



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, January 5, 2023 @ 8:30 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 8:31 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Commissioner Coyle  
Katie Casey, Assistant Director, Finance  
Alison Kivikoski, Sr. Director, HR  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Richard Sawyer, Sheriff's Office  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
Jude Gates, Sr. Director E&MS  
Robin Bernier, I.T. Manager

Jason Smith, Sr. Director, LTC  
Michele Melanson-Schmitt, DON, LTC  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds (8:34 am)  
Becky Burns, Deputy Register of Deeds  
(8:37 am)  
Thomas Tombarello, member of the public  
David Bell, member of the public  
Donna Lane, CDBG Consultant  
"rbrown", (9:16 am), member of the public  
Devan Quinn (9:45 am), member of the public

### B. Organizational Appointments

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

Commissioner Coyle nominated herself, Commissioner Chirichiello nominated himself, Commissioner Goddu nominated Commissioner Chirichiello. Commissioner Goddu voted yes, Commissioner Chirichiello voted yes, Commissioner Coyle abstained.

Commissioner Chirichiello asked for nominations for Vice Chair. Commissioner Goddu nominated himself for Vice Chair, Commissioner Coyle nominated herself for Vice Chair. Commissioner Chirichiello stated he chooses Commissioner Goddu as Vice Chair. Commissioner Coyle gave her rebuttal and said it would be appropriate for her to be Vice Chair. Commissioner Goddu said he agrees with Commissioner Coyle and said she is highly qualified, but because the Vice Chair has less responsibility, he feels it gives him the opportunity to learn and he sees it as a benefit to the County for her to continue to serve as Clerk. Commissioner Chirichiello agreed with Commissioner Goddu and said she has done an awesome job as Clerk. Commissioner Coyle said two years ago Commissioner Chirichiello argued that she had the least experience, so she should be Clerk, and two years later, because she has experience, she should be Clerk. Commissioner Chirichiello responded, "It is what it is, so let's move on" and he announced they would now appoint Office Liaisons. Commissioner Goddu requested "point of order" and said there was a motion on the floor to vote for Vice Chair. Commissioner Chirichiello said the motion was to vote Commissioner Goddu as Vice Chair and asked for the vote. Commissioner Goddu votes yes, Commissioner Coyle voted no, Commissioner Chirichiello voted yes.

Commissioner Chirichiello asked for nominations for Clerk. Commissioner Goddu nominated Commissioner Coyle. Commissioner Chirichiello seconded the nomination and asked for the vote. Commissioner Goddu voted yes, Commissioner Coyle voted no, Commissioner Chirichiello voted yes.

#### 2. Department/Office Liaison Appointment

There was discussion regarding the process of appointing. It was decided that the department/office liaison appointments would be as follows:

**Commissioner Chirichiello**

- a) Engineering & Maintenance/IT
- b) Human Resources
- c) Sheriff's Office

**Commissioner Goddu**

- a) County Attorney's Office
- b) Delegation
- c) Register of Deeds
- d) UNH Cooperative Extension

**Commissioner Coyle**

- a) Department of Corrections
- b) Finance Office/Treasurer
- c) Long Term Care Services

3. Union Negotiation Appointment

It was concluded that the Union Negotiation Appointments would be as follows:

- a) Corrections Officers, NCEU exp 2024 – Commissioner Coyle
- b) County Attorney Legal Assistants & Paralegals, Teamsters, exp 2024 – Commissioner Goddu
- c) Maintenance, Teamsters exp 2023 – Commissioner Chirichiello
- d) Sheriff Supervisors, NEPBA exp 2023 – Commissioner Chirichiello

4. Joint Loss Safety Committee Appointment

It was determined that the Joint Loss Safety Committee Appointment would be the liaison to Engineering & Maintenance, Commissioner Chirichiello.

5. Educational Assistance Review Committee Appointment

It was decided that Commissioner Chirichiello would be appointed to the Educational Assistance Review Committee.

**C. Organizational Protocol & Procedures**

1. Meeting day, time, location (discussion & decision)

It was decided that the Board of Commissioners' meeting schedule would remain as every Thursday morning at 8:30 am.

2. Weather Emergencies

Senior Director Kivikoski described the procedure for weather emergencies.

3. Employee Policies RE: COVID-19

All COVID-19 related policies can be found on the Employee Access tab on our website.

4. Legal Consultation Procedure

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

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

Pursuant to RSA 28:1b, only the Commissioners are authorized to enter into agreements. All agreements are sent for risk review. Legal counsel is used for new or revised agreements. The Board, or Chair, signs once the reviews are complete and changes made. If recommended changes are rejected by the vendor, the agreement is brought to a Commissioners' meeting for final determination by the Board.

6. Electronic Signature

The Commissioners electronic signatures are on file with the Commissioners' Office only. Permission for use is requested each time and consent will be in written form. Examples for electronic signature use are for agenda items, letters, and cards.

7. Time Off – Personnel with Commissioners as Supervisor

The Chair approves time off in the timekeeping system.

**D. RFP Openings & Awards**

1. Award: WTF Line Stop Valves – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for two water treatment facility line stop valves to Select Excavation and Landscaping for an amount not to exceed \$27,999.74, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**E. Consent Agenda**

1. 12/22/22 and 12/29/22 Meeting minutes (approval)

Commissioner Coyle moved to table the December 22, 2022 public meeting minutes until the January 12, 2023 meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve the December 22, 2022 nonpublic meeting minutes, and the December 29, 2022 public and nonpublic meeting minutes as amended. Commissioner Chirichiello seconded the motion. Voted 2-1, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu abstained.

2. 01/06/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,578,947.71 for the period ending December 31, 2022. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**F. Reports**

**1. Commissioners Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Coyle

Commissioner Chirichiello declined to give his liaison report due to the fact that we asked Donna Lane to join us at 9:00 am for the CDBG grant writer selection, and it is now 9:10 am.

b. CDBG Grant Writer Selection

Commissioner Coyle moved to select Donna Lane as the CDBG application grant writer based on experience and reasonableness of cost and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Donna Lane gave an overview of CDBG, explained the intent behind the grant writer selection and the upcoming project. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **2. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

- a. Two Additional Air Disinfection Units – Request to Expend ARPA Funds (approval)

Commissioner Coyle moved to approve the use of ARPA funds at an amount not to exceed \$2,048.72 to purchase two additional Novaerus air disinfection units for the Admissions offices at the Rehabilitation and Nursing Center, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve a leave with pay request from January 10, 2023 to January 25, 2023 and a leave without pay from January 26, 2023 to February 1, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

## **4. Sheriff's Office – Charles Massahos, High Sheriff**

- a. Central Square Contract (approval)

Commissioner Coyle moved to approve the Central Square contract, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Major Bashaw gave a detailed explanation behind the contract being presented today, starting with the RFP process, and the numerous meetings with the different vendors, and the towns involved. Commissioner Coyle explained that we will also draft an MOU, with help from Primex, for every town involved to cover liability for the County. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Grant Application: Stanton Foundation K-9 Grant (2<sup>nd</sup> Team), \$32,000 (approval)

Commissioner Coyle moved to approve an application for the Stanton Foundation K-9 grant, in the amount of \$32,000 and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle stated that she does not support it and explained why she feels it's not fiscally responsible to have a 2<sup>nd</sup> K-9. Discussion ensued over cost and the benefits of having a 2<sup>nd</sup> K-9. Voted 2-1, Commissioner Goddu and Chirichiello in favor, Commissioner Coyle opposed.

## **5. Register of Deeds – Cathy Stacey, Register**

- a. Appointment of Deputy Register of Deeds Pursuant to NH RSA 478:2 (approval)

Commissioner Coyle moved to approve the appointment of Becky Jo Burns as the Deputy Register of Deeds, pursuant to NH RSA 478:2, effective January 4, 2023 through January 6, 2027. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **G. New Business / Old Business**

The High Sheriff reported they had a new Deputy start Tuesday, they had oral boards last week. Rich Sawyer said they anticipate they will start seeing more transport issues because Felonies First will be going away. The drug unit has already taken over 100 pounds of powdered product and we're only halfway through the fiscal year. Major Bashaw said the courts will be transitioning away from WebEx so there will be more in person hearings.

Assistant Director Katie Casey reported that Rental Assistance has 176 cases in the que right now and it's keeping several staff very busy.

Senior Director Kivikoski gave the Commissioners a heads 'up that something will be going out next week on behalf of the Commissioners and Rockingham County Management to a housekeeping employee who's husband passed suddenly. She will be bringing a request to next week's meeting for a sign-on bonus for the Grant Writer position.

Senior Director Gates said the AoT application is in process, the permitting process for the new well is underway, she's hoping they will run some tests next week that DES requires.

Register of Deeds Cathy Stacey reported the NHAC legislative committee is working on bills. The Kofile bid was awarded last week. Part of that was a contract, so she needs to have the signed copy back. Commissioner Coyle stated she signed it today, it was delayed because she was away, but it will be sent over to her today.

Robin Bernier is continuing with a cyber security program and asked everyone to be careful where they go on the internet.

Superintendent Henry said his staff is starting to feel some relief because they have hired a few staff and they have seen applications coming in. He commented his concern regarding WebEx going away.

Michele Melanson-Schmitt reported their first resident has tested positive for the flu. They are being diligent with proper precautions and education. They have not had any internal candidates for staff, but they are always rotating with contracted staff.

Senior Director Smith announced the next mobile clinic is January 26<sup>th</sup> at 10:00 am. They received draft brochures and will be sharing those soon. They are finalizing the remodel of the Assisted Living Community room.

Commissioner Chirichiello asked Commissioner Goddu to share what he wished to speak about. He said he would like to discuss recording video of the Board of Commissioners meeting and post them somewhere on the internet. There is a long list of reasons why it's not easy for anyone to join our meetings. Commissioner Coyle supports it. It was agreed to put it on the agenda for next week for an official vote. IT Manager, Robin Bernier asked a few questions so she can do some research before next week's meeting.

Commissioner Goddu said he had one other item for New Business. He asked to have another line item on the agenda for Department Head Updates and then New Business/Old Business. Commissioner Chirichiello said their Sr. Executive Assistant will add that going forward.

## **H. Public Comment**

Devan Quinn said she was in support of video recordings for the meetings. "rbrown" was addressed but didn't respond. Thomas Tombarello said he was excited to join the meeting today as a member of the public and he looks forward to returning in 103 weeks.

## **I. 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 11:08 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to seal all of today's nonpublic session 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 Goddu seconded the motion. Voted 3-0. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**J. 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 1/12/2023.



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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, January 12, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Michele Melanson-Schmitt, DON, LTC  
Kathy Masso, Fiscal Services Mgr, LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Tom Tombarello, member of the public

### B. RFP Openings & Awards

#### 1. Award: 3<sup>rd</sup> Channel Build Out – Sheriff's Office

Commissioner Coyle moved to award the proposal for 3rd Channel Build Out to 2-Way Communications/Motorola for an amount not to exceed \$86,021.29, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

#### 1. 01/05/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the January 5, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. 01/12/23 Accounts Payable (approval)

List total: \$3,692,326.85, ACH \$2,018,108.46, GL \$158.50, Payroll \$29,768.50, Previously authorized by BOC \$474,335.18, Accounts Payable check run \$1,169,956.21.

#### 3. Rental Assistance Update (Informational)

#### 4. Human Resources Recruitment Report (Informational)

#### 5. Long Term Care Compliance Program Dashboard 2022 (informational)

#### 6. Long Term Care 2023 Compliance Workplan (informational)

#### 7. Assisted Living Community Room Renovation and Cost Update Presentation (Informational)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$3,692,326.85. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Goddu gave a brief update and reported he has been in contact with UNH Cooperative Extension so far.

Commissioner Coyle reported the jail population is at 135, they have one staff member with COVID-19, but operations are going well. There are some new hires in process. Long Term Care COVID-19 cases is now down to 2 residents and 4 staff members, the whole team has worked very hard to stop further transmission. In the last 6 months, the Finance Office has provided over \$2 million in rental assistance to Rockingham County residents facing housing insecurity. She feels we will be reaching \$800,000 to \$1 million per month with the way it's trending. She reported the State called to ask if we could give them some of our allocation of ERA2 funds because they're afraid of running out of money. She suggested discussing another temporary position for Finance to help out with rental assistance. We are currently working to hire a 2<sup>nd</sup> temp, but she feels they are going to need 3 temps. Discussion ensued regarding the number of rental assistance personnel, the percentage of grant funds that can be used for administration, and the number of cases in the que as well as the number of cases expected to come from the State's program. She continued with her update and said there is a protentional grant, EECBG which is energy efficiency and conservation block grant which is \$250,000 which could pay for a portion of the solar project. She reported her last item is a matter of housekeeping so it can be handled properly in Finance.

Commissioner Coyle moved to approve that compensation for Corrections' Lieutenants and Major who take on additional shift assignments as identified in the overtime MOU's agreed to by the NCEU and Teamsters Local 633 will be in the form of a Salaried Pickup Shift Incentive, with compensation paid out at 1.5 times the salaried employee's equivalent hourly rate, multiplied by the accepted additional shift. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Chirichiello reported Senior Director Gates sent him an update but he will let her give her report. He mentioned the Sheriff's Office received a request from Portsmouth for the use of their K-9. He thought it was interesting because Portsmouth has 3 dogs. Commissioner Goddu asked what was wrong with their dogs? Commissioner Chirichiello said he didn't know, but we provided our dog. He said we'll soon see a request for a piece of equipment from the Sheriff's Office that is designed to protect our staff. He said he has received some feedback from others attending these meetings through Zoom, and he was told that it's difficult to follow who is speaking and what is being said if multiple people are talking at the same time. He requested everyone follow Robert's Rules and raise their hand if they wish to speak. Commissioner Coyle said she feels, as Commissioners we shouldn't have to raise our hand to respond to something, and she doesn't intend to raise her hand every time she wants to speak or respond. Commissioner Chirichiello said he is asking for it and said to Commissioner Coyle, if she doesn't want to do it, than that's her. Commissioner Goddu asked if we follow Robert's Rules now. Commissioner Coyle replied that they haven't adopted anything to follow Robert's Rules. Commissioner Chirichiello said he is asking for it, you don't have to follow it if you don't want. If people can't follow it, then that's on you. He said he thought it would just be a little more orderly and a better way to do things.

Commissioner Coyle addressed the Chair and announced that County Attorney Conway needs to be in court shortly, so she would like to take care of her one item of business on the agenda.

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

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

Commissioner Coyle moved to approve hiring an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor. Attorney Conway thanked the Commissioners for approving her request, and taking it out of order, then she left the meeting.

## **(continued) 1. Commissioners' Office – Brian Chirichiello, Chair**

### **b. Video Recording Options of Board of Commissioners' Meetings (discussion)**

Commissioner Goddu said he brought it up last week and this is a continuation of the discussion. He feels it is important for government transparency and at 8:30 am, most people are working so it's difficult for them, and if it's video recorded, they can watch at their leisure. He feels it is essential. He thinks recording



with Zoom is ok for now, but he would like to have a better set up with 2 cameras and more microphones. He asked IT Manager, Robin Bernier for her perspective on how to get this to work. She said she did look at YouTube and she cannot find any fees that they would charge us. She said she would need to request money in the upcoming budget for another server, we could record with Zoom and upload the videos to YouTube. Commissioner Chirichiello said he noticed the Portsmouth Police Commissioners use YouTube to host their meetings, and Belknap County they record and use YouTube. He said he understands that it's pretty easy to upload the Zoom recordings to YouTube.

Commissioner Goddu moved to approve recording with Zoom and all meetings moving forward and post them on the website. Commissioner Coyle seconded the motion. Commissioner Chirichiello asked how we would post it on our website, IT Manager Robin Bernier said there would be a link, just like the meeting minutes now. Commissioner Goddu said he also suggests, as we move forward, we should re-evaluate how things are going with posting the videos, he suggests YouTube instead of our server because it's faster. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**\* Zoom recording was started.\***

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

### **1. Engineering & Maintenance Services – Jude Gates, Senior Director**

a. ESL Distributing, LLC Onsite Support and Service Plan (approval)

Commissioner Coyle moved to approve the support and service plan with ESL Distributing, LLC at a cost of \$1995 annually, as recommended by the Senior Director of Engineering and Maintenance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the accompanying listing, utilizing the category 2.35 of the ARPA project funds. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Exception Request New Hire Benefits Election Deadline – Corrections (approval)

Commissioner Coyle moved to approve an exception request to the new hire benefits election deadline for a Department of Corrections employee (C.T.), as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. Sign-on Bonus – Grant Writer (approval)

Commissioner Coyle moved to approve a sign-on bonus for the full-time position of Grant Writer in the amount of \$5,000 (\$1,500 at 4 months, \$1,500 at 8 months, and \$2,000 at 12 months), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 2-1, Commissioners Goddu and Chirichiello in favor, Commissioner Coyle opposed.

d. Sign-on Bonus – Assisted Living (approval)

Commissioner Coyle moved to reinstate the sign-on bonus for 3 positions in Assisted Living:

\$5,000 for Personal Care Partner (\$1,500 at 4 months, \$1,500 at 8 months, and \$2,000 at 12 months)

\$8,000 for Wellness Coordinator/LPN (\$2,500 at 4 months, \$2,500 at 8 months, and \$3,000 at 12 months)

\$9,000 for Wellness Coordinator/RN (\$3,000 at 4 months, \$3,000 at 8 months, and \$3,000 at 12 months)

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

e. Revised Job Descriptions – Long Term Care Services

Commissioner Coyle moved to approve the revised Job Descriptions for MDS Manager, MDS Supervisor, Medical Biller, and Program Case Technician, effective January 12, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

f. Non-meeting NH RSA 91A:2 I

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

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

a. Brookhaven Hospice Agreement (approval)

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

b. Rockingham Visiting Nurse Association and Hospice Agreement (approval)

Commissioner Coyle moved to approve the Rockingham Visiting Nurse Association and Hospice Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 employee (P.M.), to attend the 2023 Healthcare Compliance Academy held in Phoenix, AZ March 6 - 9, 2023, at an estimated total cost of \$3,100, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**E. Department Head Updates**

Senior Director Nickerson discussed rental assistance, the call from the State requesting a portion of our ERA2 funds, and the need for another temporary position. He reported being busy with grant filings, quarterly reports and said he would give the Commissioners an ARPA projects update soon.

Senior Director Gates reported installing ice alerts across the campus, and the need to update one more room in the Carlisle building for the Mental Health Clinician. They filled one open position with an in-house staff member, they made an offer to someone for the service technician position but it just wasn't enough money. The two recent new hires have been a great addition to the team, the AoT permit is in process, and well drilling should be starting soon.

Senior Director Kivikoski reported on UKG updates, working on setting up educational sessions on the updated PPP, and they are processing some new hires. She will be out of the office next week.

Register of Deeds, Cathy Stacey gave a brief report.

Fiscal Services Manager, Kathy Masso said she was in attendance to answer any questions on behalf of Senior Director Smith since he is not in attendance.

The High Sheriff gave a brief update.

Director of Nursing, Michele Melanson-Schmitt gave an update on COVID-19 in the Rehabilitation and Nursing Center.

Superintendent Jason Henry reported on doing a PTSD study, they are moving things around for a piece of equipment that will test in-house for COVID-19, strep, and flu. He will talk about staff salary line with a Delegation member next week. He reported receiving more violent offenders lately, and he has some new

hires in process. There will be \$750,000 coming in from the State for the next 5 years which can be used on Opioid stuff. He is excited for the piece of equipment the Sheriff's Office will be getting that can tell us what kind of drugs are in containers without exposing staff. As of yesterday, those who don't have WebEx will have trial in person.

#### **F. New Business / Old Business**

Commissioner Goddu mentioned he received the meeting minutes from 12/22/22 and it would seem appropriate that we vote to approve those minutes or, he asked are we going to continue to table those? Commissioner Coyle stated she wishes to take it up in nonpublic. Commissioner Goddu said they seemed pretty clear but if there's some issue that you want to discuss. Commissioner Chirichiello said he'll second the motion. Commissioner Coyle said she will vote no; she will not sign or approve the minutes. She said she mentioned she believes there is HIPAA violation in those minutes. Commissioner Goddu suggested tabling the approval and taking it up in nonpublic. Commissioner Chirichiello said they have a motion on floor and a second. Commissioner Goddu said he made no motion. Discussion ensued.

Commissioner Coyle moved to review the minutes in nonpublic. Commissioner Goddu seconded the motion. Voted 2-1, Commissioners Coyle and Goddu in favor, Commissioner Chirichiello opposed.

Commissioner Coyle moved to approve an Exception Request to Personnel Policy 7-3 New Hire Rate, for a Long Term Care employee (E.W.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Discussion ensued between the Register of Deeds and the Commissioners regarding what category the nonpublic meeting fits into. Commissioner Coyle explained she feels there is a HIPAA violation.

#### **G. Public Comment**

Commissioner Chirichiello asked if there were any public comments. There were none.

Commissioner Coyle moved to enter nonmeeting at 9:56 am, pursuant to NH RSA 91A:2 I. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to enter public meeting at 10:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **H. Commissioners Nonpublic Session**

Commissioner Goddu moved to enter nonpublic session at 10:36 am, pursuant to NH RSA 91-A:3, II (c). Commissioner Coyle seconded the motion. Voted 2-1, Commissioners Goddu and Coyle in favor, Commissioner Chirichiello opposed. He feels the topic at hand is not supposed to be covered under nonpublic.

Commissioner Coyle moved to exit nonpublic session at 10:58 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **I. Adjourn**

Commissioner Goddu moved to adjourn at 10:58 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/19/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, January 19, 2023 @ 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 Goddu  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Michele Melanson-Schmitt, DON, LTC  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office

### B. Consent Agenda

#### 1. 01/12/23 & 12/22/22 Meeting minutes (approval)

Commissioner Coyle moved to approve the January 12, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to approve the December 22, 2022 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. 01/20/23 Payroll (approval)

Commissioner Coyle moved to approve the January 20, 2023 payroll expense in the amount of \$1,281,098.42 for the period ending January 14, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Goddu updated everyone on the County Attorney's Office staffing status, he met with the Delegation and announce their budget review meeting is next Friday, and all is well with the Registry of Deeds.

Commissioner Coyle updated everyone on the COVID-19 status of Long Term Care. She reminded everyone of the next mobile vaccination clinic on January 26, 2023. QUAPI, admissions increase, mock survey in Assisted Living. She reported on the details of the CMS star ratings and said over the last year we have been 5 out of 5 on staffing, quality, in survey, and overall. Finance has prepared the budget packet for the 2<sup>nd</sup> Quarter budget review meeting, they have been busy with emergency rental assistance, payroll, audits, end of month reporting. The jail population is 140, 3 new CO's started yesterday and one more starts on Monday. She went to Drug Court Graduation yesterday and gave an explanation of what it is and how it started.

Commissioner Chirichiello said he would let his departments give their updates. He spoke of a couple of House Bills that he will be watching, HB75 and HB 422FN and said there are many more where the County is involved.

b. Rockingham County YouTube Channel for Posting of Commissioners' Meeting Videos (approval)

Commissioner Coyle moved to authorize the creation of a Rockingham County YouTube channel and further authorize the use of the YouTube channel for posting the Commissioners' Meeting videos. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to save the audio files of the nonpublic meeting minutes going forward and the audio will be sealed consistent with the meeting minutes. Commissioner Goddu seconded the motion. Discussion ensued. Commissioner Goddu moved to table this for further discussion and consideration. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. Owner's Project Manager for New Building Construction (discussion)

Commissioner Goddu is not comfortable with the way that we're planning to manage this \$60-\$70 million dollar project. He proposes hiring an expert that works exclusively for the County Commissioners that have an equal level of expertise as the architect and the builder. He feels it's completely inappropriate to have the architect managing the builder because we don't have anyone managing the architect. He claims this would avoid delays and cost over-runs and would save us money. He has had some discussion with the owner of Trident, a company that has this experience. He provided a list of items that he feels should be covered and asked to invite the owner of Trident to next week's meeting.

Commissioner Coyle disagreed and said we already have this service in place, that's Senior Director Gates. She is managing the architect and she has been involved in multimillion-dollar projects. Commissioner Coyle also mentioned the RFP process which is required by statute. Senior Director Gates asked to have Harvey Construction and Warrenstreet Architects in for an update, they have both worked with Trident.

Commissioner Chirichiello agreed with Commissioner Coyle and added that the money isn't in the budget and asked Senior Director Gates to invite Warrenstreet Architects, Harvey Construction and Revision Energy in for their regularly scheduled update and to provide some insight on the benefits of using an OPM during the February 2<sup>nd</sup> meeting, if they're available.

**2. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

a. NHDES Wetlands Impact Application, Fee and Off Cycle Accounts Payable Warrant (approval)

Commissioner Coyle moved to approve the New Hampshire Department of Environmental Services wetland impact application and fee, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to authorize an off-cycle accounts payable run for payment of the NHDES application fee as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Ascom Wireless Phone Upgrade Proposal & Use of ARPA Funds (approval)

Commissioner Coyle moved to approve the proposed Ascom wireless phone upgrade project and authorize the Chair to sign all necessary documents, and further authorize the use of \$179,210.04 of ARPA funds under expenditure category 6.1, lost revenue, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Discussion ensued regarding the benefits of the upgrade and the use of lost revenue funds. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$12,700.00 dated January 13, 2023 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

a. Exception Request 7-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care Services employee (S.G.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Exception Request 7-4 (x2) – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for two Finance Office employees (L.L. and L.C.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**D. Department Head Updates**

HR Manager, Julie Hoyt is preparing a weather emergency due to the predicted storm and they have been working on a training schedule for the new PPP which will be available soon.

Senior Director Gates said they are also anticipating the storm. They had an internal employee promoted to an open position in her department, and the Mitchell staircase is in the process of being repaired.

Superintendent Jason Henry will be working with HR to produce a recruiting video. They hired 3 yesterday one more will start on Monday, and they have had multiple interviews. He has been speaking with Representative Bob Lynn regarding the supplemental appropriation request for the Delegation. He thanked Kevin St. James for buying pizza for every staff member that was in the building yesterday for all 3 shifts. He spoke of a SAMHSA grant which was won by the NHAC and updated us on the PTSD study.

Senior Director Smith updated everyone on QAPI, will be working on updates on the annual emergency operation plan next week, doing well with the mock survey, organizing an Alzheimer's walk. Has the score card for the 5-star rating.

Director of Nursing, Michele Melanson-Schmitt gave a COVID-19, cold and flu update. They will be reopening F-2, the skilled unit on Monday which will allow them to expand on their admissions.

Senior Director Nickerson completed quarterly budget review packets, and explained the need for less money on the supplemental appropriation for the Department of Corrections stipends. He gave an update on the overall budget. He spoke of audits and how we're past due for a NHRS audit. He reported Finance and HR continue to work on the UKG/Kronos update.

**E. New Business / Old Business**

No new business/old business to report.

**F. Public Comment**

There were no public comments.

**G. Commissioners Nonpublic Session**

There were no nonpublic sessions requested.

## H. Adjourn

Commissioner Coyle moved to adjourn at 10:19 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/26/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes and Public Hearing Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, January 26, 2023 @ 1:00 pm

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 1:00 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Donna Lane, CDBG Consultant (3:48 pm)  
(name unknown), CDBG Developer (3:52 pm)

#### Remote Attendance:

Leila Mattila, Commissioners' Office  
Jason Henry, Superintendent, DOC  
Pat Conway, County Attorney  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office

### B. Consent Agenda

#### 1. 01/19/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the January 19, 2023 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. 01/26/23 Accounts payable list (approval)

List total: \$3,506,067.07, ACH \$123,008.06, GL \$1,471,877.68, Payroll \$14,585.22, Previously authorized by BOC \$649,144.84, Accounts Payable check run \$1,247,451.27.

Commissioner Coyle moved to approve an Accounts Payable list total of \$3,506,067.07. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Coyle updated us on long term care COVID-19 cases. The rehab unit is now open, and the mock survey is going well in Assisted Living. The inmate population at the Department of Corrections is 136. They have had 4 new hires, there are 2 getting their polygraph next week, another 4 waiting to get their polygraphs, another 5 who have expressed interest in employment, and no one has left. The Finance Office ERAP check run this week is \$300,000. The State is still looking for us to give them some of our funds for their program. Senior Director Nickerson will be testifying on HB203. Senior Director Nickerson gave an explanation of HB203.

Commissioner Goddu met with UNH Cooperative Extension on 4H leadership. There is a Delegation meeting tomorrow for the budget review. He said he would let the Register of Deeds and County Attorney give their own updates. He is still interested in hiring an Owner's Project Manager for the new building construction and he hopes his fellow Commissioners gives it some further consideration.

Commissioner Chirichiello apologized for incorrect information that he sent out in an email regarding HB75, it has not yet passed. He said he will let the Senior Director of Human Resources and Senior Director of Engineering & Maintenance give their updates. He reported the Sheriff's Office reported some water coming into their building with all the heavy rain we've had, but thankfully it didn't affect any equipment. He mentioned he will be going to the NACo conference in a couple of weeks.



b. Saving Nonpublic Audio Files (discussion)

Commissioner Coyle said she felt it was a great opportunity for more transparency but said she realized the other two Commissioners had some reservation. Discussion ensued. All agreed that the typed minutes are sufficient and the audio recordings should be deleted as soon as the typed minutes are approved.

c. CDBG Public Hearing (3:00 pm)

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

a. General Leave – Long Term Care Services (approval)

Commissioner Coyle moved to approve a general leave request for a Long Term Care Services employee (C.O.) with County portion of all benefits to continue for the period 02/10/23 through 03/16/23, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. General Leave – Long Term Care Services (approval)

Commissioner Coyle moved to approve a general leave request for a Long Term Care Services employee (S.O.) with County portion of all benefits to continue for the period 01/26/23 through 01/31/23, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. General Leave – Long Term Care Services (approval)

Commissioner Coyle moved to approve a general leave request for a Long Term Care Services employee (W.D.) with County portion of all benefits to continue for the period 01/16/23 through 02/06/23, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

d. Weather Emergency PPP 8-4; Thursday, January 19, 2023 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, Thursday, January 19, 2023 beginning at 11:00 pm (or the start of third shift as defined by the department) through Friday, January 20, 2023 at 8:00 am (or the start of first shift as defined by the department), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

e. Weather Emergency PPP 8-4; Sunday, January 22, 2023 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, Sunday, January 22, 2023 beginning at 11:00 pm (or the start of third shift as defined by the department) through Monday, January 23, 2023 at 8:00 am (or the start of first shift as defined by the department), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

f. Walk-in Weather Emergency PP 8-4; Wednesday, January 25, 2023 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, Wednesday, January 25, 2023 beginning at 11:00 pm (or the start of third shift as defined by the department) for Rockingham County Long Term Care Services, Engineering and Maintenance, Rockingham County Sheriff's Office (Dispatchers), and Rockingham County Department of Corrections, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

Commissioner Coyle moved to approve a position repurpose/title change from RN to Clinical Risk Coordinator, effective April 23, 2023, as recommended by the Senior Director of Human Resources and

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

h. Walk-In Courthouse Power Outage

Commissioner Coyle moved to approve a paid Administrative Day Off on January 24, 2023, for those Registry of Deeds and County Attorney employees that were unable to perform work that day, either at the courthouse or remotely due to the power outage, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

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

a. Administrator of Record 2023 (approval)

Commissioner Coyle moved to appoint Senior Director Jason Smith as the Nursing Home Administrator of Record, to be responsible for the management of the Rehabilitation and Nursing Center, and the Director of Nursing to act on his behalf during temporary absences. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Authorization to Act on Behalf of (approval)

Commissioner Coyle moved to approve the authorization to act on behalf of the Senior Director of Long Term Care Services, as submitted by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. Hampstead Nursing Services Travel Contract (approval)

Commissioner Coyle moved to approve the Hampstead Nursing Services Travel Contract, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

d. Harmony Homes Updated MOU (approval)

Commissioner Coyle moved to approve the Harmony Homes updated memorandum of understanding (MOU), and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

e. PrimeTime Healthcare Rate Increase (approval)

Commissioner Coyle moved to approve the updated billing rates for Prime Time Healthcare, LLC, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**4. Sheriff's Office – Charles Massahos, High Sheriff**

a. Bid Waiver Request and Use of Opioid Fund Request (approval)

Commissioner Coyle moved to approve the Bid Waiver Request and proposal from Thermo Fisher Scientific in the amount of \$39,204.00 for the purchase of a TrueNarc handheld narcotics analyzer, and further authorize utilizing the Opioid Abatement Fund for this purchase, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Coyle stated it appears that the rationale for this request is because it would make things more expeditious in court. Major Bashaw explained that is part of the reason but went on to explain the added safety of using the device. Discussion continued regarding the number of personnel that will be trained, similar products that are on the market, the sole source claim, and availability of this product from 3<sup>rd</sup> party suppliers. Commissioner Coyle stated there are a lot of equivalent devices out there.

Commissioner Chirichiello said he would support it due to the safety of the employees and the fact that the funds would be coming out of the Opioid Abatement fund. Voted 2-1, Commissioners Goddu, and Chirichiello in favor, Commissioner Coyle opposed. The motion failed.

**5. Department of Corrections – Superintendent Jason Henry**

a. Walk-In PrimeCare agreement

Commissioner Coyle moved to authorize the Chair to sign the PrimeCare Medical, Inc. Additional Mental Health Care Services agreement that was discussed and approved at the December 22, 2022 Board of Commissioners' meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**D. Department Head Updates**

Attorney Pat Conway gave an update on their case load and staffing status.

The High Sheriff reported the water issues in the Sheriff's Office building with the heavy rain but assured us that Senior Director Gates is doing a great job taking care of it. He announced WMUR aired an interview last night with Major Bashaw and a long-term dispatcher and they have received several applications for employment.

Superintendent Jason Henry said recruiting is going well, and he has seen a huge rise in female applicants. He advised the Commissioners that he wishes to replace 4 old vests, using the Sheriff's Office RFP award, as discussed during the award, but wanted to make sure it was ok to do so now.

Commissioner Coyle moved to amend the prior award to the Sheriff's Office for vests to include 4 vests for the Department of Corrections in the amount of \$5,005. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Register of Deeds Cathy Stacey reported on a secret bill that came out this week by Senator Gray to put probate back on the table again and will make sure they're on top of it. She testified last week on several bills and mentioned a woman that gave testimony regarding rental assistance fraud with landlords that are increasing the amount of rent.

Senior Director Smith gave a brief update on long term care COVID-19 cases, the Fernald 2 unit is open, the mock survey in Assisted Living is done and went well, staffing remains a challenge and he gave a brief census and admissions update.

Senior Director Gates reported mother nature has kept them busy this week. The power outage was 28 -29 hours long, water leaks because the drains were overwhelmed, and a brief heat issue in Underhill but it has been resolved. The well drillers are making good progress. She has invited Warrenstreet, Harvey and Revision to next week's meeting.

Senior Director Kivikoski said a mailing went out regarding the educational sessions on the updated PPP. The UKG upgrade is transitioning to the implementation phase. She has an unemployment hearing coming up, she reported on the number of recent new hires and they're starting to think about the new budget process.

IT Manager said she had nothing new to report. Commissioner Coyle commended her for completing the network connection and Wi-Fi in the Commissioners' new offices in the Carlisle building.

Senior Director Nickerson commented on rental assistance fraud with landlords increasing the amounts of rent. Rental assistance will probably be about \$350,000 before they are done with this week. He mentioned the need for another staff member for rental assistance. Discussion ensued regarding the state requesting some of our ERA funds to cover their rental assistance claims. He is busy with quarter-end report filing, he mentioned he will have an updated lost revenue report, and he will apply in February for the EECBG funds.

**E. New Business / Old Business**

No new business/old business to report.

## **F. Public Comment**

There were no public comments.

## **G. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session per NH RSA 91-A:3, II (I), personnel at 2:17 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 2:46 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 and render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu voted yes Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **H. Public Hearing (3:00 pm)**

Commissioner Chirichiello announced the opening of the public hearing on the proposed Epping Meadows Apartments, Epping, NH CDBG Application. A public informational document was available.

Donna Lane read the following aloud:

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 \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in CDBG Housing Grant Funds. Of the grant funds, up to \$25,000 will be retained by the County for administrative/labor compliance costs associated with the project, \$475,000 of the funds will be subgranted to The Housing Partnership: A Non-Profit Corporation. The Housing Partnership: A Non-Profit Corporation will then loan the funds to an entity to be formed that The Housing Partnership: A Non-Profit Corporation will hold a controlling interest in and the loan proceeds will be used toward the acquisition and/or construction of Epping Meadows Apartments project located at 35 Exeter Road, Epping, NH, which will be 35-60 units of new, affordable housing. The loan from The Housing Partnership: A Non-Profit Corporation to the entity to be formed that The Housing Partnership: A Non-Profit Corporation will hold a controlling interest in shall be for a term of no less than 30 years with an annual interest of zero percent (0%) and no payments due until the maturity date of the loan all to be evidenced by a promissory note and secured with a subordinate mortgage lien on the property.

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

Commissioner Chirichiello asked for public comment. There were no public comments.

Commissioner Chirichiello announced the close the public hearing on the proposed Epping Meadows Apartments, Epping, NH CDBG Application.

Commissioner Chirichiello announced the opening of the public hearing on the Residential Antidisplacement and Relocation Assistance Plan.

Donna Lane read the following aloud:

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they

would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement is anticipated as this is new construction.

Commissioner Chirichiello asked for public comment. There were no public comments.

Commissioner Chirichiello announced the close the public hearing on the Residential Antidisplacement and Relocation Assistance Plan.

Commissioner Coyle moved to approve the submittal of the CDBG application and authorize the Chair to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chair to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.


Commissioner Coyle moved to adopt the Antidisplacement and Relocation Assistance Plan. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 3:05 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/02/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 2, 2023 @ 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 Goddu  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Autumn Newsome, Recruiter  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office

Jason Henry, Superintendent, DOC  
Jonathan Halle, Warrenstreet Architects  
Rob Prunier, Harvey Construction  
Dan Weeks, Revision Energy  
**Remote Attendance:**  
Leila Mattila, Commissioners' Office  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt  
Katherin Mann, Sheriff's Office  
Charlie, member of the public

### B. Consent Agenda

#### 1. 01/26/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the January 26, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Long Term Care QAPI Governance and Leadership Statement (approval)

Commissioner Coyle moved to approve the Long Term Care QAPI Governance and Leadership Statement. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. 2023 Long Term Care QAPI Plan (informational)

#### 4. HR Fiscal Year 2023 2<sup>nd</sup> Quarter Recruitment Report (informational)

#### 5. 02/03/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,289,161.62 for the period ending January 28, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Goddu said he had nothing to report.

Commissioner Coyle reported the inmate population was at 150 and they are Covid free. LTC Covid transmission is still high, the State survey team showed up January 30<sup>th</sup> for Assisted Living and it went very well. The Finance Office has been extremely busy and working long days preparing and submitting quarterly reports. We are up to \$25 million of the \$60 million that will be categorized as lost revenue, which is not so confined as how we get to allocate those funds.

Commissioner Chirichiello said he would let his departments give their own updates.

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

- a. Request to Amend 01/26/23 Motion, LTC Repurpose/Title Change Effective Date (approval)

Commissioner Coyle moved to amend the January 26, 2023 motion for the Long Term Care Repurpose/Title Change to reflect an effective date of January 29, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Recruitment Initiatives Expansion (approval)

Commissioner Coyle moved to approve instituting a Rockingham County LinkedIn Landing Page for the purposes of recruitment and retention, overseen by the Recruiter, as recommended by the Senior Human Resources Director. Commissioner Goddu seconded the motion. The recruiter explained what a landing page is, what it is for, and explained there is no cost. Discussion ensued regarding the administrator of the page. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Goddu moved to table the approval to utilize category 6.1 (Revenue Replacement) of the ARPA project funds for "The Rock Talk" podcast and/or advertisements through COAST bus of the suggested additional advertisement opportunities until they have had time to fully discuss it. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor of tabling the motion. Commissioner Goddu stated he would like to have a discussion on the subject, Commissioner Chirichiello said it was a non-debatable motion and it cannot be discussed, it can be put on next week's agenda. Discussion ensued over the last motion and vote. Commissioner Chirichiello asked for the vote again on the motion to table. Commissioner Goddu voted yes, Commissioner Coyle voted yes, Commissioner Chirichiello voted no.

- c. Sign-on Bonus, Nursing (approval)

Commissioner Coyle moved to increase the Nursing Sign-On bonus payments to \$8,000 for LNA's and \$10,000 for LPN's and RN's, as recommended by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued regarding the effectiveness of the sign-on bonuses and it's ARPA money, not coming from the budget, the number of open positions, and how we're trending very high with contracted staff. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **3. Sheriff's Office – Charles Massahos, High Sheriff**

- a. Grant Agreement: Stanton Foundation K-9 Program, \$32,000 (approval)

Commissioner Coyle moved to approve the Stanton Foundation K-9 Program Grant Agreement in the amount of \$32,000, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Discussion ensued regarding the reimbursement amount for salary during training, amount of hours, and number of deployments per month. Voted 2-1, Commissioners Goddu, and Chirichiello in favor, Commissioner Coyle opposed.

- b. Bid Waiver, East Coast K-9, LLC, \$9,000 (approval)

Commissioner Coyle moved to approve the Bid Waiver Request for East Coast K-9 in the amount of \$9,000, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Chirichiello asked Major Bashaw to explain the reason for the bid waiver and he gave a detailed explanation. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Goddu moved to suspend the rules for the purpose of changing the order of the agenda. He said he would like to move ahead to New Business/Old Business before Department Head Updates. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor. Commissioner Chirichiello said he was going to do something similar because the High Sheriff asked him to put him first on updates because he has something on his schedule, and he needs to leave soon.

## **D. Department Head Updates**

The High Sheriff thanked the Commissioners for approval of the K-9, he said the department has been very busy, and the WMUR interview has generated a lot of interest. Discussion ensued regarding recruitment efforts.

Commissioner Goddu said “Point of order, I requested we move, we suspended the rules to take up E before we take up D since there is only one item.” Commissioner Chirichiello apologized, and stated it was already voted on.

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

Commissioner Goddu said he would like to hear all about the recruitment efforts from Human Resources. The recruiter described the different job boards that they use. Discussion ensued regarding the effectiveness versus the cost, and the comments posted on-line, the conversation momentarily shifted to podcasts, back to job boards, then back to podcasts again and the cost.

Commissioner Goddu suggested making a motion to approve the podcast. Discussion ensued regarding the motion being tabled earlier.

Commissioner Goddu moved to override the Chair. Commissioner Coyle seconded the motion. Voted 2-1, Commissioner Goddu and Coyle in favor, Commissioner Chirichiello opposed.

Commissioner Coyle moved to approve utilizing category 6.1 (Revenue Replacement) of the ARPA project funds for “The Rock Talk” podcast for a total of \$2000. Commissioner Goddu seconded the motion. Discussion ensued regarding the need of the equipment, and the idea of using an off-site studio that’s already set up with the equipment. Voted 2-1, Commissioner Goddu and Coyle in favor, Commissioner Chirichiello opposed.

Recess was called at 9:36 am. The meeting resumed at 9:41 am.

#### **D. Department Head Updates (continued)**

##### **1. Engineering & Maintenance/ IT Services – Jude Gates, Senior Director**

- a. New Construction Update with Warrenstreet Architects, Harvey Construction, and Revision Energy (scheduled for 9:30 am)

Jonathan Halle from Warrenstreet, Rob Prunier with Harvey Construction and Dan Weeks of Revision Energy all contributed their piece of the timeline to the history of the new building, including plans, revisions of the plans, and future expectations. Their presentation ended at 10:53 am and they left the meeting.

#### **E. New Business / Old Business (continued)**

Commissioner Coyle suggested creating a subcommittee for opioid abatement funds so we can put a system in place for projects.

Recess was called at 10:56 am. The meeting resumed at 11:00 am.

Discussion continued regarding creating a subcommittee for opioid abatement funds.

#### **D. Department Head Updates (continued)**

IT Manager Robin Bernier has developed a cyber security program. An email has gone out to everyone to participate in a short program. She was invited to Primex to meet with other IT professionals from across the State, was able to do some networking and got some great information on grant money in the pipeline. This meeting will continue as a quarterly meeting.

Recruiter Autumn Newsome gave a staffing update and the challenges of recruitment. Discussion ensued regarding direct hiring from staffing agencies.

Senior Director Kivikoski stated she wanted to resume the Red Cross Blood Drives. Commissioner Chirichiello recommended she go ahead with the planning. She said the next day would be May 5<sup>th</sup>. She also suggested engaging in outreach to the Unions to discuss dates to start negotiations. She gave an



update on UKG and the meetings with Finance. The recruitment video is out and they'll get it going. The MOU has gone out and hopefully things are moving in the right direction.

Senior Director Gates gave an update on the cameras project in the jail, there was an issue with the water treatment facility floats, but things are stable now. The stop valves project was completed. Discussion ensued regarding the water issue in the Sheriff's Office and Department of Corrections. She explained it had never happened before, the drains were clear, they were just overwhelmed.

Senior Director Nickerson gave an update on rental assistance and ARPA reporting. He stated W-2's and 1099's have gone out, UKG meetings continue and March 31<sup>st</sup> is the deadline for department proposed budget.

Superintendent Jason Henry will be in Concord tomorrow for the PTSD study, the RSAT grant is coming to an end this month, he has an Opioid Abatement meeting Monday and will be testifying on HB1229. NHAC and the courts have put together a grant for trauma informed, they'll have 20 spots for training and teaching. They have picked out a company to do the recruitment video for the jail. DHHS has some money for advance cleaning, they're going to do a tour on February 14<sup>th</sup> and possibly working on a Monday through Friday Medical Officer for free. They will be up and running soon with the machine that will allow for in-house Covid, Flu, and Strep testing has come in.

#### **E. Public Comment**

There were no public comments.

#### **F. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session per NH RSA 91-A:3, II (a), personnel at 11:43 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 12:10 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 and render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu voted yes Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **G. Adjourn**

Commissioner Coyle moved to adjourn at 12:11 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/16/2023.



Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 9, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Autumn Newsome, Recruiter  
Jude Gates, Sr. Director E&MS  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Commissioner Goddu  
Robin Bernier, IT Manager

Pat Conway, County Attorney  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt, LTC DON  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Jason Henry, Superintendent, DOC  
Cathy Stacey, Register of Deeds  
Becky Burns, Deputy Register of Deeds  
Scott Priestley, Treasurer

### B. RFP Openings & Awards

#### 1. Opening: Certified Wound Care Nurse Specialist – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: K-9 Grant, 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

#### 1. 02/02/23 Meeting minutes (approval)

Commissioner Coyle moved to table the February 2, 2023 public and nonpublic meeting minutes until they are complete. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. 01/2023 Rockingham County Emergency Rental Assistance (RC ERAP) Report (informational)

#### 3. 02/09/23 Accounts payable list (approval)

List total: \$3,089,631.93, ACH \$1,669,107.00, GL \$6,111.30, Payroll \$12,860.97, Previously authorized by BOC \$665,242.72, Accounts Payable check run \$736,309.94.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$3,089,631.93. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

There was a brief discussion regarding the updated rental assistance report.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

a. Liaison updates

Commissioner Goddu said he had nothing to report.

Commissioner Coyle gave an update on the jail population, a staffing update for the Department of Corrections, a Life Safety inspection occurred at Assisted Living and it went very well, she gave a Covid update, and an update on everything the Finance Office is keeping busy with.

Commissioner Chirichiello said he would let his departments give their own updates.

b. New Building Construction Owner's Project Manager (discussion)

Discussion included cost, funding, who is responsible for approving designs, when we will receive the GMP, and setting up a working session for Warrenstreet to come in and go over the plans with the Commissioners.

Commissioner Coyle moved to approve the hiring of an OPM for the construction of the new building that will house the County Attorney's office, Community Corrections, the Register of Deeds, and the Sheriff's Office. Commissioner Chirichiello seconded the motion. Voted 1-2, Commissioner Coyle voted no, Commissioner Goddu voted yes, and Commissioner Chirichiello voted no.

c. Working Group for Opioid Abatement Fund (discussion)

Commissioner Coyle invited all Department Heads and Elected Officials to start the discussion on how to best utilize the funds and set up parameters. Discussion ensued regarding 14 allowable uses sited in law for the funds and the day and time of the working group.

