99 per month for a period of 2 years beginning January 1, 2023, as recommended by the Register of Deeds and County Attorney. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Award: Automatic Transfer Switch Replacement – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for automatic transfer switch replacement to Electrical Engineering Service, Co., LLC for an amount not to exceed \$7,550.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Award: Hot Food Serving Counter/Table – Long Term Care Services

Commissioner Coyle moved to award the proposal for hot food serving counter/table to Singer Kittredge for an amount not to exceed \$16,298.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

6. Award: Meal Tray Delivery Carts – Long Term Care Services

Commissioner Coyle moved to award the proposal for meal tray delivery carts to Singer Kittredge for an amount not to exceed \$4,869.48, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

7. Award: Mobile Tray Drying Racks – Long Term Care Services

Commissioner Coyle moved to award the proposal for mobile tray drying racks to Singer Kittredge for an amount not to exceed \$1,861.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

8. Award: Tilting Skillet Braising Pan – Long Term Care Services

Commissioner Coyle moved to award the proposal for tilting skillet braising pan to Singer Kittredge for an amount not to exceed \$25,295.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

9. Award: Solar Blackout Shades – Long Term Care Services

Commissioner Coyle moved to award the proposal for solar blackout shades to Portsmouth Blind & Shade Co. for an amount not to exceed \$5,440.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

10. Award: External Penetration Testing and Web Application Review – Sheriff's Office

Commissioner Coyle moved to award the proposal for external penetration testing and web application review to Mission Critical Partners for an amount not to exceed \$5,000.00, 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. 12/08/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the December 8, 2022 public and nonpublic meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. 12/23/22 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,262,474.31 for the period ending December 17, 2022. 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 reported the housing market is slowing down. The prices are ok, but the number of houses being sold are down. We still have six months left in the budget, so this could affect our revenue.

Commissioner Coyle reported the jail population is at 146 inmates with no COVID positive cases. We have discussions on the agenda today regarding MAT and possibly using opioid abatement funds. It may alleviate some of the increased added stress on the CO's. She announced that Superintendent Henry found some free PPP and asked him to explain.

Superintendent Henry said he found it on Facebook marketplace. A few young gentlemen from Ukraine located in Auburn advertised for free cases of hand sanitizer and wipes. He didn't realize it was 16 pallets of hand sanitizer and 18 pallets of alcohol wipes. He will be reaching out to the department heads to see if he can hand some of this out and he'll be contacting some of the local police departments as well to see if they want any. These gentlemen received a bunch of donations and purchased the PPP to ship to Ukraine. It made it as far as Poland, where they said they wanted high tariffs, so it all got sent back. The gentleman said they are happy it's going to a municipality.

Commissioner Coyle went on with her report to say Attorney Conway is in court in Strafford County this morning on a conflict case. Long term care has had seven residents test positive for COVID-19 this week, so we are now in outbreak status. There is high community transmission and medium positivity rate. It did cause a fair amount of strain and stress on staff in terms of reorganizing individuals and put measures in place to stop any further spread and isolate roommates. As of last night, there were no additional positive residents but there is one staff member that is now positive. She said we have just received a five-star rating for the Nursing Center which is extraordinarily difficult. It spans from customer reviews, to how you do with survey, and a lot of different criteria. Congratulations to Jason and Michelle and the whole team, it's just another indication of quality care. She read a letter sent in from a resident's son thanking the staff for the quality of care given to his mother. Commissioner Chirichiello stated two years ago we had a two-star rating. He said this is all due to Senior Director Smith and Michelle Melanson-Schmidt and their team.

Commissioner Coyle continued her liaison report by responding to Cathy Stacey's inquiry from last week regarding the annual reports not being posted on the website since 2019. She said fiscal year 2021 is on the website, and we are searching for the fiscal year 2020 report. It predates Commissioner Chirichiello and her, as well as their current Senior Executive Assistant. We will have 2022 soon but it's not yet the end of the year, and we are on schedule per statute.