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

a. Participation Package for the National Opioid Settlements with Teva, Allergan, CVS, Walgreens, and Walmart (approval)

Commissioner Coyle moved to accept the participation package for the national opioid settlements with Teva, Allergan, CVS, Walgreens, and Walmart, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

a. Recruitment Statistics and Initiatives for Consideration (discussion)

- i. Job Board Statistics
- ii. Recruitment and Community Outreach Efforts and Use of ARPA Funds

Discussion covered job board costs, the aging population of tradesmen and other recruitment efforts and ideas.

b. Mental Health Clinician Agreement (approval)

Commissioner Coyle moved to approve the Mental Health Clinician Agreement through the Employee Assistance Program with Exeter Hospital, as submitted by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. SOAR Information Distribution (approval)

Commissioner Coyle moved to authorize Human Resources to distribute information regarding SOAR (survivors of abusive relationships), to make it available to employees, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

a. MAS Staffing Updated Billing Rates (approval)

Commissioner Coyle moved to approve updated agency billing rates for MAS Staffing, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **E. Department Head Updates**

County Attorney Conway reported having some successful trials recently, she gave a staffing update, and they are preparing for the end of Felonies First.

Treasurer Scott Priestley gave a brief update.

Register of Deeds Cathy Stacey gave a brief update.

The High Sheriff had nothing new to report.

Jason Henry updated everyone on Community Corrections, reimbursements for MAT with Opioid Abatement, a new amendment under RSA 30B regarding feminine hygiene products, Felonies First going away will increase the inmate numbers by 70+, they will be making a recruitment video soon, and will begin preliminary talks with immigration.

Senior Director Smith gave a Covid update, he spoke of the Life Safety Inspection in Assisted Living, and there will be a draft of new marketing material soon.

Director of Nursing, Michele Melanson Schmitt reported being in the process of a few mock surveys and they are providing new opportunities for staff education.

Senior Director Gates described the Life Safety Inspection in Assisted Living, and the challenges with the recent extreme weather.

Recruiter Autumn Newsome gave a recruiting update.

Senior Director Kivikoski mentioned the PPP rollout is underway, they continue with the UKG implementation, she is looking into a new program on anti-harassment and discrimination, union negotiations will be starting soon, they have done a workers' comp claim review and she will have an unemployment hearing coming up.

Senior Director Nickerson gave an update on rental assistance, he reported an amendment was filed on House Bill 203, a budget RSA, and he will be at the quarterly PDIP meeting next week.

#### **F. New Business / Old Business**

Commissioner Coyle moved to approve the MOU between the County and the SEIU Local 1984 concerning a one time discretionary bonus. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioner Coyle and Chirichiello in favor, Commissioner Goddu abstained.

Commissioner Goddu mentioned an anonymous letter sent to the Commissioners' Office regarding abusive use of the County credit cards. He investigated and he didn't find anything that was unusual and didn't find anything for the establishment mentioned in the letter. He did question a few things and asked for policies on County credit card use. Senior Director Kivikoski explained policy. Discussion ensued regarding employee retention.

Senior Director Kivikoski mentioned Commissioner Goddu has asked to be in the recruitment video. Making edits will put it over the \$5000 threshold. Commissioner Chirichiello and Coyle asked for a Bid Waiver to come forward for next week's meeting.

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

There were no public comments.

**E. Commissioners' Nonpublic Session**

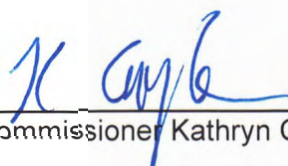
There were no nonpublic sessions requested.

**F. Adjourn**

Commissioner Coyle moved to adjourn at 10:42 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/16/2023.



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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 16, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Robin Bernier, IT Manager  
Katie Casey, Assistant Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Pat Conway, County Attorney  
Jude Gates, Sr. Director E&MS  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt, DON, LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office

### RFP Openings & Awards

#### 1. Opening: Fire Sprinkler 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Flooring, Engineering & Maintenance Building & Jail – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Opening: Motorola Radios & Console – Sheriff's Office

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

#### 4. Award: K-9 Grant Vehicle Upfit Equipment – Sheriff's Office

Commissioner Coyle moved to award the proposal for K-9 grant vehicle upfit equipment to Adamson Industries for an amount not to exceed \$8,585.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### B. Consent Agenda

#### 1. 02/02/23 and 02/09/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 2, 2023 public and nonpublic meeting minutes, and the February 9, 2023 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Adult Medical Day Care Payout Report, December 2022 (informational)

Commissioner Coyle said she will reach out to the organizations to see how they are doing, and report back with an update.

#### 3. Nationwide Employee Engagement Program (informational)

Senior Director Kivikoski gave a brief explanation of the program.

#### 4. Confident Med Spa Employee Discount Offer (informational)

Senior Director Kivikoski gave a brief explanation of the discount offer.

5. 02/17/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,284,520.55 for the period ending February 11, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **C. Reports**

#### **1. Commissioners' Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Chirichiello spoke of the NACo Legislation Conference in Washington, DC that he attended.

Commissioner Coyle announced that the County Convention approved the requested supplemental appropriation to fund the Department of Corrections stipends until the end of June. She gave a staffing update for the Department of Corrections, the jail population and their Covid status. She said Senior Director Nickerson is in Concord today, the Finance Office is busy with audits, and rental assistance. She gave a Covid update in Long Term Care and announced that Driscoll 1 will be opening next week.

Commissioner Goddu said he spoke with Senior Director Kivikoski regarding recruiting opportunities, UNH Cooperative Extension sent him a letter to welcome him to his role and joining them in spreading the word on what they offer to the community, and he is a little focused on the construction of the new building so he will bring that up later.

#### **2. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

a. Bid Waiver Request, Cousineau Forest Products \$53,900 (approval)

Commissioner Coyle moved to approve the Cousineau Forest Products Proposal & Bid Waiver Request in the amount of \$53,900 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **3. Finance Office – Charles Nickerson, Senior Director**

a. Bid Waiver Request, Robert Half Management Resources, \$15,300 (approval)

Commissioner Coyle moved to approve the Robert Half Management Resources Bid Waiver Request in the amount of \$15,300 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

a. Bid Waiver Request, Tap House Media \$5,248.76

Commissioner Coyle moved to approve the Tap House Media Bid Waiver Request in the amount of \$5,248.76 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Signature for Approved Workers' Compensation Third Party Claims Administration Contract (motion only)

Commissioner Coyle moved to authorize the Chair to sign the Workers' Compensation Third Party Claims Administration contract with The Lawson Group for the period of August 1, 2021 through June 30, 2024 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. Exception Request New Hire Benefits Election Deadline – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to personnel policy new hire benefits election deadline for a Department of Corrections employee (C.T.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Senior Director Kivikoski explained the

exception request and said she recommends allowing to cancel the benefit only, and not transfer the funds to another account. Commissioner Goddu rescinded his second for a revised motion. Commissioner Coyle moved to approve an exception request to personnel policy new hire benefits election deadline for a Department of Corrections employee (C.T) to allow the individual to close and/or cancel their dependent care account. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- d. HR/Recruitment YouTube Channel for Posting Marketing/Recruitment Videos and Podcast Videos (approval)

Commissioner Coyle moved to authorize the creation of an HR/Recruitment YouTube Channel and further authorize the use of the YouTube channel for posting the marketing/recruitment videos and podcast videos as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

- a. HealthPRO Management Services Agreement Amendment (approval)

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

- b. PharMerica Pharmacy Service Agreement Amendment (approval)

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

## **D. Department Head Updates**

The High Sheriff announced one of their long-term dispatchers of 23 years has announced their plans to retire. Major Bashaw said he has had discussions with County Attorney Conway, Commissioner Chirichiello, and Senior Director Nickerson regarding the issues that will arise when Felonies First ends and the possibility of a multi-year contract attorney to handle the increase in cases and use the ARPA funds in Attorney Conway's budget. They will bring forward agenda items for approvals.

County Attorney Conway gave an update on a current case, as well as her department staffing update.

Superintendent Henry stated he is very happy about the approval of the supplemental appropriation and thanked everyone. He gave a Covid update and mentioned the rate of violence is increasing in the jail.

Senior Director Smith gave a Covid update, announced his new Executive Assistant started this week, they will be doing some community outreach by offering educational session for residents' family members on the difference between Medicare and Medicare Advantage plans sometime in March. Their annual disaster plan page turner is complete, they will conduct a large-scale disaster drill in the near future, and Driscoll 1 will be opening next week with 5 dedicated rooms for hospice.

Senior Director Gates reported on the latest permitting issue; the Army Corp of Engineers suggested we let part of the land go back to forest, a direct conflict to what Fish & Game wants, which is a hay field for the Eastern Meadow Lark. She should have things worked out by then end of the week. She finalized her report with a staffing update.

Katie Casey, Assistant Finance Director said the Finance Office is busy with audits and rental assistance. They will be doing two check runs per week for rental assistance going forward due to the volume.

IT Manager, Robin Bernier gave a 5-week update on the statistics of the Board of Commissioners meeting YouTube videos and reported the cybersecurity program KnowBe4 that was sent to everyone is 51% complete after 3 weeks.



Senior Director Kivikoski announced PCN's were issued this morning for the long term care Union staff due to the finalization of the MOU. They have been working on the UKG implementation, she will be looking for any title changes or additional position requests from the departments, and Union negotiations start next week.

### **New Business / Old Business**

Commissioner Goddu started discussion on construction contracts and budget for the new building and asked some questions. Discussion ensued. Commissioner Chirichiello stated the Senior Director of Finance is not here, so we can continue this conversation when he's present.

### **D. Public Comment**

There were no public comments.

### **E. Commissioners' Nonpublic Session**

1. Commissioners' Office – Brian Chirichiello, Chair
  - a. Nonpublic session NH RSA 91-A:3, II (I) legal
2. Long Term Care Services – Jason Smith, Senior Director
  - b. Nonpublic session NH RSA 91-A:3, II (a) personnel

Commissioner Coyle moved to enter Nonpublic Session at 9:39 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 10:06 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the Long Term Care nonpublic session indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the Human Resources nonpublic session 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **F. Adjourn**

Commissioner Coyle moved to adjourn at 10:07 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/23/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 24, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

#### Remote Attendance:

Commissioner Coyle

Jason Henry, Superintendent, DOC  
Jude Gates, Sr. Director E&MS  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt, LTC DON  
High Sheriff Massahos  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Single Door Blanket Warming Cabinet – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Skilled Nursing Facility Mock Survey – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Award: Motorola Mobile Radios and Console – Sheriff's Office

Commissioner Coyle moved to award the proposal for Motorola mobile radios and console to 2-Way Communications, Inc of Portsmouth, NH for an amount not to exceed \$31,546.27, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

#### 1. 02/16/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 16, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. 02/23/23 Accounts payable list (approval)

List total: \$2,336,520.92, ACH \$188.10, GL \$469,545.59, Payroll \$5,158.21, Previously authorized by BOC \$472,495.32, Accounts Payable check run \$1,389,133.70.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$2,336,520.92. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### a. Liaison updates

Commissioner Goddu said he had nothing to report but he requested that all ODD's include all Commissioners if they email w weekly report.

Commissioner Coyle gave an update on an Assisted Living project, a Covid update in Long Term Care, she mentioned a proposal under a House Bill that may repeal licenses for LNA's. The jail population is at 140, she explained their Covid status and mentioned a possible revenue source for the jail. She gave an update on rental assistance, mentioned union negotiations have started and said we are waiting on FEMA funds, and there is a walk-in for a grant application to help with projects.

Commissioner Chirichiello said he would let his departments give their own updates, he mentioned union negotiations and reported he attended a webinar.

#### b. Vote to Unseal the January 5, 2023 Board of Commissioners Nonpublic Minutes (approval)

Commissioner Coyle moved to unseal the January 5, 2023 Board of Commissioners Nonpublic minutes as it related to session #2 only. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 February 17, 2023 for an inmate received from Hillsborough Department of Corrections on February 12, 2023 pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### b. Out of State of Conference (approval)

Commissioner Coyle moved to approve an out of state conference and travel for a Department of Corrections employee (J.M.) to attend the national American Jail Association (AJA) Objective Jail Classification training held March 14 – 16, 2023, at an estimated total cost of \$3,520.00, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

#### a. Indeed Job Board (informational/discussion)

Discussion included multiple accounts to be merged into one, and comments that have been posted.

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

#### a. Request for Use of ARPA Project Funds, Expenditure Category 1.4 (approval)

Commissioner Coyle moved to approve the use of ARPA project funds, expenditure category 1.4 for the purchase of personal protective equipment for two PARP respirators in the amount of \$4,894.68 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **E. Department Head Updates**

Senior Director Nickerson discussed Emergency Rental Assistance program, asked the departments to start working on their budgets, explained the GOFERR grant that he is asking to apply for, reported being busy with grants and they continue with the UKG upgrade.

Commissioner Coyle moved to authorize the Senior Director of Finance to apply for a grant on behalf of the County under GOFERR emergency equipment program and authorize the Senior Director of Finance to sign all necessary documents on behalf of the County. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Senior Director Kivikoski mentioned the UKG upgrade, open enrollment is approaching, she has been busy with union negotiation meetings, PCN's for the Department of Corrections MOU are in process and they are working on budget and wage analysis.

Commissioner Coyle moved to approve the weekly stipend payments of \$270 for the Lieutenants and the Assistant Superintendent of the Department of Corrections from February 12, 2023 through June 17, 2023 and further approve continuation of the pick-up bonus for Lieutenants and Assistant Superintendent through June 17, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle gave a shout out to the High Sheriff and the Superintendent. Northwood PD needed help over the weekend. She called the High Sheriff on Sunday and he was very helpful. There was an arrestee at the hospital, and they needed help. The Sheriff and the Superintendent both stepped in and worked as a team to help out.

The High Sheriff said he appreciates the comments, teamwork is the key to success. He gave a staffing update.

Superintendent Henry agreed with the High Sheriff about teamwork, the local PD's are struggling and they reach out to both department to see if we can help, and if we can, we will. DHHS toured the facility, and they are looking at supplying some PPE at no cost and offering some training on cleaning. He had some preliminary talks with ICE regarding immigration holds. The debit release system starts this week, and he gave a brief staffing update.

Commissioner Chirichiello mentioned an article in the Union Leader this morning stating Fentanyl test strips are illegal and asked the High Sheriff and the Superintendent if they knew anything about it.

Senior Director Gates reported storm cleanup went well, waiting on the next round, busy with budget preparation, starting on renovations on the Delegation building, did a walk through with Senior Director Smith in Driscoll 1 to see what he had in mind for renovations, the Superintendent asked for ten panic buttons in the jail so she will receive a proposal from Honeywell soon. She gave an update on the plans for the new building. Discussion included the March 9<sup>th</sup> meeting with WarrenStreet and concluded a representative from Harvey Construction should be there. Commissioner Coyle requested Commissioner Goddu share his list of questions with her and Commissioner Chirichiello before the March 9<sup>th</sup> meeting. He agreed he would share them as soon as he is done with them.

Register of Deeds Cathy Stacey reported a large transaction in Newington, and mentioned they are working on a re-indexing project for old documents.

Senior Director Smith mentioned the renovations on the community room, their compliance program is on target, TV monitors were installed in the Singer entrance and main entrance for communications, resident council meeting went well, they are working on resolving some issues with the new pharmacy provider.

Director of Nursing, Michele Melanson Schmitt gave a brief Covid update.

Commissioner Coyle read a very nice letter that was received from a former resident's family member.

## **F. New Business / Old Business**

Commissioner Chirichiello asked Senior Director Gates to check with Ron at Harvey Construction to see if he is available to attend the meeting on March 9<sup>th</sup>.

Senior Director Kivikoski asked to get a legal review on two release forms that they would like to add to the orientation package as they relate to the podcasts.

Commissioner Coyle moved to approve a weather emergency pursuant to Personnel Policies and Procedures chapter 8-4 for Wednesday, February 22, 2023 beginning at 11:00 pm (or the start of third shift as defined by the department) through Thursday, February 23, 2023 at 8:00 am (or the start of first shift as defined by the department). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Goddu gave a synopsis of a conversation he had with someone from a company in Nashua that offers artificial intelligence services for recruitment. Commissioner Chirichiello asked for the information to review.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

1. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Coyle moved to enter Nonpublic Session at 9:25 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 9:59 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:00 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/02/2023.



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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 2, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

#### Remote Attendance:

Commissioner Coyle  
Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC

Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt, LTC DON  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Linda O'Connell, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Ascom Wireless Upgrade – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Computer Equipment – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Award: Fire Sprinkler Testing – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for fire sprinkler testing to Hampshire Fire Protection Co., LLC for an amount not to exceed \$6,400 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 4. Award: Flooring, Engineering and Maintenance Building & Jail – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for flooring, Engineering and Maintenance building and jail to Cadieux's Flooring for an amount not to exceed \$8,442 for the Engineering and Maintenance building and \$12,425 for the Department of Corrections as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to authorize reallocation of \$3,925 of the \$4,984 unspent funds in the completed HR building ADA code update project to complete the flooring project as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

#### 1. 02/24/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 24, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

2. Long Term Care 2023 Compliance Workplan (informational)
3. 03/03/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,329,589.84 for the period ending February 25, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

- a. Liaison updates

Commissioner Coyle updated us on the jail population and their Covid status. Long Term Care conducted their disaster drill, Assisted Living will be going back to plated meals in the dining area, staff appreciation day tomorrow in Long Term Care. Finance is busy with audits, she spoke of the emergency rental assistance program and their staffing situation. She announced it is officially budget season.

Commissioner Goddu had nothing to report.

Commissioner Chirichiello had nothing to report.

##### **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 February 24, 2023 for an inmate transferred to Carroll County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

##### **3. Finance Office – Charles Nickerson, Senior Director**

- a. Lease Reimbursement Resolution (approval)

Senior Director Nickerson explained the lease reimbursement resolution.

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 four (4) 2023 Ford Explorer Police Interceptors and one (1) 2023 Ford F-250 pickup truck (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 \$203,143. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Grappone Ford. (\$203,143 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 March 2, 2023.

Commissioner Coyle moved to adopt the foregoing resolution as written and read, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

##### **a. Core Medical Group Staffing Agreement (approval)**

Commissioner Coyle moved to approve the Core Medical Group staffing agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

##### **b. GetMed Staffing, Inc. Staffing Agreement (approval)**

Commissioner Coyle moved to approve the GetMed Staffing, Inc. staffing agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 American College of Health Care Administrators (ACHCA) Spring regional conference held May 24 – 26, 2023 in Newport, RI, at an estimated total cost of \$950.30 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **E. Department Head Updates**

Senior Director Kivikoski gave an update on the UKG implementation, she said she has been involved in budget meetings involving regrades and repurposing of positions, union negotiations, getting prepared for the mental health provider, and benefit renewal may need to happen earlier than usual because of the UKG upgrade implementation. She ended her update with a recruitment update.

Senior Director Smith reported the life safety updates in Assisted Living are being worked on, he gave a Covid update, a staffing update, and he spoke about the disaster drill.

Director of Nursing, Michele Melanson Schmitt gave a brief Covid update.

County Attorney Conway gave a case update, she said she is very proud of her staff. She gave a staffing update and thanked Human Resources for their efforts.

Superintendent Jason Henry gave a Covid update, he said he had a meeting regarding new furnishing for the new building, and they are working on the budget.

Senior Director Gates reported working on the mental health clinician's room, and renovations on the solarium in Assisted Living.

Register of Deeds Cathy Stacey reported a large commercial purchase in Plaistow.

The High Sheriff gave a brief staffing update.

Robin Bernier had nothing to report.

Senior Director Nickerson reported working on audits, the budget, they will have a budget workshop mid-March sometime and will send out a notification to everyone. He will have someone from Finance send out a notification to Non County Specials applicants. Commissioner Chirichiello asked to have a Zoom meeting with each non county special funding applicant. Senior Director Nickerson completed his report with an update on FEMA revenue.

#### **F. New Business / Old Business**

Commissioner Coyle moved to approve two Memorandums of Understanding (MOU's) regarding overtime, one with Teamsters Local #633 of New Hampshire, representing Rockingham County Department of Corrections Supervisors, and one with NCEU, Local 118, representing Rockingham County Department of



Corrections Correctional Officers, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Goddu said he wants copies of invoices paid to Harvey Construction and Warrenstreet to date and he would like to have them before next week's meeting. He requested to send a letter to Harvey Construction asking for a copy of the contract they executed with Revision Energy for our solar project. Discussion ensued. All Commissioners agreed they would wait until after the March 9<sup>th</sup> discussion with Warrenstreet and Harvey Construction to decide what information is lacking and how to move forward. Commissioner Goddu stated he wanted to know what wiring has been planned for the new meetings room for recording meetings. Senior Director Gates said it was considered and is part of the plan.

Commissioner Chirichiello mentioned the state and federal government has instructed their employees not to have TikTok installed on their work cell phones. Discussion ensued regarding the current policy and a mobile device management system. Senior Director Kivikoski said she would suggest a form for all employees with a County issued device to sign and she would bring something forward for the Board to approve. Commissioner Goddu suggested all devices, not just cell phones.

### **G. Public Comment**

Linda O'Connell said she was there for an RFP opening and enjoyed listening to the meeting because she lives in the community, but she had no other comments.

### **H. Commissioners' Nonpublic Session**

1. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel

Commissioner Coyle moved to enter Nonpublic Session at 9:22 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 10:06 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Chirichiello voted yes.

### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:07 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/09/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 9, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Pat Conway, County Attorney

Jason Henry, Superintendent, DOC  
Robin Bernier, IT Manager  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt, LTC DON  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Fuel 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: HVAC System Cleaning – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Award: RS2 Support Agreement – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for RS2 Support Agreement to A3 Communications for an amount not to exceed \$13,590.00 for a period of three years beginning March 13, 2023 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT, and the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

#### 1. 03/02/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the March 2, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Adult Medical Day Care Payout Report, January 2023 (informational)

#### 3. Emergency Rental Assistance Program Report, February 2023 (informational)

#### 4. Recruitment Bi-Weekly Report (informational)

#### 5. 01/05/23 Accounts payable list (approval)

List total: \$3,154,639.36, ACH \$1,789,347.40, GL \$12,858.82, Payroll \$15,893.76, Previously authorized by BOC \$489,287.84, Accounts Payable check run \$847,251.54.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$3,154,639.36. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

###### a. Liaison updates

Commissioner Coyle gave an update on the Department of Corrections jail population, their Covid status and mentioned one of their employees will be attending a conference. She announced that this month is the 20<sup>th</sup> anniversary for the Ernest P. Barka Assisted Living community, and they're still working on renovations. She gave a Covid update for Long Term Care Services. She announced the federal government has unexpectedly made a third claw back of money for emergency rental assistance. Senior Director Nickerson explained the situation. Commissioner Coyle said she would need to excuse herself soon due to a court hearing and rejoin the meeting after from Superintendent Henry's office.

Commissioner Goddu reported two large real estate transactions for the registry of deeds.

Commissioner Chirichiello gave an update on union negotiations, he gave an update on House Bill 284 which will raise the \$5000 limit on competitive bidding to \$10,000, and announced the hiring of a new grant writer. He said we're going to try to apply for new consoles for dispatch through CPF requests. He mentioned that the National Guard has been called in to help with administrative work at the state prison.

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

###### a. Victims of Crime – Federal Grant (ARPA) Application, \$50,000 (approval)

Commissioner Goddu moved to approve the submission of the Victims of Crime Federal (ARPA) Grant application in the amount of \$50,000 and authorize the County Attorney to submit electronically on behalf of the County, as recommended by the County Attorney. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

##### **3. Department of Corrections – Jason Henry, Superintendent**

###### a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Goddu moved to approve two inmate administrative transfers dated March 6, 2023, transferring one inmate to Belknap County DOC and receiving one from Carroll County DOC, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

##### **4. Finance Office – Charles Nickerson, Senior Director**

###### a. Select Actuarial Services Engagement Letter (approval)

Commissioner Goddu 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 2-0, Commissioners Goddu and Chirichiello in favor.

##### **5. Human Resources – Alison Kivikoski, Senior Director**

###### a. Cash Out of Excess Earned Time (approval)

Commissioner Goddu moved to approve the cash out of the remaining Excess Earned Time balance for two employees, K.W. and K.C., in the March 31, 2023 payroll as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

###### b. Exception Request 7-3 – Engineering and Maintenance Services (approval)

Commissioner Goddu moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for an Engineering & Maintenance Services employee (B.G.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

c. General Leave – Long Term Care Services (approval)

Commissioner Goddu moved to approve a general leave request for a Long Term Care Services employee (C.O.) with County portion of all benefits to continue for the period 03/17/23 through 04/17/23, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

d. Weather Emergency PPP 8-4 Saturday, March 4, 2023 (approval)

Commissioner Goddu moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4 for Saturday, March 4, 2023 beginning at 7:00 am (or the start of first shift as defined by the department) through 3:00 pm (or the start of second shift as defined by the department), as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

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

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

Commissioner Goddu moved to approve an Adult Medical Day Care grant dated March 1, 2023 to Easterseals for an additional client (A.B.), as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

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

Commissioner Goddu moved to approve an Adult Medical Day Care grant dated March 1, 2023 to Easterseals for an additional client (P.H.), as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

c. Career Staff Unlimited Amended Staffing Service Agreement (approval)

Commissioner Goddu moved to approve the Amended Staffing Service Agreement for Career Staff Unlimited, 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 Goddu and Chirichiello in favor.

d. TLC Supplemental Staffing Service Agreement (approval)

Commissioner Goddu moved to approve a Supplemental Staffing Service Agreement for TLC Nursing, 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 Goddu and Chirichiello in favor.

**E. Department Head Updates**

Senior Director Smith gave a health update for Assisted Living, they have been celebrating Social Services month, he gave a staffing update.

Director of Nursing, Michele Melanson Schmitt reported they are preparing for survey and she gave an update on admissions.

The High Sheriff said he would let the Major give their update. Major Bashaw explained their situation with the totaled K-9 vehicle and explained a couple of different options to replace the vehicle. Katherin Mann

explained they would need a line item transfer, a change order for the equipment and a bid waiver to purchase the vehicle. Commissioner Goddu and Commissioner Chirichiello are both in favor. Major Bashaw said he would speak with Commissioner Coyle later today.

Major Bashaw said the placeholder to be considered to apply for the new consoles with the CPF requests is due Monday, so he will be requesting signatures on a letter of support from the Commissioners to be submitted by Monday. He explained another project regarding tying into the state dispatch system in case of a catastrophic event and feels this project may be supported by these funds.

Commissioner Chirichiello announced that Commissioner Coyle has rejoined us from Superintendent Henry's office.

IT Manager Robin Bernier gave a staffing update.

Superintendent Jason Henry announced a long term employee has submitted his paperwork for retirement. He gave an update on the immigration holds, he's working on moving to the Central Square software at the same time as the Sheriff's Office.

Senior Director Gates gave an update on the new building furnishings. There was a Conservation Commission meeting in Brentwood last night that went well.

Senior Director Kivikoski stated she has been busy with union negotiations, she gave an update on the UKG upgrade and a recruitment update.

Senior Director Nickerson gave an update on emergency rental assistance, he stated DHHS has completed their audit on our Medicaid cost report from 2022 which will determine our proshare amount. He announce receiving a 2021 award letter for materials project from FEMA. He has been busy with union negotiations and UKG implementation meetings.

County Attorney Conway gave a staffing update.

## **F. New Business / Old Business**

### **1. Walk-In for HR, Change Order Request for Tap House Media.**

Commissioner Coyle moved to approve a change order request for Tap House Media for an amount not to exceed \$5,698.76, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Goddu read from the minutes of the January 12, 2023 Board of Commissioners meeting, the approved motion made to record and post all meetings going forward and post them on the website. He asked if we were recording the two meetings scheduled for later today. Discussion ensued, Commissioner Goddu disagrees with Commissioners Chirichiello and Coyle on why they feel the other two meetings scheduled for later today do not need to be video recorded and published.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session NH RSA 91-A:3, II**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Nonpublic session NH RSA 91-A:3, II (a) personnel**

Commissioner Coyle moved to enter Nonpublic Session at 9:42 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor. There was a recess from 9:42 am to 9:57 am while Commissioner Coyle made her way back to the Maureen Barrows Conference Room.

Commissioner Coyle moved to exit Nonpublic Session at 10:50 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**I. Adjourn**

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/16/2023.



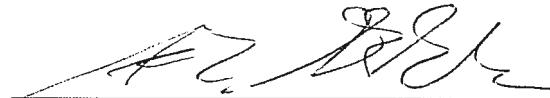
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Commissioner Kathryn Coyle, Clerk



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Commissioner Brian Chirichiello, Chair



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Commissioner Steven Goddu, Vice-Chair



# Rockingham County Commissioners

## Opioid Abatement Funds Working Group Session Minutes

The Hilton Auditorium, 117 North Rd, Brentwood, NH  
Thursday, March 9, 2023 @ 1:00 pm

### Attendance

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

Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Rich Sawyer, Sheriff's Office  
Megan McGowan, County Attorney's Office  
Pat Conway, County Attorney

Discussion began with the amount of money the County would be receiving. Senior Director Nickerson said we have already received \$1.38 million, and we will receive over the next 18 years a total of \$2.9 million. Superintendent Henry is waiting for MAT reimbursement round to open up.

Discussion ensued regarding the 14 allowable categories for allocation of funds. It was mentioned that there is no format for reporting and it's unclear if it's strictly for the 14 categories. Commissioner Coyle asked if we should open this up to other subrecipients and suggested two categories; long term and short term. The High Sheriff said all the Department Heads should make a list with their ideas and come back to discuss them. Commissioner Coyle asked they should decide on an annual limit. Major Bashaw replied that there may be projects that will cost more than an annual cap.

Attorney Conway would like to use it to send people to drug court training. She mentioned there is high risk and Diversion (low risk) but there isn't anything for intermediate individuals. She said it could also be used for extradition and victims of crimes; a lot are homeless.

Senior Director Smith said it may open up further admissions if we expand on drug treatment. We have an unused section we could use for housing, but it would require a lot more training and a lot more staff.

It was decided the Department Heads would create their wish lists categorizing long term and short term and estimated costs. Lists to be submitted to Linda Stilkey by Monday, 3/20/23 and we will meet again two weeks from today on Thursday, 3/23/23 at 1:00 pm.

Session adjourned at 1:45 pm.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/23/2023.

Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 16, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
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. Opening: Painting Long Term Care Facility Kitchen – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Award: Ascom Wireless Upgrade – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for Ascom Wireless Upgrade to Carousel Industries for an amount not to exceed \$179,210.04, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Award: Fuel Contract – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for fuel contract to Haffner's Energy Group for the period of April 1, 2023 to March 31, 2024 for a cost of \$3.049 per gallon for heating oil, and a cost of \$3.399 per gallon for diesel fuel, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 4. Award: Skilled Nursing Facility Mock Survey – Long Term Care Services

Commissioner Coyle moved to award the proposal for skilled nursing facility mock survey to Polaris Group for an amount not to exceed \$11,949, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to approve one additional day to conduct an infection control risk assessment to be held in conjunction with the mock survey at a cost not to exceed \$1,550, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

#### 1. 03/09/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the March 9, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.



2. 03/17/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,308,199.44 for the period ending March 11, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Reports**

**1. Commissioners' Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Chirichiello recognized Director of Nursing, Michele Melanson Schmitt, and Nurse Practitioner, Donna Roe for being selected as 2023 recipients of New Hampshire Magazine's Excellence in Nursing Awards. He also commended Senior Director Smith for his work in Long Term Care. He said he would like to do something for Officer Michael Evans to thank him for going above and beyond, and he congratulated Cathy Stacey and Commissioner Goddu for winning the elections in Salem.

Commissioner Goddu said he had nothing to report.

Commissioner Coyle also recognized Director of Nursing, Michele Melanson Schmitt, and Nurse Practitioner, Donna Roe as well as Senior Director Smith. She gave a Covid update for the jail and long term care. She announced a transition for the emergency rental assistance program and reported the Finance Office is busy with the UKG upgrade. She stated the jail population is at 144, gave a staffing update for the Department of Corrections and congratulated Cathy Stacey and Commissioner Goddu.

b. Change Order Request, Adamson Industries \$8,585 (approval)

Commissioner Coyle moved to approve a change order request for Adamson Industries for an amount not to exceed \$8,585, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to amend the proposal award for K-9 Grant, vehicle upfit equipment, awarded to Adamson Industries on February 16, 2023 in the amount of \$8,585 to include the amount on the change order request for a total of \$17,170. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**2. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

a. Change Order Request, Nobis Group \$31,500 (approval)

Commissioner Coyle moved to approve a change order request for Nobis Group for an amount not to exceed \$31,500, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Out of State Conference (approval)

Commissioner Coyle moved to approve an out of state conference and travel for a Finance Office employee (C.N.), to attend the 2023 Tyler Technologies user conference held May 7 – 10, 2023 in San Antonio, TX for an estimated total cost of \$3,269, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Proposed Policy & Procedure Changes for Rockingham County Emergency Rental Assistance Program (approval)

Commissioner Coyle moved to approve the proposed changes to the Rockingham County Emergency Rental Assistance Program (RC ERAP), as listed on the memo from the Senior Director of Finance dated March 14, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

##### **a. Employee Retention and Engagement/ARPA Project Fund (approval)**

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the memo from Human Resources, utilizing the category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **b. Exception Request 7-3 – Long Term Care Services (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rates, for a Long Term Care employee (H.M.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **c. Weather Emergency PPP 8-4 (approval)**

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4 for Tuesday, March 14, 2023 beginning at 7:00 am (or the start of first shift as defined by the department), including 3:00 pm (or the start of second shift as defined by the department), through 11:00 pm (or the start of third shift as defined by the department), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

##### **a. Adult Medical Day Care (AMDC) Grant Request – Senior Class (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated March 13, 2023 to Senior Class for an additional client (I.L.), as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **b. Line Item Transfer (approval)**

Commissioner Coyle moved to approve a line item transfer request in the amount of \$36,000 dated March 13, 2023 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

##### **a. US Marshals Service MOU (approval)**

Commissioner Coyle moved to approve the US Marshals Service Fugitive Task Force MOU and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Major Bashaw explained the MOU and discussion ensued regarding cost and the benefits of having Deputies on the task force. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **E. Department Head Updates**

Register of Deeds Cathy Stacey commented on one of the employee retention efforts and thanked the Commissioners for allowing staff to leave early on Tuesday.

Superintendent Jason Henry has been busy working on the budget, he has a couple of things for nonpublic, and announced their replacement vehicle is ready for delivery.

The High Sheriff said he wanted to personally thank all the Dispatchers for their hard work, he gave details on the number of calls per shift that came through Dispatch on Tuesday and said the Major has a meeting on Monday with Congressman Pappas's staff regarding the funding for the new consoles.

Senior Director Smith gave a Covid update, announced there was an article published with Seacoast Online regarding the Assisted Living community. He gave details on the awards for Director of Nursing,

Michele Melanson Schmitt, and Nurse Practitioner, Donna Roe.

Senior Director Kivikoski has been working on benefit open enrollment, and the policy for social media app Tik Tok.

Senior Director Gates recognized Officer Michael Evans for his extra efforts during the latest snow storm. They are currently working on the Delegation building projects, busy working on the budget, there have been server issues at the jail, she gave a staffing update, and explained the new standard adopted by the US EPA on drinking water. She mentioned permitting is going forward, and Fish and Game has sent a proposed Eastern Meadowlark management program for approval next week. She announced Harvey Construction wants two more weeks for the GMP on the new building. She explained that the big vendors are pushing for more time on the bids and it will benefit us with lower costs. She said their new delivery date for the GMP is April 20<sup>th</sup>. Commissioner Goddu said he would like the Commissioners to have two weeks to review the document once we receive it. Discussion ensued.

IT Manager Robin Bernier is taking steps to block Tik Tok on all County networks and devices and the employee cyber security education is at 70% completion. She reminded everyone to get it completed. She announced a new Desktop Tech started Monday.

Senior Director Nickerson said they held a budget workshop. He reviewed the projected timeline for each step of the budget process for the next 3 months.

Superintendent Henry wanted everyone to be aware of a Bill that would apply OSHA standards to all municipalities and all Counties. A of people will be testifying against it.

#### **F. New Business / Old Business**

Commissioner Goddu brought up a couple of concerns he has about the new building budget. He wants to make sure we earmark enough funds. He pointed out that we're having others manage independent testing and inspections and said we could be doing it ourselves to save money. Discussion ensued.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 10:00 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 11:11 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 Goddu seconded the motion. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 11:12 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/23/2023.



Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 23, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR (8:38 am)  
Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Jude Gates, Sr. Director E&MS

Robin Bernier, IT Manager  
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  
Cathy Stacey, Register of Deeds (8:35 am)

### B. RFP Openings & Awards

#### 1. Opening: Bladder Scanner – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Refurbish Hospice Suites and Family Room – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Opening: Contracted Prosecution Services – Sheriff's Office

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

#### 4. Award: HVAC System Cleaning – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for HVAC system cleaning to AirCare Environmental Services for an amount not to exceed \$2,625 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 5. Award: Computer Equipment – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for computer equipment to ArchAngels for an amount not to exceed \$48,249.10 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

- 03/16/23 Board of Commissioners Meeting minutes, 03/09/23 Q&A Session with Warrenstreet Architects & Harvey Construction minutes, 03/09/23 Opioid Abatement Funds Working Group Session minutes (approval)

Commissioner Coyle moved to approve the March 16, 2023 Board of Commissioners public and nonpublic meeting minutes, the March 9, 2023 Q&A Session with Warrenstreet Architects & Harvey Construction

minutes, and the March 9, 2023 Opioid Abatement Funds Working Group Session minutes. Commissioner Goddu seconded the motion for discussion. Commissioner Goddu said he hasn't seen the minutes for Warrenstreet. Leila said she sent an email asking to table it. Commissioner Coyle revised her motion to table the 03/09/23 Q&A Session with Warrenstreet Architects & Harvey Construction minutes and to move forward with the rest. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor. Commissioner Goddu said he wants to comment that we are out of compliance with 91-A. He said minutes are supposed to be posted 5 days after we have a meeting. He said to Commissioner Chirichiello that he's the Chair and he's in charge but he's just noting that we are out of compliance every week. He said he's not particularly concerned with every week but now we have two weeks where the public's not getting informed as they would expect. Commissioner Chirichiello asked him if any constituents were complaining. Commissioner Goddu said no, he has not received any complaints so far, he was just noting that we're supposed to have minutes within 5 days. Commissioner Coyle explained that we can either have quality minutes, which is what Leila produces for us week in and week out, or we can have very boilerplate, nondescriptive minutes which would be in compliance in the technical sense but not in the spirit. She went on to say that it is a huge undertaking drafting minutes and it is incredibly time consuming. She explained that now we have YouTube video for our meetings. Commissioner Goddu said it was decided that we wouldn't video record the Warrenstreet meeting. Commissioner Coyle said working sessions such as the Opioid Abatement Funds Working Group Session where decisions aren't made don't need to be recorded because the true essence of it is to generate ideas. Ultimately once something needs approval, it comes in front of the Board, and it will be video recorded then. She said working groups don't need any of the Commissioners there, but it would be nice if one of us is there. She suggested they nominate one Commissioner as liaison, or they can all take turns at the meetings. Commissioner Goddu said that if more than one Commissioner is in a room, discussing county business, it's a public meeting and 91-A says you have to take and publish minutes. He said that would be good remedy if we did not have more than one Commissioner in a room during that session, he would be in agreement with that, but meanwhile, we need to comply with the law. Commissioner Chirichiello said "So noted, let's move on."

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Department of Corrections (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2010 Ford #450 bus from the Department of Corrections surplus with the item to be sold through competitive bidding. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

3. Adult Medical Day Care Payout Report, February 2023 (informational)

4. Recruitment Bi-Weekly Report (informational)

5. 03/23/23 Accounts payable list (approval)

List total: \$2,171,268.15, ACH \$125,086.94, GL \$8,609.75, Payroll \$5,737.75, Previously authorized by BOC \$379,106.89, Accounts Payable check run \$1,652,726.82.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$2,171,268.15. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### a. Liaison updates

Commissioner Coyle pointed out the latest ERAP check run and asked Senior Director Nickerson how the transition to the program was going. He gave a brief update. Commissioner gave an update on Long Term Care Services, a staffing update at the jail, their inmate population is at 148 and there is an extremely high mental acuity level right now.

Commissioner Goddu said he had nothing to report.

Commissioner Chirichiello said he has been involved in union negotiations and Chris Pappas' staff is interested in earmarks for us replacing some dispatch consoles. He said a House Representative in Finance asked him to prepare a lecture series on "How to run a County" for his Merrimack County compatriots. He is very envious in our sub \$1 tax rate compared to their \$2 rate. Commissioner Chirichiello said he thinks that a great compliment to Rockingham County.

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

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

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,015 dated March 16, 2023 as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### b. Line Item Transfer Request Walk-In (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$43,266 dated March 21, 2023 as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **3. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

### a. Proposed Eastern Meadowlark Management Plan (approval)

Commissioner Coyle moved to approve the Eastern Meadowlark Management Plan as outlined by the New Hampshire Fish & Game Department and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### b. NWN Carousel Ascom Wireless Upgrade Proposal and Agreement (approval)

Commissioner Coyle moved to approve the NWN Carousel Ascom wireless upgrade proposal and agreement and authorize the Chair to sign all necessary documents, as recommended by the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle mentioned there was a second part of the HVAC award that was missed and she moved to revise that motion and will make a new motion. Commissioner Goddu rescinded his second. Commissioner Coyle moved to award the proposal for HVAC system cleaning to AirCare Environmental Services for an amount not to exceed \$25,390 and to Airduct Klean for a an amount not to exceed \$2,625, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Commissioner Goddu asked where the \$25,000 came from. Commissioner Coyle said it was always there, it was just missed. Commissioner Goddu said but it's not written. Commissioner Coyle pointed out that it's on the support page in the file. Commissioner Goddu said, so the motion wasn't prepared quite right. Leila responded "That's correct". Commissioner Goddu replied "Understood". Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **4. Finance Office – Charles Nickerson, Senior Director**

### a. Lease Reimbursement Resolution (approval)

Commissioner Coyle to read out loud:

**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 two (2) 2023 Ford Explorer Police Interceptors (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 \$87,116. The vendors supplying the Equipment, to whom monies would be advanced by the County, are Grappone Ford (\$43,266) and McFarland Ford Sales Inc. (\$43,850).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on March 23, 2023.

Commissioner Coyle moved to adopt the foregoing resolution as written and read, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**5. Human Resources – Alison Kivikoski, Senior Director**

- a. Mental Health Clinician Office Furnishings – ARPA Project Fund (approval)

Commissioner Coyle moved to approve utilizing category 1.12 (Mental Health Services) of the ARPA project funds to purchase office furnishings as outlined in the memo from Human Resources dated March 20, 2023 for the Mental Health Clinician office space, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- b. Social Media App Policy (approval)

Commissioner Coyle moved to approve the amendment to Personnel Policies and Procedures Chapter 17-9, Social Media Policy, effective March 23, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and then asked what the changes are. Commissioner Coyle said the information is in our packet. Senior Director Kivikoski handed him a hard copy to review. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- c. Wellness Event – Chair 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- d. Wellness Event – Healthy BINGO (approval)

Commissioner Coyle moved to approve a wellness activity with raffle drawings, Healthy BINGO, utilizing Cigna wellness dollars as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- e. Wellness Event – Spring Wellness Webinar (approval)

Commissioner Coyle moved to approve a Spring wellness webinar activity and raffle prize drawing utilizing Cigna wellness dollars as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- f. Non-Essential Staff March 14, 2023 Noontime Closure (approval)

Commissioner Coyle moved to approve non-essential employees who reported to work on Tuesday, March 14, 2023 and were subsequently notified they could leave at noon, be paid for the remainder of their shift without utilizing their accrued time. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

### **a. Core Physicians Medical Director and Physician Services Renewal Agreement (approval)**

Commissioner Coyle moved to approve the Core Physicians Medical Director and Physician Services contract renewal, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **b. HealthPro Management Services, LLC Agreement (approval)**

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

### **c. Northeast Rehabilitation Hospital Network Patient Transfer Agreement (approval)**

Commissioner Coyle moved to approve the Northeast rehabilitation Hospital Network Patient Transfer agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

### **a. Bid Waiver Request, McFarland Ford (approval)**

Commissioner Coyle moved to approve the McFarland Ford Proposal & Bid Waiver Request in the amount of \$43,850 for the purchase of a 2023 Ford Police Interceptor Utility SUV and authorize the Senior Director of Finance to obtain financing with TD Equipment Finance, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **b. Line Item Transfer Request (approval)**

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,500 dated March 17, 2023 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **E. Department Head Updates**

Register of Deeds Cathy Stacey announced that she has various office supplies that they no longer use, she will send a list to everyone. She then asked about the healthy bingo webinars and mentioned she appreciates that the meetings are recorded but she and her staff prefer the minutes. Commissioner Coyle said that highlights the need for the minutes to be thorough and added under RSA 91-A we actually don't have a duty to publish the minutes, only to make them publicly available. Senior Director Nickerson agreed and said that even the draft minutes are ok to make available but they don't need to be posted.

Senior Director Gates announced the access road to well house #4 is almost done. There was a plumbing issue at the jail that they worked on yesterday and continue to work on it today. Their new truck will be delivered tomorrow. They will have a few vehicles from different departments that will be declared surplus and they will put them out to bid all at the same time.

Commissioner Goddu asked about electrical long lead items needed for the new construction. Senior Director Gates replied that all the items have been identified by Harvey and they will be covered once we sign the contract with them.

County Attorney Conway gave a staffing update, and a case update.



The High Sheriff reported that Major Bashaw has been working with Chris Pappas' staff regarding the new consoles and he have a staffing update. He thanked all three Commissioners and stated he appreciates everything each of them does for the County.

IT Manager, Robin Bernier has been busy with the budget process and asked everyone to reboot their pc's as soon as possible because of a recent update from Microsoft. Honeywell is inside the jail to make sure we're back at 100% after replacing some equipment.

Jason Henry thanked Senior Director Gates for taking care of the plumbing issue in the jail. He mentioned an issue with the food truck, the 119<sup>th</sup> Academy starts on Monday and they have two people going through, he thanked Glendale for lending them their truck to get food back and forth and he's trying to find a way to pay for MAT with the opioid abatement committee, the next round of grants will be up to \$5 million for reimbursement on MAT going back to 2020.

Senior Director Smith met with homeland security for the Seabrook Station radiological disaster emergency plan, the plan is recertified. He announced a new physician has joined the team.

Senior Director Kivikoski has busy with union negotiations, wage analysis and scenarios, position changes, and wellness activities.

Senior Director Nickerson has been busy with union negotiations, wage analysis and scenarios, department budgets, salary projections, and he's looking forward to the grant writer that will be starting on Monday. He's waiting for word on the \$130,000 County emergency equipment grant application and he gave an update on the UKG conversion.

Senior Executive Assistant, Leila Mattila has been busy with budgets, website changes, and insurance claims.

## **F. New Business / Old Business**

Commissioner Goddu wants to ask Glendale to not supply anything in Styrofoam, only recyclable materials or paper. Superintendent Henry stated they need Styrofoam for the jail because nothing holds up as well. Senior Director Smith said they use china in long term care and mentioned recent repairs that have been done on the dishwasher. He said he would be happy to have that conversation with them. Superintendent Henry and Commissioner Coyle also said they will be happy to sit in on the meeting.

Senior Director Kivikoski mentioned an agreement they received from the media company that the jail will be using to create their recruitment video and she needs a risk review because of the comprehensive language. Because of time constraints, she asked for permission to sign the agreement on behalf of the Commissioners as to not hold things up. All three Commissioners agreed.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Nonpublic session NH RSA 91-A:3, II (a) Personnel**

Commissioner Coyle moved to enter Nonpublic Session at 9:55 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 10:59 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes of session #1 and #2 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 Goddu seconded the motion. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the nonpublic minutes of session #4 until July 1, 2023 because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **I. Grievance Hearing**

Commissioner Chirichiello announced that we are currently in public session and he will ask everyone, going around the room to introduce themselves.

### **1. Attendance:**

Commissioner Chirichiello  
Commissioner Goddu  
Commissioner Coyle  
Leila Mattila, Commissioners' Office  
Senior Director Kivikoski

Superintendent Jason Henry  
Assistant Superintendent Banville  
William Doyle, NCEU  
Officer Clifford

Commissioner Chirichiello asked the grievant if he wants this hearing done in public or nonpublic. He replied nonpublic.

Commissioner Coyle moved to enter nonpublic Session at 11:03 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 12:29 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to uphold the Step II grievance filed by Jesse Clifford. Commissioner Goddu seconded the motion. Discussion ensued.

Commissioner Coyle stated she would like to remake the motion. Commissioner Goddu rescinded his second. Commissioner Coyle moved to uphold the denial of the grievance by Superintendent Henry for Officer Jesse Clifford. Commissioner Goddu seconded the motion. Voted 2-1, Commissioner Coyle voted yes, Commissioner Goddu voted yes, Commissioner Chirichiello voted no.

Commissioner Coyle moved to seal the nonpublic minutes of the grievance hearing 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 Goddu seconded the motion. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to enter nonpublic session at 12:32 pm per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle had to leave the meeting before the end of the nonpublic session.

Commissioner Goddu moved to exit nonpublic session at 2:25 pm. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

Commissioner Goddu moved to seal the nonpublic minutes until July 2023. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

**J. Adjourn**

Commissioner Goddu moved to adjourn at 2:26 pm. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

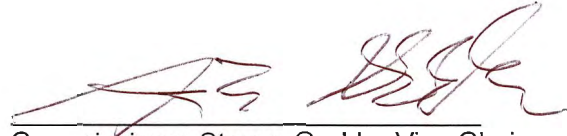
Minutes approved by the Board of Commissioners on 03/30/2023.



Commissioner Kathryn Coyle, Clerk



Commissioner Brian Chirichiello, Chair



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 30, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Rich Sawyer, Sheriff's Office  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Interactive Technology for Those Living with Dementia – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Ammunition – Sheriff's Office

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

#### 3. Award: Bladder Scanner – Long Term Care Services

Commissioner Coyle moved to award the proposal for bladder scanner to Engaged Healthcare Solutions for an amount not to exceed \$6,500 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 4. Award: Painting Kitchen of Long Term Care Facility – Long Term Care Services

Commissioner Coyle moved to award the proposal for painting kitchen of long term care facility to Bouchard Painting, Inc. for an amount not to exceed \$29,200 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Goddu requested a re-bid with specifications. He said he called the owner of Peak Painters and explained to him that the other bidder was quoting for 2 coats of water-based epoxy and asked if he would be interested in rebidding based on a different set of specs. He said the specifications need to be in the rfp so we're comparing apples to apples. Discussion ensued. Commissioner Chirichiello said it's a good point but reaching out to a vendor is a grey area. Commissioner Coyle said it's supposed to be a closed bidding process and she find it very problematic. Commissioner Chirichiello said going forward we shouldn't reach out to the vendors. Commissioner Coyle said we can contact the Department Head with any concerns before the meeting. Voted 0-3, Commissioners Goddu, Coyle and Chirichiello opposed.

Commissioner Coyle moved to authorize republishing the rfp after some modifications to the specifications. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **C. Consent Agenda**

1. 03/23/23 Meeting & Grievance Hearing minutes, and 03/09/23 Q&A Session with Warrenstreet Architects & Harvey Construction minutes (approval)

Commissioner Coyle moved to approve the March 23, 2023 public meeting minutes, and the March 9, 2023 Q&A Session with Warrenstreet Architects & Harvey Construction minutes, Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

2. 03/31/23 Payroll (approval)

Commissioner Coyle moved to approve a payroll expense in the amount of \$1,313,169.55 for the period ending March 25, 2023. Commissioner Goddu seconded the motion. Commissioner Goddu mentioned he hasn't seen any documentation on this. He asked Senior Executive Assistant, Leila Mattila if he received the payroll file in an email. She responded, no, she doesn't receive it in an email, she typically just gets an email with the payroll number. Commissioner Goddu said except for the number, he hasn't had an opportunity to review anything. The Commissioners decided they would vote. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor. Leila asked what she should include with their internal agenda file for Commissioner Goddu to review. Discussion ensued regarding the payroll file, the sensitive information it holds and when it's available. Commissioner Goddu would like to see the payroll numbers for the last 4 payrolls as a comparison going forward before he agrees to approve.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

- a. Liaison updates

Commissioner Coyle gave an update on the jail population, their Covid status, and a staffing update for the Department of Corrections. She gave a Covid status update for Long Term Care, a census report for Assisted Living, she announced the Grant Writer has started, and gave a Finance update. She announced the Emergency Rental Assistance Program is coming to a close, and mentioned meeting with United Way to get landlords to set up subsidized housing.

Commissioner Goddu said he had nothing to report.

Commissioner Chirichiello reported that Executive Counselor Janet Stevens knew of a recently widowed elderly woman that was living in a hotel and she was going to get kicked out on April 1<sup>st</sup>. Senior Director Smith had the idea to get her into Assisted Living, and with help from the management staff she was able to move in.

- b. New Building Construction Budget (discussion)

Commissioner Goddu said he has been asking if we have the money set aside for the new building. Commissioner Chirichiello said Senior Director Nickerson is our Finance Director and he has all the faith in the world in him to come forward if he thinks there's going to be a problem. Commissioner Coyle stated there are lots of moving parts and there's no sense doing this before we receive the GMP. She said she echoes Commissioner Chirichiello's sentiments that we have the most amazing Finance Director. Senior Director Nickerson said there are new grants available since the start of the planning process and he's always looking for alternative revenue. Commissioner Coyle stated there is some fluidity because we're not paying the full amount on day one. Senior Director Nickerson said we do have the funds but the amount that we pull from the Fund Balance is yet to be determined.

- c. Management of Third Party Testing for New Building Construction (discussion)

Commissioner Goddu said there is a \$50,000 management fee for testing. Senior Director Gates said she would take care of it.

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

### **a. Employee Recognition Gift Card Purchase (approval)**

Commissioner Coyle moved to approve the purchase of a \$150.00 gift card to The Bistro at Labelle Winery and a \$150.00 gift card to River House in Portsmouth utilizing the category 2.35 of the ARPA project funds, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **b. Sign-On Bonus, Staff Scheduler, Long Term Care Services (approval)**

Commissioner Coyle moved to approve a sign-on bonus for the full-time position of Staff Scheduler in the amount of \$5,000 (\$1,500 at 4 months, \$1,500 at 8 months, and \$2,000 at 12 months) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **c. Regrade/Status Change/Title Change – Long Term Care Services (approval)**

Commissioner Coyle moved to approve a regrade/status change/title change of a full-time Account Technician/Med D position to a part time Business Office Assistant position, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **d. Status Change (2 positions) – Long Term Care Services, Assisted Living (approval)**

Commissioner Coyle moved to approve a status change to 2 part-time Personal Care Partner positions to full-time Personal Care Partner positions, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **3. 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### **b. Golden Tides Dental Services Agreement Amendment (approval)**

Commissioner Coyle moved to approve the amendment to the Golden Tides Dental Services Agreement as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **4. Sheriff's Office – Charles Massahos, High Sheriff**

### **a. Massachusetts Office of the Attorney General MOU, and Deconfliction and Case Management Protocol (approval)**

Commissioner Coyle moved to approve the Massachusetts Office of the Attorney General MOU, and Deconfliction and Case Management Protocol and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **E. Department Head Updates**

Register of Deeds Cathy Stacey will be attending meetings in Concord regarding the County cap and retirement.

Senior Director Smith gave a community Covid update, announced some staff will be going to LGBTQ training, HR set it up for them, he gave a staffing update and a dining update for Assisted Living.

The High Sheriff gave a staffing update and mentioned foreseeing an increase in transports.

Superintendent Jason Henry said the number of transports to the courthouse will be going up. He explained a situation that happened at the Diversion office this week. He is seeing more crack coming into the jail. They brought someone to Exeter Hospital recently because they stated they needed medical attention and the hospital wasn't happy about taking him.

Commissioner Coyle moved to approve a line item transfer request in the amount of \$20,000, dated March 28, 2023 as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to approve an out of state conference for two Department of Corrections employees, J.C. and J.M. to attend the East Coast Gang Investigation Conference in Warwick, RI from April 11 – 14, 2023 for an amount not to exceed \$1316.16, as recommended by the Superintendent of the Department of Corrections.

Senior Director Gates has been busy with the budget, she gave an update on well pump testing and a management plan from Fish & Game.

Senior Director Kivikoski gave a union negotiations update, she told us about a LGBTQ plus workforce seminar that about 10 from our community are going to. She has been busy with the budget, regrades, status changes, etc. She said the meeting with Gallagher was helpful for stop loss and they will present next week.

Senior Director Nickerson has been busy with the budget, union negotiations, UKG meetings, ERAP, and he hasn't been able to send out salary projections yet, but they will go out soon and the Grant Writer has started reaching out to Department Heads.

Senior Executive Assistant, Leila Mattila reminded everyone to keep next week's agenda light because of the Gallagher presentation and the department budget meetings for the remainder of the day.

Treasurer Scott Priestley reported he is getting caught up on reconciliations.

## **F. New Business / Old Business**

Commissioner Chirichiello explained there has been some communication between the Commissioners, Senior Director Nickerson and the Treasurer and he believes they are all on the same page now.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

### 1. Human Resources – Alison Kivikoski, Senior Director

#### a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Coyle moved to enter Nonpublic Session at 10:01 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 11:17 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes for Nonpublic Session #1 until July 1, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes for Nonpublic Session #2 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Chirichiello asked the opinion of the other Commissioners about a political meeting in the Hilton for a potential Presidential candidate during normal business hours. Discussion ensued and it was determined that it would not be appropriate and the Commissioners should have a discussion with Senior Director Smith and a policy.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 11:29 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/13/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 6, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:37 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Robin Bernier, IT Manager  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office

#### Remote Attendance:

Jude Gates, Sr. Director E&MS

### B. RFP Openings & Awards

#### 1. Opening: 2 Stackable Combi Oven Steamers – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Structural Analysis-Saddleback & Warner Hill Towers – Sheriff's Office

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

### C. Consent Agenda

#### 1. 03/23/23 Nonpublic & Grievance Hearing Meeting minutes & 03/30/23 Meeting Minutes (approval)

Commissioner Coyle moved to table the March 30, 2023 public and nonpublic meeting minutes, and further approve the March 23, 2023 nonpublic and grievance hearing meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: IT Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare the list of computer equipment from the IT Office surplus with the items to be discarded. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. 04/06/23 Accounts payable list (approval)

List total: \$3,194,804.27, ACH \$1,669,990.05, GL \$395,809.79, Payroll \$2,191.93, Previously authorized by BOC \$311,122.52, Accounts Payable check run \$815,689.98.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$3,194,804.27. Commissioner Goddu seconded the motion. Commissioner Goddu stated he hasn't seen the list for \$3 million. It was explained that it is in his meeting packet. Senior Director Nickerson explained the list. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

a. Liaison updates

Commissioner Goddu said Cathy Stacey is in Concord testifying on some bills and County Attorney Conway is in court. He said he was contacted by a state representative who said he thought our solar project is expensive. He suggested we ask Harvey Construction to send our solar project out to bid so we have some cost comparisons to look at. Discussion ensued. It was decided they would have further discussions at a later date.

Commissioner Goddu reported he was contacted by another member of the Delegation that was asking how we handle opioid addicts. She is looking for us to be creative to help with the opioid money. Commissioner Chirichiello said she is a state representative, she knows the state is keeping 85% of the opioid abatement funds and she should reach out to the state.

Commissioner Coyle gave a jail census and covid update, long term care residents are now able to unmask, there is no Covid. Finance has been busy with the budget, grants, and FEMA money.

Commissioner Chirichiello said he testified on HB 284 and he feels it will pass.

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

a. Lamprey Health Care Inc. Agreement Extension (approval)

Commissioner Coyle moved to approve the Lamprey Health Care agreement extension, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Polaris Group Mock Survey Contract (approval)

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

**3. Sheriff's Office – Charles Massahos, High Sheriff**

a. Homeland Security – Search and Rescue Grant Application (approval)

Commissioner Coyle moved to approve the Homeland Security Search and Rescue equipment grant application in the amount of \$9,091.34 and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Contracted Prosecution Services Proposals Rejection & New RFP (approval)

Commissioner Coyle moved to reject the proposals received for the contracted prosecution services rfp and authorize republishing the rfp as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

c. Change Order Request – Adamson Industries Corp. (approval)

Commissioner Coyle moved to approve a change order request for Adamson Industries Corp. for an amount not to exceed \$4,987.00 bringing the total for this vendor to \$41,604.72, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**D. Department Head Updates**

Senior Director Kivikoski has been busy with the budget, regrades, wage adjustments, and union negotiations.

Senior Director Nickerson has been busy with budgets, grants, payroll, and negotiations.

Senior Director Smith gave an update on admissions and said they were preparing for survey.

Superintendent Jason Henry has been busy with their recruitment video, they are lifting the mask mandate and will be testifying against a bill regarding hospitals trying for a warrantless arrest for anyone that assaults medical professional. These people need higher level care than the jail can manage, they need to be at the hospital.

Senior Director Gates has been busy with the changing season, she reported the health care clinician's office is complete, she is fielding some vendor inquiries now that Harvey has the bids out.

The High Sheriff had nothing new to report.

IT Manager Robin Bernier had nothing new to report.

Senior Executive Assistant Leila Mattila had nothing new to report.

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

Commissioner Goddu said he wanted to clarify his position on spending money to stay in a hotel room within Rockingham County. He doesn't approve of it and he doesn't feel we need to be spending money on hotel rooms that are in Portsmouth.

Commissioner Coyle said Gallagher is scheduled for 9:30 am, so we should move to nonpublic.

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

There were no public comments.

#### **E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:07 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 9:37 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic session #1 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, and seal the minutes of session #2 until July 1, 2023 because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **F. New Business / Old Business (continued)**

##### **1. Gallagher Presentation**

Gary Fornari and Brian Carlson of Gallagher Benefit Services, Inc. presented their recommendations for the upcoming fiscal year.

#### **G. Adjourn**

Commissioner Coyle moved to adjourn at 10:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/13/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 6, 2023 @ 10:30 am

Department budget meetings were scheduled from 10:30 am – 4:30 pm. The Commissioners met with each department to review and discuss their proposed fiscal year 2024 budget.

Sheriff's Office, 10:42 am

Department of Corrections, 11:14 am

County Attorney's Office, 11:37 am

Commissioners' Office and General Government, 12:03 pm

Engineering & Maintenance, 12:28 pm

Human Resources, 1:10 pm

Finance Office, 1:30 pm

Long Term Care, 1:38 pm – 2:02 pm

Registry of Deeds, 2:02 pm

Long Term Care, continued at 2:10 pm

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/13/2023.

  
\_\_\_\_\_  
Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 13, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director E&MS  
Jason Henry, Superintendent, DOC  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Pat Conway, County Attorney  
Jason Smith, Sr. Director LTC  
Katherin Mann, Sheriff's Office  
Becky Burns, Deputy Register of Deeds  
603-642-5526, unidentified member of the public  
Cathy Stacey, Register of Deeds (9:03am)

### B. RFP Openings & Awards

#### 1. Opening: Land Records Proposal – Registry of Deeds

Commissioner Coyle moved to authorize the Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. Opening: Webhosting/Online Access – Registry of Deeds

Commissioner Coyle moved to authorize the Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 3. Opening: Gasoline and Diesel Fuel Management System – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 4. Opening: Network Switches – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 5. Award: Ammunition – Sheriff's Office

Commissioner Coyle moved to award the proposal for ammunition to AAA Police Supply for an amount not to exceed \$15,918.00 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 6. Award: Structural Analysis-Saddleback & Warner Hill Towers – Sheriff's Office

Commissioner Coyle moved to award the proposal for structural analysis – Saddleback & Warner Hill towers to All-Points Tech. Corp. for an amount not to exceed \$8,800.00 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Consent Agenda

1. 03/30/23 & 04/06/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the March 30, 2023 public and nonpublic minutes, the April 6, 2023 public meeting minutes, and the April 6, 2023 department budget meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to table the April 6, 2023 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

2. Recruitment Report (informational)

3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare an Omnicycle Active Passive Pro from the restorative therapy department of Long Term Care Services surplus with the item to be disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

4. 04/14/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,323,665.35 for the period ending April 8, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **D. Reports**

**1. Commissioners' Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Coyle gave a jail population update and Covid update. Senate bill dealing with warrantless arrests, Superintendent is watching and will testify against it. Superintendent Henry explained what it is and what the implications would be. He said he will be testing next Wednesday. Commissioner Coyle gave a Finance Office update, they are very busy. She gave a Covid update for Long Term Care and mentioned their survey window will be opening soon.

Commissioner Goddu said he had nothing to report.

Commissioner Chirichiello said he received a very long update from Human Resources, he will let Senior Director Kivikoski give her update. He mentioned union negotiations are going well. Eversource is delaying things on our solar project, the town of Derry had the same problem so he has reached out to Eversource.

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

a. Bid Waiver Request, Honeywell \$75,000 (approval)

Commissioner Coyle moved to approve the Honeywell proposal & Bid Waiver Request in the amount of \$75,000.00 for the purchase and installation of emergency buttons and authorize the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. PrimeCare Medical, Inc. Additional Mental Health Care Services Proposal (approval)

Superintendent Henry asked to table this agenda item to bring it to the Opioid Abatement Funds Working Group Session meeting later today to get approval there before bringing it to the Board of Commissioners for approval. Commissioner Coyle moved to table the PrimeCare Medical mental health care services proposal. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

a. Bid Waiver Request, Unqork, Inc. \$306,075 (approval)

Commissioner Coyle moved to approve the Unqork proposal & Bid Waiver Request in the amount of \$306,075.00 for an additional year of service and authorize the Chair to sign all necessary documents, as

recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Discussion ensued and Senior Director Nickerson explained the situation. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

##### **a. The Rock Talk Podcast Launch (discussion)**

A brief discussion was had, the Commissioners agree with the update.

##### **b. Open Enrollment Period Designation (approval)**

Commissioner Coyle moved to designate the Open Enrollment period for the plan year of July 1, 2023 through June 30, 2024 as May 25, 2023 through June 12, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

##### **c. Online Open Enrollment Mandate (approval)**

Commissioner Coyle moved to designate completing the Fiscal Year 2024 Online Open Enrollment as mandatory for all benefits eligible staff, ensuring that each employee acknowledges the premium rates for the benefits they have elected, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

Commissioner Coyle moved to approve the July 1, 2023 to June 30, 2024 benefits as outlined in the Human Resources memo dated April 13, 2023, and authorize the Chair to sign all necessary documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to approve a change in the waiting period for medical, dental, vision, and life insurance from “first of the month after thirty days” to “first of the month following date of hire and date of status change for those employees that convert to benefits-eligible status as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

Commissioner Coyle moved to approve the July 1, 2023 to June 30, 2024 voluntary benefits as outlined in the Human Resources memo dated April 13, 2023, and authorize the Chair to sign all necessary documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to approve a change in the waiting period for medical, dental, vision, and life insurance from “first of the month after thirty days” to “first of the month following date of hire and date of status change for those employees that convert to benefits-eligible status as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

##### **f. Stop Loss Renewal (approval)**

Commissioner Coyle moved to approve the Stop Loss revised renewal option, remaining with HM as the carrier for a twelve (12) month period, July 1, 2023 through June 30, 2024, continuing with a \$150,000 deductible and changing to a policy basis of 48/12, with a 15.9% increase in rate, as recommended by Gallagher Benefit Consultants and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

g. Fiscal Year 2024 Budget, Position Changes (approval)

Commissioner Coyle moved to approve the fiscal year 2024 budget position changes for Registry of Deeds, Department of Corrections and Long Term Care Services as outlined in the Human Resources memo dated April 13, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

h. Fiscal Year 2023 Budget, Wage Adjustments Effective April 23, 2023 (approval)

Commissioner Coyle moved to approve the fiscal year 2023 budget position changes for the County Attorney's Office and Long Term Care Services as outlined in the Human Resources memo dated April 13, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

i. Fiscal Year 2024 Budget, Wage Adjustments Effective July 1, 2023 (approval)

Commissioner Coyle moved to approve the fiscal year 2024 budget wage adjustments for the County Attorney's Office, Department of Corrections, Long Term Care Services, and the Sheriff's Office as outlined in the Human Resources memo dated April 13, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

j. Fiscal Year 2024 Budget, Additional Position, Finance (approval)

Commissioner Coyle moved to approve an additional part-time position for the Finance Office, Accounting Analyst, effective for the fiscal year 2024 budget, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

k. Fiscal Year 2024 Budget, Additional Position, Long Term Care (approval)

Commissioner Coyle moved to approve an additional full-time position for Long Term Care Services, Assistant Wellness Manager, effective for the fiscal year 2024 budget, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**5. Long Term Care Services – Jason Smith, Senior Director**

a. Bid Waiver Request, Dishwasher Replacement (approval)

Senior Director Smith asked to change this agenda item to discussion only. The Commissioners agreed to send it out to rfp for an abbreviated amount of time due to the urgency. Senior Director Gates noted that anyone bidding will be quoting on the same piece of equipment, the only difference in the proposals will be for the installation. The Commissioners agreed to do an rfp with a closing date of Wednesday, 04/19/23 at 12:00 pm and to open and award at next week's meeting.

Commissioner Coyle moved to table motions one and two for discussion next week. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

b. Adult Medical Day Care (AMDC) Status Update (discussion)

Discussion ensued regarding a decline in claims coming through. Senior Director Smith reported his discussions with them and there will be a couple of motions for approval at next week's meeting.

c. Golden Tides Dental Updated Amendment (approval)

Commissioner Coyle moved to approve the updated amendment to the Golden Tides Dental Services Agreement as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.



d. iN2L Interactive Technology Systems (2) Request & Use of Special Fund, Efforts (approval)

Commissioner Coyle moved to approve the purchase of two (2) iN2L Senior Engagement Technology Systems for an amount not to exceed \$25,208.00, using the nursing home special fund Efforts, as recommended the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Senior Director Nickerson explained the special fund Efforts, and Senior Director Gates gave the history and what the acronym stands for (Employee Funds For Our Residents To Share). Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

e. Tovertafel Magic Table, Interactive Technology Request & Use of Special Fund, Efforts (approval)

Commissioner Coyle moved to approve the purchase of a Tovertafel Console for an amount not to exceed \$12,875.00, using the nursing home special fund Efforts, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

f. RFP for Painting of Long Term Care Facility Kitchen (approval)

Commissioner Coyle moved to approve the updated rfp for painting of Long Term Care Facility Kitchen as recommended by the Senior Director of Long Term Care Services and authorize the posting and distribution. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 \$18,500 dated 03/27/2023 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

**E. Department Head Updates**

Senior Director Smith gave a Covid update and masking policy, he updated everyone on staff, projects and compliance.

County Attorney Conway gave a case load update and staff update.

Register of Deeds Cathy Stacey reported working on projects while it's quiet. She has been speaking with Senators on Finance Committee and David Ross on nursing home funding, retirement bills, and the probate bill.

Katherin Mann reported having a grant request for next week's meeting.

Senior Director Gates reported working on the Delegation building roof.

Jason Henry reporting testifying on the feminine hygiene bill. They have started training with the new APEX virtual reality units, he said they are the first in New England to have them. Some staff went to the State prison and trained with their response teams, he lifted the mask mandate, two staff members are at a conference, Academy graduation is on the 28<sup>th</sup>. Corrections employees appreciation week is coming up.

Senior Director Kivikoski budget, the onsite clinicians start April 18<sup>th</sup>, they will be in on Tuesday's and Friday's.

Senior Director Nickerson has been busy with the budget, grants, and reporting. The grant writer is doing well. He said there will need to be further discussion on an announcement yesterday that premium pay incentives under expenditure category 4 has come to a close. FEMA is working on 2021.

Leila Mattila mentioned the Commissioners' proposed budget mailing. Senior Director Nickerson affirmed that changes will be finalized next week on Thursday and the mailing can go out as early as Thursday afternoon, no later than the following Wednesday. He reviewed important dates coming up regarding the budget process.

#### **F. New Business / Old Business**

Commissioner Goddu requested to add \$10,000 to the Non County Specials budget for the organization Gather. They deliver quality food to the less fortunate in our community using products from local farms. Commissioner Coyle seconded the motion. Voted 2-1, Commissioner Coyle and Goddu in favor, Commissioner Chirichiello opposed. Commissioner Chirichiello stated he would rather use ARPA funds to support the organization. Motion passed.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

1. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel
2. Department of Corrections – Superintendent Henry
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel

Commissioner Coyle moved to enter Nonpublic Session at 10:02 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 11:08 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 Goddu voted Yes, Commissioner Coyle voted Yes, and Commissioner Chirichiello voted Yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 11:09 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/20/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 20, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Charles Nickerson, Sr. Director, Finance  
Emily Tomasi, Grant Writer, Finance Office  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

Jason Henry, Superintendent, DOC (9:37 am)  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Caroline Corriveau, Warrenstreet Architects (8:44 am)

#### Remote Attendance:

### B. RFP Openings & Awards

#### 1. Opening: Hobart Commercial Dishwasher – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Contracted Prosecution Services – Sheriff's Office

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

#### 3. Award: 2 Stackable Combi Oven Steamers – Long Term Care Services

Commissioner Coyle moved to award the proposal for 2 stackable combi oven steamers to Singer Kittredge for an amount not to exceed \$33,510.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Award: Hobart Commercial Dishwasher – Long Term Care Services (will be awarded later in the meeting)

Commissioner Coyle moved to table the award for the Hobart Commercial Dishwasher until later in the meeting to give Long Term Care Services some time to review the proposals received. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 04/06/23 & 04/13/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the April 6, 2023 nonpublic minutes and the April 13, 2023 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Bi-Weekly Recruitment Report (informational)

#### 3. Quarterly Update, 2023 QAPI Projects Dashboard (informational)

#### 4. Quarterly Update, 2023 FSA Compliance Program Dashboard (informational)

5. 04/20/23 Accounts payable list (approval)

List total: \$2,666,125.83, ACH \$832,488.10, GL \$534,205.06, Payroll \$38,097.21, Previously authorized by BOC \$545,031.78, Accounts Payable check run \$716,303.68.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$2,666,125.83. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

###### a. Liaison updates

Commissioner Goddu said he saw on the news this morning that the state prison system is now offering a \$10,000 sign-on bonus and he would like to monitor that to see how it goes.

Commissioner Coyle stated the jail population is at 150, they are Covid free, and they continue to see significant mental health issues. She announced Long Term Care Services is still Covid free, their mock survey will begin May 22<sup>nd</sup>, and they are currently having pharmacy issues. The Finance Office is very busy and everyone is very happy to have Emily, the new Grant Writer on board.

Commissioner Chirichiello gave an update on union negotiations and thanked everyone for their hard work.

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

###### a. Continued Application Process, Victims of Crime Federal Grant (ARPA) (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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **3. Department of Corrections – Jason Henry, Superintendent**

###### a. PrimeCare Medical, Inc. Additional Mental Health Care Services Proposal, and Use of Opioid Abatement Funds (approval)

Commissioner Coyle moved to approve the PrimeCare Medical Inc. mental health care services proposal and authorize the Chair to sign all necessary documents, and further approve the use of opioid abatement funds, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Discussion ensued regarding the Opioid Abatement Funds Working Group Sessions. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **4. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

###### a. Harvey Construction & Warrenstreet Architects will present the GMP for the construction of the new building at 9:45 am. Tabled until later in the meeting.

###### b. Bid Waiver Request, Control Technologies, Inc., \$22,170 (approval)

Commissioner Coyle moved to approve the Control Technologies, Inc. Bid Waiver Request in the amount of \$22,170 for building automation services at the Department of Corrections for a three-year period beginning May 1, 2023 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,000 from the Corrections Electricity line to the Corrections Fuel line, dated 04/17/23 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **5. Human Resources – Alison Kivikoski, Senior Director**

### **a. NHRS Classification Change, Case Manager, Department of Corrections (approval)**

Commissioner Coyle moved to approve changing the New Hampshire Retirement Systems classification of the Case Manager position from Group II to Group I, effective April 23, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **b. Department Title Changes (approval)**

Commissioner Coyle moved to approve changing the department names of Activities to Life Enrichment, and Engineering & Maintenance Services division to Facilities Operations effective July 1, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **c. Position Title Change (approval)**

Commissioner Coyle moved to approve changing the position title of Activities Aides to Life Enrichment Aides effective July 1, 2023 and authorize the Senior Director of Human Resources to draft a Memorandum of Understanding between the County and the Union in order to change the Recognition Clause. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **d. Exception Request 7-4 – Long Term Care Services (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care Services employee (M.MS) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **e. Exception Request 7-4 – Department of Corrections (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Department of Corrections employee (M.H.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **f. Wellness Event, Smoothie Bus (approval)**

Commissioner Coyle moved to approve a wellness event, The Smoothie Bus, utilizing Cigna wellness dollars, an approximate cost of \$2,900 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **g. Wellness Even, Wellness Trivia (approval)**

Commissioner Coyle moved to approve a wellness trivia activity and raffle prize drawing utilizing Cigna Wellness dollars, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **h. 2023 Summer Discount Ticket Program (approval)**

Commissioner Coyle moved to approve employee discounts and consignment ticket agreements for Canobie Lake Park, Funtown Splashtown, Water Country, and York's Wild Kingdom at no charge to the county for the 2023 season, and authorize Senior Director Kivikoski to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **i. Fiscal Year 2023 Write-Off (approval)**

Commissioner Coyle moved to approve an accounts receivable write-off as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

### **a. Lamprey Physician Services Agreement Amendment (2) (approval)**

Commissioner Coyle moved to approve the amendments to the Lamprey Health Care Physician Services Agreement for two Physicians, Mary Braun, M.D., and Heidi Crusberg, M.D., and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **b. Easterseals AMDC Funding Request (approval)**

Commissioner Coyle moved to approve full day rates at \$80, up to \$60 per day for transportation charges if needed, and the cost of uncompensated care between \$5 and \$27.66 per day, for eligible Rockingham County recipients, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **c. Silverthorne AMDC Funding Request for Large Capacity Washer and Dryer (approval)**

Commissioner Coyle moved to approve funding of \$2,500 for a replacement large capacity stacked washer and dryer to Silverthorne Adult Medical Day Center as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **d. Line Item Transfer (approval)**

Commissioner Coyle moved to approve a line item transfer request in the amount of \$617,873 from the Nursing FICA line and Nursing Retirement line to the Nursing Staff line and Assisted Living Staff line, dated 04/14/23 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **e. Request for Increase to the Department Proposed Fiscal Year 2024 Budget (approval)**

Commissioner Coyle moved to approve a fiscal year 2024 budget line increase for an amount of \$7,000 for Assisted Living shirts as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

### **a. Grant Application: FEMA Port Security Grant, \$1,500,000. (approval)**

Major Bashaw asked to table the request for ARPA funds until after they know if they'll be approved for the grant because they applied last year and didn't get it. They are only requesting permission to apply for now. Discussion ensued. Commissioner Coyle moved to authorize the application for the Federal Emergency Management Administration (FEMA) Port Security Grant for funding of 75% of a mobile communications and command vehicle at an estimated cost of \$1,500,000, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to table the authorization for utilizing \$375,000 of ARPA funds, expense category 6.2 for the 25% match. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Grant Writer Emily Tomasi said she's looking for opportunities and is happy to investigate any opportunities that others may run across.

Senior Director Gates commended Senior Director Kivikoski for her assistance on an HR issue and she's looking forward to the Harvey Construction update.

Senior Director Kivikoski reported they have been busy with PCN's, mailings, two CBA's, MOU's, wellness events, and coordinating Gallagher.

Senior Director Nickerson stated being busy with grants and reporting, budgets, CBA's, and he has a couple of proxy's for the NHAC meeting tomorrow.

Leila Mattila said she is prepping for the Commissioners' proposed budget mailing. Discussion ensued regarding automation of the process.

The High Sheriff said Hampton Beach is filling up and they've been assisting with small police departments that are short staffed.

Jason Henry testified yesterday against the warrantless arrest bill in the hospitals, he came to some sort of compromise with a couple of female Senators regarding feminine hygiene and announce there is no Covid at the jail.

Senior Director Smith announce Long Term Care is Covid free, they are hosting another mobile clinic on April 26th, he gave a staffing, mentioned the mock survey coming up, they had their QAPI committee meeting for this quarter, they are officially 100% alarm free now, dental records will soon be on the PCC system, they are having ongoing pharmacy issues with PharMerica, and he will be meeting with the Grant Writer next week.

## **F. New Business / Old Business**

Senior Director Kivikoski requested signatures from the Board that were overlooked for position changes that were approved, they will be needed for the Q3 budget review meeting with the Delegation on May 5<sup>th</sup>. She also asked if the Commissioners wished to discuss the MOU regarding the ARPA stipend for Long Term Care. She explained the communications between the Union representative and the union's request. Senior Director Nickerson explained the details of determination for the stipend. Discussion ensued. The Commissioners decided to continue discussion in nonpublic.

Commissioner Coyle said members of the press have been reaching out about the opioid abatement funds and she suggested they collectively craft a press release. All agreed.

## **D. Public Comment**

There were no public comments.

## **E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:34 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 10:05 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes from nonpublic session #1 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, seal the minutes from nonpublic session #2 until Jul 1, 2023 because it is determined that divulgence of this information likely would render a proposed action ineffective, and seal the minutes from nonpublic session #3 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 Goddu seconded the motion. Commissioner Goddu voted Yes, Commissioner Coyle voted Yes, and Commissioner Chirichiello voted Yes.

## **D. Reports (continued)**

### **4. Engineering & Maintenance/IT Services – Jude Gates, Senior Director (continued)**

- a. Harvey Construction & Warrenstreet Architects will present the GMP for the construction of the new building. The presentation started at 10:09 am.

Attendance: Jonathan Halle (Warrenstreet Architects), Senior Director Gates, Senior Director Kivikoski, Andrew Martino (Harvey Construction), Bill Stevens (Harvey Construction), Mark McLaughlin (Harvey

Construction), Commissioner Chirichiello, Commissioner Goddu, Commissioner Coyle, Leila Mattila, Senior Director Nickerson, remote: Katherin Mann, Superintendent Henry, Caroline Corriveau (Warrenstreet Architects).

Mark McLaughlin presented the Guaranteed Maximum Price which was under budget. He went over the details, line by line.

Commissioner Coyle moved to accept the GMP in the amount of \$76,856,235 and authorize the Chair of the Board to execute part 2 of the County's contract with Harvey Construction as well as all other necessary related documents as recommended by the Board of Commissioners. Commissioner Chirichiello seconded the motion. Commissioner Goddu said he thinks it's completely irresponsible that we're not taking a little more time to review it and he's completely against it. Commissioner Coyle said she is comfortable going forward and feels it's important to lock in some of these bids so we don't have to tap into the contingency fund. She said she also feels it's absolutely imperative that we get the ARPA funds assigned. Jonathan Halle said he just wanted to point out that we are currently 5 months behind schedule due to permitting. Commissioner Goddu said we have plenty of time with ARPA, we have until 2024 to contract, and we have until 2026 to complete. Commissioner Chirichiello said he explained earlier that there is an amendment out there right now, on the Federal bill to claw back unobligated ARPA funds so we don't know if we have time. He said he has seen this project move for the last 8 years, so he is comfortable with it and will take the vote. Voted 2-1, Commissioners Coyle and Chirichiello in favor, Commissioner Goddu opposed.

Recess was taken from 11:13 to 11:29.

Senior Director Smith joined the meeting at 11:29 and briefly explained the proposals received for the Hobart dishwasher and gave his recommendation to the Board of Commissioners.

Commissioner Coyle moved to award the proposal for Hobart Commercial Dishwasher to Alternative Sales Corp for an amount not to exceed \$249,575.44, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

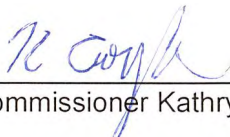
Discussion ensued regarding the funding for the purchase of the dishwasher. Commissioner Coyle moved to approve a Rockingham County American Rescue Plan Act (ARPA) project in the amount of \$249,575.44 for the Long Term Care Dietary Services Commercial Dishwashing System Replacement (EC 6.1 Revenue Replacement), as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### **F. Adjourn**

Commissioner Goddu moved to adjourn at 11:38 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/27/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 27, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Commissioner Coyle  
Alison Kivikoski, Sr. Director, HR

Pat Conway, County Attorney  
Major Banville, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Award: Land Records – Registry of Deeds

Commissioner Coyle moved to award the proposal for Land Records to Fidlar Technologies for a 5-year LifeCycle agreement beginning July 1, 2023 for an amount not to exceed \$34,814 for year 1, \$35,858 for year 2, \$36,934 for year 3, \$38,042 for year 4, and \$39,183 for year 5, and authorize the Chair to sign all necessary documents as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Award: Web Hosting/Online Access – Registry of Deeds

Commissioner Coyle moved to award the proposal for web hosting/online access to Fidlar Technologies for a 5-year investment plan for an amount not to exceed \$60,000 per year beginning July 1, 2023 through June 30, 2028, and authorize the Chair to sign all necessary documents, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Network Switches – Engineering and Maintenance/IT Services

Commissioner Coyle moved to table the award for the network switches rfp. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 4. Award: Contracted Prosecution Services – Sheriff's Office

Commissioner Coyle moved to award the proposal for contracted prosecution services to Ventura Law, LLC for an amount not to exceed \$60,000 annually for a contract period of May 1, 2023 through May 31, 2025, and authorize the Chair to sign all necessary documents, and further authorize utilization of ARPA funds for the cost, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor, Commissioner Coyle abstained due to being an acquaintance with the bidder.

### C. Consent Agenda

#### 1. 04/13/23 & 04/20/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the April 13, 2023 nonpublic minutes, and the April 20, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to amend the time frame of the sealed April 6, 2023 session #2 nonpublic meeting minutes to indefinitely because it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Adult Medical Day Care (AMDC) Payout Report, March 2023 (informational)
3. 04/28/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,611,347.97 for the period ending April 22, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

- a. Liaison updates

Commissioner Coyle said she would let her departments give their reports today.

Commissioner Goddu said he didn't have anything to report.

Commissioner Chirichiello said he reached out to Representative Vose regarding Eversource taking too long to get things in motion for the solar project. He will keep everyone posted as soon as he hears back from him.

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

- a. Moose Plate Grant Application (approval)

Commissioner Coyle moved to approve the letter of intent to apply for the 2023/2024 NH State Library Conservation/Conservation License Plate Grant Program for historical document preservation, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle stated upon approval from the State of NH of the letter of intent, I move to approve applying for the 2023/2024 NH State Library Conservation/Conservation License Plate Grant and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated February 27, 2023 to Silverthorne for an additional client (K.M.), and authorize retroactive payment to include the month of March, 2023, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated April 24, 2023 to Silverthorne for an additional client (A.M.), as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **4. Sheriff's Office – Charles Massahos, High Sheriff**

- a. Line Item Transfer Request (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$6,700, dated April 20, 2023, transferring from Sheriff's Deputies line to the staff salaries line, as recommended by the High

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

#### **E. Department Head Updates**

Senior Director Nickerson has been busy with grant reporting, and they have completed the third quarter budget review packet.

Senior Director Smith gave a Covid update, announced they had a Covid clinic this week, had on-site infection control training, all of the nursing units now have new mechanical lifts, the Director at Senior Class day care is no longer with the organization, and they are getting ready for the mock survey.

The High Sheriff reported they had a new dispatcher start this week.

Register of Deeds Cathy Stacey reported they are working on a re-indexing project. She is meeting today with Senator Pearl and Senator Birdsell, and she met with Senator Innis regarding NHAC, nursing home issues and retirement issues.

Major Banfield reported the inmate count is at 144, they will be done a carpet project a day early thanks to Officer Evans who was able to help out. They have three new officers that started this week, and three more will be starting soon. He thanked the Sheriff's department for their help with coverage at the hospital. He reported that they are moving their mentally ill housing from booking up to AB block which involves door and hardware changes, and the Engineering & Maintenance department has been doing a great job with that project.

County Attorney Conway said they are currently trying older cases most likely because of Covid, one of her lead attorneys gave their notice so they will be posting that position, but they will be making an offer to a candidate for another position they had open.

Senior Director Kivikoski said the wellness activities are rolling out, she has been making benefit connections with our carriers as she prepares for open enrollment, and she is preparing for an unemployment appeal hearing next week.

#### **F. New Business / Old Business**

Commissioner Goddu said Bill Smith, the president of Harvey Construction commented at the presentation of the GMP last week that our attorney has already reviewed the contract. He said he hasn't seen it, so he is questioning if in fact we did have a lawyer review the contract and if they did, he would like to see their feedback.

Commissioner Chirichiello said Jason Grosky is requesting use of the Hilton on May 20<sup>th</sup> for a training session from 8:00 am to 12:00 pm. Discussion ensued regarding policy for entrance, parking, conduct, a fee for clean-up, and a waiver of liability. Senior Director Nickerson said he would reach out to NHAC to see if any other County has a waiver that they use. Commissioner Goddu moved to allow the Rockingham County Republican Committee to use the Hilton Auditorium on May 20<sup>th</sup> from 8-12 for the purposes of internal training. Commissioner Coyle said she would second the motion if it was amended subject to any policies and waivers of liability. Commissioner Goddu said that's fine, so amended. Senior Director Kivikoski said they've had to do some liability waivers for some events that they've done and she has used Mike Riker from Primex. She suggested we reach out to him to keep costs down, and see if he can help with some sort of waiver. Commissioner Coyle seconded the amended motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

There were no public comments.

#### **E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:10 am per NH RSA 91-A:3, II (d), property. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to exit nonpublic session at 9:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes from nonpublic session indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Commissioner Goddu voted Yes, Commissioner Coyle voted Yes, and Commissioner Chirichiello voted Yes.

Commissioner Chirichiello announced they are going to discuss the concerns of the Executive Assistant to the Commissioners regarding the number of hours beyond the standard 40 hours she is working in a salary position. Commissioner Coyle said she thinks we should consider a per diem for 10 hours a week for the remainder of the year and asked Leila if it's going to be an ongoing issue for next year. Leila responded with the average number of hours she works and explained that it has been consistent for the last year and eight months and she doesn't see it getting any better. She said she doesn't mind working more than 40 hours a week, but the average since taking the position is close to 50 hours a week. Discussion ensued regarding a per diem's hourly rate, the responsibilities they could help with and how they are going to pay for it. Commissioner Chirichiello said he would like to learn more about what Leila does and maybe find out how it can be streamlined. Commissioner Goddu suggested consulting with Human Resources to make sure we are in compliance with policies to bring someone in part-time. All agreed they would continue the discussion next week when more information can be presented.

#### **F. Adjourn**

Commissioner Coyle moved to adjourn at 9:49 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/04/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 4, 2023 @ 2:30 pm

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 2:31 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

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  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

1. Opening: Painting of Long Term Care Facility Kitchen – Long Term Care Services

Commissioner Chirichiello stated there were no proposals received, so we'll move on.

### C. Consent Agenda

1. 04/27/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the April 27, 2023 public and nonpublic meeting minutes.

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

Commissioner Goddu asked for clarification on the rfp opening and asked about the statement that no one submitted a proposal for the RFP. Senior Director Smith said he would republish the rfp.

2. Recruitment Bi-Weekly Report (informational)

Commissioner Goddu stated Indeed is the largest expense and we don't seem to be getting much from them. Commissioner Chirichiello said when Senior Director Kivikoski comes back, we should discuss it.

3. 05/04/23 Accounts payable list (approval)

List total: \$3,407,710.38, ACH \$1,779,925.84, GL \$5,434.00, Payroll \$18,357.16, Previously authorized by BOC \$219,554.69, Accounts Payable check run \$1,384,438.69.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$3,407,710.38. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve an additional Accounts Payable warrant for the Department of Corrections with a check date of May 5, 2023 for \$43,266. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

- a. Liaison updates

Commissioner Goddu had nothing to report.

Commissioner Coyle stated the jail population is currently 141, they have had a Covid exposure and there has been some discussion with NHAC regarding Medical Assisted Treatment. She gave a Long Term Care Covid update, stated the Lilac Community in Rochester had a major water leak and had to relocate their residents, we received 3 of their residents. She announced the survey window is now open and Finance has been and will be busy with subcommittee meetings.

Commissioner Chirichiello said he attended the last Opioid Abatement Funds Working Group Session.

b. Per Diem Staff for Commissioners' Office (approval)

Commissioner Coyle moved to approve the addition of a per diem staff member to the Commissioners' Office for eight (8) hours per week until the end of fiscal year 2023 utilizing remaining funds in the office supplies expense line and travel expense line. Commissioner Goddu seconded the motion. Discussion ensued. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to table the addition of a per diem staff member to the Commissioners' Office effective the first pay period of fiscal year 2024, for up to eight (8) hours per week under ARPA funds expenditure category 6.1. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Lien Release (discussion/approval)

Commissioner Coyle moved to move this discussion to nonpublic session under NH RSA 91-A:3, II (c) (reputation). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-3 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Hire Rate, for a Long Term Care employee (F.C.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Proposed Updated Per Diem Wage Schedule (approval)

Commissioner Coyle moved to approve the Proposed Updated Per Diem Wage Schedule effective May 7, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Eugeria Sales Agreement for Tovertafel Table (approval)

Commissioner Coyle moved to approve the Eugeria Sales Agreement for the purchase of the Tovertafel Table and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Lien Release (approval)

Commissioner Coyle moved to approve a lien release on real property filed with the Rockingham County Registry of Deeds, Book 6279, Page 1510, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**E. Department Head Updates**

Register of Deeds Cathy Stacey gave a brief update.

County Attorney Conway gave a brief update.

Senior Director Smith announced the next mobile clinics, he said the new bus was used to pick up the Lilac community residents in Strafford County. He gave a census update and said they are preparing for their mock survey.

The High Sheriff said they are interviewing for dispatch.

Jason Henry said they have a lot of things planned for Officers and Nurses appreciation week next week, the opioid grant reimbursement opened today, the next committee meeting is Monday, staff will be taking trauma informed training next week through SAMSA.

IT Manager Robin Bernier announced the next round of cyber security training has gone out.

Senior Director Gates minor water main break last week on the south side of North Road, our own staff took care of it, the only thing they will need outside help with is paving. The replacement fan coils came in last week, one repair is complete but the board on the 2<sup>nd</sup> one is bad, so they're waiting on a replacement. The suicide prevention doors were installed, the cameras have been installed. NH DOT is reviewing our driveway permit. AoT is all set, Fish & Game is all set, wetlands is wrapping up.

Human Resources Manager Julie Hoyt reported working on setting up open enrollment, the UKG project and recruiting.

Senior Director Nickerson reminded everyone that the 3<sup>rd</sup> quarter budget review is tomorrow morning. He'll be working on the Delegation Resolutions, he gave an update on staff attending conferences, working on budgets, ARPA reporting, winding down with rental assistance and one of his staff members gave their 2 week notice.

Senior Executive Assistant Leila Mattila reported it was a little quieter this week so she was able to work on some items on the to do list, and confirmed the Meet and Greet calendar item with the Commissioners.

#### **F. New Business / Old Business**

Commissioner Goddu said he is very uncomfortable with the fact that the Harvey Construction Guaranteed Maximum Price (GMP) Amendment was signed without risk or legal review. Commissioner Coyle and Chirichiello agreed to allow risk and legal review of the GMP.

Commissioner Goddu moved to send the GMP agreement to legal counsel for review and comments. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

There were no public comments.