She then said "The last thing I do want to talk about, I just to want to bring up the issue with conferences and training. Last week, if you recall, I asked to table the discussion about Commissioner Chirichiello attending a further NACo conference because we were going to be over budget. And so I asked for some of the details on our spending. There are a couple of things that concern me about that last week, and I just wanted to address them ever so briefly. So because it's an impact on all the Commissioners and when I looked at training for the past year, to date Commissioner Tombarello, so our total budget is \$7750 for training and conferences. Commissioner Tombarello to date you have spent \$1382. To date I have spent \$547, and to date Commissioner Chirichiello has spent \$6836. What I find so concerning about what happened last week, and why I want to bring it to, is an issue of transparency. First it wasn't represented that Cathy Stacey was already, at that point of last week, and it seems to me that it's come to, she's not going, but as our understanding of last week it wasn't revealed that she was already going. And I feel like this got rushed significantly and not given an opportunity to review it, and because Commissioner Chirichiello, you have utilized almost the entire budget, the incoming Commissioner Mr. Goddu, who hasn't gotten an opportunity to look at this, will come into his first six months not able to attend a training or any conferences because we are so, we are over budget. And it's also problematic to me that because when I look at your spending, one of these things, the leadership training should have come before the Board and it never did."

Commissioner Chirichiello said "Well, we've already discussed that". Commissioner Coyle said "My point is, when I look at the numbers, your taking of all the training, and also pushing it so fast and so hard without giving us proper notice last week precludes me from attending any training and precludes Commissioner, the incoming Commissioner from attending any trainings or conferences and when you look at the total budget, is \$7750, it should be evenly dispersed, and you have utilized, taken all the money for that this budget."

Commissioner Chirichiello said "Ok, all right, so you said it was going to be brief, so now I'm going to chime in. So, I do not take health, health insurance out of the County, which is worth \$20,000. Commissioner Tombarello does, and you do. So if you want to be fair, there is \$20,000 in savings that I'm passing on to the County taxpayers, ok, because I don't take it. I'm just playing the game that you're playing. You want to be evenhanded on everything, we're going to play this game. And like I said, I do not take health insurance through the County. Commissioner Coyle, you do, a family plan, worth probably about \$21,000. Commissioner Tombarello does, \$21,000 that I don't get. So, I offset in the training, now we've already talked about the leadership program. Leila sent out an e-mail to all of us and said anyone want to take it. You could have certainly chimed in. You did not." Commissioner Coyle said "No, I was talking about bringing it before the Board for approval. And so, the issue is, it's not, it's about who has access to what training." Commissioner Chirichiello said "Kate, we brought it up, there's three Commissioners, we voted on it. It's done and over with. So, I'm sorry you feel that way. You could have put forward anything." Commissioner Coyle said "I asked to table it, and frankly I'm not sure" Commissioner Chirichiello said "We voted and it was voted not to table it." Commissioner Coyle said, "Frankly I'm not sure you should have

been voting on it.” Commissioner Chirichiello asked “Why not?” Commissioner Coyle said “Because it’s to personally benefit you.” Commissioner Chirichiello said “No, that is, that’s bullshit. That’s bullshit. Commissioner Coyle said “All right, well I” Commissioner Tombarello said “All right.” Commissioner Chirichiello said “How does that personally benefit me if I’m going to a county convention that benefits the County? I’m here for another two years. OK? So that comment was uncalled for. Very uncalled for.” Commissioner Tombarello asked Commissioner Chirichiello if he was ok. Commissioner Chirichiello said “No. I’m quite pissed because this was a done deal, it was done and over with. Everything is booked. To bring it up now is just petty bullshit.”