#### **E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 3:18 pm per NH RSA 91-A:3, II (c), reputation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 3:27 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of the Nonpublic session 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**F. Adjourn**

Commissioner Coyle moved to adjourn at 3:28 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/11/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Public Hearing Minutes

The Hilton Auditorium, 117 North Rd, Brentwood, NH  
Thursday, May 4, 2023 @ 5:00 pm

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 5:00 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Robin Bernier, IT Manager  
Brian Ginchereau, IT Support  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Leila Mattila, Commissioners' Office  
Jason Henry, Superintendent, DOC

Jason Smith, Sr. Director LTC  
Kathy Masso, LTC  
Ken Wing, LTC  
Albert Hall, Resident  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Representative Mark Vallone  
**Remote Attendance:**  
Pat Conway, County Attorney

### B. Open public hearing

Commissioner Coyle moved to open the Commissioners' proposed fiscal year 2024 budget public hearing pursuant to NH RSA 24:13-C. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Public hearing notice

Commissioner Chirichiello announced that the public hearing was published in the Union Leader and posted at 117 & 119 North Road, Brentwood, NH on Monday, April 24, 2023.

### D. Budget overview

Commissioner Chirichiello gave an overview of the Commissioners' proposed budget and stated that it's an overall increase of 4%, even though inflation is at 6%.

Commissioner Coyle stated she is proud of the services the County offers to give back to the community and she gave credit to all the department heads.

Commissioner Goddu said he was surprised at how easy it was for the Commissioners, giving credit to the department heads, stating they are outstanding, and a 4% increase is modest and appropriate.

### E. Public comments

The Commissioners answered questions from Albert Hall and Representative Mark Vallone.

### F. Close hearing

Commissioner Coyle moved to close the Commissioners' proposed fiscal year 2024 budget public hearing. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### G. Approval of proposed budget


Commissioner Coyle moved to approve the Commissioners' proposed fiscal year 2024 budget pursuant to NH RSA 24:13-C, pending Delegation approval. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 5:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/11/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 11, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Pat Conway, County Attorney (8:51 am)  
Jason Henry, Superintendent, DOC (8:35 am)  
Jude Gates, Sr. Director E&MS  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. Consent Agenda

#### 1. 05/04/23 Meeting & 05/04/23 Public Hearing minutes (approval)

Commissioner Coyle moved to approve the May 4, 2023 public and nonpublic meeting minutes, and the May 4, 2023 public hearing minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 2. 05/12/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,316,893.55 for the period ending May 6, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Goddu had nothing to report.

Commissioner Coyle reported that CMS has ended the public health emergency, she stated FSA is here doing some review in Long Term Care, next week is nursing home appreciation week & the Primex Conference starts Tuesday. This week is Corrections Officer appreciation week. The jail population is currently 145. She announced a critical incident happened at the jail yesterday; an individual was brought in, she had fentanyl that exposed 3 inmates and 5 staff members. She said the officers really stepped up, and the Sheriff's Office personnel got involved and brought the K-9 down.

Commissioner Chirichiello stated Eversource has now spoken with Revision Energy regarding the application. He said he attended most of the subcommittee meetings and just a couple of questions came up, but they should be resolved soon.

##### b. Lien Release on Real Property and Write-Off for the Remainder of Debt (approval)

Commissioner Coyle moved to table this motion to the end of the meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello 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 May 9, 2023, pursuant to NH RSA 30-B:21, transferring an inmate to Hillsborough County Department of Corrections as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **3. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

- a. TRANE Scheduled Service Agreement (approval)

Senior Director Gates asked to table this motion, some last minute language negotiations were brought up. Commissioner Coyle moved to table the TRANE Scheduled Service Agreement, until negotiations are complete. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **4. Finance Office – Charles Nickerson, Senior Director**

- a. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Coyle moved to approve the TD Equipment Finance, Inc. capital lease proposal and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **5. Human Resources – Alison Kivikoski, Senior Director**

- a. Per Diem Nursing Manager Pay Rates (approval)

Commissioner Coyle moved to approve the per diem Nursing Manager RN pay rate of \$41.69 and the per diem Nursing Manager LPN pay rate of \$38.40 effective May 21, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- b. Personnel Policies and Procedures Online Acknowledgement Additional Opportunity (approval)

Commissioner Coyle moved to allow employees that did not complete the Personnel Policies and Procedures online acknowledgement form in February 2023, an additional opportunity to do so from May 12, 2023 through May 26, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- c. Walk-In Request, 2023 -2024 MotivateMe Program (approval)

Commissioner Coyle moved to approve the 7/1/2023 to 6/30/2024 MotivateMe Program as outlined in the memo dated May 10, 2023, and authorize the Chair to sign all related documents, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

- d. Walk-In Request, Exception Request 7-3, Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (L.D.) as recommended by the Senior Director of Human Resources.

- e. The Rock Talk Podcast Launch Outline (discussion)

Senior Director Kivikoski explained that they are preparing for the launch of the first episode of their podcast and asked the Commissioners if they could be available as guests on the first episode to kick things off.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated May 8, 2023 to Easterseals New Hampshire for an additional client (J.T.), as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

## **D. Department Head Updates**

County Attorney Conway gave a staffing update.

Register of Deeds Cathy Stacey gave a brief update regarding her subcommittee meeting.

Senior Director Gates reported the Audubon was out in the field this morning, no nests have been spotted but they did see 2 or 3 potential breeding pairs of the Meadowlark. The groundwater discharge permit has been received so they can run the test on well #4.

Senior Director Smith updated everyone on the CDC and CMS has ended the public emergency, announced a mobile clinic coming up, FSA is on site to make sure they are in compliance. They will be celebrating Nursing Home Week next week, and they will be hosting a memorial service for the residents that have passed within the last year.

The High Sheriff said he was disappointed that 2 subcommittee members were a no show at his subcommittee meeting and he commended Superintendent Henry and the Correctional Officers on how well things were handled yesterday with the fentanyl exposures.

Superintendent Jason Henry stated the opioid abatement M.A.T. reimbursement grant was originally for \$5M but has gone up to \$10M. They now have their new cruiser. He explained the situation that happened yesterday; an inmate came in with drugs, while in the process of taking it away from them, two Correctional staff, three nurses and three inmates were exposed. Three were administered Narcan, a lieutenant needed two doses, thankfully there were no fatalities. He commended Brentwood Fire for how they handled the situation. The Sheriff's Office staff got involved and brought their K-9 in, Exeter PD brought their K-9 in. He said it took him all day to find a company that would come and clean. He learned a DEA certificate is required to clean up fentanyl, they were cleaning until 3:00 am. All area dispatch and the surrounding PD's were notified to divert. Hillsborough County and Strafford County agreed to take the incoming arrests while their processing area was shut down.

Senior Director Nickerson reported he just returned from the Tyler Technologies conference, and they have been busy with subcommittee meetings.

Senior Director Kivikoski stated they have been busy with open enrollment, and she believes her subcommittee meeting went well. She asked all O/DD's to have their evaluations in by the first week of June.

Commissioner Coyle moved to authorize a settlement on liens of real property filed with Rockingham County Registry of Deeds, Book 5383 Page 2962, Book 5436 Page 1409, Book 5473 Page 991 for approximately \$76,133.33 and authorize the write-off of the remainder of the balance and approve the lien releases once payment is received. Commissioner Goddu seconded the motion. Commissioner Coyle explained what she found in her research on the properties and stated the liens on the first and third Book and Page were placed improperly and the second is the one with the pending sale. She said she is comfortable releasing the liens. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

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

Commissioner Goddu would like to follow up on their Sr. Executive Assistant's concerns with her job duties not matching her job description. Commissioner Chirichiello suggested speaking with Human Resources

and Senior Director Kivikoski invited Commissioner Goddu to speak with her and share his notes. Commissioner Coyle mentioned we received the risk review of the GMP from Primex and their only comment was regarding hazardous material.

**D. Public Comment**

There were no public comments.

**E. Commissioners' Nonpublic Session**

There were no nonpublic sessions requested.

**F. Adjourn**

Commissioner Coyle moved to adjourn at 9:20 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/25/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 18, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance

Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jason Smith, Sr. Director LTC

### B. Consent Agenda

#### 1. 05/18/23 Accounts payable list (approval)

List total: \$1,002,260.25, ACH \$188.10, GL \$180, Payroll \$14,243.69, Previously authorized by BOC \$356,070.90, Accounts Payable check run \$631,577.56.

Commissioner Coyle moved to approve the Accounts Payable list total of \$1,002,260.25. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

### D. Public Comment

There were no public comments.

### E. Adjourn

Commissioner Coyle moved to adjourn at 8:33 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/25/2023.

Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 25, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Alison Kivikoski, Sr. Director, HR  
Katie Casey, Asst Director Finance

Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Robin Bernier, IT Manager  
Major Bashaw, Sheriff's Office (9:13 am)  
Katherin Mann, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Waste Disposal – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Award: Gasoline and Diesel Fuel Management System – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for gasoline and diesel fuel management system to M.B. Maintenance, Inc. for an amount not to exceed \$41,845, and further move to authorize reallocation of \$6,000 from a cancelled lift station project, and \$4,615 from a completed vinyl siding project, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Network Switches – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for network switches to AKA Comp Solutions for an amount not to exceed \$6,692 as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

#### 4. Award: Single Door Blanket Warming Cabinet – Long Term Care Services

Commissioner Coyle moved to award the proposal for single door blanket warming cabinet to Technology International for an amount not to exceed \$6,521 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 05/11/23 Meeting minutes, 05/11/23 Step 2 Grievance Hearing Minutes & 05/18/23 Meeting Minutes (approval)

Commissioner Coyle moved to approve the May 11, 2023 public meeting minutes, the May 11, 2023 step 2 grievance hearing minutes, and the May 18, 2023 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare nine (9) Hoyer Lifts surplus with the items to be disposed of. Commissioner Goddu seconded the



motion. Commissioner Coyle added that these are all outdated and unsafe to use. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Human Resources Bi-Weekly Recruitment Report (informational)
4. 05/26/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,325,408.19 for the period ending May 20, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### a. Liaison updates

Commissioner Coyle said we have a light attendance this week, the Senior Director of Long Term Care, the Superintendent of the jail are at conferences and the Senior Director of Finance is at a NH PDIP meeting this morning. She gave a brief update on Long Term Care, the jail, and the Finance Office.

Commissioner Goddu reported the Register of Deeds is at a HealthTrust meeting this morning and he gave a brief update on Deeds activity for the week. Attorney Conway is in a hearing this morning and will try to join us later.

Commissioner Chirichiello said the Primex conference last week was very good, he announced we will be breaking ground on June 1<sup>st</sup>, and Eversource now has the ball rolling with the solar project. Commissioner Coyle thanked Commissioner Chirichiello for his efforts in getting things going with the assistance of Representative Vose.

#### b. Status of Use of Facilities Policy (discussion)

Discussion involved emails that were sent and phone calls that were made. It was determined that Senior Director Smith is to take the lead on the creation of the policy, it needs to cover all current and future facilities, and all department heads should review it before it is finalized. Primex has offered to review it once we have a final draft.

#### c. Line Item Transfers (approval)

Commissioner Coyle moved to approve two line item transfer requests dated May 25, 2023 in the amount of \$1,860 transferring from the travel line to the conferences line, and in the amount of \$1,377 from the office supplies line to the staff line. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 May 22, 2023, pursuant to NH RSA 30-B:21, receiving an inmate from Sullivan County DOC as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **3. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

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

Commissioner Coyle moved to approve a line item transfer request dated May 12, 2023 in the amount of \$6,000, transferring from the jail purchased services line to the building repairs purchased service line as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **4. Finance Office – Charles Nickerson, Senior Director**

- a. UKG Amendment – Termination of Pro Payment Services (approval)

Commissioner Coyle moved to approve the UKG Amendment to terminate the Pro Payment Services and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. TD Equipment Finance Capital Lease Agreement (approval)

Commissioner Coyle read the resolution.

Commissioner Coyle moved to approve a three-year capital lease agreement dated May 25, 2023 with TD Equipment Finance, Inc. at an annual interest rate of 4.937% with payments in advance and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. TD Equipment Finance Accounts Payable Warrant (approval)

Commissioner Coyle moved to approve an off-cycle Accounts Payable warrant for TD Equipment Finance, Inc. for the first lease payment of \$86,632.84 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **5. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Coyle moved to approve a revised Job Description for Social Services Manager, effective May 25, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Internal Only Job Posting (approval)

Commissioner Coyle moved to approve an Internal Posting only under Chapter 10 Recruitment, Selection, and Appointment of Employees, 0.3 Recruitment Procedures, B, 3.; Internal 10 day posting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Bid Waiver Request, Exeter Hospital (Center for Occupational Health) (approval)

Commissioner Coyle moved to approve a Bid Waiver Request in the amount of \$734,120.80 for Exeter Hospital (Center for Occupational Health), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. Cigna Wellness Appreciation Prizes Redesignation (approval)

Commissioner Coyle moved to approve the redesignation of two (2) Beats Headphones and two (2) Fitbits for a random drawing of all employees who enter, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- e. Cigna Wellness Purchase, Walking Pads & Refrigerators (approval)

Commissioner Coyle moved to approve utilizing Cigna wellness dollars for the purchase of nine (9) Walking Pads, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

f. Cigna Wellness Purchase, Yeti Tumblers (approval)

Commissioner Coyle moved to approve utilizing Cigna wellness dollars for the Yeti Rambler 10 ounce Tumblers, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. AMDC Facility Enhancements Request – Easterseals Manchester (approval)

Commissioner Coyle moved to approve the request for a raised garden bed, a picnic table with bench seating and a kitchen stove replacement for Easterseals New Hampshire for a total amount of \$2,028.99, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. AMDC Grant Request – Easterseals A.B. (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated May 22, 2023 to Easterseals New Hampshire for an additional day for a current grant recipient (A.B.), as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Chirichiello stated there isn't an amount. Once the amount was determined he moved to add the amount to the motion. Commissioner Goddu seconded, all voted in favor. Commissioner Chirichiello asked for the vote on the original motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. AMDC Grant Request – Easterseals J.H. (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated May 15, 2023 to Easterseals New Hampshire for two (2) days per week for an additional client (J.H.), as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. HealthPRO Heritage Amendment to Agreement (approval)

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

e. Certified Wound Care Nurse Specialist Proposal Rejection (approval)

Commissioner Coyle moved to reject the proposal received for the certified wound care nurse specialist rfp as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

f. Line Item Transfers (approval)

Commissioner Coyle moved to approve two (2) line item transfer requests dated May 19, 2023 transferring \$409,200 from the nursing home administrative services contracts line, the laundry staff line, environmental services staff line, and therapy services line, transferring to the nursing home administrative staff line, the nursing home administrative retirement line, and the dietary contracted services line, and \$7000 from environmental services expendable line to the environmental services non-expendable line, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Grant Application – New Hampshire Office of Highway Safety Grant (approval)

Commissioner Coyle moved to approve the application for the New Hampshire Office of Highway Safety grant and authorize the Sheriff's Office to apply on-line on behalf of the Rockingham County Board of Commissioners, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **E. Department Head Updates**

Senior Director Gates reported the draft air permit is in and it's in a 30 day review period. The Audubon came again yesterday and they spotted the Meadowlarks flying around, but no nests. The application for well #4 is about ready to go to DES, and the work on the jail showers has begun. She stated IT Manager Robin Bernier had to leave, she has a meeting with Kofile for historical records preservation.

Senior Director Kivikoski reported the open enrollment portal is now open, the smoothie bus will be coming to the locations soon, there has been some issues with communications with the SEIU, the CBA's are out and she has one back, the other is being looked at, and they are currently very active with the UKG implementation.

Senior Director Kivikoski had a walk-in request for the Commissioners to approve. Commissioner Coyle moved to approve the Collective Bargaining Agreements between the County of Rockingham, New Hampshire (Department of Engineering and Maintenance) and Teamsters Local #633 of New Hampshire and the Collective Bargaining Agreement Between Rockingham County and New England Police Benevolent Association Rockingham County Sheriff's Supervisors effective July 1, 2023 – June 30, 2026 contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Major Bashaw stated they are putting together an RFP for drug detection devices. Commissioner Goddu mentioned he called the manufacturer of the device that the Sheriff's Office is interested in, and he will be sending another quote for two devices. Discussion ensued and it was determined that the RFP would state "up to two", one for the jail and one for the Sheriff's Office. Commissioners Coyle and Chirichiello spoke of their concerns regarding the discussion Commissioner Goddu stated he had with a manufacturer and Commissioner Coyle suggested he recuse himself from a vote. Senior Executive Assistant Leila Mattila will share the RFP with the Commissioners when she receives it for posting.

Assistant Director Katie Casey said they will be receiving their last reimbursement from FEMA for a total of \$1.6M and interest is coming in over \$2M for the tiered CD's.

### **F. New Business / Old Business**

Commissioner Goddu said in addition to the drug detection device, the jail should update their body scanner. He has been doing some research on what's available. Commissioner Chirichiello suggested he let the department heads do the research because that's their job. Commissioner Coyle said the best place to take this up is at the Opioid Abatement Fund Working Group Session, she feels the current body scanner is not that old and there are not many scanners to choose from.

Commissioner Goddu said he met with a bunch of nurses last week at the Meet and Greet and he would like to start a discussion about on-site daycare for employees. Discussion ensued. Commissioner Chirichiello doesn't want to give up any beds in the nursing center, Rockingham County had child care in the past and it was a huge expense. Commissioner Coyle suggested doing an analysis and we could collaborate with any local daycare facilities.

### **D. Public Comment**

There were no public comments.

### **E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:50 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 10:04 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 Goddu seconded the motion. Voted 2-1, Commissioner Goddu voted yes, Commissioner Coyle voted yes, Commissioner Chirichiello opposed stating the subject during nonpublic is not covered under 91-A. Discussion ensued. Commissioner Coyle stated they were discussing a stipend which constitutes compensation. Commissioner Chirichiello stated there was no monetary discussion, therefore compensation does not apply.

Commissioner Goddu would like to have a non-meeting with legal advice on how we're handling our nonpublic, and he would like clarification on where our boundaries are regarding RFP's. Commissioner Coyle agreed. Commissioner Goddu moved to look into arrangements on setting up a meeting with legal counsel on topics of our behavior. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Chirichiello stated he has one last request to see where we are on the legal lines, how much was budgeted and how much has been spent. Senior Executive Assistant Leila Mattila said she would send that to them.

#### **F. Adjourn**

Commissioner Goddu moved to adjourn at 10:11 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/01/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, June 1, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

#### Remote Attendance:

Jude Gates, Sr. Director E&MS

Robin Bernier, IT Manager  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Captain Walsh, Sheriff's Office  
Katherin Mann, Sheriff's Office

Commissioner Chirichiello stated the High Sheriff has requested they take up his agenda item first due to other pressing matters on his schedule today.

Commissioner Coyle moved to suspend the beginning of the agenda and move to part D, #6, bid waiver. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

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

##### a. Bid Waiver Request, Block 5 Technologies & Authorization for Use of ARPA Funds (approval)

Commissioner Coyle moved to approve a Bid Waiver Request and authorize the use of ARPA funds, category 1.8 in the amount of \$11,700 to cover labor costs associated with the CAD/RMS upgrade, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### B. RFP Openings & Awards

#### 1. Opening: VMWare – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Award: Waste Disposal – Engineering and Maintenance Services

Commissioner Coyle moved to award the proposal for waste disposal to G. Mello Disposal Corp. beginning July 1, 2023 through June 30, 2026 with pricing as outlined in the RFP proposal; fixed for the first year and an increase of 3% per year for years two and three, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 05/25/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the May 25, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Human Resources (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a kitchen stove from the Human Resources Office surplus with the item to be given away to an employee or anyone in the community as first-come, first-served basis requiring self-collection and removal. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Adult Medical Day Care (AMDC) Payout Report - April 2023 (informational)
4. HR Recruitment Bi-weekly Report (informational)
5. 06/01/23 Accounts payable list (approval)

List total: \$2,972,447.97, ACH \$1,790,513.84, GL \$1,467.82, Payroll \$15,780.93, Previously authorized by BOC \$146,392.81, Accounts Payable check run \$1,018,292.57.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$2,972,447.97. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

###### a. Liaison updates

Commissioner Goddu said the Register of Deeds had an outside meeting today, so she is not in attendance with us.

Commissioner Coyle gave an update on the jail population and current projects, she gave a brief update on long term care services, and the Finance Office.

Commissioner Chirichiello said he would let his departments heads give their own updates. He said he brought in a copy of the Town of Derry Use of Facilities form and gave the Commissioners copies.

###### b. Appointment of Deputy Treasurer

Commissioner Coyle moved to re-appoint Robert J. Troy as Deputy Treasurer for the term of one (1) year, beginning June 1, 2023 pursuant to NH RSA 29:15 as recommended by the Rockingham County Treasurer. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

Commissioner Coyle moved to approve a line item transfer request in the amount of \$25,000, transferring funds from the legal line to the labor relations line, dated May 30, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. Lucky 8 TV Series, Family Lockup (discussion/approval) was tabled.

##### **3. Finance Office – Charles Nickerson, Senior Director**

- a. TD Bank Services Agreement Addendum (approval)

Commissioner Coyle moved to approve the TD Bank Services Agreement addendum and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. Exeter Hospital Employee Health Services Agreement (approval)

Commissioner Coyle moved to approve the Exeter Hospital Employee Health Services agreement for the period beginning July 1, 2023 through June 30, 2026 with an optional extension through June 30, 2027 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. 2021 Exeter Hospital Employee Health Services Agreement Signatures (informational)

c. Wellness Funds Request – Quiet Room Office Furnishings (approval)

Commissioner Coyle moved to approve utilizing County wellness funds to purchase the itemized office furnishings and wellness items for the Quiet Room space (Nursing Mothers/Zen Room), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. HealthPRO Management Services Agreement (approval)

Commissioner Coyle moved to approve the HealthPRO Management Services agreement for the Restorative Program effective May 15, 2023, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Senior Director Nickerson announced the ProShare amounts will be coming in at \$1.4M over budget.

Commissioner Coyle moved to authorize the application for a grant from the State Opioid Abatement Trust Fund and authorize the chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Senior Director Kivikoski has been working on the implementation of harassment training. She asked the Commissioners to pick one of their liaisons for their podcast and said they'll be ready to start the week of June 19<sup>th</sup> or 26<sup>th</sup>. She also asked the Board for permission to go outside of Rockingham County but still within New Hampshire for the July and August employee appreciation gifts, all Commissioners agreed. She asked for the Commissioners to sign the 2021 Exeter Hospital Employee Health Services Agreement that another member of Human Resources delivered to her during the meeting, Commissioner Goddu abstained since it was an approved contract in 2021. She went on to report that open enrollment is going very well.

Senior Director Smith gave a Covid vaccine update, he announced the skill fair is this week, they are hosting an Alzheimer's education event on June 20<sup>th</sup> for family members, they are preparing for mock survey, and audit season has begun.

IT Manager Robin Bernier reported she has a lot of cybersecurity initiatives in motion, she will be working with the Grant Writer to apply for the Moose Plate grant for the book restoration project, the ASCOM upgrade will be wrapped up around August and a new camera system will be installed in the Hilton Auditorium and should be ready for the last budget meeting on June 21<sup>st</sup>.

Senior Director Gates gave a brief update on current projects and future projects.

Superintendent Henry stated they have renewed their pharmacy license for OTP, they are getting ready for pre-audit, he gave a staffing update and a status update on the recruitment video.

## **F. New Business / Old Business**

Commissioner Goddu stated he would like to formalize a committee to review implementing daycare. He suggested Senior Director Smith be the head of the committee, and Senior Director Gates and Kivikoski and Superintendent Henry be involved. Discussion ensued regarding committee members. Senior Director Kivikoski suggested having two focus groups, one with staff members and one with management, and



open it up to all departments. All agreed Senior Director Kivikoski and Senior Director Smith would work together to initiate the process.

Commissioner Chirichiello said there was a discussion at last week's meeting about having a nonmeeting with counsel regarding 91-A and one other topic. He said the town of Salem has a membership to the New Hampshire Municipal Association (NHMA) and they have access to legal support through them. He suggested Commissioner Goddu go through the NHMA to get his answers with the Salem membership. He said there was also a discussion about policy on RFP processes and we don't have any. Commissioner Coyle said she believes there are policies. Commissioner Chirichiello said he would check on that. Commissioner Goddu said he wanted to bring the attorney in to clarify the rules and legal bounds around the rfp process. Discussion ensued. The Commissioners decided they would move forward with the nonmeeting with counsel to clarify a 91-A subject and to determine the rfp processes.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:36 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 10:59 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic session #1 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle stated that the minutes of nonpublic session #2 does not need to be sealed and she moved to unseal the nonpublic minutes from the May 25, 2023 meeting with respect to M.E.. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve the Memorandum of Understanding between Rockingham County, by and through its Board of Commissioners ("the County"), and Teamsters Local 633, Supervisory Employees of the Rockingham County Department of Corrections, for a one-time lump sum payment of \$1000.00 to M.E. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic session #3 regarding a union issue indefinitely. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 11:01 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/08/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, June 8, 2023 @ 9:00 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 9:07 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Pat Conway, County Attorney (9:10 am)  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

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

### B. RFP Openings & Awards

#### 1. Opening: Painting Kitchen-Long Term Care Facility – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 06/01/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the June 1, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Department of Corrections (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a pair of chapel speakers from the Department of Corrections surplus with the items to be disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Finance Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Frigidaire refrigerator from the Finance Office surplus with the item to be disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Surplus Equipment Requests (3) Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 6 scales and 2 Hoyer lifts from Long Term Care Services surplus with the items to be disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 5. 06/09/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,312,399.98 for the period ending June 3, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### a. Liaison updates

Commissioner Coyle stated the jail population is currently 150, they are Covid-free, and their shower project continues. She mentioned the Executive Committee meeting last night went well. She gave a Covid update for Long Term Care Services and said Polaris Group on site this week for their mock survey.

Commissioner Goddu said he had a tour of the jail and did the inspection.

Commissioner Chirichiello spoke of last night's Executive Committee meeting and reported that Representative Ken Wyler did a great job summarizing the process and it was nice to have a unanimous vote.

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

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

Commissioner Coyle moved to approve a line item transfer request in the amount of \$124,000, dated May 31, 2023, transferring from the Inmates at Other Facilities to Jail Meals, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### b. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated June 5, 2023, transferring an inmate to and receiving an inmate from Hillsborough County Department of Corrections pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve a second inmate administrative transfer dated June 7, 2023, transferring an inmate to Strafford County Department of Corrections pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **3. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

#### a. Bid Waiver Request, Trane U.S. Inc. (approval)

Commissioner Coyle moved to approve the Bid Waiver Request in the amount of \$5,609.00 for service performed on the jail air handling units, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **4. Finance Office – Charles Nickerson, Senior Director**

#### a. Fiscal Year MS-46 for Signatures Only

Commissioner Chirichiello stated the agenda item for the record and noted a motion was not needed.

### **5. Human Resources – Alison Kivikoski, Senior Director**

#### a. Discontinuation of Employee Travel Guidance Policy (approval)

Commissioner Coyle moved to discontinue the Employee Travel Guidance Policy effective June 8, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Updated Mask Wearing Protocol (approval)

Commissioner Coyle moved to approve the updated Mask Wearing Protocol effective June 8, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. HealthPRO Heritage, HealthyLiving Wellness Program Amendment (approval)

Commissioner Coyle moved to approve the HealthPRO Heritage, HealthyLiving Wellness Program Amendment and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Pharmacy Services (originally for discussion only, changed to discussion/approval)

Commissioner Coyle moved to approve two Bid Waiver Requests for HealthDirect Pharmacy Services in the amounts of \$5,000 and \$175,000, for a three-year contract beginning September 1, 2023 through August 31, 2026 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Bid Waiver Request, Central Square Technologies (approval)

Commissioner Coyle moved to approve a Bid Waiver Request for Central Square Technologies, a sole source support provider of the TriTech/IMC Perform software in the amount of \$34,600.65, for annual support fees for the period of July 1, 2023 through June 30, 2024 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**E. Department Head Updates**

The High Sheriff thanked the Commissioners for taking his phone call yesterday regarding swapping vehicles with the Superintendent of the Department of Corrections.

Senior Director Gates informed the Commissioners on the HVAC rfp mandatory site visit, she gave an update on the water and wastewater project, the jail shower project, and the panic button project in the jail.

Superintendent Jason Henry thanked the Commissioners for helping with the vehicle swap, they continue with their monthly meetings with the Sheriff's Office regarding transports and any issues. Next week is their NCCHC audit.

Senior Director Smith stated Polaris Group is finding small things here and there with their audit, and the Magic Table is such a huge hit that they may need to put time limits on it. He said the new brochures have been received, and their skills fair continues.

Register of Deeds Cathy Stacey gave an update on HB2.

County Attorney Conway gave a staffing update.

Senior Director Kivikoski reported there are 160 employees that haven't completed their open enrollment yet, and there are 52 employees that did not complete the PPP acknowledgements, so letters will go in their files. She has been working with Senior Director Smith on the Use of Facilities Agreement and should have a final draft soon. She sent out a meeting invitation for June 22<sup>nd</sup> for the childcare feasibility study meeting, and she asked that employee evaluations be sent in by June 16<sup>th</sup>. She mentioned the prize drawing boxes are making their way around the campus, and she asked for more participation for the NHAC awards because the deadline is next week.

Senior Director Nickerson said next week's BOC meeting is last call for line item transfers, they held their year-end preparation meeting for all the departments, the MS-46 that is on today's agenda is the Commissioners' proposed budget in the NH DRA's requested format, the MS-42 that will be coming up soon will be the Delegation approved budget. He announced that we received \$584,000 from FEMA recently but that will be the last of the large dollar amounts.

**F. New Business / Old Business**

There were no discussions for new business/old business.

**D. Public Comment**

There were no public comments.

Commissioner Coyle moved to recess at 9:45 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle and Chirichiello in favor.

Recess was taken from 9:45 am to 10:28 am. Commissioner Coyle rejoined the meeting via Zoom.

**E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 10:28 am per NH RSA 91-A:3, II (g), safety & security. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:47 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**F. Adjourn**

Commissioner Coyle moved to adjourn at 10:47 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/15/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, June 15, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Katie Casey, Asst. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Rich Sawyer, Chief Deputy Sheriff's Office  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jude Gates, Sr. Director E&MS  
Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds (9:10am)

### B. RFP Openings & Awards

#### 1. Opening: Handheld Narcotics Detection Device – Sheriff's Office

Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Discussion ensued regarding communication between Commissioner Goddu and one vendor before the rfp was published and before the opening. The Commissioners decided they would seek legal counsel on how to handle this situation.

Commissioner Coyle withdrew her motion and moved to table the opening of the detection devices. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Award: VMWare – Engineering and Maintenance/IT Services

Commissioner Coyle moved to award the proposal for VMWare to Saitech Inc for an amount not to exceed \$14,200, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Painting Kitchen - LTC Facility – Long Term Care Services

Commissioner Coyle moved to award the proposal for painting kitchen-LTC facility to CK Landmark Construction Corporation for an amount not to exceed \$18,500, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 06/08/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the June 8, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care Services (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 6 stand up lifts surplus with the items to be discarded. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. 06/15/23 Accounts payable list (approval)

List total: \$1,313,226.38, ACH \$588.10, GL \$567,944.39, Payroll \$9,525.41, Previously authorized by BOC \$30,794.70, Accounts Payable check run \$704,373.78.

Commissioner Coyle moved to approve the Accounts Payable list total of \$1,313,226.38. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## Reports

### 1. Commissioners' Office – Brian Chirichiello, Chair

a. Liaison updates

Commissioner Goddu gave a brief update.

Commissioner Coyle reported there are currently 156 inmates in Corrections, the Finance Office is busy, and the next budget meeting is next week. Long Term Care is Covid free, their mask mandate has been lifted, they have an ongoing Alzheimer's fundraiser that has raised almost \$2,000 so far. Polaris Group has completed the mock survey, and Carroll County nursing home was fined \$100,000 for Covid violations.

Commissioner Chirichiello said he would let his departments give their own updates.

b. Summer Schedule (discussion)

Commissioner Chirichiello proposed having Board of Commissioners meeting every other week during the months of July and August. Discussion ensued. It was decided they would determine as needed if they want to cancel a meeting during the summer months.

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

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

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

### 3. Department of Corrections – Jason Henry, Superintendent

a. Merrimack County Department of Corrections Female Prisoner Housing Agreement (approval)

Commissioner Coyle moved to approve the Merrimack County Department of Corrections Female Prisoner Housing Agreement, for the period beginning July 1, 2023 for a one year term as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Out of State Conference (approval)

Commissioner Coyle moved to approve an out-of-state training and travel for two Department of Corrections employees (J.C. and J.B.), to attend the FBI-LEEDA's Managing and Conducting Internal Affairs Investigation certification course held in White River Junction, VT, August 14 -18, 2023, at an estimated total cost of \$4,128.74 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Securus Technologies Services Agreement Amendment (approval)

Commissioner Coyle mentioned we don't have a finalized agreement back from Securus yet but asked Superintendent Henry to give them a background for the agreement. Superintendent Henry gave an explanation and said he hopes to get the agreement from them for signatures at next week's meeting.

Commissioner Coyle moved to table the Securus Technologies Services Agreement Ninth Amendment. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. Amendment to March 16, 2023 ARPA Project Approval (approval)

Commissioner Coyle moved to amend the March 16, 2023 approval to utilize category 2.35 of the ARPA project fund to purchase ten (10) gift cards for the Tupelo Music Hall in the amount of \$125.00 each. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Exception Request 7-11, Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-11 for Union and Sworn Administrative Deputies in the Sheriff's Office as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Exception Request 7-12 E.2., Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-12 E.2. for Unaffiliated Deputies of the Sheriff's Office, full time and part time, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. GSMT Music Therapy Agreement (approval)

Commissioner Coyle moved to approve the Granite State Music Therapy, LLC agreement, for the period beginning August 2023 through August 2024 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. PalAmerican Security Updated Billing Rate Addendum (approval)

Commissioner Coyle moved to approve the PalAmerican Security Addendum and updated billing rate, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **D. Department Head Updates**

The High Sheriff gave a staffing update. Chief Deputy Sawyer mentioned the drug task force has been busy and they're not slowing down.

Senior Director Smith reported the mock survey went extremely well, they are working on some small things that were recommended. The Alzheimer's walk is in October, and they're hosting an educational seminar for Alzheimer's caregivers on June 20<sup>th</sup>. He gave a staffing update, announced the annual picnic is August 17<sup>th</sup>, and said Glendale will be hiring a general manager to help provide leadership due to ongoing concerns.

County Attorney Conway gave a staffing update and case workload update.

Superintendent Jason Henry reported they are getting Narcan for every officer to wear on their duty belts, the shower project is ready for epoxy, he attended a workshop on Legal updates at Primex this week, the auditor doing the NCCHC audit on opioid treatment program stated she is impressed, and Exeter Hospital has agreed to meet with them to discuss some recent difficulties.

Senior Director Gates has been working with Long Term Care personnel to prepare for the dishwasher install, they are scheduling a steam shutdown for July to replace a leaking valve and some workers are across the road to bush hog the path where the silt fence is going. Machinery will be delivered soon and they will start removing topsoil early next week.



Senior Director Kivikoski just came back from a conference, she gave an open enrollment update, and asked for permission to submit a Bid Waiver to remain with Arthur J. Gallagher as insurance broker. All Commissioners agreed.

Assistant Director Casey said the Finance Office is busy, they've been working on the budget and started a new audit.

Senior Executive Assistant, Leila Mattila asked the Division Directors and Elected Officials to start thinking about their annual reports. She said she will send out an email mid-July and stated the due date will be the end of September.

Senior Director Kivikoski reminded everyone that the NHAC awards nomination portal closes tomorrow.

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

There was nothing for new business or old business.

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

There were no public comments.

#### **E. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:18 am per NH RSA 91-A:3, II (L), consideration of legal advice. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to exit Nonpublic Session at 9:45 am. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor. Commissioner Chirichiello was absent briefly.

Commissioner Coyle moved to seal the minutes of nonpublic session #1 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 moved to seal the minutes of nonpublic session #2 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

#### **F. Adjourn**

Commissioner Chirichiello rejoined the meeting. Commissioner Coyle moved to recess at 9:46 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Recess was taken from 9:46 am – 9:48 am.

Commissioner Coyle moved to adjourn at 9:48 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/22/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, June 22, 2023 @ 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 Goddu  
Katie Casey, Asst. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Major Bashaw, Sheriff's Office  
Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Commissioner Coyle

Jude Gates, Sr. Director E&MS (8:42 am)  
Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Dishwashing & Laundry Chemicals – 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 Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 2. Opening: Search & Rescue Grant, Night Vision Equipment – Sheriff's Office

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

### C. Consent Agenda

#### 1. 06/15/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the June 15, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 2. Deferred RFP Award for Interactive Technology for Those Living with Dementia (approval)

#### 3. 06/23/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,315,089.95 for the period ending June 17, 2023. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Coyle budget passed, moose plate grant for restoration, finance is busy with financial statements, audits, surprisingly high turn-out at Alzheimer's caregiver educational event, the A.L. common

room is open, thank you letters from family members of former residents, jail pop is 145, hiring is going well and moral is up with the start of construction.

Commissioner Goddu said he would let his departments give their own updates.

Commissioner Chirichiello thanked all the Department Heads and employees that worked very hard on the budget, and it was nice to see the Delegation's support.

## **2. Engineering & Maintenance/IT Services – Jude Gates, Senior Director**

- a. Bid Waiver Request, TriState Generator, LLC \$7,344.66 (approval)

Commissioner Coyle moved to approve the TriState Generator Proposal & Bid Waiver Request in the amount of \$7,344.663 to replace the radiator in the Blaisdell generator and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT.

Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **3. Department of Corrections – Jason Henry, Superintendent**

- a. Securus Technologies Services Agreement Amendment (approval)

Commissioner Coyle moved to approve the Securus Technologies Services Agreement Amendment and authorize the Chair to sign all necessary documents, as recommended by the Superintendent.

Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **4. Finance Office – Charles Nickerson, Senior Director**

- a. Fiscal Year 2023 Write-off (approval)

Commissioner Coyle moved to approve Fiscal Year 2023 write-off totaling \$317.50, as recommended by the Senior Director of Finance and the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **5. Human Resources – Alison Kivikoski, Senior Director**

- a. Exception Request, Open Enrollment Deadline (approval)

Commissioner Coyle moved to approve an exception to the open enrollment deadline for various employees as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

- b. Revised Job Description – Sheriff's Office (approval)

Commissioner Coyle moved to approve a revised Job Description for NCIC Technician, effective June 22, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated June 15, 2023 to Easterseals NH in the amount of \$114.92 for the shipping cost of the recently awarded picnic table as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **E. Department Head Updates**

Senior Director Kivikoski reported that payroll change notices will be going out, there are two CBA's that are going out today, the UKG go live date has been pushed back to January 2024. She's working on MOU's with Senior Director Nickerson and the use of facilities policy with Senior Director Smith.

Assistant Director Katie Casey reported they have started the 2022 audit and working on UKG implementation.

Major Bashaw stated there is a tremendous amount of interest and increased morale regarding the start of construction, not only from our own employees, but employees in other areas.

The High Sheriff very impressed with last night's meeting, he thanked everyone that was involved in the budget, he said we all came together as a team, and it was one of the easiest meetings in a long time. He said he appreciates all that the Commissioners have done for the Sheriff's Office and for the County.

Register of Deeds Cathy Stacey reported the NHAC has been very successful on a lot of the bills they were following, and they are working hard to get the House to nonconform regarding HB 75. Commissioner Chirichiello thanked her for all the work she does with NHAC.

County Attorney Conway gave a brief update, she said they are busy, and she is proud of the people in her office for the work they do.

Senior Director Smith stated the Alzheimer's caregivers' educational workshop was well attended, they are hosting CPR training, the iN2L devices have arrived, the residents will be participating in the upcoming food drive, the residents are enjoying the newly remodeled community room, and the State survey window has opened.

Superintendent Jason Henry said half of the shower project is done, their x-ray machine is down, they are very happy the budget has passed, he's especially happy for Senior Director Gates and hopes the new budget will entice prospective employees for her department. He reported they currently have only 25 sentenced inmates in the jail, the others are the ones that are let out and keep coming back. He said he had his first meeting as a member of the trustees at the NH Retirement System and he has a lot to learn.

Senior Director Gates stated people are very excited about the construction, and she is very happy about the budget passing and happy the union cost items were approved. She's hoping people will be knocking down the doors to apply.

## **F. New Business / Old Business**

Commissioner Goddu stated we need to decide on the July 13<sup>th</sup> meeting. All Commissioners agreed to an Accounts Payable approval only meeting that week.

Commissioner Coyle stated there are a couple of walk-in items that require a motion and vote.

### **Walk-In – HR Bid Waiver, Gallagher**

Commissioner Coyle moved to approve a Bid Waiver Request for Gallagher Benefit Services in the amount of \$222,814.12 for services beginning July 1, 2023 through June 30, 2027, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **Walk-In – DOC Inmate Administrative Transfer pursuant to NH RSA 30-B:21**

Commissioner Coyle moved to approve an inmate administrative transfer dated June 21, 2023, transferring an inmate from Belknap County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **G. Public Comment**

There were no public comments.

### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:00 am pursuant NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:29 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the nonpublic minutes from sessions # 1, 3, 4 and 5 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle stated nonpublic session #2 does not need to be sealed.

### **I. Adjourn**

Commissioner Coyle moved to adjourn at 9:30 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/29/2023.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, June 29, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Katie Casey, Asst. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Thomas Tombarello, member of the public

### B. RFP Openings & Awards

#### 1. Opening: HVAC Equipment Replacement – Engineering & Maintenance Services

Commissioner Goddu 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 Goddu and Chirichiello in favor.

#### 2. Opening: Handheld Narcotics Detection Device – Sheriff's Office

Commissioner Goddu moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

#### 3. Award: Dishwashing & Laundry Chemicals – Engineering and Maintenance Services

Commissioner Goddu moved to award the proposal for dishwashing & laundry chemicals as follows;

To Hillyard for lotion hand soap for the Department of Corrections for an amount not to exceed \$902.20 for a one-year period beginning August 1, 2023, and to WB Mason for all other Department of Corrections and Environmental Services items for an amount not to exceed \$79,349.93 for a two-year period beginning August 1, 2023, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

#### 4. Award: Refurbish Hospice Suites and Family Room – Long Term Care Services

Commissioner Goddu moved to award the proposal for refurbish hospice suites and family room to Wellesley Design Consultants for an amount not to exceed \$177,200 as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Goddu said he was concerned that we received only one bid and questioned the amount of advertising for the RFP. Discussion ensued. Commissioner Chirichiello asked if it is in the budget. Senior Director Smith stated it has been budgeted for and he explained that there are limited designers that specialize in long term care communities with medical grade products. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

### C. Consent Agenda

#### 1. 06/22/23 Meeting minutes (approval)

Commissioner Goddu moved to approve the June 22, 2023 public and nonpublic meeting minutes. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

2. Adult Medical Day Care (AMDC) Payout Report, May 2023 (informational)
3. HR Bi-Weekly Recruitment Report (informational)

Discussion ensued regarding recruitment efforts for the nursing department. Commissioner Goddu said he would like to see an effort to talk to new graduates and ask why they don't want to work here, and what would entice them to come to work here. Senior Director Kivikoski suggested looking at student loan forgiveness and said she would come back with information for the Board after she reaches out to another County that is offering it. Discussion ensued.

4. 06/29/23 Accounts payable list (approval)

List total: \$1,256,406.18, GL \$168.50, Payroll \$1,519.27, Accounts Payable check run \$1,254,718.41.

Commissioner Goddu moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$1,256,406.18. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

- a. Liaison updates

Commissioner Goddu said the initial childcare feasibility meeting was well attended and productive. They will focus on what is required and will survey current employees to see if they would take advantage. He is pleased with the interest and activity.

Commissioner Chirichiello said we got a memo from Superintendent Henry regarding ICE holds, it will probably come up in New Business, and the Opioid Abatement Funds meeting is this afternoon. Discussion ensued and it was determined they would cancel today's meeting.

- b. CDBG Grant Writer Selection (approval)

Commissioner Goddu moved to select Donna Lane as the CDBG application grant writer based on experience and reasonableness of cost and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

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

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

Commissioner Goddu moved to approve an inmate administrative transfer dated June 22, 2023, transferring an inmate to Carroll County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

##### **3. Finance Office – Charles Nickerson, Senior Director**

- a. Grant Application: 2023 ARPA Cybersecurity Implementation Grant, \$100,000 (approval)

Commissioner Goddu moved to approve the submittal of an application for the 2023 ARPA Cybersecurity Implementation grant for an amount up to \$100,000, and upon approval, 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 Goddu and Chirichiello in favor.

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

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

Commissioner Goddu moved to approve the purchase of various gift cards as identified on the memo from

Human Resources dated June 26, 2023, utilizing category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Commissioner Goddu moved to implement a disclaimer that once the employee accepts the gift card and signs the tax form, Rockingham County is not responsible for any financial loss if the employee is unable to use the gift card, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion.

Register of Deeds, Cathy Stacey said one of her employees received a gift card to Park Place Lanes, they have gone out of business and the gift card won't be honored. She said she has an issue because the employee has been waiting for information from HR for a week, and now this is the result, this this comes before you to undermine so the employee is out of luck. Senior Director Kivikoski said they haven't been able to discuss it because it was done for tax year 2022 and Senior Director Nickerson isn't here. They've been doing research with the state to find out about this business. They offer these gift cards with the best intentions, but they have no idea what these companies' financial backgrounds are when they purchase the cards, and they don't get any information from these companies after they purchase the cards. She said the email from the employee stated her concern was the tax and that's what they have been researching for the employee.

Ms. Stacey said the employee is asking if there will be a replacement gift card. Senior Director Kivikoski stated today's motion is for gift cards going forward, all recipients will be aware that we won't be liable. She said to Ms. Stacey that she can use the next round of gift cards that will be going out soon to replace the one the employee can't use. Ms. Stacey said her problem is that Senior Director Kivikoski didn't reach out to her before today's meeting to inform her of today's motion knowing there was an issue in her department.

Commissioner Goddu asked how many gift cards were purchased from Park Place Lane and how many have been used. Senior Director Kivikoski said there were 10 purchased and they would have to call the employees to see if they've been used. Commissioner Goddu asked to have all the unused Park Place Lanes gift cards replaced, independent of the other gift cards.

Senior Director Kivikoski said today's motion is to cover us for any future gift cards, not to retaliate against Ms. Stacey's employee. She said she hasn't contacted the employee yet because they haven't been able to find out any information on the business, so they have a call into the state, and Senior Director Nickerson isn't here to answer the question about the tax. She wants to clear that up because the employee specifically asked about that. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

b. Internal Only Job Postings (2) (approval)

Commissioner Goddu moved to approve an internal only posting for one Finance Office position and an internal only posting for one Assisted Living position under Chapter 10 Recruitment, Selection, and Appointment of Employees, 10-3 Recruitment Procedures, B, 3., Internal 10 day posting. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

c. Training Request (approval)

Commissioner Goddu moved to approve an exception to the conference and training directive for a Human Resources employee (A.K.), to attend the Strategic HR conference in Bretton Woods, NH held October 22-24, 2023 at an estimated total cost of \$2,130.00, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

d. Updated Conferences Daily Meal Cap & Total Cost Threshold (approval)

Commissioner Goddu moved to approve the total conference cost threshold, before the need for Board of Commissioners approval, to be increased to \$1,100 per attendee, as recommended by the Senior Director



of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Commissioner Goddu moved to set a daily meal cost limit (including reasonable tip amounts) of \$95 for overnight conferences, with 50% of the rate for first and last day involving air travel regardless of what time the employee departs or returns, and \$35 for single day conferences/trainings effective July 1, 2023 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Assistant Director Katie Casey said the Federal rates haven't come out yet. She feels it should be increased but maybe not this much. She suggested talking to Senior Director Nickerson when he comes back. Discussion ensued regarding tabling the motion, it was decided they would move forward today and amend it later. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

- e. Full Execution of Two CBA's (for Commissioners signatures)
  - NEPBA, Sheriff's Supervisors
  - Teamsters Local #633, Department of Engineering and Maintenance

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

- a. The Inn at Deerfield, Inc Memo of Understanding Renewal (approval)

Commissioner Goddu moved to approve the renewal of The Inn at Deerfield, Inc. memo of understanding, 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 Goddu and Chirichiello in favor.