Commissioner Tombarello stated “Cathy Stacey just stepped out. I was going to ask, Cathy, are you still there Cathy? I wanted to ask her a question because there is a possibility that NACo could pick it up.” Commissioner Chirichiello said “Well, I’ve talked to Wendy Piper and mentioned that to see if I could do that.” Commissioner Tombarello asked “Cathy, if the vice president, which you are, doesn’t go to the conference, isn’t it in the bylaws, or isn’t it the rule that the president can actually pick a designee?” Cathy Stacey said “Yup.” Commissioner Tombarello said “I know that the money is in NHAC’s account. Would you do me a favor, I think it would help Rockingham County out, and we could put this to sleep. Would you reach out to Wendy and have a discussion with her?” Cathy Stacey said “Absolutely.” Commissioner Tombarello said “If NHAC has it in the budget, I would rather see that. I did vote yes on it, I’m not going to change my vote. I’ve got a week to go, and I want everybody to get along. So unfortunately, I am going to bail out of getting, but I would like to see if Wendy Piper, I know that when I was president, I had a choice to pick someone, although I never had to, Chuck Weed always followed me wherever I went. But if they could offset that, that would definitely help us.” Commissioner Chirichiello said “So just a heads up to Cathy, so I did talk to Wendy Piper about it, and I mentioned that to her. And in a roundabout way, she said it would have to go through all of the officers in a meeting and she gave me the runaround, so I tried to get it through that.” Cathy Stacy said “I will reach out to her. I will have a conversation with her because yeah, I mean, obviously there’s that opportunity, I mean she emailed me, I want to say it was last week and said are you going in February, and I said no, absolutely not. No, I’m not, I’m not going in February. So she, you know. So I will reach out to her and make that pitch. Absolutely.” Commissioner Tombarello said “OK, thanks Cathy. Alright, we’ll leave it at that.” Commissioner Chirichiello said “OK.” Commissioner Coyle said “OK.” Commissioner Tombarello asked Commissioner Coyle if that was OK. Commissioner Coyle said yes. Commissioner Tombarello asked her if there was anything more for her liaison update. Commissioner Coyle said she has nothing further.

Commissioner Tombarello reported the Rockingham County emergency rental assistance program is going to reach an all-time high record of \$220,000 this week. Discussion ensued regarding the Sheriff’s Deputies who go out to do evictions. They really try to help the renters by telling them about the resources available. Commissioner Tombarello continued with his report and stated Melanson has been bought out by Markham, LLP, the 15th largest accounting firm. The Finance Office is busy with audits, and grant reports, and all the towns have paid their tax bills, roughly \$50 million. The state of NH settled with Walmart on their opioid lawsuit. Rockingham County should get about \$400,000 by the end of 2023. Rental assistance currently has 150 active cases and another 300 are coming from SNHS. The Finance Office needs another per diem caseworker. He mentioned he attended the long term care Yankee swap, they got food from Tuckaway Tavern and it was really nice.

2. Department of Corrections – Jason Henry, Superintendent

a. Opioid Abatement Funds (discussion)

The opioid abatement funds discussion started with Commissioner Chirichiello asking how much money we have in that fund. Senior Director Nickerson replied we currently have over \$1,000,000 and over the next year, we’ll get the estimated \$400,000 from the Walmart settlement. The state has guidelines for how we can spend the funds.

b. Corrections Simulated Training Software (discussion)

Superintendent Henry has been looking into the APEX Virtual Reality Trainer. He said it would be two units, it’s fully customizable with different scenarios and can be expanded on. It’s great for training in a safe space for de-escalation and use of force. He would like to do a bid waiver on it. He said we would be the first in New Hampshire to have this software, and because of that, we get a significantly reduced cost with

free upgrades for life and no annual fee. The total cost is \$67,000 after a \$50,000 discount. We can use the opioid abatement fund to pay for this. This system is big out in the West. Discussion ensued regarding the benefits of having this training software. Major Bashaw suggested the system would be great to bring to the Delegation members so they can see what our Officers and Deputies experience on the job. Superintendent Henry said he wanted to discuss it this week to see if the Board would support it, and he will bring the bid waiver forward at next week's meeting. All agreed it was a good idea.

c. PrimeCare Medical Contract (discussion)

Superintendent Henry stated they are in need of a full time LPN dedicated to Medicaid Assisted Treatment at the cost of \$165,614.38 for the year. We are at capacity right now. The mental acuity in the jail is through the roof. Because it's under American Disabilities Act, opioid addiction is a disability, and just like insulins, it's medication. We need a dedicated MAT nurse to take care of the medical issue. We can take this right out of opioid abatement funds for the next 17 years. The mental health position won't be fully dedicated and he's still working on the details, but he wanted to get things rolling on the MAT nurse. He would like to bring this to PrimeCare for the beginning of the year, so they'll have time to hire someone.