### **E. Department Head Updates**

Superintendent Jason Henry reported there are currently 145 inmates, the shower project is going well, and he is asking for a letter of support in pursuit of holding ICE detainees. Commissioner Goddu asked how many detainees he expects from this deal. Superintendent Henry said he would open one unit, he expects 60 inmates which would need one staff member per shift and it would not impact the amount of spots he is already authorized. He gave a staffing update explaining there is enough staff. Commissioner Chirichiello said they will work on the letter of support. He went on to report that their x-ray machine is up and running, they are working on an rfp for a replacement, they had the Sheriff's dogs in to search one of their units and will be doing that on a more frequent basis going forward.

Senior Director Smith gave a Covid update, they are doing a food drive, working with Glendale to open up neighborhood kitchens for more of a full dining experience, preparing for survey and Medicare Part B billing audit.

Register of Deeds Cathy Stacey said it's quiet there now.

The High Sheriff said he had nothing new to report but it's nice to see Tom Tombarello at the meeting.

Senior Director Gates said she has nothing to report, they're just busy.

Assistant Director Katie Casey said they are getting ready for year-end close.

Senior Director Kivikoski said they will be doing a second audit of open enrollment, they will be sending out the Yeti cups next week, and they'll be starting the MotivateMe audit soon. There are two Department of Corrections MOU's for the Lieutenants and Majors that are expiring on June 30<sup>th</sup>. They are for pick-up bonuses, allowing them to pick up overtime for relief of mandates. She said she will work on the MOU's and bring them back to the Board next week to see if they want to extend them another year.

### **F. New Business / Old Business**

There was nothing brought forward for new business or old business.

### **G. Public Comment**

Thomas Tombarello congratulated everyone on passing the budget, he said he drove past recently and was excited to see the excavators out in the field. He said we're all doing a fantastic job and he's proud of us all.

### **H. Commissioners' Nonpublic Session**

Commissioner Goddu moved to enter Nonpublic Session at 9:21 am per NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 9:41 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Commissioner Goddu 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 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

### **I. Adjourn**

Commissioner Goddu moved to adjourn at 9:42 am. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/20/2023.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, July 6, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Jude Gates, Sr. Director E&MS

Robin Bernier, IT Manager  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
John, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Service Contract, 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Award: Handheld Narcotics Detection Device – Sheriff's Office

Commissioner Coyle moved to award the proposal for handheld narcotics detection device to DetectaChem for two units at an amount not to exceed \$62,712.89, utilizing opioid abatement funds as recommended by the High Sheriff and the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Register of Deeds (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare two AS400 systems and an IBM Server X3650 surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. 07/07/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,309,881.10 for the period ending July 1, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Goddu had nothing to report.

Commissioner Coyle reported the jail population is currently 155, they are Covid free, Long Term Care had one Covid positive, the nursing center has started opening community dining, and the Finance Office is very busy.

Commissioner Chirichiello said he would let his departments give their own updates.

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

- a. Merrimack County DOC Female Prisoner Housing Agreement Amendment (approval)

Commissioner Coyle moved to approve the Merrimack County Department of Corrections Female Prisoner Housing Agreement Amendment, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. November 2022 Recognition Gift Cards Update (informational)

Alison said there were 10 gift cards issued, seven of them haven't been used, one was partially used and they couldn't get in touch with the remaining two recipients because they're on vacation. She recommends purchasing 10 replacement cards that she will issue to the ten employees if they can return the original cards to her. Discussion ensued regarding income taxes. It was determined that the ones who didn't use the gift cards at all would not have additional income tax on the replacement gift cards and the Senior Director of Finance would determine a tax amount for the one employee that partially used their gift card.

- b. Earned Time/Holiday Time Cash Out (approval)

Commissioner Coyle moved to approve a Fiscal Year 2024 Cash-Out of Earned Time and Holiday accruals, as outlined in the memorandum dated July 3, 2023, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated June 28, 2023 to Easterseals, NH for an additional client at an amount of \$80 per day, 5 days a week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Foot Care Services Agreement (approval)

Commissioner Coyle moved to approve the Foot Care Services Agreement with Dolores Gifford, RN Certified Foot Care Specialist, for the period beginning July 17, 2023 for an initial term of one year with automatic renewal and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. FY 2023 Law Enforcement Substance Abuse Reduction Initiative Grant, \$150,750 (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, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Senior Director Kivikoski announced that she has two MOU's for the Board to sign, they have finished one reconciliation of open enrollment, they are starting the Motivate Me audit, and the YETI cups will start going out tomorrow.

Senior Director Nickerson reported revenue from the state was \$575,000 which was about \$200,000 over budget, he has several grant reports due throughout the month, they have started working on financial statements, there will be 2023 AP warrants along with 2024 warrants with the next two AP weeks, payroll was difficult this time around because there was a lot of extras and there will be again for payrolls coming up.

Senior Director Gates said her department is shorthanded, she has two on vacation, two are injured and one is on leave but they're doing the best they can. She reported the stormwater measures at job site are holding up very well considering all the rain that we've had lately.

The High Sheriff gave a brief staffing update and said they continue to be busy.

Senior Director Smith mentioned they are preparing for survey, they are opening up dining services throughout the nursing center, he gave a brief staffing update, and a skills fair update.

Superintendent Jason Henry said they are seeing spikes over the weekends, they had a good meeting with Exeter Hospital to try and resolve some problems, and they will continue to meet quarterly.

Register of Deeds Cathy Stacey gave a transaction update.

Senior Executive Assistant Leila Mattila notified Senior Director Gates that all the forms and department references on the website have been updated to reflect the new department name, she mentioned the need to discuss the NHAC conference and the ARPA Grant Awards. Discussion ensued regarding the ARPA Grant awards and it was determined they would look over the applications in the coming weeks and make some determinations.

## **F. New Business / Old Business**

### **6. HR Walk-In**

Commissioner Coyle moved to amend the June 26, 2023, motion to increase the total number of gift cards from 10 to 11 in the amount of \$151.00; utilizing the category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **G. Public Comment**

Thomas Tombarello said he recently had a discussion with two people from his town who spoke highly of the Meals on Wheels program and the nursing home.

## **H. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Nonpublic session NH RSA 91-A:3, II (a)**

Commissioner Coyle moved to enter Nonpublic Session at 9:10 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:22 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to enter non meeting at 9:23 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to exit non meeting at 9:34 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to enter Nonpublic Session at 9:34 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:52 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle mentioned they now need to go back into nonpublic to review the sealed nonpublic minutes from the last six months as requested by the Board a few weeks ago. Discussion ensued.

Commissioner Coyle moved to enter Nonpublic Session at 9:34 am per NH RSA 91-A:3. Commissioner Goddu seconded the motion. Commissioner Chirichiello left the meeting. Voted 2-0 in favor. Commissioner Coyle voted yes, and Commissioner Goddu voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:01 am. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Coyle moved to seal the nonpublic minutes of session #1 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 Goddu seconded the motion. Voted 2-0 in favor. Commissioner Coyle voted yes, and Commissioner Goddu voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:01 am. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/27/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, July 13, 2023 @ 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 Goddu  
Katie Casey, Assistant Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Robin Bernier, IT Manager

Jason Smith, Sr. Director, LTC  
**Remote Attendance:**  
Commissioner Coyle  
Jason Henry, Superintendent, DOC

### B. Consent Agenda

#### 1. 07/13/23 Accounts payable list (approval)

Commissioner Goddu moved to approve the Fiscal Year 2023 Accounts Payable check run for a total of \$1,502,917.15. Commissioner Coyle seconded the motion. Commissioner Goddu voiced his concern with the lack of response to his request for detailed support for the Harvey Construction invoice. Discussion ensued. Voted 2-1, Commissioner Coyle voted yes, Commissioner Chirichiello voted yes, and Commissioner Goddu voted no.

Commissioner Goddu moved to approve the AP check run for July 13, 2023 that affects the 2024 fiscal year in the amount of 123,404.92. Commissioner Coyle seconded the motion. Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### D. Public Comment

There were no public comments.

Commissioner Coyle informed the Chair that Senior Director Smith had an announcement to make. He said there were eight surveyors from the State for the annual survey this year and the results of the survey are we are deficiency free. He added that this opens us up to a piggyback Federal survey. Commissioner Chirichiello commended him and his team. Commissioner Goddu congratulated him, and Commissioner Coyle congratulated him and commended Senior Director Gates' team as well.

Commissioner Goddu brought the attention of the Chair to the two line item transfers that require approval today. He moved to approve a transfer from line 52100 nursing FICA, from 52103 nursing retirement, from 51002 laundry staff, from 51002 environmental services staff, 59600 pharmacy drugs, from 56102 intermediate nursing care totaling \$600,000, transferring to line 51002 nursing staff. Commissioner Coyle seconded the motion. Voted 3-0, Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Goddu moved to approve a transfer from line 52100 assisted living FICA, from 52103 assisted living retirement, from 53600 assisted living contract services totaling \$32,500, transferring to line 51002 assisted living staff. Commissioner Coyle seconded the motion. Voted 3-0, Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Senior Director Kivikoski asked to get signatures from the Board for the two MOU's for the Department of Corrections that have been approved and signed by the unions. Discussion ensued regarding the details.

Commissioner Goddu moved to approve the Memorandum of Understanding with the NCEU for the period of June 18, 2023 through June 15, 2024 for a \$280 per week stipend for Correctional Officers. Commissioner Coyle seconded the motion. Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Goddu moved to accept the MOU with the National Correctional Employees Union, Local 118, that allows current overtime practices at the Rockingham County jail. Commissioner Coyle seconded the motion. Voted 3-0, Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**E. Adjourn**

Commissioner Goddu moved to adjourn at 9:00 am. Commissioner Goddu seconded the motion. Voted 3-0, Voted 3-0, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Minutes typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/27/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, July 20, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Robin Bernier, IT Manager

Megan McGowen, County Attorney's Office  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Michelle Melanson-Schmitt, DON, LTC  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Tom Tombarello, member of the public  
AJ Lastoff, NE BioClean  
Paul Lastoff, NE BioClean

### B. RFP Openings & Awards

#### 1. Opening: Forticare Renewals – Facilities Operations/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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: O365 Subscriptions – Facilities Operations/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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Opening: Vinyl/Latex Gloves – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Opening: Custom "Hinged Door" Memory Boxes – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to table agenda items number 5 and 6 awards until later in the meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 5. Award: Forticare Renewals – Facilities Operations/IT Services (tabled)

#### 6. Award: O365 Subscriptions – Facilities Operations/IT Services (tabled)

#### 7. Award: Service Contract – Refrigerator/Freezer – Long Term Care Services

Commissioner Coyle moved to award the proposal for service contract-refrigerator/freezer to Alliance Group for an amount not to exceed \$7,980 for a period of one year, as recommended by the Senior

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

8. Award: Search & Rescue Grant, Night Vision Equipment – Sheriff’s Office

Commissioner Coyle moved to award the proposal for search & rescue grant, night vision equipment to Night Vision, Inc. for an amount not to exceed \$7,325.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**C. Consent Agenda**

1. 06/29/23 & 07/06/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the June 29, 2023, and July 6, 2023 public and nonpublic meeting minutes. Commissioner Goddu stated he would like to amend the motion and table the July 6<sup>th</sup> public and nonpublic meeting minutes because they didn’t get them until 9:45 last night and he hasn’t had a chance to read them yet. Commissioner Chirichiello seconded the amendment. Commissioner Coyle suggested a new motion and moved to approve the June 29, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to table the July 6, 2023 public and nonpublic meeting minutes until next week’s meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 07/21/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,380,553.75 for the period ending July 15, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Adult Medical Day Care (AMDC) Payout Report, June 2023 (informational)

4. Nationwide Employee Engagement Program (informational)

**D. Reports**

**1. Commissioners’ Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Coyle gave an update on the inmate population, their Covid status and a staffing update for the Department of Corrections. She reported that the Finance Office continues to be busy with year-end procedures and Long Term Care is deficiency free according to the state survey, for the second year in a row.

Commissioner Goddu stated he was contacted by the Derry Chamber of Commerce, and they told him they were devastated by Covid, so they sent him a sizable, detailed request for a grant and he hopes the Commissioners can determine an award in the near future.

Commissioner Chirichiello said he attended the joint loss meeting earlier this week and everything looks good. He reported that someone dropped off what looks like a lawsuit earlier this week. It names him and Scott Priestley, claiming RICO laws, parental right laws, a gentleman from Manchester, NH but he names Rockingham County, not Hillsborough County. He mentioned it has been sent to Primex. He stated Senior Director Gates is meeting with DES this morning and that’s why she’s not in attendance.

b. New Building Construction Invoices (discussion)

Commissioner Chirichiello stated Commissioner Goddu is looking to receive more detail with the Harvey Construction invoices. Commissioner Goddu explained what Harvey Construction provides with other projects and he feels the Commissioners should receive the same amount of detail for their project.

Commissioner Coyle stated there is a checks and balance system in place, and they're not rubber stamping anything. Every invoice is well vetted, and we trust our department heads when they review everything in detail and it's all correct. She also stated that she has concerns with any single Commissioner contacting Warrenstreet or Harvey Construction without Board agreement. She feels a monthly report will be sufficient.

Commissioner Chirichiello reported that Warrenstreet contacted him and stated that a commissioner contacted their employees. He said they felt "put on the spot" because they were told if he didn't get what he wants, he's not going to sign, so he shares the same concern as Commissioner Coyle. He doesn't know what's transpiring between a commissioner and the vendor. He feels like Commissioner Goddu is acting for the County and he wants to make sure it doesn't continue. He also requested that if Commissioner Goddu wants to reach out to any of the departments that he is liaison to, he would like to be copied on the email, or given a heads up first.

Commissioner Coyle suggested we have a meeting with Warrenstreet and Harvey Construction. Commissioner Chirichiello agreed. Commissioner Goddu said it's trust but verify. He said he trusts Warrenstreet and Harvey Construction because they are both excellent vendors, but it's normal procedure for them to provide a detailed executive summary every month and a detailed warrant that shows the amount of money they're spending every month and all the invoices. He doesn't think it's adequate to sign off. He said he is also not going to restrict who he contacts, the liaisons are for the department heads to contact us, not the other way around. Discussion ensued.

Commissioner Coyle suggested to the Chair that they should make a motion, and she moved that no member of the Board should be contacting Warrenstreet, Harvey Construction or any vendor independently without discussion and agreement by the Board of Commissioners. Commissioner Chirichiello seconded the motion. Commissioner Goddu stated they do not have the authority to make a motion to restrict his behavior, or anybody else's behavior in this room. He said they can make the motion and vote for it, but he will ignore it. Commissioner Chirichiello informed the Board that they will instruct Warrenstreet and Harvey Construction not to respond to a single Commissioner. Commissioner Coyle stated the motion is on the floor. Voted 2-1, Commissioners Coyle and Chirichiello in favor, Commissioner Goddu opposed.

Commissioner Chirichiello agreed with the suggestion to bring Warrenstreet and Harvey Construction in for a meeting to make sure we're all on the same page with what we would like to see with the invoices.

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

### **a. Bid Waiver Request, DocStar – PiF Technology \$11,785.00 (approval)**

Commissioner Coyle moved to approve the DocStar-PiF Technology proposal & Bid Waiver Request in the amount of \$11,785.00 for re-installation of the software and one year of support and authorize the Chair to sign all necessary agreements, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

### **c. Out of State Conference Request (approval)**

Commissioner Coyle moved to approve an out of state conference and travel for two Victim Witness Specialists from the County Attorney's Office to attend the National Coalition Against Domestic Violence conference held October 22 – 25, 2023 in Washington, DC, at an estimated total cost of \$6,000, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **3. 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 July 6, 2023, transferring an inmate to Carroll County Department of Corrections pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **4. Finance Office – Charles Nickerson, Senior Director**

- a. Fiscal Year 2024 Benefits Related Payments (approval)

Commissioner Coyle moved to authorize the Finance Office to process payments for Fiscal Year 2024 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **5. Human Resources – Alison Kivikoski, Senior Director**

- a. Exeter Inn - 2023 Years of Service/NHAC Awards Events (approval)

Commissioner Coyle moved to authorize hosting the 2023 Years of Service / NH Association of Counties (NHAC) awards events at the Exeter Inn on October 26, 2023 and November 2, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Exception Request, Open Enrollment Deadline – Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to the open enrollment deadline for a Sheriff's Office employee (K.L.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Revised Per Diem Wage Schedule (approval)

Commissioner Coyle moved to approve the amendment to the per diem wage schedule for three positions effective July 2, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. Wage Adjustments, On Call Dispatchers (approval)

Commissioner Coyle moved to approve wage adjustments for identified On Call Dispatchers as outlined on the memo from Human Resources dated July 20, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- e. Fiscal Year 2024 Hiring Grids (approval)

Commissioner Coyle moved to adopt the five (5) revised hiring grids as outlined for fiscal year 2024 effective July 1, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- f. Sign-On Bonuses – Facilities Operations (approval)

Commissioner Coyle moved to approve a sign-on bonus for each of the two (2) full-time Plumber positions in the amount of \$10,000 (\$4,000 at 4 months, \$3,000 at 8 months, and \$3,000 at 12 months). Further, to approve a sign-on bonus for the full-time Motor Services Technician position in the amount of \$5,000 (\$2,000 at 4 months, \$1,500 at 8 months, and \$1,500 at 12 months). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

g. Conferences Meals Cap Amendment (approval)

Commissioner Coyle moved to amend the fiscal year 2024 daily meal cost limit (including reasonable tip amounts) to \$87 for overnight conferences effective July 1, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 17, 2023 to Easterseals for an additional client at an amount of \$80 per day for 5 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 13, 2023 to Easterseals for an additional client at an amount of \$80 per day for 5 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 6, 2023 to Silverthorne for an additional client at an amount of \$25 per day for 3 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. HealthDirect Pharmacy Agreement (approval)

Commissioner Coyle moved to approve the HealthDirect Pharmacy Agreement and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 (P.M.), to attend the 2023 American Society for Health Care Risk Management (ASHRM) conference held August 7 – 12, 2023 in St. Louis, MO at an estimated total cost of \$4,900.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Grant Application: 2023 Justice Assistance Grant, \$36,467 (approval)

Commissioner Coyle moved to approve an application for the 2023 Justice Assistance Grant in the amount of \$36,467, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Grant Agreement: Highway Safety Grant \$14,400 (approval)

Commissioner Coyle moved to approve the Highway Safety Grant Agreement in the amount of \$14,400, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

The High Sheriff gave a staffing update, mentioned they have been busy with Civil processing and said he has a great team and he's very proud of everyone.

Senior Director Kivikoski said they are working on setting up harassment training, they have been working on a couple of MOU's, the Use of Facility policy, she gave an update on the childcare feasibility study, announced the earned time cash out forms have gone out and they're working on the MotivateMe payout.

Senior Director Nickerson stated he has many grant filings due this month. He has completed the budget filing with the DRA, he spoke of tax apportionment and equalization, and mentioned it's a very busy month in payroll with many changes going through and he's looking forward to year-end prep.

Robin Bernier, IT Manager mentioned they are working on scheduling a complete network security assessment, free of charge from Homeland Security.

Superintendent Jason Henry gave an update on the inmate population, he stated the guard tour for doing rounds is coming along and most of the data has been put in the background and he hopes it will be up and running soon. He said they organized defensive tactic training throughout the state to level up some Rockingham County employees who are certified instructors, and they had their initial kick-off meeting with Central Square.

Michele Melanson Schmitt, Director of Nursing reporting they are prepping for next year's survey and she gave a Covid update.

Megan McGowen of the County Attorney's Office gave an update on their case load, and a staffing update.

Commissioner Coyle asked to take up the walk-in from Human Resources regarding the County Attorney's Office. Commissioner Chirichiello agreed. Commissioner Coyle moved to approve a general leave request for a County Attorney's Office employee (K.B.) with County portion of all benefits to continue for the period June 29, 2023 through September 11, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and commented that he doesn't know anything about it. Commissioner Coyle said they can take it up in nonpublic and she will table it. Commissioner Chirichiello seconded tabling the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Register of Deeds Cathy Stacey gave an update on some large transactions and announced she is leaving for the NACo conference tomorrow, returning on Monday.

Leila Mattila, Senior Executive Assistant stated the CDBG project for New Generation has been put on hold until probably 2025, and she gave a special thank you to Cathy Stacey for submitting her annual report already.

Commissioner Coyle asked to make the motion for the two awards that were tabled earlier in the meeting, Commissioner Chirichiello agreed.

Commissioner Coyle moved to award the proposal for Forticare Renewals to Block 5 for an amount not to exceed \$12,857.84, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to award the proposal for Office 365 Subscriptions to Tommy TQL for an amount not to exceed \$79,187.78, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **F. New Business / Old Business**

No one had any new business or old business to discuss.

## G. Public Comment

There were no public comments.

## H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter Nonpublic Session at 9:40 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:05 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

A non-meeting took place from 10:05 am to 10:53 am

Commissioner Coyle moved to seal the nonpublic minutes for session #1 indefinitely because divulgence of this information would be a HIPAA violation. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the nonpublic minutes for session #2 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve a general leave request for a County Attorney's Office employee (K.B.) with County portion of all benefits to continue for the period June 29, 2023 through September 11, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## I. Adjourn

Commissioner Coyle moved to adjourn at 10:55 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/27/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, July 27, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jude Gates, Sr. Director E&MS  
Katie Casey, Asst. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Robin Bernier, IT Manager

Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Tom Tombarello, member of the public  
TDunn, member of the public (8:43am)

### B. RFP Openings & Awards

#### 1. Opening: Digital Marketing – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Motorola Equipment – Sheriff's Office

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

### C. Consent Agenda

#### 1. 07/06/23, 07/13/23 & 07/20/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the July 6, 2023 public and nonpublic meeting minutes, the July 13, 2023 public meeting minutes, and July 20, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. 07/27/23 Accounts payable list (approval)

FY 2023 List total: \$2,114,438.69, ACH \$1,282.37, GL \$1,092,884.39, Accounts Payable check run \$1,020,271.93.

Commissioner Coyle moved to approve a fiscal year 2023 accounts payable list total of \$2,114,438.69. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

FY 2024 List total: \$3,095,311.59, ACH \$2,280,101.37, GL \$192.00, Payroll \$3,850.72, Previously authorized by BOC \$67,813.44, Accounts Payable check run \$743,354.06.

Commissioner Coyle moved to approve a fiscal year 2024 accounts payable list total of \$3,095,311.59. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.



### 3. HR Bi-Weekly Recruitment Report (informational)

Senior Director Kivikoski feels the New Hampshire Retirement System deduction and the Union dues really harms their chances with some new hires. Discussion ensued regarding the Covid-19 mandated vaccine, Senior Director Smith clarified that we're following CDC guidelines and any Long Term Care employee can apply to opt-out.

## D. Reports

### 1. Commissioners' Office – Brian Chirichiello, Chair

#### a. Liaison updates

Commissioner Goddu said the only thing he wanted to say today was happy birthday to his son, Andrew who turned 27 today.

Commissioner Coyle reported the jail population is at 155, they are Covid free, and Facilities Operations continues with a few projects there. She mentioned the Commissioners received the equalization survey, and the Finance Office is busy closing out fiscal year 2023. There may be an article coming out soon regarding the Magic Table, and there are some events coming up in Long Term Care. She announced we are at full capacity in Assisted Living.

Commissioner Chirichiello said he would let his departments give their own updates but he did want to mention that we are going to notify the abutters that we are willing to test their wells. We also need a small sliver for an easement for well #4. Senior Director Gates explained what the easement is, why we need it, and mentioned it is wetland.

#### b. Amendment to the July 13, 2023 Accounts Payable List Motion

Commissioner Coyle moved to amend the July 13, 2023 motion for the approval of the fiscal year 2023 accounts payable check run and include the approval of the complete accounts payable list for a total of \$2,274,960.27. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to amend the July 13, 2023 motion for the approval of the fiscal year 2024 accounts payable check run and include the approval of the complete accounts payable list for a total of \$888,836.76. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### a. Contract Extension Request, Bob Barker Company (approval)

Commissioner Coyle moved to approve a twelve-month extension to the current contract with Bob Barker for personal care items, with contract prices to continue until the end of the extension on October 31, 2024, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### a. Exception Request 7-3 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (J.W.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve a line item transfer request in the amount of \$16,100.00 dated July

21, 2023, transferring from assisted living contracted services to assisted living staff, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 12, 2023 to Easterseals for a current grant recipient for an additional day, increasing to three days a week at \$80 per day, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Equitable Sharing Agreement & Certification Fiscal Year 2023

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

**E. Department Head Updates**

Senior Director Gates gave a staff update, she said they're struggling with the workload, but staying afloat. She gave updates on the new building; they are working with DOT for the driveway permit, they met with DES last week regarding well #4, they were very helpful with the easement, they are working with DES for the sewer connection also, and they are preparing for the new dishwasher installation in Long Term Care.

Commissioner Goddu asked why we are \$200,000 over the estimated budget for metal work on the new building and the money will be applied to the contractor's contingency. Senior Director Gates explained that the awarded vendor had withdrawn so they went to the next vendor.

Senior Director Kivikoski reported being busy with MOU's, they are working on their scanning, she will have a couple of onsite visits for the childcare feasibility study, one with Merrimack County and one with Easterseals. They will have a new employee retention activity for 3<sup>rd</sup> shift and weekenders for approval next week, they are looking into the Ben & Jerry's truck coming back again, and they are putting the final touches on the quiet room for nursing mothers or anyone when they have a break.

Assistant Director Katie Casey stated the Finance Office is closing fiscal year 2023 in Munis tomorrow.

Cathy Stacey said she is going to be sending some stuff to Jason Henry regarding opioids and people in facilities and things that help with withdrawals. She said happy birthday to Andrew.

The High Sheriff gave a staffing update.

IT Manager Robin Bernier is working on a few different projects and staying busy.

Superintendent Jason Henry gave an update on projects, he met yesterday with all supervisors to get them all on the same page with county policies, union contracts, RSA's and everything that's going on around the country with corrections. He will sit on the oral boards on Tuesday for Grafton County as they pick a candidate for their new Superintendent. There is a meeting next month regarding the star program, he will put together a presentation for the Commissioners. He ended his update notifying everyone that there were two recent former inmate deaths. One was in drug court but couldn't stay on the right path and overdosed, the other was a mental health issue, released by the courts, was sent to his dad's house and washed up on shore at Salisbury Beach. He said we need more places to put these people so they can get stabilized and we can prevent these things from happening.

Senior Director Smith reported their annual survey plan of correction was submitted to DHHS, the 2 sprinkler heads were installed. They have the family picnic coming up, the assisted living community is at max capacity and they have an active wait list. He said last week was the FSA audit for Medicare part A to

make sure we're billing correctly, and they had their kickoff meeting for the refurbishment of the hospice suites. He expects that project to be completed in January or February.

Senior Executive Assistant Leila Mattila asked if we are having an Opioid Abatement Funds Working Group Session today. It was decided they would change the schedule to as needed. She asked the Commissioners if they would like the Harvey construction meeting minutes, add to the agenda? They decided it wasn't necessary, as long as they receive them.

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

Tom Tombarello said he misses a lot at the County, but he enjoys just watching the meetings and told everyone to keep up the good work.

#### **G. New Business / Old Business**

Commissioner Goddu asked if we could find a local dairy within Rockingham County for the ice cream truck.

Commissioner Chirichiello stated we are ahead of schedule, so we'll take up our nonpublic sessions at this time. If anyone wants to join us for the discussion with Jonathan Halle and Dov Jaffe, please check back at 9:30.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter Nonpublic Session at 9:11 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:33 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **I. New Business / Old Business (continued)**

##### 1. New Building Construction Invoices Discussion with Jonathan Halle & Dov Jaffe (9:30 – 10:00 am)

Commissioner Goddu stated he is interested in being able to review all of the invoices on a regular basis before he is asked to pay for the services. Commissioner Coyle stated that he has never asked for invoiced on any other projects. She would like to make a public record of all the internal processes for review and the numerous checks and balances. Commissioner Chirichiello said it's important that we don't have one Commissioner reaching out on behalf of the Board.

Jonathan asked Commissioner Goddu what constitutes an invoice. He said there could be 10 reams of paper if you want every invoice that's on a pay req. He said you have a guaranteed maximum price. They review the pay reqs based on a schedule of values that has been established by Harvey and their buyout. He explained pencil reqs and their review process. He said when they're done reviewing it, it goes to Senior Director Gates, then it goes to Senior Director Nickerson before it goes to the Commissioners. He said they don't review all the invoices for every pay req. They review it based on the percentage of construction complete at that time. He explained if Harvey is billing 10% of the mechanical, when they review it they determine that the mechanical is at least at 10% of the scope of work. They review that they're getting paid, Harvey pays their vendors, they get a lien release, and they're on track. The project report that Commissioner Goddu sent as an example of what he is looking to receive on a monthly basis is from a Salem project, and they negotiated that into their contract. There is a cost involved that isn't in this contract.

Dov Jaffe explained they use scheduled values which has a greater level of detail for work scope line items. They require it from all their subcontractors and that's the way they review their requisitions or invoices in order to gauge their work in place and approve it on a monthly basis. He said they don't get an invoice for every screw or piece of pipe they use. They do have a different procedure for stored materials, which involves photographs, right of entry so that material could be recovered if that company became

insolvent. He does review and approve all the invoices for material Harvey purchases directly, but they are not typically attached as part of their requisitions as back-up because of the amount and they are not required to. They include both Harvey's cover sheet with the schedule of values with the listing of items that add up to the total per period and what item it applies to, and each of their subcontractors schedule of values.

Commissioner Goddu said he was hoping for something similar to the Salem project report because he is going to be asked each month to pay \$2-\$5 million and he wants to make sure he clearly understands what they're paying and that they're being charged appropriately. He said they are explaining that it's uncommon for them to be reviewing any of the invoices from the vendors.

Jonathan explained that Harvey has hundreds of contracts for this project with subcontractors. There is a schedule of values that defines all of the trades, all of the divisions, there's a guaranteed maximum price and we know what adds up to that. There's a percentage billed previous billing that's all defined in the pay requisition every month so you can see the status going along. He doesn't understand how having all the information from every invoice will help.

Commissioner Coyle said she feels comfortable with the summary, knowing the checks and balances, knowing what's in place for reviewing, knowing that we have a GMP, knowing the reputation of Harvey and Warrenstreet, and knowing that we didn't contract for that level of detail. We have system in place, it works well, this is not the first time we have done a significant project successfully with Harvey and Senior Director Gates, and she is prepared to make a motion for the level of detail we are to receive.

Commissioner Chirichiello asked Senior Director Gates if the current process has been an issue for her. She replied no, not at all. He explained that in our contract, we have the opportunity to audit at the County's cost.

Commissioner Coyle stated that he has not asked for this level of detail on any other project, and she feels this is tied to his push to have Mr. Barrone involved in this project. She said we all want to do our due diligence, but we rely on the checks and balances on all County projects and business and expenditures. She said he is taking a completely different tact than we've taken anywhere else. Commissioner Goddu replied that it's a \$76M project, it deserves a different level of scrutiny.

Commissioner Chirichiello asked Commissioner Goddu what expertise he has in the construction business that he can look at every single invoice down to the screws. He said it sound like he wants to micro manage it, and it seems odd that someone with no expertise on buildings is asking for that much detail. Commissioner Goddu said his expertise is in business management and people of Rockingham County voted me in to be sure that our tax money is being used properly. You're denying me the invoices and explaining that it's too difficult. He said he's not trying to make a big deal of it.

Dov Jaffe explained the only time they would receive invoices like what Commissioner Goddu is explaining, is if they hired someone on a time and material basis. They subcontract at a fixed price and use the schedule of values on a monthly basis.

Senior Director Gates explained how the billing is done with the schedule of values. There is a level of detail that is being very closely scrutinized without each individual invoice.

Commissioner Chirichiello pointed out that he and Commissioner Coyle were also elected to represent the taxpayers. Commissioner Coyle said to Commissioner Goddu that his concern is that he doesn't have an expertise in construction to understand the document that is being provided. She stated there is a learning a curve, and he is an intelligent individual who has gained traction with the last one and that's what we'll get going forward. If you don't understand something, there is the opportunity at a public meeting to ask if we can discuss it collectively and we can go and ask questions.

Commissioner Goddu once again said he is being denied the opportunity to review invoices and he's told that his request is unreasonable.

Commissioner Chirichiello said we should find out what it would cost to receive the amount of detail he's looking for and he can make a motion to approve spending the money for the extra detail.

Dov Jaffe said he looked at the Salem report that Commissioner Goddu supplied and the amount of detail in their monthly report does not include every invoice. He said it's actually very similar to what they're providing for this project. The difference is that Salem is in the middle of their project and ours has just begun. There is an additional updated schedule and a list of change orders in the Salem report. All of the additional detail is discussed weekly at progress meetings for the owner. That information is being provided, its just not being presented in the same format.

Commissioner Goddu stated he's not concerned with the monthly report, he's more concerned with the detail on the invoices and he looks forward to seeing next month's warrant. He would like to have it in a timely fashion, not the day before. He said what you're describing to me sounds like you're going to satisfy that need.

Commissioner Chirichiello thanked Jonathan Halle and Dov Jaffe for their time.

Commissioner Coyle moved to enter Nonpublic Session at 10:11 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:23 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle stated the minutes of nonpublic session #1 does not need to be sealed and moved to seal the nonpublic minutes of session #2 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **J. Adjourn**

Commissioner Coyle moved to adjourn at 10:23 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 08/03/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 3, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
High Sheriff Massahos  
Captain Walsh, Sheriff's Office  
Jude Gates, Sr. Director, FO  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Julie Hoyt, HR Manager (8:57 am)

Leila Mattila, Commissioners' Office  
Kevin Coyle, former Commissioner  
**Remote Attendance:**  
Robin Bernier, IT Manager  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Cathy Stacey, Register of Deeds  
Thomas Tombarello, former Commissioner

### B. RFP Openings & Awards

#### 1. Opening: Supply & Install Peabody Floway Vertical Turbine Pump – Facilities Operations

Commissioner proposals and authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Schick 33 3.0 Dental Digital X-Ray Sensors – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Custom "Hinged Door" Memory Boxes – Long Term Care Services

Commissioner Coyle moved to award the proposal for custom "hinged door" memory boxes to Custom Display Designs, Inc. for an amount not to exceed \$11,572.91, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle asked Senior Director Smith why he decided to award this vendor. Senior Director Smith gave a detailed explanation. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Award: Motorola Equipment – Sheriff's Office

Commissioner Coyle moved to award the proposal for Motorola Equipment to 2-Way Communications/Motorola for an amount not to exceed \$47,836.89, as recommended by the High Sheriff. Commissioner Coyle asked about other bids. The High Sheriff explained sales territories for Motorola and that's why there was only one bid. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 07/27/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the July 27, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 08/04/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,568,935.22 for the period ending July, 29, 2023. Commissioner Goddu seconded the motion and asked why it's higher this pay period. Senior Director Nickerson explained the earned time/holiday time accrual cash out is in this payroll. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Reports**

**1. Commissioners' Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Coyle reported the jail population is at 157, 32 were over the weekend which are incredibly high numbers and just over ½ of them were out the next day, but they still needed to be processed. The software & IT projects in the jail are moving along well. She gave a Covid update for Long Term Care, announced the assisted living facility was voted as a finalist in NH, they just did a trip to York Beach. Long Term Care has completed their transition to the new pharmacy services. There is a discussion on the agenda for Moody's rating with Finance, they've been busy with earned time cash outs, reconciliations, and grant reporting.

Commissioner Goddu said he is really happy with the progress with the childcare feasibility study, and he mentioned a federal government pilot program for keeping residents at home. He said Senior Director Smith was already on top of it and he is putting the proposal through.

Commissioner Chirichiello said he would let his departments give their own updates.

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

a. Moody's Issuer Rating Annual Fees (discussion)

Senior Director Nickerson explained what the Moody's rating is, how beneficial it could be to the County just in case we have the need to borrow, and the \$3000 cost for the rating. The Commissioners agreed to move forward with paying \$3000 to be rated by Moody's. Commissioner Coyle moved to approve the expenditure of \$3000 to continue our Moody's rating and authorize the Senior Director of Finance to sign all necessary documents to execute it. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve an employee retention and engagement activity for 3rd shift and weekender employees (Jersey Mikes), utilizing the category 2.35 of the ARPA project funds. Commissioner Goddu seconded the motion. Commissioner Coyle stated she thought they used wellness dollars for the Smoothie Bus. Senior Director Kivikoski said she would double check on that. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Exception Request 7-3 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3, new appointment rate for a Long Term Care Services employee (M.E.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. HealthDrive Podiatry Group, P.C. Agreements with the Rehabilitation and Nursing Center and Ernest P. Barka Assisted Living Facility (approval)

Commissioner Coyle moved to approve two agreements with HealthDrive Podiatry Group, P.C. for services with the Rehabilitation and Nursing Center, and the Ernest P. Barka Assisted Living Facility effective August 1, 2023 continuing until terminated by either party, and further authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued regarding the named parties. Commissioner Coyle moved to amend her motion to approve the agreements with the caveat that the adjustment be made to add Rockingham County, New Hampshire as the entity. Commissioner Goddu seconded the amendment. Voted 3-0 on the amendment, Commissioners Goddu, Coyle, and Chirichiello in favor. Voted 3-0 on the motion with the amendment, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Superintendent Henry said he sat on the oral boards at Grafton County to help them choose their new Superintendent. He thanked the Commissioners for the approval of new vests. He gave a staffing update, mentioned he is currently working with ACLU. They want to add a bunch of new language to RSA 30B for more Medicaid assisted treatment, mental health stuff, and unfunded mandates.

Register of Deeds Cathy Stacey gave a large transactions update. She said she has a lot of staff out because it's vacation time, and she said she is the association rep for the retirement benefits commission and they'll be working on proposals from last year that retained.

IT Manager Robin Bernier said there's a lot of programs and a lot of processes in place. They are upgrading things and it's starting to come together.

Senior Director Smith gave a Covid update, mentioned a recent resident trip to York Beach and he thanked the Commissioners for the bus. He gave a pharmacy transition update and he's digging through the rfp to delay or defer institutional care. He has a meeting today with the County Nursing Home affiliate group, and they'll be looking at different ideas. The only thing he can think of is continuing the support with the adult day care organizations.

Senior Director Gates gave a brief update and said they are dealing with some permitting issues for the new building.

Senior Director Kivikoski reported working on the childcare feasibility study, she announced the MotivateMe incentive rewards will be in the August 18<sup>th</sup> payroll, she's working on setting up the harassment discrimination training, she has been involved with the Use of Facilities Policy that everyone has been working on, and UKG has resolved some concerns with issues with implementation. She announced that she has been invited to participate as the HR panelist for the Long Term Care Summit on Aug 21<sup>st</sup> to talk about what Rockingham County is doing regarding workforce, and she asked that Autumn Newsome go with her. The Commissioners agreed.

The High Sheriff gave a staffing update.

Senior Director Nickerson stated quarterly filings are complete, the Epping Meadows project is approved to go forward so CDFA will be awarding \$500,000 of CDBG funds for the project. He mentioned having had a good call with UKG, he confirmed that Munis fiscal year 2023 is now closed, and he will now be working on getting internal statements audited, and on Medicaid cost reports. He said he will see if they can enlist some aid of an outside audit firm to help with the preparation. He mentioned that he has heard August 30<sup>th</sup> is the official effective date for the bid threshold to go from \$5,000 to \$10,000.

Leila Mattila stated Jo Walsh, formerly from the Finance Office helped create a vehicles spreadsheet for all County vehicles and titles on hand. She has checked in with TD Equipment Finance regarding six vehicle titles that she hasn't received yet for vehicles that came off lease on March 30<sup>th</sup>. She said she is working on an out-of-state travel and training form to put on the website, and she is accepting proposals for CDBG administration on the Epping Meadows project.



## **New Business / Old Business**

### **1. Department of Corrections Walk-In, Lucky 8 TV / Concrete Brick Media, LLC Agreement**

Commissioner Coyle moved to approve the Concrete Brick Media, LLC Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Discussion ensued regarding use of video clips by Rockingham County, media releases, and the language in the agreement regarding liability insurance. Commissioner Goddu moved to amend the motion to add the word automotive in reference to the liability insurance as recommended by Primex. Commissioner Coyle seconded the amendment. Voted 3-0 on the amendment, Commissioners Goddu, Coyle, and Chirichiello in favor. Voted 3-0 on the motion with the amendment, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle said there has been some discussion on the Use of Facilities agreement and it will be on the agenda next week for approval. She had a discussion with the organization that was hoping to utilize the I.T. equipment that we have here. She said she spoke with the I.T. Manager and their idea is if a group wants to use our equipment, that group would have to pay the overtime to an IT employee to operate the equipment for them, and it would be at the discretion of the employees of the IT department if they can be available to work the overtime. Further discussion included waiving fees for non-profits and making other areas available other than the Hilton Auditorium.

Commissioner Coyle requested to discuss policy regarding rental cars for conferences. All Commissioners agreed that rental cars are not needed and suggest employees do not rent a car unless they want to do it on their own, except for those rare occasions where a rental car would be necessary. Then they can come in front of the Board to present their case.

Senior Director Kivikoski announced the first three podcasts with the Commissioners have been posted on YouTube. Apple Music and Spotify are pending. She then asked the Commissioners for approval to process two late submissions from the Sheriff's Office for the MotivateMe incentive rewards. She said they had mail delivery issues because they're not in the same building. The deadline was Friday, July 28<sup>th</sup>, and the forms came over Monday morning. All Commissioners agreed to allow.

## **F. Public Comment**

William Cahill of Teamsters Union wanted to let the Commissioners know that the Teamsters sincerely appreciate the openness and approachability of all the department heads. He said it helps them maintain labor harmony and they appreciate it. Commissioner Chirichiello thanked him.

## **G. Commissioners' Nonpublic Session NH RSA 91-A:3, II**

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

#### **a. Nonpublic session NH RSA 91-A:3,**

Commissioner Coyle moved to enter Nonpublic Session at 9:28 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:24 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle stated there were five topics in nonpublic session. Session #1 does not need to be sealed. She moved to seal the minutes of nonpublic sessions # 2 and 3 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic session # 4 for 90 days because it is

determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic session # 5 for 90 days because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 10:26 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 08/10/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 10, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Commissioner Coyle  
Jude Gates, Sr. Director, FO  
Alison Kivikoski, Sr. Director, HR

Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Thomas Tombarello, former Commissioner  
Karen Anderson, Hampton Falls Town  
Administrator  
Bret Lincoln, member of the public (8:51 am)

### B. RFP Openings & Awards

#### 1. Opening: Ice Maker and Water Dispensers – 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 2. Opening: Reach-in Refrigerator – 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 3. Opening: Refrigerated Merchandiser – 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 4. Opening: Remodel of Resident Dining and Main Kitchen – 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 5. Opening: Concealable Armor – Sheriff's Office

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

#### 6. Award: Supply & Install Peabody Floway Vertical Turbine Pump – Facilities Operations

Commissioner Coyle moved to award the proposal for supply & install Peabody Floway vertical turbine pump to Hampstead Area Water Services, Co. for an amount not to exceed \$65,911.00, as recommended

by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **C. Consent Agenda**

#### 1. 08/03/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the August 3, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 2. 08/10/23 Accounts payable list (approval)

List total: \$1,898,805.50, GL \$374,613.83, Payroll \$20,528.62, Previously authorized by BOC \$24,564.82, Accounts Payable check run \$1,479,098.23.

Commissioner Coyle moved to approve the August 10, 2023 Accounts Payable list total of \$1,898,805.50. Commissioner Goddu seconded the motion and asked for detail on the Harvey Construction warrant. Senior Director Gates satisfied his inquiry. Discussion ensued regarding the amount of detail received for the Harvey Construction invoice. Commissioner Goddu said he can't get an answer on what the warrant is for because Harvey Construction didn't include the invoice in the warrant, and they are contracted to do so, so he expects to see it. He said he would approve this warrant for good will, but he expects to receive the details on warrants going forward. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 3. HR Bi-Weekly Recruitment Report (informational)

### **D. Reports**

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Goddu said he visited Merrimack County day care center and nursing home with Senior Director Kivikoski and Senior Director Smith and had a very productive meeting. They will tour Easterseals next week.

Commissioner Coyle stated the jail population is currently at 150, they have a lot of projects in the works, and there has been an uptick in number of female inmates. She gave a Covid update for Long Term Care, and noted the Infection Preventionist, Lisa Hewitt was recently recognized for her efforts in a magazine. The resident and family picnic is coming up as well as the employee BBQ. She will let Senior Director Nickerson speak regarding the Finance Office.

Commissioner Chirichiello congratulated Lisa Hewitt for her recognition and commented that fentanyl deaths are going up.

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

##### a. Equitable Sharing Agreement and Certification (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 County Attorney. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 3. Facilities Operations – Jude Gates, Senior Director

##### a. Bid Waiver Request, TVC Systems (approval)

Commissioner Coyle moved to approve the TVC Systems three-year pricing proposal & Bid Waiver Request in the amount of \$66,200.00 for support services on the biomass boiler plant, as recommended by

the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

b. 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 \$8,910.00 for the traffic study, report and recommendations as required by NHDOT relative to the driveway permit for the new municipal building and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**4. Finance Office – Charles Nickerson, Senior Director**

a. ARPA Grant Applications and Payments Review (discussion)

Senior Director Nickerson explained his tracking documents. He then explained what the current balance is for Commissioner Goddu and the length of time to distribute the funds. The Town of Hampton Falls applied for \$12,000 because they had to pick up some of the slack when rental assistance came to an end. They budgeted for \$2,000, and the overall cost is \$14,000. Commissioner Coyle stated she felt it would be reasonable to make the award. Discussion ensued. Commissioner Coyle moved to award \$12,000 under sub-recipient category for ARPA programs to Hampton Falls to assist in their resident housing needs. Commissioner Goddu seconded the motion but asked for more clarification from the Hampton Falls Town Administrator. She explained that even though the families came from other communities such as Manchester, Nashua, and Salem, those communities denied them. Hampton Falls stepped up to help them with food, gas and housing. She said the \$12,000 doesn't touch the amount that they have already spent, but it would help. Commissioner Chirichiello said he's going to support it, but the welfare laws are very specific, and we have 36 other communities that may be in the same situation. People navigate to where the services are. He is concerned that we may set a precedent and other communities may start asking for money. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

b. ARPA Projects Update (informational)

Senior Director Nickerson explained the information provided includes all ARPA projects that the County has in progress. Initial allocations covered almost all of the \$60.2M award from the Federal Government. The Commissioners have approved \$58.3M for projects, and only \$5.3M has been spent. We have until December 31, 2026 for the performance period. He explained the breakdown of some of the projects. Commissioner Goddu asked about the \$1,895,000 noted on the detail as unallocated and asked to confirm that it is potentially for allocation of the new building. Senior Director Nickerson explained how that number won't be finalized until the end of January. Discussion ensued regarding how it can be spent.

c. State of NH DHHS County Cap Summary (informational)

Senior Director Nickerson explained that DHHS recently published the County Caps. The overall net Rockingham County Cap is unchanged for fiscal year 2024 & 2025. He said our percentage decreased by \$400,000. He budgeted for an increase of \$200,000 giving us a \$600,000 variance.

d. Intergovernmental Agreement Regarding Transfer of Public Funds (approval)

Commissioner Coyle moved to approve the fiscal year 2024 Intergovernmental Transfer agreement (IGT) with NH DHHS for a net obligation of \$19,207,690.00 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **5. Human Resources – Alison Kivikoski, Senior Director**

### **a. Use of Facility Policy and Licensee Agreement Form (approval)**

Commissioner Coyle moved to approve the Rockingham County Complex Facility Use Policy and Licensee Agreement Form as recommended by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion and mentioned he doesn't want this to become a burden and would like to reduce the fee from \$75 to \$50. Discussion ensued regarding set up and clean up and nonprofits won't be charged. Voted 3-0 in favor to keep it as is. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **b. Employee Retention and Engagement/ARPA Project Fund, Memories Ice Cream (approval)**

Commissioner Coyle moved to approve an Employee Retention and Engagement activity, Memories Ice Cream, utilizing the category 2.35 of the ARPA project funds, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **c. Amendment to 08/03/23 Employee Retention and Engagement/ARPA Project Fund, Jersey Mikes (approval)**

Commissioner Coyle moved to amend the August 3, 2023 Employee Retention and Engagement motion approving Jersey Mikes for 3rd shift and weekender employees to reflect the use of the County's health fund, 5151/52310 instead of ARPA project funds category 2.35. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **E. Department Head Updates**

Senior Director Gates gave a brief update, she said Robin Bernier is down at the water treatment facility helping get the data we need for the plc for test well #4. They asked for engineering services for the ARPA HVAC projects and she has two proposals right now that are very different from each other so she's making comparisons. She said as a point of interest, Merrimack County Nursing Home was designed by Warrenstreet.