Commissioner Coyle moved to approve the expenditure of what amounts to \$165,614.38 for the hiring of an LPN dedicated for the administration of the MAT program, through PrimeCare to be paid through the opioid abatement fund, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

3. Engineering & Maintenance/IT Services – Jude Gates, Director & Robin Bernier, IT Manager

a. Change Order Request – Warrenstreet Architects, Inc. (approval)

Commissioner Coyle moved to approve a change order request for Warrenstreet Architects, Inc. for an amount not to exceed \$308,540.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Discussion ensued regarding the potential for more grant money for the new building and solar project. Commissioner Chirichiello suggested we ask our Delegation members in Washington to see if we can offset some of the other costs of the project. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Finance Office – Charles Nickerson, Director

a. ARPA Grant Applications and Awards (discussion)

Senior Director Nickerson mentioned there were four new applications. Commissioner Chirichiello mentioned there is a Mexican restaurant that has been inquiring on their status, La Herradura in Derry, and he would recommend giving them \$5000. Commissioner Coyle mentioned the other two applications in this category, Gravitas Tattoo and Red Rover Creamery. We have already given an award to Red Rover Creamery, so she would not be inclined to award again this time because it is their objective to assist as many businesses as they can. Gravitas Tattoo, she feels they all agree that this is not the objective.

Commissioner Coyle moved to approve \$5000 to La Herradura Mexican restaurant under expenditure category 2.35 travel and tourism. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Senior Director Nickerson added there was one more that came in during the month of December, the Japanese Steak House. Commissioner Coyle feels they should table that one for now.

Commissioner Chirichiello brought up redistricting and suggested they have a discussion on redispersing the remainder of the funds because some of the towns moving into different districts.

Commissioner Coyle moved to award Portsmouth Women's City Club \$17,375.12 for a roof repair under category formally known as 3. She further moved to give \$10,000 to the Portsmouth 400 Club for a Native American feature also using expenditure category formerly known as 3. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle pointed out that Sonshine Soup Kitchen applied for two different categories. She said we gave them money under 2.34, but not category formerly known as 3. She would support giving them

another \$5000 under category 2.4. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Pro Portsmouth submitted another application, and Goodwill Community submitted earlier. Commissioner Coyle suggested tabling Goodwill at this time because they have received \$8 million in other PPP, they will revisit as the program winds down. We are trying to target the smaller entities within our community that may not have had as much access to PPP and other resources. She said we can revisit these at the end.

Commissioner Coyle moved to award The Derry Community Fund \$2000 under category 2.34. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle said she would reach out to Waypoint to have someone come in to talk to us since she doesn't know much about them.

Human Resources – Alison Kivikoski, Director

- a. Exception Request 6-3 – County Attorney's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 6-3 New Hire Rate, for a County Attorney's Office employee (S.R.T.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. MOU – Department of Corrections, Supervisors Stipend (approval)
- c. MOU – Department of Corrections, Supervisors Overtime (approval)

Commissioner Coyle moved to approve two Memorandums of Understanding (MOU's) with Teamsters Local #633 of New Hampshire, representing Rockingham County Department of Corrections Supervisors as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- d. MOU – Department of Corrections, Officers Stipend (approval)
- e. MOU – Department of Corrections, Officers Overtime (approval)

Commissioner Coyle moved to approve two Memorandums of Understanding (MOU's) with NCEU, Local 118, representing Rockingham County Department of Corrections Correctional Officers as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- f. Revised Job Descriptions – Finance (approval)
- g. Revised Job Descriptions – Human Resources (approval)
- h. Revised Job Descriptions – Sheriff's Office (approval)

Commissioner Coyle moved to approve the submitted revised job descriptions for multiple positions in the Finance Office, Human Resources Department, and the Sheriff's Office, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- i. Personnel nonpublic session NH RSA 91-A:3, II

5. Long Term Care Services – Jason Smith, Director

- a. Assisted Living License Renewal (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.

- b. Prime Time Healthcare Updated Rate Sheet (approval)

Commissioner Coyle moved to approve updated agency billing rates for Prime Time Healthcare, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- c. Year-End Report (presentation for the end of the meeting)

6. Sheriff's Office – Charles Massahos, High Sheriff

- a. State of NH Department of Safety Law Enforcement Substance Abuse Reduction Initiative Grant Acceptance, \$70,000 (approval)

Commissioner Coyle moved to accept the award of the State of NH Department of Safety Law Enforcement Substance Abuse Reduction Initiative Grant in the amount of \$70,000, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

- b. Request for Additional Equipment for CAD/RMS Upgrade Project Using ARPA Funds, Category 1.8 (approval)

Commissioner Coyle moved to approve the purchase of additional equipment for the CAD/RMS upgrade project and authorize utilization of ARPA funds, category expenditure 1.8. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

E. New Business / Old Business

Cathy Stacey gave a brief update.