Senior Director Smith gave a Covid update, they have an education session coming up for different hospice services, the family picnic is coming up, as well as the employee BBQ. He stated that CMS has issued new guidance that will take effect in 2024, and they are having issues with their mobile X-ray vendor, so they are looking at a couple different options. They are also working on the rfp for the pilot program to delay or defer institutional care. He then held a t-shirt and explained that a resident came to visit for skilled nursing and rehabilitation, and they had such a positive experience that they had t-shirts made for the staff.

Senior Director Kivikoski gave an update on employee retention and engagement activities, she said they are hosting an open house today for the Quiet Room and announced an offer was accepted for the MDS position. She stated Joann Brandt who has been in the HR department for 23 years retired yesterday, she will be missed. Merrimack County was very helpful and informative, she said it was an eye opener to learn the difference between profit and nonprofit and they will visit Easterseals next week, another nonprofit.

Superintendent Jason Henry gave a fentanyl update, he said Monday is the commencement of the 120<sup>th</sup> Corrections Academy. He mentioned that they started handing out Narcan pouches this week to every Correctional Officer as part of their uniform. He gave a brief projects update and said Officer Evans has been helping out with everything.

County Attorney Conway stated they have been very busy, she gave a trial update, and a staffing update.

The High Sheriff stated he has a walk-in for approval, the Commissioners stated the information is in their meeting packet and they will take it up under New Business.

Senior Executive Assistant, Leila Mattila had nothing to report.

HR Manager, Julie Hoyt stated the MotivateMe wellness incentives will be in this upcoming payroll. She said there have been many inquiries as to when it will be paid out.

## **F. New Business / Old Business**

### **1. Walk-In Grant Application Request (approval)**

Commissioner Coyle moved to approve the application for the Spike's K-9 Krijger Ballistic Vest grant in the amount of \$2500, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Discussing ensued regarding the requirement of a crowd funding page. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **2. Walk-In Inmate Administrative Transfer (approval)**

Commissioner Coyle moved to approve an inmate administrative transfer dated August 9, 2023, transferring one inmate from Carroll County DOC pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Discussing ensued regarding the requirement of a crowd funding page. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Goddu asked if Harvey Construction has given us a monthly report yet. Their contract states that they will provide us with a monthly report. He would like them to get caught up on that. Also, they did not bid the solar farm. In their contract it says they will bid all subcontracts unless instructed by the owner. He is looking for evidence how they came to the conclusion of not bidding when they are contracted to. Commissioner Coyle said we have been over this a number of times and we had a long meeting about it and this decision was made before you joined the Board. He said he has no problem with Revision, his issue is that we have contracted with Harvey Construction and they have agreed to bid all subcontracts unless they have been instructed by the county. If we don't have any record of instructing Harvey not to bid a \$10M portion of this job then they are noncompliant in their contract. Commissioner Chirichiello asked if anyone else had anything for new business. There were no other subjects.

## **G. Public Comment**

There were no 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:07 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the nonpublic minutes of session #2 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 and render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle stated nonpublic session #1 does not need to be sealed and she moved to approve the continuation of stipends for legal assistants through the entire fiscal year 2024, retroactive to the start of the fiscal year as recommended by County Attorney Conway and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Chirichiello said he wanted to add that by doing this, there is no increase to the budget and no impact to the taxpayers of Rockingham County. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 10:09 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 08/17/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 17, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Jessie Tonry, Finance Office  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jude Gates, Sr. Director, FO  
Robin Bernier, IT Manager

Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office  
Cheryl Demetriou, member of the public  
Jen, member of the public  
Phone # ending in 1610, member of the public  
AJ Lastoff, member of the public (8:37am)

### B. RFP Openings & Awards

#### 1. Opening: Facilities Sewer and Drain Repair – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Wastewater Treatment Fence Replacement – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### 4. Award: Vinyl/Latex Gloves – Facilities Operations

Commissioner Coyle moved to award proposals for vinyl/latex gloves as follows, all for the period of August 18, 2023 to July 31, 2024 as recommended by the Senior Director of Facilities, Planning and IT:

- Geriatric Medical for powder free exam gloves for Long Term Care Services for an amount not to exceed \$17,125.00.
- Geriatric Medical for synthetic rubber nitrile gloves for Nursing and Environmental Services departments for an amount not to exceed \$2,580.00.
- Mersi Distributors for chemo-approved rubber nitrile gloves for the Nursing department for an amount not to exceed \$1,075.00.
- Mersi Distributors for heavy duty vinyl gloves for the Department of Corrections for an amount not to exceed \$5,940.00.
- Interboro Packaging for serving gloves for the Department of Corrections for an amount not to exceed \$165.00.

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

## **C. Consent Agenda**

### **1. 08/10/23 Meeting minutes (approval)**

Commissioner Coyle moved to approve the August 10, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **2. 08/18/23 Payroll (approval)**

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,389,209.11 for the period ending August 12, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### **a. Liaison updates**

Commissioner Coyle reported the jail population is currently 153, the Department of Corrections has completed their annual report, and they have two Lieutenants in FBI training for internal affairs investigations. She mentioned there is a meeting this morning with multiple departments regarding security on the new building, we have a \$2M application to the state for opioid abatement funds and we should receive word on that soon. She said it appears we're going to have \$2.8M in Covid stimulus revenue, and another \$242,000 to use toward the solar project from the EECGB. She reported there was an article in the Union Leader about the magic table and Long Term Care had one positive resident and one positive staff member.

Commissioner Goddu said he had nothing for an update.

Commissioner Chirichiello said he would let his departments give their own updates.

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

#### **a. Exception Request 7-3, Long Term Care Services (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (J.P.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### **a. CK Landmark Construction Corporation Agreement (approval)**

Commissioner Coyle said she is going to move to table the CK Landmark Construction Corporation agreement due to some language that she and Commissioner Goddu thought would be appropriate. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **b. 2024 Facility License Renewal Application (approval)**

Commissioner Coyle moved to approve the 2024 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Jessie Tonry reported the Finance Office has been busy with cost reports, financial statements, and the UKG upgrade.

Senior Director Kivikoski has been working on the walking pads waiver, the Memories Ice Cream truck schedule, they have received some suggestions for the quiet room, the MOU's done and the PCN's for the County Attorney's Office will go out today.

The High Sheriff reported he had nothing new to report today.

Senior Director Smith will be at a one-day conference in Portsmouth, he read a very nice note of appreciation received from a family member of a resident. There have been a couple of positive Covid cases, so they are testing again today.

Senior Director Gates announced the Army Corp of Engineers is hoping to have our review of the driveway permit by the end of this week or the beginning of next week, there could be a foundation pour next week, and the survey for the easement is scheduled for next week.

IT Manager Robin Bernier reported having ongoing projects at the jail and the nursing home, as well as an ongoing cyber security assessment. As soon as she has the final report, she will set up a meeting to have a debriefing so they can assist us to make sure we're as safe as we possibly can be.

Superintendent Jason Henry reported the 120<sup>th</sup> academy started Monday, an Officer was promoted to Corporal, one side of the shower project is almost done, then they'll start on the other side. He mentioned he is keeping an eye on some legislative laws.

Senior Executive Assistant Leila Mattila reported that she received the 6 vehicle titles she requested from TD Equipment Finance, she's playing around with some redesign ideas on the website and has started working the departments administrative staff on the new rfp procedures.

## **F. New Business / Old Business**

Commissioner Goddu read a formal request he sent to the Commissioners this week:

Dear Commissioners,

Rockingham County has executed an Owner-CM/Builder Agreement with Harvey Construction Company ("HCC") to build our new municipal complex and I have found several issues that need to be addressed. Harvey is obligated by agreement to bid all of the subcontractor and vendor scope of work. This is to ensure that the taxpayers of Rockingham County are receiving the best pricing and most responsible costs for the scope of work required for the project. They have not bid the contract for a solar farm with ReVision Energy Inc., 758 Westbrook St, Portland Maine for the total cost of \$10,058,130 apparently because the County made an assignment to HCC to contract with ReVision Energy.

It was the Commissioners' obligation to competitively bid all awards over \$5,000 and I am unable to find evidence that this required process was undertaken. As a result, it appears that we do not have any competitive pricing on a very large portion of the project.

I request that we have legal counsel review the procurement process and advise us accordingly.

Additionally, Harvey Construction Company has agreed to provide the County with monthly project reports updating us on the activities and progress of this project. HCC is obligated to provide all invoices from all of the subcontractors and vendors with each application for payment. They have not completely fulfilled that obligation and I request that we point out the agreed upon provisions in our contract and request that they fulfill those obligations as well. For reference, note the following chapters from our agreement:

### **3.3.2.3 Monthly Report**

The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner.

### **3.3.2.5 Cost Control**

The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed

changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect, and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 3.3.2.3 above.

11.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Construction Manager's Fee.

These actions will allow the project to move forward without delay and allow the County staff and Commissioners to meet our collective obligations in protecting Rockingham County taxpayers by verification of important and timely data being provided.

Steven Goddu  
Rockingham County Commissioner District 2  
[sgoddu@co.rockingham.nh.us](mailto:sgoddu@co.rockingham.nh.us)

Discussion ensued. Commissioner Goddu stated he is asking that we contact our lawyer to review the process and the paperwork that we have, to confirm that we have done everything correctly, and if we haven't, we should take remedial action. Commissioner Coyle stated she doesn't feel there is any reason to go to legal, she doesn't feel anything was wrong, but if Commissioner Goddu wants to make a motion to seek legal advice, he can. Commissioner Chirichiello is going to speak with the Delegation to see if anyone has had any, or has seen any issues with Harvey Construction and find out if they feel there's something nefarious going on, and he will give an update next week. Commissioner Goddu said he will wait until next week to make a motion.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:15 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:28 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes of session #2 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 9:29 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 08/24/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 24, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Jude Gates, Sr. Director, FO  
Robin Bernier, IT Manager  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Commissioner Coyle  
Jon Banville, Asst. Superintendent, DOC

Jason Smith, Sr. Director LTC  
Kathy Masso, Fiscal Svcs. Mgr, LTC  
Elaine Walczak, Executive Asst, LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Thomas Tombarello, member of the public  
Phone # ending in 1610(8:39 am) member of the public

### B. RFP Openings & Awards

#### 1. Opening: Legal Services for Civil Matters – Commissioners' Office

Commissioner Coyle moved to authorize the Chair of the Board of Commissioners to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 2. Award: Facilities Sewer and Drain Repair – Facilities Operations

Commissioner Coyle moved to award the proposal for facilities sewer and drain repair to Rome Construction, Inc. for an amount not to exceed \$42,950.00 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 3. Award: HVAC Equipment Replacement – Facilities Operations

Commissioner Coyle moved to award the proposal for HVAC equipment replacement to CES, Inc. for an amount not to exceed \$347,000.00 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 4. Award: Wastewater Treatment Fence Replacement – Facilities Operations

Commissioner Coyle moved to award the proposal for wastewater treatment fence replacement to Lincoln Fence for an amount not to exceed \$69,295.00 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 5. Award: Concealable Armor – Sheriff's Office

Commissioner Coyle moved to award the proposal for concealable armor to Atlantic Tactical for an amount not to exceed \$1,094.50 for each concealable vest, and \$2,563.00 for each tactical vest with an anticipated approximate total of \$6,567.00 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **C. Consent Agenda**

1. 08/17/23 Meeting minutes (approval)
2. Memo to Long Term Care Services and Gift to Fund Live Music (informational)
3. HR Bi-Weekly Recruitment Report (informational)
4. Long Term Care Summit Presentation (informational)
5. 08/24/23 Accounts payable list (approval)

List total: \$934,629.36, ACH \$188.10, GL \$177.00, Payroll \$5,928.37, Previously authorized by BOC \$99,892.62, Accounts Payable check run \$828,443.27.

Commissioner Goddu stated he read the draft public minutes and it doesn't include the letter he read, that he sent to the Board of Commissioners, during New Business/Old Business. He would like to have the entire letter in the minutes. Commissioner Coyle moved to approve the August 17, 2023 public and nonpublic meeting minutes with the amendment as articulated by Commissioner Goddu. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$934,629.36. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **D. Reports**

#### **1. Commissioners' Office – Brian Chirichiello, Chair**

##### **a. Liaison updates**

Commissioner Goddu said he toured the Easterseals daycare and adult medical daycare facilities in Manchester.

Commissioner Coyle reported the jail population has held steady, the shower project continues, and the STAR program will soon be moving from 30 days to 90 days. She reported that the Long Term Care resident picnic and staff BBQ were both a huge success. She commended the Finance Office staff, and Long Term Care staff for preparing a grant application in such a short amount of time for the Board to approve today.

Commissioner Chirichiello said his department liaisons all sent him a very long list of things they've been working on. He mentioned the Union Leader article on the magic table.

##### **b. ARPA Grant Applications & Payout Review (awards and/or discussion)**

The Commissioners decided they would review and make decisions on the nonprofits category next week. Commissioner Goddu advised everyone that they could be spending the money on renovation or a building for childcare. He said he would like to proceed cautiously with the amount of money we are distributing because there may be a reasonable proposal coming from the daycare committee for work that would allow us to offer that service here. Commissioner Coyle would like to make some motions for some of the applications next week and suggested they focus on applications that are pending for tourism.

##### **c. Remote Training Request (approval)**

Commissioner Coyle moved to approve a training request for a Commissioner's Office employee (L.M.) to attend a remote WordPress Bootcamp course with American Graphics Institute held October 2, 2023 through October 5, 2023 at a total cost of \$1,490.00. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

##### **d. Request for October 5, 2023 BOC Meeting as Accounts Payable Approval Only (approval)**

Commissioner Coyle moved to limit the Board of Commissioners regularly scheduled October 5, 2023 meeting agenda to accounts payable approval only. Commissioner Goddu seconded the motion and announced he will be out of town on that date. Commissioners Coyle and Chirichiello both said they will be available. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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

### **a. Out of State Travel & Training Request (approval)**

Commissioner Coyle moved to approve an Out-of-State conference and travel for two Department of Corrections employees (J.H.) and (J.B.), to attend the national American Jail Association Annual Conference & Expo held May 17, 2024 through May 23, 2024 in Ft. Lauderdale, FL at an estimated total cost of \$5,393.00 as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **3. Facilities Operations – Jude Gates, Senior Director**

### **a. Change Order Request – GZA Geoenvironmental, Inc., \$25,000 (approval)**

Commissioner Coyle moved to approve a change order request for GZA Geoenvironmental, Inc. for an amount not to exceed \$25,000, for the continuation of water sampling, interim water quality monitoring and reporting, pending further direction from NH Dept of Environmental Services as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion and asked if there was a time frame set by the NHDES for the monitoring. Senior Director Gates explained there is no remediation plan, they are simply monitoring it to make sure it's not migrating. Commissioner Goddu asked about incinerating it underground. He said Salem had it done, there are probes that go into the earth every 20 feet or so that burn off the contamination. He said he would find the information. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **b. Remote Training Request (approval)**

Commissioner Coyle moved to approve a training request for a Facilities Operations employee (R.B.) to attend a remote WordPress Bootcamp course with American Graphics Institute held October 2, 2023 through October 5, 2023, at a total cost of \$1,490.00 as recommended by the I.T. Manager. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **4. Finance Office – Charles Nickerson, Senior Director**

### **a. June 30, 2023 Allowance for Uncollectable Accounts (approval)**

Commissioner Coyle moved to increase the June 30, 2023 Long Term Care allowance for uncollectable accounts to \$2,043,037.68, an increase of \$347,337.52 in comparison to the fiscal year end June 30, 2022 balance of \$1,695,700.16, as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Senior Director Nickerson gave a brief explanation. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **5. Human Resources – Alison Kivikoski, Senior Director**

### **a. Voluntary MNA Training Program – ARPA Funding (approval)**

Commissioner Coyle moved to approve the MNA Training Program as an American Rescue Plan Act (ARPA) project under Treasury Expenditure Category 2.7, Job Training Assistance, not to exceed \$2,000 per enrolled student, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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

### **a. Grant Application, County Pilot to Delay or Defer Institutional Care (approval)**

Commissioner Coyle moved to approve an application for the New Hampshire Department of Health and Human Services grant to delay or defer institutional care, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Goddu and Commissioner Coyle commended the efforts of staff to present this grant application in such a short period of time. Commissioner Chirichiello said the only way he will support this grant is if we don't hire these people as county employees because after two years when the grant runs out, he doesn't want the county to be on the hook for that money. If he gets the assurance that taxpayers won't be on the hook after two years, then he'll vote yes. Commissioner Goddu said he understands that the staff would be from outside services. All Commissioners agreed that the County would not be hiring staff for this grant, as County employees. The staff will be outsourced. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **b. MNA Program Sponsorship Using ARPA Funds (approval)**

This was a duplicate of HR's MNA Training Program agenda item.

### **c. HealthConnex Subscription Service Agreement (approval)**

Commissioner Coyle moved to approve the HealthConnex service agreement, for software subscriptions in one-year increments at \$4,977.68 for the first year, and a maximum increase of 3% per year, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Goddu asked about the language the vendor wouldn't change. Discussion ensued. Commissioner Goddu said he won't support approval of this contract without legal review. Voted 2-1, Commissioner Coyle voted yes, Commissioner Goddu voted no, and Commissioner Chirichiello voted yes. The motion passed.

### **d. CK Landmark Construction Corporation Agreement (approval)**

Commissioner Coyle moved to approve the CK Landmark Construction Corporation agreement for the painting of the Long Term Care kitchen and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **e. Long Term Care Strategic Plan Proposal (discussion)**

Senior Director Smith explained his request for a rfp for data to help determine the future of long term care. He said he would like an outside agency to gather real data and do a market analysis to support the operations with a strategic plan. He would like to present a plan to the Board and the Delegation. He included pricing estimates and asked the Board if they would support him with this request. Commissioner Goddu said he feels it's a good plan. Commissioner Coyle also agreed completely. Commissioner Chirichiello said they are all on the same page and he should move forward with a rfp.

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

### **a. Highway Safety Grant Scope of Work (approval)**

Commissioner Coyle moved to approve the Highway Safety Grant Scope of Work as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **E. Department Head Updates**

The High Sheriff commended some Deputies that worked with the US Marshalls on 7 sex offender arrests and other child crimes, he gave a brief staffing update and he said they were able to put a good Honor Guard together for the Londonderry Old Home Days parade.



Register of Deeds Cathy Stacey thanked the Commissioners and Human Resources for the Memories ice cream truck, and she gave a transaction update.

Major Banfield reported receiving a lot of applications lately, a lot of them female applicants.

Senior Director Smith reported working with the Finance Office for Medicare and Medicaid cost reports, the magic table is bringing in a lot of inquiries from other communities, the rehab unit is full, and they are doing surveys for feedback. The Long Term Care Summit was for legislation updates and our HR staff put on a great presentation.

IT Manager Robin Bernier said she had nothing new to report.

Senior Director Gates brought in a piece of lightweight fill that is recycled glass. She passed it around and said they're using it for the foundation for the new building, and it's passing all the tests. She said everyone is amazed by it.

Senior Director Kivikoski said they have the final schedule for the harassment and discrimination training sessions, she visited Easterseals and it was a good fact gathering visit. They are working on the walking pad treadmill waiver for employees, she said there has been a shift in organization members that oversee the clinicians, and they continue to work on the UKG upgrade.

Senior Director Nickerson reported working on the Medicaid and Medicare cost reports, they continue with the UKG upgrade, he's working on the 2023 financial statement preparation and single audits, and he gave a staffing update. They continue with clean-up work on non-long term care receivables, and explained an issue with Opioid Abatement reimbursements.

Commissioner Chirichiello stated that County Attorney Pat Conway was asked by Governor Sununu to sit on the Opioid Abatement committee and she accepted so we now have two members from Rockingham County on the committee.

Senior Executive Assistant Leila Mattila had nothing new to report this week.

## **F. New Business / Old Business**

Commissioner Goddu asked about the construction meeting minutes regarding the metals, and the potential for increased cost. Senior Director Gates explained they are still in negotiations and the overall impact is still the \$200,000.

Commissioner Goddu announced that he has two motions with regard to the letter he read last week. He moved to have legal counsel review the procurement process of our solar farm and advise us accordingly. No one seconded the motion, the motion died. He requests that they reach out to Harvey Construction and point out that there are some agreed upon provisions in our contract regarding reporting and asked that they fulfill those obligations completely and note to them that it's not complete so far. Commissioner Chirichiello asked if there were any further comments, there were none. He then mentioned that he did reach out to the Delegation members that are watching the building and they had no concerns. Commissioner Goddu stated it's not the Delegation's responsibility or authority to be managing this part of the project. He said his concern is that we have no competitive bids for this project. Discussion ensued.

### **1. Department of Corrections – Jason Henry, Superintendent**

- a. Walk-In Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated August 21, 2023, transferring one inmate to Merrimack County DOC, one inmate from Coos County DOC and one inmate from Merrimack County DOC, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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

- a. Walk-In Grant Application, NH Dept of Health & Human Services Direct Support Worker Payment Program (approval)

Commissioner Coyle moved to authorize the access to the Direct Support Worker Payment Program funds offered by the NH Dept of Health & Human Services for recruitment, retention, and training in the amount of \$62,427.95 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle stated there is one more walk-in motion for someone that already has an MNA program lined up. She moved to approve funding the MNA training program cost through Manchester Community College for a Long Term Care employee (C.D.) as an American Rescue Plan Act (ARPA) project under Treasury Expenditure category 2.7, Job Training Assistance, not to exceed \$1,800 as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **G. Public Comment**

There were no 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:57 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve the proposed allocation of NH Home and Community Based Service Direct Support Worker Payment Program as outlined in the spreadsheet totaling \$62,427.95. Commissioner Goddu seconded the motion. Commissioner Chirichiello noted this is a grant from the state, it's not coming out of the budget. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

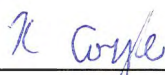
Commissioner Coyle moved to approve utilization of \$5,813.10 from the American Rescue Plan Act expenditure category 6.1, revenue replacement for one-time bonuses for two Assisted Living positions as recommended by the Senior Director of Human Resources, the Senior Director of Finance, and the Senior Director of Long Term Care. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 9:59 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 08/31/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 31, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Jude Gates, Sr. Director, FO  
Robin Bernier, IT Manager  
Jason Smith, Sr. Director LTC  
Kathy Masso, LTC Fiscal Svcs Manager  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Thomas Tombarello, member of the public

### B. RFP Openings & Awards

#### 1. 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 \$43,293 through June 30, 2024, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 08/24/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the August 24, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, July 2023 (informational)

Commissioner Coyle stated it's exciting to see these organizations assisting residents but they should be aware of the spending for Adult Medical Day Care because we are close to the monthly cap for July, and there are a couple of additional requests on the agenda today. She said she just wants to make sure we don't exceed the budget.

#### 3. 09/01/23 Payroll (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes a payroll expense in the amount of \$1,377,526.97 for the period ending August 26, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Coyle reported the jail population is currently 157, and the Finance Office is busy with grants. Long Term Care has seen an uptick in Covid, there is also a small outbreak of scabies and they're had some other challenges this week. The Ernest Barka 20<sup>th</sup> anniversary celebration is next week, and there will be special resident awards ceremony in the Hilton on the 14<sup>th</sup>.

Commissioner Goddu said he had nothing to report.

Commissioner Chirichiello said he walked out to the construction site and said it's exciting to see the progress. He mentioned there's a reporter that wants to do an article on the new drug detection device in the Sheriff's Office, so they should expect a call. He said Senior Director Kivikoski submitted a long update, so he will let her give her report.

b. ARPA Grant Applications & Payout Review (awards and/or discussion)

Commissioner Goddu said he reviewed the applications and there's a Rochester organization that he feels they shouldn't support, but suggested they award a modest sum to the rest of the applicants. Commissioner Coyle explained that the Rochester organization offers services to Rockingham County residents. Commissioner Goddu said he would like to know how many Rockingham County residents they serve. It was decided they would table that application for now.

Commissioner Coyle explained their goal is to target organizations that are helping underserved populations. She stated she would support Southern District YMCA. They declined them before because they received a significant amount of resources from ARPA. She would support Pro Portsmouth this time around because of the number of applications received. She said they already awarded \$2000 to Derry Community Fund but there was discussion at that time regarding giving them more. Commissioner Goddu stated he wanted to focus on the applications that came in since the last review.

Commissioner Coyle stated she would go through the list and started with Newmarket Community Church and Food Pantry, she would support giving them \$10,000, Friends of Centennial Hall she would recommend \$5000, Plaistow Community YMCA she suggested tabling until they can find out how much other Covid relief money they received. Pro Portsmouth is an organization supporting the arts and culture, so she would suggest awarding \$5000. Commissioner Chirichiello stated Greater Derry Londonderry Chamber of Commerce is not a 501(c)(3) so they don't qualify. NH Mime is an art, they decided to decline. NH Catholic Charities of NH they suggested awarding \$10,000. Portsmouth Women's City Club they awarded for a roof repair, so they will table this one for now. The Sandown Community Food Pantry hasn't submitted a W-9 yet, but they would like to award \$5000 with the caveat that they submit a W-9. Derry Community Fund they awarded \$2000 in the past and they agreed to award another \$3000. Goodwill Industries is a big nonprofit, so they will decline their application.

Commissioner Coyle moved to award Pro Portsmouth \$5,000, The Derry Community Fund \$3000, Newmarket Community Church Food Pantry \$10,000, The Friends of Centennial Hall, Inc. \$5000, Catholic Charities of NH \$10,000, and Sandown Community Food Pantry \$5000 provided they submit a W-9 and are compliant with the application requirements. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Travel & Training Request Form Requirement (approval)

Commissioner Coyle moved to implement the Travel & Training Request Form and addendum as a requirement when requesting approval from the Board of Commissioners for travel and/or training that exceeds the current cost limit. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Wipfli Engagement Letter for Preparation of Medicaid Cost Reports (approval)

Commissioner Coyle moved to approve the engagement letter from Wipfli, LLC for preparation of the Medicaid cost reports for the fiscal year ending June 30, 2023, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Wipfli Engagement Letter for Preparation of Medicare Cost Reports (approval)

Commissioner Coyle moved to approve the engagement letter from Wipfli, LLC for preparation of the Medicare cost reports for the fiscal year ending June 30, 2023, and authorize the Chair to sign all

necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Bank Account Modifications Request (approval)

Commissioner Coyle moved to approve the TD Bank account modifications as outlined in the memo from the Finance Office dated August 28, 2023, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle asked Senior Director Nickerson to clarify. He gave an in-depth explanation. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Exception Request 7-3 – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Finance Office employee (J.T.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. MNA Program Amendment (approval)

Commissioner Coyle moved to amend the narrative related to the Voluntary MNA Training Program addendum approved August 24, 2023 to reflect that the program length is ten (10) weeks and not three (3) weeks, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Years of Service/NHAC County Government Awards Event Venue (approval)

Commissioner Coyle moved to approve the 2023 Years of Service Awards / NH Association of Counties (NHAC) County Government Awards events to be held at the Exeter Inn on October 26, 2023 and November 2, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Goddu stated he would like to see holding this event at other venues in the future. Senior Director Kivikoski explained that the Exeter Inn is the only venue in the area, and they want to have it close to the County complex so employees don't have to travel far, and the Exeter Inn does a really nice job. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to authorize the Senior Director of Human Resources to sign a contract with The Exeter Inn associated with the 2023 Years of Service Awards / NH Association of Counties (NHAC) County Government Awards events, 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. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Travel & Training Request, National UKG Conference (approval)

Commissioner Coyle moved to approve an Out-of-State Travel and Training Request for a Human Resources Employee (J.H.), to attend the national UKG conference held November 6 - 9, 2023, at an estimated total cost of \$2,849.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Travel & Training Request, National Ergo Conference (approval)

Commissioner Coyle moved to approve an Out-of-State Travel and Training Request for a Human Resources Employee (L.F.), to attend the national Ergo conference held November 8 - 10, 2023 in Las Vegas, NV, at an estimated total cost of \$2,600.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

##### **a. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated August 25, 2023 to Silverthorne for an additional client (G.P) at an amount of \$25 per day, 2 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **b. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated August 25, 2023 to Silverthorne for an additional client (H.D.) at an amount of \$25 per day, 4 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

##### **c. Polaris Group One-time Accounts Receivable Write-Off & Adjustments (offsite) (approval)**

Commissioner Coyle moved to approve the Polaris Group agreement, for a one-time accounts receivable write-off and adjustments, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion and said he would like to see the language changes that Primex recommended before he supports it. Commissioner Coyle explained it is mutual indemnification and the contract is sufficient. A lot of our contracts have mutual indemnification. Senior Director Smith explained the contract is \$2,500 and it's to clean up the old accounts receivable accounts for a write-off and the vendor cannot make the requested changes per their legal department. Voted 2-1, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu opposed. Motion passed.

##### **d. Travel & Training Request, Leading Age Conference (approval)**

Commissioner Coyle moved to approve an Out-of-State Travel and Training Request for four (4) Long Term Care employees (J.S., K.M., K.W., and J.W.), to attend the Leading Age conference held November 5 - 8, 2023 in Chicago, IL, at an estimated total cost of \$8,639.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor. Senior Director Smith explained the hotel ranges on form they submitted vary and once they know which hotel they have been assigned, they will know the cost of the hotel.

##### **e. HealthConnex Business Agreement (approval)**

Commissioner Coyle moved to approve the HealthConnex Business agreement, for the software subscriptions agreement approved by the Board on August 24, 2023, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion and stated Primex recommended legal review for potential HIPAA violations and there are some language revision recommendations. Commissioner Coyle asked for some details on the software. Senior Director Smith explained it would allow easier input of information and feels a HIPAA breach is more likely to happen due to human error, and it's the same exposure that we have with any software programs.

Commissioner Goddu stated he would like to table this and get a legal review and have the suggested language revisions made. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

##### **a. Grant Application: Fiscal Year 23 Edward Byrne Memorial Justice Assistance Grant (approval)**

Commissioner Coyle moved to approve an application for the Edward Byrne Memorial Justice Assistance grant in the amount of \$36,467, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion and asked about the Data Pilot Field

Acquisition device that the Derry police is asking for. Commissioner Coyle explained the protocol for using the device. Major Bashaw also explained that the County is just a pass-through administrator for the grants, and they don't have any oversight for what the communities apply for. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Senior Director Gates reported the steam shut down was successful for the three major repairs done. Everyone was very cooperative, and even though they are shorthanded, her staff really give it their all and she's really proud of them. The jail shower project continues, she's still working on the driveway permits, the easement for well #4 is in progress, the DES is asking for a few more tests related to the pump test, there may be another small change order coming next week for those. She said it's very exciting to stand out there and see the progress.

Commissioner Goddu asked about a request for redesign on the height of the ceilings due to changing duct work and wanted to know who pays for that. Senior Director Gates stated it's part of our contract and there have been no additional requests, she believes it's a customary piece of every project. The duct work was a result of some last-minute steel changes and it's part of the design effort.

The High Sheriff gave a staffing update and mentioned Executive Councilor, Janet Stevens sent them a nice letter commending them and Lieutenant Marshall Bennett for their work on Rt. 125.

Superintendent Jason Henry stated there will be an article on the cost of medication for offenders, he's meeting with the ACLU later today, they will be adding language to do more MAT that the jails can't do without more money, and gave a brief staffing update.

Register of Deeds Cathy Stacey stated there are 59 retained bills for the NHAC, and the retirement benefits commission meets every Thursday up until the week of Thanksgiving.

Senior Director Smith is working on a few infection prevention issues, they will have a week-long celebration for the Ernest Barkat 20<sup>th</sup> anniversary, the risk management plan is done, and the draft has been submitted to the Commissioners. The Long Term Care Rock Talk podcast has been recorded, and they have invited the Seacoast area networking group and they look forward to hosting them on September 12<sup>th</sup>.

IT Manager, Robin Bernier reported their projects continue, there will be more staff cybersecurity training coming up in the next few days, and they will soon be making a purchase for more computers.

Senior Director Nickerson gave an update on opioid settlement payments.

Senior Director Kivikoski has been working with 2 or 3 Division Directors with significant items related to their departments, they finalized the harassment training schedule, and they are working on a couple of wellness things for October through December.

Senior Executive Assistant, Leila Mattila stated she will email the new Travel and Training Request form to all the Division Directors and Elected Officials as well as their administrative staff and post it on the website, and reminded everyone the agenda submission deadline for next week's meeting is tomorrow because Monday is a holiday.

## **F. New Business / Old Business**

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

- a. Digital Marketing Presentation (informational)

Tabled until after the other New Business/Old Business items.

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

- a. Walk-In Mandatory Harassment Training Sessions (approval)

Commissioner Coyle moved to designate the 2023 Anti-Discrimination and Harassment training sessions as mandatory for all employees, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**3. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Coyle moved to approve an inmate administrative transfer dated August 29, 2023, transferring one inmate from Strafford County DOC, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**G. Public Comment**

There were no public comments.

A short recess was taken from 9:44am to 9:49 am. The digital marketing presentation took place from 9:49 am to 10:21 am.

**H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 10:21 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit nonpublic Session at 10:58 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal all 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 10:59 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 09/14/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 7, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Jude Gates, Sr. Director, FO  
Robin Bernier, IT Manager  
Jason Smith, Sr. Director LTC  
Jeseca Wendel, LTC PR  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Community Development Block Grant (CDBG) Administrator

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

#### 2. Opening: Dental Digital X-Ray Sensors and Software – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Community Development Block Grant (CDBG) Administrator

Tabled for later in the meeting in order to give some time to review the proposals received.

#### 4. Award: Digital Marketing – Long Term Care Services

Commissioner Coyle moved to award the proposal for digital marketing to Krative, LLC for an amount not to exceed \$27,900, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued regarding recruitment for all county departments and continuity in branding. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

1. 2023 MS-45 for the Period ending June 30, 2023 (approval)
2. HR Bi-Weekly Recruitment Report (informational)
3. Indeed/Glassdoor Employer Branding Ads vs. Accudata (informational)
4. Updating Onboarding Efforts (informational)
5. Updating Social Media Efforts (informational)
6. 09/7/23 Accounts payable list (approval)

List total: \$3,940,951.08, ACH \$3,008,168.62, GL \$8,368.16, Payroll \$9,748.72, Accounts Payable check run \$914,665.58.

Commissioner Coyle moved to approve the consent agenda, which includes an Accounts Payable list total of \$3,940,951.08. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle said she was comfortable moving forward with the CDBG Administrator award and she moved to award the Community Development Block Grant (CDBG) Grant Administrator proposal for the Rockingham County Epping Meadow Project to Donna Kerwin Lane for an amount not to exceed \$17,500 and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### a. Liaison updates

Commissioner Goddu said he had nothing to report.

Commissioner Coyle reported that they are the only county that applied to the DHHS pilot program to delay or defer institutional care, the Finance Office is working on the single audit, the Medicare and Medicaid cost reports. Hampton Beach was very busy over the holiday weekend and Corrections had a lot of overnight guests. The jail population is currently 156. Long Term Care is Covid free, the scabies are contained, and the Assisted Living community has been voted the top 3 of Best of Seacoast Nursing Home category.

Commissioner Chirichiello said Attorney Bedard has created the easement for well #4. There was a nice article in the Eagle Tribune regarding the new drug detection devices.

#### b. *\*Duplicate entry on the agenda\** Community Development Block Grant (CDBG) Administration

#### c. Legal Services for Civil Matters Proposals Rejection and Republish RFP (approval)

Commissioner Coyle moved to reject the proposals received for legal services for civil matters and authorize republishing the RFP as recommended by the Chair of the Board of Commissioners. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **2. Facilities Operations – Jude Gates, Senior Director**

#### a. Bid Waiver Request – Honeywell International \$37,872.88

Commissioner Coyle moved to approve the Honeywell International Proposal & Bid Waiver Request in the amount of \$37,872.88 for the supply and installation of a new controller at the Department of Corrections, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### b. Eversource Efficiency Rebate Program (approval)

Commissioner Coyle moved to enter into an Eversource Energy efficiency rebate program and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve an ARPA project under revenue replacement expenditure category 6.1 to fund the cost of Rockingham County's participation in an Eversource Energy efficiency rebate program as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **3. Finance Office – Charles Nickerson, Senior Director**

#### **a. Travel & Training Request, UKG Aspire (approval)**

Commissioner Coyle moved to approve a travel and training request for a Finance Office employee (B.W.), to attend the national UKG Aspire conference held November 6 - 9, 2023 in Las Vegas, NV, at an estimated total cost of \$2,822.48, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### **a. AmWins January 1, 2024 Prescription 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 1/1/2024 – 12/31/2024 plan year at an approximate 3.8% increase in rates, and to authorize the Senior Director of Human Resources to sign the Renewal Acceptance as in previous renewal years. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **b. Walking Pad Treadmill Rules & Agreement of Use (approval)**

Commissioner Coyle moved to approve the Walking Pad Treadmill Agreement as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **c. Employee Retention and Engagement/ARPA Project Fund (approval)**

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the memo from Human Resources, dated August 31, 2023, utilizing the category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### **a. Travel & Training Request, FSA Compliance and Risk Management Conference (approval)**

Commissioner Coyle moved to approve a travel and training request for two Long Term Care Services employees (J.S. and K.M.), to attend the 2023 FSA Compliance and Risk Management conference held October 2 - 4, 2023 in Frazer, PA at an estimated total cost of \$4,809.60, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### **a. Amendment to August 24, 2023 Award Motion**

Commissioner Coyle moved to amend the August 24, 2023 motion to award concealable armor to reflect the correct anticipated approximate total of \$12,441. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **b. Law Enforcement Substance Abuse Reduction Initiative Grant Agreement (approval)**

Commissioner Coyle moved to approve the Law Enforcement Substance Abuse Reduction Initiative Grant agreement in the amount of \$44,980, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle asked to see the MOA's for the towns that weren't attached before approving the agreement. Katherin Mann said they're actively collecting signatures for those MOA's and they don't have them back yet but will forward the unsigned ones. Commissioner Coyle moved to table the approval of the grant agreement until next week's meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Communications Site Use Permit Renewal (approval)

Commissioner Coyle moved to approve the Communications Site Use Permit renewal for the tower site at Warner Hill in Derry, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**E. Department Head Updates**

Senior Director Gates gave an update on the process of the new well easement, she reported that pricing for some actuators for the heating system has gone from \$108 each two years ago. She received a quote yesterday for \$854 for the same item, so they're trying to find a comparable compatible item.

Superintendent Jason Henry reported the new drug detection device is very helpful, they had a meeting with Glendale regarding the issues with food for staff and inmates. The shower project is moving forward, VINES will be added to a grant and they'll no longer have to pay for the service. He thanked Lieutenant Norton and everyone involved, they had to shut down processing again due to another fentanyl exposure. He said no one was sent to the hospital this time.

Senior Director Smith the transition for electronic records for assisted living is going well, the transition in Restorative is underway, the virtual dementia tour is fully implemented, and he has submitted his annual report.

IT Manager Robin Bernier said there will be more cybersecurity training going out.

The High Sheriff mentioned the article in the Eagle Tribune today, he said it's a great device that keeps his deputies safe.

Senior Director Nickerson said the UKG meetings continue, October 20<sup>th</sup> at 9:30 am will probably be the Executive Committee quarterly budget review meeting.

Senior Director Kivikoski mentioned an unforeseen scheduling issue with Occupational Health for the next few days, the harassment and the discrimination training is underway.

**F. New Business / Old Business**

Commissioner Chirichiello said the Commissioners received a letter from Representative Kenneth Weyler regarding the childcare feasibility study. The letter is attached to these minutes on the last page.

**G. Public Comment**

There were no public comments.

**H. Commissioners' Nonpublic Session**

There were no nonpublic sessions requested.

Commissioner Coyle moved to enter nonpublic session at 9:27 am pursuant to NH RSA 91-A:3, II (I), legal. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit nonpublic Session at 9:53 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic session #1 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective, and to seal the minutes of nonpublic sessions #2 and #3 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 9:54 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 09/14/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 14, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Jude Gates, Sr. Director, FP&IT

Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office  
Katherin Mann, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Computer Equipment – Facilities Operations/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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Laundry Equipment Preventative Maintenance/Service Contract – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 08/31/23 & 09/07/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the August 31, 2023 public and nonpublic meeting minutes and the September 7, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. 09/15/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,340,374.89 for the period ending September 09, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Coyle reported the jail population is currently 153, the Department of Corrections have had a lot of applicants recently, tomorrow is the Academy graduation, we have one cadet graduating and there are 6 women that were recently hired. She added their shower project continues and is going well. Today is the 20<sup>th</sup> anniversary celebration of the Ernest Barka Assisted Living facility, the new Restorative Program Manager started this week, and Senior Director Smith is the recipient of the NH Business Review,

Business Excellence Award, there will be a celebration of the award recipients next month. She mentioned the Finance Office continues to be very busy.

Commissioner Goddu said the Childcare Feasibility Committee had a productive meeting, they are moving forward with the investigation, and he thinks it's going well.

Commissioner Chirichiello said he met with Senior Director Gates regarding the easement for the new well. He met with staff from the Sheriff's Office yesterday and Representative Scott Wallace. Fire Departments from smaller towns are asking their State Reps to ask the County Commissioners to pay for radios. He said he told them we can't do it this year because it's not in the budget, but we should send out a survey to those towns to see what their expectations are and find out what the cost would be. He mentioned he also visited the residents that were enjoying the petting zoo for the anniversary celebration week.

b. ARPA Grant Applications & Payout Review (awards and/or discussion)

Discussion ensued regarding which applications they should be reviewing, and the Commissioners decided to revisit this at next week's meeting.

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

a. Defense and Indemnification Request Pursuant to NH RSA 29-A:2

Commissioner Coyle moved to approve defense and indemnification for Jason Henry, Superintendent of the Department of Corrections, and Officers Jeffrey Pelchat, Drew Long, Matthew Brown, John Kolifraith, Priscilla Cassimiro and any individual employees that may be named later under "John" and "Jane" Does, pursuant to NH RSA 29-A:2 in legal matters relating to a demand letter dated July 25, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$10,067.00, dated September 6, 2023, transferring from Equipment Expendable to Equipment Non-Expendable as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Bid Waiver Request, EZ Way, Inc. \$19,498.88 (approval)

Commissioner Coyle moved to approve the EZ Way, Inc. quote & Bid Waiver Request in the amount of \$19,498.88 for the purchase of four (4) lift devices, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**4. Sheriff's Office – Charles Massahos, High Sheriff**

a. Law Enforcement Substance Abuse Reduction Initiative Grant Agreement (approval)

Commissioner Coyle moved to approve the Law Enforcement Substance Abuse Reduction Initiative Grant agreement in the amount of \$44,980, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle asked about County indemnification and the possibility of payment issues since the state will be paying the towns directly, but approval has to come from the County first. Discussion ensued. Voted 2-0-1, Commissioners Goddu, and Chirichiello in favor, Commissioner Coyle abstained because of the lack of indemnification.

**E. Department Head Updates**

The High Sheriff gave a brief staffing update.

County Attorney Conway gave a staffing update, she announced that one of her Victim Witness Advocates, Kate Winter, received the Sandy Matheson award at the annual Attorney General's Office conference. She said CLM was in to do a presentation on their rapid mobile response crisis team, and she will be holding a forum on the upcoming changes due to Felonies First coming to an end.

Senior Director Gates gave a brief staffing update, the construction company started installing underground piping for the new building this week, they receive some comments back from NH DOT regarding the new driveway, they're requesting more information.

Superintendent Jason Henry jail pop will increase when Felonies First goes away, medical costs NH Bulletin did an article on jail cost because the State prison asked for another \$6M. The 120<sup>th</sup> Academy graduates tomorrow, the 121<sup>st</sup> Academy starts a week later. He will go to testify next week against HB232, regarding OSHA regulations that could have significant impact on counties and municipalities.

Senior Director Smith said they are having their 20<sup>th</sup> anniversary celebration all week, they hosted About Town Network Group on-site, the new Restorative Manager started this week, and another PTA will be starting in a few weeks. They will be hosting an hour long education session for families and staff on hospice and how to care for the patient and the caregiver.

Senior Director Kivikoski announced that the Occupational Health office is back open today, the anti-discrimination and harassment training continues, she will have representation for testifying against HB 232 because she can't make it that day. She has signed the agreement with the Exeter Inn for the Years of Service/NHAC awards, and they are working on holiday cards on behalf of the Board.

Senior Director Nickerson said he should be receiving the official Town Tax apportionment soon, audits continue, the Medicaid cost audit is going well, the auditors finished one of the single audits and are working on another.

Leila reported the Wordpress Bootcamp class she will be attending has been rescheduled, so the October 5<sup>th</sup> meeting was changed back to a regular meeting, and the October 19<sup>th</sup> meeting will be an Accounts Payable approval only meeting. The Finance Office has been getting a lot of phone calls about a tax lien letter that was mailed to residents of the county. It's a scam, the Sheriff's Office has been notified, they posted it on their Facebook page, the Register of Deeds has been notified, and WMUR. She said she's working on the postage meter rfp, and has posted the legal services rfp.

#### **F. New Business / Old Business**

No one brought up any new business or old business for discussion.

#### **G. Public Comment**

Thomas Tombarello asked if there were minutes from the childcare feasibility meetings. Senior Director Kivikoski said she would send them over to Leila in the Commissioners' Office and Leila will notify him when they are ready. Mr. Tombarello said when the county offered childcare in the past, it was a money pit, and it benefited few employees. And keep in mind when AMDC was closed, the relationship with the Delegation was at an all time low. He remembers the late Representative Mary Griffin asking for resolution for many years for the Commissioners to be instructed to open adult medical day care. Former Commissioners Kevin Coyle came up with a great idea to offset it by giving money to the five groups, two have since gone out of business. He feels it's going to be a slippery slope with the Delegation if they open a childcare center because history shows it was a money pit and it benefited few employees.

Commissioner Goddu said they recognize it was a failure in the past. This is being looked at in an entirely new light, they are talking with other successful groups, it would not be exclusively for the county, and it would be run by an outside agency. They are well aware of what happened previously, they are looking to avoid all those pitfalls and they're doing a lot of work to make sure what might be proposed is not a repeat of the past.

Commissioner Coyle stated that former Commissioner Tombarello offers a lot of history on these issues from a political point of view, especially since the Delegation will be approving our budget. She appreciates his input and we should head what he's saying because of the cost, and because we're not considering adult medical day care.



Commissioner Chirichiello stated that former Commissioner Kevin Coyle made it know that he felt government shouldn't compete with the private sector. As Tom Tombarello mentioned, it was very controversial at the time, but to his credit it seemed to work.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:18 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.


Commissioner Coyle moved to seal the nonpublic minutes for the first session and the last session 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 09/21/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, September 21, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Jon Banville, Asst. Superintendent, DOC  
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

#### Remote Attendance:

### B. RFP Openings & Awards

#### 1. Opening: Institutional Products/Linens for Nursing Center & Corrections – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Multi-Building Roof Repair – Rockingham Complex – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Laundry Equipment Preventative Maintenance/Service Contract – Facilities Operations

Commissioner Coyle moved to award the proposal for laundry equipment preventative maintenance/service contract to Tri-State Laundry System for the period beginning October 1, 2023 through September 30, 2025 for an annual amount not to exceed \$11,550 for the Rockingham County Rehabilitation and Nursing Center and \$8,250 for the Department of Corrections, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Award: Dental Digital X-Ray Sensors and Software – Long Term Care Services

Commissioner Coyle moved to award the proposal for dental digital X-ray sensors and software to Henry Schein Dental, Inc. for an amount not to exceed \$13,189.38, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 09/14/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the September 14, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Long Term Care Compliance Workplan (informational)

#### 3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care Services (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 26 mattresses surplus with the items to be properly disposed of. Commissioner Goddu seconded

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

4. Yeti Tumbler Opportunity (informational)
5. Employee Thanksgiving Cards (approval)

All three Commissioners gave their consent for use of their electronic signatures for the back of the cards.