The High Sheriff reported they had their first midnight shift in dispatch for Portsmouth, they swore in a new Deputy on Monday, they had a new dispatcher start this week and they have a couple more interviews for another dispatch position.

Michele Melanson-Schmitt reported they are working through the complications with the COVID-19 outbreak. Senior Director Smith said there are 9 full time contracted nurses that are leaving because their contracts are up. They have confirmed one additional staff member that tested positive this morning.

Senior Director Nickerson reported that the rental assistance run for this week is now, as of this morning, up to 56 households and \$280,000. He reported that the new Nursing Center bus is registered.

Senior Director Gates met with Fish and Game last week, they now understand we are not interested in a conservation easement. This is now moving forward. The wastewater generator issue last week has been repaired. The first of 20 something HVAC units that were under ARPA is wrapping up now. Conversations with Senior Director Nickerson and his department has inspired Engineering & Maintenance not to exchange even token gifts for the holiday, we have all chipped in together and will be making a donation to the Child Advocacy Center.

Superintendent Henry thanked the Sheriff's Office for two things this week. He said there was an irate person out back, and one of their Deputies dealt with that until he came down to put it to an end. They also had a very violent inmate in the hospital from Strafford County that needed two Deputies. They have helped a lot with coverage. The Court has been very helpful too with an inmate that likes to swallow things. Commissioner Coyle read a note from the hospital "Additional Instructions; Please stop claiming that you ingested fentanyl. You came to the ED for evaluation. Patient is medically cleared for incarceration". Superintendent Henry said this is what we deal with all the time. They have had 10 staff applications, Major Banville is hiring 2 that have passed the PolyGram, and 2 more have said if we increased pay, they would be willing to come work for us, so they are going to go through the process. Nobody has left us, so we're moving in the right direction.

Senior Director Kivikoski has received the first draft of the County recruitment video, they are hoping to get a final draft of it to show at next week's meeting. They continue to meet with Finance for the UKG upgrade. The ARPA stipend PCN's will be going out. The Commissioner Elect was in yesterday for orientation, and they received a notice of intent to negotiate from Police Benevolent Association.

Each Commissioner took a moment to say Merry Christmas to everybody, then the Long Term Care Year-End video was shown for all.

F. Public Comment

Sal Sarosh who joined the meeting at 10:12 am stated he was there for the External Penetration Testing and Web Application Review RFP award. Commissioner Coyle informed him it was awarded to Mission Critical Partners. He thanked her for the information and left the meeting.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:30 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 10:38 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:38 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 01/12/2023.



Commissioner Brian Chirichiello, Chair



Rockingham County Commissioners

Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, December 29, 2022 @ 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 Tombarello
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director E&MS
High Sheriff Massahos
Cathy Stacey, Register of Deeds
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Coyle
Pat Conway, County Attorney
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director, LTC
Michele Melanson-Schmitt, DON, LTC
Katherin Mann, Sheriff's Office
Marykate Tombarello, member of the public

B. RFP Openings & Awards

1. Opening: 3rd Channel 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.

2. Award: Historical Tax Book Restoration – Register of Deeds

Commissioner Coyle moved to award the proposal for historical tax book restoration to Kofile Technologies, Inc. for an amount not to exceed \$46,010.00, and further move to approve the service agreement to complete the project, as recommended by the Register of Deeds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

C. Consent Agenda

1. 12/14/22 & 12/22/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the December 14, 2022 public meeting minutes and table the December 22, 2022 public and nonpublic meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

2. 12/29/22 Accounts payable list (approval)

List total: \$3,872,226.34, ACH \$2,023,322.28, GL \$3,578.49, Payroll \$9,395.20, Previously authorized by BOC \$801,006.13, Accounts Payable check run \$1,034,924.24.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$3,872,226.34. 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 we currently have 12 employees and 15 residents that are positive with COVID. The general manager of Assisted Living received her credentials for Certified Director of Assisted Living. The jail population is at 141 with no COVID cases amongst inmates. We have an MOU to sign today to advance things in the jail. She did the semiannual tour in the jail on the 26th, everything was in good working order. County Attorney Conway is able to join us today because things are a little quieter in court mostly because the judges are on vacation. She addressed Commissioner Tombarello and said it is a

difficult day knowing this is your last meeting, but she said she keeps reminding herself that it's mostly a two-year vacation for him. She knows we'll be seeing him in the same seat two years from now and she looks forward to that day. She stated that it has been a pleasure working with him, he knows a lot about the County, and he cares a lot about the County. She said he has been a great contributor over the last ten years, and she is proud to say she got to serve on the Board with him.

Commissioner Chirichiello stated the Sheriff's Office busy, as well as the Registry of Deeds. He said he got a phone call from Executive Councilor Janet Stevens with a major issue in Salem with Westgate Arms. There are 300 people being evicted. Landlords are doing this with larger apartments, they are claiming they are rehabbing the units and then they get more money from them. He said she reached out to him knowing the County has the rental assistance program, so we may see another large check run soon. He thanked Commissioner Tombarello for taking both him and Commissioner Coyle under his wing and showed them the ins and outs of County Government. He said it was an honor to work beside him, he has learned a lot in the last two years, and he really appreciates all the help he has given him. He also looks forward to him coming back in two years.

Commissioner Tombarello addressed Senior Director Nickerson regarding the list of things in his update and the amount of work his department is doing, including the opioid settlement, and rental assistance last week was \$300,000. Senior Director Kivikoski has been busy, he said he saw the draft marketing recruitment video and it looks really good, everyone did a fantastic job. He said Senior Director Gates is here and we have an exciting permit to sign at the end of the meeting, the biggest permit we need and he's thrilled to be able to sign it.

2. Department of Corrections – Jason Henry, Superintendent

- a. Bid Waiver Request – APEX Officer (approval)

Commissioner Coyle moved to approve the APEX Officer proposal & Bid Waiver Request in the amount of \$67,500.00 using Opioid Abatement funds, 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. Engineering & Maintenance/IT Services – Jude Gates, Senior Director

- a. Recommendation to Reject Proposals – Floway Vertical Turbine Pump (approval)

Commissioner Coyle moved to reject the proposals received with the expectation that we can refresh pricing and availability for a request in the fiscal year 2024 projects budget, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

4. Finance Office – Charles Nickerson, Senior Director

- a. Excess Workers Compensation Coverage (approval)

Commissioner Coyle moved to approve a two-year excess workers compensation insurance policy with Midwest Employers Casualty effective January 1, 2023, with an annual premium of \$118,911 for a policy total of \$237,822, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Revised Job Description – Department of Corrections (approval)
- b. Revised Job Description – Long Term Care Services (approval)

Commissioner Coyle moved to approve the submitted revised job descriptions for the Department of Corrections and for Long Term Care Services as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

c. LWOP – Long Term Care Services (approval)

Commissioner Coyle moved to approve a leave with pay request for a Long Term Care Services employee (M.K.) with County portion of all benefits to continue for the period 01/01/23 through 01/31/23, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

d. Personnel nonpublic session NH RSA 91-A:3, II

6. Long Term Care Services – Jason Smith, Senior Director

a. Change Order Request – ServiceMaster (approval)

Commissioner Coyle moved to approve a change order request for ServiceMaster Restore for an amount not to exceed \$45,000.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$11,394.00, transferring from non-expendable equipment to expendable equipment, dated 12/23/2022 as recommended by the Senior 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

Commissioner Tombarello addressed Katherin Mann and said he has been here to see her in a couple different departments, and he believes she is in a position now where she's not going to move until she decides she's all done. Katherin thanked Commissioner Tombarello and said it's been a pleasure to work with him. She mentioned the Westgate Arms issue is a trend they are seeing with landlords evicting the tenants, renovating and then increasing the rental amounts.