6. HR Bi-Weekly Recruitment Report (informational)
7. Adult Medical Day Care (AMDC) Payout Report, August 2023 (informational)

Discussion ensued regarding the possibility of needing a line item transfer before the end of the fiscal year because our monthly payout is trending high. Commissioner Goddu stated we are the only County in NH that applied for Federal funding that would support this specifically.

8. 09/21/23 Accounts payable list (approval)

List total: \$2,334,056.41, ACH \$69,709.01, GL \$11,082.09, Payroll \$39,830.77, Accounts Payable check run \$2,213,434.54.

Commissioner Coyle moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$2,334,056.41. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Brian Chirichiello, Chair**

- a. Liaison updates

Commissioner Goddu said he had nothing to report.

Commissioner Coyle reported there are three Covid positive staff in Long Term Care, she and Commissioner Chirichiello attended the 20<sup>th</sup> anniversary celebration for the Ernest Barka Assisted Living Facility Thursday last week, today is World Alzheimer's Day and there is an Alzheimer's walk on Sunday, October 1<sup>st</sup>. Sept 27<sup>th</sup> Senior Directors Smith, Kivikoski, and Nickerson will be hosting a group of State Representatives that will tour the Long Term Care facility. The application for the pilot grant to delay or defer institutional care has been approved by the state. We were awarded \$2M through Opioid Abatement, and the jail population is currently 152. She thanked the Sheriff's Office for assisting with an incident of concern that occurred the other night at the nursing facility.

Commissioner Chirichiello gave thanks to the Sheriff's Office as well and mentioned that it is hunting season. There were a couple of generator issues this week and Senior Director Gates is on top of it. He said he is proud of the fact that the Assisted Living facility is named after Ernie Barker who was a Rockingham County Commissioner for 28 years, he lived in Derry, and he was a champion for both children and seniors. He also has an elementary school named after him in Derry. He said he knows his nephew David, so he invited him and his family to the anniversary celebration and they were very, very happy with everything and had a lot of positive things to say.

- b. ForHealth Consulting at UMass Chan Medical School Indemnification Restriction for RFP Submission (discussion)

Commissioner Coyle moved to table the discussion. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. ARPA Grant Applications & Payout Review (awards and/or discussion)

Discussion regarding the applications that haven't been reviewed yet. Commissioner Coyle moved to make the follow awards; with respect to local business assistance program – travel, tourism & hospitality industry, category 2.35, \$5,000 to Tokyo Japanese Steakhouse, and \$5,000 to East Derry Tavern. With respect to nonprofit financial assistance program, category 2.34, \$5,000 to Children's Law Center of New Hampshire, \$5,000 to Portsmouth Historical Society, and \$10,000 to Windham's Helping Hands. With respect to subawards to nonprofits to enhance services to communities disproportionately affected by Covid-19,

category 3, \$10,000 to Waypoint specifically the Richie McFarland Center, an additional \$10,000 to Friends of Seabrook Community, and \$5,000 to Peace of Mind Medicaid Consultant. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

### **a. Additional Position – Facilities Operations (approval)**

Commissioner Coyle moved to approve a request for a new, additional full-time position for Facilities Operations, Assistant Director of Facilities Operations, effective September 21, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Discussion ensued regarding why the position is needed and their plan to fund the salary for the position. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

### **a. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant request dated August 31, 2023 to Silverthorne for an additional client (G.J.W.) at an amount of \$25 per day, 1 day per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **b. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care grant request dated September 25, 2023 to Silverthorne for an additional client (S.H.) at an amount of \$25 per day, 4 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **c. iN2L Shipment Error and Request to Use Special Fund, Efforts Budget Line (approval)**

Commissioner Coyle moved to approve the use of the nursing home special fund Efforts to pay the negotiated amount of \$3,600 for the larger monitors the vendor shipped in error, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **d. HealthConnex Business Agreement (approval)**

Commissioner Coyle moved to approve the HealthConnex Business Agreement, for the software subscriptions agreement approved by the Board on August 24, 2023, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **E. Department Head Updates**

Senior Director Nickerson stated we should be getting just over \$2M from Opioid Abatement, not including the 15% allotment from settlements. Five other settlements are still pending. Got a separate grant amount towards assisted living that's about to come in. The department is very busy, UKG meetings continue, due to go live in January.

Major Banville reported doing a lot of interviews lately, he is very excited. He gave a staffing update, and mentioned academy graduation occurred this week and officer Jacob Northrup nominated by his peers as the honor graduate.

Senior Director Smith gave a Covid update. NHAC asked if we could host an information session for representatives from the state. Hillsborough County did it and they thought it would be good for our constituents to understand more about operations and what the vision is for the future. He is looking forward to the next steps in the grant award.

Katherin Mann gave a brief staffing update.

Register of Deeds Cathy Stacey gave a transaction update, she said she has been looking at 133 new LSR's and 88 holdovers from the last session, and there's a C.A.C.R. to eliminate the register of deeds position. She then gave an update on the retirement committee meetings.

Senior Director Kivikoski reported on a short notice upgrade on the Voya HAS program, she's been working on her annual report, she sent her report to the HR affiliate members to testify against OSHA, and she announced that she will be stepping down as the HR President because she's been in that role for over two years, elections are in November, as an outgoing consideration for the group she took on a revision to the bylaws to help them and get them up to date.

Leila Mattila stated she composed a social media post for the county Facebook and Instagram pages, it is with Commissioner Goddu now because he said he had some edits. She is finishing up the postage meter rfp and will be posting it this afternoon, she met with the Sheriff's Office yesterday with Robin Bernier regarding their vision for their website pages, and she reminded everyone that the deadline for agenda submissions for next week's meeting is tomorrow at 2:00 pm instead of Monday.

#### **F. New Business / Old Business**

Commissioner Goddu moved to reconsider the AP warrant. He stated he has questions with some inconsistencies. He said he meant to bring it up, he made a mistake. Commissioner Coyle asked him to explain. He said they were given 3 warrants to sign today, there's one missing and it's on the payroll. He held up a copy of a warrant from Facilities Operations and said we did not receive this warrant today. Leila explained that there are many warrants that you are approving today. She said she passed around her warrants that she prepared from the Commissioners' Office, the warrant you're looking for is not a Commissioner's Office warrant. He said it's a warrant from Facilities and it's listed on our sheet in this amount, but we did not receive this warrant today. He said he just wants to reconsider the vote. Commissioner Chirichiello said there is a lack of a second and asked if there was any other new business. There was none.

#### **G. Public Comment**

There were no public comments. Commissioner Chirichiello said they still haven't received the minutes from the Childcare Feasibility Study Committee, it's been seven days. Senior Director Kivikoski said she would send them by the end of the day tomorrow.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:36 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:08 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:09 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 09/28/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 28, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jude Gates, Sr. Director, FO

Robin Bernier, IT Manager  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Captain Walsh, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Thomas Tombarello, Former Commissioner

### B. RFP Openings & Awards

#### 1. Opening: Fire Alarm Testing – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 09/21/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the September 21, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion and stated that the nonpublic minutes are incomplete because Leila was asked to step out briefly for a discussion. He said they didn't seal the minutes so they should give Leila a few sentences to include in those minutes. Commissioner Coyle moved to amend her motion to table the nonpublic meeting minutes and approve the public meeting minutes for September 21, 2023. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. 09/29/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,327,460.63 for the period ending September 23, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Liaison updates

Commissioner Coyle reported the jail population is currently at 151 in house and 16 housed in other facilities, including 12 females. She stated the jail shower project continues and is going well and she gave a staffing update. She announced the Medicaid cost report is complete, yesterday there were 10 Senators and State Representatives that got a tour and an educational overview of the operations, costs, and revenue sources for long term care, Sunday is the Alzheimer's walk in Portsmouth, and the Public Relations staff member in Long Term Care has made the top 20 to watch by the Seacoast Media Group.

Commissioner Goddu said he had nothing to report, all is well in the Registry of Deeds and the County Attorney's Office.

Commissioner Chirichiello said he would let his departments give their own updates.

## **2. Facilities Operations – Jude Gates, Senior Director**

- a. Bid Waiver Request, Honeywell International (approval)

Commissioner Coyle moved to approve the Honeywell International Proposal & Bid Waiver Request in the amount of \$125,000.00 for the supply, installation, and integration of thirteen new cameras in the jail, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **3. Finance Office – Charles Nickerson, Senior Director**

- a. Medicaid Cost Report Fiscal Year End 06/30/2023 (approval)

Commissioner Coyle moved to approve the Medicaid Cost Report for Fiscal Year End June 30, 2023 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. Fall Wellness Activity, Scarecrow Contest (approval)

Commissioner Coyle moved to approve utilizing approximately \$600 from the County's wellness fund to purchase prizes and supplies for the Fall Wellness Activity, Scarecrow Contest in October, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Position Repurpose/Regrade – Assisted Living (approval)

Tabled until after nonpublic session.

- c. Position Repurpose/Regrade – Long Term Care Services (approval)

Tabled until after nonpublic session.

## **E. Department Head Updates**

Senior Director Kivikoski reported being busy this week with employee harassment and discrimination training, she stated the invitations for the first Years of Service/NHAC Awards event will go out today, and they are working on UKG benefit module testing.

Senior Director Nickerson gave a UKG update, he mentioned the Medicaid cost report will be hand delivered to Concord today, they will now start on the Medicare cost report. He said with the quarter end coming up, they will be busy with reporting, and he stated he had to justify going over the 10% of allowed ERA1 funds for costs of running the rental assistance program. The cost of software alone was over the 10%.

The High Sheriff gave a staffing update and said they have been very busy.

Superintendent Jason Henry reported being busy with the Opioid Abatement Committee, the next round of grants will be focused on housing. He stated the 121<sup>st</sup> Academy started this week, the UKG upgrade with NHRS has been a huge project for them, Academy graduation is October 27<sup>th</sup>, and he has a bail reform meeting tomorrow with all the superintendents, he will testify next week.

Robin Bernier announced they were awarded \$56,000 from the Department of Environmental Services for cybersecurity upgrades for the water and wastewater treatment, and she said she is happy that they met their goal for the Alzheimer's walk which will be on Sunday.

Senior Director Gates reported she had nothing new; they are continuing with the same issues as last week.

Senior Director Smith said he is excited to have reached their goal for the Alzheimer's walk, he stated the

presentation and tour for the State Representatives went well, they are currently using close to 70% of agency travelers for the nursing staff, and they have 2 units that are still closed. He mentioned the hospice suites remodel is in progress, and he will start meeting with vendors that are interested in submitting a proposal for the strategic initiative for the future of long term care.

#### **F. New Business / Old Business**

Commissioner Chirichiello stated he was under the impression that every request for use of the Hilton Auditorium would have to go before the Board for approval. Commissioner Goddu agrees every request should get signed off by the Commissioners. Commissioner Coyle feels they should be detached so it doesn't politicize the approval process, she trusts in the department heads and feels they don't need to amend the policy. Discussion ensued. It was decided that Senior Director Kivikoski will work on revisions to the language in the use of facility agreement and bring it to the Board for approval.

#### **Walk-In HR Employee Retention and Engagement/ARPA Project Fund**

Commissioner Coyle moved to approve utilizing approximately \$5,000 of category 2.35 of the ARPA project fund to pay for appreciation gifts for staff as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **Walk-In Inmate Administrative Transfer pursuant to NH RSA 30-B:21 (approval)**

Commissioner Coyle moved to approve an inmate administrative transfer dated September 26, 2023, pursuant to NH RSA 30-B:21 transferring an inmate to Hillsboro County House of Corrections as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:15 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:34 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve a repurpose of two positions, LNA Weekender 1 to MNA Weekender 1, and LNA Weekender 2 to MNA Weekender 2 effective October 8, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve two new titles: Licensed Care Partner and Medication Care Partner. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve downgrading the Personal Care Partner position to grade R05. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve the request to assign the Medication Care Partner position to grade R07 at the first quarter Executive Committee meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve a one-time \$2.50 per hour wage adjustment for the two current MNA certified Personal Care Partners (P.J. and M.S.) effective October 8, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.



Commissioner Coyle moved to approve a one-time \$.75 per hour decompression wage adjustment for the two current Wellness Coordinators (D.A. and A.S.) effective October 8, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 10:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/12/2023.



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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Wednesday, October 4, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Charles Nickerson, Sr. Director, Finance  
Lisa Fioravante, HR Risk Supervisor  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Commissioner Goddu  
Jude Gates, Sr. Director, FO  
Robin Bernier, IT Manager

Jason Henry, Superintendent, DOC  
Michelle Melanson-Schmitt, DON, LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Cathy McGoldrick, Pitney Bowes

### B. RFP Openings & Awards

#### 1. Opening: Access Control Additions – Facilities Operations/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 Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 2. Opening: Postage Meter Lease – Commissioners' Office

Commissioner Coyle moved to authorize the Chair of the Board of Commissioners to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 3. Award: Multi-Building Roof Repair – Facilities Operations

Commissioner Coyle moved to award the proposal for multi-building roof repair to TeamCraft Roofing for an amount not to exceed \$77,952.00 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### C. Consent Agenda

#### 1. HR Bi-Weekly Recruitment Report (informational)

#### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Sheriff's Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 8 computers and 12 cell phones surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Commissioner Coyle asked if we could donate the cell phones. Discussion ensued. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### 3. 10/05/23 Accounts payable list (approval)

List total: \$3,380,908.54, ACH \$123,453.84, GL \$517,122.10, Payroll \$8,494.09, Previously authorized by BOC \$26,290.30, Accounts Payable check run \$2,705,548.21.

Commissioner Coyle moved to approve the Accounts Payable list total of \$3,380,908.54. Commissioner Goddu seconded the motion and said there is no back-up to the \$1.5 million invoice from Harvey Construction, so he won't support approving the accounts payable list for this reason. Voted 2-1, Commissioner Goddu voted no, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### **a. Liaison updates**

Commissioner Coyle reported that the Alzheimer's walk was Sunday and there was a great showing from Rockingham County, JS is at a conference this week, staffing is still an issue, jail pop is 153, PC is holding a forum for the change of process after Felonies First goes away. There will be a significant impact to the Department of Corrections and for the Sheriff's Department. Finance is busy

Commissioner Goddu had nothing to report.

Commissioner Chirichiello said he's been active with NHAC for three years and he sees how other counties treat the department heads at Rockingham County. They have a lot of respect for our department heads.

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

#### **a. Ascentria Community Services, Inc. Language Bank Services Agreement (approval)**

Commissioner Coyle moved to approve the Ascentria Community Services, Inc. Language Bank Services Agreement for interpretation services with an annual, auto renewal unless either party terminates with no less than 60 days notice, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion and stated Primex recommended having legal counsel review it and asked if that had been done.

Commissioner Coyle explained that Primex takes an extreme stance that isn't always realistic. She reviewed this contract, and she is comfortable with the language. Voted 2-1, Commissioner Goddu voted no, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **b. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)**

Commissioner Coyle moved to approve an inmate administrative transfer dated September 28, 2023, pursuant to NH RSA 30-B:21, transferring one inmate from Hillsborough County as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### **3. Facilities Operations – Jude Gates, Senior Director**

#### **a. NHDES ARPA Cybersecurity Implementation Grant Program Agreement (approval)**

Commissioner Coyle moved to approve the American Rescue Plan Act Cybersecurity Implementation Grant Program agreement for an amount of \$56,140, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **b. GDS Associates Inc. Eversource Agreement Acknowledgment (approval)**

Commissioner Coyle moved to approve the GDS Associates Inc, Eversource Agreement Acknowledgement at no cost to the County, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the

motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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

- a. AMDC, Easterseals Request for Additional Funds (approval)

Commissioner Coyle moved to approve the request for \$40,000 of additional funding for adult medical day care services to Easterseals to continue to provide services to Rockingham County residents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued regarding the allocation of funds between the three agencies supported, the pilot program grant that we don't have a dollar figure for yet, and questions regarding the request. Commissioner Goddu moved to table the discussion until next week. Commissioner Coyle seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

- b. Krative Digital Marketing Services Agreement (approval)

Commissioner Coyle moved to approve the Krative Digital Marketing Services Agreement, for a six (6) month brand marketing & strategy project, for an amount of \$27,900 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

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

- a. Acceptance of Edward Byrne Memorial Justice Grant 15PBJA-23-GG-03626-JAGX (approval)

Commissioner Coyle moved to accept the award of the Edward Byrne Memorial Justice Grant in the amount of \$36,467 and authorize the Senior Director of Finance to complete the grant acceptance electronically on behalf of the Board, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **E. Department Head Updates**

Lisa Fioravante said HR wrapped up the harassment and discrimination training, they are working on the annual Years of Service and NHAC government awards events, the UKG update is ongoing, there are a couple of employee relations issues taking up some time, and it's very busy.

Senior Director Nickerson reported being busy with quarter end filing, the UKG upgrade is ongoing, and the grant writer has been busy with grants.

The High Sheriff gave a staffing update and commended Superintendent Henry for working with them with Hospital details. Katherin Mann thanked the Board for approving the grant.

Senior Director Gates stated Robin Bernier, IT Manager worked very hard for the \$56,000 cybersecurity grant award. The delegation chimney has been fixed, the electrical service will be fixed soon, and they are working on a hydronic heating system leak at the jail.

Robin Bernier said he has some new projects on her list and is anxious to start working on spending that grant money.

Register of Deeds Cathy Stacey gave a transition summary.

Director of Nursing, Michele Melanson Schmit reported being busy with recruitment and retention, and she gave a staffing update.

Superintendent Jason Henry stated he is on the agenda for the Executive Committee meeting to do a presentation of the programs switching from 28 days to 90 days and how it will move forward into the new building. Tomorrow he will testify on bail reform and how it affects the jail, and he gave a staffing update.

Leila Mattila reminded everyone that annual reports are due, if you haven't sent yours in, please send them as soon as you can. She has been working on cleaning up the media library for the website, there was a lot of old items that never got deleted from the library and she will be staying on top of it. She reminded everyone that next week's meeting is Thursday at 1:30 pm, the week after is for accounts payable approval only and this Monday is a holiday, so the deadline for agenda submissions is Friday at 2:00 pm.

#### **F. New Business / Old Business**

No one had any new business or old business to discuss.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

##### **1. Human Resources – Alison Kivikoski, Senior Director**

###### **a. Nonpublic session NH RSA 91-A:3, II (a)**

Commissioner Coyle moved to enter nonpublic session at 9:23 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:32 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve a paid administrative leave for a Long Term Care employee B.R. for the period beginning October 5, 2023 as recommended by the Administrator of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve a paid administrative leave for a Long Term Care employee C.R. for the period beginning October 5, 2023 as recommended by the Administrator of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 9:33 am. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/12/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, October 12, 2023 @ 1:30 pm

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 1:33 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.

Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Katherin Mann, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Chevrolet Tahoe Patrol Vehicles – Sheriff's Office

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

#### 2. Award: Fire Alarm Testing – Facilities Operations

Commissioner Coyle move to award the proposal for fire alarm testing and repair to Impact Fire Services, LLC for an amount not to exceed \$17,000 for the period of 10/01/2023 to 09/30/2024 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Institutional Products/Linens for Nursing Center & Corrections – Facilities Operations

Commissioner Coyle move to award the proposal for institutional products and linens as recommended by the Senior Director of Facilities, Planning and IT for the period of 10/12/2023 to 09/30/2025 as follows:

##### For Environmental Services:

Hand and bath towels, wash cloths, fitted and flat sheets, pillowcases, bed pads and bibs are awarded to Standard Textiles for an annual cost not to exceed \$23,596.32.

Draw sheets, patient gowns, and thermal blankets are awarded to Geriatric Medical for an annual cost not to exceed \$2,625.58.

##### For the Department of Corrections:

Bath towels are awarded to Hotel Linen Source for annual cost not to exceed \$600.

Watch caps, wool blankets, and mattresses are awarded to Charm-Tex for an annual cost not to exceed \$7,000.

All trousers, shirts, jumpsuits, gym shorts, briefs, sweatshirts, thermals and boots are awarded to Victory Supply for an annual cost not to exceed \$94,000.

All tube socks, bathrobes, work coats, ladies' briefs, sports bras, clog shoes, laundry bags, thermal blankets, sheets and pillowcases are awarded to Bob Barker Co. for an annual cost not to exceed \$8,500. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **C. Consent Agenda**

### 1. 09/21/23, 9/28/23, and 10/04/23 Meeting minutes (approval)

Commissioner Coyle move to approve the September 21, 2023 nonpublic minutes with one amendment at the second to last paragraph to add “Commissioner Chirichiello voiced concern over change in the pay scale for a potential lateral move in Long Term Care. Leila was called back to the meeting.” Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve the September 28, public and nonpublic meeting minutes, and the October 4, 2023 public and nonpublic meeting minutes Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A – Facilities Operations (approval)

Commissioner Coyle move to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare two 2006 and one 2008 Ford F250 4X4's with plow from Facilities Operations surplus with the item to be sold through competitive bidding. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### 3. Surplus Equipment Request Pursuant to NH RSA 28:8-A – Long Term Care (approval)

Commissioner Coyle move to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2006 Ford E450 bus from Long Term Care Services surplus with the item to be sold through competitive bidding. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### 4. 10/13/23 Payroll (approval)

Commissioner Coyle move to approve the payroll expense in the amount of \$1,332,676.18 for the period ending October 07, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### a. Liaison updates

Commissioner Goddu had nothing to report.

Commissioner Coyle stated the jail population is currently at 167, there are several Covid positives, but it is contained, and they have taken steps to stop the spread. Long Term Care had 30 attendees for their hospice education session, they are celebrating 43 years of service for Marilyn Schriber, Jeseca Wendel made top 10 for the Seacoast's people to watch. Finance is busy with quarterly reporting, there were some challenges processing payroll this week, and they are following up with the State regarding the pilot program to delay or defer institutional care.

Commissioner Chirichiello said he would let his departments give their own reports.

### **2. Facilities Operations – Jude Gates, Senior Director**

#### a. Bid Waiver Request, State Supply (approval)

Commissioner Coyle move to approve the State Supply Proposal & Bid Waiver Request in the amount of \$13,556.44 for the emergency repair of the hydronic hot water heat exchanger providing heat and hot water to the F and G Blocks at the Department of Corrections as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### a. Employee Retention and Engagement/ARPA project fund (approval)

Commissioner Coyle move to approve the positions of Motor Services Technician, Plumber, Personal Care Partner, and Wellness Coordinator be added to the list of positions eligible for Referral Incentives, utilizing Expenditure Category 2.7 of the ARPA project funds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

##### **a. Adult Medical Day Care YTD Payout / Remaining Funds (informational)**

Discussion ensued regarding the request from Easterseals for additional AMDC funds. Commissioner Goddu suggested they take \$10,000 from the other two agencies to give it to Easterseals. Senior Director Smith said the reason for their jump in requests is because they went from a half day program to a full day program and they're busier than the other agencies. He said he would talk to Senior Director Nickerson because he thinks he may have money in other lines to support it. Commissioner Chirichiello said he doesn't want to take the money from the other two agencies, especially without notifying them. If Senior Director Smith thinks he has the money elsewhere, let's use that money first before we take it from the other agencies. Commissioner Goddu said he doesn't want Easterseals to think they need to dial back their program, that's why they're asking for the money. Commissioner Chirichiello stated they know their budgeted amount.

Commissioner Coyle moved to transfer \$10,000 to Easterseals, with \$5,000 coming from Senior Class and \$5,000 from Silverthorne. Commissioner Goddu seconded the motion. Voted 2-1, Commissioner Goddu voted yes, Commissioner Coyle voted yes, Commissioner Chirichiello voted no because he doesn't want to take the money from the agencies without notifying them first.

#### **E. Department Head Updates**

Superintendent Jason Henry stated there is a small Covid outbreak in the jail, but it's contained. Academy graduation is next Friday, and he gave a staffing update.

Senior Director Smith reported a small Covid outbreak in Long Term Care, they are currently testing. The virtual dementia tour continues, Jeseca Wendell made the Seacoast's top 10 to watch, of young professionals under 40.

Katherin Mann reported they are busy as usual, but nothing new to report.

County Attorney Conway said they just finished up a two-week negligent homicide trial and were fortunate to get guilty verdicts. She gave a trial update, reported being very busy. She thanked the Sheriff's Office for their assistance with some tension in the courtroom with two families. One of the Deputy Sheriff's stayed after the guilty verdict, until everyone left the premises safely. She gave a staffing update and said she is hosting a Felonies First forum tomorrow from 9:00 am – 11:00 am in the Hilton Auditorium.

Senior Director Nickerson said they are having minor issues with a new NHRS reporting system, they are working on quarter-end grant reporting for JAG, ARPA, Rental Assistance, and other payroll filings. The UKG upgrade is ongoing, and they are very busy.

Senior Director Gates gave an update on current projects at the jail, she announced the installation of new dishwasher in Long Term Care will start on Monday and she gave a staffing update.

Senior Director Kivikoski stated the flu clinic has started, they are prepping for the Years Of Service events, the UKG upgrade preparations continue, they are prepping for Thanksgiving, the scarecrow contest in underway, and they are evaluating attendance for the anti-harassment/discrimination training.

Leila Mattila stated she sent the Commissioners the quarterly update on the legal budget lines on Friday and she reminded everyone that next week's meeting will be for accounts payable approval only because she will be in WordPress Bootcamp Monday through Thursday next week.



**F. New Business / Old Business**

**1. Walk-In, Human Resources – Alison Kivikoski, Senior Director**

- a. Holiday Greeting Card & Use of Commissioners Electronic Signature (approval)

Commissioner Coyle moved to approve the design of the 2023 Holiday greeting card and authorize the use of the Commissioners electronic signatures for the back side of the card. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**2. Hilton Auditorium Use Requests (2) (approval)**

Commissioner Coyle moved to approve the applications and waiver of the fee unless they elect to use IT services, for the Rockingham County Republicans and the Rockingham County Democrats use of space. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**G. Public Comment**

There were no public comments.

**H. Commissioners' Nonpublic Session**

**1. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Coyle moved to enter nonpublic session at 2:14 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:39 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 2:39 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/26/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, October 19, 2023 @ 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 Goddu  
Katie Casey, Asst. Director, Finance  
Alison Kivikoski, Sr. Director, HR

Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Commissioner Coyle

### B. Consent Agenda

#### 1. 10/19/23 Accounts payable list (approval)

List total: \$3,252,178.25, ACH \$1,636,694.00, GL \$2,293.50, Payroll \$34,866.32, Previously authorized by BOC \$133,668.39, Accounts Payable check run \$1,444,656.04.

Commissioner Coyle moved to approve the October 19, 2023 Accounts Payable list total of \$3,252,178.25. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Public Comment

There were no public comments.

### D. Adjourn

Commissioner Coyle moved to adjourn at 8:31am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 10/26/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, October 26, 2023 @ 2:30 pm

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 2:37 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Kevin Warwick, Consultant  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office

Cathy Stacey, Register of Deeds  
Jim Hadley, Northwood Community Power  
Committee

#### Remote Attendance:

Jude Gates, Sr. Director, FO  
Robin Bernier, IT Manager  
Jason Smith, Sr. Director LTC  
Captain Walsh, Sheriff's Office  
Lieutenant Bennett, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Kristine McNeil, BerryDunn

### B. RFP Openings & Awards

#### 1. Opening: Generator Testing, Inspections – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Greensand Filtration System – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Opening: Two Vehicles – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Opening: WWTP Electrical Upgrades – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 5. Opening: Milnor 60 Pound Washer and Base – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 6. Opening: Strategic Long Term Care Planning Services (Master Planning) – 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

7. Award: Computer Equipment – Facilities Operations/IT Services

Commissioner Coyle moved to award the proposal for computer equipment to the following three vendors; SCW for an amount not to exceed \$28,879.20, Connection for an amount not to exceed \$11,325.00, and CompuGov for an amount not to exceed \$17,466.40 as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

8. Award: Access Control Additions – Facilities Operations/IT Services

Commissioner Coyle moved to award the proposal for Access Control Additions to A3 Communications for an amount not to exceed \$29,092.00, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

9. Award: Reach in Refrigerator – Long Term Care Services

Commissioner Coyle moved to table the award the reach in refrigerator. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

10. Award: Chevrolet Tahoe Patrol Vehicles – Sheriff's Office

Commissioner Coyle moved to award the proposal for Chevrolet Tahoe patrol vehicles to MacMulkin Chevrolet for an amount not to exceed \$127,968.00 and further authorize the Senior Director of Finance to seek appropriate financing as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**C. Consent Agenda**

1. 10/12/23 & 10/19/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the October 12, 2023 public and nonpublic meeting minutes, and the October 19, 2023 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Sheriff's Office (approval)

a. Request for the Proceeds of the Sale be Deposited into the Drug Forfeiture Account (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2007 Chevrolet Tahoe from the Sheriff's Office surplus with the item to be sold through competitive bidding. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to authorize the deposit of the proceeds from the sale of the surplus vehicle into the drug forfeiture account instead of the general fund, as requested by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. 10/27/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,329,291.88 for the period ending October 21, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Reports**

1. Commissioners' Office – Brian Chirichiello, Chair

a. Liaison updates

Commissioner Coyle gave an update on the jail Covid outbreak and said they are in lockdown but it will be lifted tomorrow. The jail population is currently 163. There will be a programs presentation at the end of the

meeting today, the STAR program has recently changed from 28 days to 90 days. She gave a Covid update for Long Term Care and said the work on the hospice suites will begin soon. She announced that Dr. Singer is retiring, and a long term care employee is retiring after 43 years of service.

Commissioner Goddu said today is his 32-year wedding anniversary.

Commissioner Chirichiello said he would let his departments give their own updates.

b. Seacoast Parkinsonians Facility Use Policy and License Agreement (approval)

Commissioner Coyle moved to approve the request for use of the Hilton Auditorium for the Seacoast Parkinsonians and waive the facility fee. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 October 24, 2023, pursuant to NH RSA 30-B:21, transferring one inmate to Carroll County DOC, two inmates from Hillsborough County DOC and two inmates from Merrimack County DOC, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. AllSpring Investment Account Signers Update (approval)

Commissioner Coyle moved to authorize signers on the AllSpring Investment account be updated to Charles Nickerson, Scott Priestley Sr., Robert Troy, and authorized information only users to Kathryn Casey, and Elaine Newbury, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated September 13, 2023 to Easterseals for an additional client (D.G.) at an amount of \$80 per day, for up to five days per week, as recommended by the Senior Director of Long Term Care Services.

**E. Department Head Updates**

Senior Director Gates reported they replaced the storm door on the Delegation building and she has found someone to work on the electrical. She said they are working on the last of the hay and will bush hog the rest of it and hope for a better season next year. They are working on the hot water exchanger for the DOC, it's a big job. The dishwasher project is going well, the results are back from the first round of PFAS testing. They are required to test some neighbor's wells, and the results are minimal. They just had their annual inspection at the wastewater treatment facility, and they received a glowing review. She said we can all be proud of the staff.

Senior Director Smith announced the next Covid vaccination clinic is November 30<sup>th</sup> from 9am – noon, he mentioned the hospice renovation has begun, and they are in the process of interviewing for a new medical director.

The High Sheriff said they are extremely busy with hospital details, and he gave a staffing update for dispatch.

Superintendent Jason Henry gave a staffing update for the Department of Corrections, and is excited about the presentation today.

Register of Deeds Cathy Stacey had nothing to report.

Senior Director Nickerson said he is busy with quarterly and ARPA filing, the UKG transition is in progress, and they are still working out the kinks with the new NHRS system.

Senior Director Kivikoski said they are busy with the scarecrow contest , UKG testing, tonight is the first Years Of Service event, they are working on the holiday cards and gifts on behalf of the BOC and they will go out the week of the 6<sup>th</sup>. She said she attended the HR Strategic Conference for the State of NH earlier this week.

Leila Mattila had nothing to report.

## **F. New Business / Old Business**

Superintendent Henry stated Cheshire County did an amazing job with the NHAC Conference. The speakers that came in were top notch compared to years past. Register of Deeds Cathy Stacey said Kate Horgan brought the speakers and she did a great job.

### **1. Department of Corrections – Jason Henry, Superintendent**

#### **a. Inhouse Programs Update Presentation**

Commissioner Coyle moved to table the presentation until after the conclusion of public comment before they move to nonpublic. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **2. Sheriff's Office – Charles Massahos, High Sheriff**

#### **a. Site Lease Agreement (approval)**

Commissioner Coyle moved to approve the site lease agreement for the Candia tower site for a ten-year term beginning November 1, 2023 for an annual amount of \$5,000, with a 3% increase after the first year, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle asked for clarification of the annual increase. Major Bashaw explained it is plus 3% compounded interest after the first year. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **G. Public Comment**

### **1. Community Power Coalition of NH – Jim Hadley, Chair, Northwood Community Power Committee**

Jim Hadley explained what the community power program is and announced that Cheshire County is the first county in New Hampshire to join the program. There are several towns that have also joined, and several more that are interested. He provided information on the amount of money that has been saved per town. Commissioner Chirichiello invited him to come back with the Community Power Coalition of NH so they can go into more detail. Mr. Hadley thanked the Commissioners for their hard work and left the meeting at 3:23 pm.

## **F. New Business / Old Business (continued)**

### **1. Department of Corrections – Jason Henry, Superintendent**

#### **a. Inhouse Programs Update Presentation**

Superintendent Henry and Consultant Kevin Warwick gave a presentation on the Department of Corrections' STAR program. It has recently changed from a 28 day program to a 90 day program.

## **H. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Nonpublic session NH RSA 91-A:3, II (a)**

**2. Department of Corrections and Sheriff's Office – Jason Henry, Superintendent and Charles Massahos, High Sheriff**

a. Nonpublic session NH RSA 91-A:3, II (g & a)

Commissioner Coyle moved to enter nonpublic session at 4:21 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 5:05 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 5:06 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 11/02/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 2, 2023 @ 2:30 pm

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 2:30 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Katie Casey, Asst. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Leila Mattila, Commissioners' Office  
Cathy Stacey, Register of Deeds (2:42pm)

#### Remote Attendance:

Jude Gates, Sr. Director, FO  
Jason Henry, Superintendent, DOC  
Elaine Walczak, Executive Assistant, LTC  
High Sheriff Massahos  
Katherin Mann, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Legal Services for Civil Matters – Commissioners' Office

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

#### 2. Opening: Smith & Wesson M&P9 – Sheriff's Office

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

#### 3. Opening: 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Award: Remodel of Resident Dining and Main Kitchen – Long Term Care Services

Commissioner Coyle moved to award the proposal for remodel of resident dining and main kitchen in the Ernest P. Barka Assisted Living Community to Wellesley Design Consultants for an amount not to exceed \$104,100.00 for phase 1 of the project, as recommended by the Senior Director of Long Term Care Services, and further authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 10/26/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the October 26, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, September 2023 (informational)

#### 3. 11/02/23 Accounts Payable List (approval)

List total: \$3,265,366.03, ACH \$125,106.84, GL \$451,727.97, Payroll \$41,173.53, Accounts Payable check run \$2,647,357.69.



Commissioner Coyle moved to approve the November 2, 2023 Accounts Payable list total of \$3,265,366.03. Commissioner Goddu seconded the motion and wanted to note that the Harvey Construction warrant didn't have any receipts for Drop One Portables, W.B. Mason, a meal charge, Belletetes of Nashua, and concrete labor. He can't support paying this without the back-up. Discussion ensued. Voted 2-1, Commissioners, Coyle and Chirichiello in favor, Commissioner Goddu opposed.

## **D. Reports**

### **1. Commissioners' Office – Brian Chirichiello, Chair**

#### **a. Liaison updates**

Commissioner Coyle gave a Long Term Care Covid Update, the next Covid vaccination clinic is at the end of the month, the kids came to trick-or-treat through the Nursing Center, it was nice to have them back in the facility, the National Leading Age Conference is next week. The Department of Corrections is Covid free and no longer in lock-down, the population is 164, the case manager position is being filled, and the presentation last week on the drug treatment program was very exciting. The Finance Office is busy, the grant writer got us another grant, the first quarter reporting is complete, there are a few new ARPA grant applications for nonprofits so we should consider adding the review to next week's agenda, and we have a fine art appraisal contract on the agenda today to get our fine art appraised.

Commissioner Goddu reported that Attorney Conway won't be joining us today, he has an ARPA grant check to return to the Finance Office. He tried delivering it to Derry Community Fund but the organization has been dissolved.

Commissioner Chirichiello said he would let his departments give their own updates.

### **2. Facilities Operations – Jude Gates, Senior Director**

#### **a. Change Order Request, Lincoln Fencing, LLC (approval)**

Commissioner Coyle moved to approve a change order request for Lincoln Fencing, LLC for an amount not to exceed \$1,275.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **3. Finance Office – Charles Nickerson, Senior Director**

#### **a. Delaero Master Services Agreement (approval)**

Commissioner Coyle moved to approve the Delaero Master Services Agreement and Statement of Work, as recommended by the Senior Director of Finance, and further authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **b. Schlegel Fine Art Consulting, LLC Appraisal Services and Agreement (approval)**

Commissioner Coyle moved to approve the Schlegel Fine Art Consulting, LLC Appraisal Services quote and agreement for an insurance appraisal for Primex as recommended by the Senior Director of Finance, and further authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

#### **a. Accrual Rates Change & Accruals Balance Rounding Request (approval)**

Commissioner Coyle moved to approve a change to the monthly earned time accrual rates to be increased to the next highest quarter-hour increment. Further, to approve a one-time rounding of all current earned time and holiday time accrued balances that are not already in a quarter-hour increment, up to the nearest quarter-hour increment, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Amendment to Voluntary MNA Training Program Addendum (approval)

Commissioner Coyle moved to approve paying a Long Term Care employee (C.D.) up to 8 hours at their base hourly rate of pay on days they are not able to work due to the clinical instruction portion of the MNA Training Program, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Employee Retention and Engagement/Wellness Item (approval)

Motion: To approve utilizing the County's Wellness funds for the purchase of 500 caps at an approximate cost of \$3,300 from the County wellness fund, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Exception Request 7-4 – Deeds (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Registry of Deeds employee (P.A.) as recommended by the Senior Director of Human Resources, and the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Temporary-Clerical Position, Long Term Care Services (approval)

Commissioner Coyle moved to approve the temporary, non-benefits eligible "Temp Staff – Clerical (Contracted Nursing Staff Recruit/Review)" position at an approximate hourly rate of \$26.00 - \$28.00, effective October 12, 2023 through June 30, 2024; wages and associated employer expenses to be paid from the Long Term Care staff salary lines. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**5. Long Term Care Services – Jason Smith, Senior Director**

a. Travel & Training Request, Point Click Care Summit 2024 (approval)

Commissioner Coyle moved to approve a travel and training request for five (5) long term care employees (MMS, KM, TD, BR, and JP), to attend the Point Click Care Summit held in New Orleans, Louisiana February 25-28, 2024, at an estimated total cost of \$12,869.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**E. Department Head Updates**

Senior Director Kivikoski a lot of wellness initiatives, working with union representative on some MOU's, and she's expecting a delivery of chocolates next week to prepare to hand out to the employees.

Register of Deeds Cathy Stacey mentioned a plan that came in for a substantial solar farm in Kingston.

Katie Casey everyone's working hard on the UKG implementation, still waiting on the 2022 audit.

Senior Director Gates nothing new to report, still working on the new dishwasher project and the heat at the jail, there were 45 guys at the new building jobsite on Tuesday, 4 out of the 5 neighbors that we offered well testing have said yes, so they'll probably start next week.

Elaine Walczak reported they sent Senior Director Smith home because he's under the weather. Trick-or-treat was enjoyed by all, some residents were dressed up, they also had a pumpkin carving contest, and they had a good meeting with Krative, the marketing team and have several initiatives coming down the line.

The High Sheriff gave a staffing update for dispatch, Beards for Bucks ended last night so everyone had to shave. Deputy Grealey raised over \$20,000 for the CAC, he raised the most money in the state of NH.

Superintendent Jason Henry had nothing to report.

Leila Mattila had nothing to report.

## **F. New Business / Old Business**

### **1. Walk-in Hilton Auditorium Use Request (approval)**

Commissioner Coyle moved to approve the application and waiver of fee for the American Red Cross use of facility. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 3:03 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:14 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes of session #3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the nonpublic minutes of session #4 indefinitely because it has some implications to HIPAA. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve paying benefits eligible County employees a one-time discretionary bonus in the gross amount of two hundred and twenty five dollars (\$225.00) per employee, less applicable withholdings. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

## **I. Adjourn**

Commissioner Coyle moved to adjourn at 3:16 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 11/09/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 9, 2023 @ 8:30 am

### A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, FO  
Jason Henry, Superintendent, DOC  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Robin Bernier, IT Manager  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Deputy Wiltshire, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Wes's ipad (member of the public)  
Tom Tombarello, former Commissioner

### B. RFP Openings & Awards

#### 1. Opening: Automatic Transfer Switch Replacement on Generator – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Opening: Bidding on Surplus Vehicles – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. Award: Legal Services for Civil Matters - Commissioners' Office

Commissioner Coyle moved to award the proposal for Legal Services for Civil Matters to Sheehan Phinney Bass & Green PA, and Ransmeier & Spellman PC at the stated rates and fees for the period of November 1, 2023 through October 31, 2026. Commissioner Goddu seconded the motion. Discussion ensued regarding the length of the term. Voted 2-1, Commissioners Goddu and Chirichiello in favor, Commissioner Coyle abstained.

#### 4. Award: Generator Testing/Inspections – Facilities Operations

Commissioner Coyle moved to award the proposal for generator testing and inspections to Tri-State Generator for an annual cost of \$3,350 and for the stated rates for other work as may be assigned for the period of November 1, 2023 through October 31, 2026 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 5. Award: Vehicle – Facilities Operations

Commissioner Coyle moved to award the proposal for Facilities Operations vehicle, a 2024 Ford F250 Superduty with plow to Grappone Automotive Group for an amount not to exceed \$55,539.00, and further authorize the Senior Director of Finance to seek appropriate financing as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 6. Award: WWTP Electrical Upgrades – Facilities Operations

Commissioner Coyle moved to award the proposal for wastewater treatment plant electrical upgrades to Richardson Engineering for an amount not to exceed \$28,650.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

7. Award: Milnor 60 Pound Washer and Base – Long Term Care Services

Commissioner Coyle moved to award the proposal for Milnor 60-pound washer and base to Yankee Equipment Systems, LLC for an amount not to exceed \$18,730.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

8. Award: Smith & Wesson M&P9 – Sheriff's Office

Commissioner Coyle moved to award the proposal for Smith & Wesson M&P9 to Firing Line, Inc. for an amount not to exceed \$35,852.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**C. Consent Agenda**

1. 11/02/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 2, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 11/10/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,341,563.77 for the period ending November 4, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Reports**

**1. Commissioners' Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Goddu said he had nothing to report.

Commissioner Coyle reported the jail is covid free, and their population is 164. She said some Long Term Care personnel just returned from a conference, we'll be receiving an Opioid abatement payout of \$2M and she feels it makes sense to resume meetings with the opioid abatement fund committee.

Commissioner Chirichiello said he would let his departments give their own updates, and he congratulated the Sheriff's Office for a grant award.

**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 November 6, 2023, transferring one inmate to Strafford County Department of Corrections and one inmate to Hillsborough County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Travel and Training Request, Coalition on Adult Basic Education (approval)

Commissioner Coyle moved to approve a travel and training request for a Department of Corrections Employee (L.W.), to attend the Coalition on Adult Basic Education national conference held March 17-20, 2024 in Nashville, TN at an estimated total cost of \$2,460.00, as recommended by the Superintendent of

the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Body Scanner RFP (discussion)

Superintendent Henry is looking for a consensus in order to publish an rfp for a new body scanner. The new ones have much better picture and better technology and it can be paid for with opioid abatement funds. New ones cost around \$150,000. Discussion ensued. It was decided that they should move forward and publish an rfp.

**3. Facilities Operations – Jude Gates, Senior Director**

a. Amendment to Bid Waiver Request 10/12/23 Vote (approval)

Commissioner Coyle moved to amend the October 12, 2023 Bid Waiver vendor to Power Plus International for an amount not to exceed \$13,000.00 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**4. Finance Office – Charles Nickerson, Senior Director**

a. Moose Plate Grant Acceptance and Agreement (approval)

Commissioner Coyle moved to accept the award of the 2023-24 New Hampshire State Library Moose Plate Grant in the amount of \$9,697.00, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**5. Human Resources – Alison Kivikoski, Senior Director**

a. Revised Facility Use Policy and License Agreement Form (approval)

Commissioner Coyle moved to approve the revised Facility Use Policy and License Agreement Form as recommended by the Senior Director of Human Resources, and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued and all agreed on one small change to language of the waiver of fee. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. 2024 Holiday Schedules (approval)

Motion: To approve the Rockingham County 2024 Holiday Schedule and the Rockingham County 2024 Holiday Schedule – County Attorney & Registry of Deeds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Revised Job Description – Department of Corrections (approval)

Commissioner Coyle moved to approve a revised Job Description for Adult Diversion Coordinator, effective November 9, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Travel and Training Request, ERE Recruiting Conference (approval)

Commissioner Coyle moved to approve a travel and training request for a Human Resources employee (A.N.), to attend the ERE Recruiting conference held May 15-17, 2024 in Austin, TX at an estimated total cost of \$2,970.88, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Adult Medical Day Care Redistribution of Allocated Funds (approval)

Commissioner Coyle moved to approve the redistribution of \$25,000 of budgeted funds for Senior Class Adult Medical Day Care to Easterseals as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle explained that the organization that owns Senior Class and several other adult day care centers, is closing. She stated we need to make sure to support Silverthorne and Easterseals as best as we can. Commissioner Chirichiello pointed out that a couple weeks ago there was a motion that passed that he voted against to take \$5,000 from Silverthorne to give to Easterseals. He said he would like to make a motion to give that back to them. Commissioner Goddu seconded the motion. Discussion ensued. Voted 3-0 on the amendment, Commissioners Goddu, Coyle, and Chirichiello in favor. Commissioner Chirichiello asked for a vote on the original motion, voted 0-3, Commissioners Goddu, Coyle, and Chirichiello opposed. Commissioner Chirichiello moved to approve the redistribution of \$20,000 of budgeted funds for Senior Class Adult Medical Day Care to Easterseals as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor. Commissioner Goddu said he would like to add a motion to give \$5,000 back to Silverthorne. Commissioner Chirichiello said they already did that. Discussion ensued. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **E. Department Head Updates**

Superintendent Jason Henry gave an update on the ongoing projects, he stated with the holiday season approaching they're planning some fun things for the employees and they're working on bringing back some things that were done pre-pandemic like using the popcorn machine and bringing popcorn to the staff once a month.

Senior Director Kivikoski announced the scarecrow contest winners, Environmental Services came in first place, Facilities Operations second, and Human Resources third. She thanked the Facilities Operations staff for putting them up, and taking them down, it's a lot of work. The Board of Commissioners holiday appreciation acknowledgements are going out, the Years of Service/NHAC Awards events are done, and she said she received a lot of comments from the employees about how much they enjoyed it. A list of outstanding evaluations has gone out to all the O/DD's, the essential and non-essential staff lists have also gone out to the O/DD's for weather emergencies, and notification letters will go out regarding the UKG timekeeper quarter hour increment adjustments.

Senior Director Nickerson said he is expecting the \$2M opioid abatement funds, there are still seven other settlements that should settle soon. UKG conversion continues, he mentioned the Moose plate grant that the Grant Writer helped with to preserve historical records and said he believes they will eventually go on the website.