Commissioner Tombarello addressed Superintendent Henry stating he was thrilled to bring him over from Carroll County and mentioned he has brought in a good group with him. He said Steve Church was a great Superintendent, but it's been a pleasure to work with him, he said he is a gentleman and he is his friend. Superintendent Henry thanked Commissioner Tombarello and said he appreciates being brought on, and he would agree that Rockingham County is the best County and a lot of that has to do with the 10 years Commissioner Tombarello has been here. He stated he will be missed and we'll see him in two years. He went on to report that they had two Officers assaulted the other day, one got punched in the face and the other one that tried to help got put in a chokehold. That inmate is dangerous, he assaults the local police and civilians. The Officers are OK. The Hobart machine that washes the dishes is down right now, they are looking for parts, the machine is expensive to replace. It looks like they will have four new hires on the 17th with several applicants right behind them. Major Banville was over in Hillsborough County sitting on the oral boards for their Lieutenant positions and their staff had a lot of questions about our pay. He said other Superintendents have called him to ask how we did it and they are very impressed. Right now there are 12 pallets of alcohol wipes being picked up. He has spoken with department heads and hopes to distribute the supply.

Commissioner Tombarello addressed Attorney Conway and stated she is the third County Attorney since he has been there and he has never seen a County Attorney work as hard as she does. The previous County Attorneys usually attended every meeting but she can't because she's always in court. He said she has been a joy to work with. Attorney Conway said it's been great to get to know you and your family, she really appreciates everything he has done for her and her office. She stated the job here is very stressful, but Commissioner Tombarello has made it a little bit easier by providing all the tools and everything they need to get the job done. She reported they hired three Attorneys, two have been approved by the Commissioners and they made an offer to one more who is currently employed at Strafford County. They also hired a fifth Victim Witness Advocate and she's doing a really great job. They still have some open positions and they're working on getting them filled.

Commissioner Tombarello addressed Senior Director Smith and said we were in-between Nursing Home Administrators when he joined us, and it was the beginning of COVID-19. Commissioner Tombarello told him that he has surrounded himself with a great team and the best thing he did in the past ten years was hire Senior Director Smith to run the nursing home. Jason's Smith thanked Commissioner Tombarello and said he still expects his morning phone calls. He went on to report that the COVID outbreak is isolated on one unit. There are a lot of employees who are out sick. They continue to prepare for survey and the Assisted Living community will be having a mock survey. The general manager of Assisted Living has received her Certified Director of Assisted Living certification.

Michele Melanson-Schmitt reported all the COVID-19 positive residents are doing well, most have mild symptoms. There are two residents that have more advanced symptoms. They continue to monitor, quarantine and continue with testing. The biggest challenge right now is staff, there are a lot of other things going around other than COVID. She said they spend most of their day conducting contact tracing to be hyper vigilant to keep it contained as much as we possibly can.

Commissioner Tombarello addressed Senior Director Nickerson and said he was the Payroll Manager 10 years ago and worked his way up to Finance Director and we all know he is the best there is. The Delegation respects him, and he is now the Finance Director for NHAC, is well respected across the County and across the State. He is surrounded by a great team on the Finance floor, Commissioner Tombarello said he is his friend, and he can beat him at golf. Senior Director Nickerson thanked Commissioner Tombarello and said he knows he is no competition on the golf course. He said when he looks back at what has been accomplished in the last 10 years, more so the last 7 or 8 years, moving the County forward and thanked him for promoting him 7 years ago. He said this is goodbye for now. He went on to thank Superintendent Henry for forwarding on the press release from the Attorney General's office regarding the CVS and Walgreens settlement. He described the projected settlement amounts from the opioid settlements. Rental Assistance was \$310,000 but it's trending lower this week. Some of it is because of the lack of manpower to get through the cases. Every week there are 3 or 4 cases that have reached their maximum but there are many new cases waiting to get reviewed. The Kronos/UKG upgrade meetings continue, the kickoff is the end of January, and go live date is sometime in June.

Commissioner Tombarello addressed Senior Director Kivikoski and said she has great staff now and he doesn't expect turnover like there was in the past. He said her job is a tough one, she is very strong, she does a phenomenal job, and it's been a thrill working with her. He said we have 8 Union contracts, and she has always been a huge support with them, she works hard, and he hopes to see her back here in 2 years. Senior Director Kivikoski thanked Commissioner Tombarello and said it's been an honor serving him, she has had many wonderful experiences, she has learned a lot from him on the political side of things. He has always been available to her to run something by him, her staff appreciates his support and it's exciting how advanced our County is in comparison to other Counties, and it's because of him and the other two Commissioners. She gave a shout-out to Marykate for supporting him. She expects to see him back here in 2 years. She went on to report that they have been very busy. She has 4 MOU's for the Board to sign today. They are running the payroll change notices for the stipends. There will be a memo going out to each O/DD with some hard copies of the Personnel, Policy's and Procedures and it will be posted on the website. All employees that log in and out of Kronos will have until February 1st to acknowledge that they have seen it. We will have a schedule next week for on-site and zoom meetings for anyone that wants to know about the key points of the changes.

Commissioner Tombarello addressed Senior Director Gates and said 10 years ago he was told there was a young woman in charge of Engineering and Maintenance, and she ran the show. He said being a Master Electrician he thought how good can she be? He said he has great employees, but he has to have a favorite and Senior Director Gates has been his favorite. He said there's nobody more professional, more caring, she lives on the property, and she's better than he ever thought she would be. He thanked her for everything she has done. He mentioned that everyone says there are no headaches or drama working with her, he appreciates her and has really enjoyed working with her. Senior Director Gates thanked Commissioner Tombarello and said she has learned a lot from him and as much as he says it about everyone else, he has been Rockingham County's rock star with how much he cares about the residents and employees. She said it has definitely carried us forward and she looks forward to seeing him back

again in two years. She went on to report there was some damage to the buildings during the last storm, some awnings broke, and water came in because it was raining sideways. She is checking to see if the insurance will cover it. She said she did bring forward the AoT fee schedule and permit as a walk-in.

Commissioner Coyle moved to accept the fee schedule and application for the NHDES Alteration of Terrain Permit and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Tombarello addressed the High Sheriff and said they gained a relationship and mentioned the worst meeting he ever had was when he got a little out of line and threw some papers in the air. He said the High Sheriff has really proven that he is a great High Sheriff and he is glad that he is the Sheriff of his County. He said he has done a great job and he's glad he's here for 4 years. The High Sheriff said when he was running for Sheriff, he had no idea who Tom Tombarello was. He said the first couple of years were a little difficult, but during the last 2 years we've been through COVID, and we've been fighting a battle with drugs. He said he will definitely miss Commissioner Tombarello and hopes to see him back again in 2 years, and he is proud to call him his friend.

Commissioner Tombarello addressed Cathy Stacey and said she is the only one who makes money for us. She is the Chairman of the Board at Healthtrust, a Selectman in Salem, and now the Vice President of NHAC. She controls any issues from her office before it comes before the Board. He has gained a friendship and that's what he's going to miss the most. He thanked her for everything. Cathy thanked him and said she appreciates all his kind words. She said she wanted to be here for his last meeting. Her staff has nothing but respect for him, he has been their liaison for many years, and he always has something supportive to say about all the staff at Rockingham County and it makes a difference. She said she has enjoyed the relationship with him and Marykate which will continue, and she is committed to making sure he comes back in 2 years. She thanked him for everything he has done for the County and the residents. She went on to report some major roof issues at the courthouse, the top floor is inundated with water.

Commissioner Tombarello addressed Leila Mattila and said she was a hire that he did. He said she makes us look good. We wouldn't be able to do all this without her. He said all he does is sit here, turn papers and sign stuff. It's like a lawyer, and without a paralegal, they couldn't do a closing. He said as Chairman running this meeting, he couldn't do it if it wasn't for Leila. She has been a joy to work with, and we will miss each other but he promises to call her. Leila thanked Commissioner Tombarello and said he will be missed, and he better still call her.

Commissioner Tombarello addressed Commissioner Coyle and said he didn't know what to expect when she was elected, but she has surprised him. He said she is one of the smartest young women he has ever met, she is not afraid to fight the guys, she is a tough cookie, and he is glad she got elected for the 4-year term, so she will be here in 2 years when he returns. He said she has done a great job as Commissioner and he has learned a lot from her, she has straightened him out.

Commissioner Tombarello addressed Commissioner Chirichiello and said he has done a great job, he has brought leadership as a former State Rep, he is on the Derry council, he will miss him and looks forward to seeing him in 2 years.

F. Public Comment

Commissioner Tombarello asked Marykate if she had anything for public comment. She said she was very proud of him.

G. Commissioners Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:45 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 10:36 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle and Tombarello in favor.

Commissioner Coyle moved to seal nonpublic session #2 and #3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor, Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Tombarello voted yes.

The Commissioners and Leila discussed a date to have the CDBG public hearing.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:42 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 01/05/2023.



Board of Commissioners, Clerk