Senior Director Gates reported that the IT Manager, Robin Bernier is working on a website for the historical records, and Mrs. Northrup up the road gave her a CD or DVD that goes back to the 40's. She gave us permission to put it on the website when it's ready. It's about sheep shearing, the lumber from the Ladd farm that was used to build the two houses over there. She said Robin is pulling all that stuff together for the historical website. She gave us an update on several large projects, the heat in the jail, the new access points in the jail, the new dishwasher, the new building, she said the well testing will begin shortly, and they'll be working with Glendale on a composting project.

The High Sheriff had nothing new to report.

Senior Director Smith the Leading Age Conference was very inspiring, he announced that the Infection Preventionist will be retiring at the end of the year, and they'll be having a celebration for Veteran's Day tomorrow.

Register of Deeds Cathy Stacey mentioned she forwarded an article regarding the 3 largest title companies and their losses. She's hoping today is the last retirement commission meeting, they need to come up with something to propose to the legislature because they have to have their report in by December 1<sup>st</sup>.

Leila Mattila reported she is still working on the postage meter rfp, there was an on-line demo last week, she's waiting for one answer from one of the vendors and she's hoping for a decision soon. She also announced that construction on the new website has begun.

## **F. New Business / Old Business**

Commissioner Goddu stated he sent an email to the Commissioners that listed 39 items on the last Harvey Construction warrant that didn't have support. He feels that they are tying the hands of the Finance Director and the Director of Facilities, Planning and IT by not providing the invoices. He would like to request the support from Harvey Construction. Commissioner Coyle pointed out several items on his list and explained what they were for. She stated the small dollar amounts for Home Depot for a box of screws, WB Mason for paper and office supplies, we don't ask for an itemization with receipts. She explained the meals expense on the list, a mileage item, and the software license. Commissioner Goddu said he wants to see the invoices. It's poor business practice to pay an invoice without invoices, it's required in the contract. Commissioner Coyle said it's now how we conduct business with our vendors. Commissioner Goddu said "Well, we're wrong." Commissioner Chirichiello asked Senior Directors Nickerson and Gates if they feel we're hand tying them and preventing them from doing their jobs properly. Senior Director Gates said no, she doesn't feel that way. She said she doesn't hesitate to call if she sees something that she doesn't know about, and generally, all questions are answered before she signs off on it and sends it to Senior Director Nickerson for his review. Senior Director Nickerson explained that the schedule of values is what the auditors go by and he doesn't feel hand tied because he can ask any questions.

Commissioner Chirichiello stated that we don't have a County Administrator, we rely on the expertise of our Department Heads. He said he's not saying that Commissioner Goddu has flawed thinking, this is how he operates his small business, and he understands that he is new. He wanted to clarify, if we're doing something that we need to change, and the Department Heads said no. He said he agrees with Commissioner Coyle, if he has questions, he can reach out for clarification.

Commissioner Goddu stated he has more for New Business and said Merrimack County has contracted for a solar farm similar in size as ours and they paid 26% less than we have scheduled to pay. Hillsborough County has a bid in place for a solar farm that is slightly smaller than ours and it's about 24% less money. He said his request is they ask Harvey to bid this out so we know that we're getting a good deal. Commissioner Coyle stated these percentages were calculated with unsubstantiated data. There are a lot of factors that contribute to the cost, not just the size.

Commissioner Chirichiello said it's an estimate. He stated that Commissioner Goddu released a newsletter early on, telling everyone that the building was going to be \$87M when it's \$67M. He told Commissioner Goddu that he's doing the same thing with the solar project. We haven't purchased it yet. He suggested to Commissioner Goddu that he should be careful with the perception he's giving the public. Merrimack County has half the population of ours and their budget is \$107M. Ours is \$95M with twice the population. If anyone has fiscal responsibility, it's Rockingham County. He commended the Department Heads and said it's because of all the hard work they do.

Commissioner Goddu said the contract lists the price of the project at approximately \$10M, it doesn't say estimate. Merrimack's solar farm is slightly larger. Commissioner Coyle asked larger how? Commissioner Goddu gave the number of kilowatts. Commissioner Coyle explained several other costs associated with the price and asked if their dollar amount includes them. Commissioner Goddu said we didn't bid the job out and we don't know. Commissioner Coyle said but we do know, you don't trust what any of us has to say. You're making a lot of assertions right now with a lot of data missing. Discussion ensued.

Commissioner Chirichiello stated what he doesn't hear is the benefit to the taxpayers of Rockingham County, we're using Federal dollars and the R.O.I. is over \$22M over the next 30 years, a return on investment that the taxpayers benefit from. Discussion ensued and they eventually decided to move on.

Commissioner Goddu said they recently discussed holiday bonuses. He was told the holiday bonuses are in the budget under salary, but we don't have a line item called holiday pay. He would like to know how



much money we're going to be spending on holiday bonuses and where exactly will that money come from because he doesn't remember seeing anything that said holiday bonuses. Senior Director Nickerson explained payroll projections, overtime, turnover, etc. He said there isn't a line in the budget called bonuses, and the Department Heads know, if the Commissioners approve this, they'll have a smaller block of funds for per diem projects, overtime, and rates of pay due to turnover. Discussion ensued.

#### **G. Public Comment**

Former Commissioner, Tom Tombarello was called on for public comment, but he was having technical issues.

#### **H. Commissioners' Nonpublic Session**

##### **7. Commissioners' Office – Brian Chirichiello, Chair**

###### **a. Nonpublic session NH RSA 91-A:3, II (a) personnel**

Commissioner Coyle moved to enter nonpublic session at 10:04 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:46 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the Department of Corrections nonpublic sessions indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective.

Commissioner Coyle moved to seal the first nonpublic session with Long Term Care for 14 days and the second issue seal 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:47 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 11/30/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 16, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Jason Henry, Superintendent, DOC  
Major Banville, DOC  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Jude Gates, Sr. Director, FO  
Pat Conway, County Attorney  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Holster – Sheriff's Office

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

#### 2. Award: Surplus Vehicles – Facilities Operations

Commissioner Coyle moved to award the proposal for surplus vehicles as follows:

- The 2006 Pickup Truck with VIN ending in 13938, to Kevin O'Neill for \$3,500.
- The 2006 Pickup Truck with VIN ending in 13939, to Capital Auto Auction for \$1,550.
- The 2008 Pickup Truck with VIN ending in 56605, to Donna Dills for \$6,289.99
- The 2010 E450 Bus with VIN ending in 00235, to Corkery Tractor Trailer for \$2,677.
- The 2006 E450 Bus with VIN ending in 01323, to Capital Auto Auction for \$1,050.
- The 2007 Chevy Tahoe with VIN ending in 94694, to Corker Tractor Trailer for \$1,887.

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

#### 3. Award: Vehicle – Sheriff's Office

Commissioner Coyle moved to award the proposal for vehicle - Ford Van to Grappone Ford for an amount not to exceed \$52,670.00 and further authorize the Senior Director of Finance to seek appropriate financing, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 4. Award: Sheriff's Vehicle Upfit & Equipment – Sheriff's Office

Commissioner Coyle moved to award the proposal for Sheriff's vehicle upfit & equipment to NEVO for an amount not to exceed \$42,281.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 11/09/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 9, 2023 nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 11/16/23 Accounts payable list (approval)

List total: \$2,713,072.73, ACH \$1,636,694.00, GL \$32,131.32, Payroll \$62,930.87, Previously authorized by BOC \$56,249.55, Accounts Payable check run \$925,066.99.

Commissioner Coyle moved to approve the November 16, 2023 Accounts Payable list total of \$2,713,072.73. Commissioner Goddu seconded the motion and stated he would like to look over a couple of the warrants that he hasn't seen. Senior Director Nickerson said he would email them to him and gave a detailed explanation of the larger warrants. Commissioner Coyle said the details are in their packets. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Reports**

**1. Commissioners' Office – Brian Chirichiello, Chair**

a. Liaison updates

Commissioner Goddu said Cathy Stacey isn't unable to join us today but there were some large transactions recently.

Commissioner Coyle was at a stakeholder meeting with the courts and said the court could not have been more complimentary of the Department of Corrections with how easy they are to work with.

Commissioner Chirichiello said the tax rates have been calculated and all towns in Rockingham County are still under \$1.

b. Travel & Training Request, NACo Legislative Conference (approval)

Commissioner Coyle stated she would like to have a discussion before the motion. She said Commissioner Chirichiello has attended and she feels someone else should go. She would very much like to attend, she has been here 3 years, but she recognizes that she has a 4-year term and she will have an opportunity to go next year. Discussion ensued regarding remaining conferences for the fiscal year and the funds remaining in the budget. Commissioner Chirichiello said he will not go to the Primex conference if he can go to the NACo conference. Commissioner Coyle said we have enough to send two Commissioners to the DC conference and she made a motion to approve a Travel and Training request for Commissioner Goddu and Commissioner Coyle to attend the National Association of Counties Annual Legislative conference. Commissioner Goddu seconded the motion. Commissioner Coyle stated the estimated total cost not to exceed is \$5,000. Voted 2-1, Commissioners Goddu and Coyle in favor, Commissioner Chirichiello opposed.

c. ARPA Grant Applications Review/Award

Commissioner Coyle said there are three new applications and said they have already given Arts in Reach \$5000 but she would propose giving them another \$5000, Womenade she would propose \$10,000, and we already gave Pro Portsmouth money in 2022 and then another \$5000, so she suggest not giving them an award this time.

Commissioner Chirichiello said he feels we shouldn't give anything here because it's supposed to be Covid related. We're two years past Covid and he doesn't feel it's proper to use the funds right now, so he'll be voting no on these. He also stated he thought the Board recently had a discussion to freeze the ARPA grant awards as we get closer to the finalization of the new building. Discussion ensued.

Commissioner Goddu said he likes helping others but agrees with Commissioner Chirichiello and stated they should look again at the allocation of the funds. He explained that one of the biggest problems with moving forward with childcare is the building space. He said Senator Shaheen's aide indicated there is specific grant money available for childcare. He's still looking to pursue it to see what makes sense for the employees and for the county but for now he would like to help Womenade.

Commissioner Coyle moved to award Womenade \$10,000 for the ARPA category 2.34. Commissioner Goddu seconded the motion. Voted 2-1. Commissioners Goddu and Coyle in favor, Commissioner Chirichiello opposed.

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

### **a. Lease Reimbursement Resolution (approval)**

Commissioner Coyle read the Resolution:

#### **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 three (3) 2023 Chevrolet Tahoe 4WD Police Vehicles, one (1) 2024 Ford Transit 350 low roof AWD van and one (1) 2024 Ford F-250 pickup truck with plow attachment (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 \$236,177. The vendors supplying the Equipment, to whom monies would be advanced by the County, is Grappone Ford (\$108,209 total) and MacMulkin Chevrolet (\$127,968 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 November 16, 2023. Commissioner Goddu seconded the motion. Voted 3-0. Commissioners Goddu, Coyle and Chirichiello in favor.

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

### **a. Exception Request 7-4 – Human Resources (approval)**

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Human Resources employee (K.K.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor. Julie Hoyt, HR Manager said she believes in the details it’s supposed to state biweekly, and not weekly. Commissioner Chirichiello said it’s not in the motion. Commissioner Coyle stated she will amend her motion to reflect per pay period. Commissioner Goddu seconded the motion. Voted 3-0. Commissioners Goddu, Coyle and Chirichiello in favor.

### **b. Write-off Request – Short-Term Disability Benefits Overpayment (approval)**

Commissioner Coyle moved to approve a write-off of overpaid short-term disability benefit payments as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

### **a. IntelyCare, Inc Staffing Services Agreement (approval)**

Commissioner Coyle moved to approve the IntelyCare, Inc. staffing services agreement, beginning November 1, 2023 and shall renew automatically after the first year for successive 1-year periods, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. NH Internet Crimes Against Children Task Force, Portsmouth PD Memorandum Of Understanding Renewal (approval)

Commissioner Coyle moved to approve the renewal of the memorandum of understanding with the Portsmouth Police Department and the New Hampshire Internet Crimes Against Children Task Force and authorize the High Sheriff to sign all necessary documents on behalf of the Board of Commissioners. Commissioner Goddu seconded the motion. Commissioner Coyle stated although she supports it, she will not be voting on this because she sits on the Portsmouth Police Commission. Voted 2-0, Commissioners Goddu, and Chirichiello in favor, Commissioner Coyle abstained.

### **E. Department Head Updates**

Julie Hoyt, HR Manager, said they had a good response to the quiz that was sent to the employees that didn't participate in the Yeti Wellness activities earlier this year, so they have now handed out the leftover Yeti cups. The chocolates were well received, and discussion ensued regarding who to donate the 18 extra boxes to. Julie stated they're waiting for evaluations, and asked everyone to turn them in.

Superintendent Jason Henry reported the jail population is at 158 today, Monday it was 173. The shower project on A/B will be done right after Thanksgiving. He said he can't take credit for how the court feels about the jail, the staff does a fantastic job, and he wants to thank them all. Major Banville gave a very positive staffing update.

The High Sheriff reported being busy and they expect to get busier in January.

County Attorney Conway also reported being busy. She explained the trial schedule is every single week and before Covid it was 2 weeks per month. It's really challenging keeping up with the work, hopefully the Felonies First rewind starting in January will remove some of the pressure. She said a couple of attorneys are attending a no cost program for new prosecutors at the Attorney General's Office and she gave a staffing update. She and Commissioner Coyle had a brief discussion regarding some procedural changes regarding filling complaints.

Senior Director Gates stated the major heat repair in the jail couldn't have gone better, everyone pulled together and did a great job. It was virtually seamless for everyone on F & G Block. She said Jim Laprell, their lead guy at the jail showed great leadership and pulled stuff together and she was very pleased with the whole operation. She thanked the Commissioners for the chocolates and said the chatter during shift change was all about how much everyone is enjoying them. She stated they have two new staff coming aboard and she is thrilled and is hopeful it will give the current staff some relief because they have been working thin for a long time. The AC project is ramping up and everything with the new building is going well. She said every time something doesn't come together, they just pivot and keep things moving forward so they stay on schedule. Testing for the wells should be in late November, early December.

Senior Director Smith gave a Covid update, he stated there is a Covid vaccination clinic scheduled for November 30<sup>th</sup>, the Life Enrichment Manager has received 2 certifications: Alzheimer's and Dementia care trainer, and a Managerial certificate. They did an infection control fair recently and Infection Control Today did a spotlight on Lisa Hewett. The hospice suites are progressing, the Assisted Living dining room kick-off meeting happened yesterday, and he is putting together a request for Silverthorne Adult Medical Day Care for some items that they need.

Senior Director Nickerson announced the County's fine art will be appraised in December, the UKG conversion continues, grants are busy, and he'll be in some meetings coming up.

Commissioner Goddu asked Senior Director Nickerson if we had a fuel assistance program. Senior Director Nickerson explained it was part of the state rental assistance program which ended earlier this year. Commissioner Goddu asked him to look to see if he could find anything. Discussion ensued regarding re-allocation of ARPA funds. Senior Director Nickerson stated it would be very labor intensive.

Commissioner Coyle said an in-depth conversation should happen because it would over burden the Finance Office. Commissioner Chirichiello said they would take it up at another time.

#### **F. New Business / Old Business**

Commissioner Goddu said he would like to move closer to 48 hours to look over the meeting packets with the materials that are presented. He said it's become difficult to keep getting stuff the day before the meeting. He would like the materials they get on Tuesday to be what they get. That gives them two days to look things over and the items that come in after should be taken up the following week.

Commissioner Chirichiello said this was a topic of discussion a couple of years ago and for the most part, they're getting everything, and asked him if there's something specific that they're not getting. Commissioner Coyle said they consistently get it on Tuesday.

Leila Mattila explained that they get the majority of everything on Tuesday before she leaves for the day. Usually, the only things left pending are the draft minutes, and either the payroll number or the AP list. Sometimes there are some walk-in items that are time sensitive and can't wait.

Commissioner Goddu explained that it's the AP list that he would like more time to go through. Senior Director Nickerson apologized and explained that they have been helping multiple departments with their AP, and stated they are the last in line to receive warrants from the departments. They also sometimes need to keep it open for last minute, time sensitive items that can't wait another 2 weeks for the next check run.

Commissioner Goddu said he's not looking for a hard, fast rule, just a little more consideration with that in mind. He's perfectly content unless there's an issue with moving whatever the item is, to the next week. Commissioner Coyle said the internal agenda is consistently there on Tuesday. Commissioner Goddu explained that there have been a lot of little things that keep coming up, and it's the stuff that comes through late in the day on Wednesday that he would like to put off to the following week. Commissioner Chirichiello said if it's something that's time sensitive, then they can't put it off, but if it's something that can wait, we should push it out another week. Leila explained she does that. If it's past the deadline, it's past the deadline, but if it's really important and time sensitive, then it's a walk-in. Commissioner Chirichiello stated that we should try to avoid as many walk-ins as we can.

Commissioner Chirichiello asked if there was any other New Business/Old Business. Commissioner Coyle said she would like to change her motion for the trip to DC. She said she will have the opportunity to go next year, and she feels the right thing to do is to substitute Commissioner Chirichiello. Since they approved two spots, she would support substituting him in her spot. Commissioner Chirichiello thanked Commissioner Coyle and asked for a motion. Commissioner Coyle said, "So moved, to amend." Commissioner Goddu seconded the motion on the amendment. Commissioner Chirichiello said he appreciates it because he does enjoy that conference and thanked Commissioner Coyle. Voted 2-0, Commissioners Goddu and Coyle in favor, Commissioner Chirichiello abstained.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:36 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit nonpublic session at 9:50 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 Goddu

seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

**I. Adjourn**

Commissioner Coyle moved to adjourn at 9:51 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/07/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 22, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance

Leila Mattila, Commissioners' Office  
**Remote Attendance:**  
Commissioner Coyle

### B. Consent Agenda

#### 1. 11/24/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,338,131.08 for the period ending November 18, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Public Comment

There were no public comments.

### D. Adjourn

Commissioner Coyle moved to adjourn at 8:32 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 11/30/2023.

  
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Commissioner Kathryn Coyle, Clerk





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 30, 2023 @ 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  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Major Banville, DOC  
Leila Mattila, Commissioners' Office

Jude Gates, Sr. Director, Fac. Op.  
Robin Bernier, IT Manager  
Alison Kivikoski, Sr. Director, HR  
Pat Conway, County Attorney  
Jason Smith, Sr. Director LTC  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

#### Remote Attendance:

### B. RFP Openings & Awards

#### 1. Award: Postage Meter Lease – Commissioners' Office

Commissioner Coyle moved to award the proposal for postage meter lease to Pitney Bowes for four (4) SendPro C Auto postage meters for an amount not to exceed \$6,732.48 annually, for a 60-month term, and two (2) SendPro C Lite postage meters to be added when their current postage meter agreements expire, for an amount not to exceed \$1,324.32 annually. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Award: Holster – Sheriff's Office

Commissioner Coyle moved to award the proposal for holster to American Public Safety, LLC for an amount not to exceed \$11,675, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Consent Agenda

#### 1. 11/09/23, 11/16/23, and 11/22/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 9, 2023 public minutes, the November 16, 2023 nonpublic meeting minutes, and the November 22, 2023 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, October 2023 (informational)

#### 3. New England Alliance Winter Conference and Annual Meeting (informational)

#### 4. 11/30/23 Accounts payable list (approval)

List total: \$2,892,551.82, ACH \$1,636,694.00, GL \$24,908.46, Payroll \$5,997.68, Previously authorized by BOC \$68,025.77, Accounts Payable check run \$1,156,925.91.

Commissioner Coyle moved to approve the remainder of the consent agenda which includes the November 30, 2023 Accounts Payable list total of \$2,892,551.82. Commissioner Goddu seconded the motion and thanked Senior Director Nickerson for his detailed explanation of the AP list, he said it was very helpful. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### D. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Commissioner updates

Commissioner Coyle had nothing to report.

Commissioner Goddu had nothing to report.

Commissioner Chirichiello thanked all the elected officials that made the Monday morning cybersecurity meeting. He said it was done really well and he thanked Robin for arranging it.

**2. Sheriff's Office – Charles Massahos, High Sheriff**

- a. Change Order Request, Grappone Ford, \$763 (approval)

Commissioner Coyle moved to approve a change order request for Grappone Ford for an amount not to exceed \$763, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Warner Hill Tower Site Permit Change (approval)

Commissioner Coyle moved to approve a revised Communications Site Use Permit renewal for the tower site at Warner Hill in Derry, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. Amended FY 2024 Lease Reimbursement Resolution (approval)

**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 three (3) 2023 Chevrolet Tahoe 4WD Police Vehicles, one (1) 2024 Ford Transit 350 low roof AWD van and one (1) 2024 Ford F-250 pickup truck with plow attachment (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 \$236,940. The vendors supplying the Equipment, to whom monies would be advanced by the County, is Grappone Ford (\$108,972 total) and MacMulkin Chevrolet (\$127,968 total).
3. This resolution shall take effect immediately upon its adoption and supersedes the lease reimbursement resolution previously adopted on November 16, 2023.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on November 30, 2023. Commissioner Chirichiello called for a vote to adopt the resolution. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Bid Waiver Request, UKG, \$8000 (approval)

Commissioner Coyle moved to approve the UKG Proposal & Bid Waiver Request in the amount of \$8,000 for a custom interface file, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve a revised Job Description for Infection Preventionist, effective November 30, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

- a. Assisted Living Health Care License or Special Health Care Services 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 Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Bid Waiver Request, Arjo Inc., \$27,366.44 (approval)

Commissioner Coyle moved to approve the Arjo Inc. Proposal & Bid Waiver Request in the amount of \$27,366.44 for a hygiene lift with scale, and two hygiene trolleys, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Careerstaff Unlimited Agreement Addendum (approval)

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

- d. Crest Healthcare Products LLC Service Agreement (approval)

Commissioner Coyle moved to approve the Crest Healthcare Products LLC Service Agreement, for an initial two (2) year term beginning December 9, 2023 with auto renewal for additional terms of one (1) year each, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- e. Line Item Transfer Request (approval)

Commissioner Coyle moved to approve a line item transfer request dated November 16, 2023, transferring \$6,173.96 from expendable equipment to office supplies, \$28,500 from expendable equipment to non-expendable equipment, and \$3,100 from non-expendable equipment to expendable equipment, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- f. Addition to Approved Travel & Training Request (approval)

Commissioner Coyle moved to approve an additional day for pre-conference sessions at the Point Click Care Summit for a Long Term Care employee (K.M.) at an additional cost of \$1,065 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- g. Refrigerated Merchandiser, and Reach-In Refrigerator Proposals Rejection (approval)

Commissioner Coyle moved to reject the proposals received for the Refrigerated Merchandiser rfp, and Reach-In Refrigerator rfp and republish revised rfps' at a later date, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **E. Department Head Updates**

Senior Director Nickerson said the State was looking for a certificate of workers comp coverage for the Opioid Abatement Grant, it is wrapping up now and hopefully we'll see it within a month. The UKG transition continues and they're working on normal year-end prep such as 1099's and W-2's.

Major Banville reported the jail population is at 155 and they are Covid free. They had a small outbreak recently but it was detected and contained. The A/B project is almost complete, they have 37 applicants for the Diversion position, their dish sanitizing machine is reaching the end of it's life, it's been there since he started 15 years ago, so they'll be looking to budget for it next year.

Senior Director Kivikoski said the holiday cards from the Board will go out on Friday, the cookies for the scarecrow contest participants will be going out Monday, the Years Of Service certificates and pins will be going out to the Division Directors for disbursement in case they want to hold a celebration on their own. The UKG rollout has been changed 4 times. She said they told them we wanted to push it out to March but they have all agreed to a February date. She said they gave them a list of items that need to be done by December 22 in order to roll it out in February.

Senior Director Gates reported being shorter handed than usual because of some sort of flu. They are pulling together life safety data for the Assisted Living moc survey next week. Testing on well #4 started yesterday, they are pumping 151 gallons per minute for 5 days. The aquifer is behaving as it should. They are testing 4 of the neighbors wells, pretest bacteria samples were taken. They will do a full range of testing including 25 pfas components plus bacteria sampling from the 4 neighbors. Everyone seems quite satisfied with the way things are going, DES will be here tomorrow. They have started winter conditions at the job site, and they are keeping to the schedule. Any little blip they just pivot in another direction. The day after the cyber meeting there was a water system in PA that was cyber attacked. To Robin's credit, we do not have any connection to the outside world from either the water or wastewater treatment facility. It's something she's been working on to make sure we're protected. She also reported that people are picking up the surplus vehicles today that the Commissioners approved last week.

County Attorney Conway said two newer attorneys were able to get a guilty verdict on a case, she gave a brief case update. She said she is proud of her employees. She has been in contact with Robin to go over the cyber incident response plan proposal and she thanked HR for helping out with a personnel issue.

Katherin Mann from the Sheriff's Office reported the Sheriff and Major are at a meeting this morning but wanted to pass on that everything there is going well and nothing new to report.

Register of Deeds Cathy Stacey reported that she has an important meeting on Friday with the legislative committee, she met with Senator Carson because a piece of legislation regarding expectation of privacy and it's a real problem with the registry of deeds and the information they have. They are working on putting it into interim study. There are a lot of bills that affect county government.

Senior Director Smith gave an update on RSV, Covid and flu. There is the Covid vaccination clinic today. Glendale dining services general manager is no longer with the company. Dr. Vaughn has accepted the Medical Director position when Dr. Singer steps down in May, she is well known in the community. They have an LNA who has recently graduated to be an MNA, the county helped support her with that program, so we are very excited for her. They have entered into partnerships with the library so they have a book exchange now, they had a risk management assessment with an outside company that went well, Assisted Living moc survey is scheduled, and the survey window opens up in January.

Leila Mattila said she is thankful for the postage meter lease award. She will ask Pitney Bowes for the agreement so it can be reviewed by Primex and possibly by legal.

## **F. New Business / Old Business**

1. Human Resources – Alison Kivikoski, Senior Director
  - a. Walk-in

Commissioner Coyle suggested a nonpublic session on the subjects of the walk-ins for an in-depth conversation before they vote. All agreed.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 9:06 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit nonpublic session at 10:17 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle said the first nonpublic session was regarding staffing and a temporary position and they won't be sealing those. She moved to seal the minutes of nonpublic session #2 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. Session #3 seal indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Session #4 seal indefinitely because it was in relation to union negotiations and Session #5 does not need to be sealed. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve the amendment to the Per Diem Wage Schedule for one position effective December 3, 2023 as recommended by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve the temporary, non-benefits eligible "Temp Staff – Clerical (Transportation Technician)" position at an hourly rate range of \$18.00 - \$24.00, effective November 30, 2023 not to exceed six (6) months from the date of employee (s)' hire into the position; wages and associated employer expenses to be paid from the Long Term Care staff salary lines. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 10:20 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/07/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 7, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Goddu  
Jude Gates, Sr. Director, FO  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Leila Mattila, Commissioners' Office  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office

Tom Tombarello, former Commissioner  
Jim Hadley, Northwood Community Power  
Henry Herndon, Community Power of NH  
**Remote Attendance:**  
Commissioner Coyle  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Cathy Stacey, Register of Deeds

### B. Consent Agenda

#### 1. 11/16/23 and 11/30/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 16, 2023 public minutes and the November 30, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated December 4, 2023 to Silverthorne for requested equipment. Commissioner Goddu seconded the motion. Discussion ensued regarding the dollar amount of the request, as well as the details and clarity of the request. Commissioner Coyle moved to amend the motion to award \$4000 to Silverthorne for one Easy-Tilt Rolling Shower Chair, one Accessible Height Adjustable Chair and two storage cabinets for a total of \$4000. Commissioner Goddu stated he feels the request should be tabled and Silverthorne should provide us with the proper documentation. Commissioner Coyle seconded the motion to table. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. 12/08/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,563,212.04 for the period ending December 01, 2023. Commissioner Goddu seconded the motion and asked Senior Director Nickerson why it is \$200,000 more than usual. Senior Director Nickerson said he explained it in an email that he sent to Leila and then verbally detailed the additional funds. Commissioner Coyle said it was very helpful to get that email, she feels they all had the same question and thanked Senior Director Nickerson for the explanation. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Commissioner updates

Commissioner Coyle stated there was a big transaction out of Greenland, and just this month in Portsmouth there was an almost \$6M residential condo and a \$4M residential sale. She said the market is

the lowest it's been in a decade but as it relates to transfer tax revenue generation, we're probably being bolstered by ongoing large transactions.

Commissioner Goddu said he had nothing to report.

Commissioner Chirichiello said he had nothing to report.

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

### **a. Center for Occupational and Employee Health/HealthWatch EAP Contract Extension (approval)**

Commissioner Coyle moved to extend the current contract with Center of Occupational and Employee Health Services (COEH) for onsite mental health clinician services through April 30, 2024, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle asked how the program was going. Senior Director Kivikoski said it had a slow start because of a number of reasons, but it has really gained some momentum, so they would like to give it until the end of April, so they'll get more of a realistic assessment. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **b. Request to Fill Position Prior to Vacancy (approval)**

Commissioner Coyle moved to approve allowing two individuals to hold the Building and Grounds Technician position concurrently for a period not to exceed six (6) weeks, through an end date of February 2, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### **c. Revised Job Description – Facilities Operations (approval)**

Commissioner Coyle moved to approve a revised job description for Senior Director of Facilities, Planning and IT, effective December 7, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and asked about language that was eliminated. Senior Director Kivikoski said that language was just moved to a different section. Commissioner Goddu asked about the educational requirement noted as bachelor's degree. He said he wanted to make sure we're not setting the bar too high, making it difficult to attract someone if we need to. Senior Director Kivikoski explained it is a very high-level position and it is based on what the market is detailing as well as the Department of Labor and Standards. It does say an equivalent education and/or experience would be considered for that role. Commissioner Goddu asked if the current Director holds a bachelor's degree. Senior Director Gates answered "Yes, she does." He asked about other language that was removed. Commissioner Coyle pointed out that it was moved to a different section. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

## **D. Department Head Updates**

Register of Deeds Cathy Stacey said the transaction that Commissioner Coyle mentioned was a cash deal for \$33,250,000. She also reported that Block 5 has arranged for a luncheon for staff on the 19<sup>th</sup> of this month.

Superintendent Jason Henry stated the current jail population is 142, which is down a little and typical for this time of year because the courts don't like to send anyone in around the holidays. They have had an uptick on drugs coming into the jail, the Sheriff's Office helped out with a search inside the building. The A/B units should be up and running by Wednesday of next week and they will have a holiday party next week for command staff with a Yankee swap.

Senior Director Smith reported a few Covid cases and a few staff with flu, but the infection prevention protocols are controlling further spread. There were 23 staff members that received a Covid-19 vaccination last week at the clinic, and they will probably have another one next month. Glendale Dining Services has hired a new General Manager, she started this week. He said they have the annual training on infection prevention and OSHA standards for CMS guidance. They have a mock survey taking place in Assisted Living, they are waiting for the final report. They had a risk assessment, there were a few recommendations and they're waiting on the final report.

Senior Director Kivikoski mentioned working on union negotiation start dates, she said the recognition items for December went out, she asked for all outstanding evaluations, there have been 4 or 5 personnel matters, she and a few others are revising the vaccination policy. They are preparing for the insurance utilization review that will take place on January 18<sup>th</sup> with Gallagher, and the wellness gifts for employees will be coming in soon and will be distributed on December 18<sup>th</sup>.

Senior Director Gates reported that DES has hired an entity to come out, the US EPA is doing a huge review about lead in piping, so she has a meeting with them tomorrow to find out what their expectations are for us. The jail project is wrapping up, the annual fire alarm testing is also wrapping up, there are a number of heat detectors that are aging out, so they'll be looking at that project for next year. The well testing went very well and they're waiting for direction from DES. She heard from DOT this week, they had a few remaining small questions regarding the driveway. She thanked the Commissioners for allowing 2 people to be in the grounds slot for a few weeks, the outgoing employee has been with us for 40 years and does everything on autopilot, so it would be very valuable to have someone shadowing him. She's hoping he will stay on as per diem for one day per week because every season has a different assignment.

Senior Director Nickerson thanked everyone in his department involved in payroll processing because there was a lot in this week's payroll. He gave an update on the UKG conversion, they remain busy with grants, and he said they still don't have even a draft agreement for the pilot program with DHHS. Commissioner Chirichiello said there was an article in the Union Leader that the State was being sued because of staffing they can't get. He said he wouldn't want the county to get sued. He said we should see the award soon from NH DES for the water/wastewater cyber grant and mentioned they will be having a staff holiday party and Yankee swap next week.

The High Sheriff gave a staffing update for dispatch, he said they continue to be extremely busy in the drug unit, they did help the jail with a sweep the other day. He said it's good that Corrections and the Sheriff's Office get along. He said the Superintendent and his Major went with them to the Rockingham County Chief's meeting to get in tune with what's going on in the county. He commended the Superintendent for doing such a great job. He said they were at the Salem police department last night from 4:00 to 8:00, they were asked to attend their meeting, and they've been helping a lot of other towns so they can have their Christmas parties. He said the town is going to help them out with a Christmas thing that they're doing, and they know they're going to be extremely busy in January on transports.

Major Bashaw noted there was a case out of New York, they found and recovered a body that was disposed of in New Hampshire, one of their Deputies on the major offenders' task force was involved with the task force that resulted in the investigation of those people being charged with the murder of that individual and the recovering of the body.

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

### **1. Community Power Plan Presentation (scheduled for 9:30 am)**

Jim Hadley of the Northwood Community Power Committee started the presentation at 9:02 am and Henry Herndon of Community Power Coalition of New Hampshire joined and assisted at 9:12 am. The presentation concluded at 10:00 am.

## **F. Public Comment**

Former Commissioner Tom Tombarello said he is happy to be here today. He said he wants to stay engaged, he is going to try to come in on Thursdays, and he will be running for District 3.

## **G. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Nonpublic session NH RSA 91-A:3, II (a)**

Commissioner Coyle moved to enter nonpublic session at 10:01 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.



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

Commissioner Coyle moved to seal all three nonpublic sessions indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

#### **H. Adjourn**

Commissioner Goddu moved to adjourn at 10:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 12/14/2023.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 14, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Leila Mattila, Commissioners' Office

#### Remote Attendance:

Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Jason Smith, Sr. Director LTC  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds  
rbrown, member of the public (9:05 am)

### B. Consent Agenda

#### 1. 11/27/23 and 12/07/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the November 27, 2023 nonpublic minutes and the December 7, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. Revised Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated December 11, 2023 in the amount of 4,515.65 to Silverthorne Adult Medical Day Center for an Easy-Tilt Rolling Shower Chair, 2 armoires and a wheelchair accessible table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 3. 12/14/23 Accounts payable list (approval)

List total: \$3,973,086.60, ACH \$133,890.96, GL \$489,288.25, Payroll \$4,934.38, Previously authorized by BOC \$50,142.02, Accounts Payable check run \$3,294,830.99.

Commissioner Coyle moved to approve the December 14, 2023 Accounts Payable list total of \$3,973,086.60. Commissioner Goddu seconded the motion and stated he can't support it because there are 17 items without receipts on the Harvey Construction warrant totaling \$39,011.73. He said there is one for \$3,898.70 that just says American Express. Commissioner Coyle said it was all cross referenced, everything is checked and accounted for. She said she is very comfortable with the checks and balances that are taking place with our Department Heads. Commissioner Goddu agreed that the information is laid out perfectly well, but it's the lack of receipts, invoices, and backup. He said he analyzed it, it all balances, and he appreciates the spreadsheet and the extra work that Senior Director Nickerson does to summarize everything, but he just doesn't know what they're paying. Senior Director Nickerson said he asked about the American Express charge and \$3789.31 was for a part for the water flow and the remainder was for a meeting speaker for the trailer. Commissioner Chirichiello said he has full trust in Senior Director Nickerson, he is very thorough. Voted 2-1, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu opposed.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Commissioner Updates

Commissioners Coyle and Goddu had nothing to report.

Commissioner Chirichiello reported on NHAC dues going up a little.

b. Pitney Bowes Lease Agreement (approval)

Commissioner Coyle moved to approve the Pitney Bowes Inc., 60-month lease agreement for 4 postage meters billed quarterly at \$1,683.18, effective on the date of installation, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Letter Regarding Proposed Federal Staffing Mandate for Nursing Homes (discussion)

Commissioner Chirichiello said there has been email conversations from NHAC and the New Hampshire counties asking the administrators for their support and to add their signatures to a letter that was circulated. Commissioner Goddu said it's something they should support. Commissioner Coyle said the intent of the legislation is to make sure the nursing home residents are well cared for, and that's the reason they want more staffing, but the ratios they are requiring would really work against the nursing homes because staffing is so difficult. She agreed they should sign and support the letter because if they are forced to comply with the ratios it would really be quite difficult given the staffing challenges as it is. Commissioner Chirichiello said this is coming down from the President, it's not a one size fits all situation, and he doesn't realize what he's doing to New Hampshire and the counties that run the nursing homes. All Commissioners agreed to support it and add their signatures.

**2. Facilities Operations – Jude Gates, Senior Director**

a. Proposals Rejection & Republish RFP – Automatic Transfer Switch Replacement on Generator (approval)

Commissioner Coyle moved to reject the proposals received for automatic transfer switch replacement on generator and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Amended Employee COVID-19 Required Testing Compliance Policy (approval)

Commissioner Coyle moved to approve the amended Employee COVID-19 Required Testing Compliance Policy as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Discussion ensued involving clarification. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Exception Request 7-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care Services employee (B.V.) as recommended by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. ~~\*TABLED\* Axome Services Agreement (approval)~~

b. COVID-19 Vaccination Mandate Expiration (approval)

Commissioner Coyle moved to terminate the requirements related to staff COVID-19 vaccination as a condition of employment, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Chirichiello stated he wanted to point out for the record, when this was mandated, he was the only Commissioner that voted against it. He said he's not anti-vaccination, he's anti-mandate. Commissioner Coyle said the mandate was because of CMS guidelines, which affects Federal funding. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Intelycare LNA, LPN, RN Traveler Rates (approval)

Commissioner Coyle moved to approve the LNA, LPN, and RN traveler billing rates for Intelycare, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

a. Request to Apply – FFY 24 Mobile Data Terminal & E-Crash Grant (approval)

Commissioner Coyle moved to authorize the Sheriff's Office to apply for the Federal Fiscal Year 2024 Mobile Data Terminal & E-Crash grant which is 75% funded in the amount of \$20,061.00, requiring a 25% match which will be funded by the Sheriff's Office operating budget, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Senior Director Nickerson explained that part would be within contingent grants, part would be Sheriff's Office budget, and the general fund comes into play also. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Department Head Updates**

The High Sheriff reported Deputy Greeley raised the most money for CAC for the state of NH. He raised over \$20,000, and with all the previous years, he's up to over \$67,000. He said CAC is a great organization and he's proud to support them.

Senior Director Nickerson said they continue to be busy with grants, and the pilot program grant. He said they'll have their final grand total of lost revenue in January, and he's been working on year-end preparation. He and his Assistant Director went to an event that the auditors were hosting and took advantage of the situation to discuss business matters, and said they'll hopefully see some progress soon. They had their office Christmas party and Yankee swap earlier this week and he spoke of NHAC meetings, their budget and upcoming conferences.

Register of Deeds Cathy Stacey suggested to Commissioner Chirichiello and Commissioner Coyle to look into a couple of confidential bills regarding real estate, and they are having their office Christmas party next Thursday.

Senior Director Smith gave a Covid update, and a hospice suites update. They received 100 gifts from Saint Anne Parish for the residents, he gave an update on the assisted living dining room, they received a \$50 donation from a former resident's family member and announced his 12 year anniversary of working with Michele Melanson Schmit, the Director of Nursing. He thanked the Commissioners for endorsing the letter regarding the Federal Staffing Mandate and said this requirement does need to be modified.

Superintendent Jason Henry reported the jail population is at 133, the A/B Block shower project has been completed, he thanked Senior Director Gates and her crew, and Officer Evans and his crew for all their hard work over the last few months. He stated at the Opioid Abatement Committee meeting earlier this week, he made a recommendation to fund \$6M per year for 3 years with the possibility of extending for another 3 years, for housing for those that are suffering from addiction. Housing is a high priority, and he hopes they support it. He gave a staffing update, and said they had their office Christmas party yesterday.

Senior Director Kivikoski gave an update on the open position in her office, she mentioned the hats will be distributed next week, there are 10 evaluations that are due tomorrow, and she gave an update on scheduling union negotiation meetings. She stated the UKG transition continues, the SEIU MOU for the discretionary bonus has been signed and is ready for the Board's signatures and their office Christmas party will be on Friday the 22<sup>nd</sup>.

**E. New Business / Old Business**

Commissioner Coyle stated she was reviewing the list that Commissioner Goddu provided to them earlier in the meeting regarding the Harvey Construction warrant items that didn't have receipts and she said they gone over them in the past; Drop One Portables, \$11 at Lowe's, and she mentioned a few others. Commissioner Goddu said he recognizes that, and he really doesn't think that the money is being

misspent, it's a matter of not having the back-up paperwork. He said he has asked for it and it's being denied to him and that's really his point.

Commissioner Chirichiello said he spoke with Superintendent Henry regarding a news reporter that was inquiring about the Apex Simulator and the Superintendent thought it would be a good idea to set up a demonstration for the news reporter and for the Commissioners as well. He said this will take place on January 11<sup>th</sup>, after the Board of Commissioners meeting.

**1. Human Resources – Alison Kivikoski, Senior Director**

- a. Walk-In, Exception Request 7-3 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (M.C.) as recommended by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**F. Public Comment**

There were no public comments.

**G. Commissioners' Nonpublic Session**

**1. Human Resources – Alison Kivikoski, Senior Director**

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

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

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

Commissioner Coyle moved to enter nonpublic session at 9:13 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:35 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

**H. Adjourn**

Commissioner Coyle moved to adjourn at 9:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 1/04/2024.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 21, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

#### Remote Attendance:

Commissioner Goddu  
Jude Gates, Sr. Director, FO  
Jason Smith, Sr. Director LTC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Cathy Stacey, Register of Deeds

### RFP Openings & Awards

#### 1. Award: Greensand Filtration System – Facilities Operations

Commissioner Coyle moved to award the proposal for Greensand Filtration System to Hampstead Area Water Services, Co. for an amount not to exceed \$881,100.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### B. Consent Agenda

#### 1. 12/14/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the December 14, 2023 nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

#### 2. 12/22/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,398,642.56 for the period ending December 16, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

### C. Reports

#### 1. Commissioners' Office – Brian Chirichiello, Chair

##### a. Commissioner Updates

None of the Commissioners had anything to report today.

##### b. Sheehan Phinney Engagement Letter for Legal Services (approval)

Commissioner Coyle moved to approve the Sheehan Phinney Engagement to Provide Civil Litigation Legal Services and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

##### a. Amendment to 2024 Holiday Schedule (approval)

Commissioner Coyle moved to approve the amended "Rockingham County 2024 Holiday Schedule" and the amended "Rockingham County 2024 Holiday Schedule – County Attorney & Registry of Deeds", as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Request for Authorization to Hire Above Midpoint (approval)

Commissioner Coyle moved to approve authorization for the Senior Director of Human Resources and the Senior Director of Long Term Care Services to make hiring offers above mid-point, without the Board approval, per the established hiring grids for LNA's, MNA's, LPNs, RNs, Unit Managers, Nursing Managers, Personal Care Partners, Licensed Care Partners, Medication Care Partners, and Wellness Coordinators. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Request for Authorization to Sign AmWins Document

Commissioner Coyle moved to authorize the Senior Director of Human Resources to sign the Application for Group Insurance document for submission to AmWins, updating the legal entity from Cigna Health and Life Insurance Company to Medco Containment Life Insurance Company effective January 1, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Exception Request 7-4 – Human Resources (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Human Resources employee (K.K.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the submitted listing, utilizing category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated December 8, 2023 to Silverthorne Adult Medical Day Center for an additional client (D.R.) at an amount of \$25 per day for 3 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Onsite Medical Imaging and Lab Services Agreement (approval)

Commissioner Coyle moved to approve the Onsite Medical Imaging and Lab Services Agreement, beginning December 21, 2023 for a period of three (3) years with automatic renew every year thereafter, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

**D. Department Head Updates**

The High Sheriff had nothing new to report.

Senior Director Smith gave a Covid-19 and flu update, he stated they provided meals for seniors with the Brentwood Recreation Department, members of their leadership team provided education and resources about the services offered at the facility. They received a \$50 donation from 4<sup>th</sup> graders at a local school in Brentwood to help support residents with their Christmas gifts. They had their neighborhood resident Christmas party, all of the residents received a gift, and everyone had a great time.

Senior Director Gates reported the water main leak is patched up, the guys took care of it. She reported the water main from North Road to where the slaughterhouse used to be is tenuous and she will probably add it to next year's capital list or maybe under ARPA. They are dealing with a condensate leak in the jail, they

had to shut the steam main down and start running the boiler inside the jail. They ran out of oil because it's been so long since they've used the boiler, it took a day to get a delivery, but the boiler is up and running. She said she is dealing with renewal of the ground water management permit for the #6 oil release, and DOT and DES are keeping them very busy.

Register of Deeds Cathy Stacey reported a big transaction that took place today, and she mentioned everyone brought food for a potluck today.

Superintendent Jason Henry said the count in the jail is 135, and they will start interviewing for the adult diversion position after the holiday. They are planning to turn one unit into an MAT unit. He said it will significantly decrease the amount of time to do medically assisted treatment. They have a comfort dog visiting from Portsmouth PD today, and the staff is already asking for a permanent one.

Senior Director Kivikoski said she has been busy catching up on things in the office, and the hats have been distributed to all the departments just in time for the first day of winter.

Senior Director Nickerson stated the UKG transition continues, the grant for water treatment has been officially awarded, work on the DHHS pilot program grant continues, the NHAC dues passed unanimously, and he mentioned a few legislative items.

Leila Mattila asked what the plan was for next week's meeting because Monday is a holiday and that is typically when agenda items are due. Commissioner Chirichiello asked everyone if they had anything pressing for next week because they were thinking of making the meeting an accounts payable approval and nonpublic session only meeting. No one had anything important, all agreed to a short meeting.

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

Commissioner Chirichiello said he attended a Strafford County meeting via Zoom. He explained that they are trying to build a new nursing home, and with talk of the cost at \$170M, there were a lot of angry people. He said with our building, everyone had the information, the Delegation had all the information, everyone was all on the same page and it all went so smoothly. He commended all the Department Heads for working so well together and being such a great team. Commissioner Coyle added that the timing relative to ARPA funds and having a plan in place as well as the teamwork from all the Department Heads made it all come together.

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

There were no public comments.

#### **G. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 8:57 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit nonpublic session at 9:17 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic session regarding a Union issue indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the remainder of the nonpublic session 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.



## H. Adjourn

Commissioner Coyle moved to adjourn at 9:18 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/04/2024.

  
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Commissioner Kathryn Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 28, 2023 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Chirichiello  
Commissioner Coyle  
Commissioner Goddu  
Charles Nickerson, Sr. Director, Finance

Alison Kivikoski, Sr. Director, HR  
Jason Smith, Sr. Director, LTC  
Leila Mattila, Commissioners' Office

### B. Consent Agenda

#### 1. 12/28/23 Accounts payable list (approval)

List total: \$4,728,204.41, ACH \$1,984,906.43, GL \$19,565.66, Payroll \$8,215.77, Accounts Payable check run \$2,715,516.55.

Commissioner Coyle moved to approve the December 28, 2023 Accounts Payable list total of \$4,728,204.41. Commissioner Goddu seconded the motion and stated he won't support the Harvey payment because it's missing receipts. Commissioner Coyle said CN sent a schedule of values and everything matched up and they're still \$305,000 under budget. Voted 2-1, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu opposed.

### C. Public Comment

Senior Director Smith stated it is his 3<sup>rd</sup> year anniversary with the County and thanked the Commissioners for allowing him to lead the long term care division for the county. Commissioner Coyle commended his accomplishments and thanked him for his dedication. Commissioner Chirichiello echoed Commissioner Coyle's sentiments. Commissioner Goddu agreed.

### D. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 8:36 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 8:52 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

### E. Adjourn

Commissioner Coyle moved to adjourn at 8:52 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/11/2024.

  
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Commissioner Kathryn Coyle, Clerk